



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

**Tuesday, November 10, 2020 at 5:30 PM
Minnesota Emergency Response and Industrial
Training (MERIT) Center, 1001 Erie Road**

NOTICE: Pursuant to Minnesota State Statute 13D.021

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

OPENING ITEMS

1. Call to Order/Pledge of Allegiance

APPROVAL OF AGENDA

APPROVAL OF MINUTES

2. Consider approval of the minutes of the regular meeting held on October 27, 2020.

PUBLIC HEARING

3. Project Z83: James Avenue/Camden Drive Reconstruction Project -1) Public Hearing on Improvement; 2) Consider Resolution Ordering Improvement and Preparation of Plans.

CONSENT AGENDA

4. Wastewater Treatment Facilities Improvement Project – 1) Consider Application for Payment No. 16 to Magney Construction, Inc.; 2) Consider Payment of Invoice 1302333 to American Engineering Testing, Inc.; 3) Consider Payment of Invoice 0259136 to Bolton & Menk, Inc.
5. Consider approval of the sale of alcoholic beverages at the Red Baron Arena on November 27-28 & December 4-5, 2020.
6. Consider approval of the bills/project payments

APPROVAL OF ITEMS PULLED FROM CONSENT

NEW BUSINESS

7. TH 19/College Drive Reconstruction Project – MnDOT Update.
8. Water Plant Construction Update.
9. Consider approval of a Request for Proposals to conduct a Classification and Compensation Study.
10. Request for Map Amendment (Rezone) by Vesta LLC at 512 Continental Street.
11. Project Z82: N. 1st St. / W. Redwood St. / W. Marshall St. Reconstruction Project - Consider Resolution. Receiving Feasibility Report and Calling Hearing on Improvement.
12. Statement of Annual Performance Evaluation for the City Administrator.

COUNCIL REPORTS

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

STAFF REPORTS

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

ADMINISTRATIVE REPORTS

18. Administrative Brief

INFORMATION ONLY

19. Information Only

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.

MEETINGS

[20.](#) Upcoming Meetings

ADJOURN

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

RULES OF CONDUCT

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



CITY OF MARSHALL AGENDA ITEM REPORT

| | |
|-------------------------------------|--|
| Meeting Date: | Tuesday, November 10, 2020 |
| Category: | APPROVAL OF MINUTES |
| Type: | ACTION |
| Subject: | Consider approval of the minutes of the regular meeting held on October 27, 2020. |
| Background Information: | Enclosed are the minutes of the regular meeting held on October 27, 2020. |
| Fiscal Impact: | None |
| Alternative/ Variations: | Staff encourages City Council Members to provide any suggested corrections to the minutes in writing to City Clerk Kyle Box, prior to the meeting. |
| Recommendations: | that the minutes of the regular meeting held on October 27, 2020 be approved as filed with each member and that the reading of the same be waived. |

**CITY OF MARSHALL
CITY COUNCIL MEETING
M I N U T E S
Tuesday, October 27, 2020**

The regular meeting of the Common Council of the City of Marshall was held October 27, 2020, at the Minnesota Emergency Response and Industrial Training (MERIT) Center, 1001 West Erie Road. The meeting was called to order at 5:30 P.M. by Mayor Robert Byrnes. In addition to Byrnes the following members were in attendance: Craig Schafer, Steve Meister (6:26 PM), Glenn Bayerkohler, John DeCramer, Russ Labat and James Lozinski. Absent: None. Staff present included: Sharon Hanson, City Administrator; Dennis Simpson, City Attorney; Jason Anderson, Director of Public Works/ City Engineer; Karla Drown, Finance Director; Jim Marshall, Director of Public Safety; Dave Parsons, City Assessor; Sheila Dubs, Human Resource Manager; Laura Wing, Payroll/ Benefit Specialist; Jasmine DeSmet, Training Facility Coordinator and Kyle Box, City Clerk.

The Pledge of Allegiance was recited at this time.

There was a consensus to operate under the current agenda.

Consider approval of the minutes of the work session and regular meeting held on October 13, 2020.

Motion made by Councilmember DeCramer, Seconded by Councilmember Labat, that the minutes of the work session and regular meeting held on October 13, 2020 be approved as filed with each member and that the reading of the same be waived. Voting Yea: Mayor Byrnes, Councilmember Schafer, Councilmember Bayerkohler, Councilmember DeCramer, Councilmember Labat, Councilmember Lozinski. The motion **Carried. 6-0**

Vacation of Utility Easement in Carr Subdivision I, Block One, Lots 9-10 (Vierstraete) – 1) Public Hearing on Resolution Granting Petition to Vacate Utility Easement; 2) Consider Resolution Granting Petition to Vacate Utility Easement.

A signed petition for vacation of a utility easement has been received from the owners of all the real property that includes the proposed area for utility easement.

The purpose of the vacation is to construct a detached garage on the property, including a portion of the area to be vacated.

All utility companies were contacted to ensure no utilities are currently within the proposed vacation area. All respondents indicated no facilities present. Property owner to reimburse the City for all costs associated with the vacation.

Director of Public Works/ City Engineer Jason Anderson provided the background information on the agenda item.

Dustin Verstriate, 1204 Cheryl Ave stated that he wished to continue his landscaping and irrigation work into the new lot as well as expanding future building plans. Director Anderson commented that utility services lines should be checked for before any future work is done.

Motion made by Councilmember Schafer, Seconded by Councilmember DeCramer to close the public hearing. Voting Yea: Mayor Byrnes, Councilmember Schafer, Councilmember Bayerkohler, Councilmember DeCramer, Councilmember Labat, Councilmember Lozinski. The motion **Carried. 6-0**

Motion made by Councilmember Schafer, Seconded by Councilmember DeCramer that the Council adopt Resolution Number 4757, Second Series, which is the Resolution Granting Petition to Vacate Utility Easement. Voting Yea: Mayor Byrnes, Councilmember Schafer, Councilmember Bayerkohler, Councilmember DeCramer, Councilmember Labat, Councilmember Lozinski. The motion **Carried. 6-0**

Consider Approval of the Consent Agenda.

Agenda items number 4, 5,6 and 9 were removed from the consent agenda for further discussion.

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

Approval for a Request of Prairie Home Hospice & Community Care for the Light Up the Night Parade on Friday, November 27,2020.

Approval of the Farm Lease between Paul Wambeke, Tenant, and the City of Marshall as Landlord.

Approval of an Engagement Letter with Vanlwaarden Associates for an actuarial valuation for post-employment benefits

Approval of On-Sale Intoxicating Liquor License and a Sunday On-Sale Intoxicating Liquor License for BDH2 – Marshall, LLC (Bird Dog Equity Partners, LLC).

Approval of the bills/project payments

Request for Map Amendment (rezone) by Vesta LLC, at 512 Continental Street.

This is a request by Vesta, LLC, Marshall, MN to rezone 512 Continental Street from A Agricultural District to R-1 One Family Resident District. This lot is adjacent to residential area and will be used for a single-family house. Rezoning procedures are described in Section 86-30 Amendments

At the October 14, 2020, Planning Commission meeting, a public hearing was held, and a motion was made by Lee, second by Carstens to recommend approval to City Council to rezone the property as recommended by staff. All voted in favor.

Mayor Byrnes has requested the item be removed from the consent agenda to allow him to abstain from the vote.

Motion made by Councilmember DeCramer, Seconded by Councilmember Schafer that the Council introduce an ordinance to rezone property at 512 Continental Street from A Agricultural District to R-1 One Family Resident District. Voting Yea: Councilmember Schafer, Councilmember Bayerkohler, Councilmember DeCramer, Councilmember Labat, Councilmember Lozinski. Voting Abstaining: Mayor Byrnes. The motion **Passed. 5-0-1**

MERIT Center Road Course-Phase 2 – Consider Change Order No. 9 (Final) and Acknowledgement of Final Pay Request No. 12.

Councilmember Lozinski requested the item be removed from the consent agenda to discuss the change order as a result of a quantity error from the project's engineer.

The items on the Change Order No. 9 (Final Reconciling Change Order) for the above project are the result of final measurements and changes in item quantities during construction for a contract increase in the amount of \$64,345.91. All work has been completed in accordance with the specifications.

The project is funded entirely by \$3.1 million in State grant funds. Change Order No. 9 (Final) results in a contract increase in the amount of \$64,345.91 and a total contract amount of \$2,872,036.12. The original contract amount was \$2,712,530.50.

The change order and final payment in the amount of \$12,663.92, including release of retainage, will be funded from the MERIT Center Driving Track-Phase 2 Fund (493-42600-55130 MERIT Center-Operations-Improvements).

Motion made by Councilmember Schafer, Seconded by Councilmember DeCramer that Council approve Change Order No. 9 (Final) with R&G Construction Co. of Marshall, Minnesota, resulting in a contract increase in the amount of \$64,345.91 and acknowledgement of Final Pay Request (No. 12) in the amount of \$12,663.92 for the above-referenced project. Voting Yea: Mayor Byrnes, Councilmember Schafer, Councilmember DeCramer, Councilmember Lozinski. Voting Nay: Councilmember Bayerkohler, Councilmember Labat. The motion **Passed. 4-2**

Project Z50-2020: Bituminous Chip Sealing on Various City Streets - Consider Change Order No. 1 (Final) and Acknowledgement of Final Pay Request (No. 2).

The items on the Change Order No. 1 (Final Reconciling Change Order) for the above-referenced project are the result of final measurements and changes in item quantities during construction. Project quantity increases are largely the result of receiving good bid prices and adding the following segments to the project: South 4th Street between Elaine Avenue and MN 23 and Country Club Drive from County Road 7 to a point roughly 1,700 ft. east. All work has been completed in accordance with the specifications.

Change Order No. 1 (Final) results in a contract increase in the amount of \$20,174.90 and a total contract amount of \$136,521.95. The original contract amount was \$116,347.05.

\$154,300 was included in the 2020 budget or funded as follows:

- \$140,000 Street Department 2020 budget for bituminous chip sealing on various city streets and will be funded under Account #101-60211-2227 (General Fund, Street Department-Other Repairs & Maintenance)
- \$14,300 Red Baron Arena & Expo parking lot

Motion made by Councilmember Lozinski, Seconded by Councilmember Schafer that Council approve Change Order No. 1 (Final) with Pearson Bros., Inc. of Hanover, Minnesota, resulting in a contract increase in the amount of \$20,174.90 and acknowledgement of Final Pay Request (No. 2) in the amount of \$18,338.63 for the above-referenced project. Voting Yea: Mayor Byrnes, Councilmember Schafer, Councilmember Bayerkohler

Councilmember DeCramer, Councilmember Labat, Councilmember Lozinski. The motion **Carried. 6-0**

Approve Subordination Agreement Regarding Property At 223 North Hill Street (Lot Nine (9) Block Two (2) Schultz Addition to The City of Marshall) Subordinating A Small Cities Development's Program Loan/Grant in Favor of First Mortgage Lien to The Wanda State Bank.

Councilmember Bayerkohler requested the item be removed for further discussion on the subordination agreement.

Chancey Frances Devos is the owner of property located at 223 North Hill Street in Marshall. Property is currently subject to a First Mortgage lien dated October 30, 2018 granted to the Wanda State Bank. Homeowner has recently obtained a \$24,000.00/Grant from the City of Marshall for residential building rehabilitation pursuant to the Small Cities' Development Rehabilitation Program. The loan is in the amount of \$24,000.00 pursuant to an agreement dated December 9, 2019, recorded June 30, 2020 in the office of the Lyon County Recorder. The Small Cities Development Grant Program is a second lien against the property.

Property owner seeks to refinance the first mortgage and obtain additional funds for additional rehabilitation of the property. Pursuant to the refinancing, The Wanda State Bank will satisfy its first mortgage, but is asking that the City subordinate its lien so that the new loan to Wanda State Bank will be a first mortgage lien and the City of Marshall Small City Development mortgage will continue to be a second mortgage lien against the property.

Staff is recommending that City Council approve a subordination agreement as requested. Marshall EDA met on Wednesday, October 21- and recommended that City Council approve the subordination request.

The request for subordination is not timely, but it still appears to be appropriate to recommend loan subordination as requested by the property owner and by loan officer from the Wanda State Bank. City Staff will work with the property owner and loan officer to obtain all of the appropriate and required documentation.

Motion made by Councilmember Schafer, Seconded by Councilmember Lozinski that the City Council approve the loan subordination request from property owner Chancey Frances DeVos. Voting Yea: Mayor Byrnes, Councilmember Schafer, Councilmember Bayerkohler, Councilmember DeCramer, Councilmember Labat, Councilmember Lozinski. The motioned **Carried. 6-0**

Request for a Variance Adjustment Permit by Charles R Aufenthie at 1000 Country Club Drive

The owner desires to build a detached garage next to his house with its front wall located about 20 feet in front of the house front wall. However, the Ordinance prohibits any accessory structures being built closer to the street than the house, except gazebos on larger lots. This provision's goal, in staff's opinion, is to provide uniformity and avoid often unsightly accessory buildings, which may be storage sheds with cheap finishes, being the focus of a property, which may reduce surrounding properties' values.

To grant a variance, City Ordinance and State Statutes require the presence of practical difficulties. The term "practical difficulties," as used in connection with granting a variance, means that the property owner proposes to use the property in a reasonable manner not permitted by the zoning ordinance, the plight of the landowner is due to circumstances unique (usually something related to physical characteristics of the

property not allowing to comply with the Ordinance) to the property not created by the landowner, and the variance, if granted, will not alter the essential character of the locality. The Findings of Fact based on the League of Minnesota Cities template and explains each item listed above in details.

The existing lot is large, like all adjacent lots, and the garage can be shifted back 20 feet to meet the Ordinance requirements. No other house in the area has a detached garage or other accessory building located in front of the house, so the area's character will be altered by the garage construction. Based on the above information, staff does not believe that there are any practical difficulties in this case and therefore recommends that the variance be denied.

The variance regulations and procedures are found in Section 86-29. At the Planning Commission meeting on October 14, 2020, a public hearing was held and a motion was made by Fox, second by Knieff to recommend approval to the City Council of the request by Charles R Aufenthie for a Variance Adjustment Permit for building a detached garage next to his house with its front wall located about 20 feet in front of the house front wall. All voted in favor of the motion.

During Planning Commission discussion, members brought up existence of a deep front yard, absence of a negative effect on the neighbors, and their desire to let people control their properties without city's interference to increase property values as justification for approval.

Motion made by Councilmember Lozinski, Seconded by Councilmember Schafer The Planning Commission recommends that the Council approve the request by Charles R Aufenthie for a Variance Adjustment Permit for building a detached garage next to his house with its front wall located about 20 feet in front of the house front wall.

Voting Yea: Mayor Byrnes, Councilmember Schafer, Councilmember DeCramer, Councilmember Labat, Councilmember Lozinski. Voting Nay: Councilmember Bayerkohler. The motion **Passed. 5-1**

Project Z83: James Avenue/Camden Drive Reconstruction Project - Consider Resolution Receiving Feasibility Report and Calling Hearing on Improvement.

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

This Feasibility Report as authorized by the City Council covers the proposed improvements including scope, background/existing conditions, proposed improvements, probable costs, proposed assessments, feasibility and proposed project schedule.

The proposed improvements as described in the report are necessary, cost-effective, and feasible from an engineering standpoint.

The engineer's estimate for the construction portion of the project is \$920,000.00. The total estimated project cost, including 10% allowance for contingencies and 16% for engineering and administrative costs is \$1,174,000.00. All improvements will be assessed according to the current Special Assessment Policy, including but not limited to participation from Marshall Municipal Utilities, Wastewater Department, Surface

Water Management Utility Fund and Ad Valorem. Final approval of the project must include determination of funding sources.

Motion made by Councilmember Schafer, Seconded by Councilmember Lozinski that the Council adopt Resolution Number 4758, Second Series, which is the Resolution Receiving Feasibility Report and Calling Hearing on Improvement for the above-referenced project and setting the public hearing on improvement date for November 10, 2020. Voting Yea: Mayor Byrnes, Councilmember Schafer, Councilmember Bayerkohler, Councilmember DeCramer, Councilmember Lozinski. Voting Nay: Councilmember Labat. The motion **Passed**.
5-1

Transportation Alternatives Grant Letter of Intent.

MnDOT District 8 is currently soliciting for 2025 Transportation Alternatives (TA) grant applications. The TA grant is an 80-20 grant to match program that provides funds for ped and bike facilities, historic preservation, Safe Routes to School, and more. The last project that the City had funded through this program was the RRFB school crossings project which is scheduled for construction in 2022.

For several years there has been discussion about providing a direct trail link between trail at the intersection of C Street and Progress Drive down to Southview Drive. Included in the Council packet is a preliminary route and cost estimate to complete this work. With the new elementary school being constructed, now seems like a good time to investigate this option.

City Engineering and Community Services Department staff have met with Marshall Public Schools staff to begin preliminary discussions about this project. At this point in time, City staff would propose a partnership that generally splits grant match costs with Marshall Public Schools, with the City providing engineering services. Preliminary cost estimates show a \$43,000 City cost participation and \$29,000 school district cost participation.

There is no project commitment at this stage in the grant process. If the City submits a letter of intent, we are not bound to complete the application process. This is simply a preliminary step in the MnDOT Area Transportation Partnership (ATP) grant process to gauge preliminary interest and help assess projects for grant eligibility. Staff will need to come back to the City Council at a later date to request a resolution of support for submittal in the final grant application. Staff would propose to revisit with City Council once the grant application is generally completed but not yet submitted.

There is no fiscal impact today. City staff will return for a resolution of support at a later meeting. If we are awarded a grant, we will be notified in Spring 2021. In today's dollars, our cost estimate for City participation is \$43,000 in cash with the City also providing the services for grant application, project design, project permitting, and construction administration.

At 6:26 PM, Councilmember Meister Joined the meeting.

Motion made by Councilmember Schafer, Seconded by Councilmember DeCramer that the Council authorize staff to submit the grant letter of intent and continue work on the full grant application for this project. Voting Yea: Mayor Byrnes, Councilmember Schafer, Councilmember Bayerkohler, Councilmember DeCramer, Councilmember Labat, Councilmember Lozinski. Voting Abstaining: Councilmember Meister. The motion

Carried. 6-0-1

S.P. 4210-49RW Project - MN 68 Temporary Easements and Land Acquisition – Parcel 238B.

MnDOT is proposing a 2022 MN 68 highway surfacing project between Minneota and Marshall that includes shoulder widening and ditch slope grading. To ensure adequate space for construction of their proposed improvements, the DOT is requesting temporary construction easements and fee acquisition of City owned property. - MnDOT Parcel 238B, Diversion Channel Parcel #12A: MnDOT is proposing to pay the City \$9,200. This amount includes \$5,438 for 25'x150' of permanent property acquisition and \$3,762 for damages of loss of value to the property related to construction operations on or adjacent to these parcels. This parcel is owned by the City of Marshall. The proposed temporary construction easement areas were reviewed by City Engineering and Assessing Department staff. City staff does not foresee any concerns with granting MnDOT their requested easements. The City of Marshall will receive \$9,200.00 in total.

Motion made by Councilmember Meister, Seconded by Councilmember DeCramer that the City Council authorize execution of the Warranty Deed for Parcel 238B, which also includes the Temporary Easement. Voting Yea: Mayor Byrnes, Councilmember Schafer, Councilmember Meister, Councilmember Bayerkohler, Councilmember DeCramer, Councilmember Labat, Councilmember Lozinski. The motion **Carried. 7-0**

Approve Resolution No. 4759, Second Series regarding accepting low quotation and authorizing James Lozinski Construction Inc. to proceed with residing a shed and installing a door on a storage building at Liberty Park.

Parks Department has requested quotations for labor related to the installation of a door and residing a shed on a facility in Liberty Park. James Lozinski Construction Inc. submitted a labor quotation for said job in the amount of \$2,885.00. That quotation was the lowest solicited quotation.

Minnesota Statutes indicate that City officials cannot bid on City contracts, subject to various exceptions. Minnesota Statutes §471.88 subd. 5 indicates that City officials can provide quotes for City projects if formal bidding is not required. If City official submits the low quotation, the contract can be awarded to a City official upon filing of an affidavit from the City official acknowledging the conflict of interest with a statement indicating that the quoted bid is as low or lower than other quoted prices. In addition, City Council must then approve the quotation by unanimous vote approving the resolution.

Council Member James Lozinski acknowledged the conflict of interest. Additionally, a proposed resolution accepting the low quotation and authorizing that James Lozinski Construction Inc. to proceed with the installation of the project as quoted is before the council for consideration. Staff recommends approval of the resolution.

Motion made by Councilmember Schafer, Seconded by Councilmember DeCramer Approve Resolution Number 4759, Second Series regarding accepting low quotation and authorizing James Lozinski Construction Inc. to proceed with installation of steel to a roof located on a facility in Liberty Park. Voting Yea: Mayor Byrnes, Councilmember Schafer, Councilmember Meister, Councilmember Bayerkohler, Councilmember DeCramer, Councilmember Labat. Voting Abstaining: Councilmember Lozinski. The motion **Passed. 6-0-1**

Acknowledgement of a Closed Meeting for Labor Negotiations Strategy.

13D.03 CLOSED MEETINGS FOR LABOR NEGOTIATIONS STRATEGY. At 4:00 P.M., a closed meeting was held at the Minnesota Emergency Response and Training (MERIT) Center.

Commission/Board Liaison Reports

Byrnes No Report

Schafer No Report

Meister No Report

Bayerkohler Planning Commission met and discussed council items 3 and 13.

DeCramer Marshall Municipal Utilities met and completed their 2021 budget. This is the final year of the conversion of LED streetlights.

Economic Development Authority did move forward with ending the contract with the Chamber of Commerce.

Labat Convention and Visitor Bureau met and hired a new finance coordinator and is currently planning a haunted tower event. Hotel and Restaurant business is steady and increasing.

Lozinski City Hall Committee met to discuss the progress of the Main Stay Café wall. The general contractor of the city hall project recommended to the committee to use a fiber cement panel in place of the proposed efis to help reduce the over all cost of the project. The materials are similar in cost, but the heating application is significantly less with the fiber cement panel.

Councilmember Individual Items

Councilmember Meister discussed a ‘Wear your mask’ campaign that Avera is heading up.

Mayor Byrnes requested that Public Works Director/ City Engineer provide an update on the U.S. Army Corps. of Engineer levy improvement project. Mayor Byrnes also discussed the renewal of the cities annual liquor licenses.

City Administrator

City Administrator Sharon Hanson provided an updated on the 2020 elections in Lyon County.

Director of Public Works

Director of Public Works/ City Engineer Jason Anderson provided an update on the US Army Corps. of Engineer project. Director Anderson commented that the project is expected to take place in 2021. Director Anderson also discussed that staff are continuing to review the special assessment policy before presented to the Ways and Means Committee. Anderson commented that MnDOT will provide a project update on the College Drive project.

Director Anderson also discussed ditch assessments presented to the City from Lyon County.

City Attorney

No Report

Information Only

There were no questions on the information items.

Upcoming Meetings

There were no questions on the upcoming meetings.

Adjourn

6:57 P.M., Motion made by Councilmember DeCramer, Seconded by Councilmember Lozinski to adjourn.
Voting Yea: Mayor Byrnes, Councilmember Schafer, Councilmember Meister, Councilmember Bayerkohler,
Councilmember DeCramer, Councilmember Labat, Councilmember Lozinski. The motion **Carried. 7-0**

Mayor

Attest:

City Clerk

**CITY OF MARSHALL
AGENDA ITEM REPORT**

| | |
|---------------------------------|--|
| Meeting Date: | Tuesday, November 10, 2020 |
| Category: | PUBLIC HEARING |
| Type: | ACTION |
| Subject: | Project Z83: James Avenue/Camden Drive Reconstruction Project -1) Public Hearing on Improvement; 2) Consider Resolution Ordering Improvement and Preparation of Plans. |
| Background Information: | <p>Property owners affected by the above-referenced project have been notified, according to law, that a hearing would be held on November 10, 2020. A public presentation will be made followed by any discussion.</p> <p>This project consists of the following: reconstruction and utility replacement on James Avenue between Camden Drive and South 4th Street and Camden Drive between James Avenue and South 4th Street. All utilities will be replaced, including watermain, sanitary sewer, and storm sewer on James Avenue and Camden Drive. Other items of work included in this project are pavement removal, aggregate base, bituminous surfacing, sidewalks, curb and gutter and other minor work.</p> <p>A public informational meeting was held on October 15, 2020 at the MERIT Center and attendance available via Zoom. Information was provided to all those in attendance.</p> <p>If the City Council decides to proceed with the project, the attached resolution has been prepared ordering the improvement and the preparation of plans.</p> |
| Fiscal Impact: | The engineer's estimate for the construction portion of the project is \$920,000.00. The total estimated project cost, including 10% allowance for contingencies and 16% for engineering and administrative costs is \$1,174,000.00. All improvements will be assessed according to the current Special Assessment Policy, including but not limited to participation from Marshall Municipal Utilities, Wastewater Department, Surface Water Management Utility Fund and Ad Valorem. Final approval of the project must include determination of funding sources. |
| Alternative/ Variations: | No alternative actions recommended |
| Recommendation: | <p>Recommendation No. 1: that the Council close the public hearing on improvement for Project Z83: James Avenue/Camden Drive Reconstruction Project.</p> <p>Recommendation No. 2: that the Council adopt RESOLUTION NUMBER XXXX, SECOND SERIES, which is the Resolution Ordering Improvement and Preparation of Plans" for Project Z83: James Avenue/Camden Drive Reconstruction Project</p> |

RESOLUTION NUMBER _____, SECOND SERIES

RESOLUTION ORDERING IMPROVEMENT
AND PREPARATION OF PLANS

WHEREAS, a resolution of the City Council adopted the 27th day of October, 2020, fixed a date for a Council hearing for proposed improvements under the following project:

PROJECT Z83: JAMES AVENUE/CAMDEN DRIVE RECONSTRUCTION PROJECT – This project consists of the following: reconstruction and utility replacement on James Avenue between Camden Drive and South 4th Street and Camden Drive between James Avenue and South 4th Street. All utilities will be replaced, including watermain, sanitary sewer, and storm sewer on James Avenue and Camden Drive. Other items of work included in this project are pavement removal, aggregate base, bituminous surfacing, sidewalks, curb and gutter and other minor work.

AND WHEREAS, ten days' mailed notice and two weeks' published notice of the hearing was given, and the hearing was held thereon on the 10th day of November, 2020, at which all persons desiring to be heard were given an opportunity to be heard thereon.

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

1. Such improvement is necessary, cost-effective, and feasible as detailed in the feasibility report.
2. Such improvement is hereby ordered as proposed in the Council resolution receiving the Feasibility Report adopted the 27th day of October, 2020.
3. Jason R. Anderson, P.E. is hereby designated as the engineer for this improvement. The engineer shall prepare plans and specifications for the making of such improvement.

Passed and adopted by the Council this 10th day of November, 2020.

Mayor

ATTEST:

City Clerk

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



MARSHALL
CULTIVATING THE BEST IN US

FEASIBILITY REPORT

Project Z83

James Avenue and Camden Drive Reconstruction Project

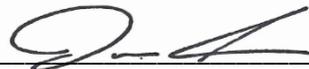
October 27, 2020



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

By: 
Jason R. Anderson, P.E.
Registration No. 53322

FEASIBILITY REPORT

PROJECT Z83 JAMES AVENUE AND CAMDEN DRIVE RECONSTRUCTION PROJECT

CITY OF MARSHALL, MINNESOTA

1.0 SCOPE

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

2.0 BACKGROUND / EXISTING CONDITIONS

Street

City records indicate that James Avenue was originally constructed in 1959. Camden Drive was originally constructed in 1962. This street received a 1.5" mill and overlay resurfacing between James Avenue and South 4th Street in 1993 and lastly in 2001. The existing pavement surface is beginning to show its age with considerable cracking. Camden Drive has portions of the street section where the pavement has completely deteriorated and has begun to pop out of the road section. Block/fatigue cracking is significant along the outside thirds of the roadway between James Avenue and South 4th Street.

The existing street width on James Avenue is generally 40-FT as measured from back of curb to back of curb. The existing street width on Camden Drive is generally 32-FT as measured from back of curb to back of curb. Currently, the existing segment of James Avenue is wide enough to accommodate two travel lanes and parallel parking on both sides of the street. On Camden Drive, the existing street comfortably accommodates two travel lanes with parallel parking on the south side of the street.

There is currently 4.5-FT wide sidewalk on both sides of James Avenue directly behind the existing curb. On Camden Drive, there is an existing 5-FT wide sidewalk on the south side of the street. The Parks Department operates and maintains a 10-FT wide multi-use trail on the north side of Camden

Drive. The existing sidewalk is currently exhibiting some cracking and buckling. The existing pedestrian ramps at the intersection of Camden Drive and James Avenue are not ADA compliant.

Utilities

The existing watermain along James Avenue is 6" polyvinyl chloride (PVC). The installation year of the PVC watermain is approximately 1982. There is no existing watermain along Camden Drive between James Avenue and South 4th Street. MMU has recommended that this segment of watermain be replaced with the project.

The existing sanitary sewer main along James Avenue is 8" vitrified clay pipe (VCP). The age and condition of the sewer in these segments make this sewer a good candidate for replacement with this project. There is no existing sanitary sewer along Camden Drive between James Avenue and South 4th Street.

The existing storm sewer along James Avenue is currently a 21" reinforced concrete pipe (RCP). There are two existing catch basins at the intersection of Camden Drive and James Avenue that lead to a manhole where the 21" RCP main from the west and the 21" RCP main from James Avenue intersect at the manhole. From that manhole, the storm sewer main continues northeast where it intersects the lead that collects stormwater from two catch basins located on Camden Drive approximately halfway between James Avenue and South 4th Street. The storm sewer then crosses Country Club Drive where it intersects with a manhole in the golf club property. From there, the storm sewer main proceeds northwest as a 30" RCP to the outfall directly into the Redwood River. The pipe system is undersized for the existing fully developed watershed. There are various intersections along low points on the South 4th Street corridor that have flooded regularly.

3.0 PROPOSED IMPROVEMENTS

Street

A bituminous pavement section will be proposed and discussed in this feasibility report. Staff is proposing a street section comprised of 4" of bituminous surfacing and 12" of Class 5 aggregate base on James Avenue and Camden Drive. A geotextile fabric will be placed on the subgrade prior to the placement of the aggregate base. A 6" perforated drain tile shall be installed at the back of the curb below the aggregate base to provide subsurface drainage for the street section.

The proposed roadway will be 36-FT travel way (as measured from curb face to curb face) on James Avenue. The project proposes two 10-FT travel lanes and two 8-FT parallel parking lanes. The proposed segment of James Avenue will be 3-FT narrower than the existing street. The purpose for the narrowing is to reduce project costs. The proposed roadway on Camden Drive (as measured from curb face to curb face) will be 31.5-FT. The project proposes two 11.5-FT travel lanes and one 8.5-FT parallel parking lane in the eastbound direction. The proposed street width of Camden Drive will match what is currently in place. It is the opinion of staff that the proposed road widths will be adequate to serve the corridors.

A 7-FT sidewalk directly behind the proposed curb is proposed on James Avenue on both sides of the street. This proposed walk is 2-FT wider than existing. Due to large, mature trees along this corridor, moving the sidewalk back to allow for a typical 5-FT boulevard would require significant tree removal. A 5-FT wide sidewalk with a 2-FT boulevard was considered. Due to the difficulty of turf establishment and maintenance, this option was eliminated from consideration. The project proposes replacing existing sidewalk adjacent to James Avenue where there is currently sidewalk. The 5-FT wide sidewalk along Camden Drive will be replaced in its existing alignment. The two pedestrian ramps at the intersection of Camden Drive and James Avenue will be replaced and upgraded to meet current ADA standards.

Utilities

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

The watermain improvements will consist of replacing all circa-1982 PVC watermain with new PVC watermain pipe. Watermain improvements are planned in close coordination with MMU staff input. The existing 6" PVC watermain along James Avenue will be replaced with 6" PVC pipe.

The sanitary sewer system improvements will include replacing all manholes, sewer main, and sewer services along James Avenue. The 8" VCP main will be replaced with 8" PVC main. All sewer services will be replaced to the right-of-way (ROW) with a minimum 4" pipe size.

The storm sewer system improvements will include replacing all existing manholes, catch basins and catch basin leads. The project will increase the size of the storm sewer main on James Avenue from existing 21" RCP to proposed 58" RCP arch span pipe (48" RCP-equivalent). The pipe will be an arch pipe due to limited pipe cover along James Avenue. Along Camden Drive and through the golf course, the storm sewer main is proposed to be a 54" RCP round pipe. The storm sewer crossing under Country Club Drive and under the north ditch will be a 65" RCP arch span pipe (54" RCP-equivalent). The pipe will be an arch pipe due to limited pipe cover underneath Country Club Drive. The increase in storm sewer main along the project area is proposed to provide relief to frequent on-street flooding on South 4th Street and other surrounding areas in the drainage area. Additional water quality improvements will be proposed at the outfall to the Redwood River to provide stormwater treatment.

4.0 STATEMENT OF PROBABLE COST

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

| | |
|---|------------------------------|
| Street and Curb and Gutter | \$340,000.00 |
| Watermain Replacement | \$60,000.00 |
| Sanitary Sewer Replacement | \$65,000.00 |
| Storm Sewer Replacement | <u>\$455,000.00</u> |
| Subtotal Estimated Construction Cost | \$920,000.00 |
| Contingencies (10%) | <u>\$92,000.00</u> |
| Total Estimated Construction Cost | \$1,012,000.00 |
| Estimated Engineering, & Administration (16%) | <u>\$162,000.00</u> |
| Total Estimated Project Cost | <u><u>\$1,174,000.00</u></u> |

5.0 PROPOSED ASSESSMENTS

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

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

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

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

6.0 FEASIBILITY/CONDITIONS/QUALIFICATIONS

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

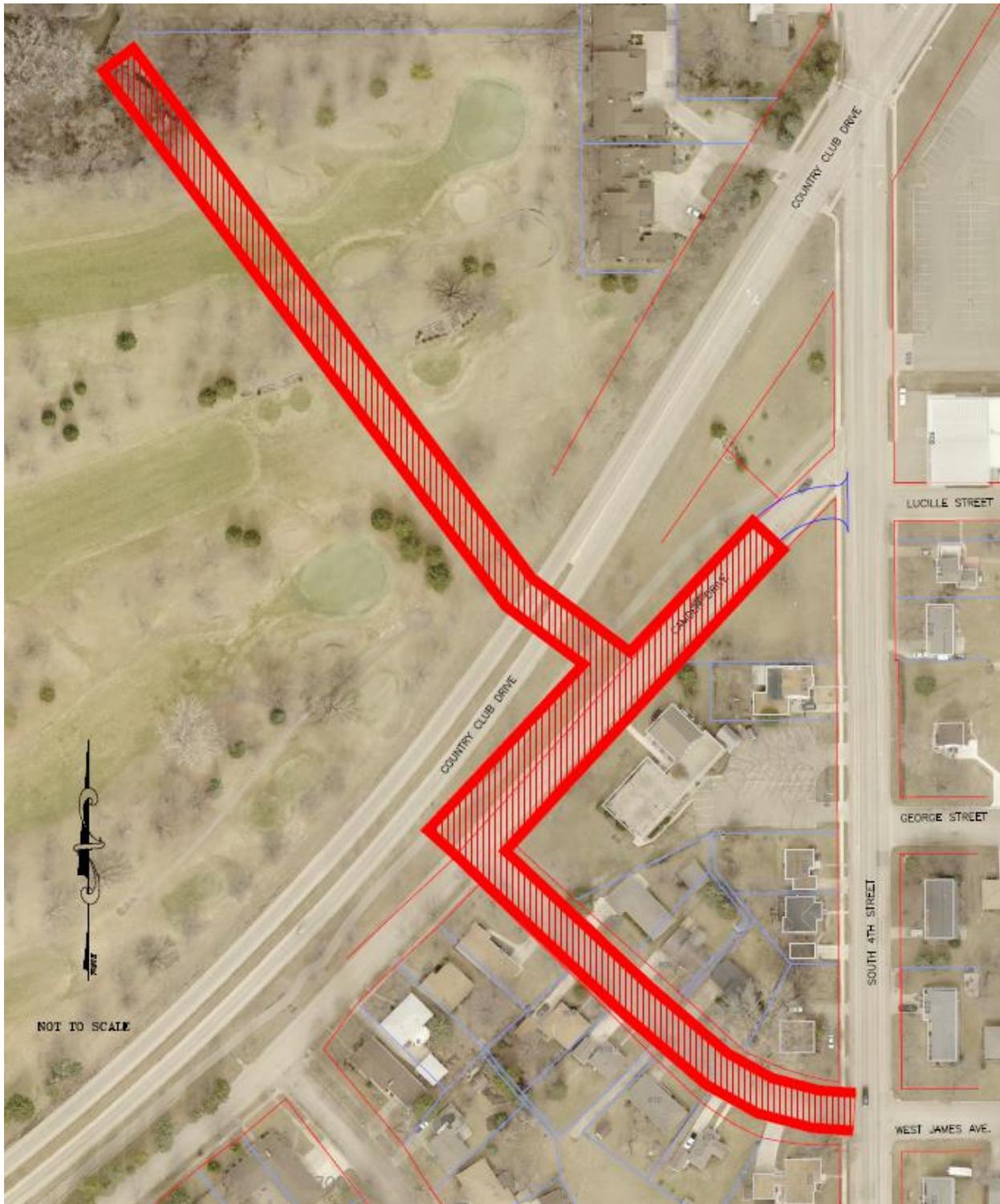
7.0 PROPOSED PROJECT SCHEDULE

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

| | |
|---------------------------------|---|
| November 10, 2020 | Public Hearing on Improvement/Order Plans & Specs |
| January 26, 2021 | Approve Plans & Specs/Authorize Call for Bids |
| January 29 and February 5, 2021 | Advertise for Bids |
| February 17, 2021 | Bid Opening Date |
| February 23, 2021 | Award Contract |
| April 16, 2021 | Notice to Proceed |
| April 2021 | Begin Construction |
| September 21, 2021 | Public Hearing on Assessment/Adopt Assessment |
| September 2021 | End Construction |

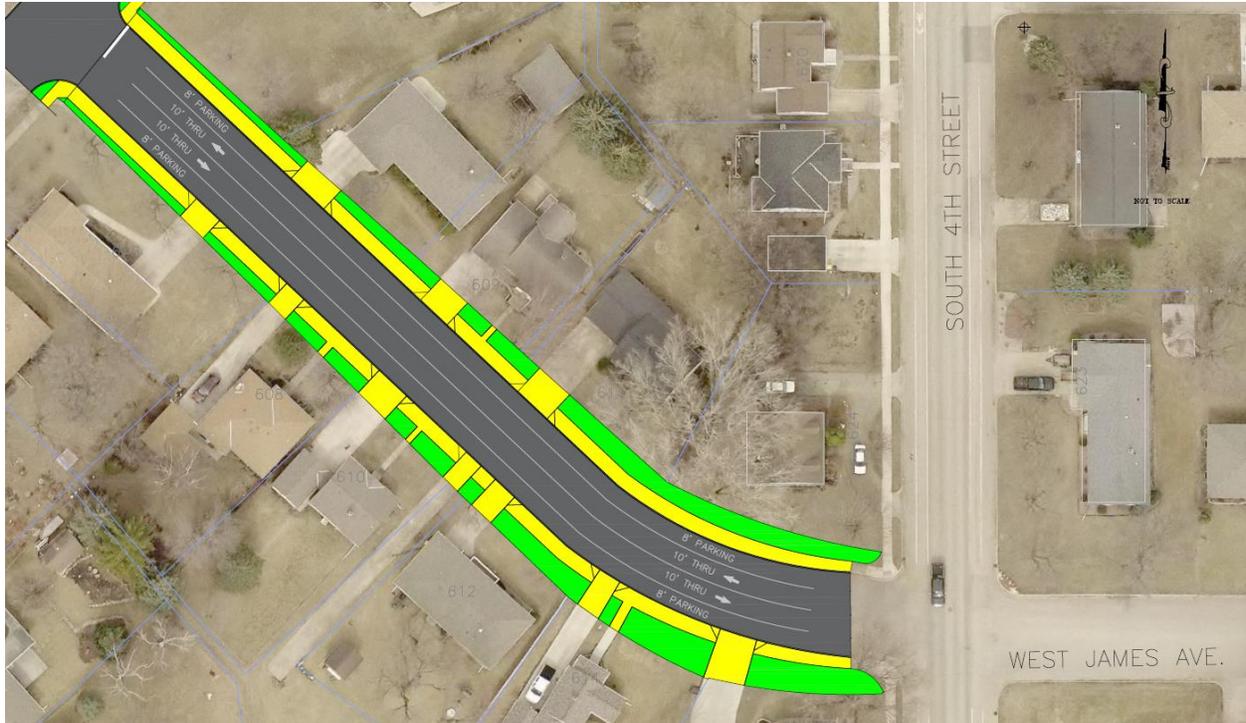
APPENDIX

PROJECT LIMITS

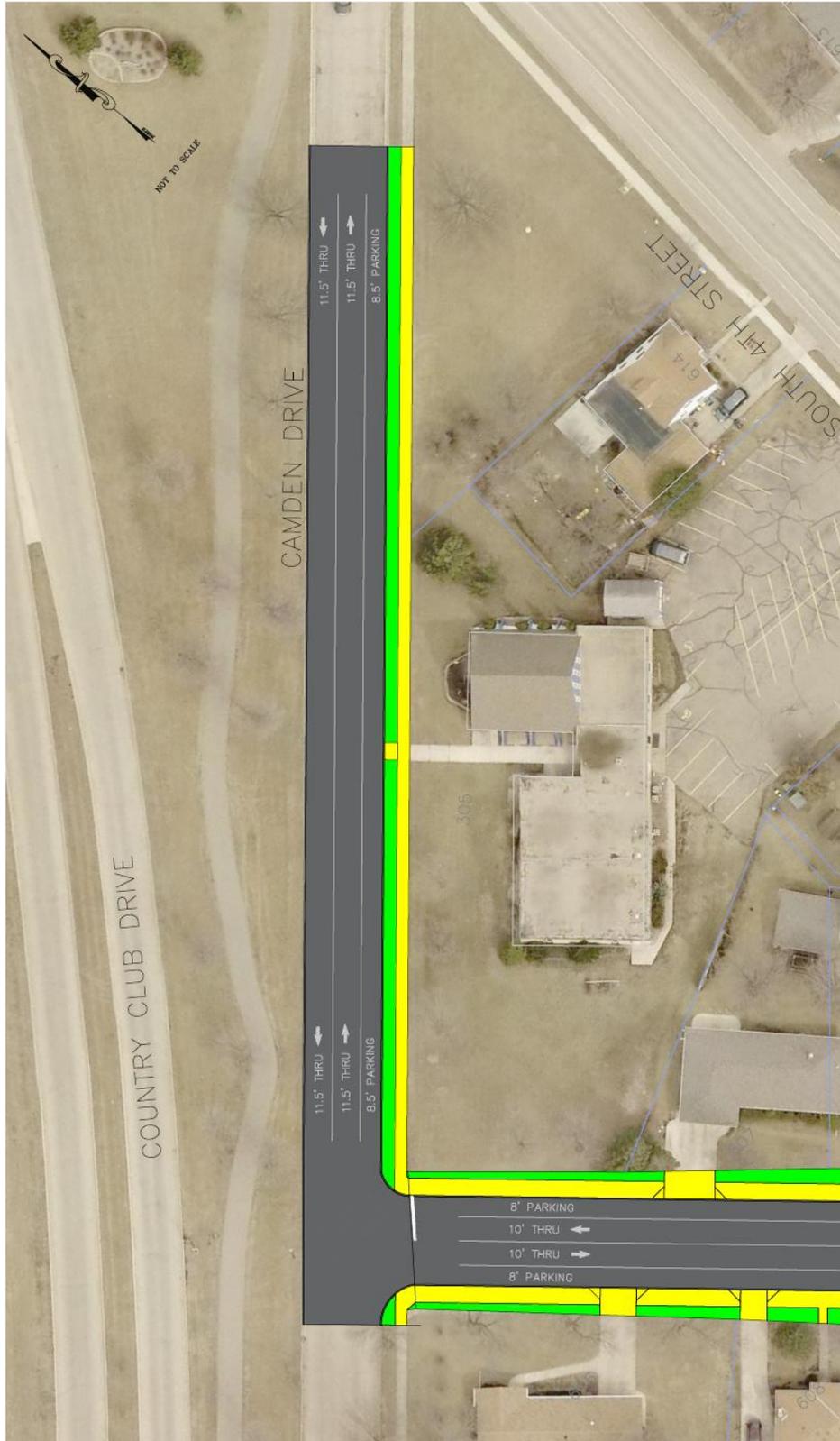


PROJECT LAYOUTS

James Avenue – Camden Drive to South 4th Street



Camden Drive – James Avenue to South 4th Street



| | |
|--------------------------------|---|
| Meeting Date: | Tuesday, November 10, 2020 |
| Category: | CONSENT AGENDA |
| Type: | ACTION |
| Subject: | Wastewater Treatment Facilities Improvement Project – 1) Consider Application for Payment No. 16 to Magney Construction, Inc.; 2) Consider Payment of Invoice 1302333 to American Engineering Testing, Inc.; 3) Consider Payment of Invoice 0259136 to Bolton & Menk, Inc. |
| Background Information: | <p>Attached are three invoices as follows for the above-referenced project:</p> <ol style="list-style-type: none"> 1) Application for Payment No. 16 to Magney Construction, Inc. of Chanhassen, Minnesota, in the amount of \$310,631.02 2) Invoice 1302333 to American Engineering Testing, Inc. of St. Paul, Minnesota, in the amount of \$30.00 3) Invoice 0258087 to Bolton & Menk, Inc., of Mankato, Minnesota, in the amount of \$25,631.50 <p>As this project is financed with a Public Facilities Authority low interest loan through the State of Minnesota, pay applications are required to be placed on the City Council agenda for approval.</p> |
| Fiscal Impact: | This project is financed with a Public Facilities Authority low interest loan through the State of Minnesota. |
| Alternative/Variations: | No alternative actions recommended. |
| Recommendations: | <p>Recommendation No. 1 that the Council authorize Application for Payment No. 16, per the recommendation of the City’s consultant, Bolton & Menk, Inc., to Magney Construction, Inc. of Chanhassen, Minnesota, in the amount of \$310,631.02.</p> <p>Recommendation No. 2 that the Council authorize payment of Invoice 1302333 to American Engineering Testing, Inc. of St. Paul, Minnesota, in the amount of \$30.00.</p> <p>Recommendation No. 3 that the Council authorize payment of Invoice 0259136 to Bolton & Menk, Inc., of Mankato, Minnesota, in the amount of \$25,631.50.</p> |



**BOLTON
& MENK**

Real People. Real Solutions.

1960 Premier Drive
Mankato, MN 56001-5900

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

MEMORANDUM

Date: November 4, 2020
To: Bob Van Moer, Wastewater Treatment Superintendent
From: Jon D. Peterson, P.E., Project Engineer
Subject: Wastewater Treatment Facility Improvements – Magney Construction Inc.
Pay Request No. 16
City of Marshall, Minnesota
Project No.: T22.115360

INTRODUCTION

Pay Request No. 16 for the above-referenced project in the amount of \$310,631.02 is being submitted for approval.

DISCUSSION

This pay application covers work completed on the project through October 31, 2020. The Contractor has placed the final clarifier mechanism and intermediate clarifier mechanism. Trickling filter rotary distributor has been installed in the trickling filter. In addition, Contractor has been working on site piping around the clarifiers and has nearly completed final site grading around the long-term sludge storage tank and building. We recommend approval of the attached Request for Payment No. 16.

BUDGET IMPACT

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

ACTION REQUESTED

Approve the attached pay request from Magney Construction Inc. in the total amount of \$310,631.02.

Application for Payment No. 16 R1

To: The City of Marshall, MN

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

Contract: _____

Project: Wastewater Treatment Facility Improvements

Owners Contract No. _____ Engineer's Project No. T22.115360

Date of this Invoice: 11/4/2020

Invoice Work Period: October 1-31, 2020

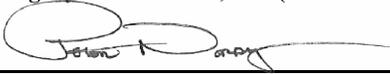
| | |
|--------------------------------|----------------------------|
| 1) Original Contract amount | <u>\$14,074,300.00</u> |
| 2) Change Orders to date | <u>\$0.00</u> |
| 3) Revised Contract amount | <u>\$14,074,300.00</u> |
| 4) Value completed to date | <u>\$11,178,571.37</u> |
| 5) Materials stored on site | \$80,906.65 |
| 6) Total Earned to date | <u>\$11,259,478.02</u> |
| 7) Amount retained | <u>\$562,973.90</u> |
| 8) Amount previously paid | <u>\$10,385,873.10</u> |
| Amount due this Payment | <u>\$310,631.02</u> |

Accompanying Documentation:

CONTRACTOR'S Certification:

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

Magney Construction, Inc. (Contractor)

By: 
Project Manager

Payment of the above AMOUNT DUE THIS APPLICATION is recommended.

Owner: City of Marshall Engineer: Bolton & Menk

By: _____ By:  _____

Date: _____ Date: 11-5-20

APPLICATION FOR PAYMENT SCHEDULE

| Spec. | Pay Application #16 R1 | Scheduled Value | Work Previous Application | Completed This Application | Materials Presently Stored | Total Completed & Stored to Date | % Complete | Balance To Finish |
|-------------|---|-------------------|---------------------------|----------------------------|----------------------------|----------------------------------|------------|-------------------|
| 0520 | Bond & Insurance | \$ 168,892 | 168,892.00 | 0.00 | 0.00 | 168,892.00 | 100% | 0.00 |
| 1000 | Mobilization | \$ 696,545 | 545,926.00 | 0.00 | 0.00 | 545,926.00 | 78% | 150,619.00 |
| 1010 | Supervision & General Conditions | \$ 276,000 | 175,000.00 | 13,000.00 | 0.00 | 188,000.00 | 68% | 88,000.00 |
| 1020 | General Construction Allowance | \$ 250,000 | 10,751.29 | -50,266.63 | 0.00 | -39,515.34 | -16% | 289,515.34 |
| 1021 | Building Permit Allowance | \$ 10,000 | 7,499.38 | 0.00 | 0.00 | 7,499.38 | 75% | 2,500.62 |
| 2060 | Demolition of Existing WWTP Facilities: | | | | | | | |
| | Trickling Filter Pump Station Top | \$ 4,650 | 0.00 | 0.00 | 0.00 | 0.00 | 0% | 4,650.00 |
| | Trickling Filter Pump Station Pumps/Piping | \$ 3,480 | 0.00 | 0.00 | 0.00 | 0.00 | 0% | 3,480.00 |
| | Sludge Control Structure | \$ 13,540 | 0.00 | 0.00 | 0.00 | 0.00 | 0% | 13,540.00 |
| | Control Building Pumps and Piping | \$ 5,850 | 0.00 | 0.00 | 0.00 | 0.00 | 0% | 5,850.00 |
| | Blower Building Blowers and Piping | \$ 6,420 | 3,500.00 | 1,500.00 | 0.00 | 5,000.00 | 78% | 1,420.00 |
| | Trickling Filter Roof/Media/Rotary Distributor | \$ 62,460 | 62,460.00 | 0.00 | 0.00 | 62,460.00 | 100% | 0.00 |
| | Aeration Equipment and Piping | \$ 17,500 | 0.00 | 0.00 | 0.00 | 0.00 | 0% | 17,500.00 |
| | Intermediate Clarifier Equipment | \$ 26,417 | 26,417.00 | 0.00 | 0.00 | 26,417.00 | 100% | 0.00 |
| 2140 | Dewatering | \$ 19,555 | 17,555.00 | 1,000.00 | 0.00 | 18,555.00 | 95% | 1,000.00 |
| 2210 | Finish Grading | \$ 14,320 | 0.00 | 0.00 | 0.00 | 0.00 | 0% | 14,320.00 |
| 2220 | Structure Excavation - Final Clarifier and Splitter Box | \$ 71,200 | 71,200.00 | 0.00 | 0.00 | 71,200.00 | 100% | 0.00 |
| 2221 | Structure Excavation - Sludge Storage Structure | \$ 133,600 | 133,600.00 | 0.00 | 0.00 | 133,600.00 | 100% | 0.00 |
| 2220A | Backfill of Structures - Final Clarifier and Splitter Box | \$ 91,500 | 91,500.00 | 0.00 | 0.00 | 91,500.00 | 100% | 0.00 |
| 2221A | Backfill of Structures - Sludge Storage Structure | \$ 172,620 | 172,120.00 | 0.00 | 0.00 | 172,120.00 | 100% | 500.00 |
| 2370 | Erosion and Sediment Control | \$ 12,400 | 10,000.00 | 0.00 | 0.00 | 10,000.00 | 81% | 2,400.00 |
| 2550 | Site Utilities | \$ 565,333 | 483,206.62 | 30,000.00 | 0.00 | 513,206.62 | 91% | 52,126.38 |
| 2551 | Bypass Piping | \$ 49,504 | 0.00 | 0.00 | 0.00 | 0.00 | 0% | 49,504.00 |
| 2600 | Roads, Walks and Curbs | \$ 22,540 | 14,500.00 | 3,500.00 | 0.00 | 18,000.00 | 80% | 4,540.00 |
| 2800 | Fencing | \$ 12,200 | 5,500.00 | 0.00 | 0.00 | 5,500.00 | 45% | 6,700.00 |
| 2920 | Seeding | \$ 6,100 | 0.00 | 0.00 | 0.00 | 0.00 | 0% | 6,100.00 |
| 3200 | Rebar - Materials | \$ 678,400 | 678,400.00 | 0.00 | 0.00 | 678,400.00 | 100% | 0.00 |
| 3201 | Rebar - Labor | \$ 457,600 | 454,830.00 | 0.00 | 0.00 | 454,830.00 | 99% | 2,770.00 |
| 3300 | Concrete Work | | | | | | | |
| | Clarifier Splitter Structure | \$ 71,760 | 71,760.00 | 0.00 | 0.00 | 71,760.00 | 100% | 0.00 |
| | Final Clarifier | \$ 214,650 | 214,650.00 | 0.00 | 0.00 | 214,650.00 | 100% | 0.00 |
| | Control Structure | \$ 29,075 | 29,071.00 | 0.00 | 0.00 | 29,071.00 | 100% | 4.00 |
| | Sludge Storage Tank | \$ 2,180,839 | 2,180,839.00 | 0.00 | 0.00 | 2,180,839.00 | 100% | 0.00 |
| | Miscellaneous Concrete | \$ 1,860.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0% | 1,860.00 |
| 3410 | Precast Double Tees | \$ 448,980 | 448,980.00 | 0.00 | 0.00 | 448,980.00 | 100% | 0.00 |
| 3411 | Precast Hollow Core Planks | W/Double Tees | | | | | | |

APPLICATION FOR PAYMENT SCHEDULE

| Spec. | Pay Application #16 R1 | Scheduled Value | Work Previous Application | Completed This Application | Materials Presently Stored | Total Completed & Stored to Date | % Complete | Balance To Finish |
|--------------|--|-------------------|---------------------------|----------------------------|----------------------------|----------------------------------|------------|-------------------|
| 3460 | Precast Non-Architectural Wall Panels | W/Double Tees | | | | | | |
| 5100 | Structural Metals, Misc Metals and Handrail | \$ 456,850 | 418,724.00 | 15,000.00 | 0.00 | 433,724.00 | 95% | 23,126.00 |
| 5500 | Access Hatches | \$ 7,820 | 7,296.00 | 0.00 | 0.00 | 7,296.00 | 93% | 524.00 |
| 7535 | Fully Adhered Membrane Roofing & Sheet Metal | \$ 279,400 | 182,875.00 | 20,000.00 | 0.00 | 202,875.00 | 73% | 76,525.00 |
| 7900 | Joint Sealant | \$ 1,600 | 0.00 | 0.00 | 0.00 | 0.00 | 0% | 1,600.00 |
| 8110 | Hollow Metal Doors, Frames and Hardware | \$ 22,540 | 18,977.00 | 2,500.00 | 0.00 | 21,477.00 | 95% | 1,063.00 |
| 9960 | Painting | \$ 299,000 | 250,000.00 | 0.00 | 0.00 | 250,000.00 | 84% | 49,000.00 |
| 10400 | Identifying Devices | \$ 3,690 | 0.00 | 0.00 | 0.00 | 0.00 | 0% | 3,690.00 |
| 11213 | Vertical Non-Clog Solids Handling Pumps | \$ 212,600 | 204,274.04 | 0.00 | 0.00 | 204,274.04 | 96% | 8,325.96 |
| 11214 | Vertical Turbine Pumps | \$ 143,100 | 128,990.45 | 0.00 | 0.00 | 128,990.45 | 90% | 14,109.55 |
| 11311 | Submersible Centrifugal Pumps | \$ 17,400 | 13,500.00 | 0.00 | 0.00 | 13,500.00 | 78% | 3,900.00 |
| 11312 | Replace Vaughan Chopper Pump | \$ 36,400 | 32,840.00 | 0.00 | 0.00 | 32,840.00 | 90% | 3,560.00 |
| 11316 | Progressive Cavity Pumps | \$ 54,750 | 50,125.00 | 0.00 | 0.00 | 50,125.00 | 92% | 4,625.00 |
| 11321 | Grit Separation Equipment | \$ 96,560 | 96,560.00 | 0.00 | 0.00 | 96,560.00 | 100% | 0.00 |
| 11351 | Clarifier Equipment - Suction Type Clarifier | \$ 428,500 | 421,500.00 | 5,000.00 | 0.00 | 426,500.00 | 100% | 2,000.00 |
| 11365 | Gravity Actuated Rotary Distributor | \$ 135,840 | 104,200.00 | 31,640.00 | 0.00 | 135,840.00 | 100% | 0.00 |
| 11366 | Trickling Filter Media | \$ 345,600 | 285,600.00 | 60,000.00 | 0.00 | 345,600.00 | 100% | 0.00 |
| 11372 | Blower Allowance | \$ 650,000 | 483,118.19 | 0.00 | 0.00 | 483,118.19 | 74% | 166,881.81 |
| 11372 | Blower System (Positive Displacement w/ Enclosure) | \$ 4,630 | 3,300.00 | 0.00 | 0.00 | 3,300.00 | 71% | 1,330.00 |
| 11374 | Fine Pore Membrane Aeration Equipment | \$ 82,900 | 0.00 | 0.00 | 0.00 | 0.00 | 0% | 82,900.00 |
| 11376 | Hybrid Blower System | \$ 6,800 | 5,000.00 | 0.00 | 0.00 | 5,000.00 | 74% | 1,800.00 |
| 13126 | Circular Tank Covers | \$ 185,300 | 0.00 | 0.00 | 0.00 | 0.00 | 0% | 185,300.00 |
| 13262 | Long Term Storage Mixing System | \$ 266,500 | 256,740.00 | 0.00 | 0.00 | 256,740.00 | 96% | 9,760.00 |
| 13263 | ATAD Equipment Replacement | \$ 140,000 | 117,800.00 | 0.00 | 0.00 | 117,800.00 | 84% | 22,200.00 |
| 13263 | ATAD Equipment Installation | \$ 29,850 | 0.00 | 0.00 | 0.00 | 0.00 | 0% | 29,850.00 |
| 13320 | Blower Master Control Panel | \$ 900 | 0.00 | 0.00 | 0.00 | 0.00 | 0% | 900.00 |
| 13890 | Slide Gates | \$ 10,500 | 10,500.00 | 0.00 | 0.00 | 10,500.00 | 100% | 0.00 |
| 13900 | Fiberglass Baffles and Weir Plates | \$ 31,200 | 31,200.00 | 0.00 | 0.00 | 31,200.00 | 100% | 0.00 |
| 14620 | Portable Hoist | \$ 9,200 | 8,982.75 | 0.00 | 0.00 | 8,982.75 | 98% | 217.25 |
| 15060 | Process Piping - Materials | \$ 307,200 | 293,199.51 | 6,000.00 | 0.00 | 299,199.51 | 97% | 8,000.49 |
| 15060 | Process Piping - Labor | \$ 172,800 | 97,500.00 | 15,000.00 | 0.00 | 112,500.00 | 65% | 60,300.00 |
| 15100 | Valves - Materials | \$ 744,040 | 660,257.64 | 0.00 | 80,906.65 | 741,164.29 | 100% | 2,875.71 |
| 15130 | Gauges | \$ 1,600 | 0.00 | 0.00 | 0.00 | 0.00 | 0% | 1,600.00 |
| 15140 | Pipe Supports and Anchors | \$ 11,600 | 2,500.00 | 0.00 | 0.00 | 2,500.00 | 22% | 9,100.00 |
| 15150 | Stainless Steel Manways w/ Blind Flanges | \$ 34,500 | 34,300.00 | 200.00 | 0.00 | 34,500.00 | 100% | 0.00 |
| 15250 | Plumbing | \$ 14,800 | 0.00 | 0.00 | 0.00 | 0.00 | 0% | 14,800.00 |
| 15500 | HVAC | \$ 97,800 | 23,025.13 | 25,000.00 | 0.00 | 48,025.13 | 49% | 49,774.87 |

APPLICATION FOR PAYMENT SCHEDULE

| Spec. | Pay Application #16 R1 | Scheduled Value | Work Previous Application | Completed This Application | Materials Presently Stored | Total Completed & Stored to Date | % Complete | Balance To Finish |
|--------------|---|----------------------|---------------------------|----------------------------|----------------------------|----------------------------------|------------|---------------------|
| 16010 | Electrical - Mobilization, Permits and Job Overhead | \$ 100,000 | 56,500.00 | 8,000.00 | 0.00 | 64,500.00 | 65% | 35,500.00 |
| 16100 | Basic Materials and Methods | \$ 260,575 | 62,358.00 | 6,000.00 | 0.00 | 68,358.00 | 26% | 192,217.00 |
| 16150 | Motors | \$ 20,000 | 0.00 | 2,000.00 | 0.00 | 2,000.00 | 10% | 18,000.00 |
| 16400 | Electrical Distribution | \$ 83,000 | 16,855.00 | 0.00 | 0.00 | 16,855.00 | 20% | 66,145.00 |
| 16900 | Starters and Motor Control Centers | \$ 463,000 | 459,743.00 | 0.00 | 0.00 | 459,743.00 | 99% | 3,257.00 |
| 16950 | Instrumentation and Controls | \$ 958,165 | 16,000.00 | 51,000.00 | 0.00 | 67,000.00 | 7% | 891,165.00 |
| 16990 | Computer Allowance | \$ 50,000 | 0.00 | 0.00 | 0.00 | 0.00 | 0% | 50,000.00 |
| | Totals | 14,074,300.00 | 10,932,498.00 | 246,073.37 | 80,906.65 | 11,259,478.02 | 80% | 2,814,821.98 |
| | | 0.00 | | | | | | |
| | Original Contract amount | | 14,074,300.00 | | | | | |
| | Change Orders to date | | 0.00 | | | | | |
| | Revised Contract amount | | 14,074,300.00 | | | | | |
| | Value completed to date | | 11,178,571.37 | | | | | |
| | Materials stored on site | | 80,906.65 | | | | | |
| | Total Earned to date | | 11,259,478.02 | | | | | |
| | Amount retained | | 562,973.90 | | | | | |
| | Amount previously paid | | 10,385,873.10 | | | | | |
| | Amount due this Payment | | 310,631.02 | | | | | |

VESSCO, INC.

8217 Upland Circle (952) 941-2678
 Chanhassen, MN 55317 FAX (952) 941-0796
 acct@vessco.com

INVOICE

81129

Bill To: Accounts Payable
 MAGNEY CONSTRUCTION, INC.
 1401 PARK ROAD
 CHANHASSEN, MN 55317

Date 10/01/20

Terms Net 30

| | |
|-----------------------|------------------|
| Order # 52930 | Ordered 07/12/19 |
| Cust Account # 011588 | Job # 201952 |
| Cust PO # 550-11075 | |
| Ship Via BEST | Shipped 10/01/20 |
| FOB SHIPPING POINT | Rep 160 |

Ship To:
 Pete Devick 320.808.5306
 MAGNEY CONSTRUCTION, INC.
 C/O MARSHALL WTF
 600 ERIE ROAD
 MARSHALL, MN 56258-2704

TAX ID MAR

Email Invoice pam@magneyconstruction.com

Customer Phone (952) 474-1674

| Item Num | Description | Order | Ship | B/O | Unit Price | Ext Price |
|----------|-----------------------|-------|------|-----|------------|-----------|
| V910 | Binder Remaining bill | 1 | 1 | 0 | 75,349.62 | 75,349.62 |

Order Completed. Emailed to pam@magneyconstruction.com DO NOT MAIL

| | |
|--------------|------------------|
| Amount | 75,349.62 |
| Tax | 5,557.03 |
| Freight | 0.00 |
| TOTAL | 80,906.65 |

Item 4.

American Engineering Testing, Inc.

P. O. Box 860678
 Minneapolis, Minnesota 55486
 Phone: (651) 659-9001
 Fax: (651) 659-1379
 Federal Tax ID: 41-0977521

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

| | | |
|-----------------------------|----------|-----------------|
| DUE DATE: 11/27/2020 | | |
| INVOICE | | CUSTOMER NUMBER |
| NUMBER | DATE | |
| 1302333 | 10/28/20 | MAR001 |

BILLING CONTACT: SHARON HANSON

PROJECT MANAGER: TOM JAMES
 PROJECT NUMBER: 13-20349

SCOPE OF WORK :

PROJECT:

SOILS AND MATERIALS

WASTEWATER TREATMENT FACILITIES
 IMPROVEMENTS
 MARSHALL, MN

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

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

Equipment/Testing

| | Quantity | Unit of Measure | Rate | Amount |
|------------------------|----------|---------------------|-------|--------|
| Density Tests, Nuclear | 1.00 | Test | 30.00 | 30.00 |
| | | Equipment sub-total | | 30.00 |

VENDOR # 0581
 INVOICE # 1302333
 \$ AMOUNT 30.00
 DATE 10-28-20
 ACCT & PROJ # 1002-49500-55120 W13
 DESCRIPTION WWTFF Improv. Density Tests
 SIGNATURE [Signature]

| | |
|-------------------------|----------------|
| Amount due this Invoice | <u>\$30.00</u> |
|-------------------------|----------------|



Real People. Real Solutions.

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

To Ensure Proper Credit, Provide Invoice Numbers with Payment



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

October 27, 2020
 Project No: T22.115360
 Invoice No: 0259136
 Client Account: MARS

Marshall/WWTF Improvements

Marshall WWTF Improvement

Professional Services per Agreement from September 19, 2020 through October 16, 2020:

Construction Services (004)

Professional Services

| | Hours | Amount | |
|---|---------------|------------------|------------------|
| Project Management | | | |
| Administrative | .50 | 46.50 | |
| Meetings/Hearing/Presentation | | | |
| Principal | 127.00 | 23,495.00 | |
| Printing/Copying | | | |
| Administrative | .50 | 50.00 | |
| Computer Aided Drafting | | | |
| Technician | 5.00 | 700.00 | |
| As Built Survey | | | |
| Technician | 5.00 | 700.00 | |
| Contract Admin/Construction Engineering | | | |
| Design Engineer | 1.00 | 185.00 | |
| Record Drawings | | | |
| Technician | 1.50 | 210.00 | |
| Grant/Funding Application | | | |
| Specialist | 2.00 | 245.00 | |
| Totals | 142.50 | 25,631.50 | |
| Total Labor | | | 25,631.50 |

| Billing Limits | Current | Prior | To-Date | |
|----------------|-----------|---------------------------|------------|--------------------|
| Total Billings | 25,631.50 | 386,766.78 | 412,398.28 | |
| Limit | | | 900,000.00 | |
| Remaining | | | 487,601.72 | |
| | | Total this Task | | \$25,631.50 |
| | | Total this Invoice | | \$25,631.50 |

**CITY OF MARSHALL
AGENDA ITEM REPORT**

| | |
|---------------------------------|--|
| Meeting Date: | Tuesday, November 10, 2020 |
| Category: | CONSENT AGENDA |
| Type: | ACTION |
| Subject: | Consider approval of the sale of alcoholic beverages at the Red Baron Arena on November 27-28 & December 4-5, 2020. |
| Background Information: | <p>Visit Marshall/ Marshall CVB have applied for the approval to sell alcoholic beverages at the Red Baron Arena on November 27 – 28 & December 4 -5, 2020 in coordination with the Fairbanks Ice Dogs Hockey games.</p> <p>The application and related ordinance are attached for review. The vendor supplying the alcoholic beverages is currently licensed by the city of Marshall.</p> |
| Fiscal Impact: | The applicant has requested that the fees be waived. |
| Alternative/ Variations: | None recommended. |
| Recommendations: | To approve the permit for Marshall CVB/Fuzzy’s Bar for November 27 -28 & December 4 – 5, 2020. |



MARSHALL
CULTIVATING THE BEST IN US

Application
Alcoholic Beverages at City-Owned Facilities and Parks
License: \$30/Day

(All information requested is required.)

Name of Applicant/ Organization: Visit Marshall / Marshall CVB

DBA Name (if different): _____

Address: 118 N College Drive

City/State/Zip: Marshall MN 56258

Phone Number: 507-537-1865

Email Address: Cassi.Weiss@VisitMarshallMN.com

Description of Event: ICE Dogs NAHL hockey games

Estimated Attendance: 250 (unless limitations go up)

Dates/Time of Event: Nov 27 & 28, Dec 4 & 5^m Dec 18 & 19

On-Sale Intoxicating Liquor License Holder: Fuzzys Bar

Address: 2310 W Main Street

City/State/Zip: Marshall MN 56258

Phone Number: 507-532-0515

Email Address: _____

Required Submittals:

- A Certificate of Liability Insurance
- A Certificate of Compliance Minnesota Workers' Compensation Law form.
- A Completed Form SP:C1
- A Copy of the On-Sale Intoxicating Liquor License Issued by the City of Marshall
- A Consent of the Release of Information

I hereby submit this application for Alcoholic Beverages at City-Owned Facilities and Parks in accordance with the provisions stated in the ordinances of the City of Marshall.

Cassi Weiss
Signature of Applicant

Cassi Weiss
Name (printed)

10.21.20
Date

| | | | | |
|--------------------------|------------|------------------|----------|------|
| FEE PAID _____ | PERMIT | APPROVAL | Initials | Date |
| AMOUNT _____ | DATE _____ | | | |
| RECEIPT NO. _____ | | | | |
| CERT OF INS. REC'D _____ | | CITY CLERK _____ | | |

ARTICLE VI. - ALCOHOLIC BEVERAGES AT CITY-OWNED FACILITIES AND PARKS

Sec. 6-219. - Definitions.

The following definitions shall apply to this section:

Private event shall mean an event at which all attendees are specifically invited and no general or public invitation has been issued, and at which all alcoholic beverages are provided by the sponsoring individual or organization or by the attendee consuming the alcoholic beverage, and at which neither the sponsor nor any other person or entity imposes any direct or indirect charge (including admission charge) or accepts any payment for alcoholic beverages consumed by guests.

Public event shall mean an event for which a general or public invitation has been issued, or at which any direct or indirect charge (including admission charge) is made or payment is accepted for alcoholic beverages.

(Ord. No. 740 2nd series, § 1, 9-10-2019)

Sec. 6-220. - Alcoholic beverages at city-owned facilities and parks for private events.

No permit shall be required under this section to dispense alcoholic beverages at a private event. Sponsors of private events shall, however, be subject to all other rules, procedures, and conditions for use of the facility or park. If the attendance at a private event is 500 persons or more, the requirements of subdivision 3(H) of this section shall apply. Security requirements for private events of fewer than 500 persons shall be determined by the community services department in accordance with its policies and procedures with consultation from the director of public safety.

(Ord. No. 740 2nd series, § 1, 9-10-2019)

Sec. 6-221. - Alcoholic beverages at city-owned facilities and parks for public events.

In addition to all other rules, procedures, and conditions for use of the facilities or parks, alcoholic beverages may be sold or dispensed at a public event at a city-owned facility or park only if a permit therefor has been granted by the city council; such permit, if granted, shall be issued jointly to the sponsor of the event and the holder of an on-sale intoxicating liquor license issued by the city. The sponsor and the on-sale intoxicating liquor licensee shall both be responsible for adherence to all laws and requirements of this section, including the following:

- (1) *Single event.* Each permit to sell or dispense alcoholic beverages shall be limited to a specific, single event consisting of no more than three days.
- (2) *Qualified sponsor.* The permit to sell or dispense alcoholic beverages shall be granted only upon the application of the sponsoring individual or organization.
- (3) *Rental of city-owned facility or park.* Prior to issuance of a permit under this section, the sponsoring individual or organization must have made arrangements to rent space in the city-owned facility or park for the event.
- (4) *Procedure for application.* Application for a permit to sell or dispense alcoholic beverages shall be made by the sponsoring individual or organization and shall include the following:
 - a. The name, address, and nature of the sponsoring individual or organization.
 - b. A description of the event at which alcoholic beverages will be sold or dispensed, including probable number of people in attendance, dates and hours of sale or dispensing of alcoholic beverages, facts showing compliance with paragraph c. of this subdivision, and such other information as may be required.

- c. The name and address of the holder of an on-sale intoxicating liquor license issued by the city who will sell or dispense alcoholic beverages at the event.
 - d. That the applicant is familiar with all the terms and provisions of this section and will comply with the same.
 - e. Applications shall be accompanied by a fee as determined by ordinance or resolution of the city council for each day of the event during which alcoholic beverages will be sold or dispensed.
- (5) *Dispensing by on-sale licensee.* Alcoholic beverages may be sold or dispensed at the event only by the on-sale liquor licensee named on the permit or its bona fide employees.
- (6) *Prohibitions.* The sale or dispensing of alcoholic beverages shall not be allowed:
- a. To any person who is not attending the event (no uninvited guests at "private events").
 - b. To any minor person as defined by Minnesota Statutes.
 - c. To any person attending or participating in a youth amateur athletic event held on the premises, in which any participant is 18 years of age or younger.
 - d. To any person attending, participating in or in any way being a part of a Minnesota State High School League (MSHSL) related or sponsored function, which includes students of any age, such as athletic or other activities, banquets or celebrations.
- (7) *Insurance.* The sponsoring individual or organization and proposed permit holder shall submit certificates of insurance as required by the city attorney 15 days prior to the event, which shall list the city as a named insured. The level and type of insurance required for an event shall be such as are established by the city attorney on a case-by-case basis depending upon the scope and type of event proposed. In no case shall the limits of insurance be less than that of the city's comprehensive liability policy and the minimum limits prescribed by law for liquor liability insurance.
- (8) *Law enforcement officers.* As determined by the director of public safety, such number of law enforcement officers as the director of public safety may require, or other security personnel as approved by the director of public safety, shall be on duty at the event during all times that alcoholic beverages are sold or dispensed. The sponsoring individual or organization shall be responsible for securing and compensating such law enforcement officers or approved security personnel at the prevailing rates.
- (9) *Hours of sale.* All laws and city Code provisions governing the time when alcoholic beverages may be sold or dispensed shall apply to the sale or dispensing of alcoholic beverages under this section, except that in each instance more restrictive time limitations may be prescribed by the city council.
- (10) *Additional requirements.* The city council may impose additional requirements or conditions on the granting of a permit as it deems reasonable and appropriate.

(Ord. No. 740 2nd series, § 1, 9-10-2019)

**CITY OF MARSHALL
AGENDA ITEM REPORT**

| | |
|---------------------------------|---|
| Meeting Date: | Tuesday, November 10, 2020 |
| Category: | CONSENT AGENDA |
| Type: | ACTION |
| Subject: | Consider approval of the bills/project payments |
| Background Information: | Staff encourages the City Council Members to contact staff in advance of the meeting regarding these items if there are questions. Construction contract questions are encouraged to be directed to Director of Public Works Jason Anderson at 537-6051 or Finance Director Karla Drown at 537-6764 |
| Fiscal Impact: | |
| Alternative/ Variations: | |
| Recommendations: | The following bills and project payments be authorized for payment |



Marshall, MN

Council Check Report

By Vendor Name

Date Range: 10/26/2020 - 11/06/2020

| Vendor Number | Vendor Name | Payment Date | Payment Type | Discount Amount | Payment Amount | Number |
|-----------------------------|--|--------------|--------------|-----------------|----------------|--------|
| Bank Code: AP-REG AP | | | | | | |
| 0527 | 3D SPECIALTIES, INC. | 11/06/2020 | EFT | 0.00 | 174.06 | 5436 |
| 5813 | ACE HOME & HARDWARE | 10/30/2020 | Regular | 0.00 | 1,003.99 | 117411 |
| 5813 | ACE HOME & HARDWARE | 11/06/2020 | Regular | 0.00 | 45.06 | 117478 |
| 6128 | ACTION CO LLC | 11/06/2020 | EFT | 0.00 | 978.91 | 5437 |
| 4629 | ACTION MANUFACTURING INC | 10/30/2020 | EFT | 0.00 | 14,473.49 | 5392 |
| 0548 | ACTION SPORTS INC | 10/30/2020 | EFT | 0.00 | 35.99 | 5393 |
| 6655 | ADVANCED EYECARE PLLC | 10/30/2020 | Regular | 0.00 | 7,500.00 | 117415 |
| 0560 | AFSCME COUNCIL 65 | 11/06/2020 | EFT | 0.00 | 1,311.00 | 5438 |
| 5646 | AGM AIRFIELD GUIDENE SIGN MANUFACTURES, II | 11/06/2020 | Regular | 0.00 | 489.52 | 117479 |
| 0567 | ALEX AIR APPARATUS INC | 10/30/2020 | EFT | 0.00 | 162.00 | 5394 |
| 0567 | ALEX AIR APPARATUS INC | 11/06/2020 | EFT | 0.00 | 602.00 | 5439 |
| 0574 | ALPHA VIDEO AND AUDIO INC | 10/30/2020 | Regular | 0.00 | 2,070.00 | 117416 |
| 0578 | AMAZON CAPITAL SERVICES | 10/30/2020 | EFT | 0.00 | 241.35 | 5395 |
| 0578 | AMAZON CAPITAL SERVICES | 11/06/2020 | EFT | 0.00 | 34,394.00 | 5440 |
| 3761 | AMERICAN BOTTLING CO. | 10/30/2020 | Regular | 0.00 | 183.36 | 117417 |
| 0583 | AMERICAN FAMILY LIFE ASSURANCE CO | 11/06/2020 | EFT | 0.00 | 2,382.60 | 5441 |
| 0595 | AMERIPRIDE SERVICES, INC | 10/30/2020 | EFT | 0.00 | 93.37 | 5396 |
| 5880 | AMERITAS LIFE INSURANCE CORP | 11/06/2020 | Regular | 0.00 | 418.30 | 117480 |
| 5837 | ANDERSON, JASON | 11/06/2020 | EFT | 0.00 | 80.00 | 5443 |
| 0658 | AP DESIGN | 10/30/2020 | EFT | 0.00 | 40.00 | 5397 |
| 0630 | ARCTIC GLACIER | 10/30/2020 | Regular | 0.00 | 403.88 | 117418 |
| 0629 | ARNOLD MOTOR SUPPLY | 10/30/2020 | Regular | 0.00 | 458.91 | 117419 |
| 0629 | ARNOLD MOTOR SUPPLY | 11/06/2020 | Regular | 0.00 | 20.57 | 117481 |
| 5447 | ARTISAN BEER COMPANY | 10/30/2020 | Regular | 0.00 | 1,304.59 | 117420 |
| 5447 | ARTISAN BEER COMPANY | 11/06/2020 | Regular | 0.00 | 432.70 | 117482 |
| 0656 | AVERA MARSHALL REGIONAL MED CTR | 10/30/2020 | Regular | 0.00 | 38.00 | 117421 |
| 0656 | AVERA MARSHALL REGIONAL MED CTR | 11/06/2020 | Regular | 0.00 | 659.08 | 117483 |
| 5702 | B & H PHOTO & ELECTRONICS CORP | 10/30/2020 | EFT | 0.00 | 436.13 | 5398 |
| 5327 | BAUMANN, ADAM | 11/06/2020 | EFT | 0.00 | 30.00 | 5444 |
| 0688 | BELLBOY CORPORATION | 10/30/2020 | EFT | 0.00 | 4,993.80 | 5399 |
| 0688 | BELLBOY CORPORATION | 11/06/2020 | EFT | 0.00 | 78.70 | 5445 |
| 0689 | BEND RITE FABRICATION INC | 10/30/2020 | Regular | 0.00 | 40,927.65 | 117422 |
| 6675 | BERGHORST, CHRIS | 11/06/2020 | Regular | 0.00 | 3,215.26 | 117484 |
| 0699 | BEVERAGE WHOLESALERS | 10/30/2020 | Regular | 0.00 | 46,155.87 | 117423 |
| 0699 | BEVERAGE WHOLESALERS | 11/06/2020 | Regular | 0.00 | 2,948.95 | 117485 |
| 0707 | BISBEE PLUMBING AND HEATING INC | 11/06/2020 | Regular | 0.00 | 277.67 | 117486 |
| 6219 | BLACKSTRAP, INC. | 11/06/2020 | Regular | 0.00 | 11,443.53 | 117487 |
| 0726 | BORCHS SPORTING GOODS | 10/30/2020 | EFT | 0.00 | 1,748.00 | 5400 |
| 0018 | BORDER STATES ELECTRIC SUPPLY | 11/06/2020 | EFT | 0.00 | 51.51 | 5446 |
| 4506 | BOT, JOSEPH | 11/06/2020 | EFT | 0.00 | 696.00 | 5447 |
| 6231 | BOX, KYLE | 11/06/2020 | EFT | 0.00 | 30.00 | 5448 |
| 4457 | BREAKTHRU BEVERAGE | 10/30/2020 | Regular | 0.00 | 6,538.95 | 117425 |
| 4457 | BREAKTHRU BEVERAGE | 11/06/2020 | Regular | 0.00 | 4,119.22 | 117488 |
| 0741 | BREMER INSURANCE - MARSHALL | 11/06/2020 | Regular | 0.00 | 66,975.00 | 117489 |
| 3568 | BRUNSVOLD, QUENTIN | 11/06/2020 | EFT | 0.00 | 30.00 | 5449 |
| 0728 | BUFFALO RIDGE CONCRETE, INC | 10/30/2020 | EFT | 0.00 | 1,380.25 | 5401 |
| 0728 | BUFFALO RIDGE CONCRETE, INC | 11/06/2020 | EFT | 0.00 | 1,187.50 | 5450 |
| 0378 | BUYASSE, JASON | 11/06/2020 | EFT | 0.00 | 30.00 | 5451 |
| 0380 | CALLENS, DAVID | 11/06/2020 | EFT | 0.00 | 30.00 | 5452 |
| 0802 | CARLSON & STEWART REFRIG INC | 11/06/2020 | EFT | 0.00 | 291.01 | 5453 |
| 0815 | CATTOOR OIL COMPANY INC | 10/30/2020 | EFT | 0.00 | 7.94 | 5402 |
| 0815 | CATTOOR OIL COMPANY INC | 11/06/2020 | EFT | 0.00 | 1,616.18 | 5454 |
| 0818 | CAUWELS, ROGER | 11/06/2020 | EFT | 0.00 | 30.00 | 5455 |
| 0836 | CHARTER COMMUNICATIONS | 10/30/2020 | EFT | 0.00 | 101.90 | 5403 |

Council Check Report

Date Range: 10/26/2020 - 11/06/2020

| Vendor Number | Vendor Name | Payment Date | Payment Type | Discount Amount | Payment Amount | Number |
|---------------|-------------------------------------|--------------|--------------|-----------------|----------------|------------|
| 6657 | COLE, EMMA | 10/30/2020 | Regular | 0.00 | 4,093.13 | 117427 |
| 0875 | COMPUTER MAN INC | 10/30/2020 | EFT | 0.00 | 849.00 | 5404 |
| 6607 | CORE & MAIN LP | 10/30/2020 | Regular | 0.00 | 119.93 | 117428 |
| 0384 | COUDRON, DEAN | 11/06/2020 | EFT | 0.00 | 30.00 | 5456 |
| 0934 | D & G EXCAVATING INC | 11/06/2020 | EFT | 0.00 | 927.50 | 5457 |
| 3819 | DACOTAH PAPER CO | 11/06/2020 | Regular | 0.00 | 1,371.51 | 117492 |
| 6204 | DAVEY TREE EXPERT COMPANY | 11/06/2020 | Regular | 0.00 | 2,555.00 | 117493 |
| 6537 | DEHN, JESSIE | 11/06/2020 | EFT | 0.00 | 70.00 | 5458 |
| 0966 | DELTA DENTAL OF MINNESOTA | 10/30/2020 | Bank Draft | 0.00 | 1,310.25 | DFT0000478 |
| 6472 | DEUTZ, LAUREN | 11/06/2020 | EFT | 0.00 | 80.00 | 5459 |
| 5731 | DOLL DISTRIBUTING | 10/30/2020 | EFT | 0.00 | 29,103.58 | 5405 |
| 5731 | DOLL DISTRIBUTING | 11/06/2020 | EFT | 0.00 | 11,658.80 | 5460 |
| 1020 | DUIINCK BROS., INC. | 10/30/2020 | EFT | 0.00 | 2,036.78 | 5406 |
| 1020 | DUIINCK BROS., INC. | 11/06/2020 | EFT | 0.00 | 3,094.55 | 5461 |
| 1035 | ECOLAB PEST ELIMINATION SERVICES | 10/30/2020 | EFT | 0.00 | 665.04 | 5407 |
| 6248 | ENGAN ASSOCIATES P.A. | 10/30/2020 | EFT | 0.00 | 1,364.10 | 5408 |
| 6418 | ESPING, DEREK | 11/06/2020 | EFT | 0.00 | 154.99 | 5462 |
| 1090 | FASTENAL COMPANY | 11/06/2020 | EFT | 0.00 | 329.92 | 5463 |
| 6444 | FIRST ARRIVING, LLC | 11/06/2020 | Regular | 0.00 | 798.00 | 117494 |
| 6672 | FLOORCOAT MIDWEST, LLC | 11/06/2020 | Regular | 0.00 | 3,080.00 | 117495 |
| 5932 | FRANK J. ZAMBONI & CO., INC | 10/30/2020 | Regular | 0.00 | 156,704.80 | 117429 |
| 5289 | FRANZ REPROGRAPHICS | 11/06/2020 | Regular | 0.00 | 609.93 | 117496 |
| 4805 | FURTHER | 10/30/2020 | Bank Draft | 0.00 | 8,335.28 | DFT0000470 |
| 1158 | GALLS INC | 10/30/2020 | EFT | 0.00 | 634.91 | 5409 |
| 1158 | GALLS INC | 11/06/2020 | EFT | 0.00 | 1,602.57 | 5464 |
| 6499 | GARCIA VEL, MARIA | 10/30/2020 | Regular | 0.00 | 7,500.00 | 117430 |
| 6676 | GILES, BLAKE | 11/06/2020 | Regular | 0.00 | 110.40 | 117497 |
| 5944 | GOERGEN, JOSH | 10/30/2020 | Regular | 0.00 | 5.89 | 117431 |
| 6478 | GOPHER STATE ONE CALL | 11/06/2020 | EFT | 0.00 | 199.80 | 5465 |
| 1199 | GRAHAM TIRE AND AUTOMOTIVE SERVICES | 10/30/2020 | Regular | 0.00 | 731.96 | 117432 |
| 1201 | GRAINGER INC | 11/06/2020 | EFT | 0.00 | 225.12 | 5466 |
| 6677 | GREVE, LAURA & BRIAN | 11/06/2020 | Regular | 0.00 | 300.00 | 117498 |
| 3760 | GROWMARK INC. | 11/06/2020 | EFT | 0.00 | 641.20 | 5467 |
| 6658 | GUZA HEARING ENHANCEMENT CENTER | 10/30/2020 | Regular | 0.00 | 7,500.00 | 117433 |
| 6666 | HAJIALI, NOOR | 10/30/2020 | Regular | 0.00 | 7,500.00 | 117434 |
| 1243 | HARDWARE HANK | 11/06/2020 | EFT | 0.00 | 308.84 | 5468 |
| 1256 | HAWKINS INC | 10/30/2020 | Regular | 0.00 | 5,463.89 | 117435 |
| 1256 | HAWKINS INC | 11/06/2020 | Regular | 0.00 | 5,471.32 | 117499 |
| 1267 | HEIMAN INC. | 10/30/2020 | EFT | 0.00 | 90.00 | 5410 |
| 1267 | HEIMAN INC. | 11/06/2020 | EFT | 0.00 | 605.25 | 5469 |
| 6497 | HITCHING POST EATERY & SALOON | 10/30/2020 | Regular | 0.00 | 7,500.00 | 117436 |
| 6659 | HOEHNE, BRENDA | 10/30/2020 | Regular | 0.00 | 4,394.44 | 117437 |
| 5515 | HOFFMANN, RYAN | 11/06/2020 | EFT | 0.00 | 30.00 | 5470 |
| 1280 | HP INC | 11/06/2020 | Regular | 0.00 | 2,873.04 | 117500 |
| 6238 | HYDRO OPERATING LLC | 11/06/2020 | Regular | 0.00 | 68.00 | 117501 |
| 1325 | ICMA RETIREMENT TRUST #300877 | 10/30/2020 | Regular | 0.00 | 50.00 | 117438 |
| 1343 | INDEPENDENT LUMBER OF MARSHALL INC | 11/06/2020 | Regular | 0.00 | 4.12 | 117502 |
| 1358 | INTERNAL REVENUE SERVICE | 10/30/2020 | Bank Draft | 0.00 | 26,152.14 | DFT0000474 |
| 1358 | INTERNAL REVENUE SERVICE | 10/30/2020 | Bank Draft | 0.00 | 24,723.50 | DFT0000475 |
| 1358 | INTERNAL REVENUE SERVICE | 10/30/2020 | Bank Draft | 0.00 | 7,990.38 | DFT0000476 |
| 6540 | INTERNATIONAL CHEMTEX, LLC | 10/30/2020 | Regular | 0.00 | 948.51 | 117439 |
| 1399 | JOHNSON BROTHERS LIQUOR COMPANY | 10/30/2020 | Regular | 0.00 | 21,207.34 | 117440 |
| 1399 | JOHNSON BROTHERS LIQUOR COMPANY | 11/06/2020 | Regular | 0.00 | 10,486.09 | 117503 |
| 5095 | KIBBLE EQUIPMENT | 11/06/2020 | EFT | 0.00 | 603.98 | 5471 |
| 0450 | KOPITSKI, JASON | 11/06/2020 | EFT | 0.00 | 30.00 | 5472 |
| 5377 | KRUK, CHRISTOPHER | 11/06/2020 | EFT | 0.00 | 30.00 | 5473 |
| 4140 | KRUSE FORD-LINCOLN-MERCURY, INC | 11/06/2020 | Regular | 0.00 | 1,466.86 | 117504 |
| 6660 | KULLA, DEANNA | 10/30/2020 | Regular | 0.00 | 2,060.66 | 117443 |
| 6660 | KULLA, DEANNA | 11/06/2020 | Regular | 0.00 | 2,060.66 | 117505 |
| 1480 | LAW ENFORCEMENT LABOR SERVICE INC | 11/06/2020 | EFT | 0.00 | 1,271.72 | 5474 |
| 6661 | LEACH, THUY | 10/30/2020 | Regular | 0.00 | 7,500.00 | 117444 |

Council Check Report

Date Range: 10/26/2020 - 11/06/2020

| Vendor Number | Vendor Name | Payment Date | Payment Type | Discount Amount | Payment Amount | Number |
|---------------|---|--------------|--------------|-----------------|----------------|------------|
| 1483 | LEAGUE OF MINNESOTA CITIES INS TRUST | 10/30/2020 | Regular | 0.00 | 350.65 | 117445 |
| 1483 | LEAGUE OF MINNESOTA CITIES INS TRUST | 11/06/2020 | Regular | 0.00 | 353,560.00 | 117506 |
| 6183 | LEE, JERRED | 11/06/2020 | EFT | 0.00 | 30.00 | 5475 |
| 5606 | LEGALSHIELD | 11/06/2020 | Regular | 0.00 | 145.50 | 117514 |
| 6494 | LEON, MARIA | 10/30/2020 | Regular | 0.00 | 7,500.00 | 117446 |
| 6543 | LINNCO, INC | 11/06/2020 | Regular | 0.00 | 63,418.80 | 117515 |
| 1507 | LOCHER BROTHERS INC | 10/30/2020 | EFT | 0.00 | 1,183.10 | 5411 |
| 6323 | LUTHER, ERIC | 11/06/2020 | EFT | 0.00 | 30.00 | 5476 |
| 1531 | LYON COUNTY AUDITOR-TREASURER | 10/30/2020 | Regular | 0.00 | 20,698.59 | 117447 |
| 1531 | LYON COUNTY AUDITOR-TREASURER | 11/06/2020 | Regular | 0.00 | 2,500.00 | 117516 |
| 1541 | LYON COUNTY FAIRGROUNDS | 10/30/2020 | Regular | 0.00 | 5,000.00 | 117448 |
| 1548 | LYON COUNTY LANDFILL | 11/06/2020 | Regular | 0.00 | 35.00 | 117517 |
| 1565 | MACQUEEN EQUIPMENT INC. | 11/06/2020 | EFT | 0.00 | 122.21 | 5477 |
| 6292 | MADDEN, GALANTER, HANSEN, LLP | 11/06/2020 | EFT | 0.00 | 198.00 | 5478 |
| 1571 | MADISON NATIONAL LIFE INSURANCE COMPANY | 11/06/2020 | EFT | 0.00 | 985.73 | 5479 |
| 1575 | MAILBOXES & PARCEL DEPOT | 10/30/2020 | EFT | 0.00 | 13.78 | 5412 |
| 4246 | MARK DEUTZ CONSTRUCTION, INC. | 11/06/2020 | Regular | 0.00 | 300.00 | 117518 |
| 1604 | MARSHALL AREA CHAMBER OF COMMERCE | 10/30/2020 | EFT | 0.00 | 5,034.00 | 5413 |
| 1604 | MARSHALL AREA CHAMBER OF COMMERCE | 11/06/2020 | EFT | 0.00 | 2,284.00 | 5480 |
| 1616 | MARSHALL CONVENTION & VISITORS BUREAU | 10/30/2020 | EFT | 0.00 | 19,032.17 | 5414 |
| 6663 | MARSHALL DAIRY QUEEN | 10/30/2020 | Regular | 0.00 | 200.00 | 117449 |
| 1618 | MARSHALL DECORATING CENTER | 11/06/2020 | Regular | 0.00 | 56.99 | 117519 |
| 0460 | MARSHALL JAMES | 11/06/2020 | EFT | 0.00 | 80.00 | 5481 |
| 1633 | MARSHALL MUNICIPAL UTILITIES | 10/30/2020 | EFT | 0.00 | 602,396.27 | 5415 |
| 1635 | MARSHALL NORTHWEST PIPE FITTINGS INC | 11/06/2020 | EFT | 0.00 | 298.97 | 5482 |
| 1649 | MARSHALL TRUCK SALVAGE INC. | 11/06/2020 | Regular | 0.00 | 5.00 | 117520 |
| 6586 | MCDYER TOOLS | 11/06/2020 | Regular | 0.00 | 404.85 | 117521 |
| 6025 | MELLENTHIN, CODY | 11/06/2020 | EFT | 0.00 | 30.00 | 5483 |
| 4980 | MENARDS INC | 11/06/2020 | Regular | 0.00 | 326.65 | 117522 |
| 3971 | MEULEBROECK, ANDY | 11/06/2020 | EFT | 0.00 | 30.00 | 5484 |
| 6664 | MILLER, KRISTIN | 10/30/2020 | Regular | 0.00 | 7,500.00 | 117450 |
| 3649 | MINNESOTA COMMUNITY ED ASSOC | 11/06/2020 | Regular | 0.00 | 120.00 | 117523 |
| 5688 | MINNESOTA LIFE | 11/06/2020 | EFT | 0.00 | 1,518.89 | 5485 |
| 1808 | MINNESOTA MUNICIPAL UTILITIES ASSOC | 10/30/2020 | EFT | 0.00 | 744.00 | 5416 |
| 3669 | MINNESOTA STATE RETIREMENT SYSTEM | 10/30/2020 | Bank Draft | 0.00 | 7,308.44 | DFT0000472 |
| 4896 | MINNWEST PLUMBING & HEATING | 11/06/2020 | Regular | 0.00 | 1,455.00 | 117524 |
| 6665 | MISTER COOL'S CLOTHING, INC | 10/30/2020 | Regular | 0.00 | 7,500.00 | 117451 |
| 1757 | MN CHILD SUPPORT PAYMENT CENTER | 10/30/2020 | Regular | 0.00 | 633.13 | 117452 |
| 3555 | MN DOT | 10/30/2020 | Regular | 0.00 | 329.03 | 117453 |
| 3555 | MN DOT | 11/06/2020 | Regular | 0.00 | 1,113.18 | 117525 |
| 6440 | MN PEIP-C/O MMB FISCAL SVC | 11/06/2020 | Regular | 0.00 | 142,328.00 | 117526 |
| 1818 | MN REVENUE | 10/30/2020 | Bank Draft | 0.00 | 11,389.79 | DFT0000477 |
| 1840 | MN WEST COMMUNITY TECHNICAL COLL | 10/30/2020 | EFT | 0.00 | 450.00 | 5417 |
| 1877 | MOTION INDUSTRIES INC | 11/06/2020 | Regular | 0.00 | 173.65 | 117531 |
| 6670 | MULTILINE DESIGH INC | 10/30/2020 | Regular | 0.00 | 7,500.00 | 117454 |
| 2512 | NATIONWIDE RETIREMENT | 10/30/2020 | Bank Draft | 0.00 | 565.00 | DFT0000465 |
| 2513 | NATIONWIDE RETIREMENT-FIRE | 10/30/2020 | Bank Draft | 0.00 | 1,381.98 | DFT0000466 |
| 1923 | NCPERS MN GROUP LIFE INS. | 11/06/2020 | EFT | 0.00 | 368.00 | 5487 |
| 1945 | NORMS GTC | 11/06/2020 | Regular | 0.00 | 1,152.50 | 117532 |
| 1986 | NORTH CENTRAL INTERNATIONAL, INC | 10/30/2020 | EFT | 0.00 | 783.83 | 5418 |
| 1986 | NORTH CENTRAL INTERNATIONAL, INC | 11/06/2020 | EFT | 0.00 | 100.01 | 5488 |
| 1946 | NORTH CENTRAL LABS | 11/06/2020 | EFT | 0.00 | 1,049.04 | 5489 |
| 1958 | NORTHERN BUSINESS PRODUCTS, INC | 11/06/2020 | EFT | 0.00 | 253.97 | 5490 |
| 6463 | OFFICE OF MNIT SERVICES | 10/30/2020 | Regular | 0.00 | 640.87 | 117455 |
| 5891 | ONE OFFICE SOLUTION | 10/30/2020 | EFT | 0.00 | 195.46 | 5419 |
| 3809 | O'REILLY AUTOMOTIVE STORES, INC | 10/30/2020 | Regular | 0.00 | 16.54 | 117456 |
| 5205 | PAINTED PRAIRIE VINEYARD | 10/30/2020 | EFT | 0.00 | 120.00 | 5420 |
| 2019 | PAUSTIS WINE COMPANY | 10/30/2020 | Regular | 0.00 | 3,254.00 | 117457 |
| 2019 | PAUSTIS WINE COMPANY | 11/06/2020 | Regular | 0.00 | 3,537.00 | 117535 |
| 6591 | PEARSON BROS, INC | 10/30/2020 | Regular | 0.00 | 18,338.63 | 117458 |
| 2026 | PEPSI COLA BOTTLING OF PIPESTONE MN INC | 10/30/2020 | EFT | 0.00 | 59.25 | 5421 |

Council Check Report

Date Range: 10/26/2020 - 11/06/2020

| Vendor Number | Vendor Name | Payment Date | Payment Type | Discount Amount | Payment Amount | Number |
|---------------|-------------------------------------|--------------|--------------|-----------------|----------------|------------|
| 2028 | PERA OF MINNESOTA REG | 10/30/2020 | Bank Draft | 0.00 | 50,719.83 | DFT0000471 |
| 6667 | PETERS, COURTNEY | 10/30/2020 | Regular | 0.00 | 3,400.00 | 117459 |
| 2036 | PHILLIPS WINE AND SPIRITS INC | 10/30/2020 | Regular | 0.00 | 28,070.43 | 117460 |
| 2036 | PHILLIPS WINE AND SPIRITS INC | 11/06/2020 | Regular | 0.00 | 11,615.37 | 117536 |
| 6646 | PODRATZ, AMANDA | 11/06/2020 | Regular | 0.00 | 6,953.69 | 117537 |
| 3557 | POMP'S TIRE SERVICE, INC. | 11/06/2020 | EFT | 0.00 | 4,277.50 | 5491 |
| 2064 | POWERPLAN | 11/06/2020 | Regular | 0.00 | 157.58 | 117538 |
| 4756 | PRO HYDRO-TESTING | 11/06/2020 | Regular | 0.00 | 260.00 | 117539 |
| 0477 | PRZYBILLA, SCOTT | 11/06/2020 | EFT | 0.00 | 30.00 | 5492 |
| 6668 | PUDIL, AMANDA | 10/30/2020 | Regular | 0.00 | 7,500.00 | 117464 |
| 6166 | PULVER MOTOR SVC, LLC | 11/06/2020 | EFT | 0.00 | 125.00 | 5493 |
| 2096 | QUARNSTROM & DOERING, PA | 10/30/2020 | EFT | 0.00 | 8,191.50 | 5422 |
| 2096 | QUARNSTROM & DOERING, PA | 11/06/2020 | EFT | 0.00 | 11,734.66 | 5494 |
| 2112 | R and G CONSTRUCTION COMPANY INC | 10/30/2020 | EFT | 0.00 | 630,712.24 | 5423 |
| 4112 | RDO EQUIPMENT CO. | 10/30/2020 | Regular | 0.00 | 774.27 | 117465 |
| 4826 | RIEKE, BENJAMIN | 11/06/2020 | EFT | 0.00 | 30.00 | 5495 |
| 5732 | RITE | 11/06/2020 | Regular | 0.00 | 5,128.46 | 117540 |
| 6365 | RJM DISTRIBUTING, INC | 11/06/2020 | Regular | 0.00 | 338.85 | 117541 |
| 0481 | ROKEH, JASON | 11/06/2020 | Regular | 0.00 | 30.00 | 117542 |
| 6545 | RUFFRIDGE JOHNSON EQUIPMENT CO, INC | 11/06/2020 | Regular | 0.00 | 158.81 | 117543 |
| 2201 | RUNNINGS SUPPLY INC | 11/06/2020 | EFT | 0.00 | 543.58 | 5496 |
| 6669 | SCHROEDER, JILL | 10/30/2020 | Regular | 0.00 | 6,617.55 | 117466 |
| 6673 | SCHULTE, JEFF & JENNIFER | 11/06/2020 | Regular | 0.00 | 300.00 | 117544 |
| 2248 | SCOTT'S TREE SERVICE | 10/30/2020 | EFT | 0.00 | 3,625.00 | 5424 |
| 0137 | SHERWIN WILLIAMS | 11/06/2020 | Regular | 0.00 | 139.84 | 117545 |
| 6251 | SHRED RIGHT | 10/30/2020 | EFT | 0.00 | 15.00 | 5425 |
| 5721 | SLEEPINN OF MARSHALL, LLC | 10/30/2020 | Regular | 0.00 | 7,500.00 | 117467 |
| 3495 | SMSU | 11/06/2020 | EFT | 0.00 | 23,010.75 | 5497 |
| 4855 | SOUTHERN GLAZER'S OF MN | 10/30/2020 | EFT | 0.00 | 10,999.27 | 5426 |
| 4855 | SOUTHERN GLAZER'S OF MN | 11/06/2020 | EFT | 0.00 | 9,978.41 | 5498 |
| 2311 | SOUTHWEST GLASS CENTER | 10/30/2020 | Regular | 0.00 | 11.10 | 117468 |
| 2318 | SOUTHWEST SANITATION INC. | 10/30/2020 | EFT | 0.00 | 2,636.90 | 5427 |
| 0491 | ST AUBIN, GREGORY | 11/06/2020 | EFT | 0.00 | 30.00 | 5499 |
| 6671 | ST JAMES EPISCOPAL CHURCH | 10/30/2020 | Regular | 0.00 | 5,000.00 | 117469 |
| 4522 | ST LOUIS MRO INC. | 11/06/2020 | Regular | 0.00 | 153.50 | 117546 |
| 3808 | STELTER, GEOFFREY | 11/06/2020 | Regular | 0.00 | 30.00 | 117547 |
| 4134 | STENSRUD, PRESTON | 11/06/2020 | EFT | 0.00 | 30.00 | 5500 |
| 5491 | STORM, ANNETTE | 11/06/2020 | EFT | 0.00 | 80.00 | 5501 |
| 6656 | STUDIO B | 10/30/2020 | Regular | 0.00 | 7,500.00 | 117470 |
| 6202 | SUNDANCE AUTO REPAIR | 11/06/2020 | Regular | 0.00 | 983.50 | 117548 |
| 3315 | SUSSNER CONSTRUCTION | 11/06/2020 | EFT | 0.00 | 55,340.89 | 5502 |
| 0495 | SWANSON, GREGG | 11/06/2020 | Regular | 0.00 | 30.00 | 117549 |
| 6277 | TALKING WATERS BREWING CO, LLC | 10/30/2020 | EFT | 0.00 | 428.00 | 5428 |
| 6358 | TALL GRASS LIQUORS | 11/06/2020 | Regular | 0.00 | 118.95 | 117550 |
| 6156 | TRUE BRANDS | 10/30/2020 | EFT | 0.00 | 2,311.72 | 5429 |
| 3342 | TRUEDSON, SCOTT | 11/06/2020 | EFT | 0.00 | 30.00 | 5503 |
| 6510 | TX CHILD SUPPORT, SDU | 10/30/2020 | Regular | 0.00 | 502.00 | 117471 |
| 3875 | TYLER TECHNOLOGIES | 10/30/2020 | Regular | 0.00 | 15,800.00 | 117472 |
| 4402 | UPS | 10/30/2020 | Regular | 0.00 | 13.11 | 117473 |
| 5023 | US GEOLOGICAL SURVEY | 10/30/2020 | EFT | 0.00 | 2,112.50 | 5430 |
| 2511 | USA BLUE BOOK | 11/06/2020 | EFT | 0.00 | 42.82 | 5504 |
| 3443 | VALIC DEFERRED COMP | 10/30/2020 | Bank Draft | 0.00 | 1,052.00 | DFT0000467 |
| 3443 | VALIC DEFERRED COMP | 10/30/2020 | Bank Draft | 0.00 | 143.30 | DFT0000468 |
| 3443 | VALIC DEFERRED COMP | 10/30/2020 | Bank Draft | 0.00 | 1,250.00 | DFT0000469 |
| 6092 | VANDERMILLEN, SCOTT | 11/06/2020 | EFT | 0.00 | 80.00 | 5505 |
| 6370 | VANKEULEN, KURTIS | 10/30/2020 | Regular | 0.00 | 195.00 | 117474 |
| 0512 | VANLEEUEWE, SARA J. | 11/06/2020 | EFT | 0.00 | 70.00 | 5506 |
| 0513 | VANMOER, ROBERT | 11/06/2020 | EFT | 0.00 | 30.00 | 5507 |
| 5733 | VAST BROADBAND | 10/30/2020 | Regular | 0.00 | 786.21 | 117475 |
| 5733 | VAST BROADBAND | 11/06/2020 | Regular | 0.00 | 133.50 | 117551 |
| 4489 | VERIZON WIRELESS | 10/30/2020 | EFT | 0.00 | 1,640.61 | 5431 |

Council Check Report

Date Range: 10/26/2020 - 11/06/2020

| Vendor Number | Vendor Name | Payment Date | Payment Type | Discount Amount | Payment Amount | Number |
|---------------|-----------------------------------|--------------|--------------|-----------------|----------------|------------|
| 2538 | VIKING COCA COLA BOTTLING COMPANY | 10/30/2020 | EFT | 0.00 | 603.67 | 5432 |
| 2538 | VIKING COCA COLA BOTTLING COMPANY | 11/06/2020 | EFT | 0.00 | 234.05 | 5508 |
| 4594 | VINOUCPIA | 10/30/2020 | EFT | 0.00 | 3,206.95 | 5433 |
| 6085 | VOYA - INVESTORS CHOICE | 10/30/2020 | Bank Draft | 0.00 | 1,000.00 | DFT0000473 |
| 5961 | WAYNE'S TRACTOR REPAIR | 11/06/2020 | Regular | 0.00 | 5,015.94 | 117552 |
| 5727 | WELSH, TRAVIS | 10/30/2020 | EFT | 0.00 | 135.99 | 5434 |
| 0518 | WENKER, JEFFREY | 11/06/2020 | Regular | 0.00 | 30.00 | 117553 |
| 6674 | WERNER, CASEY & AMBER | 11/06/2020 | Regular | 0.00 | 300.00 | 117554 |
| 2599 | WINE COMPANY | 10/30/2020 | Regular | 0.00 | 567.00 | 117476 |
| 2605 | WINE MERCHANTS | 10/30/2020 | Regular | 0.00 | 123.38 | 117477 |
| 2605 | WINE MERCHANTS | 11/06/2020 | Regular | 0.00 | 157.58 | 117555 |
| 6678 | YERKA, EDWIN | 11/06/2020 | Regular | 0.00 | 7,500.00 | 117556 |
| 2632 | ZIEGLER INC | 10/30/2020 | EFT | 0.00 | 393.00 | 5435 |

Bank Code AP Summary

| Payment Type | Payable Count | Payment Count | Discount | Payment |
|----------------|---------------|---------------|-------------|---------------------|
| Regular Checks | 261 | 121 | 0.00 | 1,236,154.72 |
| Manual Checks | 0 | 0 | 0.00 | 0.00 |
| Voided Checks | 0 | 0 | 0.00 | 0.00 |
| Bank Drafts | 14 | 14 | 0.00 | 143,321.89 |
| EFT's | 248 | 115 | 0.00 | 1,534,476.03 |
| | 523 | 250 | 0.00 | 2,913,952.64 |

All Bank Codes Check Summary

| Payment Type | Payable Count | Payment Count | Discount | Payment |
|----------------|---------------|---------------|-------------|---------------------|
| Regular Checks | 261 | 121 | 0.00 | 1,236,154.72 |
| Manual Checks | 0 | 0 | 0.00 | 0.00 |
| Voided Checks | 0 | 0 | 0.00 | 0.00 |
| Bank Drafts | 14 | 14 | 0.00 | 143,321.89 |
| EFT's | 248 | 115 | 0.00 | 1,534,476.03 |
| | 523 | 250 | 0.00 | 2,913,952.64 |

Fund Summary

| Fund | Name | Period | Amount |
|------|------------------|---------|---------------------|
| 999 | POOLED CASH FUND | 10/2020 | 2,002,490.97 |
| 999 | POOLED CASH FUND | 11/2020 | 911,461.67 |
| | | | 2,913,952.64 |

CITY OF MARSHALL, MINNESOTA
PRIOR AND CURRENT YEARS CONSTRUCTION CONTRACTS
11/10/2020

| PROJECT #: | Coding | DATE | | CONTRACTOR: | ORIGINAL CONTRACT AMOUNT: | CHANGE ORDERS | CURRENT CONTRACT AMOUNT | 2018 Prior Payments | 2019 Prior Payments | 2020 Prior Payments | PYMTS THIS MEETING: | RETAINAGE | BALANCE: | PERCENT COMPLETE |
|------------|-----------------|------------|---|--------------------------------|---------------------------------|-------------------|-------------------------------|------------------------|------------------------|------------------------|------------------------|-------------------|---------------------|---------------------|
| W13 | 602-49500-55120 | 5/28/2019 | WWTF Improvement Project | Magney Construction, Inc. | 14,074,300.00 | | 14,074,300.00 | | 3,618,459.20 | 6,767,413.90 | | 546,624.90 | 3,141,802.00 | 77.68% |
| Z52 | 401-41900-55130 | 8/13/2019 | Transit ADA Bus Access Project (UCAP)(MN/DOT) | Hisken Construction Inc. | 185,250.15 | | 185,250.15 | | | 184,169.25 | | 1,860.30 | (779.40) | 100.42% |
| 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 | 494-41900-55120 | 11/12/2019 | City Hall Renovation | Brennan Companies | 5,030,200.00 | 232,733.00 | 5,262,933.00 | | | 2,795,642.26 | | 263,146.65 | 2,204,144.09 | 58.12% |
| B20 | 476-45200-55120 | 3/10/2020 | Freedom Park Restroom | Sussner Construction | 120,961.00 | | 120,961.00 | | | 65,620.11 | 55,340.89 | | - | 100.00% |
| Z75 | 476-43300-55170 | 4/14/2020 | S 4th St Reconstruction | R & G Construction | 2,583,754.90 | 10,245.14 | 2,594,000.04 | | | 1,474,876.56 | 618,048.32 | 110,153.94 | 390,921.22 | 84.93% |
| PF1 | 495-41900-53110 | 5/12/2020 | Demolition of Structure at 326 West Main Street | LinnCo, Inc | 523,444.00 | (49,270.00) | 474,174.00 | | | 410,755.20 | 63,418.80 | | - | 100.00% |
| Z76 | 476-43300-55170 | 5/26/2020 | S 1st St Reconstruction | Duininck, Inc | 617,136.55 | | 617,136.55 | | | 204,305.53 | | 10,752.92 | 402,078.10 | 34.85% |
| Z77 | 630-49600-55170 | 6/23/2020 | Legion Field Storm Water Improvements-Phase 1 | Towne & Country Excavating LLC | 277,943.00 | (5,247.25) | 272,695.75 | | | 243,816.55 | | 12,832.45 | 16,046.75 | 94.12% |
| | 401-42400-55120 | 7/28/2020 | Fire Station Electrical Service Change Out | Heartland Mechanical, Inc | 30,766.91 | | 30,766.91 | | | | | | 30,766.91 | 0.00% |
| Z81 | 630-49600-55170 | 9/8/2020 | MERIT Center Outfall Project | Towne & Country Excavating LLC | 251,297.00 | | 251,297.00 | | | | | | 251,297.00 | 0.00% |
| | | | | | 28,663,810.93 | 380,567.65 | 29,044,378.58 | 959,481.14 | 6,580,464.43 | 13,346,460.11 | 736,808.01 | 945,371.16 | 6,475,793.73 | |



CITY OF MARSHALL AGENDA ITEM REPORT

| | |
|---------------------------------|--|
| Meeting Date: | Tuesday, November 10, 2020 |
| Category: | NEW BUSINESS |
| Type: | ACTION |
| Subject: | TH 19/College Drive Reconstruction Project – MnDOT Update. |
| Background Information: | <p>MnDOT and engineering consultant SEH would like to present the proposed layout for the 2025 College Drive reconstruction project. The project team has put forth considerable effort in meshing public and stakeholder input along with good engineering design practice to get to this point. Considerable progress has been made in formulating design concepts for the project and the team is ready to present the preliminary layout for the project.</p> <p>Jesse Vlaminck, MnDOT project manager, and Nikki Farrington, SEH project manager, will be presenting the proposed project layout. Lindsey Bruer, District 8 Planning Director will be presenting results and public feedback from the center median demonstration project that was put into place near True Light School.</p> |
| Fiscal Impact: | |
| Alternative/ Variations: | |
| Recommendation: | Informational. |



CITY OF MARSHALL AGENDA ITEM REPORT

| | |
|---------------------------------|--|
| Meeting Date: | Tuesday, November 10, 2020 |
| Category: | NEW BUSINESS |
| Type: | INFO |
| Subject: | Water Plant Construction Update. |
| Background Information: | Jeff Larson, MMU Water Operations Manager, will present a project status update. |
| Fiscal Impact: | |
| Alternative/ Variations: | |
| Recommendation: | Informational. |

**CITY OF MARSHALL
AGENDA ITEM REPORT**

| | |
|--------------------------------|--|
| Meeting Date: | Tuesday, November 10, 2020 |
| Category: | NEW BUSINESS |
| Type: | ACTION |
| Subject: | Consider approval of a Request for Proposals to conduct a Classification and Compensation Study |
| Background Information: | <p>Staff are requesting Council consideration and approval to initiate a Request for Proposals (RFP) to conduct a Classification and Compensation Study. This item was brought forward to the Personnel Committee on September 29th. The Personnel Committee recommended approval and directed staff to develop an RFP.</p> <p>An approval decision by the Council would not require a commitment to performing a study. At this time, Staff are requesting approval to initiate the RFP process only. If approved, staff would return to the Council with the proposals received at a future meeting; the Council could decide to approve or decline to proceed with a study at that time. Staff have budgeted \$20,000 in the 2020 budget and tentatively budgeted \$30,000 in the 2021 budget for this study.</p> <p>The most recent study conducted entailed a classification study in 2011 and a compensation study in 2012; the results of the study were presented to and accepted by the City Council for implementation in 2013. The study included City, Library, and Public Housing positions. The cost of this study was \$31,500. For the past two studies (2006/07 and 2011/12), the Library and Public Housing Commission did not pay towards the cost of the study; but they were responsible for the cost of implementation of the study's accepted recommendations within their organizations. In 2013, the cost of implementation of the adopted study recommendations was \$138,479--which included a 2% general wage increase for all employees in 2013. At this time, Staff are not able to project an implementation cost estimate if the Council would proceed with a study in 2021.</p> <p>At the conclusion of the 2011-2012 study, the Council gave direction to staff to complete these studies approximately every five (5) years to ensure the City maintains market comparable wages and compliance with the Minnesota Pay Equity Act. Staff have included the study as a proposed budget item since 2017; however, due to budget constraints, the studies haven't been approved.</p> <p>To reduce costs, it is proposed that HR staff would engage employees and supervisory staff in reviewing and amending job descriptions, as needed, outside the scope of a study. We did this during the 2011 study with success. This job description review process would occur internally, not as a component of a study.</p> <p>The timing of a study to be completed by mid-to-late 2021 would be beneficial for union negotiations. Each of our three union contracts expire on 12/31/21; the Council will be asked to consider new contracts for each bargaining unit. Having knowledge of market salary data would be highly beneficial in negotiating the contracts.</p> |

| | |
|-------------------------------------|---|
| | <p>Performing these types of studies provide the Council with several outcomes:</p> <ul style="list-style-type: none"> • To establish a compensation structure and philosophy that aligns with the Council’s goals • To ensure market/internal structure alignment • To assure compliance with the Minnesota Pay Equity Act • To resolve recruitment or retention issues due to compensation for selected positions • To facilitate recruitment of the right talent pool by reviewing minimum qualifications and essential functions of positions • To increase the City’s ability to compete for talent (employees) due to the significant shortage of available workers in southwest MN • To provide the Council with comparator wage information (market data) from which the Council may make informed decisions related to pay structure changes and union contracts. <p>Staff are recommending to proceed with an RFP process.</p> |
| Fiscal Impact: | Estimated at \$30,000 - \$35,000 |
| Alternative/ Variations: | Direct staff to defer the study for reconsideration by the Council in 2022. |
| Recommendations: | To approve a Request for Proposals to conduct a Classification and Compensation Study |



CITY OF MARSHALL
REQUEST FOR PROPOSALS (RFP)

CLASSIFICATION AND COMPENSATION STUDY

November 2020

DRAFT

ISSUE DATE: NOVEMBER 11, 2020

DEADLINE: DECEMBER 4, 2020, 4:30 PM

PROJECT INTRODUCTION

The City of Marshall (City) is soliciting proposals for professional services for the completion of a Classification and Compensation Study. The study shall include the development and implementation of a job evaluation, classification, and compensation system that meets all federal and state compensation laws, such as the Minnesota Local Government Pay Equity Act, Fair Labor Standards Act, and other pertinent laws.

PROJECT BACKGROUND

The City currently has in place a job evaluation and compensation system that was reviewed and updated in 2011-2012, with implementation in 2013. Marshall is a regional center in southwest Minnesota with a population of approximately 13,680. Marshall is a home-rule charter city, mayor-council form of government. The City is governed by a City Council composed of a Mayor and six Councilmembers.

The study will include full and part-time positions of the City, as well as full and part-time positions of the Marshall-Lyon County Library, and Public Housing Commission. The City employs 94 full-time employees and 19 part-time employees. The Marshall-Lyon County Library employs 6 full-time employees and 15 part-time employees. The Public Housing Authority employs 4 full-time employees and 1 part-time employee. Position titles that would be encompassed in this study are provided at the end of this RFP.

Of the City's 94 full-time and 19 part-time employees, 54 are organized in the following unions:

- American Federation of State, County, and Municipal Employees (AFSCME), Local 65 representing Streets, Parks, Engineering, Community Planning, and Arena employees (32 employees)
- Law Enforcement Labor Services, Inc. Local 190 representing Police Officers, Detectives, and Corporals (20 employees)
- Law Enforcement Labor Services, Inc., Local 245 representing Police Supervisors (Sergeants) (2 employees)

Approved 2019-2021 collective bargaining agreements will expire on December 31, 2021.

All positions are paid on a step plan comprised of six (6) steps. Since the most recent study, there have been several changes in position classifications and new positions added. The City, Library, and Public Housing entities submit separate Pay Equity Reports and have been in compliance with pay equity requirements in the past; each entity will need confirmation that this is still the case with a new system. Upon completion of the study, the City and Library's next Pay Equity reports will be due in January, 2024. Public Housing's next report is due in January, 2022. Internal equity is based on the Hay Point-Factor method. The City is open to using an alternative job evaluation method or maintaining the existing system.

In preparation for this study, all job descriptions have been/will be reviewed and updated. It is the City's desire to use these revised job descriptions as part of this project; however, the City understands that additional information may be required by the organization for evaluation.

SCOPE OF WORK

The selected consultant will provide professional services with integrative support services to complete the following:

1. Conduct a review of the current compensation philosophy, policy, and system with the City Council; seeking direction on changes desired, if any. This review shall include, but not be limited to: a review of the current regional challenges in recruiting and retaining employees, and a determination of a consistent and competitive market position that the City can strive to maintain.
2. Recommend a job evaluation system; this may include a recommendation to utilize the existing evaluation system (Hay Point-Factor method) or an alternative.
3. Conduct an evaluation of each position using current job descriptions to determine the job value and assign points to each position; if utilizing the Hay Point-Factor method, conduct a review of the current position evaluations with recommendations for revisions, as needed. Establish an objective classification (job-ranking) hierarchy. It is highly desired that this process includes employee engagement; the process may include position questionnaires and in-person or virtual consultant interviews with employees, or other method of engagement.
4. Perform a general review of exempt and non-exempt position designations under the Fair Labor Standards Act (FLSA) guidelines; recommend changes as necessary and provide documentation of such changes for City files.
5. Establish appropriate benchmarking standards and conduct a wage/labor market survey. Perform an analysis of the market survey data for the establishment of pay grades, pay ranges, and step progressions within the ranges of the pay structure (step system) to meet the established compensation goals. The Council is interested in considering adding additional steps to the system, if deemed appropriate. Perform a compression analysis to identify individual or group pay compression issues and provide potential solutions. Identify any extreme individual or group inequities and provide a recommended corrective action plan and process to remedy these situations. Work with City staff to establish a list of comparable cities/entities. The comparable labor market survey may also include private employers and/or additional public sector employers for selected positions.
6. Perform system testing to assure MN Pay Equity Compliance. Provide the City, Library, and Public Housing entities with completed pay equity reports that provide compliance assurance.

7. Present options and recommendations for a classification and compensation plan; the implementation plan options should take budget constraints into consideration and include the cost of implementation.
8. Present findings and recommendations, including final written plan documents and oral reports, at various meetings such as City Council meetings, management groups, employee groups, and union groups. End plan/report must comply with all applicable state and federal laws.
9. Establish and provide concrete schedules for each of the above proposed developments.
10. The classification and compensation system should be provided in computer/software format for implementation and on-going administration.
11. Train HR staff on proper administration and maintenance of the system. Provide implementation support, as requested.
12. Provide recommendations on a system for determining the validity of requests for reclassification and/or compensation changes.
13. Post contract services involving review of new or significantly altered job descriptions and determination of points and salary for the positions.
14. Post contract services, upon request, to provide documentation regarding system changes for submissions to the Minnesota Department of Management and Budget for pay equity reporting purposes.
15. Propose solid contract terms, including a proposed project timeline, an itemized fee schedule for work included in the scope of work, and a payment plan based on measurable contract milestones.

CONSULTANT SUBMITTAL

The proposal shall contain the following information:

A. Consultant Information

Identify who will be the project manager and provide a listing of personnel to be assigned to the project, if awarded. Provide resumes summarizing the qualifications and experience of the individuals who will be conducting the study. Include specific information on their experience with public sector compensation.

B. Statement of Methods and Procedures

Information stating your firm's approach, means, methods, and procedures to be used to gather the data, analyze findings, and develop recommendations for each aspect identified in the scope of work. Provide a sample of reports, correspondence, questionnaires and/or other instruments to be utilized. Include information on the job evaluation system being proposed (if not utilizing Hay Point-Factor method).

Detail a “launch” plan to include an employee kick-off communication, as well as communications with management and employees during the study. Identify your firm’s approach to engaging union and non-union involvement with the development of the position classifications and compensation schedules. Describe how employee appeals / disputes will be handled.

Provide a detailed breakdown and description of the specific steps, services, and study products that will be provided. Describe how the final product will be structured and presented to Council, management, and employees upon completion. Include any computer/software compatibility information.

C. Management Synopsis

Provide a synopsis, prepared for management review, covering the significant features of the proposal, including overall costs and term of work.

Provide a statement that the proposer agrees to:

- 1) Deliver at least one (1) unbound and/or electronic original and 10 copies of the final report to the Human Resource Manager; and
- 2) Provide the final report, tables, schedules, charts, spreadsheets, salary surveys, and other materials necessary for the implementation and maintenance of the classification/compensation system in an electronic medium; and
- 3) Appear at a scheduled Council meeting to discuss the options, recommendations, and final report; and
- 4) Provide a statement ensuring validity of the proposal for ninety (90) days following the response deadline below.

D. Work Schedule

Identify a concrete, reasonable timeline indicating tasks required with the start and completion dates for each, including the date of final project completion. It is expected that the work will commence as soon as possible after the contract is awarded.

E. Cost of Services

Provide clearly defined rates, fees, and charges for services, by phase and for total project (City, Library and Public Housing positions), with a proposed payment schedule.

Provide clearly defined additional services and/or reimbursable costs not included in the basic fees, including hourly rates, mileage reimbursement, and fees for post contract services. Fees for post contract services should include a per position fee for performing a job evaluation of positions upon request, for as long as the City wishes to maintain this service. Proposal shall include a “not to exceed” lump sum fee protection.

Additionally, the City requests alternate “not to exceed” lump sum fee protection pricing for the Library and Public Housing entities, separate from the City:

Total Price Not-To-Exceed Cost for all Library positions: \$ _____.
Total Price Not-To-Exceed Cost for all Public Housing positions: \$ _____.

F. References

Provide an extensive list of references of municipalities in the State of Minnesota who have implemented and are currently utilizing the compensation system being proposed or a similar system designed, developed, and implemented by your firm. Include the name and phone number of the contact person at each municipality, as well as a description of the services performed, implementation date, and the names of personnel from your office that worked on the project at each municipality.

PROJECT COMPLETION

It is the intent of the City to provide as much support and assistance to the consultant to ensure that the project is completed within nine (9) months of the initial start date.

OTHER

Questions regarding this Request for Proposal should be directed to:

Sheila Dubs
Human Resource Manager | City of Marshall
Mailing address: 344 West Main Street | Marshall, MN
Physical address: 1501 State Street (SS217) | Marshall, MN
P: 507-537-6790 | F: 507-537-6830
Sheila.Dubs@ci.marshall.mn.us
www.ci.marshall.mn.us

- The City of Marshall reserves the right to reject any and all proposals for any, or no reason, and furthermore reserves the right to accept any proposal deemed to be in the best interest of the City.
- Minor revisions to original proposals, if requested by the City, may be negotiated following the proposal deadline and prior to being submitted to the Council for approval.
- The City of Marshall shall not be liable for any expenses incurred by the firm associated with the preparation of the proposal, including but not limited to: onsite or virtual attendance at

an oral presentation, onsite visit, preparation of a contract/fee schedule, or final proposal/contract negotiations.

- Prior to any work being performed, the selected firm shall provide a certificate of insurance, including but not limited to: general liability, automobile liability, and workers compensation coverage. Policy coverage limits for the general liability and automobile liability shall be in amounts equal to the City's potential liability.
- Proposals must be submitted by 4:00 PM on Friday, December 4, 2020, to Sheila Dubs by one of the options stated above. Please note these special mailing instructions as the current City Hall office space is under renovation:
 - If using the USPS mail service, deliver 10 copies of the proposal to: Sheila Dubs, 344 West Main Street, Marshall, MN 56258.
 - If using an alternative package delivery service, deliver 10 copies of the proposal to: City Hall, Attn: Sheila Dubs, 1501 State Street, Marshall, MN 56258.
 - Firms submitting the proposal by email will be responsible to verify delivery.
- Finalists may be requested to make a presentation for evaluation.

EVALUATION CRITERIA

Proposals will be evaluated per the following criteria:

- Company experience and key personnel qualifications
- Proposed job evaluation system, survey methodology, and project plan
- References and recommendations from past clients
- Quality and thoroughness of the proposal
- Communications Plan
- Timeline
- Cost

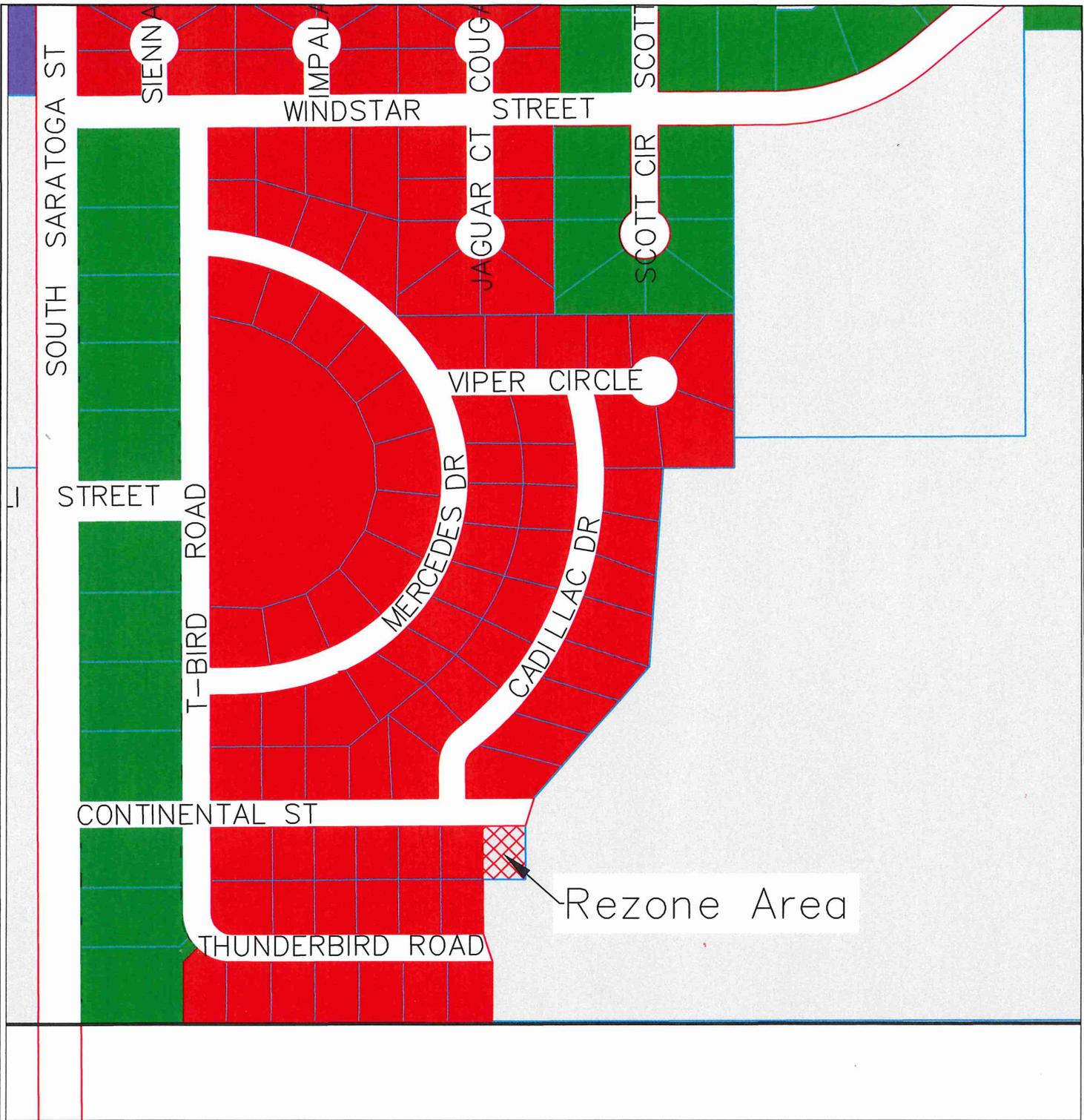
| CITY OF MARSHALL POSITION TITLES | |
|---|--|
| ADMINISTRATION | ECONOMIC DEVELOPMENT |
| City Administrator (1) | Economic Development Director (1) |
| Director of Administrative Services (1) | |
| Finance Director (1) | PUBLIC SAFETY |
| Accounting Specialist (1) | Director of Public Safety (1) |
| City Assessor (1) | Police Captain (1) |
| Appraiser (1) | Police Sergeant (2) |
| Assessing Technician (1) | Police Corporal (3) |
| Liquor Store Manager (1) | Police Detective (2) |
| Liquor Sales Associate (3) | Police Officer (13) |
| Liquor Checkout Clerk (11 PT) | Police Officer (part-time) (2) |
| Human Resource Manager (1) | Training Facility Coordinator (1) |
| City Clerk (1) | Administrative Assistant (1) |
| Payroll/Benefits Specialist (1) | Police Records Clerk (1) |
| Executive Assistant (0) | Community Services Officer (1 FT, 4 PT) |
| Office Specialist (0) | |
| | PUBLIC WORKS |
| COMMUNITY PLANNING | Director of Public Works/City Engineer (1) |
| Plans Examiner/Asst Zoning Adm (1) | Assistant City Engineer (1) |
| Building Services Coordinator (1) | Senior Engineering Specialist (1) |
| Building Inspector II (0) | Engineering Specialist (3) |
| Building Inspector I (1) | Engineering Technician (0) |
| Office Assistant/Receptionist (1) | Wastewater Facility Superintendent (1) |
| | Wastewater Assistant Facility Supt (1) |
| COMMUNITY SERVICES | Wastewater Collection System Asst Supt (1) |
| Director of Community Services (1) | Wastewater Technical Operator (1) |
| Parks Superintendent (1) | Wastewater Plant Operator II (2) |
| Facility Maintenance Supervisor (1) | Wastewater Plant Operator I (2) |
| Maintenance Technician (3) | Wastewater Laboratory Specialist (1) |
| Building Custodian (0) | Wastewater Sr Maintenance Operator (1) |
| Senior Maintenance Worker (0) | Wastewater Maintenance Operator (2) |
| Maintenance Worker (3) | Public Ways Superintendent (1) |
| Media Communications Specialist (1) | Lead Maintenance Worker (2) |
| Media Production Technician (1) | Mechanic (1) |
| Adult Community Center Coordinator (1) | Senior Maintenance Worker (4) |
| Program Specialist (1) | Maintenance Worker (3) |
| Community Education Coordinator (1) | Building Maintenance Supervisor (1) |
| Recreation Coordinator (1) | Building Maintenance Worker (1) |
| Administrative Assistant (1) | Building Custodian (2 PT) |
| Office Assistant/Receptionist (1) | Administrative Assistant (1) |

| MARSHALL-LYON COUNTY LIBRARY POSITION TITLES |
|---|
| Library Director (1) |
| Public Services Manager (1) |
| Office Manager (1) |
| Librarian (3 FT, 1 PT) |
| Assistant Librarian (4 PT) |
| Customer Care (4 PT) |
| Collection Assistant (6 PT) |

| MARSHALL PUBLIC HOUSING AUTHORITY POSITION TITLES |
|--|
| Executive Director (1) |
| Office Specialist—Intermediate (1 PT) |
| Painter (1) |
| Building Maintenance Worker (2) |

**CITY OF MARSHALL
AGENDA ITEM REPORT**

| | |
|---------------------------------|--|
| Meeting Date: | Tuesday, November 10, 2020 |
| Category: | NEW BUSINESS |
| Type: | INFO/ACTION |
| Subject: | Request for Map Amendment (Rezone) by Vesta LLC at 512 Continental Street |
| Background Information: | <p>This is a request by Vesta, LLC, Marshall, MN to rezone 512 Continental Street from A Agricultural District to R-1 One Family Resident District. This lot is adjacent to residential area and will be used for a single-family house.</p> <p>Rezoning procedures are described in Section 86-30 Amendments https://library.municode.com/mn/marshall/codes/code_of_ordinances?nodeId=PTIICOOR_CH86ZO_ARTIADEN_DIVIGE_S86-30AM. Attached are an aerial photo, and rezoned area extent for your reference.</p> <p>At the October 14, 2020, Planning Commission meeting, a public hearing was held, and a motion was made by Lee, second by Carstens to recommend approval to City Council to rezone the property as recommended by staff. All voted in favor.</p> <p>The Ordinance Amendment to rezone property at 512 Continental Street from A Agricultural District to R-1 One Family Resident District was introduced at the October 27, 2020, City Council meeting.</p> |
| Fiscal Impact: | Costs are to be billed to applicant. |
| Alternative/ Variations: | None recommended. |
| Recommendations: | that the Council adopt Ordinance Number XXX, Second Series to rezone property at 512 Continental Street from A Agricultural District to R-1 One Family Resident District. |



| | | | | | |
|-----|---|-----|--|-----|--------------------------|
| A | AGRICULTURAL | R-4 | HIGHER DENSITY - MULTIPLE FAMILY RESIDENCE | B-3 | GENERAL BUSINESS |
| R-1 | ONE FAMILY RESIDENCE | R-5 | MANUFACTURED HOME PARK | B-4 | SHOPPING CENTER BUSINESS |
| R-2 | ONE TO FOUR FAMILY RESIDENCE | B-1 | LIMITED BUSINESS | I-1 | LIMITED INDUSTRIAL |
| R-3 | LOW TO MEDIUM DENSITY - MULTIPLE FAMILY RESIDENCE | B-2 | CENTRAL BUSINESS | I-2 | GENERAL INDUSTRIAL |


COMMUNITY PLANNING DEPT.
344 WEST MAIN STREET
MARSHALL, MINNESOTA
56258

CARR SUBDIVISION V REZONE

SEPT. 30, 2020

EXISTING ZONING MAP W/ PROPOSED REZONE AREA FROM A TO R-1

ORDINANCE NUMBER _____, SECOND SERIES

**ORDINANCE AMENDING CHAPTER 86
OF THE CITY CODE RELATING TO ZONING**

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

Section 1. Chapter 86 of the City Code and the City of Marshall Zoning Map referred to in Section 86-72, are hereby further amended as follows, to- wit:

**City of Marshall, County of Lyon, State of Minnesota
512 Continental Street
Block 1, Lot 1 Carr Estates Fifth Addition**

is hereby rezoned from A Agricultural to R-1 One Family Residence District.

Section 2. Within thirty (30) days after official publication of the Ordinance, the Zoning Administrator of said City is directed to record on the City of Marshall Zoning Map, the changes in zoning resulting from the passage of this ordinance.

Section 3. Except as amended herein, said Chapter 86, as heretofore amended, shall remain in full force and effect.

Section 4. This Ordinance shall take effect from and after its passage and publication.

Passed and adopted by the Common Council this 10th day of November 2020.

THE COMMON COUNCIL

ATTEST:

Mayor of the City of Marshall, MN

City Clerk

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

Introduced on: October 27, 2020

Final Passage on: November 10, 2020

Published in the Official Newspaper : _____



CITY OF MARSHALL AGENDA ITEM REPORT

| | |
|---------------------------------|--|
| Meeting Date: | Tuesday, November 10, 2020 |
| Category: | NEW BUSINESS |
| Type: | ACTION |
| Subject: | Project Z82: N. 1 st St. / W. Redwood St. / W. Marshall St. Reconstruction Project - Consider Resolution Receiving Feasibility Report and Calling Hearing on Improvement. |
| Background Information: | <p>This project consists of the following: reconstruction and utility replacement on North 1st Street between East Main Street to West Marshall Street and includes West Redwood and West Marshall Streets between East College Drive and North 1st Street. All utilities will be replaced, including watermain, sanitary sewer, and storm sewer on North 1st Street and West Redwood Street. Sanitary sewer will be replaced on West Marshall Street. Other items of work included in this project are pavement removal, aggregate base, bituminous surfacing, concrete surfacing, sidewalks, curb and gutter and other minor work.</p> <p>This Feasibility Report as authorized by the City Council covers the proposed improvements including scope, background/existing conditions, proposed improvements, probable costs, proposed assessments, feasibility and proposed project schedule.</p> <p>The proposed improvements as described in the report are necessary, cost-effective, and feasible from an engineering standpoint.</p> |
| Fiscal Impact: | The engineer's estimate for the construction portion of the project is \$1,107,000. The total estimated project cost, including 10% allowance for contingencies and 16% for engineering and administrative costs is \$1,413,000. All improvements will be assessed according to the current Special Assessment Policy, including but not limited to participation from Marshall Municipal Utilities, Wastewater Department, Surface Water Management Utility Fund and Ad Valorem. Final approval of the project must include determination of funding sources. |
| Alternative/ Variations: | No alternative actions recommended. |
| Recommendations: | that the Council adopt RESOLUTION NUMBER XXXX, SECOND SERIES, which is the Resolution Receiving Feasibility Report and Calling Hearing on Improvement for the above-referenced project and setting the public hearing on improvement date for November 24, 2020. |

RESOLUTION NO. _____, SECOND SERIES

RESOLUTION RECEIVING FEASIBILITY REPORT
AND CALLING HEARING ON IMPROVEMENT

WHEREAS, pursuant to resolution of the Council adopted September 22, 2020, a report has been prepared by Director of Public Works/City Engineer Jason R. Anderson with reference to:

Project Z82: N. 1st St. / W. Redwood St. / W. Marshall St. Reconstruction Project - This project consists of the following: reconstruction and utility replacement on North 1st Street between East Main Street to West Marshall Street and includes West Redwood and West Marshall Streets between East College Drive and North 1st Street. All utilities will be replaced, including watermain, sanitary sewer, and storm sewer on North 1st Street and West Redwood Street. Sanitary sewer will be replaced on West Marshall Street. Other items of work included in this project are pavement removal, aggregate base, bituminous surfacing, concrete surfacing, sidewalks, curb and gutter and other minor work.

AND WHEREAS, this report was received by the Council on November 10, 2020.

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

1. The Council will consider the improvements in accordance with the report and the assessment of the properties for all or a portion of the cost of the improvements pursuant to Minnesota Statutes, Chapter 429 at an estimated total cost of the improvements of \$1,413,000.
2. A Public Hearing shall be held on such proposed improvements on the 24th day of November, 2020 at 5:30 p.m. at the MERIT Center located at 1001 West Erie Road, and the City Clerk shall give mailed and published notice of such hearing and improvements as required by the law.

Passed and adopted by the Council this 10th day of November, 2020.

Mayor

ATTEST:

City Clerk

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



MARSHALL
CULTIVATING THE BEST IN US

FEASIBILITY REPORT

Project Z82

N. 1st St. / W. Redwood St. / W. Marshall St. Reconstruction Project

October 1, 2020



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

By: _____
Jason R. Anderson, P.E.
Registration No. 53322

FEASIBILITY REPORT

PROJECT Z82 N. 1ST ST. / W. REDWOOD ST. / W. MARSHALL ST. RECONSTRUCTION PROJECT

CITY OF MARSHALL, MINNESOTA

1.0 SCOPE

This Feasibility Report as authorized by the City Council, covers the following proposed improvements: reconstruction and utility replacement on North 1st Street between East Main Street to West Marshall Street and includes West Redwood and West Marshall Streets between East College Drive and North 1st Street. All utilities will be replaced, including watermain, sanitary sewer, and storm sewer on North 1st Street and West Redwood Street. Sanitary sewer will be replaced on West Marshall Street. Other items of work included in this project are pavement removal, aggregate base, bituminous surfacing, concrete surfacing, sidewalks, curb and gutter and other minor work.

2.0 BACKGROUND / EXISTING CONDITIONS

Street

City records indicate that these streets were originally constructed in 1956. The existing pavement surface is beginning to show its age with considerable cracking. There are numerous patches in the street due to pavement degradation.

The existing street width varies between 39 and 43-FT as measured from back of curb to back of curb. The segment of North 1st Street between East Main Street and West Lyon Street measures approximately 43-FT, the segment of North 1st Street between West Lyon Street and West Marshall Street measures approximately 39-FT, the segment of West Redwood Street measures approximately 41-FT, and the segment of West Marshall Street measures approximately 46-FT. Currently, the existing street widths on North 1st Street, West Redwood Street and West Marshall Street accommodate two travel lanes with parallel parking on both sides of the street.

There is currently 5-FT wide sidewalk on both sides of North 1st Street between East Main Street and West Redwood Street with some cracking, buckling, and heaving observed. On North 1st Street between West Redwood Street and West Marshall Street, there is only 4.5-FT sidewalk along the

south side of the street. On West Redwood Street, there is 5-FT wide sidewalk on the west side of the street and 5.5-FT wide sidewalk on the east side of the street, both sides showing some surface distressing. There is currently 5-FT wide sidewalk on the west side of West Marshall Street with some cracking and buckling observed. There is sidewalk on the east side of West Marshall Street in Liberty Park. Many of the existing pedestrian ramps are not ADA compliant.

Utilities

The existing watermain along North 1st Street and West Redwood Street is cast iron pipe (CIP) for most of the segments. The 10" polyvinyl chloride (PVC) watermain coming from East Main Street terminates at the water valve adjacent to the Block 11 alleyway. The existing 6" CIP watermain extends halfway down the Block 11 alleyway to the northwest where it is currently capped. The remaining CIP watermain continues northeast on North 1st Street as a 6" CIP until West Lyon Street. At West Lyon Street, the existing watermain continues northeast as a 4" CIP. The existing 4" CIP main continues northeast until it reaches West Redwood Street then proceeds northwest along West Redwood Street. A 4" CIP branch main extends from North 1st Street to service Bremer Bank. This 4" DIP has experienced numerous breaks resulting in costly repairs and outages for the business. There is an existing 6" PVC watermain along West Marshall Street in good condition. Replacement of this segment of watermain is not currently in the scope of this project.

The existing sanitary sewer main along North 1st Street between East Main Street and West Redwood Street is 8" vitrified clay pipe (VCP). In the Block 13 alleyway, the existing sanitary sewer main is currently a 6" VCP. The age and condition of the sewer in these segments make this sewer a good candidate for replacement with this project. The existing sanitary sewer in West Marshall Street is an 8" PVC in good condition. Replacement of this segment of sanitary sewer is not currently in the scope of this project.

There are several segments of separate existing storm sewer. One segment comes into the project area from the northwest along the Block 11 alleyway. The storm sewer in this area is a 12" reinforced concrete pipe that continues downstream to the southeast to the manhole on North 1st Street. Here the storm sewer collects the stormwater runoff from 3 catch basins at the intersection of North 1st Street and West Lyon Street. From the manhole, the storm sewer continues southeast and outlets directly into the Redwood River. Another segment collects the stormwater from 3 catch basins at the intersection of North 1st Street and West Redwood Street. From here, the storm sewer continues downstream to the southeast and outlets directly into the Redwood River. Another segment collects stormwater from 2 catch basins at the intersection of North 1st Street and West Marshall Street and continues downstream which outlets to the southeast directly into the Redwood River. The final segment on this project collects stormwater at 1 catch basin at the east curb of the northwest end of West Marshall Street and outlets directly into the Redwood River to the northeast. The pipe system is undersized for the existing fully developed watershed, and various intersections along the corridor flood on a regular basis.

3.0 PROPOSED IMPROVEMENTS

Street

A combination of bituminous and concrete pavement section will be proposed and discussed in this feasibility report. Staff is proposing a street section comprised of 4" of bituminous surfacing and 12" of Class 5 aggregate base. A geotextile fabric will be placed on the subgrade prior to the placement of the aggregate base. A 6" perforated drain tile shall be installed at the back of the curb below the aggregate base to provide subsurface drainage for the street section.

The proposed roadway will be 38-FT travel way (as measured from curb face to curb face) on North 1st Street and West Redwood Street. The project proposes two 11-FT travel lanes and two 8-FT parallel parking lanes. The proposed segment of North 1st Street between East Main Street and West Lyon Street will be 4-FT narrower than the existing street. The remaining two blocks on North 1st Street from West Lyon Street to West Marshall Street will match the existing roadway width. The proposed segment of West Marshall Street will be 2-FT narrower than the existing street. The proposed roadway on West Marshall Street (as measured from curb face to curb face) will be 46-FT. The project proposes two 11-FT travel lanes, one 8-FT parallel parking lane in the southbound direction, and one 16-FT 45-degree angled parking lane in the northbound direction. The purpose for the 45-degree angled parking is to accommodate for the demand for parking for events at the bandshell in Liberty Park. The purpose for the narrowing is to reduce project costs. It is the opinion of staff that the proposed road width will be adequate to serve the corridors.

A 5-FT sidewalk with a 1-FT grass buffer is proposed on North 1st Street between East Main Street and West Marshall Street on the south side of the street and between East Main Street and West Redwood Street on the north side of the street. This replaces existing sidewalk adjacent to North 1st Street where there is currently sidewalk. There is currently no existing sidewalk on the north side of North 1st Street between West Redwood Street and West Marshall Street. A 5-FT sidewalk with a 1-FT grass buffer is proposed on both sides of West Redwood Street. This replaces existing sidewalk adjacent to West Marshall Street where there is currently sidewalk. A 5-FT sidewalk with a 1-FT grass buffer is proposed on the east side of West Marshall Street. This replaces existing sidewalk adjacent to West Marshall Street where there is currently sidewalk. There is existing sidewalk on the east side of West Marshall Street within Liberty Park that will remain in place.

Utilities

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

The watermain improvements will consist of replacing all CIP watermain with Polyvinyl Chloride (PVC) watermain pipe. Watermain improvements are planned in close coordination with MMU staff input. The existing 4" and 6" CIP on North 1st Street between East Main Street and West Redwood

Street will be replaced with 10" PVC pipe. The 4" CIP along West Redwood Street will be replaced with 8" PVC pipe. An 8" PVC watermain will be stubbed to the north on West Lyon Street to accommodate future development and tie into a future road project. A new 10" PVC watermain pipe will be installed on North 1st Street between West Redwood Street and West Marshall Street, connecting the new main on West Redwood Street and the existing main on West Marshall Street to better meet MMU water system goals.

The sanitary sewer system improvements will include replacing all manholes, sewer main, and sewer services along North 1st Street and West Redwood Street. Generally, the 8" VCP main will be replaced with 10" PVC main. All sewer services will be replaced to the right-of-way (ROW) with a minimum 4" pipe size. An 8" PVC sanitary sewer main will be stubbed to the north on West Lyon Street to accommodate future development and tie into a future road project.

The storm sewer system improvements will include 3 targeted areas. The existing storm sewer pipe size in the Block 11 alley southeast of the existing catch basin, the main from West Lyon Street to the manhole southeast of Block 11, and the main continuing southeast to the outfall at the Redwood River will be increased to better address drainage in this area. The work in this area will also include replacing all existing manholes, catch basins and catch basin leads. The second targeted area will be at the intersection of North 1st Street and West Redwood Street. The work at this intersection will include replacing the existing manhole, catch basin and catch basin leads. The main connecting the manhole to the outfall at the Redwood River will be left in place. At the intersection of North 1st Street and West Marshall Street, the catch basins will be adjusted if it will be constructible to do so. The catch basin at the southeast corner of East College Drive and West Marshall Street will be replaced. The storm sewer pipe connecting the catch basin to the outfall into the Redwood River will remain in place.

4.0 STATEMENT OF PROBABLE COST

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

| | |
|--|------------------------------|
| <i>Street and Curb and Gutter</i> | <i>\$752,000.00</i> |
| <i>Watermain Replacement</i> | <i>\$146,000.00</i> |
| <i>Sanitary Sewer Replacement</i> | <i>\$117,000.00</i> |
| <i>Storm Sewer Replacement</i> | <i><u>\$92,000.00</u></i> |
| <i>Subtotal Estimated Construction Cost</i> | <i>\$1,107,000.00</i> |
| <i>Contingencies (10%)</i> | <i><u>\$111,000.00</u></i> |
| <i>Total Estimated Construction Cost</i> | <i>\$1,218,000.00</i> |
| <i>Estimated Engineering, & Administration (16%)</i> | <i><u>\$195,000.00</u></i> |
| <i>Total Estimated Project Cost</i> | <i><u>\$1,413,000.00</u></i> |

5.0 PROPOSED ASSESSMENTS

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

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

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

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

6.0 FEASIBILITY/CONDITIONS/QUALIFICATIONS

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

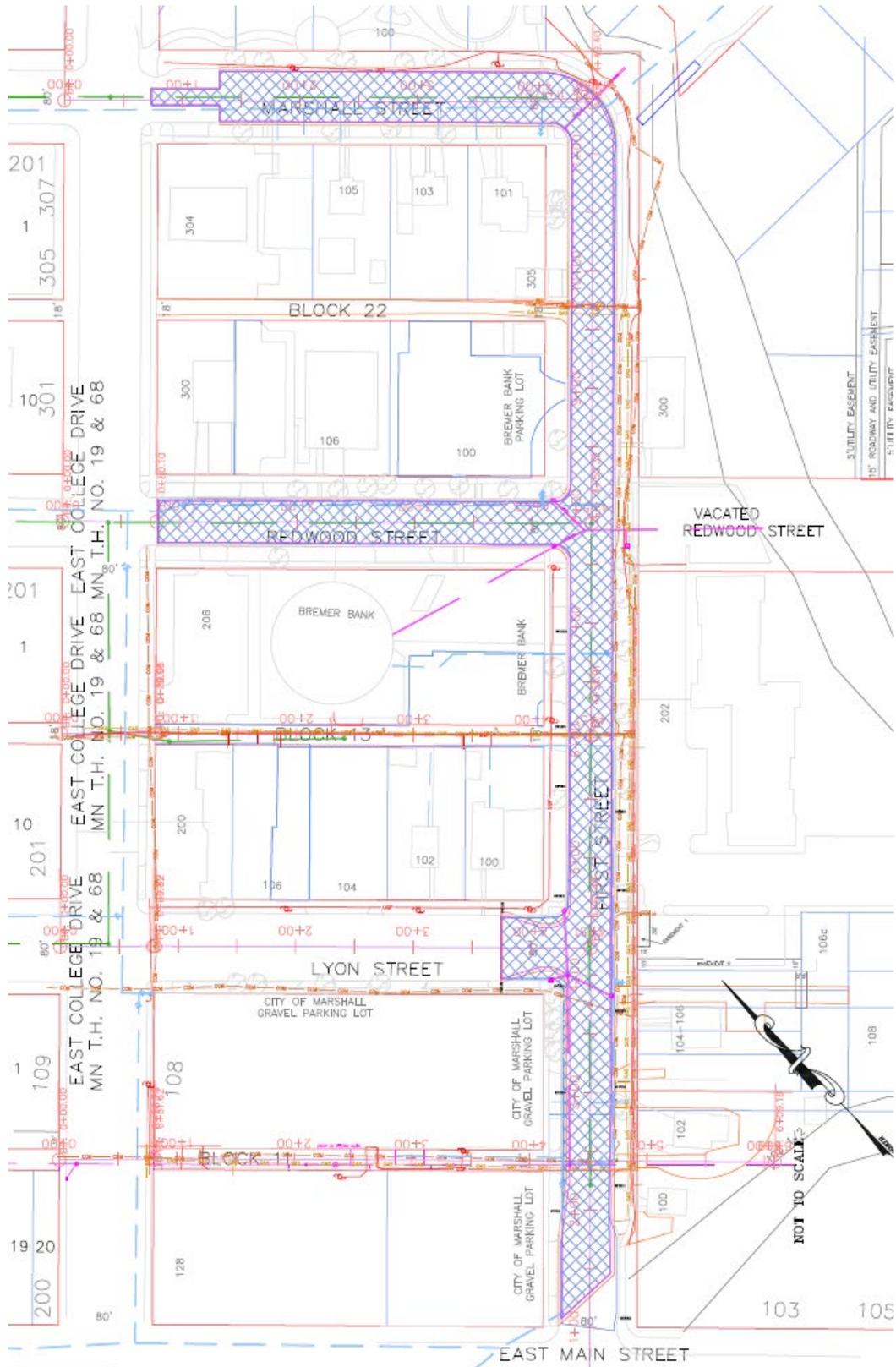
7.0 PROPOSED PROJECT SCHEDULE

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

| | |
|-----------------------|---|
| November 24, 2020 | Public Hearing on Improvement/Order Plans & Specs |
| December 22, 2020 | Approve Plans & Specs/Authorize Call for Bids |
| January 1 and 8, 2020 | Advertise for Bids |
| January 13, 2020 | Bid Opening Date |
| January 26, 2021 | Award Contract |
| April 16, 2021 | Notice to Proceed |
| April 2021 | Begin Construction |
| September 21, 2021 | Public Hearing on Assessment/Adopt Assessment |
| September 2021 | End Construction |

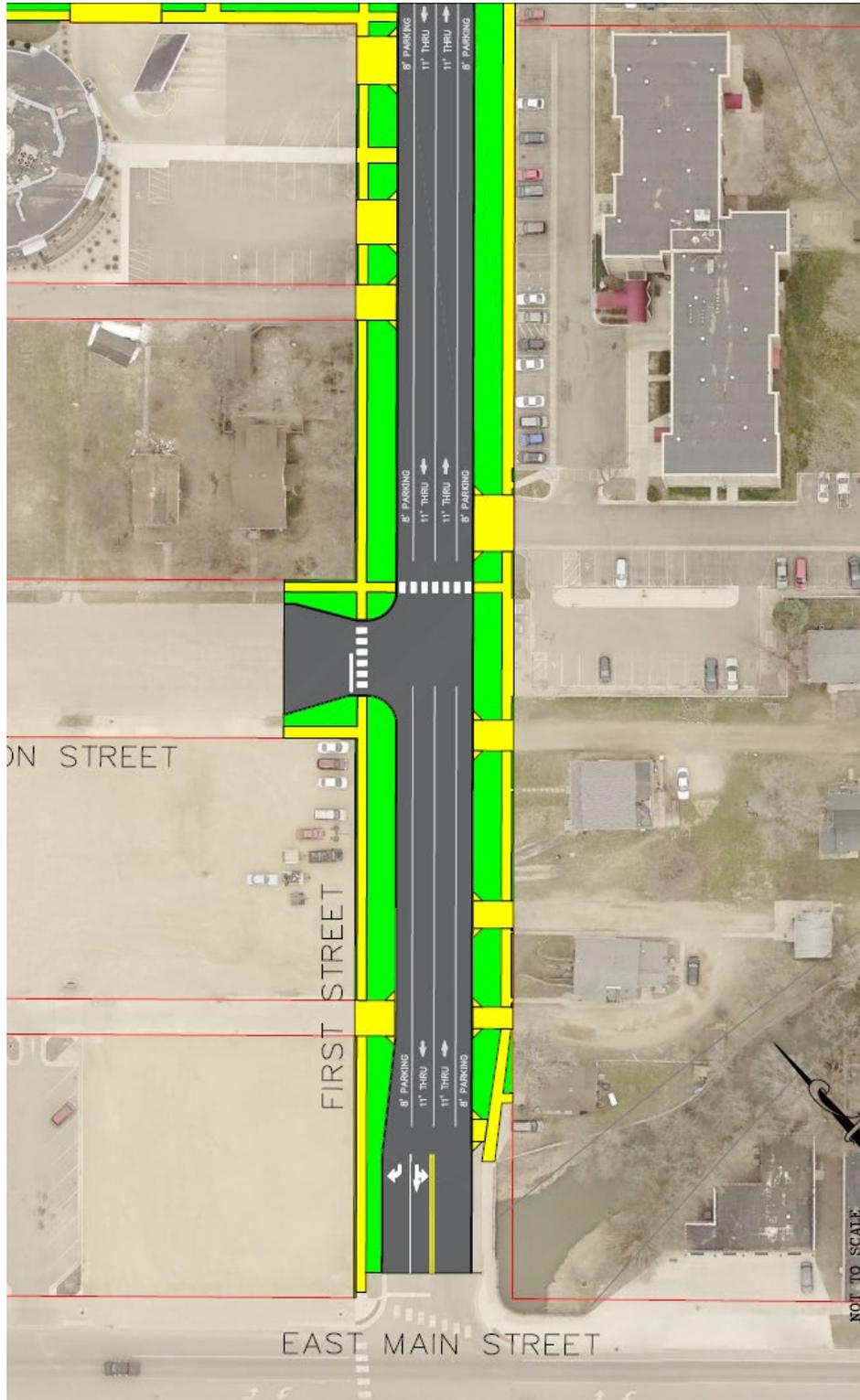
APPENDIX

PROJECT LIMITS

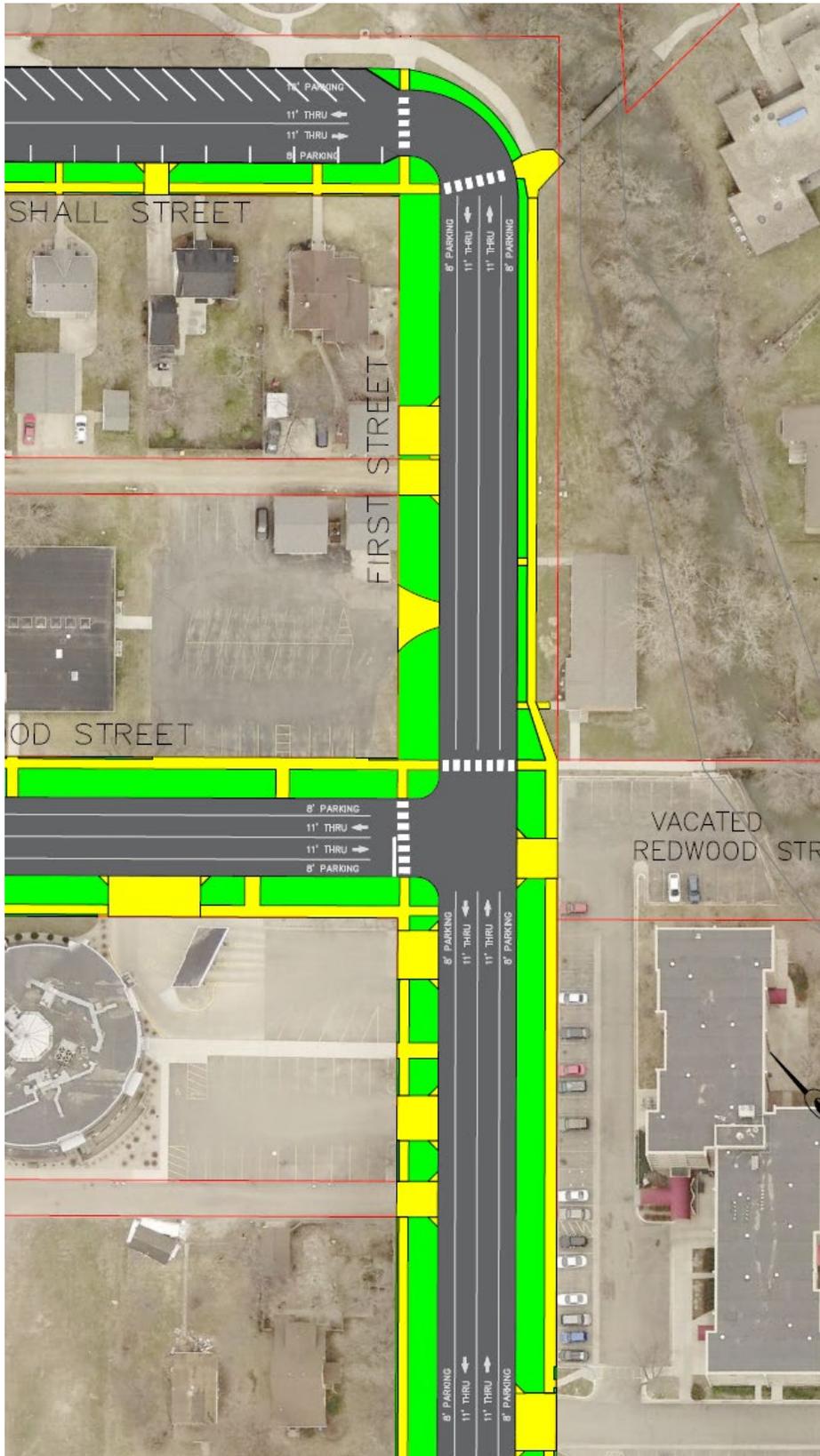


PROJECT LAYOUTS

North 1st Street – East Main Street to West Redwood Street



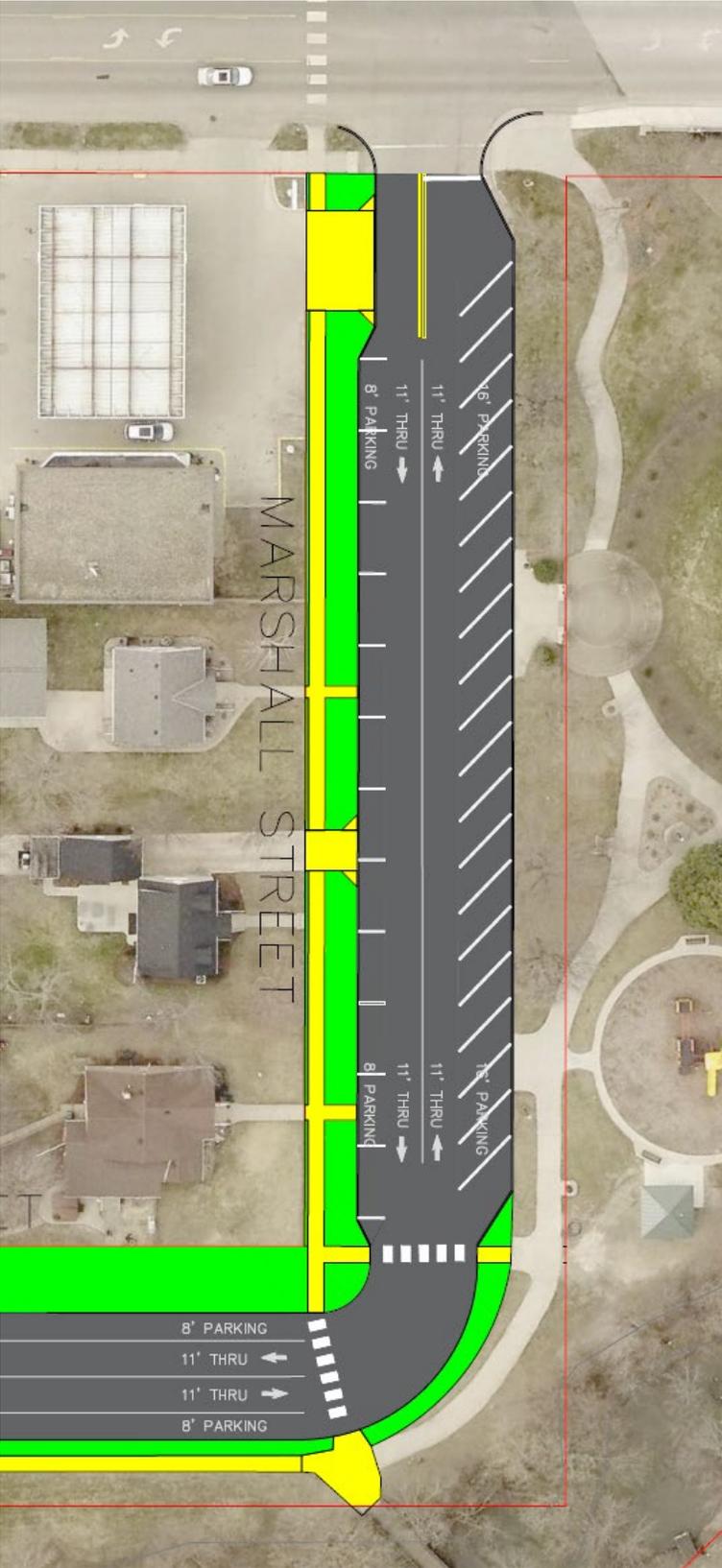
North 1st Street – West Redwood Street to West Marshall Street



West Redwood Street – East College Drive to North 1st Street



West Marshall Street – East College Drive to North 1st Street



**CITY OF MARSHALL
AGENDA ITEM REPORT**

| | |
|--------------------------------|--|
| Meeting Date: | Tuesday, November 10, 2020 |
| 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 10, 2020, 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. A 360-degree feedback survey was utilized to gather feedback from the Council, Sharon’s direct reports, peers, and a variety of other individuals who interact with and have knowledge of her job performance. Administrator Hanson was also provided an opportunity to complete a self-rating survey. 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 \$148,324.80 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. |

**CITY OF MARSHALL
AGENDA ITEM REPORT**

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

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

FROM: Sharon Hanson, City Administrator

DATE: November 10, 2020

SUBJECT: Administrative Brief

CITY ATTORNEY

- Criminal prosecution numbers for October are as follows:

October:

| | ASSAULT | OPF VIOL. | DWI | OTHER ALCOHOL | TRAFFIC | THEFT | OTHER | TOTAL 2020 | 2019 Comparison |
|-----------------|---------|-----------|-----|---------------|---------|-------|-------|------------|-----------------|
| Prosecution | 1 | | 5 | | 6 | 1 | 2 | 15 | 35 |
| Dismissed | | | | | | | | | |
| Non-Prosecution | 2 | | | | 2 | | | 4 | 2 |
| Refer to County | | | | | | | | | 1 |

ADMINISTRATION

- Attended Veterans Memorial Park inauguration and also helped place pavers as part of the project and Rotary donation.
- Met with Public Works Director Jason Anderson and Lyon County regarding Skunk Hollow Road options. Staff will refer back to PIT Committee.
- Held the second mtg of a proposed Diversity Committee-Jay Lee, SMSU and retired UCAP Director Nancy Straw has volunteered to Chair the Committee to help with formalization of the Committee.
- Mayor, EDA Director and I met with Avera Interim Managers-Mark Vortherms and Curt Hohman to discuss general Avera transition items.
- Had a conference call with Southwest Regional Development (SRDC) Director, Chamber Director, EDA Director, MN Tax Chamber Policy Analyst and Coalition of Greater MN Cities Government Relations Lobbyist Marty Seifert on the topics of tax competitiveness with neighboring states. SRDC Director will bring up at the next SRDC meeting to possibly form a task force to build support/awareness.
- Met with Former Fire Chief Ed Scheele on history of Marshall Fire Department and current Fire Hall.

- Attended multiple City Hall related meetings and had various staff discussions/meetings.

Economic Development Authority

- Staff continues implementing new brand materials.
- Staff is building content for the City's mobile app.
- Staff is working with two local businesses on expansion projects.
- Staff is finalizing a land purchase with Action Companies.
- Staff is working with one local business on the purchase of land for an expansion project.
- Staff is working with one local business on the purchase of land for a new development.
- Staff is also having conversations with four new developers.
- Staff is working with Avera on plans for the Carlson Street Clinic/new CEO transition.
- Staff is working with management company to send proposal for former Shopko building.
- Staff hosted informational meeting with ReBounce Partners on potential Real Estate Fund.
- Staff continues working with developers on Block 11.
- Staff has issued payment to all CARES Act Grant recipients, funds totaled \$529,461.47.
- Staff continues working with owners of Broadmoor Valley and the Hindi store on grant applications through Minnesota Housing and the Department of Agriculture, respectively.
- Staff met with housing subcommittee to discuss Manufactured Home Park/low income housing.
- Director completed continuing education course through EDAM.
- Staff is working with Connect Business Magazine on a Community Feature.
- Staff is working with Studio 1 on video marketing series.

Human Resources

- Staffing update: 4 internal applications were received for the position of Police Sergeant. Panel interviews are scheduled for Monday, Nov 9th. Applications were accepted by 12 candidates for the position of WWT Plant Operator I---once review is completed, interviews with the top scoring candidates will be scheduled. The City welcomes two new part-time employees to the Liquor Store---Deb Ness and Zachary Gilman.
- Due to the pandemic and social distancing requirements, our Safety Training curriculum continues to be delivered via video links with on-site consultations available by our MMUA consultant, Jordan St. Clair.
- The open enrollment period for employees is currently open for employees, with opportunities for virtual and in-person engagement from our benefit vendors.
- HR staff continue fielding questions and guiding managers and employees related to COVID testing results and a variety of exposure scenarios.
- Typically, HR is focused on planning and coordination of the Employee Recognition Event that occurs each January. Due to the pandemic, the event will look differently this year. HR is currently exploring ideas for an employee engagement event to celebrate employee service milestones and to thank employees for their service in 2020. This year, we will have 21 employees celebrating service milestones. Of these, 8 employees are celebrating milestones of 25 years, 30 years, and 40 years.
- Staff will be meeting with the Personnel Committee shortly to discuss the Seasonal-Temporary Employee 2021 pay schedule, as well as, a transition plan for the Chemical Assessment Team (CAT). After Personnel Committee review, these two items will be brought to the full Council for review.

Clerk

- November 3, General Election

Turnout

W1 – 87.18%

W2 – 90.5%

W3 – 89.75 %

Ballots Cast/ Registered Voters

W1 – 1,829/2,098

W2 – 2,514/2,778

W3 – 1,996/2,224

Absentee Voting

As of 11/2, 43% (3,038) of registered voters in Marshall had their ballots accepted.

Unofficial Results

Mayor

Byrnes 49%

Ritter 37 %

Ayala 11%

Councilmember

W1 – Edblom 98% (uncontested)

W2 – Meister 98 % (uncontested)

W3 – Lozinski 96% (uncontested)

Election Canvassing Board

Lyon County Canvassing Board – Thursday, November 12 – 1:00 PM

City of Marshall Canvassing Board – Thursday, November 12 – 3:00 PM (Special Meeting)

- Reviewing 2021 Liquor License renewals for potential relief opportunities for license holders.

Finance

Assessing

Liquor Store

- October Financials: Sales came in at **\$530,746 +25%**, Ticket Average **\$33.49 +21.20%**, Customer Count **16,995 +10.13%**. Another strong month for all financial indicators. Customers have continued to stock their pantries with larger quantities of products during their visit to Tall Grass Liquor. The trend of staying home to socialize with friends and family with their beverage of choice will continue through the short-term.
- Staff is preparing the sales floor with holiday themed displays showcasing the traditional selection of beverages for our customer shopping experience.

COMMUNITY PLANNING

Building Services / Planning & Zoning

- About 450 open job files. Horvath Remembrance Center, UCAP Headstart new building, 2nd Unique Apartment building, and SRO apartment building at Stephen Avenue are under construction.
- City buildings ADA-compliance review is complete.
- New permit software development is going well.
- Sign Ordinance is under review.

PUBLIC WORKS DIVISION

Engineering

- Project Z52 / S.P. #139-090-005 / Minn. Project No. TA 4219 (231): UCAP Transit Bus Shelters – Construction has been completed. New bus shelters have been installed. Need to discuss quantities with Hisken before preparing a Final Estimate.
- Project Z75/SAP 139-124-004: South 4th Street -- R & G Construction Co. has completed installation of underground utilities on the project. Concrete work is nearly complete between Elaine Avenue and Southview Drive. Asphalt paving on the south half of the project expected for 11/5-11/6. Construction on South 4th Street is anticipated to continue until mid-November 2020.
- Project Z76: South 1st Street – Duininck has completed installing underground utilities on the project. The contractor is currently placing drain tile and gravel base on the roadway. Concrete is scheduled to be placed over the next week with paving to follow the last week of the contract. The project deadline is mid-November 2020.
- Project Z77: Legion Field Stormwater Improvements—Phase I – Towne & Country has completed work on this project. The City is currently waiting on a proposal from the contractor to have the riprap replaced with turf mats in the park.

Building Maintenance

- No report.

Street Department

- No report

Airport/Public Ways Maintenance

- No report

Wastewater

- Cleaning sewers.
- Plant repairs.
- Magney Construction is installing underground piping, finishing roofing on Trickling Filter, grouting floor of new Final Clarifier, assembling cover of new Final clarifier, Piping installation in long term storage building, painting ceiling of trickling filters, and site grading.
- Working on fall maintenance.
- Working on manhole repairs.
- Finishing up hauling biosolids and cleaning tanks.
- Installed flow monitoring system in sanitary manholes for tracking I&I. We plan on purchasing this system next year after the trial period is up.
- Staff has performed 270 equipment work orders in the last 30 days.
- Working on regulatory issues for Phosphorus, Salty Discharge, Pretreatment, Redwood River Watershed Review, MN. River Nutrient TMDL, Lake Pepin TMDL.
- Working with MMU on Chloride Reduction public education for upcoming Water Treatment Plant improvements.

**PUBLIC SAFETY DIVISION
FIRE DEPARTMENT**

- The Fire Department responded to eighteen (18) calls for service. Total calls for service included:
 - Fire/CO2 Alarm (7)
 - Fire; Structure (3):
 - Medical Assist (0)
 - Vehicle Accident (8)

- Quentin Brunsvold and Jim Marshall attended a meeting with the State Fire Marshal's Office in Baxter, MN related to the Southwest MN Chemical Assessment Team. The focus of our discussion was over the long-term strength of the CAT team. Future discussions and ideas will be shared with the city council as they develop. Our goal is to ensure the CAT team continues its presence in Marshall and southwest region of Minnesota.

POLICE DEPARTMENT

- The Marshall Police Department responded to a total of 799 calls for the month of October. 103 criminal offenses were reported with a total number of 25 adults arrested.

OFFICER'S REPORT

- Alarms (10)
 - Accidents (26)
 - Alcohol involved incidents (5)
 - Assaults (5)
 - Domestic Assaults (12)
 - Burglaries (2)
 - Criminal Sexual Conduct (2)
 - Damage to Property (12)
 - Keys Locked in Vehicles (36)
 - Loud Party (0)/ Public Disturbances (15)
 - Thefts (31)
 - Traffic Related Complaints (198)
 - Vandalism (3)
 - Warrant Pickups (10)
 - Welfare Checks (29)
-
- A larger number of thefts (31) were reported during the month of October. Most of the thefts are related to shoplifting calls from our local businesses. Traffic related complaints and traffic stops are approaching normal levels of activity prior to COVID-19.

PERSONNEL/OTHER

- The new full-time officer has continued to progress through the field training program and has completed his first of 3 phases. We also received the resignation of our part-time officer recently hired who had started our field training program. His reason for resigning was to seek employment outside of law enforcement.

DETECTIVE REPORT

- A 27 - year old Cottonwood man was arrested following the completion of a predatory offender registration violation investigation.
- A 30 - year old Marshall man was arrested for assault following an investigation at a Marshall bar.
- An assault case was forwarded to the Marshall City Attorney's Office for consideration of charges against multiple people stemming from a fight at a Marshall residence.
- Two additional assault cases involving juveniles were forwarded to the Lyon County Attorney's Office.
- Four cases of financial transaction card fraud were investigated. One case was forwarded to the Lyon County Attorney's Office for charges while the other three cases remain under investigation.
- Three cases of identity theft are under investigation.
- Two burglaries are under investigation.
- Two cases of theft by swindle involving scams when money was lost by the victims are under investigation.
- A theft of prescription medications is under investigation.
- Two cases of criminal sexual conduct were investigated.
- Three cases of financial exploitation of a vulnerable adult are under investigation.
- Seventeen child protection cases were investigated in conjunction with Southwest Health and Human Services.
- Twelve reports of the theft or damage of campaign signs were made in the month of October.

MERIT CENTER

- The MERIT Center continues to host the Marshall City Council meetings as well as any COVID-19 Emergency Management meetings/planning.
- The Department of Public Safety continues to utilize the driving track and skills pad for CDL exam testing.
- MN West conducted a CDL Preparation Course, dental assistant training, 3 industrial safety classes, Boiler Class and an EVOC for law enforcement class in October.
- The Marshall Police Department utilized the MERIT Center for new officer training and department training in October.
- Central Lakes College Fire & EMS program conducted a Fire Apparatus Operator course at MERIT on Oct 16-18. 21 local fire fighters attended this training. CLC will be returning with 3 additional weekend fire courses in the next few months.
- The Marshall Fire Department utilized the facility grounds for Propane Training on Oct 20th.

- Go Ruck hosted a Survival Skills Training weekend at the MERIT Center utilizing the rescue tower on Oct 23-25th. 68 participants took this course. Go Ruck has booked for two additional weekends in 2021 to run this course.
- Visit Marshall returned to host their community event, the Haunted Tower on Oct 30-31. 242 community members went thru the tower.

EMERGENCY MANAGEMENT

- The Department of Public Safety continues to hold weekly briefings on Mondays and Fridays with all the CLEO'S (chief law enforcement officers) in the state. These meetings are conducted at the State Emergency Operations Center and cover a variety of topics related to COVID-19 response and issues related to civil unrest.



BUILDING PERMIT LIST
November 10, 2020

| APPLICANT | LOCATION ADDRESS | DESCRIPTION OF WORK | VALUATION |
|----------------------------------|---------------------|---------------------------|-----------|
| SUSSNER CONSTRUCTION, INC. | 112 6TH ST S | INTERIOR REMODEL | 62,000.00 |
| TRIO PLUMBING & HEATING | 408 CHARLES AVE | HVAC | 3,200.00 |
| MINNESOTA CABINETS, INC. | 1001 WOODFERN DR | INTERIOR REMODEL | 900.00 |
| MINNESOTA CABINETS, INC. | 1856 THUNDERBIRD RD | Windows | 2,400.00 |
| MICHAEL SLAGEL CONSTRUCTION LLC | 106C 5TH ST S | INTERIOR & EXTERIOR REMC | 13,600.00 |
| SOEHL, CRAIG A & TRACY J | 600 THOMAS AVE W | DOORS | 1,000.00 |
| TRIO PLUMBING & HEATING | 120 MCFARLAND CIR | HVAC | 7,000.00 |
| TRIO PLUMBING & HEATING | 103 PARKVIEW DR | HVAC | 5,000.00 |
| BAKER, SCOTT & BRENDA | 300 A ST N | INTERIOR REMODEL | 1,600.00 |
| JACOBSON, DANIEL J & KAROL I | 1101 TRAVIS RD | OVERHEAD GARAGE DOOR | 700.00 |
| ROBERTS, MARGARET J | 614 ELAINE AVE | OVERHEAD GARAGE DOOR | 800.00 |
| St Aubin Drywall LLC | 316 MAIN ST W | BUILDING ADDITION & REMOI | 65,000.00 |
| EICKHOFF, CHAD L & TINA M | 504 KENNEDY ST | INTERIOR REMODEL | 3,000.00 |
| JAMES LOZINSKI CONSTRUCTION INC. | 204 RAINBOW DR | INTERIOR & EXTERIOR REMC | 4,500.00 |
| BABCOCK CONSTRUCTION | 206 SOUTHVIEW DR W | Windows | 3,500.00 |

**MINUTES OF THE
MARSHALL PLANNING COMMISSION MEETING
NOVEMBER 4, 2020**

MEMBERS PRESENT: Edblom, Carstens, Fox, and Lee

MEMBERS ABSENT: Schroeder, Knieff

OTHERS PRESENT: Glenn Bayerkohler, Jason Anderson, Ilya Gutman, and Jim Lozinski

1. The meeting was called to order by Chairman Edblom. He asked for the approval of the minutes of the October 14, 2020, regular meeting of the Marshall Planning Commission. Fox MADE A MOTION, SECOND BY Lee, to approve the minutes as written. ALL VOTED IN FAVOR OF THE MOTION.

2. Gutman explained this is a request by City of Marshall to install fiber cement panels as exterior finishes at 344 West Main Street. This request is in conjunction with Central Heritage District regulations. Chapter 86 Zoning, Article VI, Division 5 of the City Ordinance describes requirements that all projects involving exterior construction or renovation have to comply with. These requirements are different from, and in addition to, other zoning conditions that the Planning Commission usually deals with. The emphasis is on the appearance which is pretty subjective. The Central Heritage District Exterior Construction Standards also describe the procedures for reviews. If the project complies with the Standards, the Zoning Administrator or the Building Official will approve the project. The projects that deviate from, or contradict, the Standards, will have to be reviewed by the Planning Commission. However, this procedure is different from variances or conditional use permits since there is no need for a public hearing, so the process is less formal. The Planning Commission's decision is final, and the City Council approval is not necessary. The ordinance list several permitted exterior finishes, but not fiber cement panels, and allows the Planning Commission to approve other finishes. Permitted exterior finishes are listed in Section 86-282. Staff has no opinion. Fox asked what we need to do to remove the appearance ordinance since we approve all of them anyway. Anderson said if City Council wants us to look at it, we will be happy to do so. Gutman explained it would follow the same process as any ordinance change. Councilman Jim Lozinski said this was a big push by Greig & Gregerson and it was to prevent people from painting their brick pink in downtown. It is to keep up the look of downtown. Fox asked if the color scheme is in the palette. Gutman said yes, the colors are. Fox explained that he doesn't want downtown to look like a dump but maybe we can modify the materials allowed. Anderson said he would like a vote to see if there is a desire to bring this forward to be changed. Councilman Jim Lozinski advised that someone should talk to the downtown businesses first because they are the ones who wanted this, and they spent a lot of time on this. He said that for the Coty hall, this is a cost savings measure, just like for businesses, and that is why we are looking to change the material being used. Carstens inquired if this isn't a save a penny now to spend a dollar later. Councilman Jim Lozinski said materials are comparable and in the long run it is probably better. We are switching for equal product. Gutman said as a reminder, this is to discuss the appearance, not the material and cost. Fox MADE A MOTION, SECOND BY Carstens, to approve the request. ALL VOTED IN FAVOR OF THE MOTION.

3. In other business Gutman asked if, since we are sending the packet by email, it is necessary to also print copies for everyone. All present agreed to just email. Anderson said to follow up by email with Schroeder and Knieff. Gutman said he also wants to congratulate Edblom on his election to

--UNAPPROVED --

City Council and advise with that move we would be electing a chair in January. Gutman said the City is in the process of finding someone to update the City Comprehensive Plan. Anderson said we will be needing City Council approval; once we have approval, we will bring it back to the Planning Commission. Our current Comprehensive Plan is from 1996.

4. A MOTION WAS MADE BY Lee, SECOND BY Brady to adjourn the meeting. ALL VOTED IN FAVOR. Chairman Edblom declared the meeting adjourned.

Respectfully submitted,
Chris DeVos, Recording Secretary

2020 Regular Council Meeting Dates

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

5:30 P.M.

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

January

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

February

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

March

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

April

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

May

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

June

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

July

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

August

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

September

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

October

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

November

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

December

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

2020 Uniform Election Dates

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

¹ 204C.03 PUBLIC MEETINGS PROHIBITED ON ELECTION DAY. Subdivision 1. School districts; counties; municipalities; special taxing districts. No special taxing district governing body, school board, county board of commissioners, city council, or town supervisors shall conduct a meeting

between 6:00 p.m. and 8:00 p.m. on the day that an election is held within the boundaries of the special taxing district, school district, county, city, or town. As used in this subdivision, "special taxing district" has the meaning given in section 275.066.