



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

**Tuesday, November 09, 2021 at 5:30 PM
City Hall, 344 West Main Street**

Pursuant to Minnesota Statute 13D.02

Councilmember James Lozinski will participate by Interactive Technology at 2109 Commerce Drive NW, Rochester, MN 55901.

OPENING ITEMS

APPROVAL OF AGENDA

APPROVAL OF MINUTES

1. Consider approval of the minutes from the regular meeting held on October 26, 2021.

CONSENT AGENDA

2. Wastewater Treatment Facilities Improvement Project – Consider Payment of Invoice 0278134 to Bolton & Menk, Inc.
3. Consider New Federal Grant Policy
4. Consider a LG220 Application for Exempt Permit for United Way of Southwest Minnesota.
5. Consider approval of the bills/project payments

APPROVAL OF ITEMS PULLED FROM CONSENT

NEW BUSINESS

6. Wastewater Treatment Facilities Improvement Project – Project Update Presentation.
7. Consider Resolution Authorizing Execution of Mn/DOT Airport Maintenance & Operation Grant Contract No. 1047551 (SFY 2022-2023).
8. Project ST-003: South 1st Street/Greeley Street/Williams Street Reconstruction Project - Consider Resolution Ordering Preparation of Report on Improvement.
9. Project ST-004: Halbur Road Reconstruction Project - Consider Resolution Ordering Preparation of Report on Improvement.
10. Project Z51-2021: Bituminous Resurfacing on Various City Streets – Consider Change Order No. 2 (Final) and Acknowledgement of Final Pay Request No. 4.
11. Project Z75/SAP 139-124-004: South 4th Street Reconstruction Project - Consider Change Order No. 5 (Final) and Acknowledgment of Final Pay Request No. 9.
12. Project Z76: South 1st Reconstruction Project - Consider Change Order No. 4 (Final) and Acknowledgment of Final Pay Request No. 6.
13. Project Z82: North 1st Street Reconstruction Project – Consider Change Order No. 3 (Final) and Acknowledgement of Final Pay Request No. 7.
14. Statement of Annual Performance Evaluation for the City Administrator

COUNCIL REPORTS

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

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

STAFF REPORTS

- 17. City Administrator
- 18. Director of Public Works
- 19. City Attorney

ADMINISTRATIVE REPORTS

- [20.](#) Administrative Brief

INFORMATION ONLY

- [21.](#) Information Only

MEETINGS

- [22.](#) Upcoming Meetings

ADJOURN

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CITY OF MARSHALL AGENDA ITEM REPORT

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

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

The regular meeting of the Common Council of the City of Marshall was held October 26, 2021, 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, Don Edblom, John DeCramer, Russ Labat and James Lozinski. Absent: Steve Meister. Staff present included: Sharon Hanson, City Administrator; Dennis Simpson, City Attorney; Jason Anderson, Director of Public Works/ City Engineer; Annette Storm, Director of Administrative Services; Sheila Dubs, Human Resource Manager; Laura Wing, Payroll and Benefits Specialist, and Kyle Box, City Clerk.

The Pledge of Allegiance was recited at this time.

Mayor Byrnes asked for an addition to the agenda, an update from Marshall Municipal Utilities General Manager David Schelkoph.

There was a general consensus to operate under the amended agenda.

Consider approval of the minutes from a work session and regular meeting held on October 12, 2021.

Motion made by Councilmember DeCramer, Seconded by Councilmember Schafer that the minutes of the work session and regular meeting held on October 12, 2021 be approved as filed with each member and that the reading of the same be waived. Voting Yea: Mayor Byrnes, Councilmember Schafer, Councilmember Edblom, Councilmember DeCramer, Councilmember Labat, Councilmember Lozinski. The motion **Carried. 6-0**

Consider Award of Bids for Rock Salt for Street Department.

Proposals were received for 250 ton of #7 rock salt for the Street Department on October 19, 2021. Four bids were received.

The low bid was received from Mills & Miller, Inc. of Brandon, South Dakota, in the amount of \$81.50/ton for a total of \$20,375.00. The 2021 Street Department budget included \$45,000 for the purchase of winter road salt and \$8,500 for winter sand. Due to a mild winter last year, the Street Department does not require an order of sand and the salt quote was reduced from 500 ton to 250 ton.

Motion made by Councilmember Schafer, Seconded by Councilmember Labat that the Council award the bid for 250 ton of #7 Rock Salt for the Street Department to Mills & Miller, Inc. of Brandon, South Dakota, in the amount of \$81.50/ton for a total of \$20,375.00. Voting Yea: Mayor Byrnes, Councilmember Schafer, Councilmember Edblom, Councilmember DeCramer, Councilmember Labat, Councilmember Lozinski. The motion **Carried. 6-0**

Consider Approval of the Consent Agenda

Motion made by Councilmember Schafer, Seconded by Councilmember Edblom to approve the consent agenda. Voting Yea: Mayor Byrnes, Councilmember Schafer, Councilmember Edblom, Councilmember DeCramer, Councilmember Labat, Councilmember Lozinski. The motion **Carried. 6-0**

Approval for the Request from Prairie Home Hospice & Community Care for the Light Up The Night Parade on Friday, November 26, 2021.

Approval of a Special Assessment Deferral for Hardship

Approval of Resolution Number, 21-084 , a Resolution Authorizing the Creation of Internal Service Fund 701 and the Transfer of Funds From Capital Fund 401 to Internal Service Fund 701.

Approval for a LG220 Application for Exempt Permit for Shades of the Past.

Approval for authorization to advertise for bids for Towing and Storage of vehicles.

Approval of the bills/project payments

Marshall Municipal Utilities Update.

MMU General Manager David Schelkoph provided a general utility update. Manager Schelkoph discussed a future project that will be taking place at Independence Park.

Consider a Request for a Condition Use Permit.

This request by the owner and Marshall Public Schools is for a conditional use permit to have a Career and Technical Education center. Career and Technical Education, or CTE, courses provide extended opportunities for participants to increase their knowledge of an identified field of interest and gain employability skills and some entry-level technical knowledge or skills. Classes taught at this center will focus on hands-on training and work readiness skills and will be mostly automotive and construction related: Welding, Auto Body, Auto Mechanics, Electrical, Plumbing, HVAC, and Certified Nursing Assistant (CNA). Students will be coming to this building for these classes but will be taught regular high school courses in other school buildings. There may be up to 50 to 60 students in this building at a time.

This area is in an I-2 General Industrial District. Ordinance lists industrial training schools as a permitted use in this district. The use proposed by the School District seems to be similar to the permitted use and therefore eligible for a Conditional Use Permit as a use of the same general character as a permitted use. Definition of a principle use that determines zoning district placement and compliance includes a requirement to occupy at least 75 percent of the building; as the only class not related to construction and technical field, CNA class will be limited to not more than 25 percent of the students by one of the conditions. To limit traffic and other impact on surrounding area, the number of students is limited to 60 at a time and an adequate parking lot is required by additional conditions.

The conditional use permit regulations are found in Section 86-46.

At the Planning Commission meeting on October 13, 2021, after a public hearing, a motion was made by Fox, seconded by Schroeder, to recommend approval as recommended by city staff to City Council. ALL VOTED IN FAVOR.

Motion made by Councilmember Lozinski, Seconded by Councilmember Schafer that the City Council approve the request of Sandra K Mosch for a Conditional Use Permit for a Career and Technical Education Center as a use similar to a permitted use with the following conditions applied:

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

5. That paved parking will be provided as required by Ordinance.

Voting Yea: Mayor Byrnes, Councilmember Schafer, Councilmember Edblom, Councilmember DeCramer, Councilmember Labat, Councilmember Lozinski. The motion **Carried. 6-0**

Consider approval of 2022 Health Insurance with BCBS

National Insurance Services (NIS) is our broker for health and dental insurances. Bill Chukuske was present at the Council work session on October 12, 2021 and provided our PEIP renewal proposal as well as results of an RFP for alternative health insurance carriers for 2022. Bill is unable to attend the meeting on October 26; in his place, our NIS account manager, Mari Wagner, will be present to provide a brief overview of the PEIP renewal and the RFP results for alternative health insurance carriers.

For 2022, the PEIP renewal proposal reflected a 9% increase. However, the City's 2-year commitment with PEIP expires on 12/31/2021; therefore, the City is not required to enter into this renewal. Staff are not recommending renewal with PEIP for 2022.

NIS completed a Request for Proposals for health insurance options from alternative carriers for 2022. A summary of the lowest cost proposals received was presented at the work session.

The lowest cost proposal was received by BCBS of Minnesota. The BCBS proposal provides a cost reduction in total premium, includes a 2nd year rate cap, and requires a 2-year commitment from the City. Staff are recommending the Council approve a 2-year commitment with BCBS of Minnesota for health insurance for 2022-2023.

Cost projections are estimated based upon current plan enrollment. The estimated 2022 cost decrease is \$176,992.06. See packet enclosure for a breakout by Fund.

Motion made by Councilmember Labat, Seconded by Councilmember Lozinski To approve the two-year Health Insurance Plan with BCBS of MN, cost-share Option B. Voting Yea: Mayor Byrnes, Councilmember Schafer, Councilmember DeCramer, Councilmember Labat, Councilmember Lozinski. Voting Nay: Councilmember Edblom. The motion **Passed. 5-1**

Consider approval of a two-year renewal with Delta Dental for 2022-2023

National Insurance Services (NIS) is our broker for health and dental insurances. Bill Chukuske was present at the Council work session on October 12, 2021 and provided our Delta Dental renewal information. Bill is unable to attend the meeting on October 26; in his place, our NIS account manager, Mari Wagner, will be present to provide a brief overview of the renewal. For 2022-2023, the Delta Dental renewal reflects a 4% increase with a 2-year rate guarantee. Staff are recommending renewal with Delta Dental for 2022-2023 using the 80-20% cost share. The costs by fund in the background materials exclude retirees, Library, and Public Housing employees.

Motion made by Councilmember DeCramer, Seconded by Councilmember Edblom to approve the 2022-23 Delta Dental renewal option A. Voting Yea: Mayor Byrnes, Councilmember Schafer, Councilmember Edblom, Councilmember DeCramer. Voting Nay: Councilmember Labat, Councilmember Lozinski. The motion **Passed. 4-2**

Renew Lease Agreement with Enterprise Leasing Company at Southwest Minnesota Regional Airport.

City staff has been in contact with Enterprise leasing staff for many months working toward resolution on a new lease agreement. The existing lease agreement has been expired since 2011 and needs replacement.

To meet new company requirements, Enterprise requires an indoor vehicle detailing location for all-year vehicle cleaning and maintenance. To help accommodate this need, City staff has been allowing Enterprise to utilize the 'wash bay' space in the city maintenance building that is attached to the WPA hangar building.

Long term, Enterprise requires this 'wash bay' area to be improved to meet company standards. This includes epoxy floor painting, mold-resistant wall board, improved lighting, and some additional outlet locations. To accommodate Enterprise's needs, the City is proposing to install these improvements with our staff if Enterprise agrees to pay for the materials. Material costs are estimated at \$1,500.

The Airport Commission reviewed the agreement and recommended approval to the City Council at their October 5, 2021 meeting. The proposed agreement identifies the new wash bay space for Enterprise use, it updates parking space locations for Enterprise use, and it includes new monthly rental rates for the next five years. The rental rates for the first 3 years reflect a similar rate that was paid in the old agreement. Enterprise has cited our small market and difficult rental vehicle market in recent years as reasons for maintaining a similar rental rate. The rental rate is scheduled to increase in both 2025 and 2026.

Motion made by Councilmember Schafer, Seconded by Councilmember DeCramer that the Council authorize the execution of the lease agreement with Enterprise Leasing Company of Eagan, Minnesota. Voting Yea: Mayor Byrnes, Councilmember Schafer, Councilmember Edblom, Councilmember DeCramer, Councilmember Lozinski
Voting Nay: Councilmember Labat. The motion **Passed. 5-1**

Project Z77: Legion Field Stormwater Improvements Project - Consider Change Order No. 3 (Final) and Final Pay Request No. 5.

This project consists of the following: Construction of normally dry stormwater detention basins and associated stormwater piping and improvements. Minor street patching and repair will be required. The project will occur on and between Out lot A of Buffalo Ridge Addition and Legion Field Park. The items on Change Order No. 3 (Final Reconciling Change Order) for the above project are the result of final measurements and changes in item quantities during construction. All work has been completed in accordance with the specifications. The Final Pay Request (No. 5) in the amount of \$8,244.01.

Change Order No. 3 (Final) results in a contract decrease in the amount of (\$9,073.10) and a total contract amount of \$265,902.65. The original contract amount was \$277,943.00.

Motion made by Councilmember Schafer, Seconded by Councilmember Labat that the Council approve Change Order No. 3 (Final), resulting in a contract decrease in the amount of (\$9,073.10) and acknowledge Final Pay Request (No. 5) in the amount of \$8,244.01 for the above-referenced project to Towne & Country Excavating LLC of Garvin, Minnesota. Voting Yea: Mayor Byrnes, Councilmember Schafer, Councilmember Edblom, Councilmember DeCramer, Councilmember Labat, Councilmember Lozinski. The motion **Carried. 6-0**

Project Z84: Legion Field Park River Stabilization Project -- Consider Change Order No. 1 (Final) and Acknowledgement of Final Pay Request No. 1.

The Redwood River enters the Legion Field Park area adjacent to the park shelter in the southwest portion of the park. Over the last several years, the riverbank has eroded several feet closer to the park shelter facilities. Currently, the riverbank has eroded immediately behind the water fill spigot and bituminous apron around the park shelter. City Engineering staff has identified a stabilization project to reclaim some of the lost riverbank and reinforce the bank with riprap rock. Staff originally budgeted \$100,000 to perform riverbank stabilization at this location and another location

adjacent to the bike path on the east portion of the park near the city pool entrance road. Staff removed the stabilization adjacent to the bike path to coordinate stabilization needs with potential bike path relocation due to the future aquatic center design. The items on Change Order No. 1 (Final Reconciling Change Order) for the above project are the result of final measurements and changes in item quantities during construction. All work has been completed in accordance with the specifications. The Final Pay Request (No. 1) in the amount of \$37,127.16.

Change Order No. 1 (Final) results in a contract decrease in the amount of (\$36.34) and a total contract amount of \$37,127.16. The original contract amount was \$37,163.50.

Motion made by Councilmember Edblom, Seconded by Councilmember DeCramer that the Council approve Change Order No. 1 (Final), resulting in a contract decrease in the amount of (\$36.34) and acknowledge Final Pay Request (No. 1) in the amount of \$37,127.16 for the above-referenced project to A&C Excavating, LLC of Marshall, Minnesota. Voting Yea: Mayor Byrnes, Councilmember Schafer, Councilmember Edblom, Councilmember DeCramer, Councilmember Labat, Councilmember Lozinski. The motion **Carried. 6-0**

Consider Appointments to Various City Boards, Commissions, and Authorities.

The applicant for the following position met with members of the council and school board on October 22, 2021.

Community Services Advisory Board, Lindsey Steffes – unexpired term set to expire 02/28/2024

Motion made by Councilmember Labat, Seconded by Councilmember DeCramer To approve the nominations to various City Boards, Commissions, and Authorities. Voting Yea: Mayor Byrnes, Councilmember Schafer, Councilmember Edblom, Councilmember DeCramer, Councilmember Labat, Councilmember Lozinski. The motion **Carried. 6-0**

Commission/Board Liaison Reports

Byrnes No Report

Schafer No Report

Edblom Planning Commission met and acted on the items approved by the City Council.

DeCramer Marshall Municipal Utilities Commission met and discussed the power rates will change to time of use billing and that there will be a 5% cost reduction in 2022 for all customers. MMU completed 13 months of 100% reliability. The MMU/ COM partnership agreement will come before the council on November 23.

Economic Development Authority met and listened to a presentation on the school districts CEO program.

Labat No Report

Lozinski No Report

Councilmember Individual Items

Councilmember Schafer thanked staff for street cleaning during the fall months.

City Administrator

City Administrator, Sharon Hanson provided an update from the Community survey. Administrator Hanson commented that there is good support for parks projects and future sales tax. There will be two known future work sessions regarding the aquatic center and the 2022 budget. Hanson commented that the library committee will be to review the 2022 budget request. Staff and Councilmember Schafer did have a conversation with the Department of Agriculture on the pending Helena Chemical property.

Director of Public Works

Director of Public Works/ City Engineer Jason Anderson provided an update on ongoing street cleaning and sweeping. Anderson discussed an upcoming agenda item the Public Improvement and Transportation Committee (Downtown parking lots and proposed no parking streets). Staff and the contractor for Country Club Drive came to an agreement that the city will receive approximately \$22,000 for surface defects regarding the project.

City Attorney

City Attorney Dennis Simpson provided an update from a conversation had with the Minnesota Department of Agriculture. Attorney Simpson discussed future sale and closing of the Mosch property.

Information Only

There were no questions on the information items.

Upcoming Meetings

There were no questions on the upcoming meetings.

Adjourn

Motion made by Councilmember Schafer, Seconded by Councilmember Lozinski to adjourn. Voting Yea: Mayor Byrnes, Councilmember Schafer, Councilmember Edblom, Councilmember DeCramer, Councilmember Labat, Councilmember Lozinski. The motion **Carried. 6-0**

Mayor

Attest:

City Clerk

Meeting Date:	Tuesday, November 9, 2021
Category:	CONSENT AGENDA
Type:	ACTION
Subject:	Wastewater Treatment Facilities Improvement Project – Consider Payment of Invoice 0278134 to Bolton & Menk, Inc.
Background Information:	<p>Attached are the following for the above-referenced project:</p> <ol style="list-style-type: none"> 1) Invoice 0278134 to Bolton & Menk, Inc., of Mankato, Minnesota, in the amount of \$7,415.00 <p>As this project is financed with a Public Facilities Authority low interest loan through the State of Minnesota, pay applications are required to be placed on the City Council agenda for approval.</p>
Fiscal Impact:	This project is financed with a Public Facilities Authority low interest loan through the State of Minnesota.
Alternative/ Variations:	No alternative actions recommended.
Recommendations:	that the Council authorize payment of Invoice 0278134 to Bolton & Menk, Inc., of Mankato, Minnesota, in the amount of \$7,415.00.



Real People. Real Solutions.

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

Payment by Credit Card Available Online at www.Bolton-Menk.com
 To Ensure Proper Credit, Provide Invoice Numbers with Payment

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

October 22, 2021
 Project No: T22.115360
 Invoice No: 0278134
 Client Account: MARS

Marshall/WWTF Improvements

Marshall WWTF Improvement

Professional Services per Agreement from September 18, 2021 through October 15, 2021:

Construction Services (004)

Professional Services

	Hours	Amount
Meetings/Hearing/Presentation		
Principal	34.00	6,460.00
Word Processing/Data Entry		
Administrative	.50	55.00
Contract Admin/Construction Engineering		
Design Engineer	2.00	370.00
Construction Observation		
Senior Technician	3.00	465.00
Grant/Funding Application		
Specialist	.50	65.00
Totals	40.00	7,415.00
Total Labor		7,415.00

Billing Limits

	Current	Prior	To-Date
Total Billings	7,415.00	693,776.98 ✓	701,191.98 ✓
Limit			900,000.00 ✓
Remaining			198,808.02 ✓
		Total this Task	\$7,415.00

Total this Invoice \$7,415.00

VENDOR # 0724
 INVOICE # 278134
 \$ AMOUNT 7,415.00
 DATE 11/1/21
 ACCT & PROJ # 602-49500-55120 W 13
 DESCRIPTION WWTF Improvement Project
 SIGNATURE [Signature]



CITY OF MARSHALL AGENDA ITEM REPORT

Meeting Date:	Tuesday, November 9, 2021
Category:	CONSENT AGENDA
Type:	ACTION
Subject:	Consider New Federal Grant Policy
Background Information:	<p>The City of Marshall was awarded a grant for the Coronavirus State and Local Fiscal Recovery Funds. Since this grant is a federal award, the City should have a grant policy in place to ensure proper steps are taken to ensure compliance.</p> <p>The National Government and Finance Officers Association (GFOA) recommends governments develop a formal grant policy and the policy at a minimum contain the 5 components (see attachment for listing)</p> <p>Staff have developed the attached policy that was reviewed by the Ways and Means Committee on 11/2/21 and approved for the full council consideration tonight.</p> <p>This policy started from a template that was recommended by our current auditors and then edits were made to fit current City procedures.</p>
Fiscal Impact:	
Alternative/ Variations:	
Recommendations:	Approve New Federal Grant Policy

FEDERAL GRANT POLICY

POLICIES – FEDERAL GRANTS OVERVIEW

Purpose - This manual has been prepared to document the policies for the administration of federal awards of the City of Marshall pursuant to Title 2; Subtitle A; Chapter II; Part 200 of the Code of Federal Regulations.

The Office of Management and Budget (OMB) Uniform Grant Guidance Compliance Supplement (UGG) require all sub-recipients of federal funds to establish and maintain internal controls designed to reasonably ensure compliance with Federal laws, regulations and program compliance requirements.

Written policies are part of the necessary internal controls and are required as a precondition to receiving federal funds. These policies are intended to be sufficiently comprehensive to adequately meet such requirements. However, in no case are these policies intended to supersede or limit federal or state laws or regulations, or the provisions of individual grant agreements.

Hierarchy of Authority - In the event that conflicting guidance on the administration of federal awards is available, the City has deemed federal guidance to be most authoritative, followed by other state or local agencies.

Revisions - Guidance provided by the federal government through the OMB UGG are expected to be updated each year. Such updates are considered by the City as they become available, and policies will be revised accordingly.

The City Administrator, Director of Administrative Services, and designees are authorized and required to establish and document policies to ensure compliance with the provisions of federal and state regulations and the provisions of grant agreements. Such policies are documented herein and will be reviewed and updated as necessary.

GRANT ADMINISTRATION

The following policies will also be applied to the extent that they do not conflict with or contradict any existing Council policies:

- Grant Development, Application, and Approval
 - *Authorization* – Prior to development of a grant proposal, each department shall obtain approval from the City Administrator.
 - *Grant Budgets* – Most grants require the submission of an expenditure budget. The Finance Director will review this portion of the grant request prior to submission. Frequently, a technical review will discover inconsistencies in the calculations, cost centers that might

have been overlooked, or identify reimbursable expenses of which program staff may not be aware—particularly indirect costs.

- *Matching Funds* – Grants that require cash local matches must be coordinated through the Finance Department to determine the strategy for securing matching funds. At a minimum, funds must be identified within the existing budget or Capital Improvement Plan. Depending on the nature of the grant, there may also be some policy implications that will bear discussion. (For example, will the grant establish a level of service that cannot be sustained once the grant funds are depleted?)
- *Legislative Approval* – The point at which legislative approval is required is determined by the requirements of the grant program. If the grant must be submitted by “an individual authorized by the legislative body”, then City Council approval is required prior to submitting the application. If such legislative approval is not specifically required by the written terms of the grant, then the City Administrator or designee may, at his or her discretion, approve grant applications.
- Grant Program Implementation
 - *Award* – Official notification of a grant award is typically sent by a funding agency to the program director and/or other official designated in the original grant proposal. The City Administrator and/or the Director of Administrative Services shall designate a Grant Manager who will be responsible for administering the grant.
 - *Documentation* – The Grant Manager shall create a file for the grant, including but not limited to the following documents:
 - ❖ Grant application and respective submittal information
 - ❖ Notice of grant award
 - ❖ Fully executed grant agreement
 - ❖ City Council support (i.e. resolutions, minutes, etc.)
 - ❖ Budgets
 - ❖ Reimbursement request forms
 - ❖ Contact information for awarding agency
 - *Establish Financial Framework* – The Grant Manager shall provide the Finance Director with information needed to establish revenue and expense accounts for the project, as well as a project activity code for tracking purposes.
- Grant Program Compliance
 - *Identification* – The Grant Manager, in conjunction with the City Administrator and/or Finance Director shall fully read the grant agreement/contract to identify and summarize compliance requirements and references to specific laws and regulations.
 - *Training* – The Grant Manager, in conjunction with the City Administrator and/or Finance Director shall identify whether City staff is capable of ensuring compliance and whether training is necessary.
 - *Compliance Supplement* – The Grant Manager shall obtain the appropriate Compliance Supplement published by the OMB.
 - *Internal Controls* – The Grant Manager, in conjunction with the City Administrator and/or Finance Director shall establish an appropriate system of internal controls and document

policies to ensure compliance with the provisions of federal and state regulations and the provisions of grant agreements.

- *Audit* – The Finance Director shall inform the City’s independent auditors that the City has been awarded a federal grant and discuss and plan for the possibility of a single audit.

ACCOUNTING AND FINANCIAL MANAGEMENT

It is the policy of the City to comply with all statutory, regulatory, and contractual requirements in the conduct of, and accounting for, its financial operations. The official books of record for the City will be maintained subject to the following provisions:

- *Accounting Standards* - The City will account for its operations in accordance with the Generally Accepted Accounting Principles (GAAP) applicable to local units of government.
- *Calendar Year*- The City accounts for its operations on a calendar year. Occasionally, the fiscal year for the granting agency will not coincide with the City’s fiscal year. This may require the Grant Manager and Finance Director to make adjustments to the City’s budget accounts and interim financial reports as well as special handling during year-end close.
- *Grant Budgets* – The City will request prior approval from federal agencies for program or budget changes. The terms of each specific grant will dictate whether any budget transfers between budgeted line items will be permitted. In no case will the Grant Manager be authorized to exceed the total budget authority provided by the grant. If grant funds have not been totally expended by fiscal year-end, it is the responsibility of the Grant Manager to notify the Finance Director that budget funds need to be carried forward to the new fiscal year, and to confirm the amounts of such carryforwards. Carryforwards of grant funds will be subjected to maximum allowable amounts/percentages based on the grant award agreement and/or the OMB UGG.
- *Monitoring Grant*– The Grant Manager may use some internal mechanism (such as a spreadsheet) to monitor grant revenues, expenditures, and budgetary compliance, at the grant level. The Finance Director maintains all this information in financial software system as well; this is the City’s “official” accounting system by the granting agencies.
- *Grant Managers* are strongly encouraged to use financial software reports provided by the Finance Department for their grant tracking. If any “off-system” accounting records are maintained, it is the responsibility of the Grant Manager to ensure that the program’s internal records agree to the City’s accounting system.
- *Capital Assets* – The City is responsible for maintaining an inventory of assets purchased with grant funds. The City is accountable for them and must make them physically available for inspection during any audit. The City Council must approve of any sale of these assets. Customarily, the proceeds of the sale can only be used on the grant program that purchased them. (Refer to the specific regulations governing the original grant). All transactions that involve the acquisition or disposal of grant funded capital assets must be immediately brought to the attention of the Director of Administrative Services.

YEAR-END CLOSING AND REPORTING

The following provisions will govern the year-end close-out process of the City for purposes of external financial reporting:

- *Reporting Standards* - The City prepares its financial statements in accordance with Governmental Accounting Standards Board (GASB) guidance.
- *Audit* – Minnesota Statutes require that the financial statements of the City be audited annually by the State Auditor or a Certified Public Accountant.
- *Single Audit* – To the extent that the City has expended federal awards in excess of the applicable single audit limit (currently \$750,000), the City will have a single audit performed in accordance with OMB UGG. The City will accumulate the information necessary to prepare a schedule of expenditures of federal awards (“SEFA”) in accordance with Federal and State requirements. This schedule will be characterized as follows:

RECORDS RETENTION

The City has adopted the state’s records retention schedule as its official guide for records storage, filing, and destruction. In the absence of record retention in the grant agreement, the City’s state’s records retention schedule will be followed.

COMPLIANCE REQUIREMENTS

Each year the federal government (Office of Management and Budget) issues a comprehensive document on the compliance requirements each grant recipient is obligated to follow in general terms, along with program-specific guidance on various grant awards. There are 12 compliance requirements identified, each of which is considered individually in this manual.

The following pages document the policies of the City related to compliance. In each year that the City is subject to a single audit, applicable compliance requirements are expected to be tested in detail by the City’s independent auditors.

ACTIVITIES ALLOWED OR UNALLOWED & ALLOWABLE COSTS/COSTS PRINCIPLES

It is the policy of the City of that only costs that are reasonable, allowable, and allocable to a federal award shall be charged to that award directly or indirectly. All unallowable costs shall be appropriately segregated from allowable costs in the general ledger in order to assure that unallowable costs are not charged to Federal awards.

CASH MANAGEMENT

In order to ensure compliance with these requirements, the City has implemented the following:

- Substantially all of the City’s grants are awarded on a reimbursement basis. As such, program costs will be expended and disbursed prior to requesting reimbursement from the grantor agency.
- Cash draws will be initiated by the Finance Director in conjunction with the Grant Manager, who will determine the appropriate draw amount. Documentation of how this amount was

determined will be retained and signed/dated.

- The physical draw of cash will be processed through the means prescribed in the grant agreement.
- Supporting documentation and a copy of the cash draw paperwork will be filed along with the approved paperwork described above and retained for audit purposes.

ELIGIBILITY

In order to ensure compliance with these requirements, the City has implemented the following:

- Federal grants will only benefit those individuals and/or groups of participants that are deemed to be eligible.

EQUIPMENT AND REAL PROPERTY MANAGEMENT

The City may occasionally purchase equipment and real property that will be used on a program funded by a federal grantor agency. The following policies will also be applied, to the extent that they do not conflict with or contradict any existing City policies:

- All equipment will be used in the program for which it was acquired or, when appropriate and allowable, other federal programs.
- When required, purchases of equipment will be pre-approved by the grantor or pass-through agency. The Finance Director, or Grant Manager will be responsible for ensuring that equipment purchases have been previously approved, if required, and will retain evidence of this approval.
- Equipment records will be maintained and an appropriate system shall be used to safeguard equipment, as described in the City's separate Capital Asset policy.
- When equipment is no longer needed for a federal program, it may be retained or sold with the federal agency having a right to a proportionate amount of the current fair market value. Proper sales procedures shall be used that provide for competition to the extent practicable and result in the highest possible return.

MATCHING, LEVEL OF EFFORT AND EARMARKING

The City defines "matching", "level of effort", and "earmarking" consistent with the definitions of the OMB UGG:

- *Matching* - or cost sharing includes requirements to provide contributions (usually non-federal) or a specified amount or percentage of match federal awards. Matching may be in the form of allowable costs incurred or in-kind contributions (including third-party in-kind contributions).
- *Level of effort* - includes requirements for (a) a specified level of service to be provided from period to period, (b) a specified level of expenditures from non-federal or federal sources for specified activities to be maintained from period to period, and (c) federal funds to supplement and not supplant non-federal funding of services.
- *Earmarking* - includes requirements that specify the minimum and/or maximum amount of percentage of the program's funding that must/may be used for specified activities, including funds provided to sub-recipients. Earmarking may also be specified in relation to the types of

participants covered.

PERIOD OF PERFORMANCE

In order to ensure compliance with these requirements, the City has implemented the following:

- Costs will be charged to an award only if the obligation was incurred during the funding period (unless pre- approved by the federal awarding agency or pass-through grantor agency).
- All obligations will be liquidated not later than 90 days after the end of the funding period (or as specified by program legislation).
- Compliance with period of performance requirements will initially be assigned to the individual approving the allowability of the expense/payment. This will be subject to review and approval by the Finance Director as part of the payment processing.

PROCUREMENT, SUSPENSION AND DEBARMENT

It is the policy of the City to ensure that all disbursements of City funds are properly reviewed and authorized, and consistent with sound financial management principles, and made in compliance with all applicable federal, state and local laws. In order to meet these objectives, all disbursements of City funds shall be subject to the following provisions, to the extent that they do not conflict with or contradict with any specific federal, state or local law or Council policies (the most specific or restrictive law, policy or procedure will be followed).

- *Conflicts of Interest* – Substantial state and federal requirements exist pertaining to standards of conduct and conflict of interest. It is the intent of the City for all employees, officers, or agents to conduct all activities associated with procurements in compliance with the highest ethical standards, including the avoidance of any real or perceived conflict of interest. It is also the intent of the City to impose appropriate sanctions or disciplinary actions, including but not limited to termination and/or prosecution, for any employees or officers who violate any of these requirements.
- *Debarment and Suspension* - The City will not subcontract with or award subgrants to any person or company who is debarred or suspended from receiving federal funds.
- *Procurement Under Federal Awards* – Procurement of goods and services whose costs are charged to federal awards received by the City are subject to all of the specific purchasing policies of the City. In addition, procurements associated with federal awards are subject to the following supplemental policies:
 - The City avoids the acquisition of unnecessary or duplicative items. Additionally, the City considers consolidating or breaking out procurements to obtain a more economical purchase.
 - Where appropriate, the City makes an analysis of leases versus purchase alternatives, and other appropriate analyses to determine the most economical approach.
 - To foster greater economy and efficiency, the City enters into state and local intergovernmental agreements where appropriate for procurement or use of common or shared goods and services. This includes cooperative purchasing agreements where practical and beneficial. Depending on the purchase requested, the City may purchase it

from a cooperative or inter-local agreement if the price is competitive and the goods or service are needed in a timely manner. The Director of Administrative Services and the City Administrator will make this determination.

- The City awards contracts only to responsible contractors possessing the ability to perform successfully under the terms and conditions of a proposed procurement. The City considers such matters as contractor integrity and business ethics, compliance with public policy, ability to complete the project on time and in accordance with specifications, record of past performance, and the contractor's financial and technical resources.
- All procurement transactions paid with federal funds are conducted in a manner providing full and open competition. In an environment of full and open competition, no proposer or bidder has a competitive advantage over another. All potential proposers and bidders must be provided the same information and have the same opportunity to submit a bid or proposal. Providing a competitive advantage to one or more potential proposers or bidders over another can open up the potential for disputes and lawsuits that can be costly and can significantly delay the completion of projects.
- The City will award a contract to a contractor who has the appropriate experience, expertise, qualifications, and any required certifications, necessary to perform the work. Contractors should also have the financial resources to sustain the project while the initial work is being completed and during each service period until he or she submits invoices for payment to the City as work is completed. Contractors should have the proper equipment or the capability to subcontract for the proper equipment necessary to complete the contracted work.
- The City will maintain records sufficient to detail the history of procurement. These records will include, but are not necessarily limited to the following: rationale for the method of procurement, selection of contract type, contractor selection or rejection, and the basis for the contract price.
- All solicitations will incorporate a clear and accurate description of the technical requirements for the material, product, or service to be procured. Such description must not, in competitive procurements, contain features which unduly restrict competition. The description may include a statement of the qualitative nature of the material, product or service to be procured and, when necessary, must set forth those minimum essential characteristics and standards to which it must conform if it is to satisfy its intended use. Detailed product specifications should be avoided if at all possible. When it is impractical or uneconomical to make a clear and accurate description of the technical requirements, a "brand name or equivalent" description may be used as a means to define the performance or other salient requirements of procurement. The specific features of the named brand which must be met by offers must be clearly stated. All solicitations will also identify all requirements which the offerors must fulfill and all other factors to be used in evaluating bids or proposals.
- All necessary affirmative steps will be taken to assure that minority businesses,

- women's business enterprises, and labor surplus area firms are used when possible.
 - All procurement files will be made available for inspection upon request by a federal grantor agency.
 - All contracts will require the contractor to certify in writing that it has not been suspended or disbarred from doing business with any Federal agency.
- Methods of Procurement – The City will make independent estimates of the goods or services being procured before receiving bids or proposals to get an estimate of how much the goods and services are valued in the current market. The City will follow all procedures within its existing Purchasing Policy and use one of the following methods:
 - Procurement by Micro-Purchase - federal methods provide for procurement by micro-purchase, which is a purchase of supplies or services using simplified acquisition procedures, the aggregate amount of which does not exceed \$10,000. The micro-purchase method is used in order to expedite the completion of its lowest-dollar small purchase transactions and minimize the associated administrative burden and cost.
 - Procurement by Small Purchase – federal methods provide for procurement by small purchase procedures, which may be used in those relatively simple and informal procurement methods for securing nonprofessional services, supplies, or other property that do not cost more than \$250,000.
 - Procurement by Sealed Bids – federal and state methods provide for procurement by sealed bids, where a fixed price contract (lump sum or unit price) is awarded to the responsible bidder whose bid, conforming to all material terms and conditions of the invitation for bids is the lowest in price.
 - Noncompetitive Proposals - procurement by noncompetitive proposals is procurement through solicitation of a proposal from only one source and may be used when using federal funds only when one or more of the following circumstances apply:
 - ❖ The item is available only from a single source. This must be documented.
 - ❖ The public exigency or emergency for the requirement will not permit a delay resulting from competitive solicitation.
 - ❖ Any federal awarding agency expressly authorizes noncompetitive proposals in response to a written request from the City.
 - ❖ After solicitation of a number of sources, competition is determined inadequate.

PROGRAM INCOME

Program income will include but will not be limited to: income from fees for services performed, the use or rental of real or personal property acquired with grant funds, the sale of commodities or items fabricated under a grant agreement, and payments of principal and interest on loans made with grant funds. It will not include interest on grant funds unless otherwise provided in the federal awarding agency regulations or terms and conditions of the award.

Program income earned during the project period shall be retained by the City, and in accordance with federal grantor agency regulations, shall be used in one or more of the following:

- Added to the project budget as funds committed to the project by the federal grantor agency and the City, and used to further eligible project or program objectives.
- Used to finance the non-federal share or matching requirements.
- Deducted from the total project or program outlays

In the absence of specific guidance in the Federal awarding agency regulations or the terms and conditions of the award, program income shall be deducted from program outlays.

Unless federal grantor agency regulations or the terms and conditions of the award provide otherwise, the City shall have no obligation regarding program income earned after the end of the project period.

REPORTING

The City strives to provide management, staff and funding sources with timely and accurate financial reports applicable to federal awards. Preparation of these reports shall be the responsibility of Grant Manager, subject to review by the Finance Director. The City shall prepare and submit financial reports as specified by the financial reporting clause of each grant or contract award document. Information will be collected with the frequency required by the terms and conditions of the federal award, but no less frequently than annually nor more frequently than quarterly except in unusual circumstances (as specified in the grant agreement).

SUB-RECIPIENT MONITORING

The City will ensure that every subaward is clearly identified to the subrecipient as a subaward and includes the following information at the time of the subaward and, if any of these data elements change, include the changes in subsequent subaward modification. Required information includes:

- Federal Award Identification.
 - Subrecipient name (which must match the name associated with its unique entity identifier);
 - Subrecipient's unique entity identifier;
 - Federal Award Identification Number (FAIN);
 - Federal Award Date (see §200.39 Federal award date) to the recipient by the Federal agency;
 - Subaward Period of Performance Start and End Date;
 - Amount of Federal Funds Obligated by this action by the pass-through entity to the subrecipient;
 - Total Amount of Federal Funds Obligated to the subrecipient by the pass-through entity including the current obligation;
 - Total Amount of the Federal Award committed to the subrecipient by the pass-through entity;
 - Federal award project description, as required to be responsive to the Federal Funding Accountability and Transparency Act (FFATA);
 - Name of Federal awarding agency, pass-through entity, and contact information for

- awarding official of the Pass-through entity;
- CFDA Number and Name; the pass-through entity must identify the dollar amount made available under each Federal award and the CFDA number at time of disbursement;
- Identification of whether the award is R&D; and
- Indirect cost rate for the Federal award (including if the de minimis rate is charged per §200.414 Indirect (F&A) costs).

SPECIAL TESTS AND PROVISIONS

In order to ensure compliance with these requirements, the City has implemented the following:

- The Finance Director will be assigned the responsibility for identifying financial-related compliance requirements for special tests and provisions, determining approved methods for compliance, and retaining any necessary documentation. Program-related compliance requirements will be the responsibility of the department administering the grant.

Passed and adopted by the Common Council this 9th day of November 2021

THE COMMON COUNCIL

ATTEST:

Mayor of the City of Marshall, MN

City Clerk

**CITY OF MARSHALL
AGENDA ITEM REPORT**

Meeting Date:	Tuesday, November 9, 2021
Category:	CONSENT AGENDA
Type:	ACTION
Subject:	Consider a LG220 Application for Exempt Permit for United Way of Southwest Minnesota.
Background Information:	Attached is an application for Exempt Permit for United Way of Southwest Minnesota for an event to be held on January 21, 2022 at Brau Brothers Brewing Company.
Fiscal Impact:	There is no City fee for this permit.
Alternative/Variations:	None Recommended.
Recommendations:	BE IT RESOLVED, that the City Council hereby (1) grants local unit of government approval to United Way of Southwest Minnesota to hold a raffle on January 21, 2022, at Brau Brothers Brewing Company, (2) acknowledges the receipt of LG220 Application of Exempt Permit, (3) waives the 30-day waiting period, and (4) authorizes and directs the appropriate city personnel to complete and sign the LG220 Application for Exempt Permit on behalf of the City of Marshall

MINNESOTA LAWFUL GAMBLING
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: [REDACTED]
Minnesota Tax ID Number, if any: _____ Federal Employer ID Number (FEIN), if any: [REDACTED]
Mailing Address: PO Box 41
City: Marshall State: MN Zip: 56258 County: Lyon
Name of Chief Executive Officer (CEO): Sarah Kicmal
CEO Daytime Phone: 507-929-2273 CEO Email: sarah.kicmal@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 21, 2022
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**

The application is acknowledged with no waiting period.

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).

The application is denied.

Print City Name: _____

Signature of City Personnel: _____

Title: _____ Date: _____

The city or county must sign before submitting application to the Gambling Control Board.

**COUNTY APPROVAL
for a gambling premises
located in a township**

The application is acknowledged with no waiting period.

The application is acknowledged with a 30-day waiting period, and allows the Board to issue a permit after 30 days.

The application is denied.

Print County Name: _____

Signature of County Personnel: _____

Title: _____ Date: _____

TOWNSHIP (if required by the county)
On behalf of the township, I acknowledge that the organization is applying for exempted gambling activity within the township limits. (A township has no statutory authority to approve or deny an application, per Minn. Statutes, section 349.213.)

Print Township Name: _____

Signature of Township Officer: _____

Title: _____ Date: _____

CHIEF EXECUTIVE OFFICER'S SIGNATURE (required)

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

Chief Executive Officer's Signature: Sarah Kimal Date: 9-23-21
(Signature must be CEO's signature; designee may not sign)

Print Name: Sarah Kimal

REQUIREMENTS

Complete a separate application for:

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

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

Financial report to be completed within 30 days after the gambling activity is done:
A financial report form will be mailed with your permit. Complete and return the financial report form to the Gambling Control Board.

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

MAIL APPLICATION AND ATTACHMENTS

Mail application with:

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

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

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

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

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

An equal opportunity employer



CITY OF MARSHALL AGENDA ITEM REPORT

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



Marshall, MN

Council Check Report

By Vendor Name

Date Range: 10/29/2021 - 11/09/2021

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: AP-REG AP						
4193	A & C EXCAVATING	10/29/2021	Regular	0.00	50,421.70	119999
0542	ABRA AUTOBODY AND GLASS INC	10/29/2021	Regular	0.00	450.15	120000
5813	ACE HOME & HARDWARE	10/29/2021	EFT	0.00	140.29	8011
5813	ACE HOME & HARDWARE	11/05/2021	EFT	0.00	1,117.46	8066
0548	ACTION SPORTS INC	10/29/2021	EFT	0.00	37.99	8012
0548	ACTION SPORTS INC	11/05/2021	EFT	0.00	5.82	8067
0560	AFSCME COUNCIL 65	11/05/2021	EFT	0.00	1,384.80	8068
6412	AG PLUS COOPERATIVE	10/29/2021	EFT	0.00	1,870.48	8013
0567	ALEX AIR APPARATUS INC	10/29/2021	EFT	0.00	245.01	8014
0578	AMAZON CAPITAL SERVICES	10/29/2021	EFT	0.00	23.98	8015
0578	AMAZON CAPITAL SERVICES	11/05/2021	EFT	0.00	7.10	8069
0583	AMERICAN FAMILY LIFE ASSURANCE CO	10/29/2021	EFT	0.00	2,726.16	8016
0658	AP DESIGN	10/29/2021	EFT	0.00	70.00	8018
0658	AP DESIGN	11/05/2021	EFT	0.00	475.00	8070
6694	ARAMARK UNIFORM & CAREER APPAREL GROUP,	11/05/2021	EFT	0.00	82.38	8071
0630	ARCTIC GLACIER	10/29/2021	Regular	0.00	213.47	120001
0630	ARCTIC GLACIER	11/05/2021	Regular	0.00	239.60	120045
0629	ARNOLD MOTOR SUPPLY	11/05/2021	Regular	0.00	19.59	120046
5447	ARTISAN BEER COMPANY	10/29/2021	Regular	0.00	361.45	120002
5447	ARTISAN BEER COMPANY	11/05/2021	Regular	0.00	1,094.60	120047
0632	ASCAP	10/29/2021	EFT	0.00	370.33	8019
5702	B & H PHOTO & ELECTRONICS CORP	10/29/2021	EFT	0.00	414.08	8020
2340	BAKER TILLY MUNICIPAL ADVISORS, LLC	11/05/2021	EFT	0.00	3,800.00	8072
0688	BELLBOY CORPORATION	10/29/2021	EFT	0.00	4,407.99	8021
0688	BELLBOY CORPORATION	11/05/2021	EFT	0.00	30.00	8073
0699	BEVERAGE WHOLESALERS	10/29/2021	Regular	0.00	16,597.62	120003
0699	BEVERAGE WHOLESALERS	11/05/2021	Regular	0.00	26,245.80	120048
0707	BISBEE PLUMBING AND HEATING INC	11/05/2021	Regular	0.00	698.24	120049
6867	BLANCHARD, NANCY	11/05/2021	Regular	0.00	25.00	120050
0018	BORDER STATES ELECTRIC SUPPLY	10/29/2021	EFT	0.00	2.36	8022
0018	BORDER STATES ELECTRIC SUPPLY	11/05/2021	EFT	0.00	136.27	8074
3829	BRAU BROTHERS	10/29/2021	Regular	0.00	24.00	120004
4457	BREAKTHRU BEVERAGE	10/29/2021	Regular	0.00	4,973.95	120005
4457	BREAKTHRU BEVERAGE	11/05/2021	Regular	0.00	10,427.19	120051
6869	BROTHER'S FIRE & SECURITY	11/05/2021	Regular	0.00	282.90	120054
3568	BRUNSVOLD, QUENTIN	11/05/2021	EFT	0.00	605.11	8075
5005	BRUNSVOLD, RYAN	10/29/2021	EFT	0.00	266.40	8023
6857	BRUSVEN, KATHERINE	11/05/2021	EFT	0.00	31.64	8076
0728	BUFFALO RIDGE CONCRETE,INC	11/05/2021	EFT	0.00	478.89	8077
4236	C.E. SIGNS & DESIGNS	11/05/2021	EFT	0.00	57.40	8078
0380	CALLENS, DAVID	11/05/2021	EFT	0.00	50.00	8079
0799	CARLOS CREEK WINERY	10/29/2021	Regular	0.00	162.00	120006
0802	CARLSON & STEWART REFRIG INC	10/29/2021	EFT	0.00	1,186.75	8024
0815	CATTOOR OIL COMPANY INC	10/29/2021	EFT	0.00	320.13	8025
0815	CATTOOR OIL COMPANY INC	11/05/2021	EFT	0.00	14.01	8080
6871	CHAD LERUD FLOORING, LLC	11/05/2021	Regular	0.00	5,179.00	120055
0853	CLAREYS SAFETY EQUIPMENT INC	10/29/2021	EFT	0.00	92.84	8026
5733	CLARITY TELECOM, LLC	10/29/2021	EFT	0.00	1,246.31	8027
5733	CLARITY TELECOM, LLC	11/05/2021	EFT	0.00	28.25	8081
0875	COMPUTER MAN INC	10/29/2021	EFT	0.00	105.00	8028
0934	D & G EXCAVATING INC	11/05/2021	EFT	0.00	5,532.00	8082
3819	DACOTAH PAPER CO	10/29/2021	EFT	0.00	602.13	8029
3819	DACOTAH PAPER CO	11/05/2021	EFT	0.00	1,938.52	8083
6870	DALE, LILLIAN	11/05/2021	Regular	0.00	22.80	120056

Council Check Report

Date Range: 10/29/2021 - 11/09/2021

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
4794	DEPOVER, PERRY	10/29/2021	EFT	0.00	147.08	8030
5126	DESAER, ANDREW	11/05/2021	EFT	0.00	536.07	8084
5731	DOLL DISTRIBUTING	10/29/2021	EFT	0.00	9,685.50	8031
5731	DOLL DISTRIBUTING	11/05/2021	EFT	0.00	19,858.80	8085
1020	DUIINCK BROS., INC.	10/29/2021	EFT	0.00	1,874.60	8032
1020	DUIINCK BROS., INC.	11/05/2021	EFT	0.00	1,904.28	8086
1061	EMERGENCY APPARATUS MAINTENANCE INC	10/29/2021	EFT	0.00	12.50	8033
4753	ENTERPRISE LEASING CO	10/29/2021	EFT	0.00	49.24	8034
6328	ERVASTI, DARRELL	10/29/2021	Regular	0.00	5,931.00	120007
6700	EYEMED VISION CARE	11/05/2021	Regular	0.00	446.68	120057
1090	FASTENAL COMPANY	10/29/2021	EFT	0.00	405.57	8035
1090	FASTENAL COMPANY	11/05/2021	EFT	0.00	3.18	8087
6525	FOSVICK, DAN	10/29/2021	Regular	0.00	148.74	120008
4805	FURTHER	10/29/2021	Bank Draft	0.00	9,347.33	DFT0001215
6770	GALLAGHER BENEFIT SERVICES, INC	11/05/2021	Regular	0.00	8,487.50	120059
1158	GALLS INC	10/29/2021	EFT	0.00	499.66	8036
1167	GENESIS LAMP CORP.	10/29/2021	Regular	0.00	1,916.98	120009
6478	GOPHER STATE ONE CALL	11/05/2021	EFT	0.00	189.00	8088
1199	GRAHAM TIRE AND AUTOMOTIVE SERVICES	10/29/2021	Regular	0.00	66.24	120010
1199	GRAHAM TIRE AND AUTOMOTIVE SERVICES	11/05/2021	Regular	0.00	584.45	120060
1201	GRAINGER INC	11/05/2021	EFT	0.00	300.93	8089
6127	GRANDVIEW VALLEY WINERY, INC	10/29/2021	Regular	0.00	1,596.00	120011
3760	GROWMARK INC.	10/29/2021	EFT	0.00	943.95	8037
6269	HANSON, SHARON	10/29/2021	EFT	0.00	39.37	8038
1243	HARDWARE HANK	10/29/2021	EFT	0.00	46.47	8039
1243	HARDWARE HANK	11/05/2021	EFT	0.00	25.88	8090
1256	HAWKINS INC	10/29/2021	EFT	0.00	5,794.44	8040
6430	HEARTLAND ELECTRIC, INC	10/29/2021	Regular	0.00	82.98	120012
1267	HEIMAN INC.	10/29/2021	EFT	0.00	2,380.45	8041
1271	HENLE PRINTING COMPANY	10/29/2021	EFT	0.00	222.02	8042
1271	HENLE PRINTING COMPANY	11/05/2021	EFT	0.00	511.21	8091
6049	HERC U LIFT	11/05/2021	Regular	0.00	194.18	120061
1311	HYVEE FOOD STORES INC	10/29/2021	Regular	0.00	167.16	120013
1311	HYVEE FOOD STORES INC	11/05/2021	Regular	0.00	34.27	120062
1325	ICMA RETIREMENT TRUST #300877	10/29/2021	Regular	0.00	50.00	120014
1358	INTERNAL REVENUE SERVICE	10/29/2021	Bank Draft	0.00	27,617.36	DFT0001219
1358	INTERNAL REVENUE SERVICE	10/29/2021	Bank Draft	0.00	25,356.64	DFT0001220
1358	INTERNAL REVENUE SERVICE	10/29/2021	Bank Draft	0.00	8,415.28	DFT0001221
6540	INTERNATIONAL CHEMTEX, LLC	11/05/2021	EFT	0.00	317.60	8092
6808	JM DEVELOPMENT	11/05/2021	Regular	0.00	300.00	120063
1399	JOHNSON BROTHERS LIQUOR COMPANY	10/29/2021	Regular	0.00	7,206.45	120015
1399	JOHNSON BROTHERS LIQUOR COMPANY	11/05/2021	Regular	0.00	24,698.25	120064
3564	KESTELOOT ENTERPRISES, INC	10/29/2021	EFT	0.00	127.02	8043
5095	KIBBLE EQUIPMENT	10/29/2021	EFT	0.00	671.29	8044
4140	KRUSE FORD-LINCOLN-MERCURY, INC	11/05/2021	Regular	0.00	10.00	120066
5138	L & A SYSTEMS, LLC	10/29/2021	EFT	0.00	2,995.84	8045
6865	LAKEVILLE HOLDINGS, LLC	10/29/2021	Regular	0.00	2,500.00	120017
1480	LAW ENFORCEMENT LABOR SERVICE INC	11/05/2021	EFT	0.00	1,270.00	8093
5606	LEGALSHIELD	11/05/2021	Regular	0.00	101.65	120067
6567	LINCOLN CO SHERIFF'S OFFICE	10/29/2021	Regular	0.00	1,145.86	120018
1531	LYON COUNTY AUDITOR-TREASURER	11/05/2021	EFT	0.00	565.69	8094
1545	LYON COUNTY HIGHWAY DEPARTMENT	10/29/2021	EFT	0.00	8,684.62	8046
1548	LYON COUNTY LANDFILL	11/05/2021	EFT	0.00	73.42	8095
1552	LYON COUNTY RECORDER	10/29/2021	EFT	0.00	92.00	8047
1553	LYON COUNTY SHERIFF'S DEPT.	10/29/2021	Regular	0.00	1,412.74	120019
1553	LYON COUNTY SHERIFF'S DEPT.	11/05/2021	Regular	0.00	16,849.75	120068
1571	MADISON NATIONAL LIFE INSURANCE COMPANY	11/05/2021	EFT	0.00	1,057.35	8096
6872	MAHER, MICHAEL & KAREN	11/05/2021	Regular	0.00	165.60	120069
1616	MARSHALL CONVENTION & VISITORS BUREAU	11/05/2021	EFT	0.00	24,025.44	8097
1623	MARSHALL INDEPENDENT, INC	10/29/2021	Regular	0.00	1,938.00	120020
1623	MARSHALL INDEPENDENT, INC	11/05/2021	Regular	0.00	1,570.15	120070

Council Check Report

Date Range: 10/29/2021 - 11/09/2021

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
1633	MARSHALL MUNICIPAL UTILITIES	10/29/2021	EFT	0.00	3,355.00	8048
1635	MARSHALL NORTHWEST PIPE FITTINGS INC	10/29/2021	EFT	0.00	8.82	8049
1635	MARSHALL NORTHWEST PIPE FITTINGS INC	11/05/2021	EFT	0.00	103.98	8098
3545	MARSHALL RADIO	11/05/2021	EFT	0.00	2,100.00	8099
1649	MARSHALL TRUCK SALVAGE INC.	10/29/2021	Regular	0.00	65.49	120021
1649	MARSHALL TRUCK SALVAGE INC.	11/05/2021	Regular	0.00	18.00	120072
6733	MARTI, GEORGE & PAULA	10/29/2021	Regular	0.00	312.00	120022
6866	MAURICE, SARAH	10/29/2021	Regular	0.00	670.00	120023
4980	MENARDS INC	10/29/2021	Regular	0.00	3,729.27	120024
3971	MEULEBROECK, ANDY	11/05/2021	EFT	0.00	20.00	8100
0095	MINNESOTA CITY/COUNTY MANAGEMENT ASSOC	10/29/2021	Regular	0.00	183.60	120026
3669	MINNESOTA STATE RETIREMENT SYSTEM	10/29/2021	Bank Draft	0.00	7,762.47	DFT0001217
1839	MINNESOTA VALLEY TESTING LABS INC	11/05/2021	EFT	0.00	208.40	8101
4896	MINNWEST PLUMBING & HEATING	11/05/2021	Regular	0.00	2,574.54	120073
1757	MN CHILD SUPPORT PAYMENT CENTER	10/29/2021	Bank Draft	0.00	356.25	DFT0001213
1757	MN CHILD SUPPORT PAYMENT CENTER	10/29/2021	Bank Draft	0.00	287.49	DFT0001214
3555	MN DOT	10/29/2021	Regular	0.00	3,071.67	120027
1797	MN FIRE SERVICE CERTIFICATION BRD	10/29/2021	Regular	0.00	3,400.00	120028
6440	MN PEIP-C/O MMB FISCAL SVC	11/05/2021	Regular	0.00	154,162.14	120074
1818	MN REVENUE	10/29/2021	Bank Draft	0.00	11,849.98	DFT0001222
1823	MN SPORTS FEDERATION	10/29/2021	Regular	0.00	33.00	120029
1824	MN STATE FIRE CHIEFS ASSOCIATION	10/29/2021	Regular	0.00	980.00	120030
1864	MONTES ELECTRIC INC	10/29/2021	Regular	0.00	758.89	120031
2512	NATIONWIDE RETIREMENT	10/29/2021	Bank Draft	0.00	525.00	DFT0001208
2513	NATIONWIDE RETIREMENT-FIRE	10/29/2021	Bank Draft	0.00	1,370.91	DFT0001209
1923	NCPERS MN GROUP LIFE INS.	11/05/2021	EFT	0.00	336.00	8102
6344	NEOGOV	10/29/2021	Regular	0.00	4,195.14	120032
1945	NORMS GTC	10/29/2021	Regular	0.00	181.23	120033
1945	NORMS GTC	11/05/2021	Regular	0.00	184.16	120080
1986	NORTH CENTRAL INTERNATIONAL, INC	10/29/2021	EFT	0.00	22.99	8050
1986	NORTH CENTRAL INTERNATIONAL, INC	11/05/2021	EFT	0.00	536.55	8103
6463	OFFICE OF MNIT SERVICES	10/29/2021	Regular	0.00	695.15	120034
4166	OLSEN, JAKE	11/05/2021	EFT	0.00	335.49	8104
5891	ONE OFFICE SOLUTION	10/29/2021	EFT	0.00	2,770.43	8051
2019	PAUSTIS WINE COMPANY	10/29/2021	Regular	0.00	160.00	120035
2019	PAUSTIS WINE COMPANY	11/05/2021	Regular	0.00	4,655.00	120081
2026	PEPSI COLA BOTTLING OF PIPESTONE MN INC	11/05/2021	EFT	0.00	47.40	8105
2028	PERA OF MINNESOTA REG	10/29/2021	Bank Draft	0.00	52,462.55	DFT0001216
2036	PHILLIPS WINE AND SPIRITS INC	10/29/2021	Regular	0.00	10,205.67	120036
2036	PHILLIPS WINE AND SPIRITS INC	11/05/2021	Regular	0.00	14,802.85	120082
6569	PIPESTONE COUNTY SHERIFF'S OFFICE	10/29/2021	Regular	0.00	871.59	120038
2049	PLUNKETTS PEST CONTROL INC	11/05/2021	EFT	0.00	39.27	8106
3557	POMP'S TIRE SERVICE, INC.	10/29/2021	EFT	0.00	527.00	8052
6241	POPOWSKI, ALICIA	10/29/2021	EFT	0.00	90.42	8053
2064	POWERPLAN	11/05/2021	Regular	0.00	1,261.78	120084
6166	PULVER MOTOR SVC, LLC	10/29/2021	EFT	0.00	150.00	8054
2096	QUARNSTROM & DOERING, PA	10/29/2021	EFT	0.00	4,558.57	8055
2096	QUARNSTROM & DOERING, PA	11/05/2021	EFT	0.00	10,874.66	8107
4796	RED OAK LEAF SPECIALTIES, LLC	10/29/2021	Regular	0.00	255.00	120039
6570	REDWOOD COUNTY SHERIFF	10/29/2021	Regular	0.00	1,503.06	120040
6571	REDWOOD FALLS POLICE DEPARTMENT	10/29/2021	Regular	0.00	1,326.51	120041
6687	RIGNELL, DEREK	11/05/2021	Regular	0.00	5,189.00	120085
5732	RITE	11/05/2021	Regular	0.00	745.00	120086
2186	ROGGE EXCAVATING	11/05/2021	Regular	0.00	20,103.12	120087
5867	ROUND LAKE VINEYARDS & WINERY	11/05/2021	EFT	0.00	288.00	8108
2201	RUNNINGS SUPPLY INC	10/29/2021	EFT	0.00	680.58	8056
2201	RUNNINGS SUPPLY INC	11/05/2021	EFT	0.00	25.98	8109
6873	SEQUOIA HOLDINGS LLC	11/05/2021	Regular	0.00	300.00	120088
6251	SHRED RIGHT	10/29/2021	EFT	0.00	15.00	8057
4009	SKY PRINTING, INC.	10/29/2021	Regular	0.00	70.39	120042
4855	SOUTHERN GLAZER'S OF MN	10/29/2021	EFT	0.00	5,568.35	8058

Council Check Report

Date Range: 10/29/2021 - 11/09/2021

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
2311	SOUTHWEST GLASS CENTER	11/05/2021	EFT	0.00	49.00	8110
4522	ST LOUIS MRO INC.	11/05/2021	Regular	0.00	49.00	120089
6706	SUN LIFE FINANCIAL	11/05/2021	EFT	0.00	1,562.35	8111
3940	SW CENTER FOR INDEPENDENT LIVING	11/05/2021	Regular	0.00	25.00	120090
6277	TALKING WATERS BREWING CO, LLC	10/29/2021	EFT	0.00	1,205.00	8059
2428	TITAN MACHINERY	10/29/2021	EFT	0.00	1.66	8060
2428	TITAN MACHINERY	11/05/2021	EFT	0.00	226,362.00	8113
6389	TOWNE & COUNTRY EXCAVATING LLC	10/29/2021	EFT	0.00	8,244.01	8061
2499	US BANK	11/05/2021	Regular	0.00	950.00	120091
3443	VALIC DEFERRED COMP	10/29/2021	Bank Draft	0.00	1,172.00	DFT0001210
3443	VALIC DEFERRED COMP	10/29/2021	Bank Draft	0.00	141.30	DFT0001211
3443	VALIC DEFERRED COMP	10/29/2021	Bank Draft	0.00	1,650.00	DFT0001212
6092	VANDERMILLEN, SCOTT	11/05/2021	EFT	0.00	544.72	8114
4489	VERIZON WIRELESS	10/29/2021	EFT	0.00	1,431.67	8062
2538	VIKING COCA COLA BOTTLING COMPANY	10/29/2021	EFT	0.00	177.60	8063
4594	VINOCUPIA	11/05/2021	EFT	0.00	2,535.82	8115
6085	VOYA - INVESTORS CHOICE	10/29/2021	Bank Draft	0.00	1,828.24	DFT0001218
6737	WAHL, THOMAS L	10/29/2021	Regular	0.00	4,296.48	120043
1966	WERNER ELECTRIC SUPPLY	10/29/2021	EFT	0.00	175.53	8064
2605	WINE MERCHANTS	10/29/2021	Regular	0.00	1,020.22	120044
2632	ZIEGLER INC	10/29/2021	EFT	0.00	82.61	8065

Bank Code AP Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	149	79	0.00	438,047.64
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	15	15	0.00	150,142.80
EFT's	214	103	0.00	390,248.21
	378	197	0.00	978,438.65

All Bank Codes Check Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	149	79	0.00	438,047.64
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	15	15	0.00	150,142.80
EFT's	214	103	0.00	390,248.21
	378	197	0.00	978,438.65

Fund Summary

Fund	Name	Period	Amount
999	POOLED CASH FUND	10/2021	363,358.74
999	POOLED CASH FUND	11/2021	615,079.91
			978,438.65

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

11/9/2021

PROJECT #:	Coding	DATE	CONTRACTOR:	ORIGINAL CONTRACT AMOUNT:	CHANGE ORDERS	CURRENT CONTRACT AMOUNT	2019 Prior Payments	2020 Prior Payments	2021 Prior Payments	PYMTS THIS MEETING:	RETAINAGE	BALANCE:	PERCENT COMPLETE	
W13	602-49500-55120	5/28/2019	WWTF Improvement Project	Magney Construction, Inc.	14,074,300.00		14,074,300.00	4,099,265.87	6,918,924.06	2,889,023.43		140,476.90	26,609.74	99.81%
Z52	401-43100-55130	8/13/2019	Transit ADA Bus Access Project (UCAP)(MN/DOT)	Hisken Construction Inc.	185,250.15	(2,594.95)	182,655.20		182,655.20			-	-	100.00%
E22	630-49600-55130	9/24/2019	COE Flood Control 2019 Betterments	U.S. Army Corps of Engineers	190,000.00		190,000.00	150,483.00					39,517.00	79.20%
CH1	494-43300-55120	11/12/2019	City Hall Renovation	Brennan Companies	5,030,200.00	695,744.00	5,725,944.00		3,039,722.04	2,533,971.51		142,915.22	9,335.23	99.84%
Z75	476-43300-55170	4/14/2020	S 4th St Reconstruction	R & G Construction	2,583,754.90	10,885.14	2,594,640.04		2,528,408.74	27,377.08		5,000.00	33,854.22	98.70%
Z76	476-43300-55170	5/26/2020	S 1st St Reconstruction	Duininck, Inc	617,136.55	(7,706.25)	609,430.30		562,896.42	57,673.16		1,500.00	(12,639.28)	102.07%
Z77	630-49600-55170	6/23/2020	Legion Field Strom Water Improvements-Phase 1	Towne & Country Excavating LLC	277,943.00	(12,040.35)	265,902.65		257,658.64		8,244.01		-	100.00%
Z81	630-49600-55170	9/8/2020	MERIT Center Outfall Project	Towne & Country Excavating LLC	251,297.00	(9,637.00)	241,660.00			241,660.00			(0.00)	100.00%
Z82	479-43300-55170	2/9/2021	N 1st St/W Redwood St/W Marshall St Reconstruction	D & G Excavating Inc.	1,051,247.90	30,007.65	1,081,255.55		1,046,976.69			10,575.52	23,703.34	97.81%
Z51	495-43300-55170	2/23/2021	2021 Bituminous Overlay	Duininck, Inc	580,564.28	(160.00)	580,404.28		589,099.98			1,000.00	(9,695.70)	101.67%
Z83	479-43300-55170	2/23/2021	James Ave/Camden Dr Reconstruction	Kkuechle Underground	849,244.50		849,244.50		779,179.36			41,009.44	29,055.70	96.58%
	479-42400-55120	2/23/2021	Fire Station Roofing	Gag Sheet Metal, Inc.	103,800.00	1,200.00	105,000.00		105,000.00				-	100.00%
Z50	101-43300-53425	3/9/2021	2021 Chip Sealing on Various City Streets	Asphalt Preservation Company Inc.	122,134.12	(12,821.07)	109,313.05		109,313.05				(0.00)	100.00%
B21	479-45200-55120	3/9/2021	Restroom Facility and Picnic Pavilion - Patriot Park	Bladhholm Construction	188,886.00	12,348.00	201,234.00		201,234.00				-	100.00%
Z78	630-49600-55170	4/13/2021	Storm Structure Outfall Improvements	R & G Construction	49,358.10	(562.20)	48,795.90		48,795.90				-	100.00%
Z88	479-43300-55170	4/13/2021	State Aid Overlay	Duininck, Inc	1,924,600.45	53,113.40	1,977,713.85		1,805,682.93			75,901.65	96,129.27	95.14%
Z80	602-49500-55170	5/11/2021	T.H. 23/Independence Park Sewer Realignment	D & G Excavating Inc.	189,448.50		189,448.50		169,989.44			8,946.81	10,512.25	94.45%
ST-022	103-43300-55170	9/28/2021	Bruce St. Gravel Resurfacing	Rogge Excavating, Inc.	19,951.40		19,951.40						19,951.40	0.00%
PK-001	401-45200-55130	8/25/2021	Independence Park Trail Replacement	A & C Excavating, LLC	375,659.10		375,659.10			62,366.98		3,282.47	310,009.65	17.48%
SWM-007	630-49600-55170	10/12/2021	Independence Park Pond Forebay Expansion	Towne & Country Excavating LLC	229,255.50		229,255.50						229,255.50	0.00%
	101-43400-55120	10/12/2021	A/D Building Roof Repair	Gag Sheet Metal, Inc.	37,200.00		37,200.00						37,200.00	0.00%
					<u>28,931,231.45</u>	<u>757,776.37</u>	<u>29,689,007.82</u>	<u>4,249,748.87</u>	<u>13,490,265.10</u>	<u>10,667,343.51</u>	<u>8,244.01</u>	<u>430,608.01</u>	<u>842,798.32</u>	



CITY OF MARSHALL AGENDA ITEM REPORT

Meeting Date:	Tuesday, November 9, 2021
Category:	NEW BUSINESS
Type:	INFO
Subject:	Wastewater Treatment Facilities Improvement Project – Project Update Presentation.
Background Information:	<p>There are a few minor items to address and paperwork to complete, but the WWTF Improvements Project is substantially completed. Bob VanMoer, Wastewater Superintendent, and Scott Truedson, Assistant Superintendent, will be present to provide Council with a summary and project update presentation.</p> <p>City staff would like to coordinate a few facility tours for Council members. At a later date, we will circulate some dates and times to set up a few opportunities to take Council through the facility at their convenience. The tour will be a good opportunity for our City Council to see and understand our wastewater treatment process, as well as visualize the improvements that occurred at the facility.</p>
Fiscal Impact:	
Alternative/ Variations:	
Recommendation:	Informational.



CITY OF MARSHALL AGENDA ITEM REPORT

Meeting Date:	Tuesday, November 9, 2021
Category:	NEW BUSINESS
Type:	ACTION
Subject:	Consider Resolution Authorizing Execution of Mn/DOT Airport Maintenance & Operation Grant Contract No. 1047551 (SFY 2022-2023).
Background Information:	Attached please find the Resolution of Authorization to Execute Minnesota Department of Transportation Airport Maintenance and Operation Grant Contract No. 1047551 and a copy of the Airport Maintenance & Operation Grant Contract No. 1047551 from Mn/DOT-Office of Aeronautics. The agreement has been provided to the City Attorney for his review and comment.
Fiscal Impact:	The City will be reimbursed by the State for 100% of telecommunication costs associated with the operation of state-owned navigational aids. The City will be paid by the State for 75% of all other eligible maintenance and operation costs not reimbursed by any other source, not to exceed \$91,027 of State aid for each State fiscal year 2022 and 2023 (July 1, 2021-June 30, 2023). Eligible maintenance and operations costs will be determined at the sole discretion of State's Authorized Representative.
Alternative/ Variations:	No alternative actions recommended.
Recommendation:	that the Council adopt RESOLUTION NUMBER 21-XXX, which is the Resolution of Authorization to Execute Minnesota Department of Transportation Airport Maintenance and Operation Grant Contract No. 1047551, contingent upon City Attorney review and approval.

RESOLUTION

**AUTHORIZATION TO EXECUTE
MINNESOTA DEPARTMENT OF TRANSPORTATION
AIRPORT MAINTENANCE AND OPERATION GRANT CONTRACT**

It is resolved by the City of Marshall as follows:

1. That the state of Minnesota Contract Number 1047551,
"Airport Maintenance and Operation Grant Contract," at the
Southwest Minnesota Regional Airport-Marshall/Ryan Field is accepted.
2. That the _____ and _____ are
(Mayor, Chairperson, President, etc.) (Clerk, Auditor, Secretary, etc.)
authorized to execute this Contract and any amendments on behalf of the
City of Marshall.

CERTIFICATION

STATE OF MINNESOTA
COUNTY OF _____

I certify that the above Resolution is a true and correct copy of the Resolution adopted by the

(Name of the Recipient)

at an authorized meeting held on the _____ day of _____, 20____
as shown by the minutes of the meeting in my possession.

Signature: _____
(Clerk or Equivalent)

CORPORATE SEAL

/OR/

NOTARY PUBLIC

My Commission Expires: _____

STATE OF MINNESOTA
AIRPORT MAINTENANCE AND OPERATION GRANT CONTRACT

State Project Number (S.P.): A4201-MO22

State Project Number (S.P.): A4201-MO23

This contract is between the State of Minnesota, acting through its Commissioner of Transportation (“State”) and City of Marshall acting through its City Council (“Recipient”).

RECITALS

1. Minnesota Statutes §§360.015 and 360.305 authorize State to provide financial assistance to airports for maintenance and operation activities.
2. Recipient owns, operates, or controls an airport (“Airport”) in the state system, and Recipient desires financial assistance from the State for maintenance and operation activities for State Fiscal Year 2022 and State Fiscal Year 2023.
3. Recipient represents that it is duly qualified and agrees to perform all services described in this contract to the satisfaction of the State.

CONTRACT TERMS

1. Term of Contract and Survival of Terms

- 1.1. **Effective Date:** This contract will be effective on July 1, 2021, or the date State obtains all required signatures under Minnesota Statutes §16B.98, subdivision 5, whichever is later. As required by Minnesota Statutes §16B.98 Subd. 7, no payments will be made to Recipient until this contract is fully executed.
- 1.2. **Expiration Date:** This contract will expire on June 30, 2023.
- 1.3. **Survival of Terms:** All clauses which impose obligations continuing in their nature and which must survive in order to give effect to their meaning will survive the expiration or termination of this contract, including, but not limited to, the following clauses: 9. Indemnification; 10. State Audits; 11. Government Data Practices; 13. Governing Law, Jurisdiction and Venue; and 14. Data Disclosure.

2. Recipient’s Duties

- 2.1. Recipient will operate and maintain the Airport in a safe, serviceable manner for aeronautical purposes only for the use and benefit of the public.
- 2.2. The Recipient will keep the runway and the area around the lights mowed at the Airport. The grass must be mowed at least 7 feet beyond the lights, and the grass must not exceed 6 inches in height on the landing area. The areas around any navigational aids will be mowed and plowed to keep the area clear for access by a vehicle.
- 2.3. If the Airport remains operational during the winter months, the Recipient will keep at least one runway, associated taxiway, and apron area cleared of snow and ice to the same priority as arterial roads. Snow banks must be limited in height so that aircraft wings, engines, and propellers will clear them. Landing strip markers and/or lights must remain visible.

- 2.4. If the State contracts for the periodic paint striping of the Airport's runways and taxiways during the term of this Contract, the Recipient will cooperate with the marking operation. The Recipient must coordinate seal coat pavement maintenance projects with the State to maximize the pavement marking life.
- 2.5. The Recipient will allow a representative of the State's Office of Aeronautics access to any area of the Airport necessary for the purpose of periodic inspections.
- 2.6. The Recipient will promptly pay all utility bills, including those required for navigational aids.

3. Recipient's Assurances

- 3.1. In accordance with Minnesota Statutes § 360.305, subdivision 4, Recipient assures the State that Recipient will operate and maintain the Airport in a safe, serviceable manner for public aeronautical purposes only for a period of one year from the date the Recipient receives final reimbursement under this contract.
- 3.2. Recipient represents and warrants that Recipient has established a zoning authority for the Airport, and such authority has completed, or is in the process of and will complete, with due diligence, an airport zoning ordinance in accordance with Minnesota Statutes §§ 360.061 to 360.074.
- 3.3. Recipient will comply with all required grants management policies and procedures set forth through Minnesota Statutes §16B.97, Subd. 4 (a) (1).

4. Third-Party Contracting

- 4.1. Recipient will comply with all applicable local, state, or federal laws, regulations, policies and procedures in the procurement of goods and services funded in whole or in part under this Contract.

5. Consideration and Payment

- 5.1. **Consideration.** State will pay for all eligible telecommunication, maintenance, and operation costs incurred by Recipient under this Contract as follows:
 - 5.1.1. **Basis.** Recipient will be reimbursed for 100% of telecommunication costs associated with the operation of state-owned navigational aids. Recipient will be paid for 75% of all other eligible maintenance and operation costs not reimbursed by any other source. Eligible maintenance and operations costs will be determined at the sole discretion of State's Authorized Representative.
 - 5.1.2. **Telecommunication Amount.** State has currently obligated \$0.00 in each State fiscal year to reimburse eligible telecommunication costs at 100%.
 - 5.1.3. **Maintenance and Operation Amount.** State has currently obligated \$91,027.00 in each State fiscal year to reimburse other eligible costs at 75%.
 - 5.1.4. **Total Obligation.** The total obligation of State for all compensation and reimbursements to Recipient under this contract will not exceed \$182,054.00 (State fiscal years 2022 and 2023).
- 5.2. **Payment.**
 - 5.2.1. **Invoices.** The Recipient must submit a reimbursement request of its eligible costs to the Director of the Office of Aeronautics on a quarterly basis or as directed by State's Authorized Representative. The State's Office of Aeronautics will supply the reimbursement request forms which Recipient must submit. Reimbursement requests must be submitted according to the following schedule:
 - On or after October 1, **and no later than November 15**, for the period July 1 through September 30.
 - On or after January 1, **and no later than February 15**, for the period October 1 through December 31.
 - On or after April 1, **and no later than May 15**, for the period January 1 through March 31.
 - On or after July 1, **and no later than August 15**, for the period April 1 through June 30.

The State may reject costs that the State determines are not eligible maintenance and operations expenses.
 - 5.2.2. **All Invoices Subject to Audit.** All invoices are subject to audit, at State's discretion.

- 5.2.3. **State's Payment Requirements.** State will promptly pay all valid obligations under this contract as required by Minnesota Statutes §16A.124. State will make undisputed payments no later than 30 days after receiving Recipient's invoices and progress reports for services performed. If an invoice is incorrect, defective or otherwise improper, State will notify Recipient within ten days of discovering the error. After State receives the corrected invoice, State will pay Recipient within 30 days of receipt of such invoice.
- 5.2.4. **Grant Monitoring Visit and Financial Reconciliation.** If State's total obligation is greater than \$50,000 in section 5.1.4, above, during the period of performance the State will make at least one monitoring visit and conduct annual financial reconciliations of Recipient's expenditures. The State's Authorized Representative will notify Recipient's Authorized Representative where and when any monitoring visit and financial reconciliation will take place, which State employees and/or contractors will participate, and which Recipient staff members should be present. Recipient will be provided notice prior to any monitoring visit or financial reconciliation. Following a monitoring visit or financial reconciliation, Recipient will take timely and appropriate action on all deficiencies identified by State. At least one monitoring visit and one financial reconciliation must be completed prior to final payment being made to Recipient.
- 5.2.5. **Closeout.** The State will determine, at its sole discretion, whether a closeout audit is required prior to final payment approval. If a closeout audit is required, final payment will be held until the audit has been completed. Monitoring of any capital assets acquired with grant funds will continue following grant closeout.

6. Conditions of Payment

- 6.1. All services provided by Recipient under this contract must be performed to State's satisfaction, as determined at the sole discretion of State's Authorized Representative and in accordance with all applicable federal, state and local laws, ordinances, rules and regulations, including business registration requirements of the Office of the Secretary of State. Recipient will not receive payment for work found by State to be unsatisfactory or performed in violation of federal, state or local law. In addition to the foregoing, Recipient will not receive payment for Airport's failure to pass periodic inspections by a representative of the State's Office of Aeronautics.

7. Authorized Representatives

- 7.1. **State's Authorized Representative.** State's Authorized Representative will be:

Name/Title: Jenny Bahneman, Grants Specialist Coordinator
 Address: Office of Aeronautics,
 395 John Ireland Boulevard, Mail Stop 410
 Saint Paul, Minnesota 55155
 E-Mail: jenny.bahneman@state.mn.us

State's Authorized Representative or his /her successor, will monitor Recipient's performance and has the authority to accept or reject the services provided under this contract. If the Recipient's duties are performed in a satisfactory manner, the State's Authorized Representative will accept each reimbursement request submitted for payment.

- 7.2. **Recipient's Authorized Representative.** Recipient's Authorized Representative will be:

Name/Title: Karla Drown, Finance Director
 Address: 344 West Main Street, Marshall, MN 56258
 Telephone: (507) 537-6763
 E-Mail: Karla.Drown@ci.marshall.mn.us

If Recipient's Authorized Representative changes at any time during this contract, Recipient must immediately notify State.

8. Assignment, Amendments, Waiver and Contract Complete

- 8.1. **Assignment.** Recipient may neither assign nor transfer any rights or obligations under this contract without the prior consent of State and a fully executed Assignment Contract, executed and approved by the same parties who executed and approved this contract, or their successors in office.
- 8.2. **Amendments.** An amendment to this contract must be in writing and will not be effective until it has been executed and approved by the same parties who executed and approved the original contract, or their successors in office.
- 8.3. **Waiver.** If State fails to enforce any provision of this contract that failure does not waive the provision or State's right to subsequently enforce it.
- 8.4. **Contract Complete.** This contract contains all prior negotiations and agreements between State and Recipient. No other prior understanding regarding this contract, whether written or oral, may be used to bind either party.
- 8.5. **Electronic Records and Signatures.** The parties agree to contract by electronic means. This includes using electronic signatures and converting original documents to electronic records.

9. Indemnification

- 9.1. In the performance of this contract by Recipient, or Recipient's agents or employees, and to the extent permitted by law, Recipient must indemnify, save and hold State, its agents, and employees harmless from any and all claims or causes of action, including reasonable attorney's fees incurred by State, to the extent caused by Recipient's: 1) intentional, willful or negligent acts or omissions; 2) breach of contract or warranty; or 3) breach of the applicable standard of care. The indemnification obligations of this section do not apply if the claim or cause of action is the result of State's sole negligence. This clause will not be construed to bar any legal remedies Recipient may have for State's failure to fulfill its obligation pursuant to this contract.

10. State Audits

- 10.1. Under Minnesota Statutes § 16B.98, Subd.8, the Recipient's books, records, documents, and accounting procedures and practices of Recipient, or other party relevant to this grant contract or transaction, are subject to examination by the State and/or the State Auditor or Legislative Auditor, as appropriate, for a minimum of six years from the end of this contract or receipt and approval of all final reports, whichever is later. Recipient will take timely and appropriate action on all deficiencies identified by an audit.

11. Government Data Practices

- 11.1. Recipient and State must comply with the Minnesota Government Data Practices Act, Minnesota Statutes Chapter 13, as it applies to all data provided by State under this contract, and as it applies to all data created, collected, received, stored, used, maintained or disseminated by Recipient under this contract. The civil remedies of Minnesota Statutes §13.08 apply to the release of the data referred to in this clause by either Recipient or State. If Recipient receives a request to release the data referred to in this Clause, Recipient must immediately notify State and consult with State as to how Recipient should respond to the request. Recipient's response to the request must comply with applicable law.

12. Workers' Compensation

- 12.1. Recipient certifies that it is in compliance with Minnesota Statutes §176.181, subdivision 2, pertaining to workers' compensation insurance coverage. Recipient's employees and agents will not be considered State employees. Any claims that may arise under the Minnesota Workers' Compensation Act on behalf of these employees and any claims made by any third party as a consequence of any act or omission on the part of these employees are in no way the State's obligation or responsibility.

13. Governing Law, Jurisdiction and Venue

- 13.1. Minnesota law, without regard to its choice-of-law provisions, governs this contract. Venue for all legal proceedings arising out of this contract, or its breach, must be in the appropriate state or federal court with competent jurisdiction in Ramsey County, Minnesota.

14. Data Disclosure

- 14.1. Under Minnesota Statutes §270C.65, and other applicable law, Recipient consents to disclosure of its social security number, federal employer tax identification number and Minnesota tax identification number, already provided to State, to federal and state agencies and state personnel involved in the payment of state obligations. These identification numbers may be used in the enforcement of federal and state laws which could result in action requiring Recipient to file state tax returns and pay delinquent state tax liabilities, if any, or pay other state liabilities.

15. Termination and Suspension

- 15.1. **Termination by the State.** The State may terminate this contract with or without cause, upon 30 days written notice to the Recipient. Upon termination, the Recipient will be entitled to payment, determined on a pro rata basis, for services satisfactorily performed.
- 15.2. **Termination for Cause.** The State may immediately terminate this grant contract if the State finds that there has been a failure to comply with the provisions of this contract, that reasonable progress has not been made, that fraudulent or wasteful activity has occurred, that Recipient has been convicted of a criminal offense relating to a state grant agreement, or that the purposes for which the funds were granted have not been or will not be fulfilled. The State may take action to protect the interests of the State of Minnesota, including the refusal to disburse additional funds and requiring the return of all or part of the funds already disbursed.
- 15.3. **Termination for Insufficient Funding.** The State may immediately terminate this contract if: It does not obtain funding from the Minnesota Legislature; or If funding cannot be continued at a level sufficient to allow for the payment of the services covered here. Termination must be by written or fax notice to the Recipient. The State is not obligated to pay for any services that are provided after notice and effective date of termination. However, the Recipient will be entitled to payment, determined on a pro rata basis, for services satisfactorily performed to the extent that funds are available. The State will not be assessed any penalty if the contract is terminated because of the decision of the Minnesota Legislature, or other funding source, not to appropriate funds. The State will provide the Recipient notice of the lack of funding within a reasonable time of the State's receiving that notice.
- 15.4. **Suspension.** The State may immediately suspend this contract in the event of a total or partial government shutdown due to the failure to have an approved budget by the legal deadline. Work performed by the Recipient during a period of suspension will be deemed unauthorized and undertaken at risk of non-payment.

16. Discrimination Prohibited by Minnesota Statutes §181.59

- 16.1. Recipient will comply with the provisions of Minnesota Statutes §181.59 which requires that every contract for or on behalf of the State of Minnesota, or any county, city, town, township, school, school district or any other district in the state, for materials, supplies or construction will contain provisions by which Contractor agrees: 1) That, in the hiring of common or skilled labor for the performance of any work under any contract, or any subcontract, no Contractor, material supplier or vendor, will, by reason of race, creed or color, discriminate against the person or persons who are citizens of the United States or resident aliens who are qualified and available to perform the work to which the employment relates; 2) That no Contractor, material supplier, or vendor, will, in any manner, discriminate against, or intimidate, or prevent the employment of any person or persons identified in clause 1 of this section, or on being hired, prevent or conspire to prevent, the person or persons from the performance of work under any contract on account of race, creed or color; 3) That a violation of this section is a misdemeanor; and 4) That this contract may be canceled or terminated by the state of Minnesota, or any county, city, town, township, school, school district or any other person authorized to grant contracts for employment, and all money due, or to become due under the contract, may be forfeited for a second or any subsequent violation of the terms or conditions of this contract.

17. Limitation.

- 17.1. Under this contract, the State is only responsible for disbursing funds. Nothing in this contract will be construed to make the State a principal, co-principal, partner, or joint venturer with respect to the Project(s) covered herein. The State may provide technical advice and assistance as requested by the Recipient, however, the Recipient will remain responsible for providing direction to its contractors and consultants and for administering its contracts with such entities. The Recipient's consultants and contractors are not intended to be third party beneficiaries of this contract.

STATE ENCUMBRANCE VERIFICATION

Individual certifies that funds have been encumbered as required by Minnesota Statutes §16A.15 and §16C.05.*

Signed: _____

Date: _____

SWIFT Contract (SC) ID No. _____

Purchase Order (PO) ID No. _____

*PO staged and to be encumbered with future State fiscal year funds.

RECIPIENT

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

By: _____

Title: _____

Date: _____

By: _____

Title: _____

Date: _____

DEPARTMENT OF TRANSPORTATION

By: _____
(with delegated authority)

Title: _____

Date: _____

MnDOT OFFICE OF FINANCIAL MANAGEMENT – GRANT UNIT

By: _____

Date: _____

MnDOT CONTRACT MANAGEMENT

By: _____

Date: _____

**CITY OF MARSHALL
AGENDA ITEM REPORT**

Meeting Date:	Tuesday, November 9, 2021
Category:	NEW BUSINESS
Type:	ACTION
Subject:	Project ST-003: South 1 st Street/Greeley Street/Williams Street 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-003 South 1st Street/Greeley Street/Williams Street Reconstruction Project. Attached is a map to identify the project area.</p> <p>This project consists of: reconstruction and utility replacement on South 1st Street from George Street to Greeley Street, on Greeley Street from West College Drive to Saratoga Street, and on Williams Street from Maple Street to George Street; sanitary sewer, watermain, and storm sewer will be replaced. This project will also include new curb & gutter, new 5-ft. sidewalk on one or both sides of the streets, driveway aprons, water services, and sewer services to the right-of-way.</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 21-XXX, which is the “Resolution Ordering Preparation of Report on Improvement” for Project ST-003: South 1 st Street/Greeley Street/Williams Street Reconstruction Project.

RESOLUTION NUMBER 21-_____

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-003: SOUTH 1ST STREET/GREELEY STREET/WILLIAMS STREET RECONSTRUCTION PROJECT -- This project consists of: reconstruction and utility replacement on South 1st Street from George Street to Greeley Street, on Greeley Street from West College Drive to Saratoga Street, and on Williams Street from Maple Street to George Street; sanitary sewer, watermain, and storm sewer will be replaced. This project will also include new curb & gutter, new 5-ft. sidewalk on one or both sides of the streets, driveway aprons, water services, and sewer services to the right-of-way.

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.

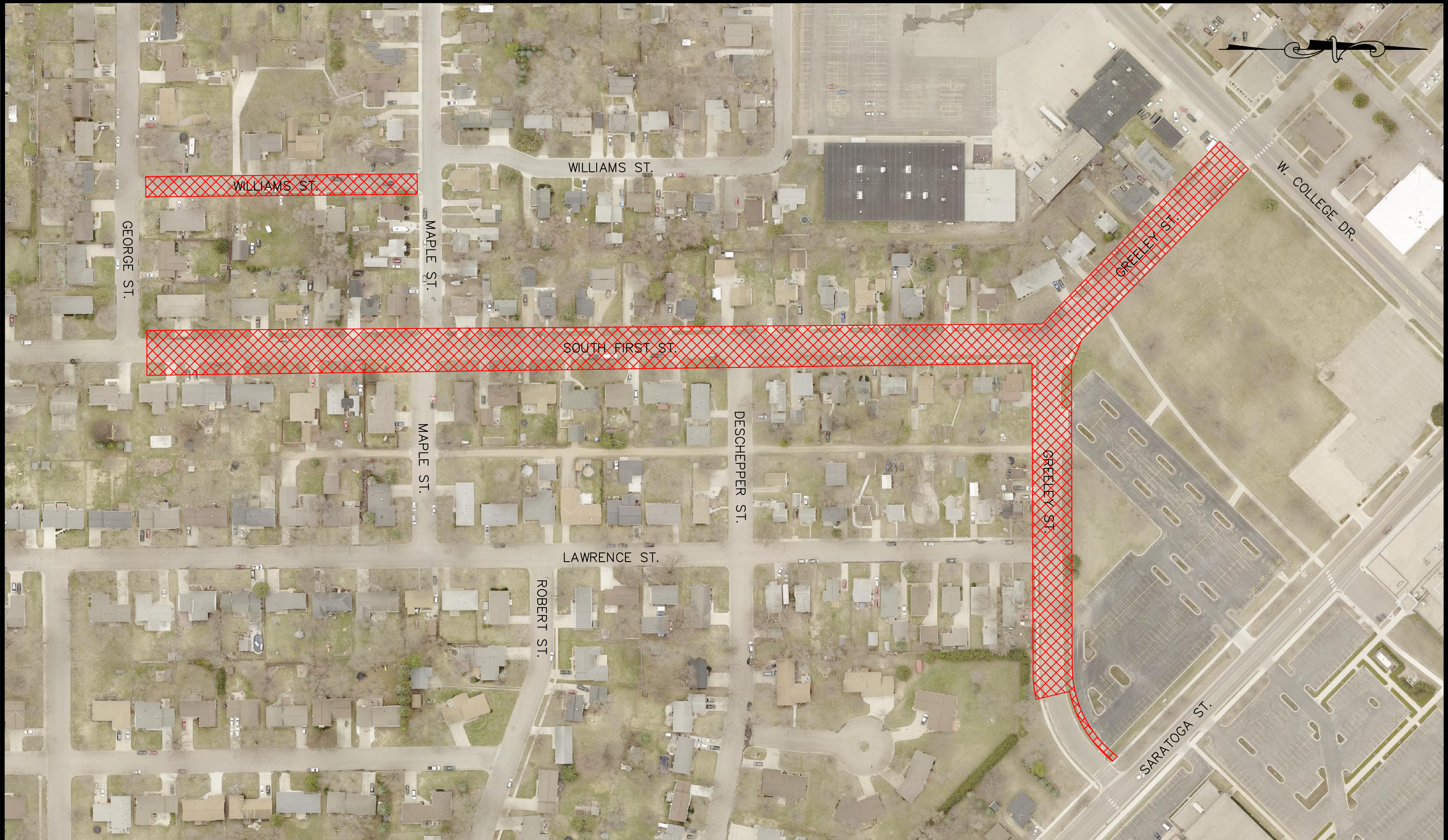
Passed and adopted by the Council this 9th day of November, 2021.

Mayor

ATTEST:

City Clerk

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



DESIGNED BY: J.L.D.
 DRAWN BY: J.L.D.
 Item 8.
 Scale: 1"=##'

DATE	REVISIONS	INIT.



MARSHALL
 ENGINEERING DEPARTMENT
 344 WEST MAIN STREET
 MARSHALL, MINNESOTA
 56258

S. 1st/Greeley/Williams Reconstruction
 Project Area

I HEREBY CERTIFY THAT THIS PLAN, SPECIFICATION OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED ENGINEER UNDER THE LAWS OF THE STATE OF MINNESOTA.
 DATE: 00/00/21 LICENSE NO.: 53322

CITY PROJECT NO. ST-003
 STATE AID PROJECT NO. SH
 DATE 11/4/2021
 Page 44

**CITY OF MARSHALL
AGENDA ITEM REPORT**

Meeting Date:	Tuesday, November 9, 2021
Category:	NEW BUSINESS
Type:	ACTION
Subject:	Project ST-004: Halbur Road 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-004: Halbur Road Reconstruction Project. Attached is a map to identify the project area.</p> <p>This project consists of: reconstruction and utility replacement on Halbur Road from Michigan Street to Erie Road (CR 33); sanitary sewer and storm sewer will be replaced with a concrete paved surfacing. This project will also include new curb & gutter, driveway aprons, and sewer services to the right-of-way.</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 21-XXX, which is the "Resolution Ordering Preparation of Report on Improvement" for Project ST-004: Halbur Road Reconstruction Project.

RESOLUTION NUMBER 21-_____

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-004: HALBUR ROAD RECONSTRUCTION PROJECT -- This project consists of: reconstruction and utility replacement on Halbur Road from Michigan Street to Erie Road (CR 33); sanitary sewer and storm sewer will be replaced with a concrete paved surfacing. This project will also include new curb & gutter, driveway aprons, and sewer services to the right-of-way.

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 9th day of November, 2021.

Mayor

ATTEST:

City Clerk

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



MICHIGAN AVE.

HALBUR RD.

ERIE RD. (CR 33)

DESIGNED BY: J.L.D.
 DRAWN BY: J.L.D.
 Item 9.
 Scale: 1"=##'

DATE	REVISIONS	INIT.



ENGINEERING DEPARTMENT
 344 WEST MAIN STREET
 MARSHALL, MINNESOTA
 56258

Halbur Road Reconstruction Project
 Project Area

I HEREBY CERTIFY THAT THIS PLAN, SPECIFICATION OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED ENGINEER UNDER THE LAWS OF THE STATE OF MINNESOTA.
 DATE: 00/00/21 LICENSE NO.: 53322

CITY PROJECT NO. ST-004
 STATE AID PROJECT NO. SH
 DATE 11/4/2021
 Page 47

**CITY OF MARSHALL
AGENDA ITEM REPORT**

Meeting Date:	Tuesday, November 9, 2021
Category:	NEW BUSINESS
Type:	ACTION
Subject:	Project Z51-2021: Bituminous Resurfacing on Various City Streets – Consider Change Order No. 2 (Final) and Acknowledgement of Final Pay Request No. 4.
Background Information:	<p>This project consisted of street milling and overlay on various city streets. Attached is the plan cover sheet that identifies each street that received a mill and overlay treatment.</p> <p>Streets include: London Road (Madrid Street to Channel Parkway) Athens Avenue (Madrid Street to Paris Road) Oslo Avenue (Madrid Street to Dublin Street) Rainbow Drive (Madrid Street to Paris Road) Parkside Drive (Lyon Street to Jewett Street) Woodland Way Garden Circle Baseline Drive (Nwakama Street to Clarice Avenue)</p> <p>The items on Change Order No. 2 (Final Reconciling Change Order) for the above project are the result of final measurements and changes in item quantities during construction.</p> <p>All work has been completed in accordance with the specifications. Attached is a copy of Final Pay Request (No. 4) in the amount of \$3,500.00.</p>
Fiscal Impact:	The capital budget included \$625,000 for this work. Change Order No. 2 (Final) results in a contract increase in the amount of \$12,195.70 and the final contract amount was \$592,599.98. The original contract amount was \$580,564.28.
Alternative/ Variations:	No alternative actions recommended.
Recommendations:	that the Council approve Change Order No. 2 (Final), resulting in a contract increase in the amount of \$12,195.70 and acknowledge Final Pay Request (No. 4) in the amount of \$3,500.00 for the above-referenced project to Duininck, Inc. of Prinsburg, Minnesota.



STATE AID FOR LOCAL TRANSPORTATION
CHANGE ORDER

Rev. February 2018

SP/SAP(s)		MN Project No.:	N/A	Change Order No.	2
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Project Location	Various Locations				
Local Agency	City of Marshall Public Works	Local Project No.	Z51-2021		
Contractor	Duininck, Inc.	Contract No.	Project: Z51-2021		
Address/City/State/Zip	408 6th Street P.O. Box 208 / Prinsburg / MN / 56281				
Total Change Order Amount \$	\$12,195.70				

Final Reconciling Change Order

Estimate Of Cost: (Include any increases or decreases in contract items, any negotiated or force account items.)					
Item No.	Description	Unit	Unit Price	+ or - Quantity	+ or - Amount \$
2104.503	REMOVE CURB & GUTTER	L F	\$6.00	-18	(\$108.00)
2104.518	REMOVE PAVEMENT	S F	\$3.50	16	\$56.00
2232.604	MILL BITUMINOUS PAVEMENT (1.5")	S Y	\$2.68	781.2	\$2,093.62
2360.609	TYPE SP 9.5 WEARING COURSE MIX (3,B)	TON	\$72.00	249.19	\$17,941.68
2506.502	ADJUST FRAME & RING CASTING	EACH	\$430.00	-18	(\$7,740.00)
2521.618	4" CONCRETE WALK	S F	\$8.70	-242	(\$2,105.40)
2521.618	6" CONCRETE WALK	S F	\$11.40	302	\$3,442.80
2531.603	CONCRETE CURB & GUTTER DESIGN B618	L F	\$32.20	-5	(\$161.00)
2531.618	TRUNCATED DOMES	S F	\$51.00	-24	(\$1,224.00)
Net Change this Change Order					\$12,195.70

Due to this change, the contract time: (check one)	
<input checked="" type="checkbox"/> Is NOT changed	<input type="checkbox"/> May be revised as provided in MnDOT Specification 1806
Number of Working Days Affected by this Contract Change: 0	Number of Calendar Days Affected by this Contract Change: 0

Approved by Project Engineer: Jessie Dehn Date: 10/13/2021
 Print Name: Jessie Dehn, P.E. Phone: 507-537-6773

Approved by Contractor: [Signature] Date: November 1, 2021
 Print Name: Justin Zylstra Phone: 320-978-6011

Contract Number: Project: Z51-2021
Pay Request Number: 4

Project Number	Project Description
Z51-2021	2021 Mill & Overlay and ADA Improvements Project

Contractor: Duinick, Inc. 408 6th Street Prinsburg, MN 56281	Vendor Number: 01-1020 Up To Date: 10/13/2021
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Contract Amount

Funds Encumbered

Original Contract	\$580,564.28	Original	\$580,564.28
Contract Changes	\$12,035.70	Additional	N/A
Revised Contract	\$592,599.98	Total	\$580,564.28

Work Certified To Date

Base Bid Items	\$592,759.98
Contract Changes	\$-160.00
Material On Hand	\$0.00
Total	\$592,599.98

Work Certified This Request	Work Certified To Date	Less Amount Retained	Less Previous Payments	Amount Paid This Request	Total Amount Paid To Date
\$2,500.00	\$592,599.98	\$0.00	\$589,099.98	\$3,500.00	\$592,599.98
Percent: Retained: 0%			Percent Complete: 100%		

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

Approved By

Jessie Dehn

Project Engineer

10/13/2021

Date

Approved By Duinick, Inc.

Contractor 

November 1, 2021

Date

Payment Summary				
No.	Up To Date	Work Certified Per Request	Amount Retained Per Request	Amount Paid Per Request
1	2021-05-28	\$287,220.76	\$14,361.04	\$272,859.72
2	2021-06-18	\$303,039.22	(\$8,458.44)	\$311,497.66
3	2021-07-13	(\$160.00)	(\$4,902.60)	\$4,742.60
4	2021-10-13	\$2,500.00	(\$1,000.00)	\$3,500.00

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
ADA Improvements		\$91,734.20	\$0.00	\$89,082.99	\$2,651.21	\$91,734.20
Overlay		\$500,865.78	\$0.00	\$500,016.99	\$848.79	\$500,865.78

Accounting Number	Funding Source	Amount Paid this Request	Revised Contract Amount	Funds Encumbered to Date	Paid Contractor to Date
495	Local / Other[1]	\$3,500.00	\$0.00	(\$12,195.70)	\$592,599.98

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	2104.503	REMOVE CURB & GUTTER	L F	\$6.00	606	0	\$0.00	606	\$3,636.00
Base Bid	2	2104.518	REMOVE PAVEMENT	S F	\$3.50	3048	0	\$0.00	3048	\$10,668.00
Base Bid	3	2232.604	MILL BITUMINOUS PAVEMENT (1.5")	S Y	\$2.68	42942.2	0	\$0.00	42942.2	\$115,085.10
Base Bid	4	2360.604	TYPE SP 9.5 BIT MIXTURE FOR PATCHING	S Y	\$60.00	139	0	\$0.00	139	\$8,340.00
Base Bid	5	2360.609	TYPE SP 9.5 WEARING COURSE MIX (3,B)	TON	\$72.00	5166.19	0	\$0.00	5166.19	\$371,965.68
Base Bid	6	2301.504	PLACE CONCRETE PAVEMENT 7"	S Y	\$95.50	7	0	\$0.00	7	\$668.50
Base Bid	7	2504.602	ADJUST GATE VALVE & BOX	EACH	\$215.00	17	0	\$0.00	17	\$3,655.00
Base Bid	8	2506.502	ADJUST FRAME & RING CASTING	EACH	\$430.00	24	0	\$0.00	24	\$10,320.00
Base Bid	9	2521.618	4" CONCRETE WALK	S F	\$8.70	1283	0	\$0.00	1283	\$11,162.10
Base Bid	10	2521.618	6" CONCRETE WALK	S F	\$11.40	1387	0	\$0.00	1387	\$15,811.80
Base Bid	11	2531.603	CONCRETE CURB & GUTTER DESIGN B618	L F	\$32.20	619	0	\$0.00	619	\$19,931.80
Base Bid	12	2531.618	TRUNCATED DOMES	S F	\$51.00	216	0	\$0.00	216	\$11,016.00
Base Bid	13	2575.602	SITE RESTORATION	EACH	\$500.00	21	5	\$2,500.00	21	\$10,500.00
Base Bid Totals:								\$2,500.00		\$592,759.98

Project Category Totals			
Project	Category	Amount This Request	Amount To Date
Z51-2021	Base Bid	\$2,500.00	\$592,759.98

Contract Change Item Status												
Project	CC	CC#	Line	Item	Description	Units	Unit Price	Contract Quantity	Quantity This Request	Amount This Request	Quantity To Date	Amount To Date
Z51-2021	CO	1	14	2360.601	BITUMINOUS SURFACE DEFECTS	LS	(\$10.00)	16	0	\$0.00	16	(\$160.00)
Contract Change Totals:										\$0.00		\$-160.00

Contract Total	\$592,599.98
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Contract Change Totals			
Number	Description	Amount This Request	Amount To Date
1	Bituminous Surface Penalties	\$0.00	(\$160.00)
2	Final Reconciling Change Order	\$0.00	\$0.00

Material On Hand Additions					
Line	Item	Description	Date	Added	Comments

Material On Hand Balance						
Line	Item	Description	Date	Added	Used	Remaining

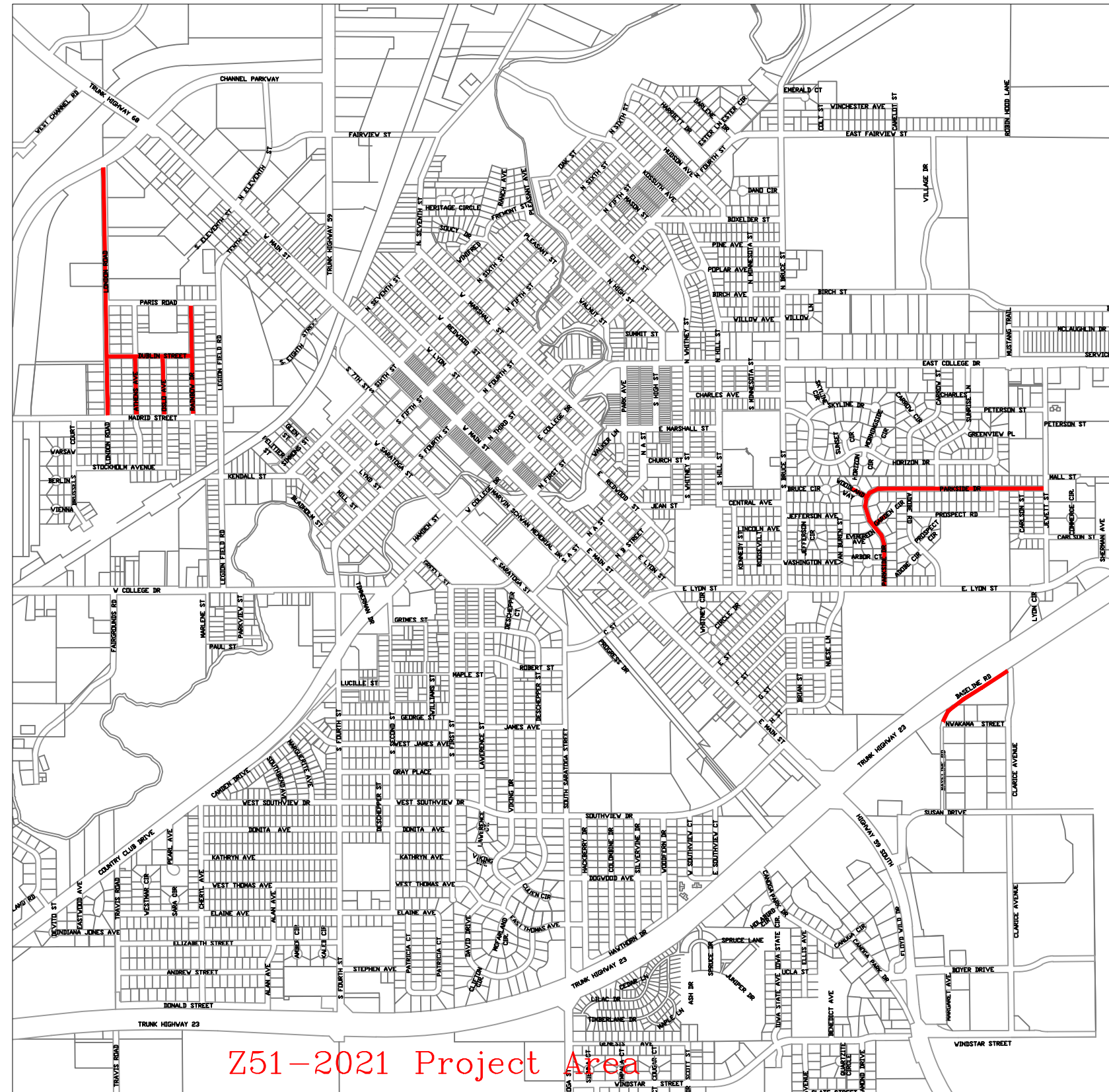
CITY OF MARSHALL, MINNESOTA

Construction Plans for Bituminous Overlays & Pedestrian Ramp Improvements within the City of Marshall

INDEX

Legend

- ALIGNMENT STATIONS
- EXISTING GAS LINE
- EXISTING COMMUNICATION LINE
- EXISTING FIBER LINE
- EXISTING UNDERGROUND POWER
- EXISTING STREET LIGHT
- EXISTING CATCH BASIN
- EXISTING STORM MANHOLE
- EXISTING SANITARY MANHOLE
- EXISTING HYDRANT
- EXISTING WATER VALVE
- NEW CATCH BASIN
- NEW HYDRANT
- NEW WATER VALVE
- NEW SANITARY MANHOLE
- NEW STORM MANHOLE



SHEET NO. DESCRIPTION

1. TITLE SHEET
2. ESTIMATED QUANTITY SHEET
3. ADA QUANTITY TABLES
4. CONSTRUCTION NOTES SHEETS
5. DETAIL SHEETS
- 6-10. ADA PLAN SHEETS
- 11-20. MNDOT STANDARD PLAN SHEETS

SPECIFICATION REFERENCE

THE 2018 EDITION OF THE MINNESOTA DEPARTMENT OF TRANSPORTATION "STANDARD SPECIFICATIONS FOR CONSTRUCTION" 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

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

APPROVED: CITY ENGINEER, MARSHALL MINNESOTA DATE: _____ REG NO 53322

ELECTED OFFICIALS

ROBERT BYRNES, MAYOR
 STEVEN MEISTER, CITY COUNCIL
 JOHN DECRAMER, CITY COUNCIL
 JAMES LOZINSKI, CITY COUNCIL
 DONALD EDBLOM, CITY COUNCIL
 CRAIG SCHAFFER, CITY COUNCIL
 RUSS LABAT, CITY COUNCIL

CITY OF MARSHALL STAFF

SHARON HANSON, CITY ADMINISTRATOR
 ANNETTE STORM, DIRECTOR OF ADMINISTRATIVE SERVICES
 JASON ANDERSON, DIR. OF PUBLIC WORKS/CITY ENGINEER
 JESSIE DEHN, ASSISTANT CITY ENGINEER
 GEDFREY STELTER, SENIOR ENGINEERING SPECIALIST
 JASON ROKEH, ENGINEERING SPECIALIST
 GREGG SWANSON, ENGINEERING SPECIALIST
 JERRED LEE, ENGINEERING SPECIALIST
 LONA RAE KONOLD, PUBLIC WORKS ADMIN. ASSISTANT
 ROBERT VANMOER, WASTEWATER TREATMENT SUPERINTENDENT

SCALES

PLAN 1"=40'
 PROFILE NA
 INDEX MAP 1"=100'
 GENERAL LAYOUT 1"=40'

NOT TO SCALE

REVISIONS	DATE	DRAWN BY
		JA



**CITY OF MARSHALL
AGENDA ITEM REPORT**

Meeting Date:	Tuesday, November 9, 2021
Category:	NEW BUSINESS
Type:	ACTION
Subject:	Project Z75/SAP 139-124-004: South 4th Street Reconstruction Project - Consider Change Order No. 5 (Final) and Acknowledgment of Final Pay Request No. 9.
Background Information:	<p>This project consisted of the following: reconstruction and utility replacement on South 4th Street from the intersection of Elaine Avenue and South 4th Street to the intersection of Country Club Drive and South 4th Street. Utility work included sanitary sewer, watermain, and storm sewer replacement. This project also included new curb and gutter, new 5-ft. sidewalk on the west side of the street, driveway aprons, water services, and sewer services to the right-of-way.</p> <p>The items on Change Order No. 5 (Final Reconciling Change Order) for the above project are the result of final measurements and changes in item quantities during construction.</p> <p>All work has been completed in accordance with the specifications. Attached is a copy of Final Pay Request (No. 9) in the amount of \$9,937.00.</p>
Fiscal Impact:	Change Order No. 3 (Final) results in a contract decrease in the amount of (\$28,917.22) and the final contract amount was \$2,565,722.82. The original contract amount was \$2,583,754.90.
Alternative/Variations:	No alternative actions recommended.
Recommendations:	that the Council approve Change Order No. 5 (Final), resulting in a contract decrease in the amount of (\$28,917.22) and acknowledge Final Pay Request (No. 9) in the amount of \$9,937.00 for the above-referenced project to R&G Construction Co. of Marshall, Minnesota.



SP/SAP(s)	SAP 139-124-004	MN Project No.:	N/A	Change Order No.	5
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Project Location	South 4th Street				
Local Agency	City of Marshall Public Works	Local Project No.	Z75		
Contractor	R and G Construction Co.	Contract No.	Project: Z75		
Address/City/State/Zip	2694 County Road 6 / Marshall / MN / 56258				
Total Change Order Amount \$	(\$28,917.22)				

Final Reconciling Change Order

Estimate Of Cost: <i>(Include any increases or decreases in contract items, any negotiated or force account items.)</i>					
Item No.	Description	Unit	Unit Price	+ or - Quantity	+ or - Amount \$
2104.502	REMOVE CATCH BASIN	EACH	\$350.00	-4	(\$1,400.00)
2104.503	SAWING BIT PAVEMENT (FULL DEPTH)	L F	\$3.00	58	\$174.00
2104.503	SAWING CONCRETE PAVEMENT (FULL DEPTH)	L F	\$5.00	-4	(\$20.00)
2360.509	TYPE SP 12.5 WEARING COURSE MIX (3;C)	TON	\$99.85	47.8	\$4,772.83
2360.509	TYPE SP 12.5 NON WEAR COURSE MIX (3;B)	TON	\$97.29	-318.52	(\$30,988.81)
2451.609	AGGREGATE FOUNDATION	TON	\$35.00	-106	(\$3,710.00)
2502.503	6" PERF PVC PIPE DRAIN	L F	\$11.00	168	\$1,848.00
2503.503	36" RC PIPE SEWER CLASS III	L F	\$116.00	-2.5	(\$290.00)
2503.503	18" RC PIPE SEWER CLASS III	L F	\$58.00	-3.5	(\$203.00)
2503.503	15" RC PIPE SEWER CLASS III	L F	\$55.00	-19	(\$1,045.00)
2503.503	10" PVC PIPE SEWER	L F	\$54.50	20.5	\$1,117.25
2503.503	4" PVC PIPE SEWER	L F	\$40.00	-105.5	(\$4,220.00)
2503.503	8" PVC PIPE SEWER	L F	\$50.50	19	\$959.50
2503.503	12" PVC PIPE SEWER	L F	\$82.00	0.8	\$65.60
2503.503	51" SPAN RC PIPE-ARCH SEWER CL IIA	L F	\$240.00	2.7	\$648.00
2504.602	16"X16" TEE FITTING	EACH	\$2,220.00	-1	(\$2,220.00)
2504.602	16" SLEEVE	EACH	\$1,315.00	-1	(\$1,315.00)
2504.602	INSTALL PLUG	EACH	\$250.00	-12	(\$3,000.00)
2504.602	6" SLEEVE	EACH	\$535.00	-9	(\$4,815.00)
2504.602	8" GATE VALVE & BOX	EACH	\$2,100.00	1	\$2,100.00
2504.603	6" PVC WATERMAIN	L F	\$42.00	-36	(\$1,512.00)
2504.603	16" PVC WATERMAIN	L F	\$80.00	14.5	\$1,160.00
2504.603	8" PVC WATERMAIN	L F	\$46.00	2	\$92.00
2506.502	ADJUST FRAME & RING CASTING	EACH	\$500.00	5	\$2,500.00
2506.502	CONST DRAINAGE STRUCTURE DESIGN A	EACH	\$2,225.00	-1	(\$2,225.00)
2506.503	CONST DRAINAGE STRUCTURE DES 96-4020	L F	\$1,830.00	-0.15	(\$274.50)
2506.503	CONST DRAINAGE STRUCTURE DES 48-4020	L F	\$530.00	0.9	\$477.00



STATE AID FOR LOCAL TRANSPORTATION
CHANGE ORDER

Rev. February 2018

SP/SAP(s)	SAP 139-124-004	MN Project No.:	N/A	Change Order No.	5
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2506.503	CONST DRAINAGE STRUCTURE DES 72-4020	L F	\$970.00	-4.45	(\$4,316.50)
2506.503	CONST DRAINAGE STRUCTURE DES 84-4020	L F	\$1,340.00	5.3	\$7,102.00
2506.603	48" DIA. SANITARY SEWER MANHOLE	LIN FT	\$580.00	1.65	\$957.00
2521.518	4" CONCRETE WALK	S F	\$5.10	1004.4	\$5,122.44
2521.518	6" CONCRETE WALK	S F	\$7.10	-538.3	(\$3,821.93)
2531.503	CONCRETE CURB & GUTTER DESIGN B618	L F	\$15.25	137.2	\$2,092.30
2531.504	6" CONCRETE DRIVEWAY PAVEMENT	S Y	\$60.50	85.6	\$5,178.80
2531.604	7" CONCRETE VALLEY GUTTER	SQ YD	\$70.00	-51.46	(\$3,602.20)
2531.618	TRUNCATED DOMES	S F	\$50.00	-15	(\$750.00)
2565.602	SAW CUT LOOP DETECTOR 6' X 6'	EACH	\$1,000.00	1	\$1,000.00
2573.501	STABILIZED CONSTRUCTION EXIT	LS	\$1,500.00	-1	(\$1,500.00)
2574.507	BOULEVARD TOPSOIL BORROW	C Y	\$15.00	63	\$945.00
2575.501	TURF ESTABLISHMENT	LS	\$5,000.00	0.5	\$2,500.00
2575.523	RAPID STABILIZATION METHOD 3	MGAL	\$300.00	5	\$1,500.00
Net Change this Change Order					(\$28,917.22)

Due to this change, the contract time: (check one)

Is NOT changed May be revised as provided in MnDOT Specification 1806

Number of Working Days Affected by this Contract Change: 0	Number of Calendar Days Affected by this Contract Change: 0
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Approved by Project Engineer: Jessie Dehn Date: 10/29/2021
Print Name: Jessie Dehn, P.E. Phone: 507-537-6773

Approved by Contractor: Scott Mathisowatz Date: 10/29/21
Print Name: Scott Mathisowatz Phone: 507-537-1473

Contract Number: Project: Z75
Pay Request Number: 9

Project Number	Project Description
SAP 139-124-004	139-124-004 South 4th Reconstruction

Contractor: R and G Construction Co. 2694 County Road 6 Marshall, MN 56258	Vendor Number: 01-2112 Up To Date: 10/29/2021
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Contract Amount		Funds Encumbered	
Original Contract	\$2,583,754.90	Original	\$2,583,754.90
Contract Changes	\$-18,032.08	Additional	N/A
Revised Contract	\$2,565,722.82	Total	\$2,583,754.90

Work Certified To Date	
Base Bid Items	\$2,554,837.68
Contract Changes	\$10,885.14
Material On Hand	\$0.00
Total	\$2,565,722.82

Work Certified This Request	Work Certified To Date	Less Amount Retained	Less Previous Payments	Amount Paid This Request	Total Amount Paid To Date
\$4,937.00	\$2,565,722.82	\$0.00	\$2,555,785.82	\$9,937.00	\$2,565,722.82
Percent: Retained: 0%			Percent Complete: 100%		

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

Approved By

Jessie Dehn

Project Engineer

10/29/2021

Date

Approved By R and G Construction Co.

Sally

Contractor

10/29/2021

Date

Payment Summary					
No.	Up To Date	Work Certified Per Request	Amount Retained Per Request	Amount Paid Per Request	
1	2020-08-04	\$425,476.50	\$21,273.83	\$404,202.67	
2	2020-08-31	\$540,769.50	\$27,038.47	\$513,731.03	
3	2020-09-29	\$586,255.64	\$29,312.78	\$556,942.86	
4	2020-10-27	\$650,577.18	\$32,528.86	\$618,048.32	
5	2020-11-17	\$312,806.07	(\$84,995.09)	\$397,801.16	
6	2020-12-08	\$38,063.33	\$380.63	\$37,682.70	
7	2021-05-11	\$5,000.00	\$50.00	\$4,950.00	
8	2021-07-13	\$1,837.60	(\$20,589.48)	\$22,427.08	
9	2021-10-29	\$4,937.00	(\$5,000.00)	\$9,937.00	

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
Base Bid Items	0	\$2,565,722.82	\$0.00	\$2,555,785.82	\$9,937.00	\$2,565,722.82

Accounting Number	Funding Source	Amount Paid this Request	Revised Contract Amount	Funds Encumbered to Date	Paid Contractor to Date
01	Municipal (MSAS > 5000)	\$4,222.59	\$0.00	\$28,917.22	\$2,162,623.64
02	Local	\$5,714.41	\$0.00	\$0.00	\$403,099.18

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	MOBILIZATION	LS	\$120,000.00	1	0	\$0.00	1	\$120,000.00
Base Bid	2	2101.524	CLEARING	TREE	\$2,000.00	1	0	\$0.00	1	\$2,000.00
Base Bid	3	2101.524	GRUBBING	TREE	\$350.00	1	0	\$0.00	1	\$350.00
Base Bid	4	2104.502	REMOVE MANHOLE	EACH	\$500.00	14	0	\$0.00	14	\$7,000.00
Base Bid	5	2104.502	REMOVE CATCH BASIN	EACH	\$350.00	15	0	\$0.00	15	\$5,250.00
Base Bid	6	2104.502	REMOVE HYDRANT	EACH	\$500.00	7	0	\$0.00	7	\$3,500.00
Base Bid	7	2104.503	SAWING CONCRETE PAVEMENT (FULL DEPTH)	L F	\$5.00	515	0	\$0.00	515	\$2,575.00
Base Bid	8	2104.503	SAWING BIT PAVEMENT (FULL DEPTH)	L F	\$3.00	886	0	\$0.00	886	\$2,658.00
Base Bid	9	2104.503	REMOVE CURB & GUTTER	L F	\$3.00	6140	0	\$0.00	6140	\$18,420.00
Base Bid	10	2104.504	REMOVE CONCRETE PAVEMENT	S Y	\$8.00	1064	0	\$0.00	1064	\$8,512.00
Base Bid	11	2104.504	REMOVE BITUMINOUS SURFACING	S Y	\$2.50	15355	0	\$0.00	15355	\$38,387.50
Base Bid	12	2104.518	REMOVE SIDEWALK	S F	\$1.00	14167	0	\$0.00	14167	\$14,167.00

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	13	2104.601	SALVAGE WATERMAIN FITTING	LS	\$1,500.00	1	0	\$0.00	1	\$1,500.00
Base Bid	14	2105.504	GEOTEXTILE FABRIC TYPE 5	S Y	\$2.00	17796	0	\$0.00	17796	\$35,592.00
Base Bid	15	2105.507	COMMON EXCAVATION (P)	C Y	\$14.00	11999	0	\$0.00	11999	\$167,986.00
Base Bid	16	2105.507	SELECT GRANULAR BORROW (CV) (P)	C Y	\$17.00	5815	0	\$0.00	5815	\$98,855.00
Base Bid	17	2211.507	AGGREGATE BASE (CV) CLASS 5 (P)	C Y	\$27.00	5932	0	\$0.00	5932	\$160,164.00
Base Bid	18	2360.509	TYPE SP 12.5 NON WEAR COURSE MIX (3;B)	TON	\$97.29	1616.48	0	\$0.00	1616.48	\$157,267.34
Base Bid	19	2360.509	TYPE SP 12.5 WEARING COURSE MIX (3;C)	TON	\$99.85	2685.8	0	\$0.00	2685.8	\$268,177.13
Base Bid	20	2451.609	AGGREGATE FOUNDATION	TON	\$35.00	44	0	\$0.00	44	\$1,540.00
Base Bid	21	2502.503	6" PERF PVC PIPE DRAIN	L F	\$11.00	6128	0	\$0.00	6128	\$67,408.00
Base Bid	22	2503.503	4" PVC PIPE SEWER	L F	\$40.00	654.5	0	\$0.00	654.5	\$26,180.00
Base Bid	23	2503.503	8" PVC PIPE SEWER	L F	\$50.50	962	0	\$0.00	962	\$48,581.00
Base Bid	24	2503.503	10" PVC PIPE SEWER	L F	\$54.50	1367.5	0	\$0.00	1367.5	\$74,528.75
Base Bid	25	2503.503	12" PVC PIPE SEWER	L F	\$82.00	1017.8	0	\$0.00	1017.8	\$83,459.60
Base Bid	26	2503.503	15" RC PIPE SEWER CLASS III	L F	\$55.00	674	0	\$0.00	674	\$37,070.00
Base Bid	27	2503.503	18" RC PIPE SEWER CLASS III	L F	\$58.00	340.5	0	\$0.00	340.5	\$19,749.00
Base Bid	28	2503.503	24" RC PIPE SEWER CLASS III	L F	\$85.00	4	0	\$0.00	4	\$340.00
Base Bid	29	2503.503	30" RC PIPE SEWER CLASS III	L F	\$93.00	355	0	\$0.00	355	\$33,015.00
Base Bid	30	2503.503	36" RC PIPE SEWER CLASS III	L F	\$116.00	285.5	0	\$0.00	285.5	\$33,118.00
Base Bid	31	2503.503	51" SPAN RC PIPE-ARCH SEWER CL IIA	L F	\$240.00	765.7	0	\$0.00	765.7	\$183,768.00
Base Bid	32	2503.602	8"X4" PVC WYE	EACH	\$525.00	2	0	\$0.00	2	\$1,050.00
Base Bid	33	2503.602	10"X4" PVC WYE	EACH	\$600.00	12	0	\$0.00	12	\$7,200.00
Base Bid	34	2503.602	12"X4" PVC WYE	EACH	\$745.00	6	0	\$0.00	6	\$4,470.00
Base Bid	35	2504.602	1" WATER SERVICE (COMPLETE)	EACH	\$2,000.00	23	0	\$0.00	23	\$46,000.00

Contract Item Status										
Base/Alt	Line	Item	Description	Units	Unit Price	Contract Quantity	Quantity This Request	Amount This Request	Quantity To Date	Amount To Date
Base Bid	36	2504.602	HYDRANT	EACH	\$4,400.00	9	0	\$0.00	9	\$39,600.00
Base Bid	37	2504.602	INSTALL PLUG	EACH	\$250.00	0	0	\$0.00	0	\$0.00
Base Bid	38	2504.602	6"X4" REDUCER	EACH	\$600.00	1	0	\$0.00	1	\$600.00
Base Bid	39	2504.602	8"X6" REDUCER	EACH	\$625.00	1	0	\$0.00	1	\$625.00
Base Bid	40	2504.602	16"X6" REDUCER	EACH	\$1,100.00	1	0	\$0.00	1	\$1,100.00
Base Bid	41	2504.602	16"X8" REDUCER	EACH	\$1,100.00	2	0	\$0.00	2	\$2,200.00
Base Bid	42	2504.602	16"X14" REDUCER	EACH	\$1,750.00	1	0	\$0.00	1	\$1,750.00
Base Bid	43	2504.602	6" SLEEVE	EACH	\$535.00	3	0	\$0.00	3	\$1,605.00
Base Bid	44	2504.602	8" SLEEVE	EACH	\$540.00	1	0	\$0.00	1	\$540.00
Base Bid	45	2504.602	16" SLEEVE	EACH	\$1,315.00	0	0	\$0.00	0	\$0.00
Base Bid	46	2504.602	6"X6" TEE FITTING	EACH	\$700.00	1	0	\$0.00	1	\$700.00
Base Bid	47	2504.602	8"X6" TEE FITTING	EACH	\$810.00	19	0	\$0.00	19	\$15,390.00
Base Bid	48	2504.602	16"X16" TEE FITTING	EACH	\$2,220.00	2	0	\$0.00	2	\$4,440.00
Base Bid	49	2504.602	6" GATE VALVE & BOX	EACH	\$1,540.00	21	0	\$0.00	21	\$32,340.00
Base Bid	50	2504.602	8" GATE VALVE & BOX	EACH	\$2,100.00	8	0	\$0.00	8	\$16,800.00
Base Bid	51	2504.602	16" GATE VALVE & BOX	EACH	\$8,525.00	1	0	\$0.00	1	\$8,525.00
Base Bid	52	2504.603	6" PVC WATERMAIN	L F	\$42.00	476	0	\$0.00	476	\$19,992.00
Base Bid	53	2504.603	8" PVC WATERMAIN	L F	\$46.00	2352	0	\$0.00	2352	\$108,192.00
Base Bid	54	2504.603	16" PVC WATERMAIN	L F	\$80.00	729.5	0	\$0.00	729.5	\$58,360.00
Base Bid	55	2506.502	CONST DRAINAGE STRUCTURE DESIGN A	EACH	\$2,225.00	25	0	\$0.00	25	\$55,625.00
Base Bid	56	2506.502	ADJUST FRAME & RING CASTING	EACH	\$500.00	6	0	\$0.00	6	\$3,000.00
Base Bid	57	2506.503	CONST DRAINAGE STRUCTURE DES 48-4020	L F	\$530.00	13.7	0	\$0.00	13.7	\$7,261.00
Base Bid	58	2506.503	CONST DRAINAGE STRUCTURE DES 72-4020	L F	\$970.00	19.85	-5.1	(\$4,947.00)	19.85	\$19,254.50

Contract Item Status										
Base/Alt	Line	Item	Description	Units	Unit Price	Contract Quantity	Quantity This Request	Amount This Request	Quantity To Date	Amount To Date
Base Bid	59	2506.503	CONST DRAINAGE STRUCTURE DES 84-4020	L F	\$1,340.00	16.4	5.1	\$6,834.00	16.4	\$21,976.00
Base Bid	60	2506.503	CONST DRAINAGE STRUCTURE DES 96-4020	L F	\$1,830.00	5.35	0	\$0.00	5.35	\$9,790.50
Base Bid	61	2506.603	48" DIA. SANITARY SEWER MANHOLE	LIN FT	\$580.00	96.55	0	\$0.00	96.55	\$55,999.00
Base Bid	62	2521.518	4" CONCRETE WALK	S F	\$5.10	13054.4	0	\$0.00	13054.4	\$66,577.44
Base Bid	63	2521.518	6" CONCRETE WALK	S F	\$7.10	3678.7	0	\$0.00	3678.7	\$26,118.77
Base Bid	64	2531.503	CONCRETE CURB & GUTTER DESIGN B618	L F	\$15.25	6244.2	0	\$0.00	6244.2	\$95,224.05
Base Bid	65	2531.504	6" CONCRETE DRIVEWAY PAVEMENT	S Y	\$60.50	680.6	0	\$0.00	680.6	\$41,176.30
Base Bid	66	2531.604	7" CONCRETE VALLEY GUTTER	SQ YD	\$70.00	289.54	0	\$0.00	289.54	\$20,267.80
Base Bid	67	2531.618	TRUNCATED DOMES	S F	\$50.00	254	0	\$0.00	254	\$12,700.00
Base Bid	68	2563.601	TRAFFIC CONTROL	LS	\$6,000.00	1	0	\$0.00	1	\$6,000.00
Base Bid	69	2565.602	SAW CUT LOOP DETECTOR 6' X 6'	EACH	\$1,000.00	3	0	\$0.00	3	\$3,000.00
Base Bid	70	2571.524	DECIDUOUS TREE 2" CAL B&B	TREE	\$550.00	1	1	\$550.00	1	\$550.00
Base Bid	71	2573.501	STABILIZED CONSTRUCTION EXIT	LS	\$1,500.00	0	0	\$0.00	0	\$0.00
Base Bid	72	2573.502	STORM DRAIN INLET PROTECTION	EACH	\$100.00	32	0	\$0.00	32	\$3,200.00
Base Bid	73	2574.507	BOULEVARD TOPSOIL BORROW	C Y	\$15.00	288	0	\$0.00	288	\$4,320.00
Base Bid	74	2575.501	TURF ESTABLISHMENT	LS	\$5,000.00	1.5	0.5	\$2,500.00	1.5	\$7,500.00
Base Bid	75	2575.523	RAPID STABILIZATION METHOD 3	MGAL	\$300.00	9	0	\$0.00	9	\$2,700.00
Base Bid Totals:								\$4,937.00		\$2,554,837.68

Project Category Totals			
Project	Category	Amount This Request	Amount To Date
SAP 139-124-004	Base Bid	\$4,937.00	\$2,554,837.68

Contract Change Item Status												
Project	CC	CC#	Line	Item	Description	Units	Unit Price	Contract Quantity	Quantity This Request	Amount This Request	Quantity To Date	Amount To Date
SAP 139-124-004	CO	1	76	2565.602	SPLICE LOOP DETECTOR	EACH	\$1,585.10	1	0	\$0.00	1	\$1,585.10
SAP 139-124-004	CO	1	77	2104.501	REMOVE SEWER PIPE (STORM)	LUMP SUM	\$3,800.00	1	0	\$0.00	1	\$3,800.00
SAP 139-124-004	CO	2	78	2503.602	RECONNECT STORM CATCH BASIN	LS	\$1,010.04	1	0	\$0.00	1	\$1,010.04
SAP 139-124-004	CO	2	79	2504.602	6" PIPE BEND 22.5 DEGREE	EACH	\$550.00	1	0	\$0.00	1	\$550.00
SAP 139-124-004	CO	3	80	2504.602	6" PIPE BEND 45 DEGREE	EACH	\$550.00	6	0	\$0.00	6	\$3,300.00
SAP 139-124-004	CO	4	81	2123.510	COMMON LABORERS	HOURL	\$80.00	8	0	\$0.00	8	\$640.00
Contract Change Totals:										\$0.00		\$10,885.14

Contract Total	\$2,565,722.82
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Contract Change Totals			
Number	Description	Amount This Request	Amount To Date
5	Final Reconciling Change Order	\$0.00	\$0.00
1	Additional Loop Detector and Storm Sewer Pipe Removal	\$0.00	\$5,385.10
2	The Engineer has determined that additional storm sewer work is needed at Country Club Drive to accommodate MMU Duct Bank conflict including flowable fill backfill under duct package. This work is State Aid Eligible. The Engineer has also determined that an additional 22 degree bend is required at the County Fair water service. This work is NOT State Aid Eligible.	\$0.00	\$1,560.04
3	The Engineer has determined that 45 degree bends for the 6" watermain are required to avoid conflicts with sanitary and storm sewer mains. This work is not State Aid Eligible.	\$0.00	\$3,300.00
4	The Engineer has determined that additional labor was required to adjust concrete forms after they were placed at the intersection of Elaine Avenue and S. 4th Street. The Engineer has determined that to comply with ADA requirements, the pedestrian ramps on the north quadrants of the intersection must be changed to bi-directional rather than fan as per plan.	\$0.00	\$640.00

Material On Hand Additions					
Line	Item	Description	Date	Added	Comments

Material On Hand Balance						
Line	Item	Description	Date	Added	Used	Remaining

**CITY OF MARSHALL
AGENDA ITEM REPORT**

Meeting Date:	Tuesday, November 9, 2021
Category:	NEW BUSINESS
Type:	ACTION
Subject:	Project Z76: South 1 st Reconstruction Project - Consider Change Order No. 4 (Final) and Acknowledgment of Final Pay Request No. 6.
Background Information:	<p>This project consisted of reconstruction and utility replacement on South 1st Street generally between Southview Drive and George Street. Water, sanitary sewer, and storm sewer catch basins were replaced along South 1st Street in this area. Sidewalk was added along the west side of the street to provide connection to existing sidewalk north of the project area on South 1st Street and existing sidewalk at Southview Drive. This project also included new curb and gutter, driveway aprons, and water services. In addition to the utility replacement and street reconstruction on South 1st Street, sanitary sewer force main improvements were made at the intersection of South 1st Street and DeSchepper Street.</p> <p>The items on Change Order No. 4 (Final Reconciling Change Order) for the above project are the result of final measurements and changes in item quantities during construction.</p> <p>All work has been completed in accordance with the specifications. Attached is a copy of Final Pay Request (No. 6) in the amount of \$4,159.25.</p>
Fiscal Impact:	Change Order No. 4 (Final) results in a contract increase in the amount of \$15,298.53 and the final contract amount was \$624,728.83. The original contract amount was \$617,136.55. The difference between the final contract amount and the original contract amount is \$7,592.28 which equates to a 1.23% contract overrun. This amount fits within the Council-approved 5% project contingency for these types of projects.
Alternative/Variations:	No alternative actions recommended.
Recommendations:	that the Council approve Change Order No. 4 (Final), resulting in a contract increase in the amount of \$15,298.53 and acknowledge Final Pay Request (No. 6) in the amount of \$4,159.25 for the above-referenced project to Duininck, Inc. of Prinsburg, Minnesota.



SP/SAP(s)		MN Project No.:	N/A	Change Order No.	4
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Project Location	South 1st Street Reconstruction Project				
Local Agency	City of Marshall Public Works	Local Project No.			
Contractor	Duininck, Inc.	Contract No.	Project: Z76		
Address/City/State/Zip	408 6th Street P.O. Box 208 / Prinsburg / MN / 56281				
Total Change Order Amount \$	\$15,298.53				

Final Reconciling Change Order

Estimate Of Cost: <i>(Include any increases or decreases in contract items, any negotiated or force account items.)</i>					
Item No.	Description	Unit	Unit Price	+ or - Quantity	+ or - Amount \$
2104.503	SAWING CONCRETE PAVEMENT (FULL DEPTH)	L F	\$5.00	23.28	\$116.40
2104.503	SAWING BIT PAVEMENT (FULL DEPTH)	L F	\$1.95	93.6	\$182.52
2104.504	REMOVE BITUMINOUS SURFACING	S Y	\$3.25	80.74	\$262.41
2104.504	REMOVE CONCRETE PAVEMENT	S Y	\$10.00	14.87	\$148.70
2104.518	REMOVE SIDEWALK	S F	\$2.50	43.66	\$109.15
2360.509	TYPE SP 12.5 WEARING COURSE MIX (3;C)	TON	\$99.85	127.44	\$12,724.88
2451.609	AGGREGATE FOUNDATION	TON	\$35.00	-50	(\$1,750.00)
2503.503	10" PVC PIPE SEWER	L F	\$145.00	29	\$4,205.00
2503.503	8" PVC PIPE SEWER	L F	\$74.00	42	\$3,108.00
2503.503	6" PVC PIPE SEWER	L F	\$42.00	19	\$798.00
2503.503	12" PVC PIPE SEWER	L F	\$50.00	1	\$50.00
2503.603	4" PVC FORCE MAIN	L F	\$53.00	-2	(\$106.00)
2503.603	8" PVC FORCE MAIN	L F	\$65.00	-21.6	(\$1,404.00)
2503.603	15" PIPE SEWER	L F	\$63.00	-2	(\$126.00)
2504.602	1" WATER SERVICE (COMPLETE)	EACH	\$1,400.00	1	\$1,400.00
2504.602	8" PIPE BEND 45 DEGREE	EACH	\$435.00	1	\$435.00
2504.603	6" PVC WATERMAIN	L F	\$36.00	21	\$756.00
2506.503	CONST DRAINAGE STRUCTURE DES 72-4020	L F	\$745.00	0.1	\$74.50
2506.603	48" DIA. SANITARY SEWER MANHOLE	LIN FT	\$355.00	2.25	\$798.75
2521.518	4" CONCRETE WALK	S F	\$5.00	-5.1	(\$25.50)
2521.518	6" CONCRETE WALK	S F	\$8.00	-98.31	(\$786.48)
2531.503	CONCRETE CURB & GUTTER DESIGN B618	L F	\$13.92	-193.07	(\$2,687.53)
2531.504	6" CONCRETE DRIVEWAY PAVEMENT	S Y	\$52.00	9.24	\$480.48
2571.541	TRANSPLANT TREE	TREE	\$500.00	-1	(\$500.00)
2573.501	STABILIZED CONSTRUCTION EXIT	LS	\$1,500.00	-1	(\$1,500.00)
2574.507	BOULEVARD TOPSOIL BORROW	C Y	\$55.00	-26.65	(\$1,465.75)
Net Change this Change Order				\$15,298.53	



SP/SAP(s)		MN Project No.:	N/A	Change Order No.	4
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Due to this change, the contract time: (check one)	
<input checked="" type="checkbox"/> Is NOT changed	<input type="checkbox"/> May be revised as provided in MnDOT Specification 1806
Number of Working Days Affected by this Contract Change: 0	Number of Calendar Days Affected by this Contract Change: 0

Approved by Project Engineer: *Jessie Dehn*
Print Name: Jessie Dehn, P.E.

Dehn

Date: *11/4/2021*

Phone: 507-537-6773

Approved by Contractor: _____ Date: _____

Print Name: _____ Phone: _____

Contract Number: Project: Z76
Pay Request Number: 6

Project Number	Project Description
Z76	South 1st Street Reconstruction Project

Contractor: Duininck, Inc. 408 6th Street Prinsburg, MN 56281	Vendor Number: 01-1020 Up To Date: up_to
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Contract Amount

Funds Encumbered

Original Contract	\$617,136.55	Original	\$617,136.55
Contract Changes	\$7,592.28	Additional	N/A
Revised Contract	\$624,728.83	Total	\$617,136.55

Work Certified To Date

Base Bid Items	\$632,435.08
Contract Changes	\$-7,706.25
Material On Hand	\$0.00
Total	\$624,728.83

Work Certified This Request	Work Certified To Date	Less Amount Retained	Less Previous Payments	Amount Paid This Request	Total Amount Paid To Date
\$2,659.25	\$624,728.83	\$0.00	\$620,569.58	\$4,159.25	\$624,728.83
Percent: Retained: 0%			Percent Complete: 100%		

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

Approved By

Approved By Duininck, Inc.

Jessie Dehn

Project Engineer

Contractor

11/04/2021

Date

Date

Payment Summary				
No.	Up To Date	Work Certified Per Request	Amount Retained Per Request	Amount Paid Per Request
1	2020-10-20	\$215,058.45	\$10,752.92	\$204,305.53
2	2020-11-17	\$302,609.62	\$15,130.48	\$287,479.14
3	2020-12-08	\$74,854.48	\$3,742.73	\$71,111.75
4	2021-06-04	\$28,987.03	(\$23,411.03)	\$52,398.06
5	2021-07-13	\$560.00	(\$4,715.10)	\$5,275.10
6	2021-11-04	\$2,659.25	(\$1,500.00)	\$4,159.25

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
SOUTH 1ST	1	\$624,728.83	\$0.00	\$620,569.58	\$4,159.25	\$624,728.83

Accounting Number	Funding Source	Amount Paid this Request	Revised Contract Amount	Funds Encumbered to Date	Paid Contractor to Date
476	Local	\$4,159.25	\$0.00	(\$15,298.53)	\$624,728.83

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	MOBILIZATION	LS	\$48,500.00	1	0	\$0.00	1	\$48,500.00
Base Bid	2	2101.524	CLEARING	TREE	\$750.00	1	0	\$0.00	1	\$750.00
Base Bid	3	2101.524	GRUBBING	TREE	\$350.00	1	0	\$0.00	1	\$350.00
Base Bid	4	2104.502	REMOVE MANHOLE	EACH	\$325.00	4	0	\$0.00	4	\$1,300.00
Base Bid	5	2104.502	REMOVE CATCH BASIN	EACH	\$215.00	9	0	\$0.00	9	\$1,935.00
Base Bid	6	2104.502	REMOVE HYDRANT	EACH	\$325.00	2	0	\$0.00	2	\$650.00
Base Bid	7	2104.503	SAWING CONCRETE PAVEMENT (FULL DEPTH)	L F	\$5.00	414.28	0	\$0.00	414.28	\$2,071.40
Base Bid	8	2104.503	SAWING BIT PAVEMENT (FULL DEPTH)	L F	\$1.95	768.6	0	\$0.00	768.6	\$1,498.77
Base Bid	9	2104.503	REMOVE CURB & GUTTER	L F	\$3.50	2486	0	\$0.00	2486	\$8,701.00
Base Bid	10	2104.504	REMOVE CONCRETE PAVEMENT	S Y	\$10.00	359.87	0	\$0.00	359.87	\$3,598.70
Base Bid	11	2104.504	REMOVE BITUMINOUS SURFACING	S Y	\$3.25	4915.74	0	\$0.00	4915.74	\$15,976.16
Base Bid	12	2104.518	REMOVE SIDEWALK	S F	\$2.50	424.66	0	\$0.00	424.66	\$1,061.65
Base Bid	13	2105.504	GEOTEXTILE FABRIC TYPE 5	S Y	\$1.75	5122	0	\$0.00	5122	\$8,963.50
Base Bid	14	2105.507	COMMON EXCAVATION (P)	C Y	\$14.00	1890	0	\$0.00	1890	\$26,460.00

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	15	2211.507	AGGREGATE BASE (CV) CLASS 5 (P)	C Y	\$35.00	1775	0	\$0.00	1775	\$62,125.00
Base Bid	16	2360.509	TYPE SP 12.5 WEARING COURSE MIX (3;C)	TON	\$99.85	1212.44	0	\$0.00	1212.44	\$121,062.13
Base Bid	17	2451.609	AGGREGATE FOUNDATION	TON	\$35.00	0	0	\$0.00	0	\$0.00
Base Bid	18	2502.503	6" PERF PVC PIPE DRAIN	L F	\$12.00	1772	0	\$0.00	1772	\$21,264.00
Base Bid	19	2503.503	6" PVC PIPE SEWER	L F	\$42.00	91	0	\$0.00	91	\$3,822.00
Base Bid	20	2503.503	8" PVC PIPE SEWER	L F	\$74.00	94	0	\$0.00	94	\$6,956.00
Base Bid	21	2503.503	10" PVC PIPE SEWER	L F	\$145.00	39	0	\$0.00	39	\$5,655.00
Base Bid	22	2503.503	12" PVC PIPE SEWER	L F	\$50.00	707	0	\$0.00	707	\$35,350.00
Base Bid	23	2503.603	4" PVC FORCE MAIN	L F	\$53.00	63	0	\$0.00	63	\$3,339.00
Base Bid	24	2503.603	8" PVC FORCE MAIN	L F	\$65.00	19.4	0	\$0.00	19.4	\$1,261.00
Base Bid	25	2503.603	15" PIPE SEWER	L F	\$63.00	108	0	\$0.00	108	\$6,804.00
Base Bid	26	2504.602	1" WATER SERVICE (COMPLETE)	EACH	\$1,400.00	10	0	\$0.00	10	\$14,000.00
Base Bid	27	2504.602	HYDRANT	EACH	\$3,350.00	3	0	\$0.00	3	\$10,050.00
Base Bid	28	2504.602	6" SLEEVE	EACH	\$330.00	5	0	\$0.00	5	\$1,650.00
Base Bid	29	2504.602	4" PIPE BEND 45 DEGREE	EACH	\$250.00	3	0	\$0.00	3	\$750.00
Base Bid	30	2504.602	6" PIPE BEND 45 DEGREE	EACH	\$325.00	4	0	\$0.00	4	\$1,300.00
Base Bid	31	2504.602	8" PIPE BEND 45 DEGREE	EACH	\$435.00	3	0	\$0.00	3	\$1,305.00
Base Bid	32	2504.602	6"X6" TEE FITTING	EACH	\$470.00	5	0	\$0.00	5	\$2,350.00
Base Bid	33	2504.602	6"X6" CROSS	EACH	\$730.00	1	0	\$0.00	1	\$730.00
Base Bid	34	2504.602	6" GATE VALVE & BOX	EACH	\$1,400.00	9	0	\$0.00	9	\$12,600.00
Base Bid	35	2504.603	6" PVC WATERMAIN	L F	\$36.00	1212	0	\$0.00	1212	\$43,632.00
Base Bid	36	2506.502	CONST DRAINAGE STRUCTURE DESIGN A	EACH	\$2,600.00	13	0	\$0.00	13	\$33,800.00
Base Bid	37	2506.503	CONST DRAINAGE STRUCTURE DES 72-4020	L F	\$745.00	6.8	0	\$0.00	6.8	\$5,066.00

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	38	2506.516	CASTING ASSEMBLY	EACH	\$675.00	1	0	\$0.00	1	\$675.00	
Base Bid	39	2506.603	48" DIA. SANITARY SEWER MANHOLE	LIN FT	\$355.00	45.45	0	\$0.00	45.45	\$16,134.75	
Base Bid	40	2521.518	4" CONCRETE WALK	S F	\$5.00	4335.9	0	\$0.00	4335.9	\$21,679.50	
Base Bid	41	2521.518	6" CONCRETE WALK	S F	\$8.00	1299.69	0	\$0.00	1299.69	\$10,397.52	
Base Bid	42	2531.503	CONCRETE CURB & GUTTER DESIGN B618	L F	\$13.92	2296.93	0	\$0.00	2296.93	\$31,973.27	
Base Bid	43	2531.504	6" CONCRETE DRIVEWAY PAVEMENT	S Y	\$52.00	308.24	0	\$0.00	308.24	\$16,028.48	
Base Bid	44	2531.618	TRUNCATED DOMES	S F	\$60.00	75	0	\$0.00	75	\$4,500.00	
Base Bid	45	2563.601	TRAFFIC CONTROL	LS	\$6,500.00	1	0	\$0.00	1	\$6,500.00	
Base Bid	46	2571.524	DECIDUOUS TREE 2" CAL B&B	TREE	\$750.00	1	0	\$0.00	1	\$750.00	
Base Bid	47	2571.541	TRANSPLANT TREE	TREE	\$500.00	0	0	\$0.00	0	\$0.00	
Base Bid	48	2573.501	STABILIZED CONSTRUCTION EXIT	LS	\$1,500.00	0	0	\$0.00	0	\$0.00	
Base Bid	49	2573.502	STORM DRAIN INLET PROTECTION	EACH	\$150.00	13	0	\$0.00	13	\$1,950.00	
Base Bid	50	2574.507	BOULEVARD TOPSOIL BORROW	C Y	\$55.00	48.35	48.35	\$2,659.25	48.35	\$2,659.25	
Base Bid	51	2575.501	TURF ESTABLISHMENT	LS	\$1,500.00	1	0	\$0.00	1	\$1,500.00	
Base Bid	52	2575.523	RAPID STABILIZATION METHOD 3	MGAL	\$500.00	2	0	\$0.00	2	\$1,000.00	
Base Bid Totals:								\$2,659.25		\$632,435.08	

Project Category Totals			
Project	Category	Amount This Request	Amount To Date
Z76	Base Bid	\$2,659.25	\$632,435.08

Contract Change Item Status												
Project	CC	CC#	Line	Item	Description	Units	Unit Price	Contract Quantity	Quantity This Request	Amount This Request	Quantity To Date	Amount To Date
Z76	CO	1	53	2503.503	15" PVC PIPE SEWER	L F	\$28.75	181	0	\$0.00	181	\$5,203.75
Z76	CO	1	54	2503.602	CONNECT TO EXISTING STORM SEWER	EACH	\$160.00	3	0	\$0.00	3	\$480.00

Contract Change Item Status												
Project	CC	CC#	Line	Item	Description	Units	Unit Price	Contract Quantity	Quantity This Request	Amount This Request	Quantity To Date	Amount To Date
Z76	CO	2	55	00001	LIQUIDATED DAMAGES	DAY	(\$1,200.00)	11	0	\$0.00	11	(\$13,200.00)
Z76	CO	3	56	2461.601	CONCRETE STRENGTH PENALTY	LS	(\$20.00)	9.5	0	\$0.00	9.5	(\$190.00)
Contract Change Totals:										\$0.00		-\$7,706.25

Contract Total	\$624,728.83
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Contract Change Totals			
Number	Description	Amount This Request	Amount To Date
3	Sidewalk Concrete Strength Penalty	\$0.00	(\$190.00)
4	Final Reconciling Change Order	\$0.00	\$0.00
1	City cost share of Catch Basin leads removed by Duininck not included in the original plans.	\$0.00	\$5,683.75
2	Liquidated Damages	\$0.00	(\$13,200.00)

Material On Hand Additions					
Line	Item	Description	Date	Added	Comments

Material On Hand Balance						
Line	Item	Description	Date	Added	Used	Remaining

**CITY OF MARSHALL
AGENDA ITEM REPORT**

Meeting Date:	Tuesday, November 9, 2021
Category:	NEW BUSINESS
Type:	ACTION
Subject:	Project Z82: North 1 st Street Reconstruction Project – Consider Change Order No. 3 (Final) and Acknowledgement of Final Pay Request No. 7.
Background Information:	<p>This project consisted of: reconstruction and utility replacement on North 1st Street from East Main Street to West Marshall Street, on West Redwood Street from East College Drive to North 1st Street, and on West Marshall Street from East College Drive to North 1st Street; sanitary sewer, watermain, and storm sewer will be replaced. This project also included new curb & gutter, new 5-ft. sidewalk on both sides of the streets, driveway aprons, water services, and sewer services to the right-of-way.</p> <p>The items on Change Order No. 3 (Final Reconciling Change Order) for the above project are the result of final measurements and changes in item quantities during construction.</p> <p>All work has been completed in accordance with the specifications. Attached is a copy of Final Pay Request (No. 7) in the amount of \$10,575.52.</p>
Fiscal Impact:	Change Order No. 3 (Final) results in a base bid pay item decrease in the amount of (\$23,703.34) and final pay request No. 7 results in a total contract amount of \$1,057,552.21. The original contract amount was \$1,051,247.90.
Alternative/ Variations:	No alternative actions recommended.
Recommendations:	that the Council approve Change Order No. 3 (Final) and acknowledge Final Pay Request (No. 7) in the amount of \$10,575.52 for the above-referenced project to D&G Excavating, Inc. of Marshall, Minnesota.



STATE AID FOR LOCAL TRANSPORTATION
CHANGE ORDER

Rev. February 2018

SP/SAP(s)		MN Project No.:	N/A	Change Order No.	3
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Project Location	N 1st St (Main St to Marshall St), Redwood St (College Dr to N 1st St) and				
Local Agency	City of Marshall Public Works	Local Project No.			
Contractor	D & G Excavating, Inc.	Contract No.	Project: Z82		
Address/City/State/Zip	2334 County Road 30 / Marshall / MN / 56258				
Total Change Order Amount \$	(\$23,703.34)				

Final Reconciling Change Order

Estimate Of Cost: (Include any increases or decreases in contract items, any negotiated or force account items.)

Item No.	Description	Unit	Unit Price	+ or - Quantity	+ or - Amount \$
2104.503	SAWING CONCRETE PAVEMENT (FULL DEPTH)	L F	\$5.00	-124	(\$620.00)
2104.503	SAWING BIT PAVEMENT (FULL DEPTH)	L F	\$3.00	34.5	\$103.50
2104.504	REMOVE CONCRETE PAVEMENT	S Y	\$9.75	-20.8	(\$202.80)
2106.607	EXCAVATION - COMMON (P)	CU YD	\$13.65	70	\$955.50
2211.607	AGGREGATE BASE (CV) CLASS 5 (P)	CU YD	\$26.00	70	\$1,820.00
2360.609	TYPE SP 9.5 WEARING COURSE MIX (3;C)	TON	\$98.50	-233.69	(\$23,018.46)
2433.602	EXTEND DRAINAGE SYSTEM	EACH	\$350.00	-1	(\$350.00)
2451.609	AGGREGATE FOUNDATION	TON	\$27.00	-74.53	(\$2,012.31)
2502.503	6" PERF PVC PIPE DRAIN	L F	\$12.25	-100	(\$1,225.00)
2503.602	10"X6" PVC WYE	EACH	\$315.00	1	\$315.00
2503.602	10"X4" PVC WYE	EACH	\$255.00	-1	(\$255.00)
2503.603	12" RC PIPE SEWER CLASS III	L F	\$45.00	-3.5	(\$157.50)
2503.603	4" PVC PIPE SEWER	L F	\$30.00	-40.9	(\$1,227.00)
2503.603	8" PVC PIPE SEWER	L F	\$37.00	-20.8	(\$769.60)
2503.603	10" PVC PIPE SEWER	L F	\$37.50	-2	(\$75.00)
2503.603	6" PVC PIPE SEWER	L F	\$36.00	-73	(\$2,628.00)
2503.603	15" RC PIPE SEWER CLASS III	L F	\$45.95	-4	(\$183.80)
2503.603	22" SPAN RC PIPE-ARCH SEWER CL IIA	L F	\$78.00	2	\$156.00
2503.603	21" RC PIPE SEWER CLASS III	L F	\$65.00	3	\$195.00
2504.602	4" SLEEVE	EACH	\$350.00	-1	(\$350.00)
2504.602	8" SLEEVE	EACH	\$450.00	-1	(\$450.00)
2504.602	6"X4" REDUCER	EACH	\$350.00	-1	(\$350.00)
2504.602	6" SLEEVE	EACH	\$350.00	-1	(\$350.00)
2504.602	6" PIPE BEND 45 DEGREE	EACH	\$450.00	-3	(\$1,350.00)
2504.602	10" PIPE BEND 45 DEGREE	EACH	\$650.00	-1	(\$650.00)
2504.603	10" PVC WATERMAIN	L F	\$36.00	80.5	\$2,898.00
2504.603	8" PVC WATERMAIN	L F	\$31.00	-4	(\$124.00)



STATE AID FOR LOCAL TRANSPORTATION
CHANGE ORDER

Rev. February 2018

SP/SAP(s)		MN Project No.:	N/A	Change Order No.	3
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2504.603	6" PVC WATERMAIN	L F	\$38.00	-14.5	(\$551.00)
2506.503	CONST DRAINAGE STRUCTURE DES 60-4020	L F	\$735.00	0.9	\$661.50
2506.503	CONST DRAINAGE STRUCTURE DES 48-4020	L F	\$500.00	0.6	\$300.00
2506.603	48" DIA. SANITARY SEWER MANHOLE	LIN FT	\$420.00	-0.6	(\$252.00)
2521.618	6" CONCRETE WALK	S F	\$8.00	500.75	\$4,006.00
2521.618	4" CONCRETE WALK	S F	\$5.00	155.08	\$775.40
2531.504	6" CONCRETE DRIVEWAY PAVEMENT	S Y	\$55.50	57.95	\$3,216.23
2531.603	CONCRETE CURB & GUTTER DESIGN B618	L F	\$16.00	40	\$640.00
2531.618	TRUNCATED DOMES	S F	\$55.00	2	\$110.00
2573.501	STABILIZED CONSTRUCTION EXIT	LS	\$1,000.00	-1	(\$1,000.00)
2574.507	BOULEVARD TOPSOIL BORROW	C Y	\$28.00	-18	(\$504.00)
2575.623	RAPID STABILIZATION METHOD 3	MGAL	\$300.00	-4	(\$1,200.00)
Net Change this Change Order					(\$23,703.34)

Due to this change, the contract time: (check one)

<input checked="" type="checkbox"/> Is NOT changed	<input type="checkbox"/> May be revised as provided in MnDOT Specification 1806
Number of Working Days Affected by this Contract Change: 0	Number of Calendar Days Affected by this Contract Change: 0

Approved by Project Engineer: Jessie Dehn Date: 10/1/2021
 Print Name: Jessie Dehn, P.E. Phone: (507) 537-6773

Approved by Contractor: [Signature] Date: 10/6/21
 Print Name: Krisbrud / Job Excavating Phone: 507-532-2334

Contract Number: Project: Z82
 Pay Request Number: 7

Project Number	Project Description
Z82	North 1st Street Reconstruction Project

Contractor: D & G Excavating, Inc. 2334 County Road 30 Marshall, MN 56258	Vendor Number: 01-0934 Up To Date: 10/01/2021
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Contract Amount		Funds Encumbered	
Original Contract	\$1,051,247.90	Original	\$1,051,247.90
Contract Changes	\$6,304.31	Additional	N/A
Revised Contract	\$1,057,552.21	Total	\$1,051,247.90

Work Certified To Date	
Base Bid Items	\$1,034,822.86
Contract Changes	\$22,729.35
Material On Hand	\$0.00
Total	\$1,057,552.21

Work Certified This Request	Work Certified To Date	Less Amount Retained	Less Previous Payments	Amount Paid This Request	Total Amount Paid To Date
\$0.00	\$1,057,552.21	\$0.00	\$1,046,976.69	\$10,575.52	\$1,057,552.21
Percent: Retained: 0%			Percent Complete: 100%		

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

Approved By
Jessie Deten
 Project Engineer
 10/01/2021
 Date

Approved By D & G Excavating, Inc.

 Contractor
 10/6/21
 Date

Payment Summary				
No.	Up To Date	Work Certified Per Request	Amount Retained Per Request	Amount Paid Per Request
1	2021-05-11	\$163,921.69	\$8,196.08	\$155,725.61
2	2021-05-28	\$137,743.75	\$6,887.19	\$130,856.56
3	2021-06-22	\$213,927.85	\$10,696.39	\$203,231.46
4	2021-07-20	\$231,902.05	\$11,595.11	\$220,306.94
5	2021-08-17	\$204,887.44	\$10,244.37	\$194,643.07
6	2021-09-10	\$105,169.43	(\$37,043.62)	\$142,213.05
7	2021-10-01	\$0.00	(\$10,575.52)	\$10,575.52

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
Sanitary Sewer		\$92,527.70	\$0.00	\$91,602.43	\$925.27	\$92,527.70
Stormwater		\$123,624.65	\$0.00	\$122,388.41	\$1,236.24	\$123,624.65
Street		\$705,888.32	\$0.00	\$698,829.42	\$7,058.90	\$705,888.32
Watermain		\$135,511.54	\$0.00	\$134,156.43	\$1,355.11	\$135,511.54

Accounting Number	Funding Source	Amount Paid this Request	Revised Contract Amount	Funds Encumbered to Date	Paid Contractor to Date
479	Local / Other[1]	\$10,575.52	\$0.00	\$15,425.04	\$1,057,552.21

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	MOBILIZATION	LS	\$60,000.00	1	0	\$0.00	1	\$60,000.00
Base Bid	2	2101.501	CLEARING & GRUBBING	LS	\$7,000.00	1	0	\$0.00	1	\$7,000.00
Base Bid	3	2104.502	REMOVE MANHOLE	EACH	\$350.00	8	0	\$0.00	8	\$2,800.00
Base Bid	4	2104.502	REMOVE CATCH BASIN	EACH	\$350.00	8	0	\$0.00	8	\$2,800.00
Base Bid	5	2104.502	REMOVE HYDRANT	EACH	\$300.00	2	0	\$0.00	2	\$600.00
Base Bid	6	2104.503	SAWING CONCRETE PAVEMENT (FULL DEPTH)	L F	\$5.00	119	0	\$0.00	119	\$595.00
Base Bid	7	2104.503	SAWING BIT PAVEMENT (FULL DEPTH)	L F	\$3.00	766.5	0	\$0.00	766.5	\$2,299.50
Base Bid	8	2104.503	REMOVE SEWER PIPE (STORM)	L F	\$10.00	383	0	\$0.00	383	\$3,830.00
Base Bid	9	2104.503	REMOVE CURB & GUTTER	L F	\$3.75	3323	0	\$0.00	3323	\$12,461.25
Base Bid	10	2104.503	REMOVE HANDRAIL	L F	\$5.00	10	0	\$0.00	10	\$50.00
Base Bid	11	2104.504	REMOVE CONCRETE PAVEMENT	S Y	\$9.75	734.2	0	\$0.00	734.2	\$7,158.45
Base Bid	12	2104.504	REMOVE BITUMINOUS SURFACING	S Y	\$3.10	7733	0	\$0.00	7733	\$23,972.30

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	13	2104.518	REMOVE SIDEWALK	S F	\$2.25	14099	0	\$0.00	14099	\$31,722.75
Base Bid	14	2105.504	GEOTEXTILE FABRIC TYPE 5	S Y	\$1.75	8345	0	\$0.00	8345	\$14,603.75
Base Bid	15	2106.607	EXCAVATION - COMMON (P)	CU YD	\$13.65	3303	0	\$0.00	3303	\$45,085.95
Base Bid	16	2112.604	SUBGRADE PREPARATION	S Y	\$1.95	8140	0	\$0.00	8140	\$15,873.00
Base Bid	17	2211.607	AGGREGATE BASE (CV) CLASS 5 (P)	CU YD	\$26.00	2905	0	\$0.00	2905	\$75,530.00
Base Bid	18	2360.609	TYPE SP 9.5 WEARING COURSE MIX (3:C)	TON	\$98.50	1636.31	0	\$0.00	1636.31	\$161,176.54
Base Bid	19	2411.601	CONCRETE RETAINING WALL	LS	\$5,500.00	1	0	\$0.00	1	\$5,500.00
Base Bid	20	2433.602	EXTEND DRAINAGE SYSTEM	EACH	\$350.00	6	0	\$0.00	6	\$2,100.00
Base Bid	21	2451.609	AGGREGATE FOUNDATION	TON	\$27.00	75.47	0	\$0.00	75.47	\$2,037.69
Base Bid	22	2501.502	21" RC APRON WITH GRATE	EACH	\$1,800.00	1	0	\$0.00	1	\$1,800.00
Base Bid	23	2502.502	8" PVC PIPE DRAIN CLEANOUT	EACH	\$850.00	1	0	\$0.00	1	\$850.00
Base Bid	24	2502.503	6" PERF PVC PIPE DRAIN	L F	\$12.25	3265	0	\$0.00	3265	\$39,996.25
Base Bid	25	2503.602	8"X4" PVC WYE	EACH	\$175.00	4	0	\$0.00	4	\$700.00
Base Bid	26	2503.602	8"X6" PVC WYE	EACH	\$200.00	1	0	\$0.00	1	\$200.00
Base Bid	27	2503.602	10"X4" PVC WYE	EACH	\$255.00	5	0	\$0.00	5	\$1,275.00
Base Bid	28	2503.602	10"X6" PVC WYE	EACH	\$315.00	7	0	\$0.00	7	\$2,205.00
Base Bid	28	2503.603	12" RC PIPE SEWER CLASS III	L F	\$45.00	213.5	0	\$0.00	213.5	\$9,607.50
Base Bid	29	2503.603	15" RC PIPE SEWER CLASS III	L F	\$45.95	452	0	\$0.00	452	\$20,769.40
Base Bid	30	2503.603	21" RC PIPE SEWER CLASS III	L F	\$65.00	107	0	\$0.00	107	\$6,955.00
Base Bid	31	2503.603	22" SPAN RC PIPE-ARCH SEWER CL IIA	L F	\$78.00	213	0	\$0.00	213	\$16,614.00
Base Bid	32	2503.603	4" PVC PIPE SEWER	L F	\$30.00	406.1	0	\$0.00	406.1	\$12,183.00
Base Bid	33	2503.603	6" PVC PIPE SEWER	L F	\$36.00	213	0	\$0.00	213	\$7,668.00
Base Bid	34	2503.603	8" PVC PIPE SEWER	L F	\$37.00	438.2	0	\$0.00	438.2	\$16,213.40

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	35	2503.603	10" PVC PIPE SEWER	L F	\$37.50	930	0	\$0.00	930	\$34,875.00
Base Bid	36	2504.602	1" WATER SERVICE (COMPLETE)	EACH	\$1,850.00	9	0	\$0.00	9	\$16,650.00
Base Bid	37	2504.602	2" WATER SERVICE (COMPLETE)	EACH	\$2,500.00	1	0	\$0.00	1	\$2,500.00
Base Bid	38	2504.602	HYDRANT	EACH	\$3,300.00	4	0	\$0.00	4	\$13,200.00
Base Bid	39	2504.602	INSTALL PLUG	EACH	\$200.00	1	0	\$0.00	1	\$200.00
Base Bid	40	2504.602	6"X4" REDUCER	EACH	\$350.00	1	0	\$0.00	1	\$350.00
Base Bid	41	2504.602	10"X6" REDUCER	EACH	\$450.00	1	0	\$0.00	1	\$450.00
Base Bid	42	2504.602	4" SLEEVE	EACH	\$350.00	1	0	\$0.00	1	\$350.00
Base Bid	43	2504.602	6" SLEEVE	EACH	\$350.00	1	0	\$0.00	1	\$350.00
Base Bid	44	2504.602	8" SLEEVE	EACH	\$450.00	0	0	\$0.00	0	\$0.00
Base Bid	45	2504.602	10" SLEEVE	EACH	\$650.00	1	0	\$0.00	1	\$650.00
Base Bid	46	2504.602	6" PIPE BEND 45 DEGREE	EACH	\$450.00	0	0	\$0.00	0	\$0.00
Base Bid	47	2504.602	10" PIPE BEND 45 DEGREE	EACH	\$650.00	1	0	\$0.00	1	\$650.00
Base Bid	48	2504.602	6"X6" TEE FITTING	EACH	\$550.00	1	0	\$0.00	1	\$550.00
Base Bid	49	2504.602	8"X6" TEE FITTING	EACH	\$650.00	2	0	\$0.00	2	\$1,300.00
Base Bid	50	2504.602	10"X6" TEE FITTING	EACH	\$750.00	4	0	\$0.00	4	\$3,000.00
Base Bid	51	2504.602	10"X8" TEE FITTING	EACH	\$850.00	2	0	\$0.00	2	\$1,700.00
Base Bid	52	2504.602	6" GATE VALVE & BOX	EACH	\$1,500.00	6	0	\$0.00	6	\$9,000.00
Base Bid	53	2504.602	8" GATE VALVE & BOX	EACH	\$1,900.00	3	0	\$0.00	3	\$5,700.00
Base Bid	54	2504.602	10" GATE VALVE & BOX	EACH	\$2,300.00	3	0	\$0.00	3	\$6,900.00
Base Bid	55	2504.603	6" PVC WATERMAIN	L F	\$38.00	160.5	0	\$0.00	160.5	\$6,099.00
Base Bid	56	2504.603	8" PVC WATERMAIN	L F	\$31.00	401	0	\$0.00	401	\$12,431.00
Base Bid	57	2504.603	10" PVC WATERMAIN	L F	\$36.00	1010.5	0	\$0.00	1010.5	\$36,378.00
Base Bid	58	2506.502	CONST DRAINAGE STRUCTURE DESIGN A	EACH	\$2,550.00	10	0	\$0.00	10	\$25,500.00

Contract Item Status											
Base/Alt	Line	Item	Description	Units	Unit Price	Contract Quantity	Quantity This Request	Amount This Request	Quantity To Date	Amount To Date	
Base Bid	59	2506.502	ADJUST FRAME & RING CASTING	EACH	\$275.00	1	0	\$0.00	1	\$275.00	
Base Bid	60	2506.503	CONST DRAINAGE STRUCTURE DES 48-4020	L F	\$500.00	11.7	0	\$0.00	11.7	\$5,850.00	
Base Bid	61	2506.503	CONST DRAINAGE STRUCTURE DES 60-4020	L F	\$735.00	19.8	0	\$0.00	19.8	\$14,553.00	
Base Bid	62	2506.603	48" DIA. SANITARY SEWER MANHOLE	LIN FT	\$420.00	26.2	0	\$0.00	26.2	\$11,004.00	
Base Bid	63	2511.507	RANDOM RIPRAP CLASS III	C Y	\$100.00	7	0	\$0.00	7	\$700.00	
Base Bid	64	2521.618	4" CONCRETE WALK	S F	\$5.00	11827.08	0	\$0.00	11827.08	\$59,135.40	
Base Bid	65	2521.618	6" CONCRETE WALK	S F	\$8.00	3300.75	0	\$0.00	3300.75	\$26,406.00	
Base Bid	66	2531.504	6" CONCRETE DRIVEWAY PAVEMENT	S Y	\$55.50	642.95	0	\$0.00	642.95	\$35,683.73	
Base Bid	67	2531.603	CONCRETE CURB & GUTTER DESIGN B618	L F	\$16.00	3474	0	\$0.00	3474	\$55,584.00	
Base Bid	68	2531.618	TRUNCATED DOMES	S F	\$55.00	122	0	\$0.00	122	\$6,710.00	
Base Bid	69	2563.601	TRAFFIC CONTROL	LS	\$10,000.00	1	0	\$0.00	1	\$10,000.00	
Base Bid	70	2573.501	STABILIZED CONSTRUCTION EXIT	LS	\$1,000.00	0	0	\$0.00	0	\$0.00	
Base Bid	71	2573.502	STORM DRAIN INLET PROTECTION	EACH	\$180.00	12	0	\$0.00	12	\$2,160.00	
Base Bid	72	2573.503	FLOTATION SILT CURTAIN TYPE MOVING WATER	L F	\$17.00	50	0	\$0.00	50	\$850.00	
Base Bid	73	2574.507	BOULEVARD TOPSOIL BORROW	C Y	\$28.00	282	0	\$0.00	282	\$7,896.00	
Base Bid	74	2575.601	TURF ESTABLISHMENT	LS	\$5,000.00	1	0	\$0.00	1	\$5,000.00	
Base Bid	75	2575.623	RAPID STABILIZATION METHOD 3	MGAL	\$300.00	0	0	\$0.00	0	\$0.00	
Base Bid Totals:								\$0.00		\$1,034,822.86	

Project Category Totals			
Project	Category	Amount This Request	Amount To Date
Z82	Base Bid	\$0.00	\$1,034,822.86

Contract Change Item Status												
Project	CC	CC#	Line	Item	Description	Units	Unit Price	Contract Quantity	Quantity This Request	Amount This Request	Quantity To Date	Amount To Date
Z82	CO	1	77	2504.602	RELOCATE HYDRANT	EACH	\$1,000.00	1	0	\$0.00	1	\$1,000.00
Z82	CO	1	78	2504.602	1" WATER SERVICE (LABOR ONLY)	EACH	\$1,400.00	3	0	\$0.00	3	\$4,200.00
Z82	CO	1	79	2504.602	6" PIPE BEND 45 DEGREE	EACH	\$500.00	4	0	\$0.00	4	\$2,000.00
Z82	CO	2	80	2520.507	LEAN MIX BACKFILL	C Y	\$1,099.30	2.5	0	\$0.00	2.5	\$2,748.25
Z82	CO	2	81	2504.602	CONNECT TO EXISTING WATER SERVICE	EACH	\$1,725.00	1	0	\$0.00	1	\$1,725.00
Z82	CO	2	82	2504.602	CONNECT TO EXISTING WATER SERVICE	EACH	\$1,150.00	1	0	\$0.00	1	\$1,150.00
Z82	CO	2	83	2502.602	YARD DRAIN	EACH	\$230.00	1	0	\$0.00	1	\$230.00
Z82	CO	2	84	2104.502	SAWING CATCH BASIN	EACH	\$2,870.75	1	0	\$0.00	1	\$2,870.75
Z82	CO	2	85	2506.602	ADJUST DRAINAGE STRUCTURE	EACH	\$920.00	1	0	\$0.00	1	\$920.00
Z82	CO	2	86	2506.602	ADJUST SANITARY SEWER MANHOLE	EACH	\$575.00	1	0	\$0.00	1	\$575.00
Z82	CO	2	87	2550.603	BORE 6" PVC PIPE SEWER	L F	\$24.37	40	0	\$0.00	40	\$974.80
Z82	CO	2	88	2550.603	BORE 8" PVC PIPE SEWER	L F	\$25.81	30	0	\$0.00	30	\$774.30
Z82	CO	2	89	2360.609	BITUMINOUS PATCHING	TON	\$275.00	12.95	0	\$0.00	12.95	\$3,561.25
Contract Change Totals:										\$0.00		\$22,729.35

Contract Total	\$1,057,552.21
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Contract Change Totals			
Number	Description	Amount This Request	Amount To Date
2	MMU Duct Bank Flowable Fill, Additional Water Service Work, Additional Storm Sewer Work, and Additional Sanitary and Water Service Work at Apartment Building	\$0.00	\$15,529.35
3	Final Reconciling Change Order	\$0.00	\$0.00
1	Additional watermain items requested by MMU. Water services on Marshall Street installed to replace copper services from main to ROW. Hydrant relocation to allow for adjustment to curb alignment.	\$0.00	\$7,200.00

Material On Hand Additions					
Line	Item	Description	Date	Added	Comments

Material On Hand Balance						
Line	Item	Description	Date	Added	Used	Remaining

**CITY OF MARSHALL
AGENDA ITEM REPORT**

Meeting Date:	Tuesday, November 9, 2021
Category:	NEW BUSINESS
Type:	ACTION
Subject:	Statement of Annual Performance Evaluation for the City Administrator
Background Information:	<p>In accordance with the personnel policy on Employee performance reviews (Policy 4.6) and the employment agreement between the City and Administrator Sharon Hanson, Hanson should receive an annual performance evaluation based upon the anniversary date of her hire date, which was November 16, 2017.</p> <p>On November 9, 2021, the City Council held a special meeting with a closed session in accordance with Minnesota Statute 13D.05, subd.3(a) to evaluate the performance of Administrator Hanson.</p> <p>In accordance with Minnesota law, the Council is required to summarize the conclusions of the evaluation and present a summary at the next open meeting. A summary of the performance evaluation will be presented by Mayor Byrnes.</p>
Fiscal Impact:	Administrator Hanson is compensated at the top step on the wage schedule, at \$153,150.40 annually; therefore, no action will be presented to the Council related to compensation.
Alternative/ Variations:	
Recommendations:	that the Council accept the performance evaluation of Administrator Hanson.

Meeting Date:	Click or tap to enter a date.
Category:	COUNCIL REPORTS
Type:	INFO
Subject:	Commission/Board Liaison Reports
Background Information:	<p>Byrnes - Fire Relief Association and Regional Development Commission</p> <p>Schafer – Airport Commission, Joint LEC Management Committee, MERIT Center Commission, SW Amateur Sports Commission</p> <p>Meister – Cable Commission, Community Services Advisory Board, Economic Development Authority</p> <p>Edblom – Planning Commission, Public Housing Commission</p> <p>DeCramer – Economic Development Authority, Marshall Municipal Utilities Commission, Diversity, Equity, and Inclusion Commission</p> <p>Labat – Adult Community Center Commission, Convention & Visitors Bureau, Library Board, Marshall Area Transit Committee</p> <p>Lozinski – 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 9, 2021

SUBJECT: Administrative Brief

CITY ATTORNEY

- Criminal prosecution numbers for October are as follows:

October:

	ASSAULT	OPF VIOL.	DWI	OTHER ALCOHOL	TRAFFIC	THEFT	OTHER	TOTAL 2021	2020 Comparison
Prosecution			4	1	6	1	4	16	15
Dismissed									
Non-Prosecution	3					1	1	5	4
Refer to County									

ADMINISTRATION

- Mayor, Councilmember DeCramer, I and staff met with MMU regarding 2022 partnership agreements which will be presented at November 23rd Council mtg.
- City Hall Committee mtg. met and discussed remaining payments for City Hall. Less than \$80,000 remains and we anticipate issuing final payment before the end of the year.
- The Library Budget Committee met with Lyon County to discuss 2022 levy appropriation. The Committee has agreed to a 5.2% increase over 2021. Each governing body must approve the request.
- The Legislative and Ordinance committee met to discuss VRBO/short term rentals and the consensus was to consider pros and cons of licensing versus ordinance. There was also a discussion on longer-term rental (rental code). A follow-up mtg will be scheduled.
- The parks and recreation community survey was completed a couple of weeks ago and the results are in. A meeting to discuss those results with the survey consultant will be scheduled for next week and we will ensure a presentation is provided to the Council, likely in the month of December. Staff intend to work towards funding options for the aquatic center, including sales tax extension. There are challenges to the sales tax extension-existing sales tax bond payments,

current legislation calls for a 1-year break from collecting the tax and overall cost to the aquatic center and other options we may want to consider.

- Met with Parks Superintendent and landscape architect to discussion band shell and its condition (per Preston, early results indicate major structural issues). A future presentation with the Council will be scheduled to discuss further. The landscape architect also looked at Mercantile parking lots and the City Hall Plaza.
- 2022 Budget-We plan on presenting updated numbers for the budget at a November 23rd work session following the regular meeting.
- Representatives from the City will meet with SWWC Service cooperative next week to discuss with them their plans for an alternative learning school. They have requested assistance, with greatest support from us in the form of conduit bonding.

Economic Development Authority

- EDA Board heard presentations from Beth Ritter, Marshall Public Schools regarding their Career and Technical Education programs and future facilities as well as the Lyon and Murray CEO (Creating Entrepreneurial Opportunities) program. They are looking for investors at \$1,000 per year for 3 years, or a one-time donation of \$3,000. They are also looking for people to be Friends of CEO, mentors, host sites, or businesses to visit. They must have 35 investors to start the program. The City EDA voted to sponsor the CEO Program at a one-time fee of \$3,000, with funds to come from reserves.
- Block 11 developers will soon receive a draft schedule for TIF (Tax Increment Financing) assistance requirements and deadlines. This schedule will coincide with hopeful construction in Spring of 2022 of residential and some commercial in a 3-phased approach. TIF is the most advantageous to the City in terms of potentially reimbursing the city for costs to ready the site.
- We continue to have discussions with Knochenmus Enterprises regarding the Mercantile. We would like to assist in their re-development of the Mercantile and have thus far focused in on the parking lots.
- First Premier Bank which owns the Market Street Mall has not received any interest in the mall property and calls to the real estate broker for the former Shopko building to inquire status, have not been returned.
- The Mayor and I toured ADM and was able to view location and plans for their expansion related to their starch production. Some work has started, but the bulk will begin in Spring of 2022.

Human Resources

- Staffing update: we are currently accepting applications for a full-time Police Officer position and to establish an eligibility roster for future hiring along with a variety of temporary and seasonal positions. Recruitment for a Plant Operator at our wastewater facility will begin in November, along with a succession plan to replace the WW Superintendent, who will be retiring at year-end. The City welcomes Jazmin Meza as our new Office Assistant/Receptionist supporting the Wastewater facility---Jasmin will begin employment on Monday, November 8th. The City also welcomes Eileen Klein as a full-time Building Custodian. Interviews are pending for the following positions: Accounting Specialist, Maintenance Worker, and Building Custodian.
- On 11/04/2021, OSHA released the Emergency Temporary Standard (ETS) that requires employers with 100 or more employee to implement regular testing or vaccination requirements for employees. Minnesota OSHA will be required to adopt a plan that is at least as restrictive as the federal requirement. Minnesota OSHA will have up to 30 days to adopt the ETS for MN employers; when published in the Minnesota State Register, it will likely include an effective date for MN employers. City Staff are reviewing the ETS and will consult with the League of MN Cities and legal counsel on any implementation questions. A summary of the order is available for review here: : www.osha.gov/sites/default/files/publications/...

- Safety: our MMUA safety consultant provided training on Back/Lifting Safety, Slips/Trips/Falls and Ladder Safety in November. He is also performing routine site visits and follow up consultations on the facility audit that was performed in July.
- Classification/Compensation study: Gallagher is finalizing the job description ratings under the Decision Band Method and has begun discussion on compensation structure implementation options. The project timeline to completion was estimated at 6 months; staff acknowledged with the Council at the time of consultant selection that this was an aggressive timeline. At this point, the overall project is slightly behind schedule, due in part to a slower receipt of survey responses and additional review of job descriptions.
- The Personnel Committee is scheduled to review recommendations for the 2022 Temporary and Seasonal Employee Wage Schedule.
- The 2022 Employee Open Enrollment for benefits began Monday, Nov 8 and will continue until November 15th.
- Planning is underway for the 2022 Annual Employee Recognition Event. This event is scheduled for 01/14/2022.

Clerk

- Fleet vehicles have been ordered and we have received two vehicles to date. A total of 20 vehicles have been ordered for 2022 and will be received over the next several months.
- Annual licensing has been sent out and is due back on November 5 to begin processing.
- Diversity, Equity, and Inclusion Commission held its monthly meeting and will begin to move towards a group focus on bringing in a facilitator to present at Cultures on the Prairie and an additional community event.
- Staff are reviewing a proposed “Equity Journey” Training for Council and staff. This training would consist of three, two-hour in person sessions put on the by YMCA of the Greater Twin Cities. This will tentatively take place in early 2022.
- 150th Special Events and Arts/ Entertainment Subcommittee continues to meet to define the approved events. Events range from May to October 2022 with a majority of the planned events taking place during the 150th/ Sounds of Summer Weekend.

Finance

- 2022 Budget: Staff continue to update the 2022 preliminary budget. A council work session has been scheduled for after the 11/23/2021 regular council meeting. Both operating and capital budgets will be discussed. Final adoption of the 2022 Budget will occur at the 12/14/21 council meeting after the TNT.
- Policy Work: Staff have drafted a new Federal Grant Policy. The Ways and Means Committee met of 11/2/21 to review the draft and recommended the policy to the full council for final approval.

Assessing

Liquor Store

- October Financials: Sales 535,439 +.5%, Customer Count 17001 (0%), Ticket Average \$31.49 +.5%. Financials were pretty much even with last years number. Compared to 2019, Financials were up significantly. The staff will be working on holiday displays and stocking gifts and accessories in November.

- Make plans to join us at Tall Grass Liquor for the Cornucopia of Wines Tasting Event. Over 32 wines will be sampled (In-Store) Wednesday, November 10th 2021 from 4-7pm. This is a great way to sample wines for your upcoming holiday entertaining. Receive 20% off all wines purchase during the event.

COMMUNITY PLANNING

Building Services / Planning & Zoning

- Just under 300 open permits.
- The third Unique apartment building and Border State Electric building are the largest projects under construction.
- New permit software development is close to completion.
- Sign Ordinance is under review.

PUBLIC WORKS DIVISION

Engineering

- Projects Closed or Closing Out: Z51-2021 (2021 City Overlay), Z75 (S. 4th Street Reconstruction), Z76 (S. 1st Street Reconstruction), Z77 (Legion Field Stormwater Improvements – Phase I), Z80 (Independence Park/Nwakama Sewer Realignment), Z82 (N. 1st/Redwood/Marshall Reconstruction), Z84 (Legion Field Park Stabilization)
- Project Z83: James/Camden – Minor punchlist items remain before completion.
- Project Z87: Diversion Channel Slope Repairs and Sheet Pile Removal – R&G has recently informed staff that they plan to address this area possibly in Spring 2022. Contract end date is October 14th, 2022.
- Project Z88: 2021 State Aid Overlay – Replacement of pedestrian ramps on N. 4th Street adjacent to Walnut and Elm Streets is planned potentially for the week of November 8th. Repairs to Country Club Drive remain before completion.
- Project PK-001: Independence Park Trail Replacement Project – A&C has completed trail replacement in the east portion of the park nearby the baseball fields and basketball court. Remaining trail will be replaced in Spring/Summer 2022.

Building Maintenance

-

Street Department

-

Airport/Public Ways Maintenance

-

Wastewater

- Cleaning sewers.
- Plant repairs.
- Lift Station Repairs
- Magney construction substantially complete. Working on close out documents.
- Mixed and sampled biosolids tanks preparing for fall biosolids application.
- Doing a lot of preventative maintenance on equipment.
- Revising and correcting sanitary sewer mapping system.
- Televising sewers.

PUBLIC SAFETY DIVISION

FIRE DEPARTMENT

- The Fire Department responded to twenty-four (24) calls for service. Total calls for service included:
 - Fire/CO2 Alarm (15)
 - Fire; Structure (7)
 - Medical Assist (0)
 - Vehicle Accident (2)
 - Other (0)

POLICE DEPARTMENT

- The Marshall Police Department responded to a total of 768 calls for the month of October. Ninety-six (96) criminal offenses were reported with a total number of twenty-one (21) adults arrested.

OFFICER’S REPORT

- Alarms (13)
- Accidents (31)
- Alcohol involved incidents (4)
- Assaults (5)
- Domestic Assaults (14)
- Burglaries (5)
- Criminal Sexual Conduct (4)
- Damage to Property (8)
- Keys Locked in Vehicles (38)
- Loud Party (5)/ Public Disturbances (14)
- Thefts (26)
- Traffic Related Complaints (136)
- Vandalism (6)
- Warrant Pickups (11)
- Welfare Checks (24)

Two members from the Marshall Police Department attended the Special Operations Training Association (SOTA) event. The Emergency Response Unit we are part of consists of officers from New Ulm, Redwood Falls, Brown County, Renville County, Redwood County and Lyon County.

Many officers have been completing required training mandates in Emergency Vehicle Operation, Defensive Tactics, and Firearms Training. Officers are required to complete at a minimum 48 training hours every three years.

DETECTIVE REPORT

- A 42-year-old Marshall man was arrested for burglary from a Marshall business after an investigation. Some of the stolen property was recovered during the investigation.
- A second burglary at another Marshall business is under investigation.
- The theft of property from outside of a Marshall business was investigated and the case was forwarded to the Lyon County Attorney’s Office for an arrest warrant.

- Four cases of predatory offender registration violations were forwarded to the Lyon County Attorney's Office for charges in the month of October. (The Marshall Police Department currently tracks approximately 50 registered Predatory Offenders in our community)
- A solicitation of prostitution case was investigated and forwarded to the Lyon County Attorney's Office.
- Fourteen cases of theft, six cases of damage to property, and four assault cases were investigated during the month of October.
- Nine child protection reports and four reports from the Minnesota Adult Abuse Reporting Center were investigated jointly with Southwest Health and Human Services.
- Detective Jason Kopitski attended the Minnesota Bureau of Criminal Apprehension's Predatory Offender Investigations training on October 13th.

MERIT CENTER

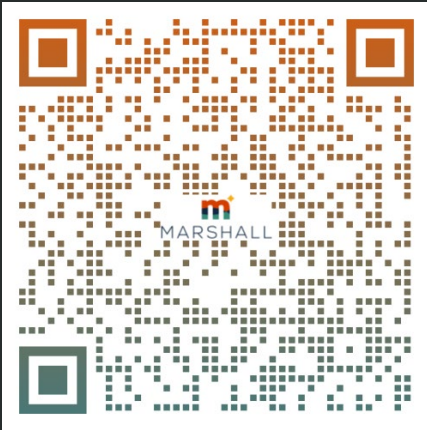
- The Department of Public safety continues to utilize the driving track and skills pad for CDL exam testing. There were 19 exams completed on the track in October.
- In October, MN West conducted Hot Water & Boiler training, two CPR/lifesaver courses, Safety training for Lyon County and an EVOG for Law Enforcement course.
- AVERA Marshall Leadership Team held their monthly meeting at the MERIT Center with 41 people in attendance.
- Plumbology LLC held their plumbing continuing education course at the MERIT Center on Oct 22nd for the fourth time. 23 participants attended this training.
- On Oct 26th LG Seeds held their quarterly training meeting at the MERIT Center. 11 people attended this event.
- Visit Marshall held their Haunted Tower event for the third year in a row on Oct 29th and 30th.
- The MERIT Center was utilized 24 out of 31 days in October with 427 participants attending these events/trainings.

Contact Public Works

344 W. Main Street
Marshall, MN 56258
(507) 537-6773
Public.Works@ci.marshall.mn.us

Public Works Website

https://ci.marshall.mn.us/public_works/index.php



We are working on updating the Public Works web pages to help the public find documents, plans, permits and more. Use the QR Code or visit the web address above to stay updated!

Public Works Division Quarterly Newsletter

Fall 2021



FALL LEAF MANAGEMENT

With the leaves changing and falling, the Public Works Division would like to remind residents to please not deposit fallen leaves into the street. The leaves and debris can get into the stormwater system causing restriction of the capacity of the system, additional maintenance and more. The City of Marshall has a compost site available for leaf disposal for city residents located on North 7th Street across from ADM. Please see the Public Works website for details.

SNOW AND ICE

The first snows will soon be fast approaching. There are a couple reminders for residents to keep in mind during snow events. Residents are responsible for removal of snow from the sidewalks in front of their properties. However, it is illegal to plow, push, or otherwise deposit snow into the street. This can create safety hazards for vehicles in the street. Street Department staff is dedicated to providing the City an effective response to snow events to keep our streets clear of snow and safe for the traveling public. Please exercise caution while driving to allow for additional stopping distance needed during adverse weather and slippery conditions.

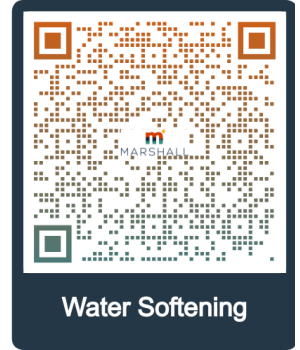


The Public Works Division, through its Municipal Separate Storm Sewer System (MS4) Program, aims to continue improvement of practices to limit salts from entering the Redwood and Cottonwood Rivers. City residents can help protect the watersheds through their own practices. Limiting the use of de-icing salt helps greatly when an entire community participates. A coffee mug full of salt (12 oz.) can effectively cover a driveway for a 2-stall garage and sidewalk (about 1,000 square feet). Remember, 15°F and below is too cold for salt to work. Use sand for traction when salt is ineffective. For more info on how salt (chlorides) effects our environment, please visit the MPCA Chloride 101 website at <https://www.pca.state.mn.us/water/chloride-101>.

WASTEWATER DEPARTMENT

Water Softener Adjustments

With the completion of the Water Treatment Plant Softening Enhancement Project, Marshall Municipal Utilities (MMU) is currently delivering water to city residents at eight (8) grains hardness as opposed to thirty-five (35) grains as previously delivered. If you own or rent a water softener in the City of Marshall, your water softener settings should be adjusted to minimize salt use. Adjusting your water softener settings will reduce your salt use by an estimated 75%, thereby lowering the amount of salt you need to purchase. In addition, you will use less water due to fewer regeneration cycles. You may be able to adjust your water softener settings by yourself; however, if you have questions, or need assistance, please contact a water softening company or plumber of your choice to assist with making the adjustment. There may be a one-time service charge associated with having a service technician adjust your water softener settings.



Sump Pump Disconnection

It is unlawful to discharge your sump pumps, foundation drains, or any other ground water or surface water into the City of Marshall sanitary sewer between April 1st and October 31st. Sump pump water must be discharged outside and onto your property. During the period of November 1st to March 31st, discharge of sump pumps to the sanitary sewer is allowed by annual permit only. The permit is available online through the City of Marshall website by hovering over the “Community Planning” tab and clicking on the “Engineering Permits” drop down. An alternative method would be to request a permit directly from the Wastewater Department. The Wastewater Department can be contacted by calling 507-537-6776.

By discharging your sump pump into the sanitary sewer without a permit (indoor discharge), you are violating the law and potentially causing harm to your neighbor and/or the environment. The sanitary sewer collection system is not designed to receive inflow from sump pumps and during periods of high groundwater levels, the collection system can become overwhelmed and property damage can occur from sanitary sewer backups. Further, the Wastewater Treatment Facility does not have excess capacity to handle large inflows of groundwater. This can result in untreated discharge of sewage into the Redwood River.

CONSTRUCTION PROJECTS

Updated as of 10/13/21

Our big construction projects are mostly completed apart from some minor cleanup items that may still remain. The trail replacement project in Independence Park is moving steadily forward as concrete has been placed around the concessions building and is planned for the area adjacent to the basketball court and horseshoe pits. The remaining work will be completed in Spring/Summer 2022. Construction updates are available on the Construction page of the Public Works website. To access the page, you can use the camera on your smartphone to hover over the QR Code to the right. Click on the pop-up link and you will be directed to the Construction Projects page.



MONTHLY REPORT OF ACTIVITY FOR MARSHALL POLICE For Month and Year ending October 2021 (YTD TOTALS)

OFFENSE/ARREST DATA

	Offenses		Actual	Total Arrests/Excluding traffic	
	Reported	Unfounded	Offenses	Adult	Juvenile
January	71	1	70	28	1
February	77	0	77	24	0
March	81	0	81	25	0
April	99	0	99	32	1
May	104	0	104	34	0
June	86	0	86	27	0
July	98	0	98	45	0
August	82	1	81	23	0
September	111	0	111	25	0
October	96	0	96	21	0
November					
December					

YTD 2021	905	2	903	284	2
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Averages for all Activities (Calls for Service)

	#Calls	Time in Hrs
	Total	Spent
January	555	305
February	521	281
March	715	318
April	658	314
May	758	377
June	723	346
July	667	353
August	780	382
September	793	372
October	768	404
November		
December		
YTD 2021	6938	3452

Accidents	Jan.	Feb.	Mar.	April	May	June	July	Aug.	Sep	Oct.	Nov.	Dec.	YTD
Hit and Run	5	4	1	9	10	4	1	8	4	1			47
Property Damage	23	21	17	21	7	23	20	26	21	27			206
Personal Injury	1	1	3	3	2	2	1	4	7	3			27
Fatalities	0	0	0	0	0	0	0	0	0	0			0
TOTAL 2021	29	26	21	33	19	29	22	38	32	31	0	0	280

CITATIONS	Jan.	Feb.	Mar	Apr	May	June	July	Aug	Sept	Oct.	Nov.	Dec.	YTD
Citations	29	41	56	37	42	42	54	42	41	40			424

Parking Tickets

30	23	16	0	0	10	10	6	5	34			134
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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	11	12	8	11	12	11	6	12	21	13			117
Alcohol	2	1	4	1	2	4	5	3	4	4			30
Animal Bite	2	1	3	3	1	1	4	5	3	3			26
Animal Complaint	28	25	48	37	68	51	37	52	52	40			438
Assault	5	4	2	3	6	8	4	2	6	5			45
Assists	37	32	35	32	43	41	49	50	40	41			400
Auto Theft	0	2	1	1	0	0	2	1	1	2			10
Bike Found	2	3	1	2	5	14	7	10	7	7			58
Bike Theft	0	0	1	2	3	1	4	1	4	3			19
Burglary	1	3	5	3	1	2	4	2	4	5			30
Bus Violation	3	3	8	4	4	0	3	0	3	4			32
Check Forgery	1	0	1	0	0	1	0	0	1	0			4
Check Fraud	2	2	1	2	0	2	3	0	2	1			15
Civil Matters	15	9	8	10	10	14	7	17	18	11			119
Criminal Sex	3	4	5	5	3	2	3	3	8	4			40
Damage to Prp	2	5	12	5	16	10	10	8	15	8			91
Death Investigation	1	1	3	2	1	2	2	2	0	1			15
Domestics	13	13	14	14	15	14	14	9	11	14			131
Drug Court Check	0	2	1	0	0	0	0	0	0	0			3
Drugs/Narcotics	5	4	1	2	3	1	3	4	4	3			30
Ambulance	0	0	0	1	0	0	0	0	0	0			1
Family Matters	5	7	8	5	8	5	8	8	13	12			79
Fire Alarm	0	0	0	0	0	0	1	1	0	0			2
Gas Meal Assist	0	1	2	2	1	3	1	1	2	2			15
Gun Permits	24	13	16	20	8	8	11	17	20	5			142
Harassment	5	4	8	3	11	8	10	7	8	7			71
Intoxicated/Detox	1	1	0	3	0	2	1	6	3	3			20
Keys Locked In vehicles	33	26	37	34	30	20	30	31	32	38			311
Mental Health	2	4	13	7	7	3	7	9	9	19			80
Fraud	5	6	9	15	6	4	6	1	6	3			61
Parking Complaints	39	34	23	6	7	8	30	25	19	36			227
Party Loud Party	4	4	4	9	8	0	1	12	10	5			57
Pred - Sex Offender	1	1	0	0	0	0	3	0	2	4			11
Property Found	11	8	9	10	19	12	12	21	17	14			133
Public Disturbance	6	10	13	17	20	18	6	13	15	14			132
Pursuit	0	1	0	0	1	0	0	1	0	0			3
Residence Check	0	0	0	0	0	0	0	0	0	0			0
Runaway	8	5	6	6	6	6	2	4	3	2			48
Escort Funeral,other	9	7	12	8	14	12	9	9	7	16			103
Search Warrant	0	1	0	0	0	0	0	0	1	0			2
Suspicious Anything	33	22	48	46	69	48	51	59	57	57			490
Suspicious Vehicle	5	5	5	7	12	11	14	7	6	13			85

Tobacco Violation	0	0	1	0	0	0	0	0	0	1			2
Theft	14	19	20	15	22	14	19	19	10	26			178
Trains	0	1	0	0	1	2	0	0	0	0			4
Transport (Marshall PD etc)	0	0	0	3	0	1	0	0	0	3			7
Transport-Juveniles	0	0	0	0	0	0	0	0	0	0			0
Trespassing	5	8	8	7	8	4	10	13	8	9			80
Traffic Related Complaints	50	51	137	106	129	149	99	118	128	136			1103
Unsecured Building	1	1	4	1	2	1	2	2	2	3			19
Vandalism	0	1	1	6	2	2	2	2	1	6			23
Violation of OFP	5	7	3	4	9	4	4	1	5	1			43
Warrant Pickups	11	7	11	16	14	16	20	22	17	11			145
Welfare Checks	24	22	22	25	28	32	22	33	28	24			260
Welfare Fraud	0	0	0	0	0	0	0	0	0	0			0
Weather Activity	0	0	0	0	0	0	0	0	0	0			0
Dead Body	0	0	0	0	0	0	0	0	0	0			0
ERU Activated	0	0	0	0	0	0	0	0	0	0			0
Weapons Involved	2	0	4	1	1	0	1	0	2	0			11
YTD 2021	436	403	586	522	636	572	549	623	635	639	0	0	5601

OFFENSE ACTIVITY BY DAY OF WEEK

	Mon	Tues	Wed	Thur	Fri	Sat	Sun
January	16	12	10	14	6	10	4
February	14	14	17	14	6	6	6
March	21	13	5	14	14	4	6
April	12	15	18	17	19	11	7
May	12	16	16	16	15	13	16
June	10	21	10	12	11	7	15
July	15	9	15	16	13	11	19
August	13	16	9	4	15	10	15
September	10	12	20	13	17	23	16
October	21	14	16	9	18	11	7
November							
December							
YTD 2021	144	142	136	129	134	106	111

DETECTIVE / INVESTIGATIONS ACTIVITIES

	Jan.	Feb.	Mar	Apr	May	June	July	Aug	Sept	Oct.	Nov.	Dec.	YTD
Felonies	27	26	38	34	24	26	23	25	42	27			292
Gross Misdemeanors	28	18	25	26	20	16	16	20	20	12			201
Misdemeanors	11	21	15	16	25	19	27	13	24	21			192



BUILDING PERMIT LIST
November 10, 2021

APPLICANT	LOCATION ADDRESS	DESCRIPTION OF WORK	VALUATION
ACE HOME & HARDWARE	506 ELIZABETH ST	NEW BUILDING	228,200.00
DONNA SWENSON REV TRUST AGREEMENT, TI	1105 LAKE RD	ACCESSORY BUILDING	46,900.00
CHAUNCEY WELVAERT CONSTRUCTION	610 SOUTHVIEW DR W	RE-ROOFING	8,900.00
CHAUNCEY WELVAERT CONSTRUCTION	605 COLLEGE DR W	Windows	2,000.00
CHAUNCEY WELVAERT CONSTRUCTION	408 DONITA AVE	Windows	2,000.00
CHAUNCEY WELVAERT CONSTRUCTION	1005 SILVERVINE DR	Windows	3,500.00
LLOYD O & KATHLEEN WHITE	302 4TH ST S	Windows	4,800.00
PANKA, MICHAEL & REBECCA	1309 WESTWOOD DR	BUILDING ADDITION	115,000.00
GESKE HOME IMPROVEMENT CO.	303 ELM ST	Windows	7,800.00
GESKE HOME IMPROVEMENT CO.	709 NUESE LN	DOORS	1,200.00
GESKE HOME IMPROVEMENT CO.	117 CIRCLE DR	Windows	3,000.00
GESKE HOME IMPROVEMENT CO.	605 KENNEDY ST	Windows	4,800.00
GESKE HOME IMPROVEMENT CO.	613 REDWOOD ST W	Windows	4,800.00
GESKE HOME IMPROVEMENT CO.	502 BLADHOLM AVE	Windows	600.00
Myers, Kenneth & Christine	704 2ND ST S	INTERIOR REMODEL	2,000.00
BUYSSE ROOFING SYSTEMS & SHEET META	220 MAIN ST W	RE-ROOFING	58,200.00
SPACE DEVELOPMENT CO. OF MARSHALL	118 COLLEGE DR W	INTERIOR REMODEL	15,000.00
GESKE HOME IMPROVEMENT CO.	1109 JEFFERSON AVE	Windows	1,200.00
STAEFFLER, JUSTIN & LACEY	1300 ELLIS AVE	Windows	2,500.00



PLUMBING PERMIT LIST
November 10, 2021

APPLICANT	LOCATION ADDRESS	DESCRIPTION OF WORK	VALUATION
Coequyt Plumbing & Heating LLC	1304 STOCKHOLM AVE	NEW BUILDING	0.00
BISBEE PLUMBING & HEATING	1309 WESTWOOD DR	BUILDING ADDITION	0.00

Minutes

Lyon County Transit Advisory Committee

10/21/2021, 9:00 a.m.-10:00 a.m. | ZOOM Meeting called to order at 9:03 a.m.

CALL TO ORDER AND AGENDA APPROVAL

A meeting of the Lyon County Transit Advisory Committee was held by Zoom meeting caused by COVID-19 and social distancing. The meeting was called to order by Nick. There was no quorum.

ATTENDEES/NON- ATTENDEES

In attendance were: Chantelle Fogelson, Charlie Sanow, Jessie Dehn, Shelly Pflaum, Nick Leske, Shannon Dorenkamper, Carmen Hailey

Absent were: Ted Stamp, Jim Knudson, Russ Labat, Molly Peterson, John Groothius

COMMENTS/SUGGESTIONS FROM EACH BOARD MEMBERS

Charlie mentioned there are transportation dollars available but there are no details currently. Jessie said the city is finished with its projects and are beginning planning on next year's projects.

2022 OPERATING GRANT

The 2022 grant has been approved for 3.9 million dollars for a one-year contract and no local dollars.

MY-RIDE UPDATE

Kick off took place. GenFare was on site yesterday measuring the buses for validators. 10 validators will be in Marshall, 10 for Central Community Transit, 10 for Prairie Five RIDES. Marshall will be the pilot, which will begin in February 2022. Still looking into whether the EBT cards can be used with the validators. GenFare is working through each of the company's unique fare structures.

HOLIDAY HOURS

Thursday November 25th, Thanksgiving Day, closed. Friday the 26th, Red Route only, 10:00-5:00, offices closed. Christmas, Friday December 24th Red Route will run 10:00 – 5:00, MAT buses 5:45-3:00 prescheduled rides only, offices closed. Saturday December 25th, closed. Saturday January 1st, closed.

RTCC UPDATE

September 1st was the first quarterly meeting for RTCC. Currently the group is working on getting ride resource information out to the public. Shelly is talking to all forms of transportation from public to private, as volunteer drivers are in short supply. Shelly has drafted a job description for an intern who can help develop and market these resources which will be made understandable to the general public for all nine counties.

STAFF UPDATES

Currently Lyon county needs one full time driver. Marshall would like 3-4 part-time drivers. Nick expanded on what this entails. Nick mentioned there is an interview this afternoon for his former position. The Volunteer Specialists position has been filled. The Claims Specialist is retiring, so that position will need to be filled. Nick also spoke about other positions in other counties that need to be filled. 2020 buses were ordered in July, which include a replacement bus for Lyon County. The 2021 orders have opened up with Marshall having 2 buses that will be ordered. One of these buses will have Ford's advanced driver assistance system. This bus with the ADAS system will be 100% covered by MNDOT. A few examples of the ADAS system are, adaptive cruise control, lane assist, adaptive headlight dimming. 2021 orders will go through a few different vendors to try something new. It is usually 1-1.5 years for a bus to be delivered once the order has gone through. Charlie asked about the statistics. The statistics are January through August. The passenger numbers are on the rise.

Meeting closed at 9:35.

NEXT MEETING

Next meeting is Thursday November 18, 9 a.m.

If you cannot attend, please send a representative in your place.

Respectfully submitted: Carmen Hailey

2021 Regular Council Meeting Dates

2nd and 4th Tuesday of each month

5:30 P.M.

City Hall, 344 West Main Street

January

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

February

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

March

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

April

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

May

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

June

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

July

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

August

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

September

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

October

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

November

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

December

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

2021 Uniform Election Dates

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

204C.03 PUBLIC MEETINGS PROHIBITED ON ELECTION DAY.

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



Upcoming Meetings

November

- 11/09 Work Session, Aquatic Center, 3:45 PM, City Hall
 - 11/09 Special Meeting, Performance Evaluation (Closed), 4:45 PM, City Hall
 - 11/09 Regular Meeting, 5:30 PM, City Hall
 - 11/23 Regular Meeting, 5:30 PM, City Hall
 - 11/23 Budget Work Session, at or after 7:00 PM, City Hall
-

December

- 12/14 Regular Meeting, 5:30 PM, City Hall
 - 12/14 TNT Meeting, 6:00 PM, City Hall (During regular meeting)
 - 12/28 Regular Meeting, 5:30 PM, City Hall
-

January (2022)

- 01/11 Regular Meeting, 5:30 PM, City Hall
- 01/25 Regular Meeting, 5:30 PM, City Hall