



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

Tuesday, November 12, 2024 at 5:30 PM
City Hall, 344 West Main Street

OPENING ITEMS

APPROVAL OF AGENDA

APPROVAL OF MINUTES

1. Consider Approval of the Minutes from the Regular Meeting Held on October 22nd

PUBLIC HEARING

2. Project ST-015 / SP 4204-40: 2025 MnDOT College Drive Improvement Project - 1) Improvement Hearing; 2) Consider Resolution Ordering Improvement & Ordering Preparation of Plans; 3) Consider Resolution Approving Plans and Specifications and Ordering Advertisement for Bids

CONSENT AGENDA

3. Consider Approval for a Raffle Permit for the United Way on January 17, 2025
4. Project ST-012-2025: S Hill Street / S Minnesota Street / Charles Avenue Reconstruction Project - Consider Resolution Ordering Preparation of Report on Improvement
5. Introduce an Ordinance Amending Ch.22-VIII Licensing and Registration Requirements for the Sale of Intoxicating Cannabinoid Products
6. Consider Approval to Allow Alcoholic Beverages at the Red Baron Arena for the Fairbank Ice Dogs on December 6th & 7th
7. MPCA Air Monitoring Equipment Site Lease PC0070 at Airport
8. Consider Approval of the Bills/Project Payments

NEW BUSINESS

9. Consider Resolution Approving the 2025 Fee Schedule
10. Adoption of the Ordinance Amendment to Chapter 86, Article II-1, Section 86-31 Prohibited Uses
11. Adoption of the Ordinance Amendment to Chapter 86, Article VI-1, Section 86-165 Structures in Residential Districts
12. Adoption of the Ordinance Amendment to Chapter 86, Article II-1, Section 86-97 Low Density Residence District
13. Project SWM-003 Legion Field Stormwater Improvements Project-Phase III - Consider Award of Proposal from Bolton & Menk, Inc
14. Instrument Landing System (ILS) Replacement-Runway 12 1) Authorization to TKDA to Advertise 2)TKDA Professional Services Agreement for Construction Phase Services

COUNCIL REPORTS

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

STAFF REPORTS

17. City Administrator
18. Director of Public Works/City Engineer
19. City Attorney

ADMINISTRATIVE REPORTS

20. Administrative Brief

INFORMATION ONLY

21. Project ST-007: UCAP Bus Shelter Project
22. Public Housing Commission Minutes
23. Building Permits

MEETINGS

24. Upcoming Meetings

ADJOURN



CITY OF MARSHALL AGENDA ITEM REPORT

Presenter:	Mayor Byrnes
Meeting Date:	Tuesday, November 12, 2024
Category:	APPROVAL OF MINUTES
Type:	ACTION
Subject:	Consider Approval of the Minutes from the Regular Meeting Held on October 22nd
Background Information:	Enclosed are the minutes from the previous meetings.
Fiscal Impact:	
Alternative/ Variations:	Staff encourages City Council Members to provide any suggested corrections to the minutes in writing to City Clerk, Steven Anderson, prior to the meeting.
Recommendations:	That the minutes from the meetings held on October 22nd 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, October 22, 2024**

The regular meeting of the Common Council of the City of Marshall was held October 22, 2024, at City Hall, 344 West Main Street. The meeting was called to order at 5:30 P.M. by Mayor Robert Byrnes. In addition to Byrnes the following members were in attendance: Craig Schafer, Amanda Schroeder, Steve Meister, John Alcorn, and See Moua-Leske. Absent: James Lozinski. Staff present included: Sharon Hanson; City Administrator; Pamela Whitmore, City Attorney; Jason Anderson, Director of Public Works/ City Engineer; E.J. Moberg, Director of Administrative Services; Jim Marshall, Director of Public Safety; Sheila Dubs, Human Resource Manager; Preston Stensrud, Park and Rec Supervisor; Eric Luther, Liquor Store Supervisor; Ilya Gutman, Plans Examiner; Laura Wing, Payroll and Benefits Specialist; and Steven Anderson, City Clerk.

Consider Approval of the Minutes from the Regular Meeting and Work Session Held on October 8th

There were no amendments to the minutes from the meetings held on October 8, 2024.

Motion made by Councilmember Moua-Leske, Seconded by Councilmember Alcorn to approve the minutes from the meetings held on October 8, 2024. Voting Yea: Mayor Byrnes, Councilmember Schafer, Councilmember Meister, Councilmember Schroeder, Councilmember Alcorn, Councilmember Moua-Leske. The motion **Carried. 6-0.**

Ordinance Amending Chapter 74 Article VII Division 3-2 Permit for Class 2 All-Terrain Vehicles and Utility Task Vehicles 1) Public Hearing 2) Consider Adoption of an Ordinance Amending Chapter 74-VII, Division 3-2

Clerk Anderson began the public hearing. The City of Marshall allowed the use of Class 2 All-Terrain Vehicles and Utility Task Vehicles to operate on public streets and roadways with a yearly permit. Both vehicle types are prohibited from driving on Minnesota Highways within city limits, which included Main Street (Highway 59), College Drive (Highway 19), Highway 23 and Highway 68. Proposed amendments would allow Golf Carts to operate on the same roads as ATVs/UTVs and would have the following requirements: Seatbelts for all occupants, headlights, taillights, turn signals, driver side mirror and passenger mirror/rearview mirror, Slow moving emblem, and restricted to streets with a posted speed limit of 30mph or less. United Community Action Partnership sent a letter in opposition to the ordinance citing safety concerns and traffic flow disruptions. Sara Runchey, a local resident, also voiced her concern with allowing golf carts to operate on public streets. Councilmember Schafer stated his apprehension with allowing golf carts. Councilmember Moua-Leske also voiced her opposition to the ordinance amendments. Councilmember Schroeder echoed the sentiment of Schafer and Moua-Leske. Councilmember Meister rebutted the arguments against golf carts.

Motion made by Councilmember Schafer, Seconded by Councilmember Moua-Leske close the public hearing. Voting Yea: Mayor Byrnes, Councilmember Schafer, Councilmember Meister, Councilmember Moua-Leske Voting Nay: Councilmember Schroeder, Councilmember Alcorn. The motion **Carried. 4-2.**

Motion made by Councilmember Meister to adopt Ordinance 24-017 Amending Chapter 74, Article VII to allow the use of motorized golf carts on public streets with a city issued permit. Motion failed due to lack of a Second.

Motion made by Councilmember Schafer, Seconded by Councilmember Moua-Leske to not adopt Ordinance 24-017 Amending Chapter 74, Article VII to allow the use of motorized golf carts on public streets with a city issued permit. Voting Yea: Mayor Byrnes, Councilmember Schafer, Councilmember Schroeder, Councilmember Alcorn, Councilmember Moua-Leske Voting Nay: Councilmember Meister. The motion **Carried. 5-1.**

Consider Award of Proposals for the Pickup of Refuse at Various City Locations

Clerk Anderson stated that a request for proposals was sent in September to the four current licensed refuse haulers in the City of Marshall. Quotes were received on October 17th, 2024, for the removal of garbage and trash from numerous municipal locations within the City of Marshall. Proposals were received from Southwest

Sanitation and Sweetman Sanitation. Waste Management and West Central Sanitation did not submit a quote. The low quote was received from Sweetman Sanitation in the amount of \$25,980. Hanson clarified that these were quotes and not bids so the competitive bid law did not apply. Whitmore interjected that the council could pursue a different process of obtaining a contract such as direct negotiation under the city charter and statutes. Mayor Byrnes mentioned that the city had done something similar with farm lease agreements by allowing the current operator to resubmit a quote so there would be less disruption in service.

Motion made by Councilmember Schafer, Seconded by Councilmember Moua-Leske to directly negotiate with Southwest Sanitation to either match or have a lower quote than Sweetman Sanitation and bring the contract back to council. Voting Yea: Mayor Byrnes, Councilmember Schafer, Councilmember Meister, Councilmember Schroeder, Councilmember Alcorn, Councilmember Moua-Leske. The motion **Carried. 6-0.**

CONSENT AGENDA

Motion made by Councilmember Schafer, Seconded by Councilmember Schroeder to approve the items on the consent agenda. Voting Yea: Mayor Byrnes, Councilmember Schafer, Councilmember Meister, Councilmember Schroeder, Councilmember Alcorn, Councilmember Moua-Leske. The motion **Carried. 6-0.**

- Consider Authorization to Declare Vehicle as Surplus Property for the Marshall Police Department
- Consider Approval of a LG220 Lawful Gambling Permit for the Shades of the Past
- Introduction of the Ordinance Amendment to Chapter 86, Article VI-1, Section 86-165 Structures in Residential Districts.
- Introduction on the Ordinance Amendment to Chapter 86, Article IV, Section 86-97 Low Density Residence District.
- Introduction of the Ordinance Amendment to Chapter 86, Article II-1, Section 86-31 Prohibited Uses
- Consider the Approval of Partial Release of Development Contract and Modification of Declaration of Restrictions for Stone Meadows
- Consider Approval of the Bills/Project Payments

City of Marshall & Marshall Municipal Utilities Partnership Agreement

Dave Schelkoph presented the annual partnership agreement between the City of Marshall and Marshall Municipal Utilities. Schelkoph highlighted the Payment in Lieu of Tax (PILOT) that MMU calculated based on a ten-year average of kilowatt hour sales. In the future MMU and the City of Marshall would be pursuing a new formula with a minimum floor that MMU would pay as energy sales were being reduced due to efficiencies. Schelkoph also spoke about future utility expansion in Commerce Park and a new emergency generator that would require bonding through the City of Marshall in 2026.

Motion made by Councilmember Schroeder, Seconded by Councilmember Alcorn to approve the 2025 Partnership Agreement between the City of Marshall and Marshall Municipal Utilities. Voting Yea: Mayor Byrnes, Councilmember Schafer, Councilmember Meister, Councilmember Schroeder, Councilmember Alcorn, Councilmember Moua-Leske. The motion **Carried. 6-0.**

Consider the 2025 Health, Dental, and Vision Insurance Renewals

At the October 8, 2024, Council work session, the city's broker, Bill Chukuske with National Insurance Services (NIS), presented the 2025 renewal information for health, dental, and vision insurances. A review of the claims data, the renewal proposals, a review of health and dental comparable city information, and recommendations were presented at the work session. For 2025 health insurance, BlueCross BlueShield (BCBS) of MN had offered the city a renewal with a 15% increase for the 2025 plan. Chukuske and Staff recommended that Council reject that offer. BCBS submitted an alternative proposal that was reviewed at the work session. Staff recommended the Council accept the alternative BCBS proposal, with the City and Employees sharing equally in the 10% health insurance premium increase.

For dental insurance, in 2024 the Council approved a contract with Beam Dental that included a 2nd year rate guarantee, resulting in no premium increase. The Employee Insurance Advisory Committee reviewed an alternative option for vision insurance and recommended the Council stay with EyeMed for 2025, which provided a rate guarantee for 48 months.

Motion made by Councilmember Moua-Leske, Seconded by Councilmember Alcorn to accept the alternative BlueCross BlueShield alternative plan, Beam dental and EyeMed with the staff recommended cost-share proposals. Voting Yea: Mayor Byrnes, Councilmember Schafer, Councilmember Meister, Councilmember Schroeder, Councilmember Alcorn, Councilmember Moua-Leske. The motion **Carried. 6-0.**

Consider the Request of Matt Schnoor for a Conditional Use Permit for a Duplex in an R-1 District

Gutman explained the request for a conditional use permit at 906 Cheryl Avenue. This was a request to have a single ownership duplex in an R-1 One Family Residence District. The building was built in 1975 as a single-family residence and in 1986 the owner (different from the current one) applied for a Conditional Use permit for a duplex. The request was denied because the lot size did not meet the Ordinance requirements of the time, the windows were not adequate for egress, and the lower unit's only access/exit was through the garage. Despite the denial, the past owners kept using the building as a duplex. To bring the building into compliance for rental registration, approval of the conditional use permit was necessary. All windows were replaced in 2004 and 2013, and the ordinance regarding lot size was being amended to reduce lots' minimum size for duplexes. Construction to separate the lower unit's exit from the garage had been discussed with the current owner and was included as a condition for approval. The Planning Commission conducted a public hearing on October 9, 2024, and unanimously recommended approval.

Motion made by Councilmember Schroeder, Seconded by Councilmember Schafer to approve the conditional use permit for a duplex in an R-1 District at 906 Cheryl Avenue. Voting Yea: Mayor Byrnes, Councilmember Schafer, Councilmember Meister, Councilmember Schroeder, Councilmember Alcorn, Councilmember Moua-Leske. The motion **Carried. 6-0.**

Ordinance Amending Chapter 22, Article VIII Licensing and Registration Requirements for the Sale of Intoxicating Cannabinoid Products

The proposed ordinance laid the groundwork for city registration of cannabis licenses to be issued by the Office of Cannabis Management beginning January 1, 2025. The amendments included several new definitions, hours of operation for retailers, and limiting the number of registrations that would be issued by the City of Marshall to two. The City of Marshall had already taken steps to allow retail registration of THC edibles for on-site and off-site consumption. The zoning component of the licensing and registration would come later as staff worked through the various considerations needed for each type of license. Attorney Whitmore added that three areas of the ordinance had some minor missing information and requested that the additions be implemented. The changes included specific hours of operation, number of days to notify the OCM and how long a suspension could be extended.

Motion made by Councilmember Meister, Seconded by Councilmember Alcorn to adopt Ordinance 24-020 amending Chapter 22, Article VIII, Licensing and Registration Requirements for the Sale of Intoxicating Cannabinoid Products including the additions from Attorney Whitmore and authorizing its summary publication. Voting Yea: Mayor Byrnes, Councilmember Schafer, Councilmember Meister, Councilmember Schroeder, Councilmember Alcorn, Councilmember Moua-Leske. The motion **Carried. 6-0.**

Project ST-015 / SP 4204-40: 2025 MnDOT College Drive Improvement Project - 1) Consider Resolution Ordering Preparation of Report on Improvement; 2) Consider Resolution Receiving Feasibility Report and Calling Hearing on Improvement

The Minnesota Department of Transportation (MnDOT) project consisted of reconstruction and utility replacement on Trunk Highway 19 (TH19)/College Drive starting 700 feet west of Marlene Street and ending at the intersection of Bruce Street and Bruce Street starting 150 feet south of TH19 and ending 350 feet north of TH19. MnDOT initiated the reconstruction project to replace pavement surfacing that was in poor condition. As part of this cooperative project, the city would be replacing water and sewer infrastructure as needed within the project corridor. The 2025-2026 College Drive Reconstruction project bid opening date was set for December 6, 2024, with construction expected to begin in spring of 2025. Costs that are typically assessed on local projects include sanitary sewer service lines, private sidewalk walk-ups, driveway costs more than 12-foot width, and street costs remaining following utility participation in street costs. With the project, MnDOT would be paying for all highways, driveway, and private walk-up costs. The remaining costs that would be eligible for assessment to property owners included sanitary sewer service lines and local costs for parking lanes on the state highway. MnDOT would be charging the City of Marshall 10% of parking lane costs, in accordance with their cost participation policy. City staff proposed to special assess all costs associated with sanitary sewer service lines on the project. The city staff did not propose assessing the local share of parking lane costs because the local share was estimated in the proposed cooperative agreement at less than \$2,000. City staff proposed to special assess all costs associated with sanitary sewer service line on this project. Local costs on the 2025-2026 project were estimated to be \$8.3M. Costs would be shared by Marshall Municipal Utilities, Wastewater Department, Surface Water Management Utility, and the Marshall Municipal State Aid funds. In addition, City staff had secured Local Road and Bridge Program grant funding in the amount of roughly \$1.3M, and MnDOT was sharing over \$1M in RAISE grant funds for this project. Costs to be assessed were estimated at \$150,000.

Motion made by Councilmember Schafer, Seconded by Councilmember Alcorn to adopt Resolution 24-092 Ordering Preparation of Report on Improvement and to adopt Resolution 24-093 Receive Feasibility Report and Calling for Public Hearing on Improvement. Voting Yea: Mayor Byrnes, Councilmember Schafer, Councilmember Meister, Councilmember Schroeder, Councilmember Alcorn, Councilmember Moua-Leske. The motion **Carried. 6-0.**

Project ST-015 / SP 4204-40: 2025 MnDOT College Drive Improvement Project – Consider Resolution Authorizing Execution of MnDOT Cooperative Construction Agreement No. 1056297

The Cooperative Agreement was a continuation of the previous agenda item and outlines the relationship between MnDOT and the City for the construction project and provided for the estimated payment of the City's share of costs for the water main, sanitary sewer, sidewalk, street lighting, traffic signal systems, pedestrian crosswalk flasher system, roadway, and parking lane construction. Highlights of the agreement for consideration included federal grant funds awarded to the City cannot be used for water and sewer utility costs; federal grant fund allocations to the City are capped. Should costs exceed the capped figure, the City was responsible for identifying other sources to make project payments; Once bids are opened, MnDOT would present city staff with an "updated Schedule I" that reflected the city's required project payment based on actual bids received. The city would be expected to remit our project payment, in full, shortly after bid opening; city engineering staff would perform construction administration, project staking, and inspection services for the water and sewer construction on the project. As such, the engineering fees that the city must pay to MnDOT reflect a lower payment to MnDOT for the work; MnDOT had installed an EV charging station at the Avera parking lot at the corner of N. Bruce Street/Charles Avenue to satisfy federal grant requirement. That relationship was covered by a separate agreement that the City Council does not review; the city was responsible for maintenance of landscaping in the center of the roundabout at MN19/Country Club Drive/S. 2nd Street; the city was responsible for maintenance/ownership of street lighting, aside from historic lighting on bridges; the city was responsible for ownership/maintenance of pedestrian crosswalk flasher systems that are installed during the project; and lastly the city was responsible for traffic signal bulb replacement, crosswalk markings, and traffic signal painting.

Total City obligation was estimated at \$8,187,985.80, with \$2,965,619.76 in federal aid. The total City obligation, less federal aid, was estimated at \$5,222,366.04. City costs would be split between Marshall Municipal Utilities (water and electric), Wastewater Department, Surface Water Management Utility, and Municipal State Aid.

Motion made by Councilmember Moua-Leske, Seconded by Councilmember Schafer to adopt Resolution 24-091 Authorizing Execution of MnDOT Cooperative Construction Agreement No. 1056297. Voting Yea: Mayor Byrnes, Councilmember Schafer, Councilmember Meister, Councilmember Schroeder, Councilmember Alcorn, Councilmember Moua-Leske. The motion **Carried. 6-0.**

Approve Legislative Services Agreement with Flaherty and Hood for 2025 and 2026

Administrator Hanson explained that the mayor and staff met with Flaherty and Hood Government Relations Senior Lobbyist Marty Seifert to review capital needs for the City of Marshall. Wastewater, street infrastructure, park and recreation facilities as well as public safety projects were discussed as needed to be funded in the future. To consider all revenue sources, the city was interested in partnering with the Minnesota Legislature on funding some of the possible projects discussed. Initial projects highlighted for the 2025 legislative session included MERIT Center Phase 3 completion and the city's Band Shell. Due to the complexities of the legislative process, Mayor Byrnes and staff are recommending that the city pursue governmental relations expertise to secure legislative funding. The 2025 proposed budget did include \$25,000 for legislative services.

Motion made by Councilmember Schafer, Seconded by Councilmember Alcorn to approve the Legislative Services Agreement with Flaherty and Hood for 2025 and 2026. Voting Yea: Mayor Byrnes, Councilmember Schafer, Councilmember Meister, Councilmember Schroeder, Councilmember Alcorn, Councilmember Moua-Leske. The motion **Carried. 6-0.**

Commission/Board Liaison Reports

Byrnes	SWRD discussed upcoming goals and the regional need for daycares. The Fire Relief Association met for their quarterly update.
Schafer	No report.
Meister	No report.
Schroeder	EDA continued discussion on daycares and steps going forward.
Alcorn	No report.
Moua-Leske	No report.
Lozinski	Absent.

Councilmember Individual Items

Moua-Leske had been assisting with Children's First Financing and Lauren Deutz on the daycare study for the region.

Alcorn attended the Taste of Marshall event, and it was sold out and well received.

Schafer was able to watch the first City of Marshall and SMSU featured beers come off the canning line at Brau Brothers.

City Administrator

Hanson deferred her time to Clerk Anderson and Moberg. Anderson reviewed the polling locations for the upcoming election on November 5th and additional early voting hours at the Lyon County Government Center. Moberg and Eric Luther showed off the new line of beers (1872 Amber Ale, Cultivate Pale Ale and Jiminey Jumper Apple Lager) that the City of Marshall had collaborated with Brau Brothers.

Director of Public Works/City Engineer

Updates were provided for the following project: Whitney Street and United Community Action Partnership bus shelters.

City Attorney

No report.

Information Only

There were no questions about the Information Only items.

Upcoming Meetings

There were no questions on the Upcoming Meetings.

Adjournment

At 6:50 PM Motion made by Councilmember Meister, Seconded by Councilmember Schroeder to adjourn the meeting. Voting Yea: Mayor Byrnes, Councilmember Schafer, Councilmember Meister, Councilmember Schroeder, Councilmember Alcorn, Councilmember Moua-Leske. The motion **Carried. 6-0.**

CITY OF MARSHALL AGENDA ITEM REPORT

Presenter:	Jason Anderson
Meeting Date:	Tuesday, November 12, 2024
Category:	PUBLIC HEARING
Type:	ACTION
Subject:	Project ST-015 / SP 4204-40: 2025 MnDOT College Drive Improvement Project - 1) Improvement Hearing; 2) Consider Resolution Ordering Improvement & Ordering Preparation of Plans; 3) Consider Resolution Approving Plans and Specifications and Ordering Advertisement for Bids
Background Information:	<p>Property owners affected by the above-referenced project have been notified, according to law, that a hearing would be held on November 12, 2024, as ordered per Resolution 24-093 on 10/22/2024 . A public presentation will be made followed by any discussion.</p> <p>This Minnesota Department of Transportation (MnDOT)/City of Marshall project consists of: reconstruction and utility replacement on Trunk Highway 19 (TH19)/College Drive starting 700' west of Marlene Street and ending at the intersection of Bruce Street, and Bruce Street starting 150' south of TH19 and ending 350' north of TH19. The Minnesota Department of Transportation (MnDOT) initiated this reconstruction project and as part of the project the City will be replacing the underground utilities in the areas outlined above.</p> <p>With this being a MnDOT project, MnDOT is taking the lead role in the project, including preparation of plans, advertisement for bids, and awarding the construction contract. The bid opening is scheduled for 12/06/2024.</p> <p>Prior City action relating to the project is as follows:</p> <p>12/12/2023 Resolution 23-077 "Resolution for Municipal Consent and Layout Approval"</p> <p>10/22/2024 Resolution 24-092 "Resolution Ordering Preparation of Report on Improvement" Resolution 24-093 "Resolution Receiving Feasibility Report and Calling for Hearing on Improvement" Resolution 24-091 "Resolution Authorizing Execution of MnDOT Cooperative Construction Agreement No. 1056297"</p> <p>Included in the packet is a resolution to order the improvement and the preparation of plans, as well as a resolution to approve the plans and specifications, acknowledge MnDOT's advertisement for bids, and acknowledge that MnDOT will award the contract and provide the City with an updated "Schedule I". The updated Schedule I will provide the City with updated, as-bid costs that reflect the City's portion of the project costs. The amended Schedule I will replace the Schedule I cost estimate pages that were approved by the City Council on 10/22/2024 with execution of the Cooperative Agreement.</p> <p>To proceed with special assessments for this project, adoption of the resolution ordering improvement requires a "super-majority" vote, meaning the Council must adopt the resolution by a four-fifths vote of all members of the Council.</p>
Fiscal Impact:	Local costs on the 2025-2026 project are estimated at roughly \$8.2M. Costs will be shared by Marshall Municipal Utilities, Wastewater Department, Surface Water Management Utility, and Marshall Municipal State Aid funds. In addition, City staff has secured Local Road and Bridge Program grant funding in the amount of roughly \$1.3M, and MnDOT is sharing nearly \$2M in RAISE grant funds for this project. Costs to be assessed is estimated at \$197,300 for the sanitary sewer service lines on the project.

Alternative/ Variations:	No alternative actions recommended.
Recommendations:	<p>Recommendation No. 1: that the Council close the public hearing on improvement for the project.</p> <p>Recommendation No. 2: that the Council adopt RESOLUTION NUMBER 24-095, which is the “Resolution Ordering Improvement and Ordering Preparation of Plans” for the project.</p> <p>Recommendation No. 3: that the Council adopt the Resolution 24-098, which is the “Resolution Approving Plans and Specifications and Ordering Advertisement for Bids” for the project.</p>

RESOLUTION 24-095

**RESOLUTION ORDERING IMPROVEMENT
AND ORDERING PREPARATION OF PLANS**

WHEREAS, a resolution of the City Council adopted the 22nd day of October, 2024, fixed a date for a Council hearing for proposed improvements under the following project:

**PROJECT ST-015 / SP 4204-40
2025 MnDOT COLLEGE DRIVE IMPROVEMENT PROJECT**

AND WHEREAS, ten days' mailed notice and two weeks' published notice of the hearing was given, and the hearing was held thereon on the 12th day of November, 2024, at which all persons desiring to be heard were given an opportunity to be heard thereon.

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

1. Such improvement is necessary, cost-effective, and feasible as detailed in the feasibility report.
2. Such improvement is hereby ordered as proposed in the Council resolution receiving the Feasibility Report adopted the 22nd day of October, 2024.
3. Jason R. Anderson, P.E. is hereby designated as the engineer representing the City of Marshall for this improvement. MnDOT has prepared plans and specifications for the making of such improvement, and the City's engineer has reviewed and approved the plans and specifications.

Passed and adopted by the Council this 12th day of November, 2024.

Mayor

ATTEST:

City Clerk

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

RESOLUTION NUMBER 24-098

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

WHEREAS, pursuant to a resolution passed by the council on November 12, 2024, the City acknowledges MnDOT has prepared plans and specifications under the following project in the following location and has presented such plans and specifications to the Council for approval.

**PROJECT ST-015 / SP 4204-40
2025 MnDOT COLLEGE DRIVE IMPROVEMENT PROJECT**

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

1. Such plans and specifications, a copy of which is attached hereto and made a part hereof, are hereby approved.
2. MnDOT shall advertise the project in accordance with Minnesota Statute 429.041 Subdivision 1 and shall conform with the Uniform Municipal Contracting Law.
3. It is acknowledged that MnDOT will be responsible for awarding the construction contract to the lowest responsible bidder. It is further acknowledged that MnDOT will provide the City of Marshall with an amended "Schedule I" upon receipt of bids. The amended "Schedule I" will reflect expected City costs for the project, and these costs will be used in the determination of special assessments for sanitary sewer service lines.

Passed and adopted by the Council this 12th day of November, 2024.

Mayor

ATTEST:

City Clerk

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



MARSHALL
CULTIVATING THE BEST IN US

FEASIBILITY REPORT

Project ST-015

TH19/College Drive Reconstruction Project

October 22, 2024



Item 2.



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

By: Eric R Hanson, P.E.
Eric R. Hanson, P.E.
Registration No. 53316

FEASIBILITY REPORT

PROJECT ST-015 TH19/COLLEGE DRIVE RECONSTRUCTION PROJECT CITY OF MARSHALL, MINNESOTA

1.0 SCOPE

This Feasibility Report as authorized by the City Council, covers the following proposed improvements: reconstruction and utility replacement on Trunk Highway 19 (TH19)/College Drive starting 700' west of Marlene Street and ending at the intersection of Bruce Street and Bruce Street starting 150' south of TH19 and ending 350' north of TH19. The Minnesota Department of Transportation (MnDOT) initiated this reconstruction project and as part of the project the City will be replacing the underground utilities in the areas outlined above.

The project will be funded through various means, including: Federal RAISE grant funds, Federal Local Road & Bridge Grant, State of Minnesota DOT, Marshall Municipal Utilities, Marshall Wastewater Department, Marshall Surface Water Management Utility, special assessments, and Marshall Municipal State Aid funds. The only portion of the project that will be assessed to property owners is the sanitary sewer service lines that benefit each individual property. All other costs that are typically assessed by the City of Marshall are covered by MnDOT or federal grants. Therefore, this feasibility study will only address the sanitary sewer services within the limits of the project.

The project will be constructed in two phases; in 2025 construction will start on the west end of College Drive and end just west of the intersection with Main Street and in 2026 construction will start at Main Street and run through the east end of College Drive and including Bruce Street. Maps showing the limits of Phase 1 and Phase 2 are included in this report.

2.0 BACKGROUND / EXISTING CONDITIONS

Utilities

Within the limits of the project there is a mix of sanitary sewer lines and sanitary sewer services ranging in size from 4" to 21". A large percentage of the sanitary system in the system is vitrified clay pipe (VCP) and is in poor condition. There are some portions of the project with PVC pipe, but due to the changes in the roadway geometrics (adding a roundabout) and the addition of storm sewer in the corridor the sanitary sewer needs to change alignment.

3.0 PROPOSED IMPROVEMENTS

Utilities

The proposed utility improvements include installing new sanitary sewer main and sanitary service lines throughout the project, with service lines extended into the adjacent properties.

The sanitary sewer system improvements will include installing new manhole, sewer main, and sewer services within the limits of the project. New PVC sanitary sewer pipes shall be installed. New sewer services will be installed to the right-of-way (ROW) line with a minimum 4" pipe size for residential services.

4.0 STATEMENT OF PROBABLE COST

The estimated costs to complete the proposed sanitary improvements are shown below. The estimated construction costs include a 10% allowance for contingencies and a 16% allowance for administrative and engineering costs. The unit prices for each item of work used in determining the estimated cost of construction were developed by the MnDOT, the costs are based on average weighted bid prices and is subject to change.

<i>Sanitary Sewer Replacement</i>	<u>\$1,717,562.22</u>
<i>Subtotal Estimated Construction Cost</i>	<i>\$1,717,562.22</i>
<i>Contingencies (7%)</i>	<u>\$23,500.00</u>
<i>Total Estimated Construction Cost</i>	<i>\$1,837,762.22</i>
<i>Estimated Engineering, & Administration (16%)</i>	<u>\$294,041.96</u>
<i>Total Estimated Project Cost</i>	<i><u>\$2,131,804.18</u></i>

5.0 PROPOSED ASSESSMENTS

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

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

The adjacent properties will not be assessed for the storm water drainage improvements. All costs for storm water drainage improvements will be paid by the Marshall Surface Water Management Utility.

Costs for the highway replacement, driveways, and sidewalks will not be assessed to the adjacent property owners. These costs will not be assessed because MnDOT will be paying for these costs. The City of Marshall is responsible for some intersection costs, including local legs of the roundabout and traffic signals, but these costs are not assessed to property owners. A preliminary assessment roll showing the estimated assessments for each benefiting parcel, City Participation, and utility participation will be prepared at a later date for consideration by the City Council in accordance with the most recent Special Assessment Policy.

6.0 FEASIBILITY/CONDITIONS/QUALIFICATIONS

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

7.0 PROPOSED PROJECT SCHEDULE

The following is the anticipated schedule for the project. MnDOT will be advertising the project as well as completing the bid opening. The project is currently planned for 2 years of construction. In 2025, the construction will start on the west end of the project and end on the west side of Main Street. In 2026, the project will start at the end of Phase 1 and end at the East limits of the project.

October 22, 2024	Receive Feasibility Report
October 25-December 5, 2024	Advertise for Bids (By MnDOT)
December 6, 2024	Bid Opening Date (By MnDOT)
April 9, 2025	Award Contract (By MnDOT)
Spring 2025	Begin Phase 1 Construction (West end to south of Main St)
Spring 2026	Begin Phase 2 Construction (Main St to Bruce St)
October 2026	Public Hearing on Assessment/Adopt Assessment
October 2026	End Construction

APPENDIX

PROJECT LIMITS



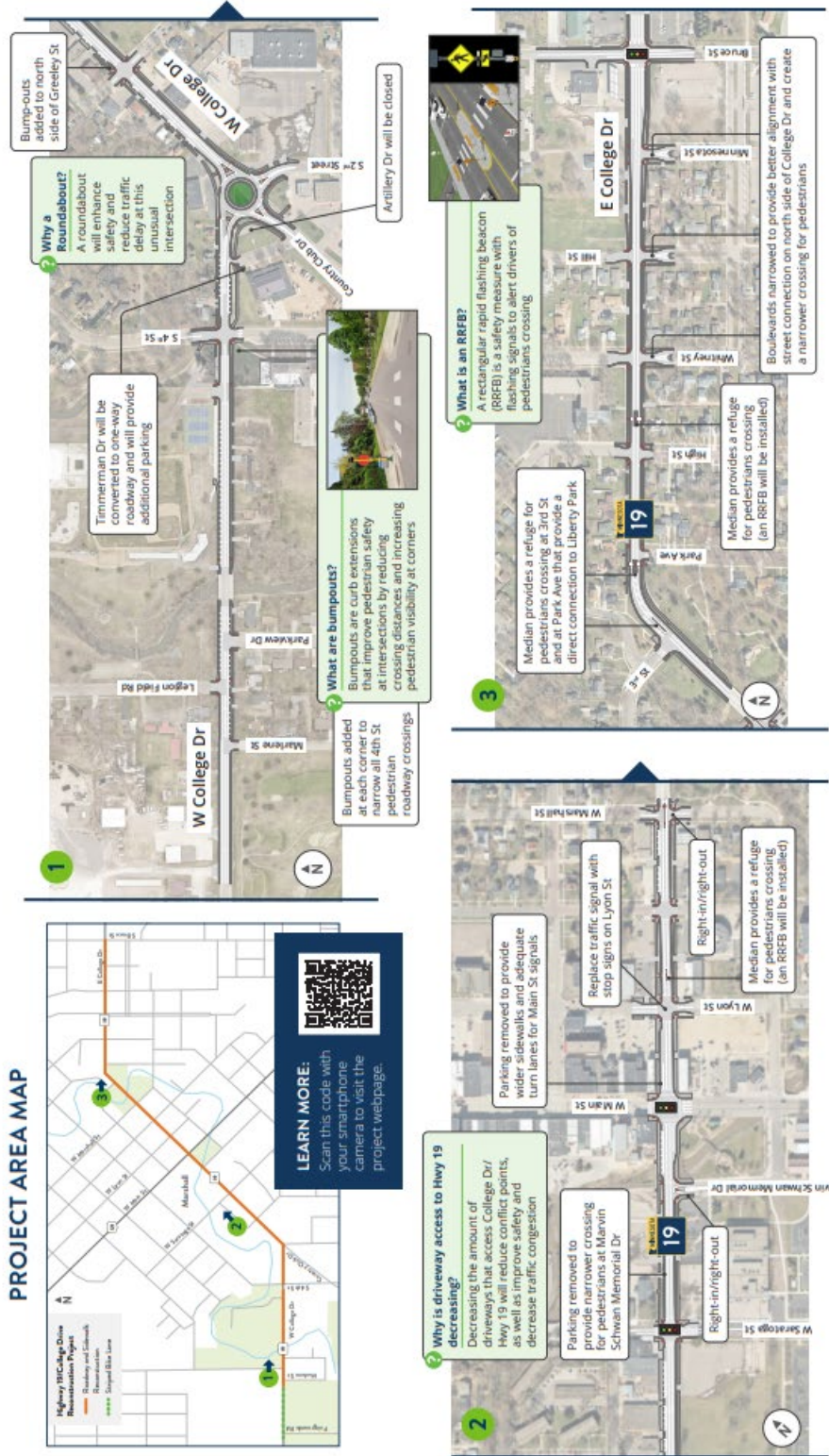
Image from MnDOT website - [Hwy 19 Reconstruction Project - MnDOT \(state.mn.us\)](https://state.mn.us/hwy-19-reconstruction-project)

PROJECT LAYOUT



HWY 19/COLLEGE DRIVE RECONSTRUCTION PROJECT

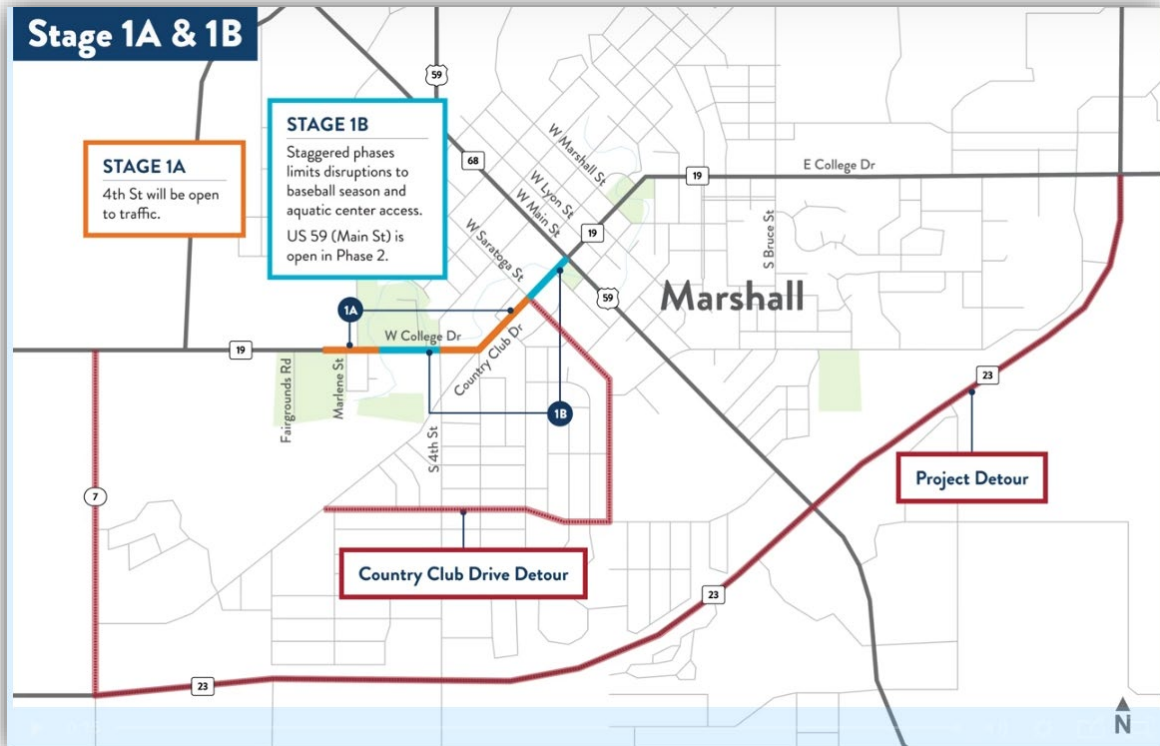
PROJECT AREA MAP



Contact: Jesse Vlamirck, Project Manager
Melissa Hjelte, Public Engagement Coordinator

DEPARTMENT OF TRANSPORTATION **MARSHALL**

Stage 1 – 2025 Construction Season



Stage 2 – 2026 Construction Season

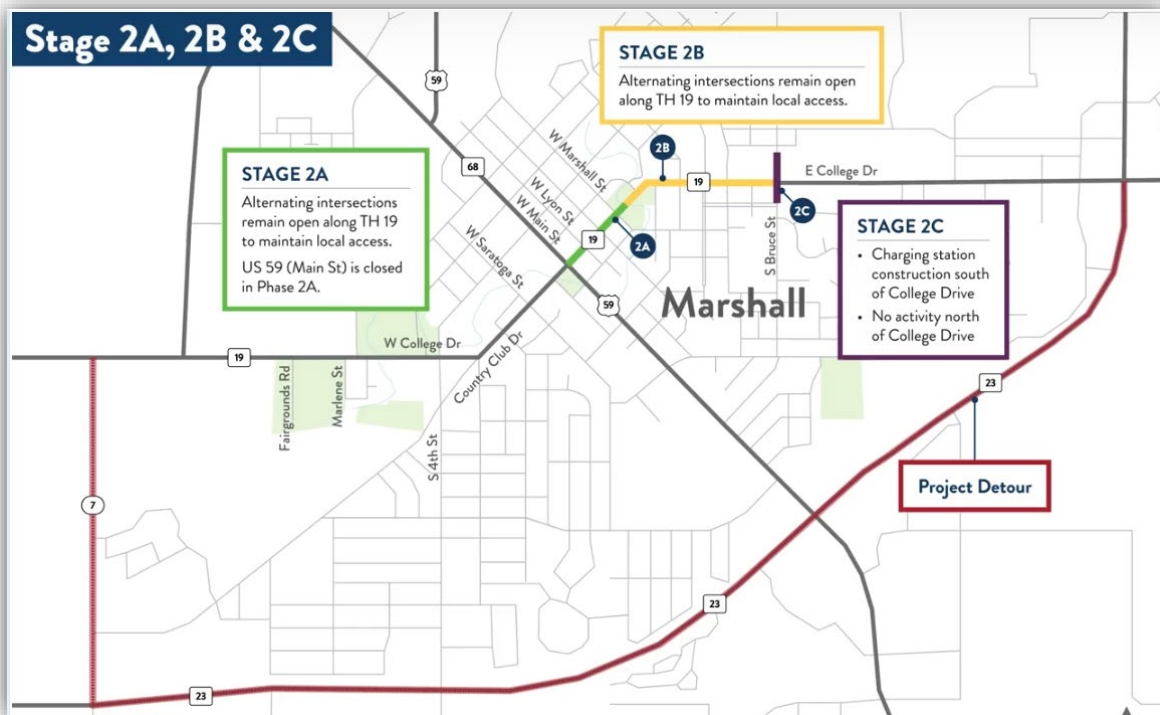


Image from MnDOT website - [Hwy 19 Reconstruction Project - MnDOT \(state.mn.us\)](https://www.mn.gov/hwy-19-reconstruction-project)

CITY OF MARSHALL AGENDA ITEM REPORT

Presenter:	Steven Anderson
Meeting Date:	Tuesday, October 22, 2024
Category:	CONSENT AGENDA
Type:	ACTION
Subject:	Consider Approval for a Raffle Permit for the United Way on January 17, 2025
Background Information:	The United Way will be holding a raffle fund raiser at Brau Brothers on January 17, 2025. Gambling permits are issued by the State of MN but require local approval before submittal.
Fiscal Impact:	
Alternative/ Variations:	None recommended.
Recommendations:	To approve the LG220 Application for Exempt Permit for the United Way on January 17, 2025, at 910 E. Main Street.

LG220 Application for Exempt Permit

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

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

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

Application Fee (non-refundable)

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

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

ORGANIZATION INFORMATION

Organization Name: United Way of Southwest Minnesota

Previous Gambling Permit Number: X-X-94618-24-008

Minnesota Tax ID Number, if any: _____

Federal Employer ID Number (FEIN), if any: 41-6023143

Mailing Address: PO Box 41, 800 E Main Street

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

Name of Chief Executive Officer (CEO): Meg Louwagie

CEO Daytime Phone: 507-929-2273 CEO Email: Meg.Louwagie@UnitedWayswmn.org

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

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

NONPROFIT STATUS

Type of Nonprofit Organization (check one):

☐ Fraternal ☐ Religious ☐ Veterans ☒ Other Nonprofit Organization

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

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

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

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

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

Secretary of State website, phone numbers:
www.sos.state.mn.us
651-296-2803, or toll free 1-877-551-6767

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

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

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

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

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

GAMBLING PREMISES INFORMATION

Name of premises where the gambling event will be conducted (for raffles, list the site where the drawing will take place): Brau Brothers Brewing Company

Physical Address (do not use P.O. box): 910 E Main Street, Marshall MN 56258

Check one:

☒ City: Marshall Zip: 56258 County: Lyon

☐ Township: _____ Zip: _____ County: _____

Date(s) of activity (for raffles, indicate the date of the drawing): January 17, 2025

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

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

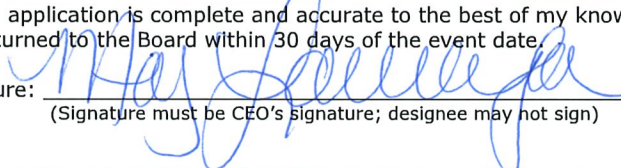
Gambling equipment for bingo paper, bingo boards, raffle boards, paddlewheels, pull-tabs, and tipboards must be obtained from a distributor licensed by the Minnesota Gambling Control Board. EXCEPTION: Bingo hard cards and bingo ball selection devices may be borrowed from another organization authorized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

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

CITY APPROVAL for a gambling premises located within city limits	COUNTY APPROVAL for a gambling premises located in a township
<input type="checkbox"/> The application is acknowledged with no waiting period. <input type="checkbox"/> The application is acknowledged with a 30-day waiting period, and allows the Board to issue a permit after 30 days (60 days for a 1st class city). <input type="checkbox"/> The application is denied.	<input type="checkbox"/> The application is acknowledged with no waiting period. <input type="checkbox"/> The application is acknowledged with a 30-day waiting period, and allows the Board to issue a permit after 30 days. <input type="checkbox"/> The application is denied.
Print City Name: _____ Signature of City Personnel: _____ Title: _____ Date: _____	Print County Name: _____ Signature of County Personnel: _____ Title: _____ Date: _____
<div style="border: 1px solid black; padding: 10px; width: fit-content; margin: 0 auto;"> The city or county must sign before submitting application to the Gambling Control Board. </div>	<p>TOWNSHIP (if required by the county) On behalf of the township, I acknowledge that the organization is applying for exempted gambling activity within the township limits. (A township has no statutory authority to approve or deny an application, per Minn. Statutes, section 349.213.)</p> Print Township Name: _____ Signature of Township Officer: _____ Title: _____ Date: _____

CHIEF EXECUTIVE OFFICER'S SIGNATURE (required)

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

Chief Executive Officer's Signature:  Date: 10-20-24
 (Signature must be CEO's signature; designee may not sign)

Print Name: Meg Louwagie

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

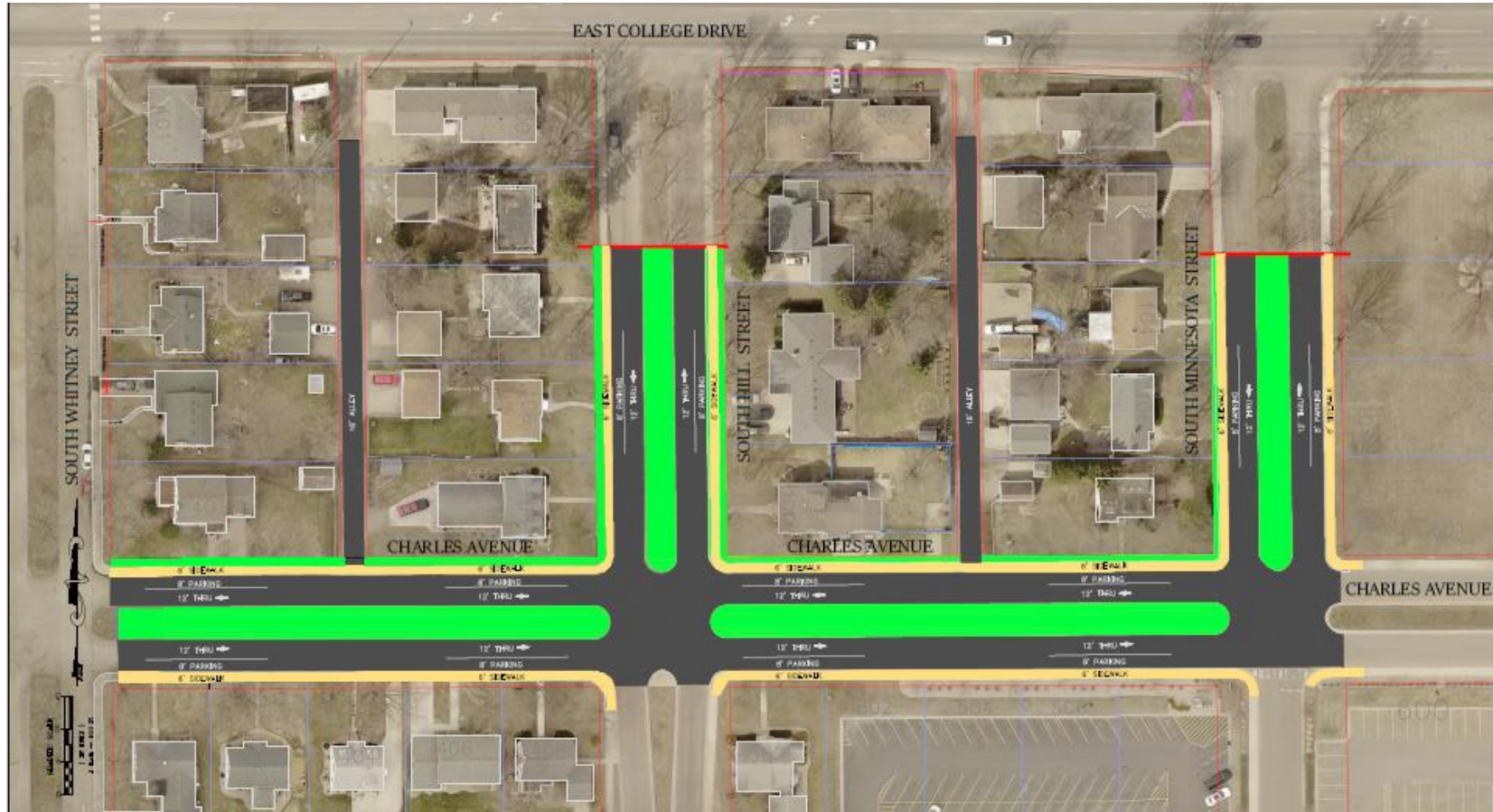
<p>Data privacy notice: The information requested on this form (and any attachments) will be used by the Gambling Control Board (Board) to determine your organization's qualifications to be involved in lawful gambling activities in Minnesota. Your organization has the right to refuse to supply the information;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

CITY OF MARSHALL AGENDA ITEM REPORT

Presenter:	Jason Anderson
Meeting Date:	Tuesday, November 12, 2024
Category:	CONSENT AGENDA
Type:	ACTION
Subject:	Project ST-012-2025: S Hill Street / S Minnesota Street / Charles Avenue Reconstruction Project - Consider Resolution Ordering Preparation of Report on Improvement
Background Information:	<p>Attached please find the resolution necessary for the initiation of the special assessment procedures for Project ST-012-2025: S Hill Street / S Minnesota Street / Charles Avenue Reconstruction Project. Attached is a map to identify the project area.</p> <p>This project consists of: reconstruction and utility replacement on South Hill Street and South Minnesota Street from East College Drive to Charles Avenue, two alleys from East College Drive to Charles Avenue and Charles Avenue from South Whitney Street to South Minnesota Street. All utilities will be replaced, including watermain, sanitary sewer, and storm sewer within the areas identified above. This project will include new water and sewer services to the right-of-way. Other items of work included in this project are pavement removal, aggregate base, bituminous surfacing, concrete surfacing, sidewalks, curb and gutter and other minor work.</p> <p>This item was discussed at the Public Improvement/Transportation Committee at their meeting on 10/07/2024. A Public Informational meeting will be held on 11/21/2024 and notice has been mailed to all affected property owners.</p>
Fiscal Impact:	All improvements are proposed to be assessed according to the current Special Assessment Policy, including but not limited to participation from Marshall Municipal Utilities, Wastewater Department, Surface Water Management Utility Fund and Ad Valorem participation. Final approval of the project must include determination of funding sources.
Alternative/ Variations:	No alternative actions recommended.
Recommendations:	that the Council adopt RESOLUTION NUMBER 24-096, which is the "Resolution Ordering Preparation of Report on Improvement" for Project ST-012-2025: S Hill Street / S Minnesota Street / Charles Avenue Reconstruction Project.

PROJECT ST-012-2025
S HILL STREET / S MINNESOTA STREET / CHARLES AVENUE RECONSTRUCTION PROJECT



RESOLUTION NUMBER 24-096

RESOLUTION ORDERING PREPARATION OF REPORT ON IMPROVEMENT

WHEREAS, it is proposed to make improvements under the following project and to assess the benefited properties for all or a portion of the cost of the improvements, pursuant to Minnesota Statutes, Chapter 429:

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

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

1. That the proposed improvements be referred to the Director of Public Works/City Engineer and that he is instructed to report to the Council with all convenient speed advising the Council in a preliminary way as to whether the proposed improvements are feasible and as to whether they should best be made as proposed or in connection with some other improvement, and the estimated cost of the improvements as recommended.

Passed and adopted by the Council this 12th day of November, 2024.

Mayor

ATTEST:

City Clerk

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

CITY OF MARSHALL AGENDA ITEM REPORT

Presenter:	Steven Anderson
Meeting Date:	Tuesday, November 12, 2024
Category:	CONSENT AGENDA
Type:	ACTION
Subject:	Introduce an Ordinance Amending Ch.22-VIII Licensing and Registration Requirements for the Sale of Intoxicating Cannabinoid Products
Background Information:	<p>The City originally had up to 30 calendar days for the suspension of a registration of a cannabis business. During Committee discussion it was decided to increase the period to 60 days to cover the time that the Office of Cannabis Management is allowed to take to investigate a violation. The OCM also had a time of 30 calendar days. On October 22 the City Council passed Ordinance 24-020 creating the framework for the city to register cannabis businesses and included the 60 day length of suspension for violations.</p> <p>The Office of Cannabis Management has since confirmed that the law does not allow the City to increase the period of suspension to longer than 30 days unless the OCM rules that the suspension could be longer.</p> <p>Staff have made amendments to comply with the law and OCM guidance.</p>
Fiscal Impact:	
Alternative/ Variations:	
Recommendations:	To introduce an ordinance amending Ch. 22-VIII Section 233 Violations.

SECTION 1: AMENDMENT “Section 22-233 Violations” of the Marshall Municipal Code is hereby *amended* as follows:

AMENDMENT

Section 22-233 Violations

- (a) **Notice.** Upon discovery of a suspected violation, the alleged violator shall be issued, either personally or by mail, a citation that sets forth the alleged violation and which shall inform the alleged violator of their right to be heard on the accusation.
- (b) **Hearings.** If a person accused of violating this article so requests, a hearing shall be scheduled, the time and place of which shall be published and provided to the accused violator.
- (c) **Hearing officer.** The hearing officer for any violations of this article shall be the city administrator or a person duly designated by the city administrator. It is not necessary that criminal charges be brought in order to support a determination of a registration violation nor does the dismissal or acquittal of such a criminal charge operate as a bar to adverse registration actions under this chapter.
- (d) **Decision.** If the hearing officer determines that a violation of this article did occur, that decision, along with the hearing officer's reasons for finding a violation, and the penalty to be imposed for a violation of this article, shall be recorded in writing, a copy of which shall be provided to the accused violator. Likewise, if the hearing officer finds that no violation occurred or finds grounds for not imposing any penalty, such findings shall be recorded and a copy provided to the acquitted accused violator.
- (e) **Final Decision.** Following the hearing, the City Administrator or their designee will notify the Council of the Decision. If the hearing officer recommended denial, revocation or suspension of the registration, the Council may continue consideration of the registration or renewal to accommodate necessary notification to the Office or may temporarily suspend the registration upon such terms and conditions as it deems reasonable and necessary to accomplish the purposes of this chapter. The decision by the City Council is final and not appealable but is subject to licensing decisions by the Office.
- (f) **Misdemeanor prosecution.** Nothing in this article shall prohibit the city from seeking prosecution as a misdemeanor for any alleged violation of this article. If the city elects to seek misdemeanor prosecution, no administrative penalty shall be imposed.
- (g) **Notification to the Office.** Within 7 days of any decision which impacts a state licensed Cannabis License Holder, as that term is defined in Minn. Stat. §342.01, subd. 48, the City Council shall notify the Office of the suspension and shall include the grounds for the suspension.
- (h) **Length of Suspension.** The continuation of consideration of an application or renewal for registration or the suspension of either a Cannabis Retail Business registration or Intoxicating Hemp Product Retailer registration may be for up to ~~3060~~ calendar days. The City may suspend for longer if the Office decides to suspend the license and

operating privilege of the cannabis business or hemp business for a longer period or
revokes the license. The City may; reinstate a registration if it determines that the
violations have been resolved and it has received any necessary notification from the
Office that violations have been resolved.

CITY OF MARSHALL AGENDA ITEM REPORT

Presenter:	Cassi Weiss
Meeting Date:	Tuesday, November 12, 2024
Category:	CONSENT AGENDA
Type:	ACTION
Subject:	Consider Approval to Allow Alcoholic Beverages at the Red Baron Arena for the Fairbank Ice Dogs on December 6th & 7th
Background Information:	The Fairbanks Ice Dogs and the Marshall Convention and Visitors Bureau have applied for permission to sell alcoholic beverages at the Red Baron Arena on December 6th and 7th for the NAHL games. The beverages will be served by Fuzzy's Bar and is currently licensed by the City of Marshall to sell intoxicating beverages.
Fiscal Impact:	
Alternative/ Variations:	
Recommendations:	To approve the permit to allow Visit Marshall alcoholic beverages to be sold at the Red Baron Arena on December 6th and 7th.

City of Marshall, Minnesota

Alcoholic Beverages at City-Owned Facilities and Parks

TO ALL WHOM IT MAY CONCERN:

LICENSE IS HEREBY GRANTED UNTO

Visit Marshall

For a **Alcoholic Beverages at City-Owned Facilities and Parks License**
from **December 6 - December 7, 2024**, subject

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

ISSUED BY THE AUTHORITY OF THE CITY COUNCIL

Marshall, Minnesota, **November 12, 2024**

Mayor

Attest:

City Clerk

CITY OF MARSHALL AGENDA ITEM REPORT

Presenter:	Jason Anderson																		
Meeting Date:	Tuesday, November 12, 2024																		
Category:	CONSENT AGENDA																		
Type:	ACTION																		
Subject:	MPCA Air Monitoring Equipment Site Lease PC0070 at Airport																		
Background Information:	<p>The Minnesota Pollution Control Agency (MPCA) has an air monitoring equipment facility located outside the runway clear zone at the northwest end of the Southwest Minnesota Regional Airport Runway 12/30. The current lease will expire December 31, 2024.</p> <p>This new lease enables MPCA to continue their air monitoring at this location for a term of five years from January 1, 2025 to December 31, 2029.</p> <p>This item was presented to the Airport Commission at their meeting on 11/05/2024.</p>																		
Fiscal Impact:	<p>The State of Minnesota will make a quarterly rent payment to the City of Marshall commencing January 1, 2025 to December 31, 2029 for this lease as shown in the table below.</p> <table><tr><td>Lease period:</td><td>Quarterly rent payment:</td><td>Total for Lease period:</td></tr><tr><td>January 1, 2025-December 31, 2025</td><td>\$546.00</td><td>\$2,184.00</td></tr><tr><td>January 1, 2026-December 31, 2026</td><td>\$573.30</td><td>\$2,293.20</td></tr><tr><td>January 1, 2027-December 31, 2027</td><td>\$601.96</td><td>\$2,407.84</td></tr><tr><td>January 1, 2028-December 31, 2028</td><td>\$632.06</td><td>\$2,528.24</td></tr><tr><td>January 1, 2029-December 31, 2029</td><td>\$663.67</td><td>\$2,654.68</td></tr></table> <p>This rent payment schedule reflects a 5% increase per year beginning in 2025. This is a revision from previous quarterly rent payments to the City. Since 2015, the rate had remained at \$520.00/quarter (\$2,080.00/year) for the entire five-year lease period.</p>	Lease period:	Quarterly rent payment:	Total for Lease period:	January 1, 2025-December 31, 2025	\$546.00	\$2,184.00	January 1, 2026-December 31, 2026	\$573.30	\$2,293.20	January 1, 2027-December 31, 2027	\$601.96	\$2,407.84	January 1, 2028-December 31, 2028	\$632.06	\$2,528.24	January 1, 2029-December 31, 2029	\$663.67	\$2,654.68
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January 1, 2028-December 31, 2028	\$632.06	\$2,528.24																	
January 1, 2029-December 31, 2029	\$663.67	\$2,654.68																	
Alternative/ Variations:	No alternative actions recommended.																		
Recommendations:	that the Council approve the attached Monitoring Equipment Site Lease PC0070 for Air Monitoring with the State of Minnesota acting for the benefit of MPCA.																		

STATE OF MINNESOTA
MONITORING EQUIPMENT SITE LEASE

LEASE NO. **PC0070**

This Lease Agreement is between **City of Marshall**, 344 West Mian St., Marshall, MN 56258 (LESSOR) and the State of Minnesota, **Department of Administration**, (LESSEE) acting for the benefit of the **Minnesota Pollution Control Agency**, 520 Lafayette Road North, St. Paul, Minnesota 55155.

WHEREAS, LESSOR and LESSEE, in consideration of the rents, covenants and considerations hereinafter specified, do hereby agree each with the other as follows.

1. **LEASED PREMISES** LESSOR grants and LESSEE accepts the use of the following Leased Premises as an Air Monitoring site in the City of Marshall, Lyon County Blue, Minnesota 56258.
- 1.1 The site will occupy a 16-foot by 16-foot square area (256-sq. ft.) outside the runway clear zone at the northwest end of the Southwest Minnesota Regional Airport Runway 12/30 in Marshall, Minnesota. The Monitoring Shelter will be placed approximately 90 feet southeast from the existing MALSR building. (Reference Attachment A)
2. **TERM** This Lease Agreement is for a term of 60 months commencing January 1, 2025 and continuing through December 31, 2029 ("Lease Term").
3. **RENT** LESSEE shall pay to LESSOR at the end of each quarter in accordance with the rent schedule set forth below, End of each quarter is defined as March 31, June 30, September 30, December 31.), payable within 30 days of the end of each quarter.

Lease period:	Quarterly rent payment:	Total for Lease period:
January 1, 2025-December 31, 2025	\$546.00	\$2,184.00
January 1, 2026-December 31, 2026	\$573.30	\$2,293.20
January 1, 2027-December 31, 2027	\$601.96	\$2,407.84
January 1, 2028-December 31, 2028	\$632.06	\$2,528.24
January 1, 2029-December 31, 2029	\$663.67	\$2,654.68

4. **DUTIES OF LESSOR**
- 4.1 LESSOR shall provide LESSEE with access to the Leased Premises.

- 4.2 LESSOR shall provide LESSEE with electrical service to operate the monitoring equipment.

5. **DUTIES OF LESSEE**

- 5.1 LESSEE shall pay to LESSOR a fee for electrical usage to operate the monitoring equipment which is included in the rent amount referred to in Clause 3.
- 5.2 LESSEE shall pay for the cost of any necessary electrical equipment and its installation.
- 5.3 LESSEE shall furnish all materials and services required for its use of the Leased Premises.
- 5.4 LESSEE shall maintain the Leased Premises in reasonably good condition and state of repair during its tenancy.
- 5.5 LESSEE shall surrender the Leased Premises to LESSOR upon termination in the condition it was in at the start of LESSEE's tenancy, except for reasonable wear, tear and damage by the elements.
- 5.6 LESSEE shall be responsible for any repairs to the Leased Premises caused by removal of its monitoring equipment at termination of this Agreement.
- 5.7 LESSEE shall access monitoring site while district staff are present onsite and scheduled in advance during approved business hours when students are not present.

6. **LIABILITY** LESSOR and LESSEE agree that each party will be responsible for its own acts and the results thereof to the extent authorized by law and shall not be responsible for the acts of any others and the results thereof. LESSEE'S liability shall be governed by the provisions of the Minnesota Tort Claims Act, Minn. Stat. §3.736, and other applicable law.

7. **TERMINATION** This Lease may be terminated by either party for any reason at any time upon providing thirty (30) days prior written notice of termination to the other party.

8. **GOVERNMENT DATA PRACTICES ACT COMPLIANCE**

- 8.1 LESSOR must comply with the Minnesota Government Data Practices Act, Minnesota Statutes, Chapter 13, as it applies to all data provided by LESSEE in accordance with this Lease and as it applies to all data created, collected, received, stored, used, maintained, or disseminated by LESSOR in accordance with this Lease. The civil remedies of Minnesota Statutes, section 13.08, apply to LESSOR and LESSEE.
- 8.2 Minnesota Statutes, Chapter 13, provides that all government data is public unless otherwise classified. If LESSOR receives a request to release the data referred to in this Section, LESSOR must immediately notify LESSEE and consult with LESSEE as to

how LESSOR should respond to the request. LESSOR's response shall comply with applicable law, including that the response is timely. If LESSOR denies access to the data, LESSOR's response must reference the statutory basis upon which LESSOR relied. LESSOR does not have a duty to provide public data to the public if the public data is available from LESSEE.

9. **COMPLIANCE WITH OTHER LAWS** This Agreement does not authorize any noncompliance with applicable local, state and federal laws, rules or ordinances.
10. **ENTIRE AGREEMENT** This Lease contains all covenants and agreements between LESSOR and LESSEE relating in any manner to the Rent, LESSEE's use and occupancy of the Leased Premises, and other matters set forth in this Lease. No prior agreements or understandings pertaining thereto shall be valid or of any force or effect and the covenants and agreements of this Lease shall not be altered, modified or amended except in writing signed by LESSOR and LESSEE.
11. **HEADINGS** The titles to Sections of this Lease are not a part of this Lease and shall have no effect upon the construction or interpretation of any part hereof.
12. **EXECUTION IN COUNTERPARTS** The Lease may be executed in any number of counterparts, each of which when so executed and delivered shall be deemed to be an original and all of which counterparts of this Lease taken together shall constitute but one and the same Lease. Delivery of an executed counterpart of this Lease by facsimile or email or a PDF file shall be equally as effective as delivery of an original executed counterpart of this Lease.
13. **NOTICES**
 - 13.1 All notices or communications between LESSOR and LESSEE shall be in writing and deemed to have been given upon the occurrence of one of the following methods of delivery to the address noted in Section 13.2 below.
 - a. when personally delivered to the addressee, or
 - b. on the second business day after sender has deposited the registered or certified mailing with the US Postal Service,
 - c. one (1) business day after deposited with an overnight courier service, or
 - d. via electronic mail to: (enter LESSOR'S email address) (provided such delivery or attempted delivery is confirmed).

13.2 **Mailing Addresses:**

LESSOR:
City of Marshall
344 West Main Street

LESSEE:
Department of Administration
Real Estate and Construction Services

PC0067
Page 4 of 4

Marshall, MN 56258
Attn: Steven Anderson (City Clerk)

50 Sherburne Ave, Room 309
St Paul MN 55155
With a copy to:
Minnesota Pollution Control Agency
520 Lafayette Rd. N
St. Paul, MN 55115
Attn: Kurt Anderson (EAO Supervisor)

IN WITNESS WHEREOF, the parties have set their hands on the date(s) indicated below intending to be bound thereby.

LESSOR:

City Of Marshall

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

By _____
City Clerk
Title _____
Date _____

LESSEE:

STATE OF MINNESOTA
DEPARTMENT OF ADMINISTRATION
COMMISSIONER
Delegated to:

By _____
Title _____
Date _____

APPROVED:

STATE OF MINNESOTA
MINNESOTA POLLUTION CONTROL
AGENCY

By _____
Title _____
Date _____

STATE ENCUMBRANCE VERIFICATION

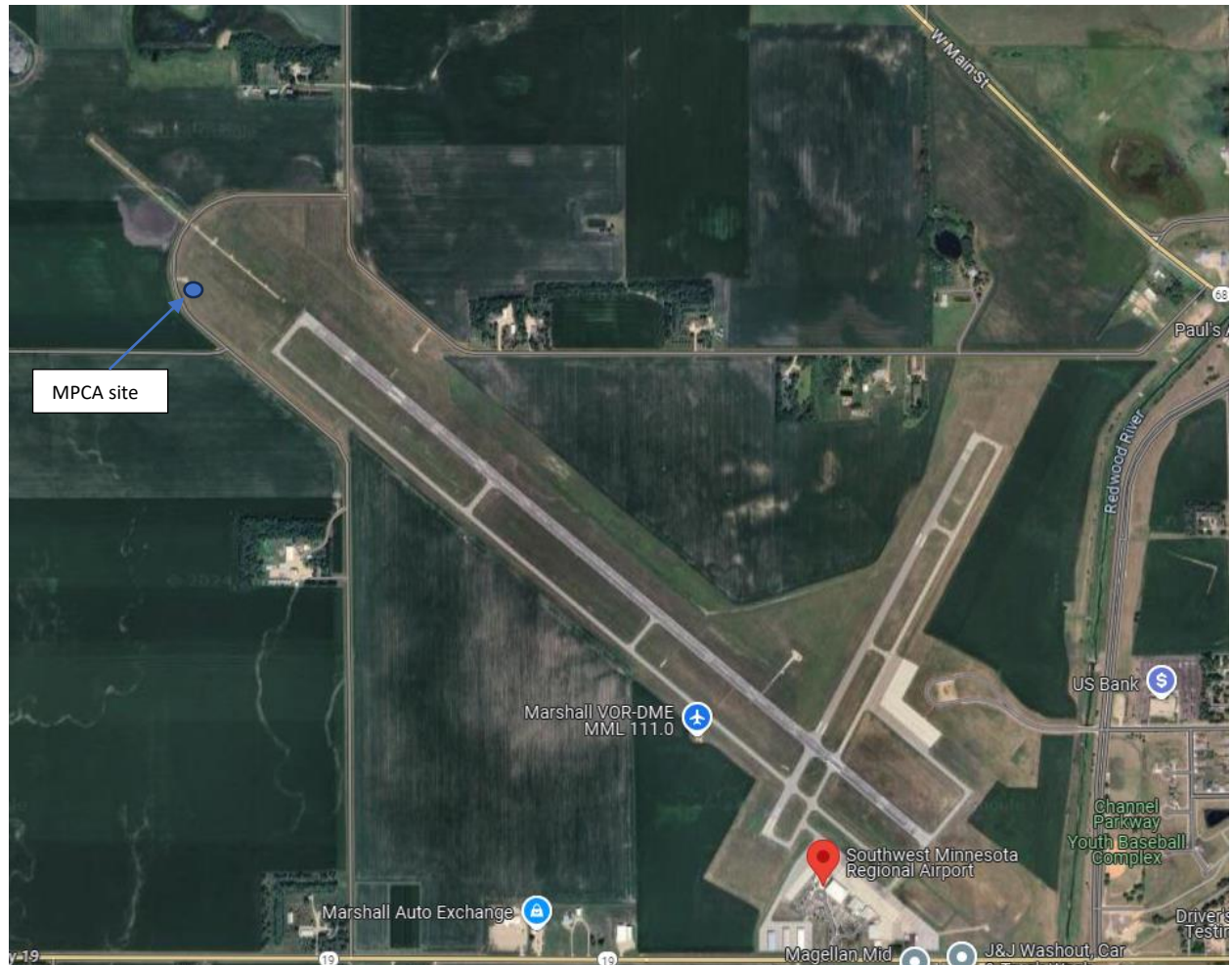
Individual signing certifies that funds have been encumbered as required by Minn. Stat. § 16A.15 and 16C.05

By _____
Kurt Soular
AAC2AB7A9D2A400...

November 6, 2024
Date _____
SWIFT P.O. No. 3000036713
Contract No. : 258592
Account Code 411001
Funding: 2800 R3234014 R32E106
AI#: 228643 PRO20240589

Attachment A

City of Marshall Airport Mont. Site
PC0070



CITY OF MARSHALL AGENDA ITEM REPORT

Presenter:	Karla Drown
Meeting Date:	Tuesday, November 12, 2024
Category:	CONSENT AGENDA
Type:	ACTION
Subject:	Consider approval of the bills/project payments
Background Information:	Staff encourage the City Council Members to contact staff in advance of the meeting regarding these items if there are questions. Construction contract questions are encouraged to be directed to Director of Public Works, Jason Anderson at 537-6051 or Finance Director, Karla Drown at 537-6764
Fiscal Impact:	
Alternative/ Variations:	
Recommendations:	The following bills and project payments be authorized for payment.



Marshall, MN

Check Report

By Vendor Name

Date Range: 10/25/2024 - 11/12/2024

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: AP-REG AP						
6734	ABM EQUIPMENT & SUPPLY, LLC	10/25/2024	EFT	0.00	1,766.21	18082
0548	ACTION SPORTS INC	11/08/2024	EFT	0.00	45.99	18235
0560	AFSCME COUNCIL 65	10/25/2024	EFT	0.00	1,384.60	18083
6412	AG PLUS COOPERATIVE	10/25/2024	EFT	0.00	2,710.00	18084
5959	ALPHA TRAINING, TACTICS & SALES LLC	11/08/2024	EFT	0.00	236.88	18236
0574	ALPHA VIDEO AND AUDIO, INC	10/25/2024	Regular	0.00	5,519.71	125136
0578	AMAZON CAPITAL SERVICES, INC.	10/25/2024	EFT	0.00	602.36	18085
0578	AMAZON CAPITAL SERVICES, INC.	11/01/2024	EFT	0.00	818.34	18158
0578	AMAZON CAPITAL SERVICES, INC.	11/08/2024	EFT	0.00	433.16	18237
3761	AMERICAN BOTTLING CO.	10/25/2024	Regular	0.00	173.43	125137
2701	ANDERSON, JASON	10/25/2024	EFT	0.00	200.00	18086
2701	ANDERSON, JASON	11/01/2024	EFT	0.00	80.00	18159
4905	ANDERSON, JASON	10/25/2024	Regular	0.00	200.00	125138
0658	AP DESIGN, INC. / NICHOLAS J SCHWARZ OR JILL	10/25/2024	EFT	0.00	85.00	18087
0658	AP DESIGN, INC. / NICHOLAS J SCHWARZ OR JILL	11/08/2024	EFT	0.00	435.00	18238
7395	AP DESIGN, INC./NICHOLAS J SCHWARZ OR JILL	10/25/2024	EFT	0.00	22.28	18088
0630	ARCTIC GLACIER U.S.A., INC	10/25/2024	Regular	0.00	305.39	125139
0630	ARCTIC GLACIER U.S.A., INC	11/01/2024	Regular	0.00	485.97	125169
0632	ASCAP	11/08/2024	EFT	0.00	445.67	18239
5702	B & H PHOTO & ELECTRONICS CORP	10/25/2024	EFT	0.00	275.74	18089
2362	BAUMANN, ADAM	11/01/2024	EFT	0.00	30.00	18160
7505	BEAM TECHNOLOGIES INC	11/05/2024	Bank Draft	0.00	4,210.12	DFT0004445
7505	BEAM TECHNOLOGIES INC	11/05/2024	Bank Draft	0.00	4,209.42	DFT0004499
7505	BEAM TECHNOLOGIES INC	11/05/2024	Bank Draft	0.00	915.62	DFT0004512
0688	BELLBOY CORPORATION	10/25/2024	EFT	0.00	13,395.67	18090
0688	BELLBOY CORPORATION	11/01/2024	EFT	0.00	5,733.47	18161
0689	BEND RITE CUSTOM FABRICATION, INC.	10/25/2024	Regular	0.00	1,350.28	125140
0689	BEND RITE CUSTOM FABRICATION, INC.	11/01/2024	Regular	0.00	353.87	125170
0699	BEVERAGE WHOLESALERS, INC.	10/25/2024	Regular	0.00	59,053.28	125141
0699	BEVERAGE WHOLESALERS, INC.	11/01/2024	Regular	0.00	22,004.50	125171
6909	BLUE CROSS & BLUE SHIELD OF MINNESOTA	10/25/2024	Bank Draft	0.00	8,465.61	DFT0004429
6909	BLUE CROSS & BLUE SHIELD OF MINNESOTA	10/25/2024	Bank Draft	0.00	1,840.35	DFT0004430
6909	BLUE CROSS & BLUE SHIELD OF MINNESOTA	10/25/2024	Bank Draft	0.00	54,550.72	DFT0004431
6909	BLUE CROSS & BLUE SHIELD OF MINNESOTA	10/25/2024	Bank Draft	0.00	4,870.60	DFT0004432
6909	BLUE CROSS & BLUE SHIELD OF MINNESOTA	10/25/2024	Bank Draft	0.00	8,465.61	DFT0004483
6909	BLUE CROSS & BLUE SHIELD OF MINNESOTA	10/25/2024	Bank Draft	0.00	1,840.35	DFT0004484
6909	BLUE CROSS & BLUE SHIELD OF MINNESOTA	10/25/2024	Bank Draft	0.00	54,550.16	DFT0004485
6909	BLUE CROSS & BLUE SHIELD OF MINNESOTA	10/25/2024	Bank Draft	0.00	4,870.55	DFT0004486
6909	BLUE CROSS & BLUE SHIELD OF MINNESOTA	10/25/2024	Bank Draft	0.00	736.14	DFT0004511
7512	BOERBOOM, KYLE	10/25/2024	Regular	0.00	100.00	125143
0724	BOLTON & MENK INC	10/25/2024	EFT	0.00	3,870.00	18091
0726	BORCH'S SPORTING GOODS, INC.	10/25/2024	EFT	0.00	2,728.69	18092
7793	BOTSFORD, PAULA	10/25/2024	Regular	0.00	600.00	125144
3829	BRAU BROTHERS	10/25/2024	EFT	16.00	5,070.50	18093
3829	BRAU BROTHERS	11/01/2024	EFT	0.00	1,824.00	18162
7806	BRAU, TREVOR	11/08/2024	Regular	0.00	100.00	125200
4457	BREAKTHRU BEVERAGE MINNESOTA WINE & SF	10/25/2024	EFT	0.00	9,512.30	18094
4457	BREAKTHRU BEVERAGE MINNESOTA WINE & SF	11/01/2024	EFT	0.00	4,337.75	18163
0186	BRUNSVOLD, QUENTIN	11/01/2024	EFT	0.00	30.00	18164
3413	BRUSVEN, KATHERINE	11/01/2024	EFT	0.00	30.00	18165
2431	BUELTEL-MOSENG LAND SURVEYING, INC	11/01/2024	EFT	0.00	800.00	18166
0728	BUFFALO RIDGE CONCRETE INC	10/25/2024	EFT	0.00	823.50	18095
0774	BUREAU OF CRIMINAL APPREHENSION	10/25/2024	Regular	0.00	2,520.00	125145
0204	BUYSSE, JASON	11/01/2024	EFT	0.00	30.00	18167

Check Report

Date Range: 10/25/2024 - 11/12/2024

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
7798	BUYSSE, RAMONA	11/01/2024	Regular	0.00	500.00	125172
0216	CALLENS, DAVID	11/01/2024	EFT	0.00	30.00	18168
7164	CARD CONNECT/MERCHANT BANK CD	11/04/2024	Bank Draft	0.00	319.64	DFT0004549
0239	CAUWELS, ROGER	10/25/2024	EFT	0.00	103.00	18096
0239	CAUWELS, ROGER	11/01/2024	EFT	0.00	30.00	18169
5860	CENTRAL STATES INDUSTRIAL SUPPLY, INC	10/25/2024	EFT	0.00	11.23	18097
2945	CHAMPAGNE, TIM	11/08/2024	EFT	0.00	99.95	18240
7801	CHRISTENSON, YVONNE	11/01/2024	Regular	0.00	500.00	125173
7507	CIGNA HEALTH AND LIFE INSURANCE COMPAN	10/25/2024	EFT	0.00	1,246.43	18098
7792	CITTERMAN, TANNER & ALEXIS	10/25/2024	Regular	0.00	400.00	125146
7165	CITY HIVE, INC.	11/04/2024	Bank Draft	0.00	99.34	DFT0004550
5733	CLARITY TELECOM, LLC	10/25/2024	EFT	0.00	3,504.24	18099
5733	CLARITY TELECOM, LLC	11/01/2024	EFT	0.00	370.62	18170
0272	COUDRON, DEAN	11/01/2024	EFT	0.00	30.00	18171
7760	CRC GROUP LLC	11/01/2024	EFT	0.00	1,006.24	18172
0920	CULLIGAN WATER CONDITIONING OF MARSHAL	11/08/2024	Regular	0.00	119.50	125201
3524	CURRY, TANNYR	11/08/2024	EFT	0.00	145.00	18241
7789	CUZZO, JOHN-PAUL	10/25/2024	Regular	0.00	100.00	125147
0934	D & G EXCAVATING INC	10/25/2024	EFT	0.00	2,058.67	18100
0934	D & G EXCAVATING INC	11/01/2024	EFT	0.00	208,754.85	18173
3819	DACOTAH PAPER CO	10/25/2024	EFT	1.43	141.18	18101
3819	DACOTAH PAPER CO	11/01/2024	EFT	0.39	39.23	18174
3819	DACOTAH PAPER CO	11/08/2024	EFT	0.34	33.86	18242
7102	DAHLHEIMER BEVERAGE	11/01/2024	EFT	0.00	1,258.05	18175
2913	DESMET, JASMINE	11/08/2024	EFT	0.00	185.54	18243
3259	DEUTZ, LAUREN	11/01/2024	EFT	0.00	80.00	18176
5731	DOLL DISTRIBUTING LLC	10/25/2024	EFT	0.00	31,738.29	18102
5731	DOLL DISTRIBUTING LLC	11/01/2024	EFT	0.00	8,992.12	18177
4126	DOOM & CUYPER CONSTRUCTION	11/08/2024	EFT	0.00	261.63	18244
0380	DUBS, SHEILA	11/01/2024	EFT	0.00	30.00	18178
1020	DUININCK, INC.	10/25/2024	EFT	0.00	1,014.26	18103
1020	DUININCK, INC.	11/01/2024	EFT	0.00	400.00	18179
5651	ELECTRO-CHEMICAL DEVICES INC	11/01/2024	EFT	0.00	455.66	18180
1061	EMERGENCY APPARATUS MAINTENANCE INC	11/08/2024	EFT	0.00	2,212.66	18245
7800	ESPARZA-CAMPOS, JUAN CARLOS	11/01/2024	Regular	0.00	500.00	125174
6700	EYEMED VISION CARE	11/05/2024	Bank Draft	0.00	41.28	DFT0004433
6700	EYEMED VISION CARE	11/05/2024	Bank Draft	0.00	191.90	DFT0004434
6700	EYEMED VISION CARE	11/05/2024	Bank Draft	0.00	57.92	DFT0004435
6700	EYEMED VISION CARE	11/05/2024	Bank Draft	0.00	41.28	DFT0004487
6700	EYEMED VISION CARE	11/05/2024	Bank Draft	0.00	191.90	DFT0004488
6700	EYEMED VISION CARE	11/05/2024	Bank Draft	0.00	57.92	DFT0004489
6700	EYEMED VISION CARE	11/05/2024	Bank Draft	0.00	13.76	DFT0004514
6822	FALLINE, BRIAN	10/25/2024	Regular	0.00	4,900.00	125148
1090	FASTENAL COMPANY	10/25/2024	EFT	0.00	350.04	18104
1090	FASTENAL COMPANY	11/01/2024	EFT	0.00	592.92	18181
1090	FASTENAL COMPANY	11/08/2024	EFT	0.00	74.32	18246
7073	FIXEN CHIROPRACTIC	10/25/2024	EFT	0.00	55.00	18105
1158	GALLS INC	11/01/2024	EFT	0.00	773.21	18182
1158	GALLS INC	11/08/2024	EFT	0.00	438.33	18247
1201	GRAINGER INC	11/01/2024	EFT	0.00	52.35	18183
6127	GRANDVIEW VALLEY WINERY, INC	11/01/2024	Regular	0.00	1,896.00	125175
6379	GRAPE BEGINNINGS, INC.	10/25/2024	EFT	0.00	591.75	18106
7786	GUENTHER, CHRISTIAN	10/25/2024	Regular	0.00	500.00	125149
5926	GUZA MACHINE, INC	11/08/2024	EFT	0.00	160.00	18248
3565	HANSON, ERIC	11/01/2024	EFT	0.00	70.00	18184
7145	HARTFORD LIFE AND ACCIDENT INSURANCE CO	10/25/2024	Bank Draft	0.00	397.04	DFT0004439
7145	HARTFORD LIFE AND ACCIDENT INSURANCE CO	10/25/2024	Bank Draft	0.00	396.93	DFT0004493
7145	HARTFORD LIFE AND ACCIDENT INSURANCE CO	10/25/2024	Bank Draft	0.00	31.92	DFT0004508
1256	HAWKINS INC	11/01/2024	EFT	0.00	27,719.27	18185
1271	HENLE PRINTING COMPANY	11/08/2024	EFT	0.00	737.99	18249
1288	HISKEN CONSTRUCTION INC	11/01/2024	Regular	0.00	3,500.00	125176

Check Report

Date Range: 10/25/2024 - 11/12/2024

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
2153	HOFFMANN, RYAN	11/01/2024	EFT	0.00	30.00	18186
1311	HY-VEE, INC	10/25/2024	Regular	0.00	33.03	125150
1311	HY-VEE, INC	11/01/2024	Regular	0.00	4.99	125177
1311	HY-VEE, INC	11/08/2024	Regular	0.00	408.12	125202
1325	ICMA RETIREMENT TRUST #300877	10/25/2024	EFT	0.00	50.00	18107
1325	ICMA RETIREMENT TRUST #300877	11/08/2024	EFT	0.00	50.00	18250
1358	INTERNAL REVENUE SERVICE	10/25/2024	Bank Draft	0.00	133.12	DFT0004479
1358	INTERNAL REVENUE SERVICE	10/25/2024	Bank Draft	0.00	393.25	DFT0004480
1358	INTERNAL REVENUE SERVICE	10/25/2024	Bank Draft	0.00	31.12	DFT0004481
1358	INTERNAL REVENUE SERVICE	10/25/2024	Bank Draft	0.00	31,069.48	DFT0004503
1358	INTERNAL REVENUE SERVICE	10/25/2024	Bank Draft	0.00	23,462.95	DFT0004504
1358	INTERNAL REVENUE SERVICE	10/25/2024	Bank Draft	0.00	9,285.36	DFT0004505
1358	INTERNAL REVENUE SERVICE	11/08/2024	Bank Draft	0.00	30,309.80	DFT0004535
1358	INTERNAL REVENUE SERVICE	11/08/2024	Bank Draft	0.00	24,443.13	DFT0004536
1358	INTERNAL REVENUE SERVICE	11/08/2024	Bank Draft	0.00	9,190.28	DFT0004537
1358	INTERNAL REVENUE SERVICE	11/08/2024	Bank Draft	0.00	196.12	DFT0004545
1358	INTERNAL REVENUE SERVICE	11/08/2024	Bank Draft	0.00	174.91	DFT0004546
1358	INTERNAL REVENUE SERVICE	11/08/2024	Bank Draft	0.00	45.88	DFT0004547
7652	ITL PATCH CO	11/01/2024	Regular	0.00	1,831.20	125178
4734	JM ACQUISITION, LLC DBA THE TESSMAN COMF	11/08/2024	EFT	0.00	3,266.00	18251
1399	JOHNSON BROTHERS LIQUOR COMPANY	10/25/2024	EFT	0.00	14,815.75	18112
1399	JOHNSON BROTHERS LIQUOR COMPANY	11/01/2024	EFT	0.00	4,050.61	18190
2036	JOHNSON BROTHERS LIQUOR COMPANY	10/25/2024	EFT	0.00	19,927.36	18110
2036	JOHNSON BROTHERS LIQUOR COMPANY	11/01/2024	EFT	0.00	9,712.92	18187
2605	JOHNSON BROTHERS LIQUOR COMPANY	10/25/2024	EFT	0.00	888.87	18109
2605	JOHNSON BROTHERS LIQUOR COMPANY	11/01/2024	EFT	0.00	536.42	18189
5447	JOHNSON BROTHERS LIQUOR COMPANY	10/25/2024	EFT	0.00	1,998.72	18108
5447	JOHNSON BROTHERS LIQUOR COMPANY	11/01/2024	EFT	0.00	502.90	18188
7525	JOHNSTON, DAVID	11/01/2024	Regular	0.00	250.00	125179
7805	JOY, GRANT	11/08/2024	Regular	0.00	500.00	125203
1417	KENNEDY & GRAVEN, CHARTERED	11/08/2024	EFT	0.00	5,615.00	18252
3564	KESTELOOT ENTERPRISES, INC	11/08/2024	EFT	0.00	108.03	18253
5095	KIBBLE EQUIPMENT LLC	11/08/2024	EFT	0.00	793.13	18254
0785	KOPITSKI, JASON	11/01/2024	EFT	0.00	30.00	18191
2363	KRUK, CHRISTOPHER	11/01/2024	EFT	0.00	30.00	18192
4140	KRUSE FORD-LINCOLN-MERCURY, INC	10/25/2024	EFT	0.00	706.77	18114
6629	KURITA AMERICA INC	11/08/2024	EFT	0.00	6,660.00	18255
1480	LAW ENFORCEMENT LABOR SERVICE INC	10/25/2024	EFT	0.00	1,410.00	18115
2625	LEE, JERRED	11/01/2024	EFT	0.00	182.00	18193
7799	LEE, RUSS	11/01/2024	Regular	0.00	500.00	125180
1506	LOCATORS & SUPPLIES INC	10/25/2024	EFT	0.00	246.34	18116
1506	LOCATORS & SUPPLIES INC	11/08/2024	EFT	0.00	46.04	18256
1508	LOCKWOOD MOTORS INC	11/01/2024	EFT	0.00	44.64	18194
0542	LOCKWOOD MOTORS, INC.	10/25/2024	EFT	0.00	532.50	18117
3065	LUTHER, ERIC	10/25/2024	EFT	0.00	32.32	18118
3065	LUTHER, ERIC	11/01/2024	EFT	0.00	30.00	18195
1552	LYON COUNTY RECORDER	11/08/2024	EFT	0.00	130.40	18257
1555	LYON-LINCOLN ELECTRIC COOPERATIVE INC	11/08/2024	Regular	0.00	48.13	125204
1565	MACQUEEN EQUIPMENT INC.	10/25/2024	EFT	0.00	994.94	18119
1565	MACQUEEN EQUIPMENT INC.	11/08/2024	EFT	0.00	1,145.23	18258
1571	MADISON NATIONAL LIFE INSURANCE COMPAN	10/25/2024	EFT	0.00	1,294.30	18120
7794	MAGNUSON, DONNA	10/25/2024	Regular	0.00	200.00	125151
1616	MARSHALL CONVENTION & VISITORS BUREAU	11/08/2024	EFT	0.00	26,440.93	18259
1620	MARSHALL FLORAL	10/25/2024	EFT	0.00	69.50	18121
1623	MARSHALL INDEPENDENT, INC	10/25/2024	Regular	0.00	30.00	125152
1623	MARSHALL INDEPENDENT, INC	11/01/2024	Regular	0.00	486.06	125181
5813	MARSHALL LUMBER CO	10/25/2024	EFT	0.00	247.32	18122
5813	MARSHALL LUMBER CO	11/01/2024	EFT	0.00	124.01	18196
5813	MARSHALL LUMBER CO	11/08/2024	EFT	0.00	164.36	18260
1633	MARSHALL MUNICIPAL UTILITIES	10/25/2024	EFT	0.00	1,383.77	18123
1635	MARSHALL NORTHWEST PIPE FITTINGS INC	11/08/2024	EFT	26.20	1,283.78	18261

Check Report

Date Range: 10/25/2024 - 11/12/2024

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
1649	MARSHALL TRUCK SALVAGE INC.	10/25/2024	Regular	0.00	18.39	125153
0933	MARSHALL, JAMES	11/01/2024	EFT	0.00	80.00	18197
5924	MAXWELL FOOD EQUIPMENT	11/08/2024	Regular	0.00	43.15	125205
1680	MCEA EXECUTIVE OFFICE	11/08/2024	Regular	0.00	379.00	125206
7077	MEDSURETY, LLC	10/25/2024	Bank Draft	0.00	10,916.55	DFT0004497
7077	MEDSURETY, LLC	10/25/2024	Bank Draft	0.00	6,750.40	DFT0004502
7077	MEDSURETY, LLC	10/25/2024	Bank Draft	0.00	229.18	DFT0004513
2719	MELLENTHIN, CODY	11/01/2024	EFT	0.00	30.00	18198
4980	MENARDS INC	10/25/2024	EFT	0.00	457.85	18124
4980	MENARDS INC	11/01/2024	EFT	0.00	35.31	18199
4980	MENARDS INC	11/08/2024	EFT	0.00	746.96	18262
0973	MEULEBROECK, ANDY	11/01/2024	EFT	0.00	30.00	18200
0973	MEULEBROECK, ANDY	11/08/2024	EFT	0.00	200.00	18263
6276	MIDSTATES EQUIPMENT & SUPPLY	11/08/2024	EFT	0.00	3,764.92	18264
1818	MINNESOTA DEPARTMENT OF REVENUE	10/25/2024	Bank Draft	0.00	238.03	DFT0004482
1818	MINNESOTA DEPARTMENT OF REVENUE	10/25/2024	Bank Draft	0.00	12,272.49	DFT0004506
1818	MINNESOTA DEPARTMENT OF REVENUE	11/08/2024	Bank Draft	0.00	12,513.19	DFT0004538
1818	MINNESOTA DEPARTMENT OF REVENUE	11/08/2024	Bank Draft	0.00	85.14	DFT0004548
1784	MINNESOTA DEPARTMENT OF TRANSPORTATION	11/01/2024	Regular	0.00	3,029.24	125182
1794	MINNESOTA ELEVATOR INC	10/25/2024	EFT	0.00	170.16	18125
1807	MINNESOTA MUNICIPAL BEVERAGE ASSOCIATION	10/25/2024	Regular	0.00	80.00	125154
3669	MINNESOTA STATE RETIREMENT SYSTEM	10/25/2024	Bank Draft	0.00	11,183.31	DFT0004500
3669	MINNESOTA STATE RETIREMENT SYSTEM	11/08/2024	Bank Draft	0.00	41,364.53	DFT0004532
1839	MINNESOTA VALLEY TESTING LABS INC	10/25/2024	EFT	0.00	888.00	18126
1757	MN CHILD SUPPORT PAYMENT CENTER	10/25/2024	Bank Draft	0.00	414.85	DFT0004495
1757	MN CHILD SUPPORT PAYMENT CENTER	10/25/2024	Bank Draft	0.00	306.87	DFT0004496
1757	MN CHILD SUPPORT PAYMENT CENTER	11/08/2024	Bank Draft	0.00	414.85	DFT0004527
1757	MN CHILD SUPPORT PAYMENT CENTER	11/08/2024	Bank Draft	0.00	306.87	DFT0004528
3453	MOBERG, E.J.	11/01/2024	EFT	0.00	80.00	18201
7790	MORTIER, MARY	10/25/2024	Regular	0.00	100.00	125155
5460	MPB PROPERTIES	11/01/2024	Regular	0.00	5,000.00	125183
1949	MUSIC STREET	11/08/2024	Regular	0.00	75.00	125207
1897	MWOA	10/25/2024	Regular	0.00	80.00	125156
2512	NATIONWIDE RETIREMENT	10/25/2024	Bank Draft	0.00	275.00	DFT0004477
2512	NATIONWIDE RETIREMENT	10/25/2024	Bank Draft	0.00	1,641.36	DFT0004478
2512	NATIONWIDE RETIREMENT	10/25/2024	Bank Draft	0.00	100.00	DFT0004490
2512	NATIONWIDE RETIREMENT	11/08/2024	Bank Draft	0.00	100.00	DFT0004522
1923	NCPERS MN GROUP LIFE INS.	10/25/2024	EFT	0.00	224.00	18127
7784	NEPTUNE BENSON, INC.	10/25/2024	EFT	0.00	1,289.34	18128
1945	NORMS GTC	10/25/2024	Regular	0.00	1,017.73	125157
1945	NORMS GTC	11/01/2024	Regular	0.00	557.68	125185
1945	NORMS GTC	11/08/2024	Regular	0.00	352.60	125208
1986	NORTH CENTRAL INTERNATIONAL, INC	10/25/2024	EFT	0.00	220.74	18129
1946	NORTH CENTRAL LABS	10/25/2024	EFT	0.00	2,446.69	18130
7166	NORTHAMERICAN BANCARD/EPX	11/01/2024	Bank Draft	0.00	12,014.88	DFT0004551
7632	NOTHING BUT HEMP	11/01/2024	EFT	0.00	525.00	18202
5891	ONE OFFICE SOLUTION	10/25/2024	EFT	0.00	204.53	18131
5891	ONE OFFICE SOLUTION	11/01/2024	EFT	0.00	28.56	18203
3809	O'REILLY AUTOMOTIVE STORES, INC	10/25/2024	EFT	0.00	247.49	18132
3809	O'REILLY AUTOMOTIVE STORES, INC	11/01/2024	EFT	0.00	304.17	18204
5205	PAINTED PRAIRIE VINEYARD, LLC	11/01/2024	EFT	0.00	168.00	18205
2221	PARSONS, DAVE	10/25/2024	EFT	0.00	20.00	18133
1243	PATZERS INC	10/25/2024	EFT	0.00	188.79	18134
1243	PATZERS INC	11/01/2024	EFT	0.00	78.17	18206
2019	PAUSTIS WINE COMPANY	11/01/2024	EFT	0.00	1,562.00	18207
7168	PAYLIDIFY/GATEWAY SERVICES	11/05/2024	Bank Draft	0.00	15.48	DFT0004552
7163	PAYLIDIFY/MERCHANT BANK	11/04/2024	Bank Draft	0.00	121.90	DFT0004553
7163	PAYLIDIFY/MERCHANT BANK	11/04/2024	Bank Draft	0.00	589.02	DFT0004554
6591	PEARSON BROS, INC	11/01/2024	Regular	0.00	7,624.30	125186
2026	PEPSI COLA BOTTLING OF PIPESTONE MN INC	10/25/2024	EFT	0.00	40.50	18135
2026	PEPSI COLA BOTTLING OF PIPESTONE MN INC	11/01/2024	EFT	0.00	51.00	18208

Check Report

Date Range: 10/25/2024 - 11/12/2024

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
2028	PERA OF MINNESOTA REG	10/25/2024	Bank Draft	0.00	59,404.51	DFT0004498
2028	PERA OF MINNESOTA REG	11/08/2024	Bank Draft	0.00	60,140.46	DFT0004530
7775	PLUMLEY, JOSIAH	11/08/2024	Regular	0.00	651.00	125209
2049	PLUNKETTS PEST CONTROL INC	10/25/2024	EFT	0.00	43.50	18136
2049	PLUNKETTS PEST CONTROL INC	11/01/2024	EFT	0.00	43.50	18209
3557	POMP'S TIRE SERVICE, INC.	10/25/2024	EFT	0.00	1,573.86	18137
3557	POMP'S TIRE SERVICE, INC.	11/01/2024	EFT	0.00	501.60	18210
5606	PRE-PAID LEGAL SERVICES, INC.	10/25/2024	Bank Draft	0.00	225.83	DFT0004440
5606	PRE-PAID LEGAL SERVICES, INC.	10/25/2024	Bank Draft	0.00	225.72	DFT0004494
1163	PRZYBILLA, SCOTT	10/25/2024	EFT	0.00	103.00	18138
1163	PRZYBILLA, SCOTT	11/01/2024	EFT	0.00	30.00	18211
4407	PUBLIC SAFETY EQUIPMENT, LLC	11/01/2024	Regular	0.00	355.00	125187
6166	PULVER MOTOR SVC, LLC	10/25/2024	EFT	0.00	80.00	18139
6166	PULVER MOTOR SVC, LLC	11/01/2024	EFT	0.00	240.00	18212
7804	PURRINGTON, RICK & HEATHER	11/01/2024	Regular	0.00	250.00	125188
2096	QUARNSTROM & DOERING, PA	11/08/2024	EFT	0.00	5,684.71	18265
7779	QUATRO APPAREL INC	11/01/2024	EFT	0.00	5,610.00	18213
5965	R&R SPECIALTIES INC	11/01/2024	EFT	0.00	1,213.00	18214
6024	RAVELING, DON	10/25/2024	Regular	0.00	500.00	125158
2125	RIEKE, BENJAMIN	11/01/2024	EFT	0.00	30.00	18215
0707	ROADSIDE DEVELOPERS INC	11/08/2024	Regular	0.00	316.40	125210
7797	ROBINSON, BRUCE	11/01/2024	Regular	0.00	133.00	125189
1211	ROKEH, JASON	11/01/2024	EFT	0.00	30.00	18216
6684	ROLLING FORKS VINEYARDS, LLC	11/01/2024	EFT	0.00	535.38	18217
5867	ROUND LAKE VINEYARDS & WINERY	11/01/2024	EFT	0.00	425.00	18218
2201	RUNNING SUPPLY, INC	10/25/2024	EFT	0.00	124.24	18140
2201	RUNNING SUPPLY, INC	11/01/2024	EFT	0.00	26.34	18219
2201	RUNNING SUPPLY, INC	11/08/2024	EFT	0.00	550.59	18266
7613	SAMMONS, SUSAN	11/08/2024	Regular	0.00	160.00	125211
2470	SANDGREN, KAYLYNN	11/01/2024	EFT	0.00	30.00	18220
5243	SIR LINES-A-LOT, LLC	11/08/2024	EFT	0.00	15,365.00	18267
2288	SMI & HYDRAULICS, INC.	11/01/2024	EFT	0.00	1,631.57	18221
1695	SOUPIR, BETH	10/25/2024	EFT	0.00	286.84	18141
4855	SOUTHERN GLAZER'S WINE AND SPIRITS, LLC	10/25/2024	EFT	0.00	15,289.87	18142
4855	SOUTHERN GLAZER'S WINE AND SPIRITS, LLC	11/01/2024	EFT	0.00	19,573.40	18222
6767	SOUTHWEST ADULT BASIC EDUCATION	11/01/2024	Regular	0.00	500.00	125190
2309	SOUTHWEST COACHES INC	10/25/2024	EFT	0.00	937.50	18144
2318	SOUTHWEST SANITATION INC.	11/08/2024	EFT	0.00	3,564.88	18268
1334	ST AUBIN, GREGORY	11/01/2024	EFT	0.00	30.00	18223
4522	ST LOUIS MRO INC.	11/08/2024	EFT	0.00	55.00	18269
5823	STAN MORGAN & ASSOCIATES, INC	10/25/2024	EFT	0.00	432.73	18145
1659	STELTER, GEOFFREY	11/01/2024	EFT	0.00	30.00	18224
1350	STENSRUD, PRESTON	11/01/2024	EFT	0.00	30.00	18225
7708	STRAND HOME SERVICES	11/01/2024	Regular	0.00	39.50	125191
6706	SUN LIFE FINANCIAL	10/25/2024	EFT	0.00	1,543.73	18146
3315	SUSSNER CONSTRUCTION	11/08/2024	EFT	0.00	264,087.84	18270
2721	SWALBOSKI, BRIAN	11/08/2024	EFT	0.00	647.91	18271
3619	SWALBOSKI, KIM	11/08/2024	EFT	0.00	72.00	18272
1378	SWANSON, GREGG	11/01/2024	EFT	0.00	30.00	18226
7796	SWEET, KATIE	10/25/2024	Regular	0.00	250.00	125159
6884	TACTICAL POLICE GEAR LLC	10/25/2024	Regular	0.00	4,079.40	125160
0147	TAHER FOOD SERVICE	10/25/2024	EFT	0.00	206.25	18147
6137	TEIGS LAWN CARE & LANDSCAPING, LLC	10/25/2024	Regular	0.00	80.00	125161
6890	THE CINCINNATI INSURANCE COMPANY	11/01/2024	Regular	0.00	68,250.00	125192
0875	THE COMPUTER MAN INC	10/25/2024	EFT	0.00	2,675.88	18148
0875	THE COMPUTER MAN INC	11/01/2024	EFT	0.00	180.00	18227
0875	THE COMPUTER MAN INC	11/08/2024	EFT	0.00	2,335.80	18273
2428	TITAN MACHINERY	10/25/2024	EFT	0.00	758.77	18149
2428	TITAN MACHINERY	11/08/2024	EFT	0.00	95.20	18274
2429	TKDA	11/01/2024	EFT	0.00	26,545.76	18228
7802	TRITZ, ANNETTE	11/01/2024	Regular	0.00	500.00	125194

Check Report

Date Range: 10/25/2024 - 11/12/2024

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
6156	TRUE FABRICATIONS, INC.	10/25/2024	EFT	19.43	739.00	18150
6156	TRUE FABRICATIONS, INC.	11/08/2024	EFT	0.00	1,890.10	18275
1423	TRUEDSON, SCOTT	11/01/2024	EFT	0.00	30.00	18229
2497	UNIVERSITY OF MINNESOTA EXTENSION SERVIC	11/08/2024	Regular	0.00	262.50	125212
4402	UPS	10/25/2024	Regular	0.00	7.91	125162
3437	URRY, MCKENZIE	10/25/2024	EFT	0.00	50.00	18151
2499	US BANK	11/08/2024	EFT	0.00	500.00	18276
5023	US GEOLOGICAL SURVEY	11/01/2024	EFT	0.00	2,217.75	18230
3443	VALIC DEFERRED COMP	10/25/2024	Bank Draft	0.00	1,336.54	DFT0004491
3443	VALIC DEFERRED COMP	10/25/2024	Bank Draft	0.00	1,396.15	DFT0004492
3443	VALIC DEFERRED COMP	11/08/2024	Bank Draft	0.00	1,336.54	DFT0004523
3443	VALIC DEFERRED COMP	11/08/2024	Bank Draft	0.00	1,396.15	DFT0004524
1448	VANLEEUEWE, SARA J.	11/01/2024	EFT	0.00	70.00	18231
4489	VERIZON WIRELESS	10/25/2024	EFT	0.00	39.02	18152
4489	VERIZON WIRELESS	10/25/2024	EFT	0.00	440.13	18153
4489	VERIZON WIRELESS	10/25/2024	EFT	0.00	1,897.01	18154
4489	VERIZON WIRELESS	11/08/2024	EFT	0.00	35.01	18277
7795	VERSAEVEL, MATT	10/25/2024	Regular	0.00	600.00	125163
6113	VERSA-VEND VENDING INC	11/08/2024	EFT	0.00	69.50	18278
6694	VESTIS GROUP, INC.	11/01/2024	Regular	0.00	111.87	125195
2538	VIKING COCA COLA BOTTLING CO.	10/25/2024	EFT	0.00	964.75	18155
2538	VIKING COCA COLA BOTTLING CO.	11/01/2024	EFT	0.00	42.50	18232
4594	VINOCOPIA INC	11/01/2024	EFT	0.00	130.50	18233
7803	VOGT, TERRY	11/01/2024	Regular	0.00	111.20	125196
6085	VOYA - INVESTORS CHOICE	10/25/2024	Bank Draft	0.00	4,778.26	DFT0004501
6085	VOYA - INVESTORS CHOICE	11/08/2024	Bank Draft	0.00	4,453.26	DFT0004533
7807	W.L. HALL COMPANY	11/08/2024	Regular	0.00	875.00	125213
7601	WALLEN, DOUGLAS	10/25/2024	Regular	0.00	500.00	125164
6791	WALMART	10/25/2024	Regular	0.00	310.77	125165
6791	WALMART	11/01/2024	Regular	0.00	195.97	125197
6791	WALMART	11/08/2024	Regular	0.00	312.61	125214
7236	WAUSAU EQUIPMENT COMPANY LLC	11/01/2024	Regular	0.00	1,933.53	125198
0518	WENKER, JEFFREY	10/25/2024	EFT	0.00	500.00	18156
2580	WERNER BROS. INC.	11/08/2024	EFT	0.00	82.60	18279
7622	WHITE CAP, L.P.	11/01/2024	Regular	0.00	323.56	125199
3133	WILSON, SCOTT	11/01/2024	EFT	0.00	30.00	18234
7791	WYFFELS, IAN & SARA	10/25/2024	Regular	0.00	300.00	125167
7787	YURY LEON HERNANDEZ	10/25/2024	Regular	0.00	400.00	125168
2632	ZIEGLER INC	10/25/2024	EFT	0.00	269.22	18157

Bank Code AP Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	121	75	0.00	210,639.77
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	67	67	0.00	526,648.80
EFT's	399	195	63.79	856,539.78
	587	337	63.79	1,593,828.35

All Bank Codes Check Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	121	75	0.00	210,639.77
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	67	67	0.00	526,648.80
EFT's	399	195	63.79	856,539.78
	587	337	63.79	1,593,828.35

Fund Summary

Fund	Name	Period	Amount
999	POOLED CASH FUND	10/2024	564,608.42
999	POOLED CASH FUND	11/2024	1,029,219.93
			1,593,828.35

CITY OF MARSHALL, MINNESOTA
PRIOR AND CURRENT YEARS CONSTRUCTION CONTRACTS
11/12/2024

PROJECT #:	Coding	DATE	CONTRACTOR:	ORIGINAL CONTRACT AMOUNT:	CHANGE ORDERS	CURRENT CONTRACT AMOUNT	2022 Prior Payments	2023 Prior Payments	2024 Prior Payments	PYMTS THIS MEETING:	RETAINAGE	BALANCE:	PERCENT COMPLETE
CH1	494-43300-55120	11/12/2019	City Hall Renovation	Brennan Companies	5,030,200.00	749,360.00	5,779,560.00	66,794.00			11,822.00	-	100.00%
ST-009	481-43300-55170	3/14/2023	W. Lyon Street/N. 3rd Street Reconstruction	R & G Construction Co.	3,845,497.31	(67,734.09)	3,777,763.22		3,518,016.32	259,746.90	-	-	100.00%
PK-092	481-45200-55120	4/11/2023	Amateur Sports Center Shelter & Storage-Ball Field	Doom & Cuypers Construction, Inc.	171,642.00	6,078.00	177,720.00		177,000.00	720.00	-	-	100.00%
AP-007	480-43400-55170	2022	Crack Filling w/Sealcoat	City Staff - Street/Airport	75,000.00		75,000.00	51,540.63				23,459.37	68.72%
AP-003	482-43400-55120	2/13/2024	SRE Building	Sussner Construction	2,913,100.00		2,913,100.00			1,087,914.29	264,087.84	71,158.01	48.85%
ST-012	482-43300-55170	2/27/2024	S Whitney (E College to Jean)	D & G Excavating	1,565,706.60	24,150.00	1,589,856.60			1,283,702.65	208,754.85	78,550.40	98.81%
ST-001	101-43300-53425	3/26/2024	Chip Seals	Pearson Bros., Inc.	132,504.80	19,981.45	152,486.05			144,861.75	7,624.30	-	100.00%
ST-002	495-43300-55170	3/26/2024	Bituminous Overlay on Various City Streets	Central Specialties Inc.	587,422.58		587,422.58			523,278.81		33,400.77	94.77%
ST-010	482-43300-55170	4/23/2024	Lyon Circle Reconstruction	A&C Excavating, LLC	161,580.80		161,580.80			120,029.86		6,317.36	78.19%
PK-015	482-45200-55170	4/23/2024	Independence Park parking lot (back)	Towne & Country Excavating LLC	197,216.00	(5,472.00)	191,744.00			191,744.00		-	100.00%
				14,679,869.89	726,363.36	15,406,233.25	118,334.63	3,695,016.32	3,611,998.26	480,466.99	201,248.54	1,598,224.51	

CITY OF MARSHALL AGENDA ITEM REPORT

Presenter:	Karla Drown
Meeting Date:	Tuesday, November 12, 2024
Category:	NEW BUSINESS
Type:	ACTION
Subject:	Consider Resolution Approving the 2025 Fee Schedule
Background Information:	<p>Attached are the proposed 2025 Fee Schedule.</p> <p>The Ways & Means Committee reviewed the Fee Schedule at their meeting on Tuesday, October 22, 2024. The Ways & Means Committee is recommending these items be moved to Council for discussion and approval of the 2025 Fee Schedule.</p> <p>The recommended changes are shown in the redlined document as attached.</p>
Fiscal Impact:	
Alternative/ Variations:	
Recommendations:	Approving Resolution 24-097 for specific fees to be charged by the City of Marshall.



2025 FEE SCHEDULE

Approved 11/12/2024

Finance charge: 1.5% per month on unpaid balance of City bills after 30 days from date of 1st billing

ASSESSING DEPARTMENT

	<u>Fee/Charge</u>	
Copies	\$ 0.25	Per Side
Sales Summary	\$ 10.00	Each
Apartment List	\$ 15.00	
Ownership Searches	\$ 4.00	Per Parcel
Yearly Subscription Rate	\$ 75.00	

CLERK

	<u>Fee/Charge</u>	
Brewer Tap Room	\$ 500.00	Annual
Club License	\$ 275.00	Annual
Consumption & Display	\$ 130.00	Annual
	\$ 25.00	1 Day
On-Sale Liquor License	\$ 3,500.00	Annual
Financial Background (on-sale liquor)	Charged at rate of 3rd Party Vendor	
Off-Sale 3.2% Malt Liquor	\$ 150.00	Annual
On-Sale 3.2% Malt Liquor	\$ 300.00	Annual
Sunday Liquor	\$ 200.00	Annual
1-3 Day Temporary On-Sale Liquor	\$ 75.00	Per Day
Temporary On-Sale 3.2% Malt Liquor	\$ 30.00	Per Day
	\$ 50.00	Month
Tobacco License	\$ 150.00	Annual
Wine License	\$ 600.00	Annual

Cannabis Business Registration

Lower Potency Hemp Edible Manufacturer	\$ 500.00	
Lower Potency Hemp Edible Retailer	\$ 125.00	
Event Organizer	\$ 375.00	
Microbusiness	\$ 500.00	Initial
	\$ 1,000.00	Renewal
Mezzobusiness	\$ 500.00	Initial
	\$ 1,000.00	Renewal
Cultivator	\$ 500.00	Initial
	\$ 1,000.00	Renewal
Manufacturer	\$ 500.00	Initial
	\$ 1,000.00	Renewal
Retailer	\$ 500.00	Initial
	\$ 1,000.00	Renewal
Wholesaler	\$ 500.00	Initial
	\$ 1,000.00	Renewal
Transporter	\$ 250.00	Initial
	\$ 500.00	Renewal
Testing Facility	\$ 500.00	Initial
	\$ 1,000.00	Renewal

Delivery Service	\$	250.00	Initial
	\$	500.00	Renewal
Dangerous Animals	\$	150.00	Annual
Pick-up (Animal at large)	\$	10.00	
Board	\$	10.00	Per Day
Animal at Large	\$	90.00	
No City License	\$	90.00	
Rabies Vaccination not current		Court	
Disturbing the Peace		Court	
Garbage & Refuse Haulers	\$	160.00	Annual
Special Vehicle Permit	\$	35.00	Annual
Non-profits Exempt (must provide certification)			
Taxicabs	\$	100.00	Annual
	\$	25.00	Per Additional Vehicle
Transient Merchant	\$	30.00	Per Month
	\$	160.00	Semiannual
	\$	315.00	Annual
Mobile Food Units/Food Carts-annual licen	\$	225.00	\$ 150.00 Annual
Mobile Food Units/Food Carts-temporary License	\$	50.00	Per Day (Up to 7 days)
Special Event Permit	\$	100.00	Per Day/Per Vendor
Refunding of License Fee		20% of fee up to a maximum of \$100.00	
Administrative Citation Fee			
Filing Fee	\$	150.00	
Hearing Officers	\$	150.00	Per Hour

ADMINISTRATION & HUMAN RESOURCES

	<u>Fee/Charge</u>
Copies	\$ 0.25 Per Side
Administrative Fee for Retiree Insurance (<i>Health/Dental</i>)	2% of total cost to the City

City Hall Conference Room Rental

Half Day (4 hours or less)	\$	25.00	
Full Day (4 hours or more)	\$	50.00	
After 4:30 PM	\$	50.00	Plus \$20/Per Hour (One hour charge minimum)

Administrative Citation Fine	\$	100.00
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(Against all ordinances, unless otherwise stated)

FINANCE

	<u>Fee/Charge</u>
Assessment Searches	\$ 15.00
Returned check for all City departments	\$ 30.00
Business Tax Abatement Application	\$ 750.00
Administrative charge (i.e., mowing, snow, etc.)	\$ 25.00

COMMUNITY SERVICES

	<u>Fee/Charge</u>	<u>Deposit</u>
Collapsible Picnic Tables	\$ 15.00	Per Table/Per Day

Tents 20 x 20	\$	300.00	Weekend	\$250.00
	\$	250.00	Per Day	\$200.00
Tents 20 x 30	\$	300.00	Weekend	\$250.00
	\$	250.00	Per Day	\$200.00
Concessions Trailer	\$	300.00	Per Day	ServSafe Manager Certification required
Vandalism Clean-up/Repairs	\$	55.00	Per Hour/Per Staff	

<u>Parks</u>	<u>Fee/Charge</u>	<u>Deposit</u>
Shelter Rent	\$ 60.00	\$50.00
Park Gazebo Rent	\$ 30.00	\$30.00
Band Shell Rent	\$ 200.00 Per Day	\$100.00
Moving Liberty Park Benches for Events	\$ 100.00	

<u>Ballfields</u>	<u>Fee/Charge</u>	<u>Deposit</u>
Channel Parkway Complex	\$ 100.00 Per Day	\$100.00
	\$ 150.00 2 Days	\$100.00
Amateur Sports Complex	\$ 250.00 Per Day	\$100.00
	\$ 200.00 2 Days	\$100.00
One Ballfield	\$ 80.00 Per Day	\$100.00
Independence Park Youth Ballfields	\$ 80.00 Per Day/ONE Field/No Lights	\$100.00
(2 Fields: 1 Lighted & 1 Not Lighted)	\$ 100.00 Per Day/One Field/Lighted	\$100.00
	\$ 125.00 Per Day/Two Fields/One Field Lighted	
American Legion Field Ballfield	\$ 200.00 Per Day/Without Lights	\$100.00
	\$ 300.00 Per Day/With Lights	\$100.00
Legion Field Park Youth Ballfields	\$ 50.00 Per Day	\$50.00
Justice Park Youth Baseball/Softball Field	\$ 50.00 Per Day	\$50.00

<u>Aquatic Center</u>	<u>Fee/Charge</u>
Marshall Aquatic Center (min. 25 people)	\$ 150.00 Per Hour &
	\$ 6.00 Per Person
Pool Party	
Up to 75 people	\$ 400.00 Per Event
76 people or more	\$ 500.00 Per Event

<u>Stage Rental</u>	<u>Fee/Charge</u>
Damage Deposit	\$ 500.00
Call-Back	\$ 55.00 Per Hour

Basic Unit; 24x20 ft., set-up and take down	
Marshall non-profit business or agency	\$ 350.00
Marshall for profit business or agency	\$ 450.00
All others	\$ 800.00

Basic Unit; <u>plus additional</u> 16x4 ft., set-up and take down	
Marshall non-profit business or agency	\$ 500.00
Marshall for profit business or agency	\$ 700.00
All others	\$ 1,600.00

Studio 1 TV

	<u>Fee/Charge</u>	
DVD	\$ 15.00	Includes Tax
CD	\$ 5.00	
CD w/Printed Cover	\$ 10.00	
Filming w/Certification	\$ 50.00	Per Day
Editing w/Certification	\$ 15.00	Per Hour
Certification Training	\$ 100.00	
Student (high school & full-time post secondary)	\$ 30.00	Per Hour

Park Land Development

	<u>Fee/Charge</u>	
For any residential or commercial subdivision of property after March 10, 2009, upon initial sale		
Residential Lot	\$ 500.00	Per Lot
Commercial Lot	2% Of gross unimproved value per commercial lot	

Telecommunication

	<u>Fee/Charge</u>	
Application & Permit fee	\$ 1,500.00	Plus
	\$ 2.00	Per Lineal Foot from point of initiation to point of termination for the use of City owned right-of-way

Adult Community Center

	<u>Fee/Charge</u>	<u>Deposit</u>
Copies	\$ 0.25	Per Side
Oaktree & Wildflower Rooms	\$ 30.00	Per Hour
MASC Room-with MASC board approval	\$ 50.00	Per Hour
Prairie Winds Dining Area - MASC personal use only	\$ 35.00	Per Hour
Prairie Winds Dining Area - general public	\$ 80.00	Per Hour
Kitchen - Serving only	\$ 40.00	Per Hour
Projection & Sound system	\$ 25.00	Per Event

Red Baron Arena and Expo Center

	<u>Fee/Charge</u>	
Video Board usage for events	\$ 300.00	Per Event
Plus Staff time	\$ 30.00	Per Hour Per Staff
Skate Sharpening	\$ 5.00	

Ice Rink

	<u>Fee/Charge</u>		
Open Rate	\$ 150.00	Per Hour	\$ 175.00
Skating Bundle (Ice and Skates)	\$ 225.00	Per Hour	
10 or more hours booked at one time	\$ 130.00	Per Hour	
30 or more hours booked at one time	\$ 120.00	Per Hour	
Marshall Community Services	\$ 75.00	Per Hour	
Marshall High School	\$ 75.00	Per Hour	
<i>(Marshall High School will not be charged ice time during high school games or tournaments)</i>			
Southwest Figure Skating Club	\$ 75.00	Per Hour	
Marshall Area Hockey Association (MAHA)	Per Agreement		
Off season (June 1-August 31)(Saturday and Sunday)	\$ 80.00	Per Hour	
Ice Painting Equipment	\$ 250.00	Per Day	

Expo/Meeting Room

	<u>Fee/Charge</u>		
Full day expo floor rental for wedding event	\$ 1,400.00	Per Day	
Caterer within Marshall city limits	\$ 1,250.00	Per Day	
Full day expo floor rental	\$ 1,250.00	Per Day	
Expo floor rental (April 1 - October 1)			
Youth or Community Activities Only	\$ 200.00	Per Hour	
Event SETUP (8am-5pm)	\$ 250.00	Per Day	\$ 350.00
Event SETUP (after 5pm)	\$ 55.00	Per Hour	
Event CLOSURE (after 5pm)	\$ 55.00	Per Hour	
Club Room	\$ 400.00	Per Day or Event	\$ 450.00
	\$ 80.00	Per Hour	\$ 90.00
Meeting Room	\$ 200.00	Per Day	\$ 240.00
	\$ 30.00	Per Hour	\$ 40.00
Birthday Party Package	\$ 250.00	Per Event	
(Includes: 1 hour on ice; skates; 1 hour in meeting room)			

PUBLIC SAFETY DEPARTMENTS**Fire Department**

	<u>Fee/Charge</u>	
Fire/Rescue Calls (Outside city limits)*	\$ 1,000.00	
Fire/Rescue Calls (Within city limit)*	\$ 750.00	
<i>*After 5 hours on scene, incident billing will follow the Southwest/West Central Fire Department Association Mutual Aid Agreement</i>		
Hazardous Materials Trailer	\$ 750.00	Plus supplies & materials used
Pumping Fuel or Gas (48 hours to pick up)**	\$ 1.00	Per Gallon in and out (48 hours to pick up)
<i>**If not picked up within 48 hours, owner will be assessed cost of Hazardous waste disposal contractor to dispose of waste</i>		
Natural Gas line hits	\$ 750.00	Per Call
Automatic fire alarm activation***	\$ 750.00	Per Call
<i>*** (3rd call and after, within 72 hour period OR 3 business days, until functional)</i>		
Education Trailer (to all departments)	\$ 150.00	Per Day
Fire Chief's call for service (officer's pages)	\$ 100.00	Per Hour

Calls that are caused by negligence, or lasting longer than 5 hours on scene*, will be billed out on cost basis of equipment and manpower:

**After 5 hours on scene, incident billing will follow the Southwest/West Central Fire Dept. Association Mutual Aid Agreement for all departments that were called for mutual aid.*

Fire Equipment

	<u>Fee/Charge</u>	
Rescue Truck	\$ 125.00	Per Hour
1500 GPM Engine	\$ 295.00	Per Hour
1000 GPM Engine	\$ 200.00	Per Hour
Ladder Truck	\$ 750.00	For Initial First Hour
	\$ 250.00	Per Hour thereafter
Tanker	\$ 160.00	Per Hour

Grass Rig	\$	125.00	Per Hour
Haz-Mat Trailer	\$	125.00	Per Hour
Water Auger with Engine or Tanker	\$	150.00	Per Hour
UTV	\$	85.00	Per Hour
Each firefighter responding to the call for service	\$	25.00	Per Hour
Mileage to organizations outside the			
Southwest/West Central Fire Department Mutual Aid	\$	1.75	Per Mile

Any equipment/tools damaged/destroyed due to the call for service will be assessed at actual cost to the owner or responsible party of the call for service.

Supplies: (Billed out at cost incurred)

	<u>Fee/Charge</u>	
AFFF Foam	\$ 150.00	Per Pail
AR-AFFF Foam	\$ 200.00	Per Pail
Floor Dry	\$ 15.00	Per Bag
55 Gallon steel barrel with metal lid	\$ 135.00	Per Barrel
8"x10' absorbent boom	\$ 145.00	Per Boom
4' X 8' Plywood	\$ 25.00	Per Sheet

Police Department

	<u>Fee/Charge</u>	
Police Records	\$ 0.25	Per Side
DVD/CD of Photos, Videos and Audio	\$ 20.00	Each
False Alarm Call (after 3rd)	\$ 60.00	
Residence Check		
First three checks	\$ 40.00	
After 3rd check	\$ 10.00	
Towing Administration Fee	\$ 15.00	
Storage	\$ 25.00	Per Day
Opening Car Door	\$ 50.00	
In-house Background Check	\$ 20.00	
Funeral Escorts (3 or more Officers)	\$ 150.00	
Bank Escorts	\$ 50.00	

Parking Violations

	<u>Fee/Charge</u>	<u>After 10 Days</u>
Prohibited Parking	\$ 20.00	\$ 30.00
Double Parking	\$ 20.00	\$ 30.00
Blocking Driveway	\$ 20.00	\$ 30.00
No Parking Zone	\$ 20.00	\$ 30.00
Blocking Alley	\$ 20.00	\$ 30.00
Parking in Alley	\$ 20.00	\$ 30.00

MERIT Center

<u>Classroom</u>	Room A or B	Room A or B	Room A & B	Room A & B
	<u>1/2 Day</u>	<u>Full Day</u>	<u>1/2 Day</u>	<u>Full Day</u>
Public Safety/Non-Profit	\$ 30.00	\$ 50.00	\$ 50.00	\$ 75.00
Business	\$ 75.00	\$ 100.00	\$ 100.00	\$ 125.00

Props & Simulators

	<u>Fee/Charge</u>	
Public Safety/ Non-Profit	\$ 35.00	Per Item Per Day
Business	\$ 50.00	Per Item Per Day

Driving Course

	<u>1/2 Day</u>	<u>1/2 Day Hourly</u>	<u>Full Day</u>	<u>Full Day Hourly</u>
Government/Non-Profit	\$ 120.00	\$ 20.00	\$ 200.00	\$ 35.00
Business	\$ 200.00	\$ 30.00	\$ 300.00	\$ 50.00

Rate Categories

Public Safety : training of police, fire, ambulance, hazardous material teams, etc.

Non-Profit : training for entities such as civic, charitable, service clubs, government organizations, etc.

Business : training for private individuals, organizations, and businesses of any kind.

Marshall Community Services Drivers Education Program Fees and Rates set by separate agreement.

Administrative Services	\$ 100.00
<i>(Managing class participants, ordering/delivering food, etc.)</i>	

PUBLIC WORKS DEPARTMENTS**Airport****T-Hangar Rent****Fee/Charge****Base Rates**

1708 & 1710 units; 1044 sq. ft.	\$ 130.00	Per Month
1712 units; 1235 sq. ft.	\$ 160.00	Per Month
Winch; if available and desired in hangar	\$ 10.00	Per Month
Electric service for Heater	\$ 10.00	Per Month
Full Enclosed	\$ 25.00	Per Month

T-Hangar 1708

Unit 1 ; 40.5' bi-fold door, 13.67' tail ht, heated, enclosed	\$ 165.00	Per Month
Unit 2-8 ; 40.5' bi-fold door, 13.67' tail ht	\$ 130.00	Per Month

T-Hangar 1710**Fee/Charge**

Units 1, 6 ; 40.5' bi-fold door, 13.67' tail ht	\$ 140.00	Per Month	(includes winch)
Units 2-5, 7-8 ; 40.5' bi-fold door, 13.67' tail ht	\$ 130.00	Per Month	

T-Hangar 1712

Unit 1 ; 43.45' bi-fold door, 13.67' tail ht, heated, enclosed	\$ 195.00	Per Month	
Units 2,4 ; 43.45' bi-fold door, 13.67' tail ht, enclosed	\$ 185.00	Per Month	
Units 3,5,6 ; 43.45' bi-fold door, 13.67' tail ht, enclosed	\$ 195.00	Per Month	(includes winch)

(These rates are for governmental agencies only. For non-governmental entities, multiply rate by 1.5.; With Operator)

Oshkosh/FWD 24' Snow Plow with Batwings	\$ 150.00	Per Hour
Oshkosh Blower	\$ 150.00	Per Hour
Oshkosh Airport Runway Broom (18-ft.)	\$ 150.00	Per Hour
Dump Truck	\$ 125.00	Per Hour

Skid Loader	\$	125.00	Per Hour
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Community Planning

Fee/Charge

NOTE: Building Permit Applications are subject to Minnesota State Surcharge per Minnesota Statute.

HVAC License	\$	50.00	Bi-Annual
Rental Registration Per Building	\$	100.00	Bi-Annual

No fee for leased manufactured home lots where the unit is owned by someone else

Building/Plumbing/Sign Permit Application

Fee/Charge

Total Valuation

Up to \$500.00	\$	22.00	
\$501.00 - \$2,000.00	\$	22.00	First \$500 +
	\$	3.40	Each Add 'l \$100 or fraction thereof
\$2,001.00 - \$25,000.00	\$	73.00	First \$2,000 +
	\$	12.50	Each Add 'l \$1,000 or fraction thereof
\$25,001.00 - \$50,000.00	\$	360.50	First \$25,000+
	\$	8.90	Each Add 'l \$1,000 or fraction thereof
\$50,001.00 - \$100,000.00	\$	583.00	First \$50,000+
	\$	6.80	Each Add 'l \$1,000 or fraction thereof
\$100,001.00 - \$500,000.00	\$	923.00	First \$100,000+
	\$	5.25	Each Add 'l \$1,000 or fraction thereof
\$500,001.00 - \$1,000,000.00	\$	3,023.00	First \$500,000+
	\$	4.75	Each Add 'l \$1000 or fraction thereof
\$1,000,001.00 and up	\$	5,398.00	First \$1,000,000+
	\$	3.70	Each Add 'l \$1000 or fraction thereof

Community Planning Department staff reserves the right to establish construction valuation based on the Building Permit Valuation Policy (See Appendix C)

Fee/Charge

Minimum Permit Valuation	\$	100.00
Demolition Permit		35% of calculated fees

Fee/Charge

Investigation Fee (when work is started prior to obtaining a Permit)

First Violation		25% of building permit fee OR
	\$	50.00 whichever is greater
Consecutive Violations		50% of building permit fee OR
	\$	100.00 whichever is greater
Second Re-inspection of the same item (building permit)	\$	100.00
Valid Complaint Based Rental Inspection	\$	200.00
Rental Re-inspection (repairs not complete prior to deadline)	\$	400.00 Plus Time
Copy of Prior Permit or Certificate of Occupancy	\$	5.00
Plan Review		
Commercial Projects		65% of building permit fee
New one & two Family Dwelling		35% of building permit fee

WWTF Sanitary Sewer Connection Permit Application

Nominal Size of Sanitary Sewer Pipe Exiting the Building	Connect + (WWTF)	Inspection = (Bldg. Insp.)	Total
4"	200.00	50.00	\$ 250.00
6"	575.00	50.00	\$ 625.00
> 6"	2,000.00	50.00	\$ 2,050.00

Planning Commission Action Request Application**Fee/Charge****Escrow**

Escrow will be used for direct costs incurred by the City of Marshall. The difference will be refunded if OVER \$5 or billed if OVER \$50.

Variance Adjustment Permit	\$ 300.00		\$ 300.00
Conditional Use Permit	\$ 300.00		\$ 300.00
Interim Use Permit	\$ 300.00		\$ 300.00
Vacation of Zoning Permit	\$ 100.00		
Moving a House into Town Permit	\$ 300.00		\$ 300.00
Map Amendment (Rezoning) Application	\$ 300.00		\$ 300.00
Zoning Ordinance Amendment Application	\$ 300.00		
Subdivision Platting			
Preliminary Plat			\$ 300.00
	\$ 70.00	Per Acre (\$225.00 Minimum)	
Final Plat	(if Separate from Preliminary)		\$ 300.00
	\$ 50.00	Per Acre (\$75.00 Minimum)	
Planned Unit Development (PUD) (excludes platting fee)	\$ 200.00	Per Acre	\$ 300.00
Base Map Updating (whichever is greater)	\$ 5.00	Per Lot	
	\$ 15.00	Per Acre	
Zoning Letter	\$ 25.00		

Direct costs include but are not limited to:

1) Administration Fee \$10; 2) Publications; 3) Postage; 4) Recording (Excludes Staff Cost); 5) Parcel Search

Engineering**Fee/Charge**

RTVision BidVAULT Electronic Bidding Fee	\$25.00 + 3rd Party Payment Processing Fee
<i>Fee collected and administered by RTVision</i>	

Overweight Load Permit**Fee/Charge**

Single Trip	\$ 50.00	Per Vehicle
Annual from application date		
<= 6 Axles/90,000 lbs.	\$ 300.00	Per Vehicle
> 6 Axles/90,000 lbs.	\$ 500.00	Per Vehicle
Annexation Application	\$ 200.00	\$ 200.00
Vacation of Public Rights of Way/Public Easements Application	\$ 200.00	\$ 200.00
Moving on Public Right of Way Permit Application	\$ 50.00	

Copying/Plotting/Printing (No Charge if under \$5)**Fee/Charge**

Small Scale Copies (8½ x 11, 8½ x 14, 11 x 17)	\$ 0.25	Per Side
Small Scale Plots/Prints (8½ x 11, 8½ x 14, 11 x 17)	\$ 0.60	Per Sheet
Large Scale (18 x 24 and larger)	\$ 3.00	Per Square Foot

Aerial Photo Printing (No charge if under \$5)

	<u>Fee/Charge</u>
8½ x 11	\$ 2.00
11 x 17	\$ 5.00
Large Scale Prints	\$ 4.00 Per Square Foot

City Right of Way Permits

Deposit is refundable less costs for repair- Billed extra if direct costs exceed deposit

Utility Companies-Post Yearly	\$ 5,000.00 Bond
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The \$5,000 bond is in lieu of the \$400 deposit on each individual project

Excavation in Row Permit	\$ 400.00 Deposit plus
	\$ 50.00 Inspection
Driveway Permit	\$ 300.00 Deposit plus
	\$ 50.00 Inspection
Sidewalk Permit	\$ 50.00 Inspection
Investigation Fee (when work is started prior to obtaining Permit)	\$ 50.00
City Sidewalk Cost Participation	\$ 2.50 Per Square Foot (Not to exceed \$750)

Special Projects

Standard Engineering for Special Assessment Projects	16% (Construction Cost + Contingencies)
Engineer (Registered)	\$ 200.00 Per Hour
Assistant Engineer	\$ 160.00 Per Hour
Senior Engineering/Specialist	\$ 140.00 Per Hour
Engineering Technician/Specialist	\$ 100.00 Per Hour
Building Official	\$ 140.00 Per Hour
Building Inspector	\$ 100.00 Per Hour
Administrative Assistant	\$ 100.00 Per Hour
Office Assistant/Receptionist	\$ 85.00 Per Hour
GPS Survey	\$ 150.00 Per Hour

Watermain Tapping & Water Meters (Refer to Marshall Municipal Utilities for application and fees.)

(Equipment hourly rate/not including operator). Add \$55.00/hour for operator.

Storm Sewer Connection Permits

(Inside Diameter of Sewer Service Pipe Entering the Building)

	<u>Connect +</u>	<u>Inspection =</u>	<u>Total</u>
4" Gravity	100.00	30.00	\$ 130.00
6" Gravity	120.00	30.00	\$ 150.00
8" Gravity	200.00	60.00	\$ 260.00
10" Gravity	360.00	60.00	\$ 420.00
12" or > Gravity	500.00	90.00	\$ 590.00
1 1/2" Force	100.00	30.00	\$ 130.00
2" Force	120.00	30.00	\$ 150.00
3" Force	140.00	60.00	\$ 200.00
4" Force	160.00	60.00	\$ 220.00

Municipal Separate Storm Sewer System (MS4)

Surface Water Management MS4 Construction Plan Review

<u>Drainage/Land Disturbance Application</u>	<u>Fee/Charge</u>
Site more than 2,000 sq. ft. and less than 5,000 sq. ft.	\$ 50.00
Site 5,000 sq. ft. to one (1) acre	\$ 150.00
Site one (1) acre to five (5) acres	\$ 300.00
Site greater than five (5) acres	\$ 500.00

Administrative Fines for Violations of City Code Chapter 30 Environment

<u>Administrative Offense</u>	<u>Fee/Charge</u>
<u>Illicit Discharges and Connections</u>	
Illicit Discharge to Storm water System (Minor)	\$ 50.00
Illicit Discharge to Storm water System (Major)	\$ 1,000.00
Illicit Connection to Storm water System (Minor)	\$ 30.00
Illicit Connection to Storm water System (Major)	\$ 1,000.00
Failure to Report a Spill	\$ 300.00
Failure to Cleanup a Spill	\$ 300.00
Failure to Respond to a Notice of Violation	\$ 100.00

<u>Construction Site Erosion/Sediment Control Violations</u>	<u>Fee/Charge</u>
Site Dewatering	\$ 200.00
Waste and Material Disposal	\$ 100.00
Tracking (Minor)	\$ 100.00
Tracking (Major)	\$ 500.00
Drain Inlet Protection	\$ 100.00
Site Erosion Control (Minor)	\$ 500.00
Site Erosion Control (Major)	\$ 1,000.00
Failure to Provide/Maintain Concrete Washout Facility	\$ 200.00
Failure to Respond to a Notice of Violation	\$ 100.00
Failure to Conduct/Document Site inspections	\$ 100.00
Failure to Maintain SWPPP/Inspection Documents	\$ 100.00

<u>Post Construction Structural Storm water BMP Violations</u>	<u>Fee/Charge</u>
Failure to Perform Proper Maintenance (Minor)	\$ 500.00
Failure to Perform Proper Maintenance (Major)	\$ 1,000.00
Unauthorized Removal or Alterations to BMPs (Minor)	\$ 500.00
Unauthorized Removal or Alterations to BMPs (Major)	\$ 1,000.00
Failure to Submit/Maintain Maintenance Records	\$ 100.00

<u>SURFACE WATER MANAGEMENT UTILITY</u>	<u>Fee/Charge</u>
Minimum fee or below, whichever is greater	\$ 6.25 Per Month 6.50
Single Family Residential (Classification 1) Flat rate	\$ 6.25 Household Per Month 6.50
Two-Family Residential (Classification 2)	\$ 24.71 Per Acre Per Month 24.93
Manufactured Housing (Classification 3)	\$ 35.01 Per Acre Per Month 35.31
Industrial, Multi-Family, Railroad Right-of-Way (Classification 4)	\$ 42.47 Per Acre Per Month 42.84

Commercial/Office/Parking (Classification 5)	\$ 54.44	Per Acre Per Month	54.91
Vacant (Classification 7)	\$ 2.96	Per Acre Per Month	2.98
Agricultural (Classification 8)	\$ 0.74	Per Acre Per Month	0.75

Five-Year Rate Projections (See Appendix A)

<u>Street</u>	<u>Fee/Charge</u>
Weed/Mowing/Snow/Nuisance Enforcement	\$ 55.00 + Direct Costs

(These rates are for governmental agencies only. For non-governmental entities, multiply rate by 1.5.)

*(Equipment hourly rate/not including operator). Generally we will use City employees. Add-\$55.00/hour for operator.

*Elgin Sweeper	\$ 125.00	Per Hour
*Cat/John Deere Front-End Loader	\$ 125.00	Per Hour
*Tractor-Loader Backhoe	\$ 125.00	Per Hour
*Motor Grader	\$ 125.00	Per Hour
*Cat Loader w/Snow-Go Blower	\$ 150.00	Per Hour
*Truck with Vactor (Catch Basin Cleaning Unit)	\$ 125.00	Per Hour
*Truck with Snowplow	\$ 125.00	Per Hour
*Skid Loader	\$ 125.00	Per Hour
*Dump Truck	\$ 125.00	Per Hour
*Boom Truck	\$ 125.00	Per Hour
*1-Ton	\$ 70.00	Per Hour
*Pick Up	\$ 60.00	Per Hour
Brush Chipper	\$ 70.00	Per Hour
Portable Pumps	\$ 60.00	Per Hour
Barricades - Type II	\$ 5.00	Per Day
Barricades - Type III	\$ 10.00	Per Day
Traffic Control Devices (12 Cones)	\$ 5.00	Per Day Minimum
Operator	\$ 55.00	Per Hour

WASTEWATER

<u>Fee/Charge</u>		
Residential/Commercial (includes \$1.00 Phosphorus Surcharge	\$ 24.26	Per Month Base Charge 25.47
Violation under Sec. 78-73, Marshall Code of Ordinance	\$ 50.00	Monthly Surcharge
Violation under Sec. 78-74, Marshall Code of Ordinance	\$ 100.00	Monthly Surcharge
Domestic	\$ 4.78	Per 1,000 Gallons 5.02
Industrial	\$ 3.06	Per 1,000 Gallons 3.21
<u>Surcharge by strength as follows:</u>		
Excess CBOD	\$ 333.78	Per 1,000 Pounds 350.47
Excess Suspended Solids	\$ 333.59	Per 1,000 Pounds 350.26
Excess Phosphorus (industrial)	\$ 6.00	Per Pound 6.30

Five-Year Rate Projections (See Appendix B)

Summer sewer rate takes into account the added water usage for lawn and yard sprinkling. For one to four family residential

properties, the monthly user charges on the June through November bills shall not exceed the average monthly user charges of the previous February through May billings.

<u>Pretreatment of Industrial Wastewater Violations (Sec. 78-48)</u>	<u>Fee/Charge</u>
Failure to meet Preliminary Treatment Requirements	\$ 500.00

The City has the right to charge and assess violators for all costs to the City for damages from any discharge or other action in violation of the City ordinance or in violation of a permit issued by the City, including all attorney's fees, court costs, sampling and monitoring expenses, and other expenses associated with enforcement of this section. Administrative fines or other enforcement actions are not considered to be payment of these costs.

When distinguishing between a Major violation and a Minor violation the following considerations shall be used:

1. Potential critical impact on public health or the environment.
2. Potential danger to human life or safety.
3. Continuing nature of violation.
4. Cost of restitution, repair, or remediation exceeds \$1,000.00.
5. Knowing performance of unpermitted activities.

Existence of one or more of the above criteria supports a finding of a Major violation. Enforcement officials must specifically describe the conditions observed to support this determination.

The administrative fine imposed for a second or subsequent violation of the same type by the same person or entity within a 24-month period may double the amount of the previous fine up to a maximum of \$1,000.00

<u>Call-Out</u>	<u>Fee/Charge</u>
During Business Hours	\$ 55.00 Per Hour
After Business Hours	\$ 125.00 Per Hour

Biosolids Application	\$50.00 to \$100.00 Per Acre
<i>Sliding rate based on cost of fertilizer and nutrient quality of biosolids</i>	

Porta Potty Waste/Septage	56.23	\$ 53.55	Per 1,000 Gallons plus \$25.00/load
Leachate	5.06	\$ 4.82	Per 1,000 Gallons plus \$25.00/load

<u>Equipment Rental</u>	<u>Fee/Charge</u>
<u>(These rates are for governmental agencies only. For non-governmental entities, multiply rate by 1.5.)</u>	

*(Equipment hourly rate/not including operator.)

Operator	\$ 55.00	Per Hour
*Skid Loader	\$ 125.00	Per Hour
*Water Truck 3,000 Gal.	\$ 125.00	Per Hour
*Dump Truck	\$ 125.00	Per Hour
*Semi Tractor Tanker Trailers	\$ 125.00	Per Hour
*Pickup	\$ 60.00	Per Hour
*Crane Truck	\$ 125.00	Per Hour
Jet Vac Truck	\$ 150.00	Per Hour With Operator
Sludge Applicator Vac/Pressure Sys.	\$ 150.00	Per Hour With Operator
Sewer Camera	\$ 150.00	Per Hour With Operator

6" Portable Pumps	\$	60.00	Per Hour
6" Hose 100'	\$	30.00	Per Day
Mileage	\$	1.50	Per Mile Includes Operator

Laboratory Testing Services

(Minnesota Pollution Control Agency Permit #0022179)

CBOD	\$ 25.20	26.46
TSS	\$ 12.60	13.23
Ph	\$ 6.30	6.62
Ammonia	\$ 21.00	22.05
Total Phosphorus	\$ 16.80	17.64
Fecal Coliform	\$ 19.95	20.95
Chlorides	\$ 15.75	16.54
Dissolved Oxygen	\$ 10.50	11.03

Sump Pump Connections

Place seal on valve preventing discharge into sanitary sewer system	\$	25.00	Service Charge
Breaking seal on valve to allow discharge to flow into sanitary sewer system	\$	25.00	Service Charge
Discharge fee when seal is broken on valve	\$	25.00	November 1 - March 31
Unpermitted discharge fee	\$	300.00	

Special Assessment For Street Reconstruction

Fee/Charge

Detailed calculation procedures for special assessments are found in the Special Assessment Policy.

The annual assumptions used in those calculations are as follows:

1. Standard assessment amount per residential parcel	\$	5,850.00
2. Frontage feet for average residential parcel		77 Lineal Foot
3. Area of average residential parcel		12,000 Square Feet
4. Standard street width		36 Feet
5. Standard street load rating		7 Ton

Interest Rate

Projects Bonded	2.00% Plus Bond Interest Rate
Projects Not Bonded	2.50%

ECONOMIC DEVELOPMENT DEPARTMENT

Fee/Charge

(Government and Non-profit only)

Advertising Kiosk Space (as per agreement)	\$	250.00	Per Year; 7/1-6/30 (may pro rate)
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SPRINGSTED INCORPORATED - UTILITY PLANNING MODEL
STORM WATER UTILITY FUND PROJECTIONS
SURFACE WATER UTILITY PROJECTIONS

Appendix A

		Approximate Level Rate Increases!!!					
Projected Surface Water Rate Adjustment	Projected Change 2026-2030	2.00%	2.00%	2.00%	2.00%	2.00%	
	2025	2026	2027	2028	2029	2030	
	growth in volume						
Operating Revenues	0.00%	1,340,298	1,367,104	1,394,446	1,422,335	1,450,782	1,479,797
Operating Expenses							
Salaries and benefits		-	-	-	-	-	-
Supplies	0.00%	15,200	15,200	15,200	15,200	15,200	15,200
Equipment Repair & Maintenance	0.00%	15,000	15,000	15,000	15,000	15,000	15,000
Other Repairs and Maintenance	0.00%	25,500	25,500	25,500	25,500	25,500	25,500
Other services and charges	3.00%	360,658	371,478	382,622	394,101	405,924	418,101
Insurance	3.00%	6,061	6,243	6,430	6,623	6,822	7,026
Utilities	5.00%	17,910	18,806	19,746	20,733	21,770	22,858
Depreciation - Existing		887,730	843,344	801,176	761,118	723,062	686,909
Depreciation - New			29,129	49,057	67,245	79,899	112,575
Total Operating Expenses		1,328,059	1,324,698	1,314,731	1,305,519	1,293,176	1,303,170
Operating Income (Loss)		12,239	42,406	79,715	116,816	157,606	176,628
Nonoperating Revenues (Expenses)							
Interest	2.00%	42,780	44,253	47,336	49,411	52,705	58,068
Property taxes		-	-	-	-	-	-
Other Income		-	-	-	-	-	-
Special assessments		4,000	4,000	4,000	4,000	4,000	4,000
Refunds and reimbursements		-	-	-	-	-	-
Rents		-	-	-	-	-	-
Gain/(loss) on disposal of assets		-	-	-	-	-	-
Interest Expense - existing debt		(135,095)	(115,539)	(96,842)	(79,929)	(65,976)	(52,847)
Interest Expense - new debt			(22,185)	(41,218)	(56,575)	(64,362)	(86,946)
Total Nonoperating Revenues (Expenses)		(88,315)	(89,471)	(86,724)	(83,092)	(73,633)	(77,725)
Income (Loss) Before Transfers		(76,076)	(47,066)	(7,009)	33,724	83,973	98,903
Transfers							
Transfers In		-	-	-	-	-	-
Transfers (Out)	0.00%	(49,023)	(49,023)	(49,023)	(49,023)	(49,023)	(49,023)
Total Transfers		(49,023)	(49,023)	(49,023)	(49,023)	(49,023)	(49,023)
Net Income (Loss)		(125,099)	(96,089)	(56,032)	(15,299)	34,950	49,880
Beginning Cash & Investments		2,375,244	2,212,658	2,366,807	2,470,573	2,635,246	2,903,391
Net Income		(125,099)	(96,089)	(56,032)	(15,299)	34,950	49,880
Depreciation		887,730	872,472	850,233	828,362	802,961	799,484
Acquisition and Construction of Assets		(873,866)	(597,829)	(545,641)	(379,634)	(980,280)	-
Proceeds from Long-Term Debt		633,866	597,829	545,641	379,634	980,280	-
Principal Payments on Long-Term Debt - New			(54,032)	(106,882)	(157,135)	(194,995)	(287,330)
Principal Payments on Long-Term Debt - Existing		(685,217)	(568,203)	(583,553)	(491,255)	(374,770)	(383,820)
Ending Cash & Investment Balance		2,212,658	2,366,807	2,470,573	2,635,246	2,903,391	3,081,605
Minimum Cash & Investment Balance							
Designated for Capital Improvements - Beginning		396,917	620,427	916,337	1,207,161	1,490,572	1,766,692
Annual Capital Reserve Funding (1/3 Deprec.)	1/3	223,510	295,910	290,824	283,411	276,121	267,654
Capital Reserve Used for Improvements/Expansion		-	-	-	-	-	-
Adjustment to Capital Reserve							
Designated for Capital Improvements - Ending		620,427	916,337	1,207,161	1,490,572	1,766,692	2,034,346
Designated for Revenue Bonds (following yrs DS)		759,959	828,496	784,893	700,103	810,943	737,582
Net Operating Cash		832,272	621,975	478,519	444,571	325,756	309,676
Unassigned Operating Reserve (25% of Oper. Exp.)		331,175	328,683	326,380	323,294	325,792	325,792
Recommended Minimum Operating Cash		331,175	328,683	326,380	323,294	325,792	325,792
Amount Over (Under) Goal		501,098	293,292	152,139	121,277	(36)	(16,116)

SPRINGSTED INCORPORATED - UTILITY PLANNING MODEL
WASTEWATER UTILITY FUND PROJECTIONS

WASTEWATER UTILITY PROJECTIONS

Appendix B

Projected Wastewater Rate Adjustment		Projected Change	5.00%	5.00%	5.00%	5.00%	5.00%
		2025	2026	2027	2028	2029	2030
Operating Revenues	growth in volume						
Surcharge Revenues	0.00%	-	-	-	-	-	-
Utility Sewer Charges	0.00%	6,077,798	6,381,688	6,700,772	7,035,811	7,387,601	7,756,982
Pretreatment Charges	0.00%	-	-	-	-	-	-
Other Services and Charges	0.00%	-	-	-	-	-	-
Total Operating Revenues		6,077,798	6,381,688	6,700,772	7,035,811	7,387,601	7,756,982
Operating Expenses							
Salaries and benefits	3.00%	1,442,198	1,485,464	1,530,028	1,575,929	1,623,207	1,671,903
Supplies	4.00%	602,470	626,569	651,632	677,697	704,805	732,997
Repair and maintenance	4.00%	323,575	336,518	349,979	363,978	378,537	393,678
Other services and charges	2.50%	582,430	596,991	611,916	627,213	642,894	658,966
Insurance	3.00%	77,144	79,458	81,842	84,297	86,826	89,431
Utilities	5.00%	259,233	272,195	285,804	300,095	315,099	330,854
Depreciation-Existing		1,627,750	1,546,363	1,469,044	1,395,592	1,325,813	1,259,522
Depreciation-New			92,204	190,298	254,795	284,755	1,971,853
Total Operating Expenses		4,914,800	5,035,761	5,170,542	5,279,596	5,361,935	7,109,205
Operating Income		1,162,998	1,345,927	1,530,230	1,756,215	2,025,666	647,777
Non-Operating Revenue (Expenses)							
Special Assessments		-	-	-	-	-	-
Other income (expense)		-	218,076	218,077	218,077	218,077	218,077
Investment earnings (loss)	3.10%	146,130	191,685	215,016	227,215	282,453	359,797
Refunds and reimbursements		21,816	21,816	21,816	21,816	21,816	21,816
Rents		(28,610)	(28,610)	(28,610)	(28,610)	(28,610)	(28,610)
Gain (Loss) on Disposal of Assets - Net		-	-	-	-	-	-
Bond (discount) premium amortization		-	-	-	-	-	-
Bond issuance costs		-	-	-	-	-	-
Interest Expense - existing debt		(170,175)	(144,351)	(120,870)	(102,987)	(92,638)	(83,995)
Interest Expense - new debt			-	(61,661)	(56,405)	(50,965)	(1,545,335)
Total Non-Operating Revenues		(30,839)	258,616	243,768	279,106	350,133	(1,058,250)
Income (Loss) Before Transfers		1,132,159	1,604,543	1,773,998	2,035,321	2,375,799	(410,473)
Operating Transfers							
Transfers In		-	-	-	-	-	-
Transfers Out		(65,193)	65,193	65,193	65,193	65,193	65,193
Total Operating Transfers		(65,193)	65,193	65,193	65,193	65,193	65,193
Net Income (Loss)		1,066,966	1,669,736	1,839,191	2,100,514	2,440,992	(345,280)
Beginning Cash & Investments		7,808,009	6,183,387	6,936,004	7,329,522	9,111,389	11,606,342
Net Income		1,066,966	1,669,736	1,839,191	2,100,514	2,440,992	(345,280)
Depreciation		1,627,750	1,638,567	1,659,342	1,650,387	1,610,568	3,231,375
Acquisition and Construction of Assets		(2,768,121)	(2,944,808)	(1,554,053)	(900,817)	(50,614,948)	-
Proceeds from Long-Term Debt		-	1,761,750	-	-	50,000,000	-
Principal Payments on Long-Term Debt - New		-	-	(150,174)	(155,430)	(160,870)	(4,528,026)
Principal Payments on Long-Term Debt - Existing		(1,551,217)	(1,372,627)	(1,400,788)	(912,788)	(780,788)	(787,788)
Ending Cash & Investment Balance		6,183,387	6,936,004	7,329,522	9,111,389	11,606,342	9,176,623
Minimum Cash Balance							
Designated for Capital Improvements - Beginning		3,227,426	2,652,562	2,895,145	3,241,334	3,594,448	4,144,577
Annual Capital Reserve Funding (1/3 Deprec.)	1/3	575,136	542,583	546,189	553,114	550,129	536,856
Capital Reserve Used for Improvements/Expansion		(1,150,000)	(300,000)	(200,000)	(200,000)	-	-
Adjustment to Capital Reserve							-
Designated for Capital Improvements - Ending		2,652,562	2,895,145	3,241,334	3,594,448	4,144,577	4,681,433
Designated for Revenue Bonds (following yrs DS)		1,516,978	1,733,493	1,227,610	1,085,261	6,945,144	6,943,404
Net Operating Cash		2,013,847	2,307,366	2,860,578	4,431,679	516,622	(2,448,213)
Unassigned Operating Reserve (40% of Oper. Exp.)		2,014,304	2,068,217	2,111,838	2,144,774	2,843,682	2,843,682
Recommended Minimum Operating Cash		2,014,304	2,068,217	2,111,838	2,144,774	2,843,682	2,843,682
Amount Over (Under) Goal		(457)	239,149	748,740	2,286,905	(2,327,060)	(5,291,895)

Community Planning Department Building Permit Valuation Policy

The Community Planning Department reserves the right to set valuations based on the below costs.

Residential Construction (single family through four-plex, wood framed)

New houses^a, additions, and remodelings

Minimum valuation

Finished floor - main	\$105 per SF
Finished floor – 2 nd and above	\$70 per SF
Finished basement/half-basement	\$60 per SF
Semi-finished basement (wall studs, underfloor plumbing)	\$40 per SF
Unfinished basement (fully open, mid-bearing allowed)	\$30 per SF
3-season porch	\$60 per SF
Open/screened porch	\$30 per SF
Roof over patio (patio not included)	\$15 per SF
Attached finished garage	\$40 per SF
Attached unfinished garage	\$35 per SF
Finishing full basement from unfinished	\$25 per SF
Finishing full basement from semi-finished	\$15 per SF

Accessory buildings^e

Detached garage	\$ 3530 per SF
Storage shed	\$25 per SF
Open gazebo	\$20 per SF

Others

Attached deck (wood) ^b	\$ 3528 per SF; <u>\$3 per SF for decking and railing replacement only.</u>
Reroof (asphalt and metal) ^c	\$450 per square
Residing (vinyl and wood) ^d	\$400 per square
Window replacement (except bay and picture windows) ^e	\$ 900800 per window <u>(vinyl)</u>
Single exterior door (w/o sidelight <u>and/or glass</u>) replacement ^{fe}	\$800 per door
Overhead garage door ^g	\$900 single, \$1,700 double

Notes:

- a. Houses with full height brick or stone veneer on any wall – add 25%.
- b. Non-wood decks – add 50%.
- c. Wood roofs – add 100%; membrane roofs – add 25%.
- d. Engineered wood and fiber-cement siding - add 50%; metal siding and EIFS - add 100%.
- e. Bay and picture windows, ~~doors with sidelights, patio doors, and double doors~~ – add 100%; new windows and windows requiring opening enlargement – add 50%; new and enlarged windows located in the basement – add 50%; composite window – add 25%; metal clad window – add 50%.
- f. Doors with sidelights, sliding patio doors, and double doors – add 100%; doors with glass – add 50%.
- gf. OH garage doors 8 foot high – add 25%; doors with insulation – add 25%; doors with lights – add 25%.
- h. All areas used for valuation calculations shall be gross areas.
- g. ~~Plan review fees shall be reduced to 25% of the permit fee for similar houses per MSBC.~~
- i. All increases listed in footnotes are cumulative.

Commercial construction

Item 9.

For new buildings and additions follow 2014 Minnesota Department of Labor and Industry construction valuation data per square foot plus 20% based on occupancy and type of construction.

~~Membrane reroofing~~ ~~\$5 per SF~~

RESOLUTION NUMBER 24-097

**RESOLUTION APPROVING SPECIFIC FEES TO BE CHARGED
BY THE CITY OF MARSHALL**

WHEREAS, several sections of the City Code permit the Common Council to adopt by resolution, rules, regulations and permit fees which will be effective in the City.

NOW THEREFORE, BE IT RESOLVED, the 2025 fee schedule is hereby approved for the designated services of the City of Marshall and shall be effective January 1, 2025.

FURTHER BE IT RESOLVED, the Wastewater and Surface Water Rates are projections for 2026-2030.

Passed and adopted by the City Council this 12th day of November 2024.

Robert J. Byrnes
Mayor

ATTEST:

Steven Anderson
City Clerk



**CITY OF MARSHALL
AGENDA ITEM REPORT
COUNCIL 11/12/24**

Presenter:	Ilya Gutman
Meeting Date:	Tuesday, November 12, 2024
Category:	NEW BUSINESS
Type:	ACTION
Subject:	Adoption of the Ordinance Amendment to Chapter 86, Article II-1, Section 86-31 Prohibited Uses
Background Information:	<p>With the current trend to develop wind towers and all controversy surrounding those developments, it seems reasonable to limit this development at least within the city limits. Proposed restriction will still allow decorative or single use wind towers, but not commercial developments.</p> <p>At its September 24, 2024, meeting, Legislation and Ordinance committee reviewed this change and recommended approval.</p> <p>The Planning Commission conducted a public hearing on October 9, 2024, and unanimously recommended approval.</p> <p>The Ordinance amending Section 86-31 Prohibited uses was introduced at the October 22, 2024, Council meeting.</p>
Fiscal Impact:	None.
Alternative/ Variations:	None recommended.
Recommendations:	Planning Commission and staff recommend that the Council adopt Ordinance 24-021, which is the ordinance amending Section 86-31 Prohibited uses and authorize its summary publication.

**CITY OF MARSHALL
ORDINANCE 24-021**

**AN ORDINANCE AMENDING CHAPTER 86, ARTICLE II, DIVISION 1, SECTION
31 PROHIBITED USES**

The Common Council of the City of Marshall do ordain:

SECTION 1: **AMENDMENT** “Section 86-31 Prohibited Uses” of the Marshall Municipal Code is hereby *amended* as follows:

A M E N D M E N T

Section 86-31 Prohibited Uses

- (a) *Intent and purpose.* It is recognized there are some uses which, because of their very nature, have serious objectionable characteristics and are not compatible with the comprehensive plan, adjacent uses, or appropriate for location within the city. Special regulation of some uses is necessary to ensure that these adverse effects will not contribute to blight or downgrading of the value of surrounding properties, and to protect the health, welfare and safety of the public in general.
- (b) *Prohibited uses.*
 - (1) ~~Reserved~~ Wind towers exceeding maximum permitted building height or 50 feet, whichever is less.
 - (2) Open or subsurface mining ~~and processing~~ of earth, minerals, sand, gravel, stone or other raw materials.
 - (3) Incinerators for refuse disposal or refuse derived fuel generators for energy conversion systems.
 - (4) Explosives or fireworks manufacturing.
 - (5) Sanitary landfill operations for disposal of refuse.
 - (6) Free standing commercial furnaces.

(Ord. No. 590 2nd series, § 1, 2-19-2008; Ord. No. 609 2nd series, § 3, 4-28-2009)

SECTION 2: **EFFECTIVE DATE** This Ordinance shall take effect after its passage and publication.

PASSED AND ADOPTED BY THE CITY OF MARSHALL COMMON COUNCIL

_____.

Presiding Officer

Attest

Robert Byrnes, Mayor, City of
Marshall

Steven Anderson, City Clerk, City of
Marshall

SUMMARY ORDINANCE NUMBER 24-021

AN ORDINANCE AMENDING CHAPTER 86, ARTICLE II, DIVISION 1, SECTION 31 PROHIBITED USES

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

Section 1: City Code of Ordinances, Chapter 86, Article II, Division 1, Section 31 Prohibited Uses is amended in summary as follows:

Commercial development of wind turbines/towers within the City of Marshall is prohibited. Decorative or single use wind towers would still be permitted.

Section 2: It is hereby determined that publication of this Title and Summary Ordinance will clearly inform the public of the intent and effect of Ordinance No. 24-021.

It is hereby directed that only the above Title and Summary of Ordinance No. 24-021 be published conforming to Minnesota Statutes §331A.01 with the following:

NOTICE

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

Section 3: This Ordinance shall take effect after its passage and summary publication.

Passed and adopted by the Common Council this 12th day of November 2024.

THE COMMON COUNCIL
Robert Byrnes
Mayor of the City of Marshall, MN

ATTEST:
Steven Anderson
City Clerk

**CITY OF MARSHALL
AGENDA ITEM REPORT
COUNCIL 11/12/24**

Presenter:	Jason Anderson
Meeting Date:	Tuesday, November 12, 2024
Category:	NEW BUSINESS
Type:	ACTION
Subject:	Adoption of the Ordinance Amendment to Chapter 86, Article VI-1, Section 86-165 Structures in Residential Districts
Background Information:	<p>The current ordinance prohibits fuel tanks over 50 gallons in residential areas. This provision was intended to limit a possibility of using propane to heat the entire house, thus minimizing potential fire danger and unsightly appearance. On the other hand, smaller tanks were permitted to allow for enough fuel for a fireplace or garage heater in otherwise electrically heated houses. It was recently brought up that even a 100-gallon tank will not be enough to provide heat for the entire dwelling, making it reasonable to increase the maximum tank size to 100 gallons. Provision for screening it with a fence will stay.</p> <p>At its September 24, 2024, meeting, Legislation and Ordinance committee reviewed this change and recommended approval.</p> <p>The Planning Commission conducted a public hearing on October 9, 2024, and unanimously recommended approval.</p> <p>The Ordinance amending Section 86-165 Structures in Residential Districts was introduced at the October 22, 2024, Council meeting.</p>
Fiscal Impact:	None.
Alternative/ Variations:	None recommended.
Recommendations:	Planning Commission and staff recommend that the Council adopt Ordinance 24-022, which is the ordinance amending Section 86-165 Structures in Residential Districts and authorize its summary publication.

**CITY OF MARSHALL
ORDINANCE 24-022**

**AN ORDINANCE AMENDING CHAPTER 86, ARTICLE VI, DIVISION 1,
SECTION 165 STRUCTURES IN RESIDENTIAL DISTRICTS**

The Common Council of the City of Marshall do ordain:

SECTION 1: AMENDMENT “Section 86-165 Structures In Residential Districts” of the Marshall Municipal Code is hereby *amended* as follows:

A M E N D M E N T

Section 86-165 Structures In Residential Districts

For all permitted non-accessory structures in the R-1, R-2, R-3 and R-4 Districts, the following shall apply:

- (a) Such structures shall comply with all applicable zoning regulations for the zone in which they are located and with all applicable state statutes and codes.
- (b) A building permit and any other required permits shall be obtained for such structures.
- (c) No such structures shall have a footprint of less than 800 square feet, not including an attached garage, unless such garage has habitable space above.
- (d) No such structures shall have a dimension of less than 24 feet at its narrowest point, as measured from faces of exterior walls, in any direction, except entries, porches, and similar attachments.
- (e) Any such structure shall be placed on permanent building code compliant foundation that is continuous around the entire perimeter of the building except for decks, porches, or similar attached structures or rooms constituting less than 25 percent of the building footprint area.
- (f) Any such structure shall have exterior wall finish materials extend down to foundation or within 12 inches above grade, whichever is less. Wainscoting, if used, shall be minimum of 36 inches high.
- (g) Any such structure shall have a sloped roof with at least 3/12 pitch over at least half of the building; a flat roof is permitted over entire buildings larger than 1,200 square feet in footprint or taller than two stories.
- (h) No such structure shall use materials with exposed fasteners as an exterior finish, except sloped roofs.
- (i) In R-1 one family residence district, direct and independent connection to city utilities shall be required for each such structure and no exterior above-ground fuel tanks shall be allowed, except one tank, ~~50~~100 gallons or less, properly located and screened, may be permitted.
- (j) In R-1 one-family residence district, not more than one such structure may be built on

a single lot.

- (k) Nothing in this article shall prevent the regulation of uses of property by means of restrictive covenants.

(Code 1976, § 11.19(5); Ord. No. 732 2nd Series, § 1, 1-8-2019)

State law reference(s)—Manufactured home park to be conditional use in any district allowing buildings used or intended to be used by two or more families, Minn. Stat. § 462.357, subd. 1b.

SECTION 2: **EFFECTIVE DATE** This Ordinance shall take effect after its passage and publication.

PASSED AND ADOPTED BY THE CITY OF MARSHALL COMMON COUNCIL

Presiding Officer

Attest

Robert Byrnes, Mayor, City of
Marshall

Steven Anderson, City Clerk, City of
Marshall

SUMMARY ORDINANCE NUMBER 24-022

**AN ORDINANCE AMENDING CHAPTER 86, ARTICLE VI, DIVISION 1, SECTION 165 STRUCTURES IN
RESIDENTIAL DISTRICT**

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

Section 1: City Code of Ordinances, Chapter 86, Article VI, Division 1, Section 165 Structures in Residential Districts is amended in summary as follows:

One above-ground fuel tank that does not exceed 100 gallons and is properly located and screened shall be permitted.

Section 2: It is hereby determined that publication of this Title and Summary Ordinance will clearly inform the public of the intent and effect of Ordinance No. 24-022.

It is hereby directed that only the above Title and Summary of Ordinance No. 24-022 be published conforming to Minnesota Statutes §331A.01 with the following:

NOTICE

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

Section 3: This Ordinance shall take effect after its passage and summary publication.

Passed and adopted by the Common Council this 12th day of November 2024.

THE COMMON COUNCIL
Robert Byrnes
Mayor of the City of Marshall, MN

ATTEST:
Steven Anderson
City Clerk

**CITY OF MARSHALL
AGENDA ITEM REPORT
COUNCIL 11/12/24**

Presenter:	Ilya Gutman
Meeting Date:	Tuesday, November 12, 2024
Category:	NEW BUSINESS
Type:	ACTION
Subject:	Adoption of the Ordinance Amendment to Chapter 86, Article II-1, Section 86-97 Low Density Residence District
Background Information:	<p>The ordinance provides for minimum lot size in this district, but also requires enlarged lot for duplexes. However, since duplexes are permitted by a conditional use only, specific lot size limitation for duplexes seems redundant because it will be a part of considerations for granting a conditional use permit. Therefore, staff recommends removing this regulation.</p> <p>At its September 24, 2024, meeting, Legislation and Ordinance committee reviewed this change and recommended approval.</p> <p>The Planning Commission conducted a public hearing on October 9, 2024, and unanimously recommended approval.</p> <p>The Ordinance amending Section 86-97 Low Density Residence District was introduced at the October 22, 2024, Council meeting.</p>
Fiscal Impact:	None.
Alternative/ Variations:	None recommended.
Recommendations:	Planning Commission and staff recommend that the Council adopt Ordinance 24-023, which is the ordinance amending Section 86-97 Low Density Residence District and authorize its summary publication.

**CITY OF MARSHALL
ORDINANCE 24-023**

**AN ORDINANCE AMENDING CHAPTER 86, ARTICLE IV, SECTION 97 R-1 LOW
DENSITY RESIDENCE DISTRICT**

The Common Council of the City of Marshall do ordain:

SECTION 1: AMENDMENT “Section 86-97 R-1 Low Density Residence District” of the Marshall Municipal Code is hereby *amended* as follows:

A M E N D M E N T

Section 86-97 R-1 Low Density Residence District

- (a) *Intent; scope.* This section applies to the R-1 ~~low density~~~~one-family~~ residence district. This R-1 district is intended to preserve and enhance low density (less than 6 units per acre) residential areas.
- (b) *Permitted uses.* The following uses shall be permitted in the R-1 low density residence district:
 - (1) Residential facility serving six or fewer individuals.
 - (2) Day care facility serving 14 or fewer individuals.
 - (3) One-family detached dwellings.
- (c) *Permitted accessory uses.* The following uses shall be permitted accessory uses in the R-1 low density residence district:
 - (1) Accessory uses customarily incidental to the uses permitted in this section, such as private vehicle garages.
 - (2) Accessory building complying with section 86-163, including, but not limited to, private garages, storage sheds, fallout shelters, and gazebos.
 - (3) Accessory equipment complying with section 86-164, including, but not limited to, solar energy collectors and systems, playgrounds, and sports courts.
 - (4) Bed and breakfast facility, provided property is registered with the City as a rental.
 - (5) Offices of persons and home occupations meeting the specific conditions of Section 86-50, provided an interim use permit is obtained when required. Keeping boarders and/or roomers by a resident family, provided the property is registered with the City as a rental.
 - (6) Private swimming pool and hot tub when completely enclosed within a non-climbable fence five feet high with openings no greater than four inches in any dimension and self-closing and self-locking gate. Swimming pools exempt from the building permit requirements as defined in the state building code and hot tubs with latchable covers do not need to be enclosed.
 - (7) Private amateur radio towers and antennas complying with division 6.

- (8) Private gardens complying with Section 86-247 (a) (5).
- (d) *Conditional uses.* All conditional use permits for the R-1 district may only be issued if the proposed use meets the specific requirements of this section and also meets the supplemental regulations as outlined in article VI and meets the eligibility for conditional use permits as specified in article II, division 2. The following uses may be allowed in the R-1 low density district by conditional use permit:
- (1) Fire stations, community center buildings, public libraries and essential public utility structures serving the surrounding area.
 - (2) One-family manufactured homes.
 - (3) Other residential uses of the same general character as listed in subsection (b).
 - (4) Parks and recreational areas, public or private.
 - (5) Religious institutions as defined under Minnesota State Statutes.
 - (6) School, public or private, kindergarten through grade 12.
 - (7) Two-family dwellings under single ownership, joint ownership or tenants in common.
 - (8) Two-family dwellings under split ownership under the following conditions:
 - a. The dwellings have separate utility service lines to each unit.
 - b. The owners execute and record a common maintenance agreement containing covenants as to uniformity of exterior appearance of the dwellings.
 - c. Proper separation of units, occurring along the lot line, exists as provided by the building code.
 - d. Such dwellings comply with all yard regulations for single-family dwellings, except side yard regulations between the dwelling units.
 - e. The dwelling location on the lot be compatible with the neighborhood.
 - f. Landscaping, fencing, grading, exterior lighting, and driveway conform to the surrounding neighborhood.
 - g. Any accessory building is compatible with the dwellings and the surrounding neighborhood.
 - h. The dwellings shall be a maximum height of two stories.
 - i. Not more than 50 percent of the lot area shall be occupied by buildings.
- (e) *Height and yard regulations.* Height, yard, area and lot width and depth regulations for the R-1 district are as follows:
- (1) *Height regulations.* No building hereafter erected or altered shall exceed 3 stories or 30 feet in height.
 - (2) *Front yard regulations.*
 - a. There shall be a front yard having a depth of not less than 25 feet except as otherwise provided in this section.
 - b. There shall be a front yard of not less than 35 feet on a lot or plot that abuts a thoroughfare as shown on the city zoning map.
 - (3) *Side yard regulations.* There shall be a side yard on each side of a building, each having a width of not less than five feet, except for non-residential uses, the width shall be no less than 20 feet if abutting another ~~low density one-~~

~~family~~ residence district lot.

(4) *Rear yard regulations.* There shall be a rear yard having a depth of not less than 25 percent.

(5) *Lot or plot area regulations.*

a. Every lot or plot shall contain an area of not less than 8,000 square feet.

~~b. Every lot or plot upon which a two-family dwelling is erected or altered shall contain an area of not less than 10,000 square feet.~~

(6) *Lot width and depth regulations.* Every lot or plot depth regulations. Every lot or plot shall have a minimum width of not less than 70 feet of the lot or plot depth, or 18 percent of the lot or plot depth for a two-street corner lot at the the building setback line, and a minimum depth of not less than 110 feet.

(f) *Supplemental regulations.* Additional regulations in the R-1 low density residence district are set forth in article VI.

(Code 1976, § 11.07; Ord. No. 407 2nd series, § 1, 12-21-1998; Ord. No. 443, § 3, 11-6-00; Ord. No. 529 2nd series, § 1, 7-5-2005; Ord. No. 590 2nd series, § 1, 2-19-2008; Ord. No. 699 2nd series, § 1, 9-9-2015; Ord. No. 712 2nd series, § 1, 9-13-2016; Ord. No. 732 2nd Series, § 1, 1-8-2019)

SECTION 2: **EFFECTIVE DATE** This Ordinance shall take effect after its passage and publication.

PASSED AND ADOPTED BY THE CITY OF MARSHALL COMMON COUNCIL

_____.

Presiding Officer

Attest

Robert Byrnes, Mayor, City of
Marshall

Steven Anderson, City Clerk, City of
Marshall

SUMMARY ORDINANCE NUMBER 24-023

AN ORDINANCE AMENDING CHAPTER 86, ARTICLE IV, SECTION 97 R-1 LOW DENSITY RESIDENCE DISTRICT

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

Section 1: City Code of Ordinances, Chapter 86, Article IV, Section 97 R-1 Low Density Residence District is amended in summary as follows:

Duplicate language for duplex lot size requirements were removed. Duplex requirements were already a part of the conditional use permit process.

Section 2: It is hereby determined that publication of this Title and Summary Ordinance will clearly inform the public of the intent and effect of Ordinance No. 24-023.

It is hereby directed that only the above Title and Summary of Ordinance No. 24-023 be published conforming to Minnesota Statutes §331A.01 with the following:

NOTICE

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

Section 3: This Ordinance shall take effect after its passage and summary publication.

Passed and adopted by the Common Council this 12th day of November 2024.

THE COMMON COUNCIL
Robert Byrnes
Mayor of the City of Marshall, MN

ATTEST:
Steven Anderson
City Clerk

CITY OF MARSHALL AGENDA ITEM REPORT

Presenter:	Jason Anderson
Meeting Date:	Tuesday, November 12, 2024
Category:	NEW BUSINESS
Type:	INFO/ACTION
Subject:	Project SWM-003 Legion Field Stormwater Improvements Project-Phase III - Consider Award of Proposal from Bolton & Menk, Inc
Background Information:	<p>In 2019, Bolton & Menk completed the Legion Field Stormwater Study to identify solutions for the frequent flooding that occurs in the Legion Field Road area. The area is marked by significant development and land coverage with minimal stormwater management facilities and undersized piping.</p> <p>Three phases of improvements came out of the study:</p> <ul style="list-style-type: none"> I) The first phase was completed in 2020 and included the construction of two detention basins near the Legion Field city park. II) The second phase was completed in 2023 and included the construction of a stormwater filtration basin south of the Parkway II subdivision stormwater basin. III) This proposal is for the development of construction plans and special provisions for the third phase of the improvements which will aid in alleviating the flooding issues along Legion Field Road, specifically the residential properties along the BNSF railroad tracks east of Legion Field Road and the developing high density residential parcels north of the tracks (see attached map). These improvements will also contribute toward the City meeting the goals that are identified in our MS4 permit. <p>City staff is proposing to hire Bolton & Menk for the creation of the project plan set for this project. The City would coordinate all surveying, permitting efforts, including permitting through BNSF, and construction inspection and project administration.</p>
Fiscal Impact:	The proposal submitted by Bolton & Menk is an hourly, not to exceed, contract in the amount of \$76,500.00. Costs include significant effort to update our stormwater model in this area to ensure that pipe sizes and pond area is minimized while still delivering the desired benefits. This project is included in the 2025 CIP with an estimated cost of \$1,400,000. The City has been awarded an \$867,000 MPCA Resiliency grant for this project. Staff expect a grant agreement to be sent for our review and consideration in the next few weeks.
Alternative/Variations:	No alternative actions recommended.
Recommendations:	that the Council award the proposal to Bolton & Menk, Inc. of Mankato, Minnesota, for an hourly, not to exceed, contract in the amount of \$76,500.00 for the above-referenced project.



Real People. Real Solutions.

2040 Highway 12 East
Willmar, MN 56201

Phone: (320) 231-3956
Bolton-Menk.com

October 25th, 2024

Jason Anderson, P.E.
Director of Public Works/City Engineer
City of Marshall
344 West Main Street, PO Box 477
Marshall, MN 56258

RE: Proposal for Legion Field Road Stormwater Study: Phase 3 Final Design

Dear Mr. Anderson:

On behalf of Bolton & Menk, Inc., we thank you for the opportunity to present this proposal in response to the City of Marshall's request for developing construction plans for the Legion Field Road Phase 3 Improvements. The project scope and proposed fees below have been prepared as requested for the necessary engineering services to complete this project. If this proposal is acceptable, we will prepare a professional services agreement using the City of Marshall's agreement format.

Project Understanding

In partnership with the City of Marshall, Bolton & Menk completed the 2019 - Legion Field Stormwater Study to develop solutions for the frequent flooding that occurs along Legion Field Road. Flat topography, undersized storm sewer and lack of proper stormwater management in a developed area, are all contributing factors.

Three phases of improvements came out of the study:

- The first phase was completed in 2020 and included the construction of two detention basins near the Legion Field city park.
- The second phase was completed in 2023 and included the construction of a stormwater filtration basin south of the Parkway II subdivision stormwater basin.
- This proposal is for the development of construction plans and special provisions for the third phase of the improvements which include the following:
 - Cleaning and reestablishment of the ditches adjacent to the existing railroad tracks.
 - New 48" culvert to be jacked across the existing railroad tracks.
 - New 48" storm sewer to convey stormwater runoff north towards the proposed stormwater detention basin.
 - Construction of a stormwater basin, east of the Paris Road and Legion Field Road Intersection, to manage runoff from full build out conditions.

Phase 3 will aid in alleviating the flooding issues along Legion Field Road, specifically the residential properties along the BNSF railroad tracks east of Legion Field Road and the developing high density residential parcels north of the tracks. These improvements will also contribute towards the City meeting its MS4 requirements.

Scope of Work

Our scope of work includes each functional part of the project broken out as a separate task. Throughout the project, the City can expect regular communication from us and we will schedule routine check-in meetings to discuss key design decisions, schedule, and budget updates. In addition, quality control reviews will be conducted to ensure Bolton & Menk's internal protocols for quality production and delivery are appropriately applied and adhered to.

Task 1 – Preliminary Design

To kick off the project, Bolton & Menk will revisit the recommendations of the 2019 study. We will refine the concepts developed for the preliminary Legion Field Detention Basin by updating the hydraulic and hydrologic modeling to accurately size the proposed basin, storm sewer and analyze runoff rates on site. Working jointly with City staff, the concept will be reevaluated to ensure that it still meets the goals of the City before it shall be carried through into final design.

Task 2 – Final Design - Construction Plans and Specifications

Comprehensive construction plans will be developed following the standard 60% and 100% submittal framework. The final design will seek to meet the MPCA Construction Stormwater Permit requirements for detention basins. Along with final construction plans, special provisions will be developed for the city to be included in the bid package. It is assumed that bi-weekly coordination calls with the city will be required to provide updates and track project progress.

Final Deliverables

A summary of deliverables is as follows:

- Bi-Weekly Check-in Calls
- Survey CAD drawing
- Final Construction Plans
- Special Provisions
- Cost Estimate

Information To Be Provided by The City

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

- Topographic and property survey information necessary to complete the project in CSV format
- Record drawings of all known infrastructure located in the park that may be necessary for the proposed improvements
- All necessary wetland delineations, permit applications, and agency coordination
- All necessary coordination and permitting required with BNSF railroad
- Project bid package, bidding services and contractor coordination

Team

The following team is available and committed to complete the work identified in the project scope:

Joshua Stier, PE – Principle-in-Charge
Derek Benoy, PE – Water Resources Project Engineer
Shane Traulich, PE – Project Engineer

Schedule

All identified team members are available to begin work on this project as soon as possible. A high-level schedule is outlined below:

Notice to Proceed: November 2024

Preliminary Plans Submittal: January 2025

Final Submittal: March 2025

Fees

The total estimated not to exceed hourly fee for the project scope as described above is \$76,500, which constitutes approximately 5.6% of the estimated construction costs. Any work outside of this scope shall be authorized by the city prior to furnishing additional services. Additional services will be provided on an hourly basis in accordance with our regular schedule of fees upon approval by city staff.

- Preliminary Engineering - \$19,000
- Final Design – Construction Plans & Specifications - \$57,500
- Total Fee = \$76,500 (Hourly, Not to Exceed)

Thank you for your consideration and the opportunity to provide the City of Marshall with this proposal.

Respectfully submitted,

Bolton & Menk, Inc



Joshua G. Stier, PE
Principal Engineer

**CITY OF MARSHALL
AGENDA ITEM REPORT**

Presenter:	Jason Anderson
Meeting Date:	Tuesday, November 12, 2024
Category:	NEW BUSINESS
Type:	ACTION
Subject:	Instrument Landing System (ILS) Replacement-Runway 12 A. Authorization to TKDA to Advertise B. TKDA Professional Services Agreement for Construction Phase Services
Background Information:	<p>The ILS is a radio navigation system that provides short-range guidance to aircraft and allows them to approach a runway at night or in poor weather conditions. The ILS system has reached a point where the manufacturer will no longer service and repair equipment, and MnDOT would like to replace our system as soon as they are able. The project requires City participation, and the City is responsible for civil sitework and building costs, while MnDOT is responsible for covering the costs of the ILS equipment.</p> <p>At their meeting on 02/13/2024, the City Council authorized entering into a Professional Services Agreement with TKDA for the ILS Replacement at the Airport for “engineering design services” for an amount not-to-exceed \$94,400.00, per recommendation of the Airport Commission and contingent on MnDOT grant funding.</p> <p>TKDA is now seeking authorization to advertise for construction of the project with bids to be opened on 12/10/2024, as well as consideration of agreement for “construction phase services” for the project.</p> <p>Attached is a Professional Services Agreement with TKDA for construction phase services for the Airport ILS Replacement. This item was presented to the Airport Commission on 11/05/2024. The Airport Commission recommended authorization to advertise and they recommended approval of the engineering services agreement for this project. Once bids are received, City staff will submit for a 70-30 MnDOT grant to cover 70% of the construction and engineering services cost for this project.</p>
Fiscal Impact:	The cost included in the TKDA proposal is not to exceed \$62,900.00 for services that are identified in the included scope. City staff is anticipating a 70-30 cost split with MnDOT, resulting in a local cost of \$18,870 for this contract. The 2024 capital budget includes the ILS project at a total cost of \$1,000,000, with \$300,000 included for local costs.
Alternative/ Variations:	No alternative actions recommended.
Recommendations:	<p>Recommendation No. 1 that the Council authorize to advertise for bids for the above-referenced project.</p> <p>Recommendation No. 2 that the Council authorize entering into a Professional Services Agreement with TKDA for the ILS Replacement at the Airport for construction phase services for an amount not-to-exceed \$62,900.00, contingent on MnDOT grant funding.</p>



November 8, 2024

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

Re: Proposal for Professional Architectural and Engineering Services
Runway 12 Instrument Landing System – Construction Phase
Southwest Minnesota Regional Airport (MML)

Dear Mr. Anderson:

Pursuant to our Professional Services Agreement dated March 10, 2020, TKDA is hereby authorized to proceed with the Professional Architectural and Engineering Services in connection with Construction Phase of the **Runway 12 Instrument Landing System Project at the Southwest Minnesota Regional Airport (MML)** hereinafter called the Project. Hereinafter, **City of Marshall** is referred to as the OWNER.

I. PROJECT DESCRIPTION

The Minnesota Department of Transportation Office of Aeronautics (MnDOT Aeronautics) is planning to replace the Instrument Landing System (ILS) on Runway 12. The project includes the following:

- Install new Runway 12 Glide Slope (GS) System
- Install new Runway 12 Localizer (LOC) System
- Install new Runway 12 GS Shelter
- Install new Runway 12 LOC Shelter
- Relocate existing Runway 30 MALSF Shelter
- Relocate electrical transformer
- Improve Runway Safety Area surface grading

The Project will be funded through State (MnDOT Aeronautics) and Local funding sources. This Project was previously designed, and construction documents and specifications were issued for bidding on November 14, 2024.

Professional Services to be provided by TKDA for this phase of the Project include the following major items of work:

- Part C - Construction Phase Services
- Part D - Closeout Phase Services

Part A and Part B services for Project Formulation, Design and Bidding were provided under a separate Authorization.

II. SERVICES TO BE PROVIDED BY TKDA

Based on TKDA's understanding of the Project, we propose to provide the following Civil, Electrical, and Structural Engineering services:

C. PART C – CONSTRUCTION PHASE SERVICES (4 Months)

During construction, our team will be an active resource for the OWNER to ensure the Instrument Landing System is constructed as designed. This begins at the pre-construction meeting, to establish a clear communication path with the Contractor and Subcontractors to ensure they are aware of contract requirements and project expectations. During the day-to-day of construction phase, we will review and approve submittals, perform survey verification, conduct material testing, coordinate with the OWNER and

Contractor, answer Requests for Information (RFI), perform periodic construction observation, and provide inspection reports. We will review Contractor requests for payment and provide final punch-list inspection and close-out documentation.

1. Assist the OWNER in the execution of Construction Contract Documents.
2. Conduct the Preconstruction Conference (one trip by the Project Manager).
3. Consult with and advise the OWNER during construction and act as the OWNER'S representative as provided in the Contract Documents. (Construction consultation will be provided by the Civil Engineer, Electrical Engineer, and Mechanical Engineer for up to 14 weeks of construction)
4. Interpret plans and specifications during construction. Assume 0.5 hours per week for up to 14 weeks of construction.
5. Review and respond to Contractor Requests for Information (RFI). (Estimate based on response of up to 2 RFIs at 4 hours required per response.)
6. Review required submittals, shop drawings and product data to determine compliance with the design requirements. (Estimate based on response of up to 10 submittals at 2 hours per response.)
7. Prepare and provide Proposal Requests (PR) and Change Orders (CO) to Contractor for changes to the contract documents that may be necessary. (Estimate based on 2 change orders at 4 hours each).
8. Conduct weekly construction progress meetings (Meetings to be attended by Civil Engineer. Estimate based on 14 weeks of construction with half the meetings on site and half virtual).
9. Make site visits (up to 6 trips by the Civil Engineer, 1 trip by the Structural Engineer, and 1 trips by the Electrical Engineer) to the construction site to observe the progress and quality of the executed work of the contractor and determine, in general, if such work is proceeding in accordance with the Contract Documents.
10. Perform Construction Verification Surveys (up to 2 trips by the surveyor) to ensure compliance with Plans.
11. Coordinate with contracted Construction Testing Company to schedule and complete material testing and special inspections in accordance with technical specifications.
12. Review payrolls of prime contractor, all subcontractors, and advise contractor of deficiencies. (Estimate based on 14 weeks of payrolls.)
13. Review requests for partial payments and prepare applications for payments (Estimate based on preparation of up to 4 monthly payments.)
14. Provide administrative assistance relative to state airport funding and submittal of credit applications to MnDOT Aeronautics.
15. Final Inspection (1 trip by Civil Engineer and Electrical Engineer).

D. PART D – CLOSEOUT PHASE SERVICES

1. Conduct As-Built Survey (1 trip by Surveyor).
2. Prepare the Project record drawings and submit to OWNER.

III. ADDITIONAL SERVICES

If authorized in writing by the OWNER, we 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 Time and Materials basis and such billings shall be over and above any maximum amounts set forth in this Proposal.

- A. Registered land or right-of-way surveys, legal descriptions, or related services
- B. Preparation of DBE Program (beyond Contract-specific goals)
- C. Environmental Assessments other than CATEX.
- D. Professional Land Surveyor Services, other than those listed in SECTION II.
- E. Additional Site visits to Marshall, other than those required for services listed in SECTION II.

IV. OWNER RESPONSIBILITIES

These responsibilities shall be as set forth in Article 9 of the Professional Services Agreement and as further described or clarified hereinbelow:

- A. Designate one individual to act as a representative with respect to the work to be performed, and 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. This individual shall be identified in the signature block area of this Proposal.
- B. Provide TKDA with access to the site as required to perform services listed in SECTION II.
- C. 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 your written acceptance of this Proposal and will complete SECTION II Services in conjunction with the construction schedule. For purposes of this Proposal, we assume Construction Phases Services will be completed by September 1, 2025.

VI. COMPENSATION

Compensation to TKDA for services provided as described in SECTION II of this Proposal shall be on an Hourly Time basis in an amount not to exceed **\$62,600**, as summarized below. Our detailed Project Fee Estimate is attached.

SECTION II.C: Construction Phase	\$58,700.00
SECTION II.D: Closeout Phase	\$3,900.00
Total Not to Exceed Amount	\$62,600.00

Rates will be those in effect at time of service. Payment shall be made in accordance with Article 4 of our Agreement.

The level of effort required to accomplish SECTION II services can be affected by factors which are beyond our control. Therefore, if it appears at any time charges for services rendered under SECTION II will exceed the above, we agree 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.

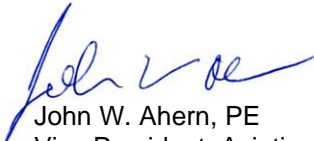
VII. CONTRACTUAL INTENT

We thank you for the opportunity to submit this Proposal. We agree this letter and attachments will constitute an authorization under our Professional Services Agreement upon signature by an authorized official of the City of Marshall and the return of a signed original to us. This Proposal will be open for acceptance for **60** days, unless the provisions herein are changed by us in writing prior to that time. Please feel free to contact Dan Sherer directly at 651.219.2224 or daniel.sherer@tkda.com if you have any questions.

Sincerely,



Daniel A. Sherer, PE
Project Manager



John W. Ahern, PE
Vice President–Aviation

Attachments: Project Fee Estimate
AET Proposal

ACCEPTED FOR CITY OF MARSHALL

By: _____
Signature Printed Name/Title Date

OWNER DESIGNATED REPRESENTATIVE:

Name/Title Phone Email

DAS:JWA:dad

Project Fee Estimate

Client:		City of Marshall					Date:		11/8/2024	
Project:		Runway 12 Instrument Landing System					By:		DAS	
Task	Task Description	Estimated Person Hours Required						Total Hours	Total Dollars	
		Project Manager	Civil Engineer	Electrical Engineer	Structural Engineer	Surveyor	Admin			
	Billing Rate/Hr x Multiplier		\$ 226	\$ 138	\$ 245	\$ 236	\$ 95			\$ 109
C CONSTRUCTION PHASE										
1	Assist with Contract Documents	2						2	\$ 452	
2	Conduct Pre-Construction Conference	8						8	\$ 1,808	
3	Construction Consultation (14 weeks)		7	7	7			21	\$ 4,333	
4	Plan and Spec Interpretation (14 weeks)		7	7	7			21	\$ 4,333	
5	RFI Administration (2 RFIs)	2	2	2	2			8	\$ 1,690	
6	Contractor Submittal Reviews (10 submittals)		10	5	5			20	\$ 3,785	
7	Proposal Requests / Change Orders (2 assumed)		4	4				8	\$ 1,532	
8	Weekly Progress Meetings (14 weeks)		56					56	\$ 7,728	
9	Construction Observation (8 site visits)		60	10	10			80	\$ 13,090	
10	Construction Verification Surveys					20		20	\$ 1,900	
11	Coordinate Material Testing & Special Inspections		2					2	\$ 276	
12	Contractor Payroll Reviews						14	14	\$ 1,526	
13	Contractor Partial Payments		4					4	\$ 552	
14	Funding Administration Assistance	2						2	\$ 452	
15	Final Inspection		10	10				20	\$ 3,830	
	SUBTOTAL HOURS	14	162	45	31	20	14	286		
	SUBTOTAL COST	\$ 3,164	\$ 22,356	\$ 11,025	\$ 7,316	\$ 1,900	\$ 1,526		\$ 47,287	
Expenses:										
	Travel & Subsistence (TS)								\$ 6,050	
	Miscellaneous (MI)								\$ -	
	Reproduction & Reprographics (RR)								\$ 200	
	Subconsultant - Construction Testing (American Engineering Testing)								\$ 4,695	
	Subconsultant Mark-up							10%	\$ 470	
	Subtotal Expenses								\$ 11,415	
	Subtotal								\$ 58,702	
	ROUNDED								\$ 58,700	
D CLOSEOUT PHASE										
1	As-Built Survey					12		12	\$ 1,140	
2	Record Drawings	2		4	4			10	\$ 2,376	
	SUBTOTAL HOURS	2	-	4	4	12	-	22		
	SUBTOTAL COST	\$ 452	\$ -	\$ 980	\$ 944	\$ 1,140	\$ -		\$ 3,516	
Expenses:										
	Travel & Subsistence (TS)								\$ 400	
	Miscellaneous (MI)								\$ -	
	Reproduction & Reprographics (RR)								\$ -	
	Subconsultant								\$ -	
	Subconsultant Mark-up							10%	\$ -	
	Subtotal Expenses								\$ 400	
	Subtotal								\$ 3,916	
	ROUNDED								\$ 3,900	
TOTAL									\$ 62,618	
TOTAL (ROUNDED)									\$ 62,600	

Mr. Daniel Sherer, PE, ENV SP
TKDA
444 Cedar Street, Suite 1500
Saint Paul, MN 55101



RE: Proposal for Construction Testing Services
Marshall Airport Instrument Landing System
Marshall, Minnesota
AET #P-0038573

Dear Mr. Sherer:

Thank you for the opportunity to respond to your request for a proposal to perform engineering observations and testing services on the project referenced. American Engineering Testing, Inc., (AET) is pleased to provide this letter which presents our anticipated scope of services, our unit rates, and an estimated total cost to perform these services.

Geotechnical Information

A geotechnical exploration program and analysis was performed for this project by AET. The results were presented in our Report of Geotechnical Exploration and Review, dated July 2, 2024, (AET #P-0030474). It was recommended in the report that the proposed building be supported by spread footings foundations. Reference should be made to the report and letter for more detailed information and recommendations.

Project Information

We understand the proposed construction will be a new runway instrument landing system at the Southwest Minnesota Regional Airport in Marshall, Minnesota.

Scope of Services

Based on discussions with you, and our review of the available plans and specifications, our anticipated scope of services is outlined below.

Excavation Observations and Testing

During excavation of the area, a Geotechnical Engineer or Engineering Assistant from our firm will make periodic visits to the site to perform the following services:

- Observe the soils exposed in the bottoms of the excavations.
- Perform shallow hand auger borings and hand cone penetrometer probes in the excavations.
- Evaluate the suitability of the soils to support structural loads and pavements.
- Document the elevations at the bottoms of the excavations.
- Document that adequate oversizing of the excavations is provided to support lateral loads from the footings.

During placement of fill in the excavations, an Engineering Technician will visit the site on an intermittent basis to test the fill. The Engineering Technician will perform the following services:

- Compaction tests to evaluate the fill density using the sand cone or the nuclear density method.
- Standard Proctor tests for every different type of fill used.
- Sieve analysis tests of sand fill and Class 5 aggregate base.

A final report will be issued presenting the results of our excavation observations. Periodic reports will also be issued presenting the results of our soil compaction testing.

1603 Halbur Road | Marshall, MN 56258

Phone (507) 532-0771 | (800) 972-6364 | Fax (651) 659-1379 | teamAET.com | AA/EEO

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Reinforcing Steel Observations

Personnel from AET will observe the reinforcing steel placed in cast-in-place concrete structural elements for the building on a periodic basis, when requested by the Contractor. These observations will be performed by an Engineering Technician II. Our services will include the following:

- Review the most recent plans and specifications available at the jobsite.
- Observe that the correct number, size, alignment, and spacing of the bars is provided.
- Observe that the reinforcing steel bars are provided with proper cover from the formwork, ground surface, and future concrete elements.
- Observe that the bars are free of dirt, rust, scale, ice, or other deleterious materials that will reduce adhesion to the concrete.

Any discrepancies or deficiencies that are observed will be brought to the attention of the Contractor and/or their subcontractor.

Daily field reports of our observations will be available to the Contractor. The results of our observations will be provided in a formal report at the completion of our services.

AET does not perform surveying services, therefore, our observations of the reinforcing steel and PT tendons will be based on the positioning of the formwork by the Contractor. We will not be responsible for the exact locations of the formwork or the structural bolts or embedded items.

Concrete Testing

Personnel from AET will perform testing of concrete on an intermittent basis, when requested by the Contractor. These services will be performed by ACI certified Engineering Technicians. On site visits when reinforcing steel is observed, we plan to have the same Engineering Technician also perform testing of the concrete. Our services will include the following:

- Document that the correct mix is delivered to the site by reviewing the delivery slips.
- Test the slump of the concrete.
- Test the air content of the concrete.
- Measure the temperature of the concrete.
- Compare the test results to the requirements of the project specifications.

Any discrepancies from the project specifications will be brought to the attention of the Contractor and/or their subcontractor. Daily field reports of our observations and testing will be available to the Contractor. The results of our observations will be provided in formal reports that are issued periodically.

During placement of the concrete, our Engineering Technicians will also cast test cylinders for compressive strength testing. Project specifications require that one set of cylinders be cast for every 50 cubic yards of each type of concrete placed each day. Each set will consist of three cylinders; one of which will be tested after 7 days and one which will be tested after 28 days. The third cylinder will be held in reserve for future testing, if required. AET will also pick up the cylinders from the site and return them to our laboratory for testing. The results of our compressive strength testing will be presented as they become available.

Estimated Fees

Our services will be provided on a unit cost basis according to the unit rates provided in the attached Fee Schedule tabulation. Our monthly invoices will be determined by multiplying the number of personnel hours or tests by their respective unit rates. We have also estimated a total cost which we anticipate will be required to complete the previously described observations and testing services, are based on our past

experience with similar projects. Our estimated total cost will be \$4,695.00. We refer you to the attached Fee Schedule tabulation for an itemization of how we arrived at this estimated cost.

We caution that this is only an estimated cost. Often, variations in the overall cost of the services occur due to reasons beyond our control, such as weather delays, changes in the contractor's schedule, unforeseen conditions or retesting of services. These variations will affect the actual invoice totals, either increasing or decreasing our total costs for the project from those estimated in this proposal. If more time or tests are required, additional fees may be needed to complete the project testing services. If less time or tests are needed, a cost savings will be realized. We will not, however, exceed the estimated total cost for the project without first obtaining your authorization.

Terms and Conditions

All AET Services are provided subject to the Terms and Conditions set forth in the enclosed Master Service Agreement, which, upon acceptance of this proposal, are binding upon you as the Client requesting Services, and your successors, assignees, joint venturers and third-party beneficiaries. Please be advised that additional insured status is granted upon acceptance of the proposal.

Acceptance

AET requests written acceptance of this proposal in the Proposal Acceptance box below, but the following actions shall constitute your acceptance of this proposal together with the Terms and Conditions and Amendments: 1) issuing an authorizing purchase order for any of the Services described above, 2) authorizing AET's presence on site or 3) written or electronic notification for AET to proceed with any of the Services described in this proposal. Please indicate your acceptance of this proposal by signing below and returning a copy to us. When you accept this proposal, you represent that you are authorized to accept on behalf of the Client.

General Remarks

If you have any questions regarding this proposal, or if we can be of further assistance, please call me at (507) 532-0771.

Sincerely,



Tom James
Manager – Marshall
Phone: (507) 532-0771
Fax: (651) 659-1379
tjames@teamAET.com
Attachments:
Fee Schedule Tabulation
Master Service Agreement

ACCEPTANCE AND AUTHORIZATION: AET Proposal No. P-0038573

SIGNATURE: _____
PRINTED NAME: _____
COMPANY: _____
ADDRESS: _____
PHONE NUMBER AND EMAIL: _____
DATE: _____

INVOICING INFORMATION (Provide Company AP Department Information, if present.)

AP CONTACT NAME: _____
BILLING/MAILING ADDRESS: _____
AP PHONE NUMBER AND INVOICE EMAIL: _____
P.O. NO./ PROJECT NO.: _____

**PROJECT TESTING SERVICES FEE SCHEDULE
MARSHALL AIRPORT INSTRUMENT LANDING SYSTEM**

N/I
MARSHALL, MINNESOTA
AET PROPOSAL No. P-0038573



SERVICE DESCRIPTION	PROJECT BUDGET		
	ESTIMATED UNITS	UNIT RATE	BUDGET AMOUNT
Excavation Observations & Compaction Testing			
Excavation Observations			
Compaction Testing			
Excavation Observations - Engineering Assistant for observations of excavations, consultation and reporting.	2 Hour	\$145.00	\$290.00
Soil Density Testing - Technician II for soil compaction testing and reporting.	8 Hour	\$105.00	\$840.00
Section Subtotal:			\$1,130.00
Reinforcing Steel Observations & Concrete Testing			
Concrete Testing			
Reinforcing Steel Observations & Concrete Testing - Technician II for observations of reinforcing steel and testing of concrete.	15 Hour	\$105.00	\$1,575.00
ASTM C39 Concrete Compressive Strength - Curing, handling and testing of 4" x 8" concrete test cylinders (includes handling of non-tested cylinders).	24 Test	\$37.00	\$888.00
Section Subtotal:			\$2,463.00
Laboratory Work			
ASTM D698 Standard Proctor	2 Test	\$184.00	\$368.00
ASTM C136 Sieve Analysis of Aggregate (Coarse and Fine)	2 Test	\$137.00	\$274.00
Section Subtotal:			\$642.00
Project Management & Coordination			
Project Management - Engineering Assistant for coordination of AET personnel and activities, attending meetings (if requested), consultation and report preparation.	2 Hour	\$145.00	\$290.00
Project Administrator for report preparation, review, invoicing.	2 Hour	\$85.00	\$170.00
Section Subtotal:			\$460.00
ESTIMATED SALES BUDGET			\$4,695.00

CITY OF MARSHALL AGENDA ITEM REPORT

Presenter:	Mayor Byrnes
Meeting Date:	Tuesday, November 12, 2024
Category:	COUNCIL REPORTS
Type:	INFO
Subject:	Commission/Board Liaison Reports
Background Information:	<p>Byrnes - Fire Relief Association and Regional Development Commission</p> <p>Schafer – Airport Commission, Joint LEC Management Committee, MERIT Center Commission, SW Amateur Sports Commission</p> <p>Meister – Adult Community Center, Cable Commission, Economic Development Authority</p> <p>Schroeder – Economic Development Authority, Planning Commission, Public Housing Commission</p> <p>Alcorn – Community Services Advisory Board, MMU Commission</p> <p>Moua-Leske – Convention & Visitors Bureau; Diversity, Equity & Inclusion Commission; Library Board</p> <p>Lozinski – Marshall Area Transit Committee, Joint LEC Management Committee, Police Advisory Board</p>
Fiscal Impact:	
Alternative/ Variations:	
Recommendations:	

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

FROM: Sharon Hanson, City Administrator

DATE: November 11, 2024

SUBJECT: Administrative Brief

CITY ATTORNEY

Some highlights from the office of City Attorney for the month of October

- Attended meetings.
- Answered rental ordinance questions and code compliance.
- Reviewed zoning amendments for Cannabis Businesses and locations drafted by staff.
- Attend L&O for meeting in which zoning discussions occurred.
- Attend additional committee regarding fee schedule.
- Discuss food trucks and special events with fees.
- Review questions about additional Schierholz requests.
- Answer Facebook posing questions.
- Discussion of reasonable accommodations.
- Discussion of sober homes.
- Responded to question regarding graffiti and revise ordinance.
- Discuss birthday parties and insurance.
- Respond to question about election signs.
- Send sample of CVB agreements.
- Review and revise ACC contracts.
- Review agreements related to Walmart and answer additional questions.
- Answer questions about golf carts and chickens.
- Review monitoring site leases.
- Review red baron agreements.
- Discuss college drive special assessment process.
- Review planning commission materials

Work of other K&G Attorneys:

- Attorney Lykke assisted with Walmart documents.

ADMINISTRATION

- These past few weeks attended Taste of Marshall, PIT Committee mtg, Community Services staff mtg, met with Jessica Dahms to learn more about YMCA Director transition, attended canning of SMSU Brau Brothers designated brew, toured Missouri River Energy Services 10 megawatt solar farm, attended monthly League of Mn Cities Board mtg, attended SWWC Service Cooperative and Marshall School District shared space in Social Sciences bldg. at SMSU, met with Marshall Golf Club representatives to discuss land lease renewal of the driving range-city of Marshall owns the range land and leases to Golf

Club for their use, met with SMSU representatives to discuss World Fest planning if it would be an event in 2025.

- Continued discussions on 2025 budget and levy, prepared for upcoming AFSCME and LELS Union negotiations for second week in November, attended L&O and Ways and Means Committee mtgs, met with Community Services staff on a variety of topics, attended Coalition of Greater MN Cities Zoom Board mtg, met with Marshall School district to discuss shared grounds position as well as various Community Education programs and services.
- On October 29th, attended Congresswoman Michelle Fischbach Military Academy Interview Committee interviewed 7 candidates to recommend for nomination to the Academy.
- Presented to Marshall Leadership Academy on November 7th.
- On November 6th, Aquatic Center Committee met with Contegrity to get an updated schedule on Aquatic Center next steps. Contegrity plans on presenting an update at December 10th Council mtg and plans are for bidding in late January.

Economic Development Authority

- Presented at Careers Day for Marshall Public Schools (freshman) and at the Adult Community Center.
- EDA Bus Tour had approximately 70 participants.
- Working with hotel developer on Tax Abatement request.
- Construction is starting on Borchs (expansion) and Stone Meadows. Marshalls interior permit is submitted but payment has not been received.
- Construction is nearing completion on Kwik Trip Site 2 with grand opening on November 14th.
- Daycare study continues, staff is looking to set up a tour time of daycare pod model before the end of the year.
- EDA Day for Marshall Leadership Academy was held November 7th.

Human Resources

- Staffing:
 - The city welcomes Chelsey Mathiowetz as our Assessing Technician/Economic Development Assistant.
 - Staff are reviewing applications for our wastewater Plant Operator position.
 - Testing to establish a Police Officer eligible roster will begin on November 27.
- Each of our three employee union contracts expire on 12/31/24. Staff will be meeting with union business agents and employee representatives to negotiate new draft contracts. Negotiations meetings are scheduled with AFSCME and LELS-190 on November 13.
- Staff have scheduled a Personnel Committee meeting to discuss the personnel policy on cell phone allowance rates, and the 2025 temporary/seasonal pay schedule. Effective 01/01/2025, Minnesota's minimum wage will increase to \$11.13 per hour. Pay rates on the temporary/seasonal schedule below that amount will require adjustment. Department supervisors are reviewing the schedule and will present recommendations to the Personnel Committee.
- Safety program: In November, MMUA will provide training on machine guarding and hand tool safety for field personnel. In December, training for all employees will be provided on the topics of Hazard identification and analysis, ladder safety, and slips/trips/falls.

Clerk

- Attended the public accuracy test of the Lyon County voting machines.
- Assisted with absentee ballot voting at Hill Street Place, Heritage Pointe, Boulder Estates, and Morningside Heights.
- Met with the Ways and Means Committee to update the 2025 fee schedule with proposed City Cannabis Registration fees and mobile food vendor fees.

- Legislative and Ordinance Committee met to discuss zoning changes for the new cannabis licenses and registrations that will be effective beginning January 1, 2025.

Finance

- 2025 budget: staff continues to review and update the 2025 proposed budget. A Council work session has been scheduled for after the 11/26 regular council meeting. The truth-in-taxation meeting is set for 6:00 PM on 12/10. Final adoption of the 2025 budget will be recommended at the 12/17 Council meeting.
- 2025 proposed bonding: staff have been working to firm up estimated project costs and bonding needs as we work to secure funding for 2025 projects.
- Use of American Rescue Plan Act (ARPA) monies: Director of Administrative Services is working with BakerTilly regarding the requirements to obligate any unspent ARPA monies by 12/31/24 and spend those monies prior to 12/31/26. The federal government has determined the following are NOT considered acceptable obligation methods: an adopted budget or budget amendment; a resolution or ordinance; and claiming funds under the revenue loss category.

Liquor Store

- October Financials: Sales \$580,162 +.60%, Customer Count 17,074 +.33%, Ticket average \$33.98 +.30%. All financials are slightly up compared to 2023.
- Liquor staff have been working with finance department on obtaining RFP's for installing an ATM in the front area of the store.
- All exclusive beers in partnership with Brau Brother Brewery and SMSU Athletics have launched and are selling well. Brew 1872 Amber Ale, Jiminey Jumper Juicy Light Apple Lager, Cultivate Pale Ale and SMSU Golden Ale have all been received well by customers. In store tasting and advertising of these custom beers is in full swing.
- Liquor store staff are busy with setting the sales floor for the upcoming holiday season. On the schedule for November is a Thanksgiving Wine Tasting Walk About on November 20th and on December 13th we will have the 'Tis the Season' Holiday sampling event. Both are In-Store tastings with many holiday wines and liquors to 'Try before you buy'.

COMMUNITY SERVICES

Parks & Recreation

- Transitioning to indoor programming, mini tiger volleyball camp, junior Fall basketball, intro to wrestling camp, and recreation gymnastics all have started their sessions recently.
- The Red Baron Arena is also busy with learn to skate lessons, adult curling leagues, adult hockey and weekend open skate sessions all back up and running for the season.
- Adult basketball and co-rec, women's and men's volleyball leagues start this month with over 40 teams participating, with leagues running November – March.
- Winter/Spring brochure content has been solidified with 18 different sports being offered in the brochure which covers the months of January – April.

Studio 1

- On October 1st, we provided a live broadcast of the Chamber Candidate Forum at the Marshall/Lyon County Library. We replayed the event several times over the remainder of the month as well.
- On October 9th, we recorded the Community Services after-school theater performance at the middle school.
- On October 12th, we partnered with the SMSU Broadcasting & Digital Media students to provide a live broadcast of the SMSU Homecoming parade from outside of City Hall.

- On October 18th, Alex attended a FEMA “UAS in Disaster Management” class held in the Sioux Falls Emergency Operations Center.
- We covered many regular and post-season sporting events for soccer, volleyball, and football.
- A calendar of all scheduled live broadcasts can be found at www.marshallstudio1tv.com.
- We continue to cover sporting and community events throughout town and produce our recurring monthly shows such as Tiger Talk, Community Connect, and Senior Compass.

COMMUNITY PLANNING

Building Services / Planning & Zoning

- About 250 open permits.
- An SRE building, Les Schwab’s tires, Marshall’s, SWWC Coop building, and Kwik Trip are the largest projects under construction.
- Over 420 Rental registrations have been issued. Over 100 are in the Pending status.
- Sign ordinance is being reviewed.

PUBLIC WORKS DIVISION

Engineering

- Project ST-001-2024: Chip Sealing on Various City Streets – Pearson Bros., Inc. of Hanover, Minnesota – Final paperwork has been received and project is complete.
- Project ST-002-2024: Bituminous Overlay Project - Central Specialties, Inc. of Alexandria, Minnesota – Project is complete and open to the public. City staff working with contractor on final reconciling change order and final payment.
- Project ST-007: UCAP Bus Shelter Installations – D&G Excavating, Inc of Marshall Minnesota – Final reconciling change order has been submitted to UCAP. UCAP invoiced for Engineering services per MOU dated 03/18/2024.
- Project ST-010: Lyon Circle Reconstruction Project – A&C Excavating, LLC of Marshall, Minnesota - Project is complete and open to the public. City staff working with contractor on punch list items.
- Project ST-012-2024: South Whitney Street Reconstruction Project (East College Drive to Jean Avenue) – D&G Excavating, Inc. of Marshall, Minnesota – Project is complete and open to the public. City is working on final reconciling change order and final payment.

Wastewater

- Staff have completed 276 preventive maintenance work orders in the last 30 days.
- rapping up the fall projects and working on winterizing in both the facility and the collection system.
- Working on annual MPCA reports due in November and January.
- Fall jetting of the sanitary lines continues.
- Staff have land applied 2,038,627 gallons of biosolids. The second batch, 600,000 gallons of biosolids have been sampled. Once the results have been received, staff will land apply it.
- Fall cleaning of all small sanitary lift stations has been completed.
- Fairgrounds lift station rehab has been completed.

PUBLIC SAFETY DIVISION

FIRE DEPARTMENT

- The Fire Department responded to twenty-six (26) calls for service. Total calls for service included:
 - Fire/CO2 Alarm (12)
 - Fire; Structure (8)
 - Medical Assist (0)

- Vehicle Accident (6)
- Other – Assist (0)



POLICE DEPARTMENT

- The Marshall Police Department responded to 1071 calls for the month of October. 108 criminal offenses were reported with a total number of 51 adults and 1 juvenile arrested.

OFFICER'S REPORT

- Alarms (15)
- Accidents (29)
- Alcohol involved incidents (7)
- Assaults (10)
- Domestic Assaults (13)
- Burglaries (4)
- Criminal Sexual Conduct (7)
- Damage to Property (0)
- Keys Locked in Vehicles (19)
- Loud Party (6)/ Public Disturbances (13)
- Thefts (53)
- Traffic Related Complaints (291)
- Vandalism (3)
- Warrant Pickups (12)
- Welfare Checks/Mental Health (41)

DETECTIVE REPORT

- A 25-year-old Marshall man and a 24-year-old Marshall man were arrested for 2nd Degree Assault and Threats of Violence at the completion of a threat with a deadly weapon investigation. Two firearms were recovered. A 23-year-old Marshall woman was also arrested for 5th Degree Controlled Substance Crime as part of the investigation.
- A 29-year-old Lynd woman and a 29-year-old Marshall woman were arrested for assault stemming from a fight in a Marshall store. The case was also referred to the Marshall City Attorney's Office for consideration of charges against a third female involved in the fight.
- Five criminal sexual conduct cases are under investigation.
- Four burglary reports, seven thefts by swindle cases, and an identity theft case were investigated during the month.
- Check forgery, issuance of a dishonored check, and wrongfully obtaining assistance cases are under investigation.
- Thirty child protection reports and six reports from the Minnesota Adult Abuse Reporting Center were investigated.

- Detective Sandgren attended a REID Interview training hosted at the MERIT Center in Marshall on October 15-17th.



MERIT Center

- In October MN West held meetings, Emergency Vehicle Operator Course (EVOC), Industrial Safety Confined Space Entry training and CDL training continues to utilize the driving track at the MERIT Center.
- On October 1st Women's Rural Advocacy Programs (WRAP) held a meeting with 16 attendees.
- On October 8th the Lyon and Murray County CEO Program held training with 70+ attendees.
- On October 10th Ralco held Leadercast with 35 attendees.
- On October 12th a Masters Gardeners Regional Meeting was held with 35 attendees.
- On October 13th Southwest Emergency Medical Services held the CEVO4 Driving Class with 12 attendees.
- On October 15th the Marshall Fire Department utilized the driving track.
- From October 16th to October 17th the REID Technique of Interview and Interrogation training was held with 18 attendees each day.
- On October 16th the SW Emergency Communication Board held a PSAP Leadership Meeting with 12 attendees.
- On October 23rd ADM held their monthly Contractors Safety meeting with 50 attendees.
- On October 24th the Natural Resources Conservation Services – USDA held a meeting with 42 attendees.
- On October 29th LG Seeds held a meeting with 15 attendees.
- On October 29th the City of Marshall held a Tailgating Potluck.
- On October 30th Southwest Emergency Medical Services held a meeting with 20 attendees.
- On October 30th the Mankato Police Department held EVOC with 8 attendees.
- On October 30th the USDA/FSA held a meeting with 17 attendees.
- The MERIT Center was utilized 13 out of 31 days with 20 reservations in October. There was a total of 522 attendees.

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

OFFENSE/ARREST DATA

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

YTD 2024	837	0	837	355	9
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Averages for all Activities (Calls for Service)

	#Calls	Time in Hrs
	Total	Spent
January	762	347
February	809	325
March	1061	378
April	865	350
May	981	435
June	1062	420
July	1011	426
August	1033	401
September	1020	437
October	1071	428
November		
December		
YTD 2024	9675	3947

Accidents	Jan.	Feb.	Mar.	April	May	June	July	Aug.	Sep	Oct.	Nov.	Dec.	YTD
Hit and Run	2	3	7	8	6	6	8	10	6	3			59
Property Damage	26	15	22	16	17	13	18	28	21	21			197
Personal Injury	3	3	5	2	4	5	5	6	6	5			44
Fatalities	1	0	0	0	0	0	0	0	0	0			1
TOTAL 2024	32	21	34	26	27	24	31	44	33	29	0	0	301

CITATIONS	Jan.	Feb.	Mar	Apr	May	June	July	Aug	Sept	Oct.	Nov.	Dec.	YTD
Citations	17	106	134	70	104	82	55	65	71	68			772

Parking Tickets

24	30	72	18	2	5	20	3	16	3			193
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Activities (Calls For Service) *High Hours Expended

	Jan.	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct.	Nov.	Dec.	YTD
Alarms	20	14	10	8	8	12	21	19	8	15			135
Alcohol	1	2	1	1	1	0	2	4	1	7			20
Animal Bite	2	2	1	1	3	3	1	3	3	4			23
Animal Complaint	8	0	11	13	16	21	15	11	17	14			126
Assault	8	3	6	9	4	6	8	9	10	10			73
Assists	56	49	53	45	52	50	72	38	57	59			531
Auto Theft	0	3	0	1	2	1	0	2	3	0			12
Bike Found	1	4	7	6	5	11	6	5	4	4			53
Bike Theft	0	2	0	0	1	3	5	1	2	3			17
Burglary	4	3	1	4	3	3	6	3	5	4			36
Bus Violation	11	2	3	3	2	0	3	0	5	9			38
Check Forgery	0	1	0	0	0	0	0	0	0	0			1
Check Fraud	1	1	0	0	0	0	0	0	0	4			6
Civil Matters	8	8	11	15	18	18	28	26	19	15			166
Criminal Sex	4	8	6	0	0	4	2	0	3	7			34
Damage to Prp	1	2	3	2	3	5	4	2	3	0			25
Death Investigation	3	4	5	2	2	1	2	0	4	1			24
Domestics	21	12	12	16	17	17	8	15	11	13			142
Drugs/Narcotics	0	2	2	1	2	0	4	3	2	5			21
Family Matters	7	8	17	11	9	8	9	8	8	7			92
Fire Alarm	0	0	0	0	0	0	0	2	1	0			3
Gas Meal Assist	1	2	3	0	3	2	1	7	4	2			25
Gun Permits	6	6	18	9	8	8	7	5	6	12			85
Harassment	9	12	13	9	10	12	11	13	5	9			103
Intoxicated/Detox	0	1	1	1	1	3	2	8	1	3			21
Keys Locked In vehicles	26	23	23	21	25	28	27	29	24	19			245
Mental Health	12	3	11	8	10	14	24	20	14	18			134
Fraud	0	3	2	3	2	5	3	8	2	1			29
Parking Complaints	41	75	129	25	23	17	32	13	29	16			400
Party Loud Party	4	6	7	7	5	12	5	4	7	6			63
Pred - Sex Offender	0	0	0	2	1	2	2	2	2	2			13
Property Found	13	4	6	10	16	13	6	16	11	14			109
Public Disturbance	8	11	15	14	7	17	18	12	10	13			125
Pursuit	0	0	0	0	0	0	0	0	0	0			0
Runaway	7	6	2	3	3	6	7	0	6	12			52
Escort Funeral, other	7	10	8	11	9	13	18	13	12	15			116
Search Warrant	0	0	0	0	1	0	1	0	1	0			3
Suspicious Anything	15	12	21	35	43	50	29	27	18	7			257
Suspicious Vehicle	6	15	7	10	6	7	10	9	13	11			94
Tobacco Violation	4	9	6	4	1	0	0	1	4	1			30
Theft	22	16	16	24	18	24	22	21	25	53			241
Trains	0	0	0	0	0	0	0	0	0	1			1

Transport (Marshall PD etc)	2	1	4	2	4	4	2	3	6	4			32
Trespassing	5	8	8	7	7	4	10	9	10	6			74
Traffic Related Complaints	111	148	289	203	258	281	238	293	292	291			2404
Unsecured Building	0	0	0	1	4	15	4	1	1	2			28
Vandalism	4	5	5	7	7	6	4	7	5	3			53
Violation of OFP	4	4	2	5	6	6	5	11	4	6			53
Warrant Pickups	8	7	14	5	5	9	6	8	11	12			85
Welfare Checks	27	18	22	18	22	38	25	14	26	23			233
Welfare Fraud	0	0	0	0	0	0	0	0	0	0			0
ERU Activated	0	0	0	1	0	0	0	0	1	0			2
Weapons Involved	2	2	0	4	0	1	0	8	1	5			23
YTD 2024	500	537	781	587	653	760	715	713	717	748	0	0	6711

OFFENSE ACTIVITY BY DAY OF WEEK

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

YTD 2024	108	121	119	105	137	106	141
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DETECTIVE / INVESTIGATIONS ACTIVITIES

	Jan.	Feb.	Mar	Apr	May	June	July	Aug	Sept	Oct.	Nov.	Dec.	YTD
Felonies	28	23	28	22	29	21	16	25	31	27			250
Gross Misdemeanors	36	28	24	20	19	16	18	10	25	32			228
Misdemeanors	19	21	18	24	32	23	21	38	25	17			238

CITY OF MARSHALL AGENDA ITEM REPORT

Presenter:	Jason Anderson
Meeting Date:	Tuesday, November 12, 2024
Category:	INFORMATION ONLY
Type:	INFO
Subject:	Project ST-007: UCAP Bus Shelter Project
Background Information:	<p>This project is included in the 2024 capital improvement plan (CIP). Community Transit of United Community Action Partnership (UCAP Transit) has been awarded a grant project that totals \$207,000, including grant dollars and local match. UCAP Transit approached City staff in 2021 regarding the engineering and construction administration of this project, which includes the installation of bus shelters and ADA sidewalk improvements at various locations as follows: Camden Drive/Riverview Apartments, Freedom Park/Dogwood Ave, Susan Drive/Baseline Road, N 4th Street/Darlene Drive (locations shown on attached map).</p> <p>This project is similar to the UCAP Transit Bus Shelter project (Z52) that the City administered on behalf of UCAP Transit in 2020 where shelters and associated sidewalk improvements were installed at N 4th Street/Redwood, S 4th Street/Stephen, and Birch Street near Village Drive.</p> <p>UCAP Transit was responsible for all capital outlay for this project, and the City served as the project sponsor for the grant and the engineer of record for the project.</p> <p>All work has been completed in accordance with the specifications for the above-referenced project. The original contract amount was \$102,920.40. The final contract in the amount of \$98,263.38 is the result of final measurements and changes in item quantities during construction.</p> <p>Per the attached MOU dated 03/18/2024 between UCAP Transit and the City of Marshall, UCAP will pay the City of Marshall for engineering services calculated as 16% of the final construction cost for the project, resulting in an amount of \$15,722.14.</p>
Fiscal Impact:	The project's grant match will be provided by UCAP Transit. There were no direct costs to the City of Marshall. The City's contribution was the professional staff hours required to create, administer, and deliver the construction project for UCAP Transit. The City will charge the cost of engineering and administering the project to UCAP in the amount of 16% of project costs (\$15,722.14) plus an invoice from Ace Hardware (\$64.49) resulting in a total amount of \$15,786.63.
Alternative/Variations:	Informational.
Recommendations:	Informational.

LEGEND	
EXISTING GAS LINE	
EXISTING FIBER LINE	
EXISTING UNDERGROUND POWER	
EXISTING STREET LIGHT	
EXISTING CATCH BASIN	
EXISTING STORM MANHOLE	
EXISTING SANITARY MANHOLE	
EXISTING WATER VALVE	
TRUNCATED DOMES	
PROPOSED CURB & GUTTER	
LANDING AREA (4' x 4' MIN. DIMENSIONS AND MAX 2.0% SLOPE IN ALL DIRECTIONS)	
PEDESTRIAN RAMP (SLOPE SHALL BE BETWEEN 5.0% MIN. AND 8.3% MAX. IN THE DIRECTION SHOWN AND CROSS SLOPE SHALL NOT EXCEED 2.0%)	
BITUMINOUS PATCHING	
SIDEWALK EASEMENT	

SPECIFICATION REFERENCE

THE 2020 EDITION OF THE MINNESOTA DEPARTMENT OF TRANSPORTATION "STANDARD SPECIFICATIONS FOR CONSTRUCTION" AND THE SUPPLEMENTAL SPECIFICATIONS DATED SEPTEMBER 2022 SHALL GOVERN

ALL TRAFFIC CONTROL DEVICES SHALL CONFORM TO THE LATEST EDITION OF THE MINNESOTA MANUAL ON UNIFORM TRAFFIC CONTROL DEVICES, INCLUDING THE LATEST FIELD MANUAL FOR TEMPORARY TRAFFIC CONTROL ZONE LAYOUTS.

THE CITY OF MARSHALL STANDARD SPECIFICATIONS AND SPECIAL PROVISIONS.

DESIGN DATA

DESIGN SPEED 30 MPH

STOPPING SIGHT DISTANCE BASED ON
3.5' HEIGHT OF EYE
0.5' HEIGHT OF OBJECT

SCALES

PLAN 20

PROFILE N/A

INDEX MAP 1"=100'

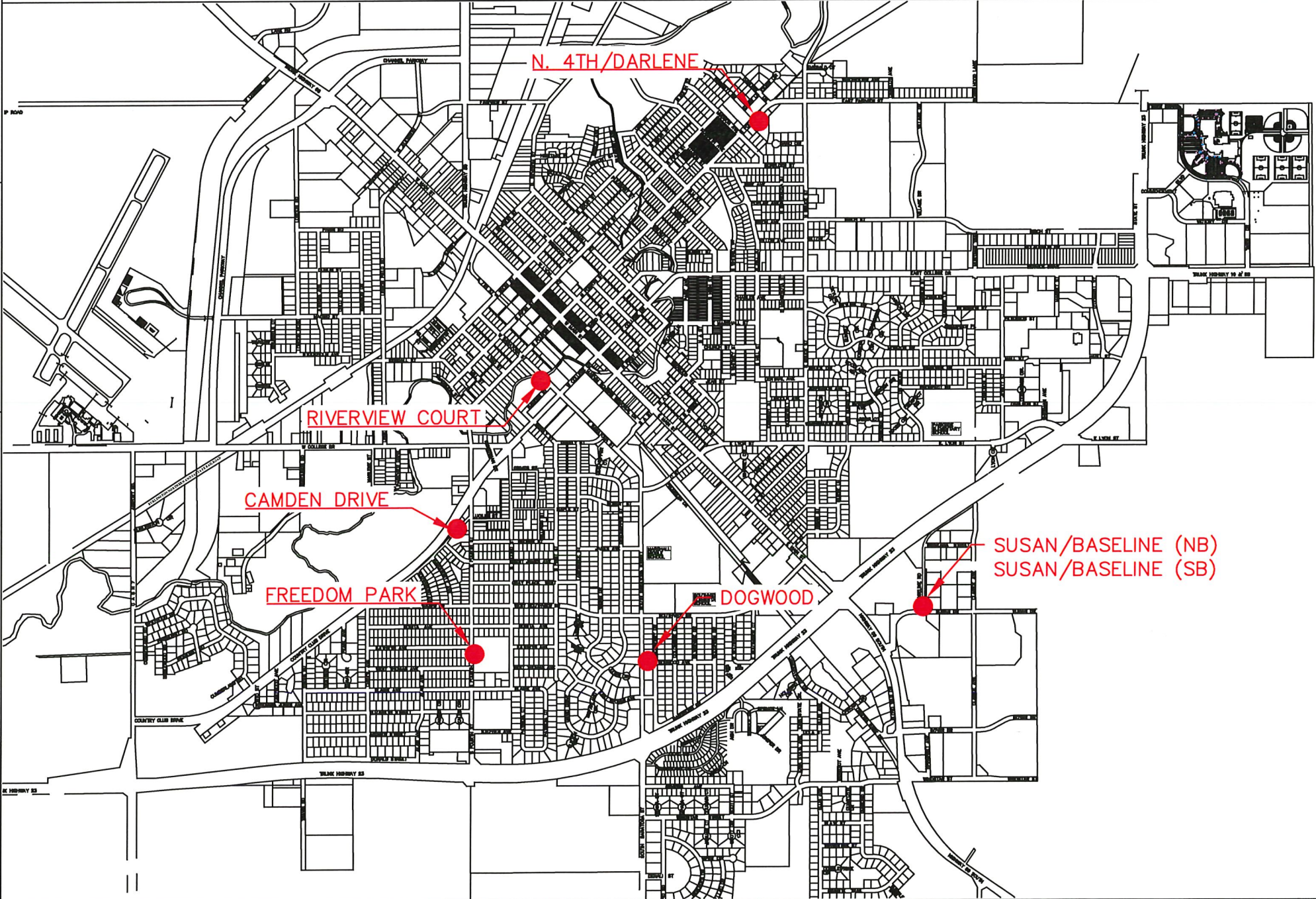
DISCLAIMER: AERIAL IMAGERY SHOWN ON REMOVAL AND PLAN SHEETS ARE FOR REFERENCE PURPOSES ONLY. IMAGERY SHOWN MAY NOT MATCH SURVEY DATA.

State Of Minnesota
City of Marshall, Minnesota
Project Number ST-007

Construction Plans for Sidewalk, Curb and Gutter, Bus Stop Construction, and Miscellaneous Work

UCAP Bus Shelter Construction Project

Various Locations in Sections 3, 4, 5, 9, and 10
T111N, R41W



INDEX

SHEET NO.	DESCRIPTION
1	Title Sheet
2	Estimated Quantities
3	Construction Notes
4	Typical Sections and Details
5	SWPPP Details
6	Traffic Control Detail
7	Plan Sheet Camden & Riverview
8	Plan Sheet Freedom & Dogwood
9	Plan Sheet Susan & North 4th
10-15	Pedestrian Curb Ramp Details
16-19	Driveway and Sidewalk Details
20	Baseline & Susan Easement

I HEREBY CERTIFY THAT THIS PLAN WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSE PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MINNESOTA.

APPROVED: CITY ENGINEER, MARSHALL MINNESOTA
DATE 7-11-24
REG NO 53322

APPROVED: TRANSPORTATION DIRECTOR, UCAP
DATE 7-11-24

DESIGNED BY: G.J.S.	DATE	REVISIONS	INIT.
DR Item 21.			
APPROVED BY:			
SCALE: 1"=100'			



ENGINEERING DEPARTMENT
344 WEST MAIN STREET
MARSHALL, MINNESOTA
56258

UCAP BUS SHELTER CONSTRUCTION PROJECT

TITLE SHEET

CITY PROJECT NO. ST-007	DATE 02/15/2024
STATE AID PROJECT NO.	SHEET Page 108 TOF 20

**MEMORANDUM OF UNDERSTANDING
BETWEEN
COMMUNITY TRANSIT OF UNITED COMMUNITY ACTION PARTNERSHIP
AND
CITY OF MARSHALL**

THIS AGREEMENT, is made on March 18, 2024 (“Effective Date”) by and between **Community Transit of United Community Action Partnership**, 1400 South Saratoga St. Marshall, MN 56258 (“UCAP”) and the **City of Marshall**, 344 West Main St. Marshall, MN 56258 (the “City”), collectively referred to as “the Parties”, represents a mutual understanding between the parties.

WHEREAS, UCAP has been awarded grant funds under the Minnesota Department of Transportation Large Capital Grant Program; and

WHEREAS, these funds will be utilized to fund Project ST-007: UCAP Bus Shelter Construction Project (“the Project”), for purposes to improve the accessibility and safety of pedestrians who ride public transportation and wait at route stops in the City of Marshall; and

WHEREAS, reconstruction and extension of sidewalks to and from established bus stops will be created to meet ADA standards and passenger shelters will be installed to improve safety for passengers waiting for the bus; and

WHEREAS, an application requesting \$207,000 was awarded where the breakdown is 80 percent State/20 percent Local Share of eligible items; and

WHEREAS, the project will benefit the public in the City by making public transportation more accessible and safe; and

WHEREAS, City engineering staff has expertise in planning these types of improvements.

NOW THEREFORE, IT IS MUTUALLY AGREED THAT:

RESPONSIBILITIES OF PARTIES

- 1) UCAP will be responsible for the following:
 - a. Will provide local financial support of 20% of the project’s total cost, not to exceed \$207,000 without requiring further consent and agreement from UCAP.
 - b. Will enter a grant agreement with MNDOT.
 - c. Will administer funds and supply payments for project.
 - d. Will serve as the responsible party that contracts with the contractor for construction of the improvements.
 - e. Will provide public involvement of the project through public meetings and solicitation of comments.
 - f. Will pay City of Marshall for engineering services within fourteen (14) days of receiving invoice from City. Engineering costs will be calculated as 16% of the final construction cost for the project. Costs are estimated at \$33,120, based on a \$207,000 construction contract.
 - g. Will be responsible for snow removal, maintenance, and general accessibility of the bus shelter areas.
- 2) The City of Marshall will be responsible for engineering services for the project identified as the Project above.
 - a. Will provide engineering design, project inspection, and general project administration of the

- construction of sidewalks, curbs, installation of shelters, and other safety features identified in the project.
- b. Will facilitate a construction contract between UCAP and the Contractor and initiate a notice to proceed on the project.
 - c. Will generate project pay requests to identify construction project payment amounts owed to the contractor and submit pay requests monthly and in a timely manner for UCAP processing and payment.
 - d. Will invoice UCAP for engineering services, in a lump sum amount, and estimated at \$33,120, upon project substantial completion. Substantial completion is defined as October 4, 2024.

TERM OF AGREEMENT

This agreement shall remain in effect from the Effective Date until completion of the project and final billing of UCAP by the City or until either party provides written notice to the other of its intention to cancel.

AMENDMENT

This Agreement may be amended or modified as mutually agreed upon by the Parties.

GENERAL PROVISIONS

The Parties acknowledge and understand that they must be able to fulfill their responsibilities under this Agreement in accordance with the provisions of the law and regulations that govern their activities.

If at any time either Party is unable to perform their duties or responsibilities under this Agreement consistent with such Party's statutory and regulatory mandates, the affected Party shall either (i) immediately provide written notice to the other Party to establish a date for resolution of the matter; or (ii) if no resolution is possible, then provide notice of termination as provided in this Agreement.

NOTICE

Any notice or communication required or permitted under this Agreement shall be sufficiently given if delivered in person or by certified mail, return receipt requested, to the address set forth in the opening paragraph or to such address as one may have furnished to the other in writing.

GOVERNING LAW

This Agreement shall be governed by and construed in accordance with the laws of the State of Minnesota.

SEVERABILITY CLAUSE

In the event that any provision of this Agreement shall be deemed to be severable or invalid, and if any term, condition, phrase or portion of this Agreement shall be determined to be unlawful or otherwise unenforceable, the remainder of this Agreement shall remain in full force and effect, so long as the clause severed does not affect the intent of the Parties. If a court should find that any provision of this Agreement to be invalid or unenforceable, but that by limiting said provision it would become valid and enforceable, said provision shall be deemed to be written, construed and enforced as so limited.

ASSIGNMENT

Neither Party to this Agreement may assign or transfer the responsibilities or agreement made herein.

DATA PRACTICES

The Parties understand that the City is a public entity subject to Data Practices laws and that the Parties must comply with those laws.

ENTIRE UNDERSTANDING

This Agreement supersedes the Memorandum of Understanding executed by UCAP on 01/19/2022 and the City of Marshall on 11/23/2021.

IN WITNESS WHEREOF, the parties have caused this agreement to be duly executed intending to be bound thereby.

Executed on 03/18/2024

Executed on 3-26-24

Debi Brandt

Deb Brandt, Executive Director
United Community Action Partnership

Robert J. Byrnes

Robert J. Byrnes, Mayor
City of Marshall

Attested to by:

City Clerk

City Clerk

Contract Number: ST-007
Pay Request Number: 2

Project Number	Project Description
ST-007	UCAP Bus Shelter Construction Project

Contractor: D & G Excavating, Inc. 2334 County Road 30 Marshall, MN 56258	Vendor Number: 01-0934 Up To Date: 10/30/2024
--	--

Contract Amount		Funds Encumbered	
Original Contract	\$102,920.40	Original	\$102,920.40
Contract Changes	\$0.00	Additional	N/A
Revised Contract	\$102,920.40	Total	\$102,920.40

Work Certified To Date	
Base Bid Items	\$98,263.38
Contract Changes	\$0.00
Material On Hand	\$0.00
Total	\$98,263.38

Work Certified This Request	Work Certified To Date	Less Amount Retained	Less Previous Payments	Amount Paid This Request	Total Amount Paid To Date
\$79,934.48	\$98,263.38	\$0.00	\$18,328.90	\$79,934.48	\$98,263.38
Percent: Retained: 0%			Percent Complete: 95.48%		

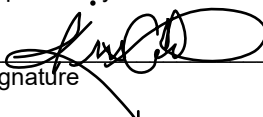
This is to certify that the items of work shown in this certificate of Pay Estimate have been actually furnished for the work comprising the above-mentioned projects in accordance with the plans and specifications heretofore approved.

Approved By: UCAP
Nick Leske
Digitally signed by Nick Leske
Date: 2024.10.31 10:27:30
-05'00'

Signature
Nick Leske

Printed Name
10-31-2024

Date

Approved By: D&G Excavating, Inc.


Signature

Printed Name

Date

Payment Summary				
No.	Up To Date	Work Certified Per Request	Amount Retained Per Request	Amount Paid Per Request
1	2024-10-07	\$18,328.90	\$0.00	\$18,328.90
2	2024-10-30	\$79,934.48	\$0.00	\$79,934.48

Funding Category Name	Funding Category Number	Work Certified to Date	Less Amount Retained	Less Previous Payments	Amount Paid this Request	Total Amount Paid to Date
UCAP		\$98,263.38	\$0.00	\$18,328.90	\$79,934.48	\$98,263.38

Contract Item Status										
Base/Alt	Line	Item	Description	Units	Unit Price	Contract Quantity	Quantity This Request	Amount This Request	Quantity To Date	Amount To Date
Base Bid	1	2021.501/00010	MOBILIZATION	LS	\$5,000.00	1	0.5	\$2,500.00	1	\$5,000.00
Base Bid	2	2101.501/00020	CLEARING & GRUBBING	LS	\$3,500.00	1	0	\$0.00	1	\$3,500.00
Base Bid	3	2104.503/00315	REMOVE CURB & GUTTER	L F	\$40.00	15	0	\$0.00	15	\$600.00
Base Bid	4	2104.504/00070	REMOVE PAVEMENT	S Y	\$170.00	3.3	0	\$0.00	3.3	\$561.00
Base Bid	5	2104.518/00080	REMOVE SIDEWALK	S F	\$8.00	336.5	50	\$400.00	386.5	\$3,092.00
Base Bid	6	2105.507/00015	COMMON EXCAVATION (P)	C Y	\$123.00	43.3	0	\$0.00	43.3	\$5,325.90
Base Bid	7	2360.618	BITUMINOUS PAVEMENT PATCH	S F	\$40.00	30	24	\$960.00	24	\$960.00
Base Bid	8	2521.518/00040	4" CONCRETE WALK	S F	\$14.80	715	748	\$11,070.40	748	\$11,070.40
Base Bid	9	2521.518/00060	6" CONCRETE WALK	S F	\$19.90	515	523.22	\$10,412.08	523.22	\$10,412.08
Base Bid	10	2531.503/02315	CONCRETE CURB & GUTTER DESIGN B618	L F	\$75.00	15	16	\$1,200.00	16	\$1,200.00

Contract Item Status										
Base/Alt	Line	Item	Description	Units	Unit Price	Contract Quantity	Quantity This Request	Amount This Request	Quantity To Date	Amount To Date
Base Bid	11	2531.603	CONCRETE SILL	L F	\$9.00	56	0	\$0.00	0	\$0.00
Base Bid	12	2531.618/00010	TRUNCATED DOMES	S F	\$110.00	9	9	\$990.00	9	\$990.00
Base Bid	13	2563.601/00010	TRAFFIC CONTROL	LS	\$4,500.00	1	0.5	\$2,250.00	1	\$4,500.00
Base Bid	14	2573.502/00110	STORM DRAIN INLET PROTECTION	EACH	\$300.00	6	3	\$900.00	6	\$1,800.00
Base Bid	15	2574.507	BOULEVARD TOPSOIL BORROW	C Y	\$600.00	8.4	0	\$0.00	0	\$0.00
Base Bid	16	2575.602/00700	SITE RESTORATION	EACH	\$1,000.00	7	7	\$7,000.00	7	\$7,000.00
Base Bid	17	2599.502	SHELTER FOUNDATION	EACH	\$2,286.00	7	7	\$16,002.00	7	\$16,002.00
Base Bid	18	2599.502	SMALL SHELTER ASSEMBLY	EACH	\$3,750.00	7	7	\$26,250.00	7	\$26,250.00
Base Bid Totals:								\$79,934.48		\$98,263.38

Project Category Totals			
Project	Category	Amount This Request	Amount To Date
ST-007		\$79,934.48	\$98,263.38

Contract Total	\$98,263.38
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PUBLIC HOUSING COMMISSION

202 N. FIRST STREET

MARSHALL, MN 56258

October 21, 2024

3:30 P.M Board Meeting

- 1 Call to Order:
2. Roll Call:
3. Approval of Previous Meeting Minutes: August 12th, 2023
Letter on September Meeting.
4. Reports:
 - A. **Ten and Eleven Month** report for Operating Statement for FY 2024
 - B Accounts Receivable/Payable.
 - C. Occupancy/ Maintenance Report
5. CFP. 2022 – Patio Doors Installed, Working on Walk Thru Repair Items.
2023 – Patio Doors Installed, Plus East Main Doors. Inspection On 10/22.
2024 – Look over sit plans for garages.
6. New Business:
 - A. Washer / Dryer Update. Payment. Two Payments.
 - B. Resolution # 24- 12, Closing out Wells Fargo Acct, transferring funds to New Bank. Taunton or US Bank.
 - C. Resolution # 24-13, Approve Family Utility Allowances, Effective 11/01/24.
(Due to having problems with Great Plains Gas Company, the New Utility Forms will be Presented at the Board Meeting.)
7. Executive Director Items:
 - A. November 11th is a Holiday, so November meeting will be moved to the 18th.
8. Commissioner Items:
 - A.
9. Date and Time for Next Regular Meeting, November 18th , 2024. 3:30 p.m.
10. ADJOURN TIME

**PUBLIC HOUSING COMMISSION
OF THE CITY OF MARSHALL
PARKVIEW APARTMENTS**

Minutes of the Meeting of
June 10, 2024

Meeting called to Order: 3:32 P.M. by Chair Rickgarn.

Members Present: Farrell, Rickgarn, Knutson, Katz.

Schroeder, Reilly, Juarez.

MOTION by Knutson, seconded by Rickgarn, to approve the minutes of the May 13th, 2024 meeting. All voted in favor, Motion passed.

REPORTS: Seven - Month Report, Operating Statement for FYE 24 was reviewed by the Board. Motion by Rickgarn, second by Knutson to approve the two-month reports. All voted in Favor, Motion passed to approve the reports.

Account Receivable/Payable: A One-month report was reviewed; several items were pointed out and discussed to the Board by the Director, including checks from # 021942 to # 021987 in the amount of \$ 255,698,78. Motion by Reilly, second by Rickgarn, to approve the report. All voted in favor.

Occupancy Report: Currently working with several applicants for Parkview, and Family Units. Detailed Maintenance report included.

CFP - 2022 Review items per unit to be addressed after installation.

CFP- 2023, Installation, maybe August.

New Business:

- A. Washer /Dryer Update-payment. \$ zero payment.
- B. No Action taken on Resolution # 24-09, Possibility of doing Zoom meetings.
- C. Response from Fee Acct. on Line-Item Percentages.
- D. Review two Bids for doing Lead Base Testing at Parkview. Motion by Knutson, second by Rickgarn to Award Bid to Scarcely Ltd. All voted in favor, Motion passed.
- E. The Board reviewed three Bids for replacing the A/C compressor on the Roof of Parkview. Motion by Reilly, second by Kratz, to award bid to Bisbee's with the exception of providing a cost for the refrigerant to be used. Information will be sent e-mail for further action. All voted in favor, Motion passed.
- F. Discussed New ACOP Policy, will go over at July meeting with any corrections. Will approve at August meeting.
- G. Approve MMU Easement at 205 Sunrise Lane.

Next Meeting: July 8, 2024 3:30 p.m.

Chairperson Rickgarn Declared the meeting adjourned at 4:27 p.m.


Mark Farrell, Executive Director

 7-8-24
Board Member

**PUBLIC HOUSING COMMISSION
OF THE CITY OF MARSHALL
PARKVIEW APARTMENTS**

Minutes of the Meeting of
July 8, 2024

Meeting called to Order: 3:34 P.M. by Vice Chair Reilly.
Members Present: Farrell, Rickgarn, Knutson, Katz, Reilly
Schroeder, Runia
Absent: Juarez -

MOTION by Knutson, seconded by Reilly, to approve the minutes of the June 10th, 2024 meeting. All voted in favor, Motion passed.

REPORTS: Eight - Month Report, Operating Statement for FYE 24 was reviewed by the Board. Motion by Knutson, second by Katz to approve the two-month reports. All voted in Favor, Motion passed to approve the reports.

Account Receivable/Payable: A One-month report was reviewed; several items were pointed out and discussed to the Board by the Director, including checks from # 021997 to # 022037 in the amount of \$ 51,306.44. Motion by Reilly, second by Knutson, to approve the report. All voted in favor.

Occupancy Report: Currently working with several applicants for Parkview, and Family Units. Detailed Maintenance report included.


CFP - 2022. No Action till August
CFP- 2023, Installation, maybe August.

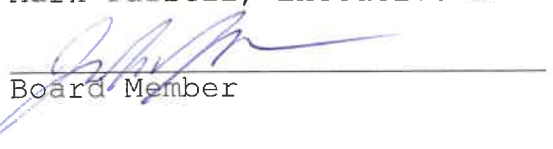
New Business:

- A. Washer /Dryer Update-payment. \$ 754.00 payment.
- B. Review Invoice and Lead Base Testing from Scarcely Ltd.
- C. Motion by Knutson, seconded by Katz to re appoint all officers to the same position as they held in previous year. Chair- Rickgarn, Vice-Chair, Reilly. Secretary Tres.- Juarez.
All voted in favor, Motion passed.
- D. Review ACOP for last time, if any Board members have any changes, send an e-mail to the office. The changes will be sent out to Board members.
- E.
- F.

Next Meeting: **August 12, 2024 3:30 p.m.**

Chairperson Rickgarn Declared the meeting adjourned at 4:57 p.m.


Mark Farrell, Executive Director


Board Member



MARSHALL

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

Applicant Name	Location	Description of Work	Valuation	Approved Date
AMERICAN WATERWORKS	404 MASON ST	Foundation Repair	5377.13	11/01/2024
Eric Mathiowetz	300 A ST N	HVAC - Furnace	4000.00	10/29/2024
Hanna Parkman	1212 COLLEGE DR E	Plumbing - Water heater	1200.00	10/22/2024
HILBRANDS/JOSHUA C & AIMEE M	1210 WESTWOOD DR	Re-Roofing	17550.00	10/28/2024
Kevin V Goslar	113 SOUTHVIEW DR W	Plumbing - Laundry remodeling	1500.00	11/04/2024
Kevin V Goslar	605 VAN BUREN ST	HVAC - Air Conditioning, Furnace	8000.00	10/23/2024
KLEIN/MICHAEL D & JENIFER L/JT	508 BASELINE RD	Accessory Building (Garages, Sheds, Gazebos, etc)	50000.00	10/21/2024
MARSHALL MUNICIPAL WATER/	1501 TRAVIS RD	Doors	12375.00	10/28/2024
MayBC Construction LLC	1210 WESTWOOD DR, 1210 WESTWOOD DR	Interior Remodeling - ANY Work Inside, Except Fireplace, Windows	80000.00	11/06/2024
PEAK PROS INC	715 NUESE LN	Re-Roofing	15360.00	11/01/2024
SAAD EL-DEIN/RUTH ANN	502 MAIN ST E	Accessory Building (Garages, Sheds, Gazebos, etc)	9600.00	10/22/2024
STRAND HOME SERVICES LLC	610 VIKING DR	Doors	1000.00	10/30/2024
Tracy D Swart	1200 SUSAN DR	Both - Interior remodeling AND [Gas Line]	0.00	10/28/2024



Upcoming Meetings

November

- 11/12 Equipment Review Committee, 3:30 PM, City Hall
 - 11/12 Personnel Committee, 4:00 PM, City Hall
 - 11/12 Special Meeting, 5:00 PM, City Hall
 - 11/12 Regular Meeting, 5:30 PM, City Hall
 - 11/26 Special Meeting, 4:45 PM, City Hall
 - 11/26 Regular Meeting, 5:30 PM, City Hall
 - 11/26 Work Session, Immediately to Follow Regular Meeting, City Hall
-

December

- 12/10 Special Meeting 5:00 Pm City Hall
- 12/10 Regular Meeting, 5:30 PM, City Hall
- 12/10 Truth in Taxation, 6:00 PM, City Hall
- 12/17 Regular Meeting, 5:30 PM, City Hall

2024 Regular Council Meeting Dates

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

5:30 P.M.

City Hall, 344 West Main Street

January

1. January 9, 2024
2. January 23, 2024

February

1. February 13, 2024
2. February 27, 2024

March

1. March 12, 2024
2. March 26, 2024

April

1. April 9, 2024
2. April 23, 2024

May

1. May 14, 2024
2. May 28, 2024

June

1. June 11, 2024
2. June 25, 2024

July

1. July 9, 2024
2. July 23, 2024

August

1. Monday, August 12, 2024
2. August 27, 2024

September

1. September 10, 2024
2. September 24, 2024

October

1. October 8, 2024
2. October 22, 2024

November

1. November 12, 2024
2. November 26, 2024

December

1. December 10, 2024
2. December 17, 2024

2024 Uniform Election Dates

- February 13, 2024
- March 05, 2024
- April 09, 2024
- May 14, 2024
- August 13, 2024
- November 05, 2024

204C.03 PUBLIC MEETINGS PROHIBITED ON ELECTION DAY.

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

2025 Regular Council Meeting Dates

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

5:30 P.M.

City Hall, 344 West Main Street

January

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

February

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

March

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

April

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

May

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

June

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

July

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

August

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

September

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

October

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

November

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

December

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

2025 Uniform Election Dates

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

204C.03 PUBLIC MEETINGS PROHIBITED ON ELECTION DAY.

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