



**CITY OF MARSHALL**  
**City Council Meeting**  
**Agenda**  
**Tuesday, July 11, 2023 at 5:30 PM**  
**City Hall, 344 West Main Street**

**OPENING ITEMS**

**APPROVAL OF AGENDA**

**APPROVAL OF MINUTES**

- [1.](#) Consider Approval of the Minutes from the Regular Meeting Held on June 27, 2023

**AWARD OF BIDS**

- [2.](#) Project ST-032: Lot 2, Block 1, Schwan's Corp I Addition Parking Lot Repaving Improvements Project (Ralco) - 1) Resolution Declaring Official Intent Regarding the Reimbursement of Expenditures with the Proceeds of Tax Exempt Bonds; 2) Resolution Accepting Bid (Awarding Contract)
- [3.](#) Replace Exterior Siding of Airport Hangar Located at 1622 W College Drive
- [4.](#) Project WW-005: Highway 23 Lift Station Improvements Project - Pump Selection

**CONSENT AGENDA**

- [5.](#) Consider Liability Coverage – Waiver for 2023-2024 League of Minnesota Cities Insurance Trust Property/Casualty and Liability Insurance
- [6.](#) Consider Approval for a Raffle Permit for Tracy Area Animal Rescue on September 9, 2023
- [7.](#) Consider Resolution for Signage for ADA Parking Stalls at 100 West College Drive
- [8.](#) Consider Approval of the Bills/Project Payments

**APPROVAL OF ITEMS PULLED FROM CONSENT**

**NEW BUSINESS**

- [9.](#) Adoption of Ordinance for Map Amendment (Rezone) of 1000, 1010, 1020, & 1030 East Southview Drive
- [10.](#) Adoption of Ordinance for Map Amendment (Rezone) at Various London Road Properties
- [11.](#) Broadmoor Valley Paving Project - Consider City Cost Participation
- [12.](#) Salaries and Compensation of Mayor and Councilpersons

**COUNCIL REPORTS**

- [13.](#) Commission/Board Liaison Reports
14. Councilmember Individual Items

**STAFF REPORTS**

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

**ADMINISTRATIVE REPORTS**

- [18.](#) Administrative Brief

**INFORMATION ONLY**

- [19.](#) Building Permits

**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.**



## CITY OF MARSHALL AGENDA ITEM REPORT

<b>Presenter:</b>	Mayor Byrnes
<b>Meeting Date:</b>	Tuesday, July 11, 2023
<b>Category:</b>	APPROVAL OF MINUTES
<b>Type:</b>	ACTION
<b>Subject:</b>	Consider Approval of the Minutes from the Regular Meeting Held on June 27, 2023
<b>Background Information:</b>	Enclosed are the minutes from the previous meeting.
<b>Fiscal Impact:</b>	
<b>Alternative/ Variations:</b>	Staff encourages City Council Members to provide any suggested corrections to the minutes in writing to City Clerk, Steven Anderson, prior to the meeting.
<b>Recommendations:</b>	That the minutes from the meetings held on June 27 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, June 27, 2023**

The regular meeting of the Common Council of the City of Marshall was held June 27, 2023, at City Hall, 344 West Main Street. The meeting was called to order at 5:30 P.M. by Mayor Robert Byrnes. In addition to Byrnes the following members were in attendance: Craig Schafer, Steve Meister, Amanda Schroeder, John Alcorn, See Moua-Leske and James Lozinski. Absent: None. Staff present included: Sharon Hanson, City Administrator; Pamela Whitmore, City Attorney; Jason Anderson, Director of Public Works/ City Engineer; E.J. Moberg, Director of Administrative Services; Lauren Deutz, Economic and Development Director; Eric Luther, Liquor Store Manager; Scott Truedson, Wastewater Superintendent; and Steven Anderson, 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 from the Regular Meeting Held on June 13, 2023**

There were no amendment requests for the minutes held on June 13, 2023.

Motion made by Councilmember Schafer, Seconded by Councilmember Lozinski to approve the minutes from June 13, 2023. Voting Yea: Mayor Byrnes, Councilmember Schafer, Councilmember Meister, Councilmember Schroeder, Councilmember Alcorn, Councilmember Moua-Leske, Councilmember Lozinski. The motion **Carried. 7-0.**

**Cannabis/Lower Potency Hemp Product Interim Ordinance**

Administrator Hanson gave background information on the proposed interim ordinance. Attorney Whitmore continued that the topic has been talked about a couple of times now but briefly reiterated the Minnesota Legislature recently passed HF100/SF73 (the "Cannabis Act") which legalized the sale, transport, cultivation, and manufacturing of Cannabis and Hemp products in Minnesota. The Office of Cannabis Management (OCM) will be created effective July 1, 2023, and will perform expedited rulemaking. Under Minnesota Statute 462.355 subd. 4(a), as well as the City's general police powers in its Charter and state law, the Council has the authority to prohibit the retail sales of Cannabis products and lower potency hemp products, as well as the establishment of any Cannabis and hemp businesses within the City for up to one year from the adoption of the moratorium to allow Council time to conduct studies related to these businesses and sales. The City has no authority to prohibit the personal use or personal growing/cultivating allowed under the Act. Staff is recommending that the Council adopt the temporary interim ordinance prohibiting any business, person, or entity from offering for retail sale, wholesale, testing, commercial growing, commercial cultivating, manufacturing, transporting, delivering or commercial distribution of Cannabinoid Products, including Cannabis Products, Lower-Potency Hemp Edibles, or Hemp-Derived Consumer Products, including the establishment or operation as a Cannabis Business or Lower Potency Hemp Business within the jurisdictional boundaries of the City of the City of Marshall. The City shall not process, or act on any application, site plan, building permit, or other zoning approval for a business, person, or entity proposing to engage in the sale of any Cannabinoid Products, including Cannabis Products, Lower-Potency Hemp Edibles, or Hemp-Derived Consumer Products. This moratorium does not relate to the retail sale of Hemp Derived Topical Products, or Hemp Derived Fiber Products. The moratorium also does not relate to the sale of edible cannabinoid products as that term is defined in current statute, 151.72, subd. 1, in exclusive liquor stores.

Councilmember Lozinski asked for clarification that the interim ordinance and the repeal on the emergency moratorium would allow Tall Grass Liquor to begin selling edible cannabinoid products that also includes drinks. Moberg clarified that ordinances are effective once published which the earliest would-be July 1<sup>st</sup>. Councilmember Schafer asked if the repeal would be similar, and Attorney Whitmore also confirmed that it would be the same process for all ordinance effective dates.

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

Motion made by Councilmember Lozinski, Seconded by Councilmember Alcorn to adopt Ordinance 23-015 Prohibiting the Commercial Sale, Testing, Manufacturing, Commercial Cultivating, Commercial Growing, Transporting, Delivery, and Distribution of Cannabinoid Products. Voting Yea: Mayor Byrnes, Councilmember Schafer, Councilmember Meister, Councilmember Schroeder, Councilmember Alcorn, Councilmember Moua-Leske, Councilmember Lozinski. The motion **Carried. 7-0.**

#### **Approval of the Consent Agenda**

A request was made by Councilmembers Lozinski and Schafer to remove item number 5. Introduction of an Ordinance for the Request of the City of Marshall to Rezone Various London Road Properties from a B-1 Limited District and R-1 One-Family Residence District to R-4 Higher Density-Multi Family Residence District for further discussion.

- Repeal Emergency Ordinance No. 7-12-2022 on the Sale of Hemp Derived THC Food and Beverages
- Introduction of an Ordinance for the Request of Vesta, LLC to Rezone 1030 East Southview Drive
- Consider Request of Southwest Minnesota State University for Homecoming Parade (Saturday-October 14, 2023)
- Consider Approval for a Temporary On-Sale Liquor License for Visit Marshall -Prairie Jam
- Consider Approval of the Bills/Project Payments

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

#### **Approval of Items Pulled from Consent**

*Introduction of an Ordinance for the Request of the City of Marshall to Rezone Various London Road Properties from a B-1 Limited District and R-1 One-Family Residence District to R-4 Higher Density-Multi Family Residence District*

Jason Anderson briefly reviewed the purpose of the re-zone request. The re-zone was related to the Pre-Development Agreement item that EDA Director Deutz was going to present in a few minutes. The re-zone is north of Madrid Street and west of London Road. The Planning Commission held a public hearing on June 14<sup>th</sup> and feedback was taken from that which would be reflected in the presentation by Deutz during her agenda item. The main access would be located on Paris Road and would be extended to Channel Parkway by the developer to alleviate traffic on London Road.

Councilmember Lozinski asked about the strip of R-1 if that would be sold/developed later and would the lot sizes be large enough to accommodate homes. Anderson believed that the R-1 housing lots would not be sold at this time and city staff would ensure the lots were buildable. Councilmember Schroeder stated that during the public hearing the largest concern was re-zoning the entire area as R-4 and traffic. The Paris Road extension information was not available during the public hearing.

Motion made by Councilmember Schafer, Seconded by Councilmember Schroeder to introduce the Ordinance request to re-zone various London Road properties. Voting Yea: Mayor Byrnes, Councilmember Schafer, Councilmember Meister, Councilmember Schroeder, Councilmember Alcorn, Councilmember Moua-Leske, Councilmember Lozinski. The motion **Carried. 7-0.**

**Request for an Interim Use Permit for Storage Container in a B-3 General Business District at 1300 Susan Drive**

The property located at 1300 Susan Drive already has a storage container on its premises and this request was a result of the cities effort to address concerns that violate the outdoor storage ordinance. The Planning Commission after its public hearing recommended to approve the Interim Use Permit request with the following conditions:

1. That the regulations, standards and requirements as set forth in the City Code and as pertains to the class of district in which such premises are located shall be conformed with.
2. That the City reserves the right to revoke the Interim Use Permit in the event that any person has breached the conditions contained in this permit provided that the City serve the person with written notice specifying items of any default and allow the applicant a reasonable time in which to repair such default.
3. That this permit expires when the property changes ownership.
4. That this container meets all conditions of Sec. 86-248(f) dated 05-9-2023 (as attached) by August 31, 2023, including a fence, except side yard requirement.
5. That this container will have to be moved off required side yard when adjacent property is developed.

Motion made by Councilmember Lozinski, Seconded by Councilmember Schafer to approve the Interim Use Permit request at 1300 Susan Drive. Voting Yea: Mayor Byrnes, Councilmember Schafer, Councilmember Meister, Councilmember Schroeder, Councilmember Alcorn, Councilmember Moua-Leske, Councilmember Lozinski. The motion **Carried. 7-0.**

**Pre-Development Agreement for Affordable Family Apartment Complex and Senior Independent Living Complex**

Lauren Deutz has recently been in discussions with an established developer on the potential development of a 60-unit affordable family apartment complex and a 65-unit senior independent living complex on London Road. The developer will be applying for the MN Housing Tax Credit funding to support project costs which would allow the units to be at or below 50% AMI. Current proposed rental rates range from \$830 - \$1,283 plus utility allowance. The City's most recent Housing Study, completed in 2021, indicated a need for 75 shallow-subsidy units, and 128 deep-subsidy units through 2030. A Pre-Development Agreement (PDA) would give the developer the option to acquire the property for \$1 once the project is deemed feasible by the city. The developer is also required to complete the Paris Road extension and in turn, the City would provide \$500,000 in Pooled TIF funds to support the project. The PDA also supports the developer's application to MN Housing.

Tim Trimble with Tapestry Companies talked about Tapestry Companies and their background with developing Senior Independent Living complexes and the application process with MN Housing. Deutz pointed out that to address Councilmember Lozinski's earlier question about the R-1 single family lots that the proposed division of land would provide lots that are larger than the average lot size along London Road. Councilmember Meister added that this development fits into the vision of the Parkway Addition.

Motion made by Councilmember Schafer, Seconded by Councilmember Lozinski to approve the Pre-Development Agreement between the City of Marshall and RLIC Land Holdings, LLC. Voting Yea: Mayor Byrnes, Councilmember Schafer, Councilmember Meister, Councilmember Schroeder, Councilmember Alcorn, Councilmember Moua-Leske, Councilmember Lozinski. The motion **Carried. 7-0.**

**Presentation of the 2022 City of Marshall Audit**

Nancy Schulzetenberg of BerganKDV presented the City of Marshall's 2022-year end audit as well as comparable financial data and analysis. No findings were found in accordance with Government Auditing Standards and Minnesota Legal Compliance.

Motion made by Councilmember Meister, Seconded by Councilmember Lozinski to accept the 2022-year end audit. Voting Yea: Mayor Byrnes, Councilmember Schafer, Councilmember Meister, Councilmember Schroeder, Councilmember Alcorn, Councilmember Moua-Leske, Councilmember Lozinski. The motion **Carried. 7-0.**

**Project ST-002-2023: Bituminous Overlay on Various City Streets - Additional Paving at the Wastewater Facility**

City project ST-002-2023 Bituminous Overlays included a parking lot and an access road at the Wastewater Treatment Facility (WWTF). Both surfaces dated back to the early 1990s. The WWTF has two additional areas that are being requested to be paved, one on the east side of the facility that is primary used as a truck turnaround and one west of the equalization basin, that have erosion issues. Due to favorable bid pricing, city staff would like to pave these areas at the same time as the bituminous overlay project. Wastewater’s 2023 overlay budget has sufficient funds to cover the estimated additional amount of \$29,831.89. The original budget for overlay at the WWTF was \$149,500. The estimated cost to the WWTF budget for overlay, including this additional work, is \$86,053.86.

Motion made by Councilmember Schafer, Seconded by Councilmember Schroeder to authorize additional paving at the Wastewater Treatment Facility. Voting Yea: Mayor Byrnes, Councilmember Schafer, Councilmember Schroeder, Councilmember Alcorn, Councilmember Moua-Leske, Councilmember Lozinski. Voting Nay: Councilmember Meister. The motion **Carried. 6-1.**

**Authorize Staff to Draft Final Lease Agreement with Adult Basic Education (ABE) Program Effective August 1, 2023 through July 31, 2024**

Mayor Brynes prefaced that Councilmember Moua-Leske is the Coordinator for Adult Basic Education (ABE) and will not be participating in this agenda item. Administrator Hanson stated that SMSU Social Sciences Building is proposing reconstruction to accommodate alternate education space for Marshall School District that will begin August 1st and continue into next year. The Social Science building currently houses ABE and is expected to complete construction at the end of July 2024. ABE has sought out alternate locations and determined that City Hall space would be ideal for the interim. ABE is not directly under Marshall Community Services but have partnered for a long time. Staff are proposing to temporarily re-locate the EDA during the term of the lease agreement to accommodate ABE and in addition, achieve lease revenue for the City.

Motion made by Councilmember Lozinski, Seconded by Councilmember Alcorn. Voting Yea: Mayor Byrnes, Councilmember Schafer, Councilmember Meister, Councilmember Schroeder, Councilmember Alcorn, Councilmember Lozinski. Voting Abstaining: Councilmember Moua-Leske. The motion **Carried. 6-0-1.**

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

An interview was held prior to the regular council meeting and Mayor Brynes recommended that Jennifer Katz be appointed to the Public Housing Commission with a term that end May 31, 2025.

Motion made by Councilmember Meister, Seconded by Councilmember Schroeder to appoint and affirm Jennifer Katz to the Public Housing Commission. Voting Yea: Mayor Byrnes, Councilmember Schafer, Councilmember Meister, Councilmember Schroeder, Councilmember Alcorn, Councilmember Moua-Leske. Voting Abstaining: Councilmember Lozinski. The motion **Carried. 6-0-1.**

**Commission/Board Liaison Reports**

- |           |   |
|-----------|---|
| Brynes    | No report.  |
| Schafer   | Equipment review committee will be meeting on 6/28 and the Joint LEC Committee will meet on 6/29.   |
| Meister   | EDA: Officer nominations took place. Five lots on Vienna Circle were proposed to UCAP for development and discussion on the multi-family complex by Tapestry Companies. |
| Schroeder | EDA: Main Street Re-vitalization grant received over 30 applications.<br>Planning Commission: Discussed the IUP at Susan Drive and the re-zone along London Road.       |

Alcorn No report.  
Moua-Leske No report.  
Lozinski No report.

**Councilmember Individual Items**

Councilmember Schafer wanted to inform citizens that Mayor Byrnes received the C.C. Ludwig Award from the League of Minnesota Cities which is the Leagues highest honor for elected officials. Schafer had also received a call from a concerned citizen regarding the alley behind the Post Office and the city is doing their best to help with the situation.

Mayor Brynes requested Scott Truedson, Wastewater Superintendent, to update the council on the positive response from MPCA regarding the Marshall's permit that had expired. Mayor Byrnes also mentioned that Administrator Hanson was elected to the LMC Board of Directors. The RAISE (Rebuilding American Infrastructure with Sustainability and Equity) grant submitted by MnDOT for the 2025 College Drive Project was approved and awarded.

**City Administrator**

New numbers/design were received on the Aquatic Center to get the project closer to the \$18.3mil that was authorized by legislature. There will be increased communication coming soon to inform citizens on the pool and possibly open house tours of the current facility to allow citizens to see firsthand the challenges of maintaining the current pool. The Parks Department was exploring options for the Legion Field site and pickle ball courts or courts of some sort are a possibility.

**Director of Public Works/City Engineer**

Anderson gave a brief update on the following: Annual MS4 public hearing, pre-construction meeting for the Parkway Addition Pond project, bid opening for the Ralco Parking Lot, pre-construction meeting for Channel Parkway, Highway 23 Water Main project, and sealing/overlay projects likely would not start until the fall.

**City Attorney**

No report.

**Information Only**

There were no questions on the Information Only items.

**Upcoming Meetings**

There were no questions on the Upcoming Meetings.

**Adjourn**

At 6:55 PM Motion made by Councilmember Alcorn, Seconded by Councilmember Meister to adjourn the meeting. Voting Yea: Mayor Byrnes, Councilmember Schafer, Councilmember Meister, Councilmember Schroeder, Councilmember Alcorn, Councilmember Moua-Leske, Councilmember Lozinski.

Attest:

\_\_\_\_\_  
City Clerk

\_\_\_\_\_  
Mayor

**CITY OF MARSHALL  
AGENDA ITEM REPORT**

<b>Presenter:</b>	Jason Anderson
<b>Meeting Date:</b>	Tuesday, July 11, 2023
<b>Category:</b>	NEW BUSINESS
<b>Type:</b>	ACTION
<b>Subject:</b>	Project ST-032: Lot 2, Block 1, Schwan's Corp   Addition Parking Lot Repaving Improvements Project (Ralco) - 1) Resolution Declaring Official Intent Regarding the Reimbursement of Expenditures with the Proceeds of Tax-Exempt Bonds; 2) Resolution Accepting Bid (Awarding Contract).
<b>Background Information:</b>	<p>This project consists of: the installation of a new 6" concrete pavement surface over the existing, in-place, aggregate base section. To accommodate the new pavement surface, the existing bituminous pavement surface will be removed and the spot-removal of existing curb and gutter will be completed as needed to ensure positive drainage. The existing curb and gutter and drainage structures will remain in-place to the maximum extent practicable. Additional aggregate base may be added to the in-place aggregate base section as needed to ensure proper grade on the new parking lot surface. Additional curb and gutter and concrete sidewalk replacement may be completed on the southeast side of the parking lot area to provide better definition between the parking and walking areas, and to promote positive drainage.</p> <p>On July 6, 2023, bids were received for the above-referenced project. Four bids were received as shown on the attached Resolution Accepting Bid. The low bid was from D&amp;G Excavating, Inc. of Marshall, Minnesota, in the amount of \$221,243.20. The engineer's estimate for the construction portion of the project is \$234,374.00.</p>
<b>Fiscal Impact:</b>	<p>The concrete construction project will be 100% assessed to the owner, Knochenmus Enterprises, LLC with the special assessments paid back over eight years and bearing interest at a rate of two points over the bond rate. The assessment period and interest rate are consistent with existing special assessments and the fee schedule, respectively. A portion of the 2023 abatement bonds issued were for this parking lot project.</p> <p>The above-referenced project, or a portion thereof, may be financed by the sale of bonds with repayment coming from assessments and Debt Service Fund Levy. It is required that action be authorized by City Council via Resolution Declaring Official Intent Regarding the Reimbursement of Expenditures with the Proceeds of Tax-Exempt Bonds.</p> <p>Attached is the "Resolution Accepting Bid" awarding the contract to D&amp;G Excavating, Inc. of Marshall, Minnesota, in the amount of \$221,243.20.</p> <p>The estimated total project cost including 5% allowance for contingencies and 16% for engineering and administrative costs is \$269,474.22.</p>
<b>Alternative/ Variations:</b>	No alternative actions recommended.

<b>Recommendations:</b>	<p>Recommendation No. 1 that the Council adopt RESOLUTION NUMBER 23-052, which provides for Resolution Declaring Official Intent Regarding the Reimbursement of Expenditures with the Proceeds of Tax-Exempt Bonds for Project ST-032.</p> <p>Recommendation No. 2 that the Council adopt RESOLUTION NUMBER 23-053, which provides for the Resolution Accepting Bid (Awarding Contract) and authorizing entering into an agreement with D&amp;G Excavating, Inc. of Marshall, Minnesota, in the amount of \$221,243.20 for Project ST-032.</p>
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**RESOLUTION NUMBER 23-052**

**DECLARATION OF OFFICIAL INTENT  
REGARDING THE REIMBURSEMENT OF EXPENDITURES  
WITH THE PROCEEDS OF TAX-EXEMPT BONDS**

WHEREAS, under regulations adopted by the Secretary of the Treasury of the United States of America, the City of Marshall, Minnesota (the "City") is required to make a declaration of its official intent prior to making a capital expenditure, if it intends to be reimbursed for such capital expenditure at a future date from the proceeds of a tax-exempt bond; and

WHEREAS, the City intends to make capital expenditures with respect to the project described below and also intends to reimburse the fund or account described below from which the capital expenditure will be initially paid from the proceeds of an issue of tax-exempt bonds issued at a future date.

NOW, THEREFORE, BE IT RESOLVED by the Common Council of the City as follows:

1. A general functional description of the project for which the expenditures to be reimbursed are paid is set forth below:

**PROJECT ST-032: LOT 2, BLOCK 1, SCHWAN'S CORP I ADDITION PARKING LOT IMPROVEMENTS PROJECT (RALCO)** - This project consists of: the installation of a new 6" concrete pavement surface over the existing, in-place, aggregate base section. To accommodate the new pavement surface, the existing bituminous pavement surface will be removed and the spot-removal of existing curb and gutter will be completed as needed to ensure positive drainage. The existing curb and gutter and drainage structures will remain in-place to the maximum extent practicable. Additional aggregate base may be added to the in-place aggregate base section as needed to ensure proper grade on the new parking lot surface. Additional curb and gutter and concrete sidewalk replacement may be completed on the southeast side of the parking lot area to provide better definition between the parking and walking areas, and to promote positive drainage.

The principal amount of debt expected to be issued for the project referred to above will not exceed \$300,000.

2. The fund or account from which the expenditures to be reimbursed are to be paid and the general functional purpose of the fund or account is set forth below:

Public Improvements Projects Fund

3. The City reasonably expects to reimburse the expenditures referred to above with the proceeds of tax-exempt bonds.
4. This statement of the official intent of the City is a declaration of official intent under the regulations adopted by the Secretary of the Treasury of the United States of America.

Passed and adopted by the City Council this 11<sup>th</sup> day of July 2023.

ATTEST:

\_\_\_\_\_  
City Clerk

\_\_\_\_\_  
Mayor

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

**RESOLUTION NUMBER 23-053  
RESOLUTION ACCEPTING BID (AWARD CONTRACT)**

WHEREAS, pursuant to an advertisement for bids for the following project:

**PROJECT ST-032: LOT 2, BLOCK 1, SCHWAN'S CORP I ADDITION PARKING LOT IMPROVEMENTS PROJECT (RALCO)** - This project consists of: the installation of a new 6" concrete pavement surface over the existing, in-place, aggregate base section. To accommodate the new pavement surface, the existing bituminous pavement surface will be removed and the spot-removal of existing curb and gutter will be completed as needed to ensure positive drainage. The existing curb and gutter and drainage structures will remain in-place to the maximum extent practicable. Additional aggregate base may be added to the in-place aggregate base section as needed to ensure proper grade on the new parking lot surface. Additional curb and gutter and concrete sidewalk replacement may be completed on the southeast side of the parking lot area to provide better definition between the parking and walking areas, and to promote positive drainage.

bids were received, opened and tabulated according to law, and the following bids were received complying with the advertisement:

Bidder	Bid Amount
D&G Excavating, Inc. Marshall, MN	\$221,243.20
R&G Construction Co. Marshall, MN	\$230,134.00
Towne & Country Excavating LLC Garvin, MN	\$245,272.65
Duininck, Inc. Prinsburg, MN	\$270,160.00

AND WHEREAS, it appears that D&G Excavating, Inc. of Marshall, Minnesota, is the lowest responsible bidder.

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

1. The Mayor and City Clerk are hereby authorized and directed to enter into a contract with D&G Excavating, Inc. of Marshall, Minnesota, in the amount of \$221,243.20, in the name of the City of Marshall for the above referenced project, according to the plans and specifications therefore approved by the City Council and on file in the office of the City Clerk.

Passed and adopted by the City Council this 11<sup>th</sup> day of July 2023.

ATTEST:

\_\_\_\_\_  
City Clerk

\_\_\_\_\_  
Mayor

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

<b>Presenter:</b>	Jason Anderson
<b>Meeting Date:</b>	Tuesday, July 11, 2023
<b>Category:</b>	AWARD OF BIDS
<b>Type:</b>	ACTION
<b>Subject:</b>	Replace Exterior Siding of Airport Hangar located at 1622 W College Drive
<b>Background Information:</b>	<p>This project consists of: Complete re-tin of exterior sidewalls and renew two walk doors on hangar 1622 at the Marshall Airport by furnishing all labor, materials, and equipment. Building size is 90'X80'x 20' high. The north end of the hangar has a 20'x60' bi-fold door which will also be re-tinned.</p> <p>Three quotes were received as shown on the attached tabulation. The low quotation was from E&amp;K Construction Inc. of Redwood Falls, Minnesota, in the amount of \$68,055.00.</p>
<b>Fiscal Impact:</b>	This project is included in the City's 10-year CIP in the amount of \$80,000 funded by Capital Equipment Fund Levy.
<b>Alternative/ Variations:</b>	No alternative actions recommended.
<b>Recommendations:</b>	that the Council award the quote for the Re-tin of Hangar 1622 at the Airport to E&K Construction, Inc. of Redwood Falls, Minnesota, in the amount of \$68,055.00.

**TABULATION  
RETIN AIRPORT HANGAR LOCATED AT 1622 W COLLEGE DRIVE  
MARSHALL, MINNESOTA**

**QUOTES TO BE RECEIVED BY: June 30, 2023 / 10:00 AM (Local Time)**

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NAME OF BIDDER	EXTERIOR STEEL AMOUNT	INSTALL 2 NEW 36"x83" STEEL INSULATED WALK DOORS WITH FRAME AND 24"x30" GLASS WINDOW AMOUNT	TOTAL	COMMENTS
Bladholm Construction Marshall, MN	\$60,064.00	\$9,596.00	\$69,660.00	
E&K Construction Inc. Redwood Falls, MN	\$60,355.00	\$7,700.00	\$68,055.00	Apparent Low Bid
Sussner Construction Marshall, MN	\$70,818.00	\$9,061.00	\$79,879.00	

<b>Presenter:</b>	Jason Anderson
<b>Meeting Date:</b>	Tuesday, July 11, 2023
<b>Category:</b>	AWARD OF BIDS
<b>Type:</b>	ACTION
<b>Subject:</b>	Project WW-005: Highway 23 Lift Station Improvements Project - Pump Selection
<b>Background Information:</b>	<p>At the May 9, 2023 meeting the City Council rejected the single bid for the Highway 23 Lift Station Improvement Project and directed staff to proceed with phases 1 &amp; 2 as outlined in the attached Bid Evaluation memo from Bolton &amp; Menk, Inc. (BMI) dated 05-03-2023.</p> <p>Phase 2: Purchase and install 2 submersible pumps on the existing guide rail systems. Budget estimate for this work is \$135,000.</p> <p>We have received two quotes for replacement pumps. One quote was submitted by Electric Pump and include Flygt pumps, and one quote was submitted by Minnesota Pump Works and include ABS/Sulzer pumps. Phase 2 from BMI’s memo identifies the purchase of two submersible pumps to be installed on the existing guide rail systems. The estimate for this phase is \$135,000.</p> <p>We currently have Flygt pumps in this lift station and have had very good service life from them. Two of the pumps are from 1993 and two are from 2003. Flygt pumps have very durable components with stainless steel lifting handles, superior “wet ends” with high chrome content impellers and built in cooling jackets to reduce motor operating temperatures. The motors are highly efficient which reduces electrical operating costs. The quote for purchasing two Flygt pumps is \$101,904.</p> <p>The second quote is for two Sulzer pumps and, while the cost is lower at \$55,335.83, the Sulzer pumps are not as robust as the Flygt pumps. The motors are less efficient and are estimated to cost an additional \$1,900/year in energy costs to operate. Cooling jackets are not included and are an additional \$2,500 per pump. The “wet ends” are not as durable requiring bi-annual impeller adjustments and an estimated \$7,900 for a rebuild midway through the life of the pump. Cast iron lifting handles would need to be replaced with staff manufactured stainless steel.</p>
<b>Fiscal Impact:</b>	The Wastewater Department has \$350,000 in the 2023 budget for Hwy 23 lift station improvements which has now been broken into four phases over multiple years. Leftover funds will be built into the 2024 CIP for phases 3 & 4.
<b>Alternative/Variations:</b>	No alternative actions recommended.
<b>Recommendations:</b>	that the Council authorizes the purchase of two Flygt pumps for \$101,904.



## MEMORANDUM

Date: May 3, 2023  
To: Scott Truedson  
Superintendent, Wastewater Treatment Facility  
City of Marshall  
From: Jon D. Peterson P.E., Bolton and Menk Inc.  
Subject: Highway 23 Lift Station Improvements- Bid Evaluation

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Bids were received on April 19, 2023, for the Highway 23 Lift Station Improvements project in Marshall, Minnesota. The single bid received from KHC Construction was \$996,000. The project budget estimate was \$580,000. The bid received was responsive based on the Contract Documents issued for the bid. The bid is significantly above the project budget for this work.

With the bid received nearly double the budget for the project, we have evaluated options for implementing this project in phases should the City choose not to award this contract. These phases could be implemented over the next 2-3 years, allowing the City to implement budgeting for the work. A summary of these phases and the estimated budget for the work is as follows:

Phase 1: Implement upgrade of the Variable frequency drives (VFD's) and installation of the Automatic Transfer switch. Budget estimate for this work is \$60,000.

Phase 2: Purchase and install 2 submersible pumps on the existing guide rail systems. Budget estimate for this work is \$135,000.

Phase 3: Purchase and install a second set of 2 submersible pumps on the existing guided rail system. Budget estimate for this work is \$155,000.

Phase 4: Take the Lift Station offline, and complete the following work:

- Renovation of wet well structure with concrete repair as needed, and new coating system.
- Installation of new piping and guide rails in the wet well structure.
- Installation of new conduit and junction box between the Motor Control center and the lift station wet well structure.
- Bypass pumping of the lift station while renovation work is being completed.

Budget estimate for this work is \$275,000.

The work in Phase 4 would be bid to procure pricing. Work in Phases 1,2 and 3 could be undertaken with quotes for the work scope, and utilization of City forces to install new pumps and manage the work. The budget estimate for each phase does not include any allocation for engineering or staff management time.

**CITY OF MARSHALL  
AGENDA ITEM REPORT**

<b>Presenter:</b>	Karla Drown
<b>Meeting Date:</b>	Tuesday, July 11, 2023
<b>Category:</b>	CONSENT AGENDA
<b>Type:</b>	ACTION
<b>Subject:</b>	Consider Liability Coverage – Waiver for 2023-2024 League of Minnesota Cities Insurance Trust Property/Casualty and Liability Insurance
<b>Background Information:</b>	<p>The City of Marshall carries property and casualty insurance coverage through the League of Minnesota Cities Insurance Trust (LMCIT). The annual renewal is for the coverage period of October 1, 2023, through October 1, 2024.</p> <p>Members who obtain liability coverage from LMCIT must decide whether to waive the statutory tort liability limits to the extent of the coverage purchased.</p> <p>See attached for further details.</p> <p>This does not approve the renewal of the insurance for the City of Marshall. This is a step in the renewal process. The 2023-2024 renewal premiums will come before the Council at later date.</p>
<b>Fiscal Impact:</b>	none
<b>Alternative/ Variations:</b>	
<b>Recommendations:</b>	Sign the waiver form with the designation of “Does Not Waive” for the annual LMCIT property, casualty, and liability insurance renewal period.

**LIABILITY COVERAGE WAIVER FORM**

**Members who obtain liability coverage through the League of Minnesota Cities Insurance Trust (LMCIT) must complete and return this form to LMCIT before their effective date of coverage. [Email completed form to your city’s underwriter, to pstech@lmc.org](mailto:pstech@lmc.org), or fax to 651.281.1298.**

Members who obtain liability coverage from LMCIT must decide whether to waive the statutory tort liability limits to the extent of the coverage purchased. *The decision to waive or not waive the statutory tort limits must be made annually by the member’s governing body, in consultation with its attorney if necessary.* The decision has the following effects:

- *If the member does not waive the statutory tort limits*, an individual claimant could recover no more than \$500,000 on any claim to which the statutory tort limits apply. The total all claimants could recover for a single occurrence to which the statutory tort limits apply would be limited to \$1,500,000. These statutory tort limits would apply regardless of whether the member purchases the optional LMCIT excess liability coverage.
- *If the member waives the statutory tort limits and does not purchase excess liability coverage*, a single claimant could recover up to \$2,000,000 for a single occurrence (under the waive option, the tort cap liability limits are only waived to the extent of the member’s liability coverage limits, and the LMCIT per occurrence limit is \$2,000,000). The total all claimants could recover for a single occurrence to which the statutory tort limits apply would also be limited to \$2,000,000, regardless of the number of claimants.
- *If the member waives the statutory tort limits and purchases excess liability coverage*, a single claimant could potentially recover an amount up to the limit of the coverage purchased. The total all claimants could recover for a single occurrence to which the statutory tort limits apply would also be limited to the amount of coverage purchased, regardless of the number of claimants.

Claims to which the statutory municipal tort limits do not apply are not affected by this decision.

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LMCIT Member Name: City of Marshall

*Check one:*

- The member **DOES NOT WAIVE** the monetary limits on municipal tort liability established by [Minn. Stat. § 466.04](#).
- The member **WAIVES** the monetary limits on municipal tort liability established by [Minn. Stat. § 466.04](#), to the extent of the limits of the liability coverage obtained from LMCIT.

Date of member’s governing body meeting: July 11, 2023

Signature: \_\_\_\_\_

Position: Mayor



## CITY OF MARSHALL AGENDA ITEM REPORT

<b>Presenter:</b>	Steven Anderson
<b>Meeting Date:</b>	Tuesday, July 11, 2023
<b>Category:</b>	CONSENT AGENDA
<b>Type:</b>	ACTION
<b>Subject:</b>	Consider Approval for a Raffle Permit for Tracy Area Animal Rescue on September 9, 2023
<b>Background Information:</b>	<p>Brau Brother Brewing will be holding a BINGO fundraiser event on September 9, 2023, with the proceeds being donated to the Tracy Area Animal Rescue.</p> <p>Gambling permits are issued by the State of MN but require local approval before submittal.</p>
<b>Fiscal Impact:</b>	
<b>Alternative/ Variations:</b>	None recommended.
<b>Recommendations:</b>	To approve the LG240B Excluded Bingo application.

**ORGANIZATION INFORMATION**

Organization Name: Tracy Area Animal Rescue Previous Gambling Permit Number: n/a

Minnesota Tax ID Number, if any: 2535510 Federal Employer ID Number (FEIN), if any: [REDACTED]

Mailing Address: 1029 Elmwood Ave

City: Luverne State: MN Zip: 56156 County: Rock

Name of Chief Executive Officer (CEO): Cathy Nelson

CEO Daytime Phone: 507-828-5244 CEO Email: [REDACTED]  
(permit will be emailed to this email address unless otherwise indicated below)

Email permit to (if other than the CEO): [REDACTED]

**NONPROFIT STATUS**

Type of Nonprofit Organization (check one):

Fraternal  Religious  Veterans  Other Nonprofit Organization

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

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

**Current calendar year Certificate of Good Standing**  
Don't have a copy? This certificate must be obtained each year from:  
 MN Secretary of State, Business Services Division  
 60 Empire Drive, Suite 100  
 St. Paul, MN 55103  
 Secretary of State website, phone numbers:  
[www.sos.state.mn.us](http://www.sos.state.mn.us)  
 651-296-2803, or toll free 1-877-551-6767

**Internal Revenue Service-IRS income tax exemption 501(c) letter in your organization's name**  
Don't have a copy? Obtain a copy of your federal income tax exempt letter by having an organization officer contact the IRS at 877-829-5500.

**Internal Revenue Service-Affiliate of national, statewide, or international parent nonprofit organization (charter)**  
If your organization falls under a parent organization, attach copies of both of the following:  
 1. IRS letter showing your parent organization is a nonprofit 501(c) organization with a group ruling; and  
 2. the charter or letter from your parent organization recognizing your organization as a subordinate.

**EXCLUDED BINGO ACTIVITY**

Has your organization held a bingo event in the current calendar year?  Yes  No

If yes, list the dates when bingo was conducted: \_\_\_\_\_

The proposed bingo event will be:

one of four or fewer bingo events held this year. Dates: September 9, 2024  
**-OR-**  
 conducted on up to 12 consecutive days in connection with a:

county fair Dates: \_\_\_\_\_

civic celebration Dates: \_\_\_\_\_

Minnesota State Fair Dates: \_\_\_\_\_

Person in charge of bingo event: Liz Struve Daytime Phone: 605-359-3690

Name of premises where bingo will be conducted: Brau Brothers Brewing Company

Premises street address: 1010 E Southview Drive

City: Marshall If township, township name: \_\_\_\_\_ County: Lyon

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

<p style="text-align: center;"><b>CITY APPROVAL for a gambling premises located within city limits</b></p> <p>On behalf of the city, I approve this application for excluded bingo activity at the premises located within the city's jurisdiction.</p> <p>Print City Name: <u>Marshall</u></p> <p>Signature of City Personnel: _____</p> <p>Title: _____ Date: _____</p> <div style="border: 1px solid black; padding: 5px; text-align: center; margin-top: 20px;"> <p><b>The city or county must sign before submitting application to the Gambling Control Board.</b></p> </div>	<p style="text-align: center;"><b>COUNTY APPROVAL for a gambling premises located in a township</b></p> <p>On behalf of the county, I approve this application for excluded bingo activity at the premises located within the county's jurisdiction.</p> <p>Print County Name: _____</p> <p>Signature of County Personnel: _____</p> <p>Title: _____ Date: _____</p> <p><b>TOWNSHIP (if required by the county)</b> On behalf of the township, I acknowledge that the organization is applying for excluded bingo activity within the township limits. (A township has no statutory authority to approve or deny an application, per Minnesota Statutes, Section 349.213.)</p> <p>Print Township Name: _____</p> <p>Signature of Township Officer: _____</p> <p>Title: _____ Date: _____</p>
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**CHIEF EXECUTIVE OFFICER'S SIGNATURE (required)**

The information provided in this application is complete and accurate to the best of my knowledge.

Chief Executive Officer's Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
(Signature must be CEO's signature; designee may not sign)

Print Name: Cathy Nelson

**MAIL OR FAX APPLICATION & ATTACHMENTS**

<p>Mail or fax application and a copy of your proof of nonprofit status to:</p> <p>Minnesota Gambling Control Board 1711 West County Road B, Suite 300 South Roseville, MN 55113 Fax: 651-639-4032</p> <p>An excluded bingo permit will be mailed to your organization. Your organization must keep its bingo records for 3-1/2 years.</p> <p><b>Questions?</b> Call a Licensing Specialist at 651-539-1900.</p>	<p>Bingo hard cards and bingo number selection devices may be borrowed from another organization authorized to conduct bingo. Otherwise, bingo hard cards, bingo paper, and bingo number selection devices must be obtained from a distributor licensed by the Minnesota Gambling Control Board. To find a licensed distributor, go to <a href="http://www.mn.gov/gcb">www.mn.gov/gcb</a> and click on <b>Distributors</b> under the <b>LIST OF LICENSEES</b> tab, or call 651-539-1900.</p> <p style="text-align: center;">This form will be made available in alternative format (i.e. large print, braille) upon request.</p>
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Data privacy notice: The information requested on this form (and any attachments) will be used by the Gambling Control Board (Board) to determine your organization's qualifications to be involved in lawful gambling activities in Minnesota. Your organization has the right to refuse to supply the information; however, if your organization refuses to supply this information, the Board may not be able to determine your organization's qualifications and, as a consequence, may refuse to issue a permit. If your organization supplies the information requested, the Board

will be able to process the application. Your organization's name and address will be public information when received by the Board. All other information provided will be private data about your organization until the Board issues the permit. When the Board issues the permit, all information provided will become public. If the Board does not issue a permit, all information provided remains private, with the exception of your organization's name and address which will remain public. Private data about your organization are available to Board

members, Board staff whose work requires access to the information; Minnesota's Department of Public Safety; Attorney General; Commissioners of Administration, Minnesota Management & Budget, and Revenue; Legislative Auditor, national and international gambling regulatory agencies; anyone pursuant to court order; other individuals and agencies specifically authorized by state or federal law to have access to the information; individuals and agencies for which law or legal order authorizes a new use or sharing of information after this notice was given; and anyone with your written consent.

<b>Presenter:</b>	Jason Anderson
<b>Meeting Date:</b>	Tuesday, July 11, 2023
<b>Category:</b>	CONSENT AGENDA
<b>Type:</b>	ACTION
<b>Subject:</b>	Consider Resolution for Signage for ADA Parking Stalls at 100 West College Drive
<b>Background Information:</b>	<p>Ralco has requested City Administration to consider the addition of ADA parking stalls on W College Drive adjacent to their new downtown building. They are requesting 2-3 stalls, and they indicate that this has been requested by their event space users. City staff has discussed with MnDOT’s permitting office, and they indicate that they have no permitting authority over parking stall signage.</p> <p>At their meeting on March 29, 2023, the Public Improvement/Transportation Committee unanimously approved the motion to recommend approval of the request to the City Council.</p>
<b>Fiscal Impact:</b>	Costs related to signage and striping. Costs estimated at less than \$1,000.
<b>Alternative/Variations:</b>	No alternative actions recommended.
<b>Recommendations:</b>	That the Council adopt RESOLUTION 23-054, which is the “Resolution Providing for Signage” for installation of ADA Parking signage at 100 West College Drive.



**RESOLUTION NUMBER 23-054**

**RESOLUTION PROVIDING FOR SIGNAGE  
IN THE CITY OF MARSHALL**

WHEREAS, City Code Sec. 74-26 provides for traffic control devices and markings; and,

WHEREAS, Sec. 74-26 of the City Code states:

“No device, sign or signal shall be erected or maintained for traffic or parking control unless the council shall first have approved and directed the same, except as otherwise provided in this section;”

NOW THEREFORE BE IT RESOLVED BY THE COMMON COUNCIL OF THE CITY OF MARSHALL, MINNESOTA, that the Public Works Department cause such signs to be installed as designated below and shown on the attached map:

1. Install ADA parking signage on West College Drive as shown on the attached map.

Passed and adopted by the Common Council this 11<sup>th</sup> day of July 2023.

ATTEST:

\_\_\_\_\_  
City Clerk

\_\_\_\_\_  
Mayor of the City of Marshall, MN

**CITY OF MARSHALL  
AGENDA ITEM REPORT**

<b>Presenter:</b>	Karla Drown
<b>Meeting Date:</b>	Tuesday, July 11, 2023
<b>Category:</b>	CONSENT AGENDA
<b>Type:</b>	ACTION
<b>Subject:</b>	Consider approval of the bills/project payments
<b>Background Information:</b>	Staff encourage the City Council Members to contact staff in advance of the meeting regarding these items if there are questions. Construction contract questions are encouraged to be directed to Director of Public Works, Jason Anderson at 537-6051 or Finance Director, Karla Drown at 537-6764
<b>Fiscal Impact:</b>	
<b>Alternative/ Variations:</b>	
<b>Recommendations:</b>	The following bills and project payments be authorized for payment.



Marshall, MN

# Check Report

By Vendor Name

Date Range: 06/30/2023 - 07/11/2023

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
<b>Bank Code: AP-REG AP</b>						
6128	ACTION COMPANY LLC	06/30/2023	EFT	0.00	1,406.20	13446
7296	ACTION TRAINING SYSTEMS, INC.	07/07/2023	Regular	0.00	3,882.89	123031
6469	ACTIVE911, INC	07/07/2023	Regular	0.00	180.00	123032
0560	AFSCME COUNCIL 65	06/30/2023	EFT	0.00	1,324.40	13447
6412	AG PLUS COOPERATIVE	07/07/2023	EFT	0.00	2,691.00	13500
0578	AMAZON CAPITAL SERVICES	06/30/2023	EFT	0.00	859.94	13448
0578	AMAZON CAPITAL SERVICES	07/07/2023	EFT	0.00	136.96	13501
5837	ANDERSON, JASON	07/07/2023	EFT	0.00	80.00	13502
0630	ARCTIC GLACIER	06/30/2023	Regular	0.00	562.57	122999
0658	AWARDS PLUS, INC.	06/30/2023	EFT	0.00	303.80	13449
5327	BAUMANN, ADAM	07/07/2023	EFT	0.00	30.00	13503
1126	BDG INC.	07/07/2023	EFT	0.00	15,037.15	13504
6339	BESSE, NATHAN	06/30/2023	EFT	0.00	19.00	13450
0699	BEVERAGE WHOLESALERS, INC.	06/30/2023	Regular	0.00	41,254.25	123000
0715	BLADHOLM CONSTRUCTION INC	06/30/2023	EFT	0.00	300.00	13451
7299	BLOMME, PATRICK & CHRISTINA	06/30/2023	Regular	0.00	500.00	123002
0724	BOLTON & MENK INC	07/07/2023	EFT	0.00	155.00	13505
0726	BORCH'S SPORTING GOODS, INC.	07/07/2023	EFT	0.00	405.00	13506
0018	BORDER STATES INDUSTRIES, INC.	07/07/2023	EFT	0.00	55.10	13507
4457	BREAKTHRU BEVERAGE MINNESOTA WINE & SI	06/30/2023	Regular	0.00	18,531.09	123003
3568	BRUNSVOLD, QUENTIN	07/07/2023	EFT	0.00	30.00	13508
0378	BUYSSE, JASON	07/07/2023	EFT	0.00	30.00	13509
0379	BYRNES, ROBERT J	07/07/2023	EFT	0.00	386.60	13510
0380	CALLENS, DAVID	07/07/2023	EFT	0.00	30.00	13511
6791	CAPITAL ONE	06/30/2023	Regular	0.00	190.34	123004
0818	CAUWELS, ROGER	07/07/2023	EFT	0.00	30.00	13512
5860	CENTRAL STATES GROUP	07/07/2023	Regular	0.00	1,086.05	123033
5733	CLARITY TELECOM, LLC	06/30/2023	EFT	0.00	444.51	13452
0384	COUDRON, DEAN	07/07/2023	EFT	0.00	30.00	13513
3819	DACOTA PAPER CO	06/30/2023	EFT	26.16	2,589.96	13453
3819	DACOTA PAPER CO	07/07/2023	EFT	1.12	110.39	13514
7102	DAHLHEIMER BEVERAGE	06/30/2023	EFT	0.00	586.65	13454
6204	DAVEY TREE EXPERT COMPANY	06/30/2023	Regular	0.00	2,595.00	123005
6472	DEUTZ, LAUREN	07/07/2023	EFT	0.00	80.00	13515
5535	DOCKENDORF EQUIPMENT CO, INC	06/30/2023	Regular	0.00	6,076.07	123006
5731	DOLL DISTRIBUTING LLC	06/30/2023	EFT	0.00	15,536.40	13455
0375	DUBS, SHEILA	07/07/2023	EFT	0.00	103.23	13516
1020	DUIINCK, INC.	06/30/2023	EFT	0.00	1,386.00	13456
1020	DUIINCK, INC.	07/07/2023	EFT	0.00	27,053.56	13517
1090	FASTENAL COMPANY	06/30/2023	EFT	0.00	66.91	13457
1090	FASTENAL COMPANY	07/07/2023	EFT	0.00	145.05	13518
3772	FRONTIER PRECISION	06/30/2023	EFT	0.00	4,445.24	13458
6770	GALLAGHER BENEFIT SERVICES, INC	06/30/2023	EFT	0.00	500.00	13459
1199	GRAHAM TIRE AND AUTOMOTIVE SERVICES	06/30/2023	Regular	0.00	136.99	123007
1201	GRAINGER INC	06/30/2023	EFT	0.00	147.35	13460
6127	GRANDVIEW VALLEY WINERY, INC	06/30/2023	Regular	0.00	1,476.00	123008
1215	GREENWOOD NURSERY	06/30/2023	EFT	0.00	805.20	13461
5926	GUZA MACHINE, INC	07/07/2023	Regular	0.00	200.00	123034
6269	HANSON, SHARON	06/30/2023	EFT	0.00	168.72	13462
1256	HAWKINS INC	07/07/2023	EFT	0.00	13,309.67	13519
7280	HEARTLAND MECHANICAL, INC.	06/30/2023	EFT	0.00	117.40	13463
7280	HEARTLAND MECHANICAL, INC.	07/07/2023	EFT	0.00	886.40	13520
1267	HEIMAN INC.	06/30/2023	EFT	0.00	14.10	13464
5515	HOFFMANN, RYAN	07/07/2023	EFT	0.00	30.00	13521

Check Report

Date Range: 06/30/2023 - 07/11/2023

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
4885	HORIZON COMMERCIAL POOL SUPPLY	06/30/2023	EFT	0.00	347.53	13465
1325	ICMA RETIREMENT TRUST #300877	07/07/2023	EFT	0.00	50.00	13522
5017	JIM'S CLOTHING & SPORTING GOODS	07/07/2023	Regular	0.00	7,773.26	123035
1399	JOHNSON BROTHERS LIQUOR COMPANY	06/30/2023	EFT	0.00	6,346.18	13469
2036	JOHNSON BROTHERS LIQUOR COMPANY	06/30/2023	EFT	0.00	9,706.48	13467
2605	JOHNSON BROTHERS LIQUOR COMPANY	06/30/2023	EFT	0.00	439.59	13468
5447	JOHNSON BROTHERS LIQUOR COMPANY	06/30/2023	EFT	0.00	1,394.35	13466
7176	JOHNSON LAFFEN GALLOWAY ARCHITECTS, LTI	06/30/2023	Regular	0.00	2,125.00	123009
7298	KAUFMAN, ISAAC	06/30/2023	Regular	0.00	4,970.84	123010
1417	KENNEDY & GRAVEN, CHARTERED	06/30/2023	EFT	0.00	13,000.00	13470
1417	KENNEDY & GRAVEN, CHARTERED	07/07/2023	EFT	0.00	5,450.00	13523
3564	KESTELOOT ENTERPRISES, INC	06/30/2023	EFT	0.00	71.20	13471
0449	KONOLD, LONA RAE	06/30/2023	Regular	0.00	67.25	123011
0450	KOPITSKI, JASON	07/07/2023	EFT	0.00	30.00	13524
5377	KRUK, CHRISTOPHER	07/07/2023	EFT	0.00	30.00	13525
1480	LAW ENFORCEMENT LABOR SERVICE INC	06/30/2023	EFT	0.00	1,265.87	13472
1483	LEAGUE OF MINNESOTA CITIES INS TRUST	06/30/2023	Regular	0.00	5,710.17	123012
6183	LEE, JERRED	07/07/2023	EFT	0.00	30.00	13526
7302	LEESE, JULIE	06/30/2023	Regular	0.00	50.00	123013
7146	LIFE INSURANCE COMPANY OF NORTH AMERIC	06/30/2023	EFT	0.00	721.32	13473
6323	LUTHER, ERIC	07/07/2023	EFT	0.00	30.00	13527
1546	LYON COUNTY HISTORICAL SOCIETY	07/07/2023	Regular	0.00	6,739.73	123036
1548	LYON COUNTY LANDFILL	06/30/2023	EFT	0.00	35.37	13474
1571	MADISON NATIONAL LIFE INSURANCE COMPAN	06/30/2023	EFT	0.00	1,147.68	13475
7292	MAEYAERT, TYLER	06/30/2023	Regular	0.00	175.00	123014
1575	MAILBOXES & PARCEL DEPOT	07/07/2023	EFT	0.00	15.01	13528
1616	MARSHALL CONVENTION & VISITORS BUREAU	07/07/2023	EFT	0.00	7,000.00	13529
1623	MARSHALL INDEPENDENT, INC	06/30/2023	Regular	0.00	1,428.85	123015
5813	MARSHALL LUMBER CO	06/30/2023	EFT	0.00	208.35	13476
5813	MARSHALL LUMBER CO	07/07/2023	EFT	0.00	60.91	13530
1635	MARSHALL NORTHWEST PIPE FITTINGS INC	07/07/2023	EFT	0.00	5.47	13531
1649	MARSHALL TRUCK SALVAGE INC.	07/07/2023	Regular	0.00	2.00	123037
0460	MARSHALL, JAMES	07/07/2023	EFT	0.00	317.50	13532
7153	MAVERICK WINE LLC	06/30/2023	Regular	0.00	1,437.44	123017
7077	MEDSURETY, LLC	06/30/2023	Bank Draft	0.00	1,779.95	DFT0003054
6025	MELLENTHIN, CODY	07/07/2023	EFT	0.00	30.00	13533
4980	MENARDS INC	06/30/2023	EFT	0.00	9.83	13477
4980	MENARDS INC	07/07/2023	EFT	0.00	78.57	13534
3971	MEULEBROECK, ANDY	07/07/2023	EFT	0.00	30.00	13535
6276	MIDSTATES EQUIPMENT & SUPPLY	06/30/2023	EFT	0.00	203.70	13478
1839	MINNESOTA VALLEY TESTING LABS INC	07/07/2023	EFT	0.00	141.60	13536
5590	MN STATE HIGH SCHOOL LEAGUE REGION 3A	06/30/2023	Regular	0.00	19,215.00	123018
6955	MOBERG, E.J.	06/30/2023	EFT	0.00	703.67	13479
6955	MOBERG, E.J.	07/07/2023	EFT	0.00	80.00	13537
1887	MTI DISTRIBUTING INC	06/30/2023	EFT	0.00	174.12	13480
6824	NATIONAL INVENTORS HALL OF FAME, INC	07/07/2023	EFT	0.00	494.50	13538
1923	NCPERS MN GROUP LIFE INS.	06/30/2023	EFT	0.00	224.00	13481
1938	NEWMAN SIGNS	06/30/2023	EFT	0.00	900.99	13482
7300	NIELSEN, JUDY	06/30/2023	Regular	0.00	500.00	123019
1945	NORM'S GTC	06/30/2023	Regular	0.00	332.70	123020
1945	NORM'S GTC	07/07/2023	Regular	0.00	12.99	123038
7230	NORTHERN STATES SUPPLY, INC	06/30/2023	EFT	0.00	182.58	13483
5891	ONE OFFICE SOLUTION	06/30/2023	EFT	0.00	15.00	13484
3809	O'REILLY AUTOMOTIVE STORES, INC	06/30/2023	EFT	0.00	80.29	13485
1243	PATZERS INC	06/30/2023	EFT	0.00	72.99	13486
1243	PATZERS INC	07/07/2023	EFT	0.00	76.78	13539
2019	PAUSTIS WINE COMPANY	06/30/2023	EFT	0.00	5,505.67	13487
2026	PEPSI COLA BOTTLING OF PIPESTONE MN INC	06/30/2023	EFT	0.00	83.00	13488
2049	PLUNKETTS PEST CONTROL INC	06/30/2023	EFT	0.00	41.82	13489
7297	POLE-TECH CO., INC.	06/30/2023	Regular	0.00	600.00	123021
2064	POWERPLAN	06/30/2023	Regular	0.00	653.96	123022

Check Report

Date Range: 06/30/2023 - 07/11/2023

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
5606	PRE-PAID LEGAL SERVICES, INC.	06/30/2023	Regular	0.00	309.00	123023
0477	PRZYBILLA, SCOTT	07/07/2023	EFT	0.00	30.00	13540
6166	PULVER MOTOR SVC, LLC	07/07/2023	EFT	0.00	80.00	13541
2096	QUARNSTROM & DOERING, PA	07/07/2023	EFT	0.00	8,184.71	13542
2112	R AND G CONSTRUCTION COMPANY	07/07/2023	EFT	0.00	299,526.04	13543
2137	REDWOOD RIVER SPORTSMAN CLUB	06/30/2023	Regular	0.00	500.00	123025
7301	REUVERS, CAROL	06/30/2023	Regular	0.00	500.00	123026
4826	RIEKE, BENJAMIN	07/07/2023	EFT	0.00	30.00	13544
0707	ROADSIDE DEVELOPERS INC	06/30/2023	Regular	0.00	138.19	123027
0481	ROKEH, JASON	07/07/2023	EFT	0.00	30.00	13545
5180	RTVISION INC	07/07/2023	EFT	0.00	400.00	13546
2201	RUNNING SUPPLY, INC	06/30/2023	EFT	0.00	4.19	13490
2201	RUNNING SUPPLY, INC	07/07/2023	EFT	0.00	44.99	13547
5556	SANDGREN, KAYLYNN	07/07/2023	EFT	0.00	30.00	13548
7245	SHORE, ANTHONY	06/30/2023	Regular	0.00	500.00	123028
6251	SHRED RIGHT	07/07/2023	EFT	0.00	40.00	13549
4855	SOUTHERN GLAZER'S	06/30/2023	EFT	0.00	5,868.77	13491
2311	SOUTHWEST GLASS CENTER, INC	06/30/2023	EFT	0.00	45.10	13492
2311	SOUTHWEST GLASS CENTER, INC	07/07/2023	EFT	0.00	16.00	13550
3022	SOUTHWEST HEALTH & HUMAN SERVICES	06/30/2023	Regular	0.00	50.00	123029
0491	ST AUBIN, GREGORY	07/07/2023	EFT	0.00	30.00	13551
3808	STELTER, GEOFFREY	07/07/2023	EFT	0.00	30.00	13552
4134	STENSRUD, PRESTON	07/07/2023	EFT	0.00	30.00	13553
6706	SUN LIFE FINANCIAL	06/30/2023	EFT	0.00	1,684.51	13493
0495	SWANSON, GREGG	07/07/2023	EFT	0.00	30.00	13554
4734	TESSMAN COMPANY	07/07/2023	EFT	0.00	840.00	13555
0875	THE COMPUTER MAN INC	06/30/2023	EFT	0.00	735.00	13495
0875	THE COMPUTER MAN INC	07/07/2023	EFT	0.00	1,089.00	13556
4338	THERMAL PROCESSING SYSTEMS, INC	06/30/2023	EFT	0.00	961.84	13496
5329	TRI-STATE POWER SOLUTIONS, INC.	07/07/2023	EFT	0.00	183.90	13557
3342	TRUEDSON, SCOTT	07/07/2023	EFT	0.00	284.95	13558
5106	ULINE	07/07/2023	EFT	0.00	895.86	13559
2499	US BANK	07/07/2023	EFT	0.00	3,050.00	13560
0512	VANLEEUEWE, SARA J.	07/07/2023	EFT	0.00	70.00	13561
2538	VIKING COCA COLA BOTTLING CO.	06/30/2023	EFT	0.00	1,995.90	13497
4594	VINOCOPIA INC	06/30/2023	EFT	0.00	1,609.00	13498
2545	VOLUNTEER FIREFIGHTERS BENEFIT ASSOC	06/30/2023	Regular	0.00	42.00	123030
7303	WHYTE, BRYSON	07/07/2023	Regular	0.00	700.00	123039
2631	ZEP MANUFACTURING COMPANY	07/07/2023	EFT	0.00	2,936.05	13562
2632	ZIEGLER INC	06/30/2023	EFT	0.00	12,887.05	13499

Bank Code AP Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	57	38	0.00	131,204.63
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	1	1	0.00	1,779.95
EFT's	193	116	27.28	492,371.67
	<b>251</b>	<b>155</b>	<b>27.28</b>	<b>625,356.25</b>

### All Bank Codes Check Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	57	38	0.00	131,204.63
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	1	1	0.00	1,779.95
EFT's	193	116	27.28	492,371.67
	<b>251</b>	<b>155</b>	<b>27.28</b>	<b>625,356.25</b>

### Fund Summary

Fund	Name	Period	Amount
999	POOLED CASH FUND	6/2023	212,102.38
999	POOLED CASH FUND	7/2023	413,253.87
			<b>625,356.25</b>

CITY OF MARSHALL, MINNESOTA  
PRIOR AND CURRENT YEARS CONSTRUCTION CONTRACTS

7/11/2023

PROJECT #:	Coding	DATE	CONTRACTOR:	ORIGINAL CONTRACT AMOUNT:	CHANGE ORDERS	CURRENT CONTRACT AMOUNT	2020 Prior Payments	2021 Prior Payments	2022 Prior Payments	PYMNTS THIS MEETING:	RETAINAGE	BALANCE:	PERCENT COMPLETE		
CH1	494-43300-55120	11/12/2019	City Hall Renovation	Brennan Companies	5,030,200.00	749,360.00	5,779,560.00	3,039,722.04	2,661,221.96	66,794.00	11,822.00	-	100.00%		
ST-004	480-43300-55170	2/22/2022	Halbur Road Reconstruction	Duininck, Inc	1,142,009.72	27,473.66	1,169,483.38			1,111,479.74	11,227.07	46,776.57	96.00%		
ST-006 (Z79)	495-43300-55130	5/10/2022	School Pedestrian Crossing Improvements	Duininck, Inc	480,250.35	15,028.32	495,278.67			495,278.67	-	-	100.00%		
ST-002	495-43300-55170	3/14/2023	Bituminous Overlay on Various City Streets	Duininck, Inc	887,990.20		887,990.20				23,472.60	1,235.40	863,282.20	2.78%	
ST-008	401-43300-55170	3/14/2023	Channel Parkway Pavement Replacement	Duininck, Inc	1,374,151.96		1,374,151.96					1,374,151.96	0.00%		
ST-009	481-43300-55170	3/14/2023	W. Lyon Street/N. 3rd Street Reconstruction	R & G Construction Co.	3,845,497.31		3,845,497.31			861,284.92	299,526.04	61,095.31	2,623,591.04	31.77%	
SWM-002	630-49600-55170	3/14/2023	Legion Field Road Stormwater Study: Phase 2	Towne & Country Excavating LLC	703,749.60		703,749.60					703,749.60	0.00%		
PK-092	481-45200-55120	4/11/2023	Amateur Sports Center Shelter & Storage-Ball Field	Doom & Cuyper's Construction, Inc.	171,642.00		171,642.00					171,642.00	0.00%		
AP-007	480-43400-55170	2022	Crack Filling w/Sealcoat	City Staff - Street/Airport	75,000.00		75,000.00			51,540.63		23,459.37	68.72%		
								<u>13,710,491.14</u>	<u>791,861.98</u>	<u>14,502,353.12</u>	<u>3,039,722.04</u>	<u>2,661,221.96</u>	<u>322,998.64</u>	<u>85,379.78</u>	<u>5,806,652.74</u>



## CITY OF MARSHALL AGENDA ITEM REPORT

<b>Presenter:</b>	Jason Anderson
<b>Meeting Date:</b>	Tuesday, July 11, 2023
<b>Category:</b>	NEW BUSINESS
<b>Type:</b>	ACTION
<b>Subject:</b>	Adoption of Ordinance for Map Amendment (Rezone) of 1000, 1010, 1020, & 1030 East Southview Drive
<b>Background Information:</b>	<p>This is a request by Vesta, LLC, of Marshall, MN to rezone property at 1030 East Southview Drive from a B-4 Shopping Center Business District to B-3 General Business District. Since shopping centers are not a common use anymore, staff believe that B-4 zoning district has become obsolete. Staff also suggest rezoning the other B-4 properties in this area to B-3 as well at this time. All properties around this area are currently zoned B-3 General Business District. The new Comprehensive Plan shows this entire area as commercial. All businesses in the rezone area are permitted uses in B-3 districts, so there will be no adverse impacts.</p> <p>Rezoning procedures are described in Section 86-30 Amendments <a href="https://library.municode.com/mn/marshall/codes/code_of_ordinances?nodeId=PTIICOOR_CH86Z_O_ARTIADEN_DIV1GE_S86-30AM">https://library.municode.com/mn/marshall/codes/code_of_ordinances?nodeId=PTIICOOR_CH86Z_O_ARTIADEN_DIV1GE_S86-30AM</a>. Attached are the rezoned area extent for your reference.</p> <p>At the June 14, 2023, Planning Commission meeting, a public hearing was held, and a motion was made by Muchlinski, second by Pieper to recommend approval to City Council to rezone the property as recommended by staff. All voted in favor.</p> <p>The rezone was introduced at the City County Council meeting on June 27, 2023.</p>
<b>Fiscal Impact:</b>	Costs are to be billed to applicant.
<b>Alternative/ Variations:</b>	None recommended.
<b>Recommendations:</b>	that the Council adopt Ordinance Number 23-017, to rezone property at 1030 East Southview Drive from a B-4 Shopping Center Business District to B-3 General Business District.

**ORDINANCE NUMBER 23-017**

**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  
1000, 1010, 1020, & 1030 East Southview Drive  
Exhibit A**

is hereby rezoned from B-4 Shopping Center Business District to B-3 General Business 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 11<sup>th</sup> day of July 2023.

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

EXHIBIT A

27-735-001-0 – Lot 1 block 1, R&R Subdivision – 1030 E. Southview Drive

27-735-002-0 – Lot 2 Block 1, R&R Subdivision – 1010 E. Southview Drive

27-735-003-0 – Lot 3 Block 1, R&R Subdivision – 1000 E. Southview Drive

27-769-001-0

**That part of Block 1 of Rustman's Addition to Marshall, Minnesota, according to the recorded plat thereof, and**

**That part of vacated Earl Street, as dedicated in said Plat, and**

**That part of the South Half of the Northwest Quarter (S½NW¼) of Section Ten (10), Township One Hundred Eleven (111), North, Range 41 West, in Lyon County, Minnesota, described as follows:**

**Commencing at the most westerly corner of Block 2 of said Rustman's Addition, thence North 45 degrees 00 minutes 00 seconds East, assumed bearing, along the Northwesterly line of said Blocks 1 and 2, a distance of 400.00 feet; thence South 45 degrees 00 minutes 00 seconds East, a distance of 288.68 feet; thence North 45 degrees 00 minutes 00 seconds East, a distance of 94.63 feet, to the Southeasterly extension of the Northeasterly line of Lot 3 of said Block 1; thence South 45 degrees 00 minutes 00 seconds East, along said southeasterly extension, a distance of 94.60 feet; thence North 45 degrees 00 minutes 00 seconds East, a distance of 87.54 feet, to the Southwesterly right of way line of U. S. Trunk Highway No. 59, THIS BEING THE POINT OF BEGINNING OF THE TRACT TO BE DESCRIBED:**

**Thence South 45 degrees 00 minutes 00 seconds West, a distance of 87.54 feet, to the Southeasterly extension of the Northeasterly line of Lot 3 of said Block 1; thence North 45 degrees 00 minutes 00 seconds West, along said Southeasterly extension, a distance of 94.60 feet; thence South 45 degrees 00 minutes 00 seconds West, a distance of 20.00 feet; thence North 45 degrees 00 minutes 00 seconds West, a distance of 288.68 feet, to the Northwesterly line of said Block 1; thence North 45 degrees 00 minutes 00 seconds East, along the Northwesterly line of said Block 1, and along the Northeasterly extension of the Northwesterly line of said Blocks 1 and 2, a distance of 107.54 feet, to the Southwesterly right of way line of U. S. Trunk Highway No. 59; thence South 45 degrees 00 minutes 00 seconds East, along said Southwesterly right of way line, a distance of 383.28 feet to the POINT OF BEGINNING.**

**This tract contains 0.90 acres and is subject to an easement for street purposes along, over and across the Northwesterly 15.00 feet of the above described tract; and also subject to a driveway easement over and across the southwesterly 20 feet of the northwesterly 288.68 feet of the above described tract, and is subject to any other easements of record, if any.**

**FINDINGS OF FACT AND RECOMMENDATION**

**RECOMMENDATION OF APPROVAL OF A  
REZONING REQUEST  
WITHIN THE CITY OF MARSHALL, MINNESOTA**

**WHEREAS**, an application has been submitted by VESTA LLC (“Applicant”) to the City Council requesting approval of a rezoning under the Zoning Code, Article 86-IV, Section 86-30, in the City of Marshall for the following location:

**LOCATION:** 1030 East Southview Drive

**LEGAL DESCRIPTION:** R & R Subdivision, Block 1, Lot 1.

**WHEREAS, THE APPLICANT SEEKS THE FOLLOWING:** A Rezoning from a B-4 shopping center business zoning district to a B-3 general business district of the property located at 1030 East Southview Drive and legally described above, and

**WHEREAS**, staff presented the Planning Commission with information that shopping centers, or malls, are mostly an outdated concept and no longer are being built, making the shopping center district obsolete, and

**WHEREAS**, staff recommended that adjacent properties located at 1000 East Southview Drive, 1010 East Southview Drive, and 1020 East Southview Drive also be rezoned from a B-4 shopping center business zoning district to a B-3 general business district, and

**WHEREAS**, staff presented the Planning Commission with information that the surrounding areas are all currently zoned B-3 general business district, and

**WHEREAS**, staff presented the Planning Commission with information that the proposed rezoning meets the City’s current Comprehensive Plan, and

**WHEREAS**, notice required pursuant to Minnesota Statutes Section 462.357 including the time, place and purpose of the hearing was published in the official newspaper at least ten days prior to the day of the hearing; and

**WHEREAS**, notice was mailed at least ten days before the day of the hearing to each owner of affected property and property situated wholly or partly within 350 feet of the property to which the amendment relates, and

**WHEREAS**, the Planning Commission has held a public hearing as required by the city Zoning Code on June 14, 2023,

**NOW THEREFORE, BE IT RESOLVED**, by the Planning Commission of the City of Marshall

that the City Council rezone the property requested by Applicant, in addition to the adjacent properties recommended by staff based on the following findings:

1. The proposed rezoning is consistent with the current Comprehensive Plan.
2. The proposed rezoning will further the City development.
3. The proposed rezoning is consistent with the surrounding area.

**BE IT FURTHER RESOLVED** that this recommendation be communicated to the Marshall City Council.

The foregoing recommendation, arising out of the motion offered by Muchlinski and seconded by Pieper, was declared carried on the following vote:

Ayes: 5  
Nays: 0  
Passed: Y



Chairperson, Planning Commission

Approval is contingent upon execution and return of this document to the City Planning Office. I have read and agree to the conditions of this recommendation as outlined above.

\_\_\_\_\_  
Property Owner / Applicant

\_\_\_\_\_  
Date

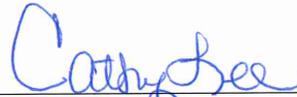
that the City Council rezone the property requested by Applicant, in addition to the adjacent properties recommended by staff based on the following findings:

1. The proposed rezoning is consistent with the current Comprehensive Plan.
2. The proposed rezoning will further the City development.
3. The proposed rezoning is consistent with the surrounding area.

**BE IT FURTHER RESOLVED** that this recommendation be communicated to the Marshall City Council.

The foregoing recommendation, arising out of the motion offered by Muchnik and seconded by Pieper, was declared carried on the following vote:

Ayes: 5  
Nays: 0  
Passed: Y



Chairperson, Planning Commission

Approval is contingent upon execution and return of this document to the City Planning Office. I have read and agree to the conditions of this recommendation as outlined above.

  
Property Owner / Applicant

6-14-2023  
Date



Staff Proposed Rezone Area

Rezone Request

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**

VESTA LLC REZONE

JUNE 7, 2023

EXISTING ZONING MAP W/ PROPOSED REZONE AREA FROM B-4 TO B-3

Item 9.

**MARSHALL**  
CULTIVATING THE BEST IN US



## CITY OF MARSHALL AGENDA ITEM REPORT

<b>Presenter:</b>	Jason Anderson
<b>Meeting Date:</b>	Tuesday, July 11, 2023
<b>Category:</b>	NEW BUSINESS
<b>Type:</b>	ACTION
<b>Subject:</b>	Adoption of Ordinance for Map Amendment (Rezone) at Various London Road Properties
<b>Background Information:</b>	<p>This is a request by the City of Marshall to rezone the area as shown on the attached map from B-1 Limited Business District to R-4 Higher Density – Multi Family Residence District for potential future development of multi-unit residential building. The new Comprehensive Plan shows this entire area as Neighborhood Mix use with intent to allow for both commercial and residential uses.</p> <p>Rezoning procedures are described in Section 86-30 Amendments <a href="https://library.municode.com/mn/marshall/codes/code_of_ordinances?nodeId=PTIICOOR_C_H86ZO_ARTIADEN_DIV1GE_S86-30AM">https://library.municode.com/mn/marshall/codes/code_of_ordinances?nodeId=PTIICOOR_C_H86ZO_ARTIADEN_DIV1GE_S86-30AM</a>. Attached are the rezoned area extent for your reference.</p> <p>At the June 14, 2023, Planning Commission meeting, a public hearing was held, and a motion was made by Doom, seconded by Deutz to rezone the B-1 Limited Business District to R-4 Higher Density – Multi Family Residence District and leave the R-1 One Family Residence District strip along London Road as a buffer between the new R-4 Higher Density – Multi Family Residence District and the single-family homes on the other side of London Road. All voted in favor.</p> <p>The rezone was introduced at the City Council Meeting on June 27, 2023.</p>
<b>Fiscal Impact:</b>	NA.
<b>Alternative/ Variations:</b>	None recommended.
<b>Recommendations:</b>	that the Council adopt Ordinance Number 23-018, to rezone area as shown on the map from B-1 Limited Business District and a narrow strip of R-1 One Family Residence District to R-4 Higher Density – Multi Family Residence District and leave the R-1 One Family Residence District strip along London Road as a buffer between the new R-4 Higher Density – Multi Family Residence District and the single-family homes on the other side of London Road.

**ORDINANCE NUMBER 23-018**

**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  
122-216 London Road  
Exhibit A**

is hereby rezoned from a B-1 Limited Business District and R-1 One-Family Residence District to R-4 Higher Density-Multi 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 11<sup>th</sup> day of July 2023.

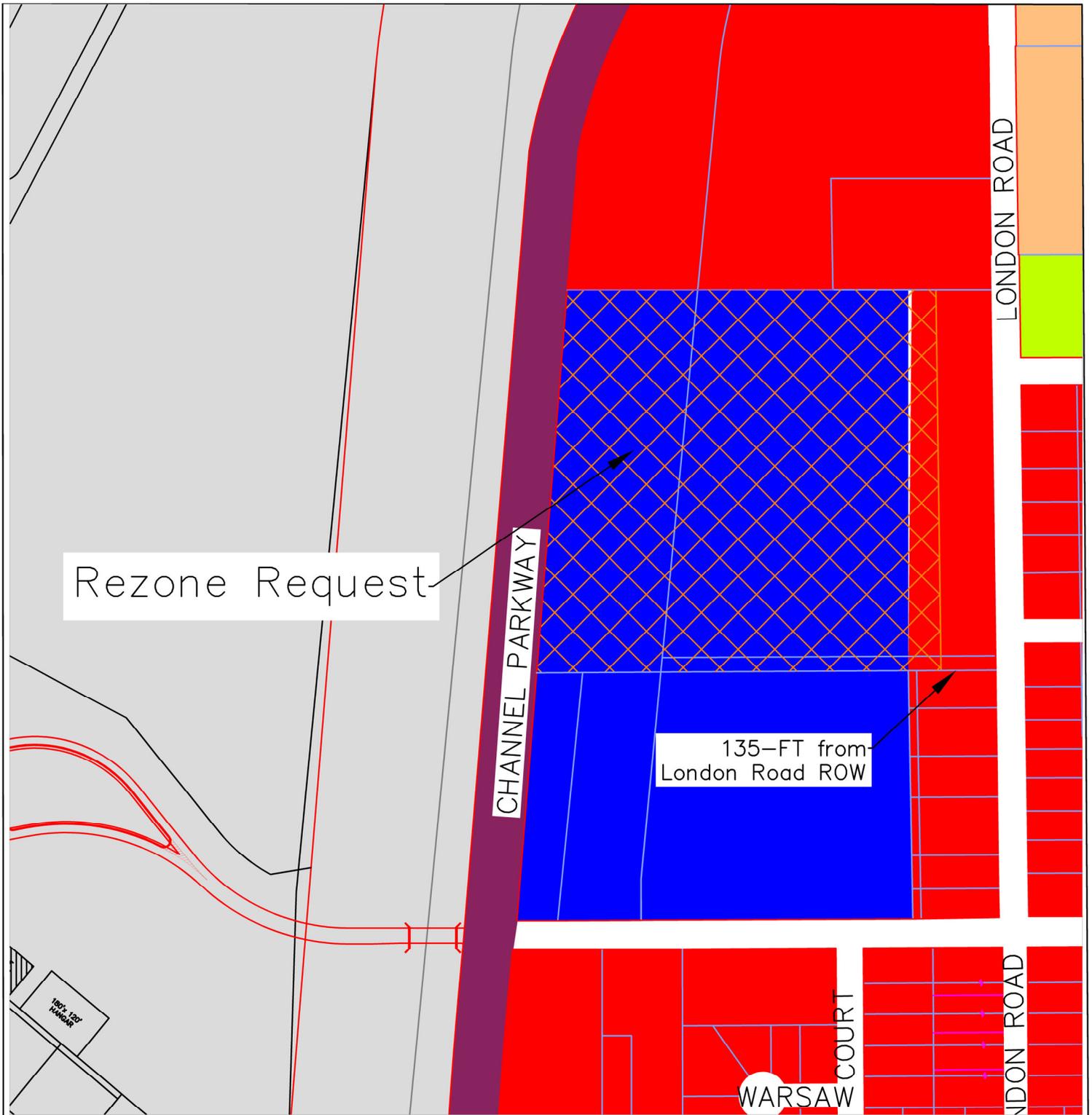
THE COMMON COUNCIL

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



Rezone Request

CHANNEL PARKWAY

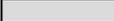
LONDON ROAD

135-FT from London Road ROW

COURT

WARSAW

LONDON ROAD

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



**MARSHALL**  
CULTIVATING THE BEST IN US

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

Exhibit A

JUNE 16, 2023

EXISTING ZONING MAP W/ PROPOSED REZONE AREA FROM B-1 & R-1 TO F

Item 10.

Page 38

**FINDINGS OF FACT AND RECOMMENDATION**  
**RECOMMENDATION OF APPROVAL OF A**  
**REZONING REQUEST**  
**WITHIN THE CITY OF MARSHALL, MINNESOTA**

**WHEREAS**, an application has been submitted by the City of Marshall (“Applicant”) to the City Council requesting approval of a rezoning under the Zoning Code, Article 86-IV, Section 86-30, in the City of Marshall for the following location:

**LOCATION:** As shown on attached map.

**LEGAL DESCRIPTION:** See attached.

**WHEREAS, THE APPLICANT SEEKS THE FOLLOWING:** A Rezoning from a B-1 Limited business and R-1 One family residence zoning district to a R-4 Higher density multiple residence district of the properties shown on attached map, and

**WHEREAS**, Comprehensive Plan states “the maintenance and development of a healthy, diverse, and affordable housing stock is important for the long-term sustainability of Marshall” as a priority and the City’s comprehensive plan strives to support the development of a variety of housing types that are accessible to all, and

**WHEREAS**, this rezoning from B-1 to R-4 with the maintenance of the R-1 strip on London Road side is consistent with the City’s zoning plan and furthers the intent of the future plan for neighborhood mixed use, and

**WHEREAS**, the area being rezoned from B-1 to R-4 complements surrounding residentially zoned area, promotes general welfare, and is not for the sole benefit of any private interest, but rather benefits the public at large by providing accessible housing to help address growing housing needs, and

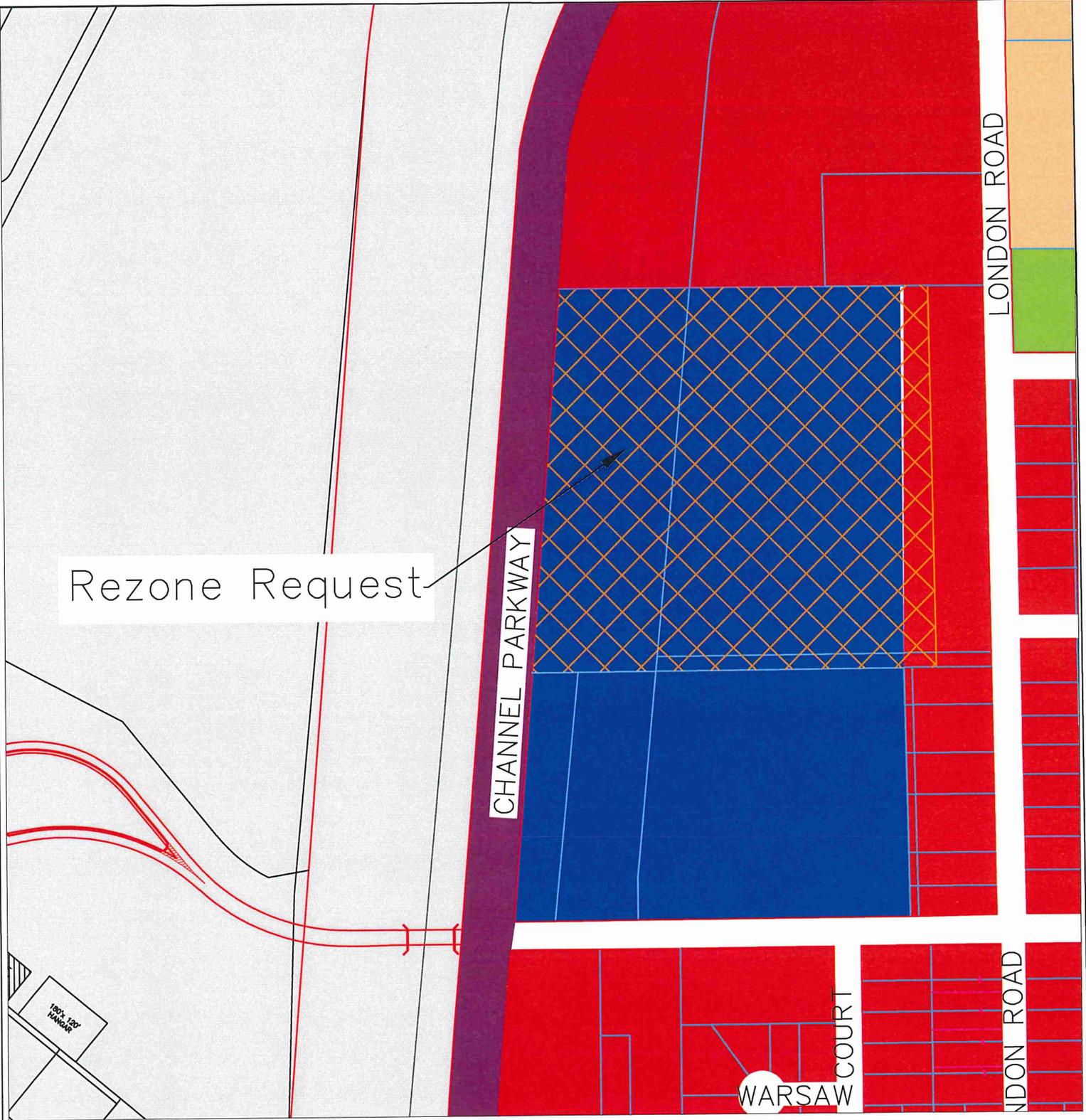
**WHEREAS**, staff presented the Planning Commission with information that the proposed rezoning will facilitate further economic development in the area based on expressed interest from a developer, and

**WHEREAS**, notice required pursuant to Minnesota Statutes Section 462.357 including the time, place and purpose of the hearing was published in the official newspaper at least ten days prior to the day of the hearing; and

**WHEREAS**, notice was mailed at least ten days before the day of the hearing to each owner of affected property and property situated wholly or partly within 350 feet of the property to which the amendment relates, and

**WHEREAS**, the Planning Commission has held a public hearing as required by the city Zoning Code on June 14, 2023, and





Rezoning Request

CHANNEL PARKWAY

LONDON ROAD

WARSAW COURT

LONDON ROAD

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

LONDON ROAD REZONE

JUNE 16, 2023

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

<b>Presenter:</b>	Jason Anderson
<b>Meeting Date:</b>	Tuesday, July 11, 2023
<b>Category:</b>	NEW BUSINESS
<b>Type:</b>	ACTION
<b>Subject:</b>	Broadmoor Valley Paving Project - Consider City Cost Participation
<b>Background Information:</b>	<p>The owner of the Broadmoor Valley Community, Schierholz and Associates, has been awarded a \$500,000 grant through Minnesota’s Manufactured Home Community Redevelopment Program. This grant was awarded to improve the conditions of the street and utilities.</p> <p>Schierholz and Associates has hired Bolton &amp; Menk (BMI) to complete construction plans for resurfacing of Timberlane Drive, a portion of Lilac Drive, and Ash Drive in the manufactured home community. The reconstruction will result in 20-FT bituminous street, with 5-FT gravel shoulders on each side. The street is proposed to be signed for no parking on both sides. Park ownership explained that parking was not allowed on the street, so City staff advised that the street should be signed to be certain that park residents were aware of the restriction. Identifying the street parking restrictions was a key consideration for City staff to approve the narrower paved street section.</p> <p>In addition to the paving of the streets, the project includes the installation of approximately 628-FT of 36” RCP storm sewer pipe. This piping system is city drainage that passes through the park and also drains some of the park area. City staff has identified this pipe replacement as a need for the city. Staff would propose to participate in the project by expending Surface Water Management Utility funds to replace the existing 18” pipe with a 36” pipe. It is proposed that our cost participation mirrors the manner in which our city utilities typically participate in street reconstruction projects—by also paying for the street section above the pipe.</p>
<b>Fiscal Impact:</b>	The City’s consultant, Bolton & Menk, Inc., has estimated the cost at \$156,000. The City will pay actual bid prices for our cost participation. See included cost estimate from BMI.
<b>Alternative/ Variations:</b>	No alternative actions recommended.
<b>Recommendations:</b>	that the Council adopt Resolution 23-055, which is the Resolution of Support and Agreement for Cost Participation in the Broadmoor Valley Paving Project.

**RESOLUTION 23-055**

**RESOLUTION OF SUPPORT AND  
AGREEMENT FOR COST PARTICIPATION IN THE  
BROADMOOR VALLEY MANUFACTURED HOME PARK PAVING PROJECT**

WHEREAS, the owner of the Broadmoor Valley Manufactured Home Park, Schierholz and Associates, Inc., is planning to complete a street reconstruction project in the manufactured home community in 2023 or 2024; and

WHEREAS, the City of Marshall has trunk storm sewer that passes drainage through the park; and

WHEREAS, the City of Marshall has determined that its trunk storm sewer pipe size should be increased from an 18" pipe to a 36" pipe; and

WHEREAS, City of Marshall staff has coordinated the inclusion of the trunk storm sewer pipe replacement into the project with Bolton & Menk, Inc. (BMI), the design engineer for the project; and

WHEREAS, City of Marshall staff would propose to cost participate in the trunk storm sewer pipe replacement and the Surface Water Management Utility is responsible for this cost participation; and

WHEREAS, BMI has estimated the storm sewer pipe replacement costs at \$156,000; and

WHEREAS, the City Surface Water Management Utility Fund shall pay the actual costs received for applicable pay items upon receipt of bids.

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

1. The City of Marshall Surface Water Management Utility Fund shall cost participate in the replacement of city trunk storm sewer that passes through the Broadmoor Valley Manufactured Home Park.
2. The City of Marshall Surface Water Management Utility Fund shall pay actual bid prices for applicable pay items. The Surface Water Management Utility will cost participate in the same manner that is typical on city street projects, with the utility paying for the street section above the pipe in addition to actual pipe installation costs.

Passed and adopted by the Council this 11<sup>th</sup> day of July 2023.

\_\_\_\_\_  
Mayor

ATTEST:

\_\_\_\_\_  
City Clerk

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

# MARSHALL MN

## CONSTRUCTION PLANS FOR

# BROADMOOR VALLEY

### AGGREGATE BASE, BITUMINOUS PAVEMENT, AND STORM SEWER IMPROVEMENTS

JUNE 2023

**RESOURCE LIST**

CITY OF MARSHALL  
CITY HALL  
344 W MAIN ST  
MARSHALL, MN 56258  
507-537-6760

CITY ADMINISTRATOR:  
SHARON HANSON

DIRECTOR OF PUBLIC WORKS/CITY ENGINEER  
JASON ANDERSON  
507-537-6051

WASTEWATER SUPERINTENDENT  
SCOTT TRUEDSON

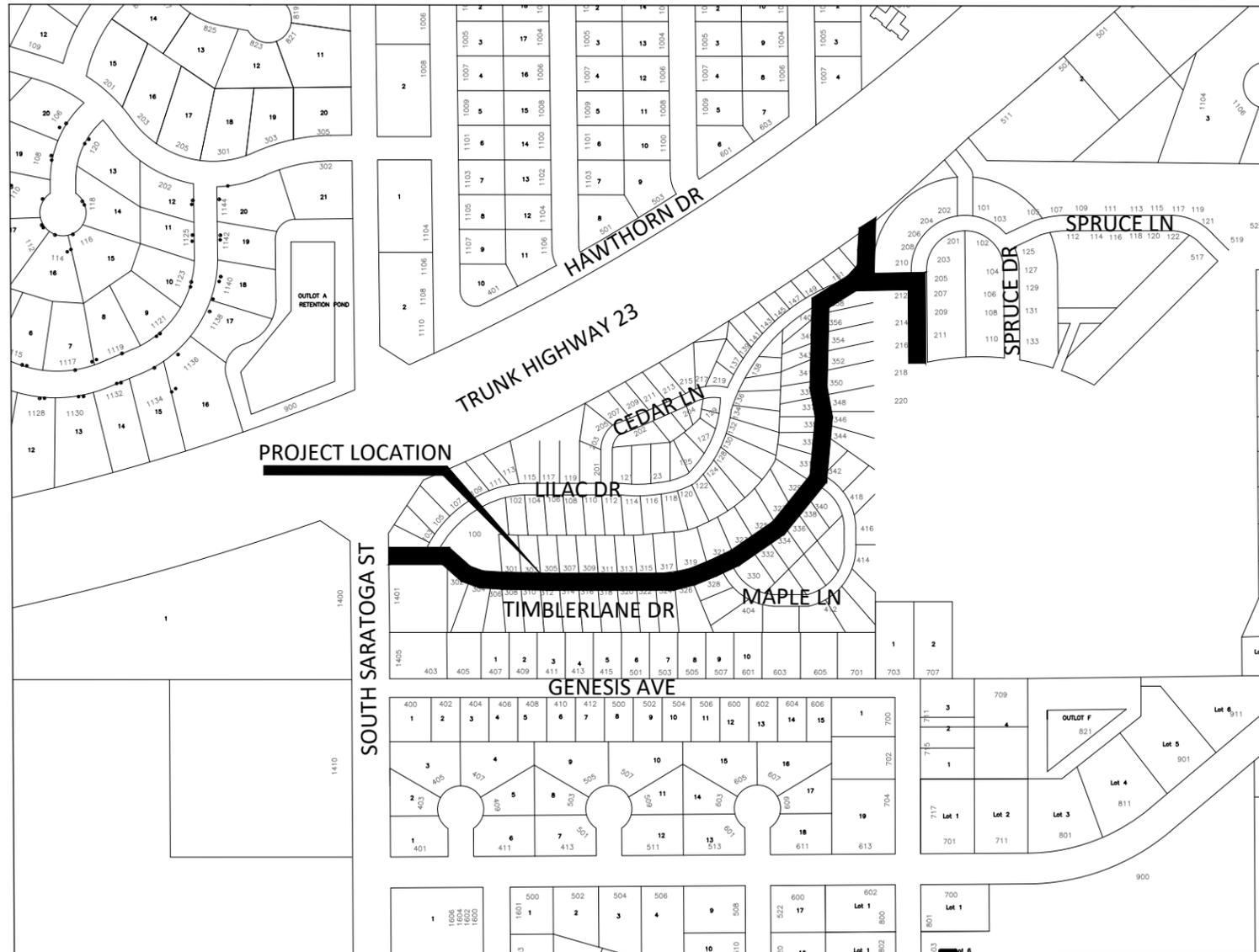
WATER OPERATIONS MANAGER  
JEFF LARSON

ELECTRICAL OPERATIONS MANAGER  
TONY MEAD

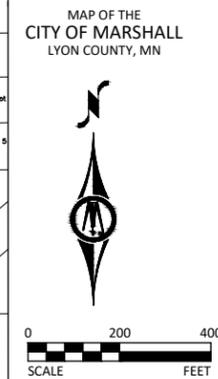
PUBLIC WAYS SUPERINTENDENT  
DEAN COUDRON

NOTE: EXISTING UTILITY INFORMATION SHOWN ON THIS PLAN HAS BEEN PROVIDED BY THE UTILITY OWNER. THE CONTRACTOR SHALL FIELD VERIFY EXACT LOCATIONS PRIOR TO COMMENCING CONSTRUCTION AS REQUIRED BY STATE LAW. NOTIFY GOPHER STATE ONE CALL, 1-800-252-1166 OR 651-454-0002.

THE SUBSURFACE UTILITY INFORMATION IN THIS PLAN IS UTILITY QUALITY LEVEL D UNLESS OTHERWISE NOTED. THIS UTILITY LEVEL WAS DETERMINED ACCORDING TO THE GUIDELINES OF CI/ASCE 38-02, ENTITLED "STANDARD GUIDELINES FOR THE COLLECTION AND DEPICTION OF EXISTING SUBSURFACE UTILITY DATA."



SHEET NUMBER	SHEET TITLE
<b>GENERAL</b>	
G0.01 - G0.02	TITLE SHEET, LEGEND
G1.01	STATEMENT OF ESTIMATED QUANTITIES
<b>CIVIL</b>	
C0.01 - C0.05	EXISTING CONDITIONS & REMOVALS
C1.01 - C1.02	TYPICAL SECTIONS, DETAILS
C2.01 - C2.02	STORMWATER POLLUTION PREVENTION PLAN
C5.01 - C5.03	STORM SEWER PLAN & PROFILE
C6.01 - C6.05	STREET PLAN & PROFILE
C8.01 - C8.05	CROSS SECTIONS
THIS PLAN SET CONTAINS <u>25</u> SHEETS.	



**MAP LEGEND**

█ PROJECT LIMITS

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

JOSHUA G. STIER  
LIC. NO. 54171 DATE 06/28/2023



2040 HIGHWAY 12 EAST  
WILLMAR, MINNESOTA 56201  
Phone: (320) 231-3956  
Email: Willmar@bolton-menk.com  
www.bolton-menk.com

DESIGNED	NO.	ISSUED FOR	DATE
DRAWN			
CHECKED			
CLIENT PROJ. NO.	OW1-128171		

SCHIERHOLZ & ASSOCIATES  
2023 BROADMOOR VALLEY IMPROVEMENTS

TITLE SHEET

plm, inc. 2023. All Rights Reserved  
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**ENGINEER'S ESTIMATE**

Broadmoor Valley

Marshall, MINNESOTA

BMI PROJECT NO. 0W1128171



Real People. Real Solutions.

6/28/2023

Bid Item No.	Spec. Item Number	Item Description	Quantity	Unit	Unit Price	Total Cost	Broadmoor Valley		City of Marshall	
							Quantity	Total Cost	Quantity	Total Cost
1	2021.501	MOBILIZATION	1	LUMP SUM	\$20,000.00	\$20,000.00	0.7	\$14,000.00	0.3	\$6,000.00
2	2104.502	REMOVE MANHOLE OR CATCH BASIN	4	EACH	\$500.00	\$2,000.00	1	\$500.00	3	\$1,500.00
3	2104.503	SAWING BITUMINOUS PAVEMENT (FULL DEPTH)	178	LIN FT	\$4.00	\$712.00	178	\$712.00		
4	2104.503	REMOVE SEWER PIPE (STORM)	848	LF	\$10.00	\$8,480.00	253	\$2,530.00	595	\$5,950.00
5	2104.504	REMOVE CONCRETE WALK	1298	SQ YD	\$10.00	\$12,980.00	1298	\$12,980.00		
6	2104.504	REMOVE BITUMINUS PAVEMENT	5778	SQ YD	\$3.00	\$17,334.00	5267	\$15,801.00	511	\$1,533.00
7	2106.507	EXCAVATION - COMMON (P)	1825	CU YD	\$14.00	\$25,550.00	1825	\$25,550.00		
8	2108.504	GEOTEXTILE FABRIC TYPE 7	8329	SQ YD	\$3.00	\$24,987.00	8329	\$24,987.00		
9	2118.507	AGGREGATE SURFACING, CLASS 1 (P)	360	CU YD	\$27.50	\$9,900.00	360	\$9,900.00		
10	2211.509	AGGREGATE BASE, CLASS 5 (P)	1851	CU YD	\$28.00	\$51,828.00	1737	\$48,636.00	114	\$3,192.00
11	2360.509	TYPE SP 9.5 NON-WEARING COURSE MIX (3,C)	1036	TON	\$100.00	\$103,600.00	944	\$94,400.00	92	\$9,200.00
12	2503.503	12" RC PIPE SEWER CLASS V	450	LF	\$75.00	\$33,750.00	450	\$33,750.00		
13	2503.503	36" RC PIPE SEWER CLASS III	628	LF	\$150.00	\$94,200.00			628	\$94,200.00
14	2501.502	36" RC PIPE APRON	1	EACH	\$3,500.00	\$3,500.00			1	\$3,500.00
15	2506.503	CONSTRUCT DRAINAGE STRUCTURE DESIGN 4020-48"	12	LF	\$700.00	\$8,400.00	12.0	\$8,400.00		
16	2506.503	CONSTRUCT DRAINAGE STRUCTURE DESIGN 4020-72"	21.3	LF	\$1,200.00	\$25,560.00			21.3	\$25,560.00
17	2503.602	CONNECT TO EXISTING STORM SEWER OR DRAINAGE STRUCTURE	3	EACH	\$1,200.00	\$3,600.00	1	\$1,200.00	2	\$2,400.00
18	2506.502	ADJUST FRAME & RING CASTING	3	EACH	\$750.00	\$2,250.00	3	\$2,250.00		
19	2563.601	TRAFFIC CONTROL	1	LUMP SUM	\$5,000.00	\$5,000.00	0.7	\$3,500.00	0.3	\$1,500.00
20	2564.503	SIGN	8	EACH	\$400.00	\$3,200.00	8	\$3,200.00		
21	2573.502	STABILIZED CONSTRUCTION EXIT	1	LUMP SUM	\$2,500.00	\$2,500.00	0.7	\$1,750.00	0.3	\$750.00
22	2573.502	STORM DRAIN INLET PROTECTION	1	LUMP SUM	\$1,500.00	\$1,500.00	0.7	\$1,050.00	0.3	\$450.00
23	2574.508	FERTILIZER TYPE 3	165	POUND	\$1.00	\$165.00	165	\$165.00		
24	2575.508	SEED MIXTURE 25-131	121	POUND	\$6.00	\$726.00	121	\$726.00		
25	2575.508	HYDRAULIC BONDED FIBER MATRIX	2200	POUND	\$2.50	\$5,500.00	2200	\$5,500.00		
26	2575.605	SEEDING	0.55	ACRE	\$500.00	\$275.00	0.55	\$275.00		
27	2582.503	6" SOLID LINE PAINT	4600	LIN FT	\$0.50	\$2,300.00	4600	\$2,300.00		

ESTIMATED BASE BID TOTAL: \$469,797.00 \$314,062.00 \$155,735.00



**MARSHALL**  
CULTIVATING THE BEST IN US

**CITY OF MARSHALL  
AGENDA ITEM REPORT**

<b>Meeting Date:</b>	Tuesday, July 11, 2023
<b>Category:</b>	NEW BUSINESS
<b>Type:</b>	ACTION
<b>Subject:</b>	Salaries and Compensation of Mayor and Councilpersons
<b>Background Information:</b>	<p>Chapter 2, Sec. 2.07 of the City of Marshall Charter requires salaries of the Councilmembers and Mayor to be discussed as an agenda item at the first council meeting in July of each year. After said discussions, the council shall set and determine said salaries in accordance with the applicable state law.</p> <p>Minnesota State Statute 415.11 allows for the governing body fix their own salaries by ordinance in such amount as they deem reasonable. No change in salary shall take effect until after the next succeeding municipal election.</p> <p>In 2022 City Council adopted Ordinance 22-008 setting council salaries for 2023 and 2024.</p>
<b>Fiscal Impact:</b>	<p>2023-2024 Annual Salaries Adopted by Ordinance 22-008:</p> <p>Mayor Salary –              2023: \$11,008.66              2024: \$11,338.87</p> <p>Councilpersons Salary –              2023: \$6,963.32              2024: \$7,172.11</p>
<b>Alternative/ Variations:</b>	None recommended
<b>Recommendations:</b>	To approve the 2024 salaries set forth in Ordinance 22-008.

**CITY OF MARSHALL  
ORDINANCE 22-008**

**ORDINANCE AMENDING CHAPTER 2, ARTICLE III, DIVISION 1, SEC. 2-53  
SALARIES AND COMPENSATION OF MAYOR AND COUNCILPERSONS**

**NOW THEREFORE**, be it ordained by the Common Council of the City of Marshall, in the State of Minnesota, as follows:

**SECTION 1:**        AMENDMENT “Section 2-53 Salaries And Compensation Of Mayor And Councilpersons” of the Marshall Municipal Code is hereby *amended* as follows:

AMENDMENT

Section 2-53 Salaries And Compensation Of Mayor And Councilpersons

Salaries and compensation of the mayor and councilpersons are hereby fixed as follows, which amounts are deemed reasonable:

- (a) Effective January 1, 2023, the annual salary of the mayor shall be the sum of \$11,008.66, which shall be payable in equal biweekly installments
- (b) Effective January 1, 2024, the annual salary of the mayor shall be the sum of \$11,338.87, which shall be payable in equal biweekly installments.
- (c) Effective January 1, 2023, the annual salary of each councilmember shall be the sum of \$6,963.32, which shall be payable in equal biweekly installments.
- (d) Effective January 1, 2024, the annual salary of each councilmember shall be the sum of \$7,172.11, which shall be payable in equal biweekly installments.
- (e) The mayor and any councilpersons attending any meeting or other business relating to the function of the city shall be entitled to reimbursement for their expenses, provided, that such reimbursement is authorized by the council. The provision shall not apply to attendance at regular and special council meetings or performing routine council business.

(Code 1976, § 2.10; Ord. No. 381 2nd series, § 1, 11-3-1997; Ord. No. 400 2nd series, § 1, 8-3-1998; Ord. No. 419 2nd series, § 1(2.10), 8-16-1999; Ord. No. 438, § 1, 8-7-2000; Ord. No. 465, § 1, 7-16-2001; Ord. No. 478 2nd series, § 1, 7-15-2002; Ord. No. 518 2nd series, § 1, 7-19-2004; Ord. No. 531 2nd series, § 1, 7-18-2005; Ord. No. 555 2nd series, § 1, 7-17-2006; Ord. No. 597 2nd series, § 1, 7-21-2008; Ord. No. 604 2nd series, § 1, 12-15-2008; Ord. No. 625 2nd series, § 1, 7-27-2010; Ord. No. 688, § 1, 7-22-2014; Ord. No. 710 2nd series, § 1, 7-26-2016; Ord. No. 754 2nd series, 7-28-2020)

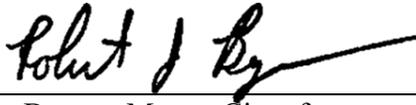
**Charter reference(s)**—Salaries of mayor and council, § 2.07.

**SECTION 2:**        **EFFECTIVE DATE** This Ordinance shall take effect after its passage and publication. Passed and adopted by the Common Council this 26th day of July 2022.

PASSED AND ADOPTED BY THE CITY OF MARSHALL COMMON COUNCIL JULY 26, 2022.

Presiding Officer

Attest



Robert Byrnes, Mayor, City of  
Marshall



Steven Anderson, City Clerk City of  
Marshall

Ranked by Salary

City	Mayor Salary	Council Salary	Population
North Makato	\$ 23,914.00	\$ 11,957.00	14,275
Willmar	\$ 19,250.00	\$ 12,500.00	21,045
Northfield	\$ 13,012.00	\$ 9,759.00	20,729
Albert Lea	\$ 12,000.00	\$ 8,000.00	18,492
<b>Marshall</b>	<b>\$ 11,338.87</b>	\$ 7,172.11	13,641
Faribault	\$ 10,880.00	\$ 8,420.00	24,420
New Ulm	\$ 10,500.00	\$ 8,000.00	14,096
Worthington	\$ 10,000.00	\$ 6,000.00	13,726
Cloquet	\$ 9,600.00	\$ 7,200.00	12,568
Hutchinson	\$ 9,247.00	\$ 6,279.00	14,590
St. Peter	\$ 8,000.00	\$ 6,000.00	11,707
Fairmont	\$ 4,800.00	\$ 2,400.00	10,410

Ranked by Salary

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<b>Presenter:</b>	Mayor Byrnes
<b>Meeting Date:</b>	Tuesday, June 27, 2023
<b>Category:</b>	COUNCIL REPORTS
<b>Type:</b>	INFO
<b>Subject:</b>	Commission/Board Liaison Reports
<b>Background Information:</b>	<p><b>Byrnes</b> - Fire Relief Association and Regional Development Commission</p> <p><b>Schafer</b> – Airport Commission, Joint LEC Management Committee, MERIT Center Commission, SW Amateur Sports Commission</p> <p><b>Meister</b> – Adult Community Center, Cable Commission, Economic Development Authority</p> <p><b>Schroeder</b> – Economic Development Authority, Planning Commission, Public Housing Commission</p> <p><b>Alcorn</b> – Community Services Advisory Board, MMU Commission</p> <p><b>Moua-Leske</b> – Convention &amp; Visitors Bureau; Diversity, Equity &amp; Inclusion Commission; Library Board</p> <p><b>Lozinski</b> – Marshall Area Transit Committee, Joint LEC Management Committee, Police Advisory Board</p>
<b>Fiscal Impact:</b>	
<b>Alternative/ Variations:</b>	
<b>Recommendations:</b>	

**MEMORANDUM**

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

FROM: Sharon Hanson, City Administrator

DATE: July 11, 2023

SUBJECT: Administrative Brief

---

**CITY ATTORNEY**

- No report.

**CITY PROSECUTOR:**

- Criminal prosecution numbers for June are as follows:

	<b>ASSAULT</b>	<b>OFP VIOL.</b>	<b>DWI</b>	<b>OTHER ALCOHOL</b>	<b>TRAFFIC</b>	<b>THEFT</b>	<b>OTHER</b>	<b>TOTAL 2023</b>	<b>2022 Comparison</b>
Prosecution	1		3		2		8	14	26
Dismissed							1	1	
Non-Prosecution	2	1			1		3	7	5
Refer to County					1			1	

**ADMINISTRATION**

- This past month has been continued work on providing information on the aquatic center. We recently received a letter of support from the Marshall Area Chamber Board.
- We recently put up a banner on aquatic center at the pool, we have made 6-aquatic center information boards to be displayed at Library, YMCA, City Hall, Liquor Store, Aquatic Center, and a traveling board to be displayed at events.
- We will put a lot of information in the Community Services Fall brochure that comes up I believe in September.
- We will attempt to do a video each month (or more), recently Preston did a video. Each week we will attempt to post something on our aquatic center. In addition, we will be scheduling information come and go events to further help provide information.
- Much more work needs to be done with fundraising and we will need a lot more help from the Community to get donations for the aquatic center. A focus in the upcoming month
- Our engineers will be coming back to the Council on July 25<sup>th</sup> to present more final numbers that includes alternates to stay within \$18.3 million as part of the bidding process.

- Attended the League of MN Cities Annual Conference and will be serving a 1-year term on the League of MN Cities Board of Directors.
- Also, this past month continued work with the transition for the recently open Community Education Director position. We interviewed July 10 and 11<sup>th</sup> candidates for the position and hope that we can fill it no later than September 1<sup>st</sup>. With Fall coming up, we need to prioritize programming for those months. In the interim, Addy Wolbaum has been assisting us and doing a great job.
- I presented the background and history of our Diversity Equity and Inclusion Commission to City Attorney Association.
- This past month also been meeting and discussing with staff EDA related project, airport lease rates and policies, assisting with the planning of 4<sup>th</sup> of July celebration items.

### **Economic Development Authority**

- **Project Horizon** – Staff continues to work with industrial development interested in locating in Marshall. The team will be onsite in July for community partner meetings.
- **Main Street Revitalization Grant** – Application window has closed. Applications are being reviewed by SWIF and MNDEED.
- **Block 100** – Currently working on Phase II and III site plans. Phase I scheduled to open in August.
- **Hotel** – Met with developer to discuss proposed project. Initial site plan submitted and investor meeting was held. Tax abatement estimates are being completed.
- **Kwik Trip**– Second site purchased. Expected to start demo on both sites this summer.
- **Housing Development**– Staff is working with Tapestry on an affordable housing project partially funded by MN Housing Tax Credit program. The rezone is in process and site plans submitted. Application is due in July 13<sup>th</sup>. Predevelopment Agreement has been signed.
- **Project Kratos**– Staff is working with a new industrial developer.
- **Market Street Mall**– The rezone is complete and the developer is expected to close on 7/10.

### **Human Resources**

- No report.

### **Clerk**

- Cyber security safety and training is currently being deployed to city employees.
- Reviewing budgets.

### **Finance**

- No report.

### **Assessing**

- No report.

### **Liquor Store**

- June financials: Sales 700,466 + 5.5%, Ticket Count 19,655 + 4.1%, Ticket Average \$35.64 + 1.3%. A strong month for all financials as we start the busy summer season. Ready to drink cocktails: Carbliss, High Noon, Two Chicks are all 'On Fire' with warmer weather helping this category.

- Work is being done currently with preparing next year's budget and the Council annual liquor store report.
- THC Seltzers/Soda/Edibles sales were kicked off July 1<sup>st</sup>. There has been some interest with these products, but nothing crazy for sales yet.

## **COMMUNITY SERVICES**

### **Parks & Recreation**

- No report.

### **Community Education**

- Summer classes and programs are running.
- July 4<sup>th</sup> had a successful turnout. Elvis Impersonator seemed to go over well.
- Finalizing the Fall class offerings for the Brochure.
- DEI Commission is planning for the annual Welcoming Week event which will take place on Sept. 19
- Adult Community Center offered 881 events the first half of the year, logging 10,579 total participation hours. Plans are underway to celebrate the building's 35-year anniversary this fall.

### **Studio 1**

- No report.

## **COMMUNITY PLANNING**

### **Building Services / Planning & Zoning**

- About 200 open permits.
- Two Avera projects, Block 100 apartment building, Family Dollar, Kaukauna mall, Walmart remodeling, Domino's Pizza, and Kwik Trip (E College Dr) are the largest projects under construction.
- 0 new houses approved, 3 commercial permits approved, 6 commercial permits pending.

## **PUBLIC WORKS DIVISION**

### **Engineering**

- Project ST-001-2023: Chip Seal Project – Awarded to Allied Blacktop Company on 02/28/2023, proposed start date of 08/14/2023.
- Project ST-002-2023: Bituminous Overlay Project – Awarded to Duininck, Inc. on 03/14/2023.
- Project ST-004: Halbur Road reconstruction – Anticipated final at the 07/25/2023 Council meeting.
- Project ST-007: UCAP Bus Shelter Installations – Project plans are ~~being~~ redrafted. Staff is waiting on final contract requirements from UCAP Transit for their MnDOT grant. Once received, staff will recommend advertisement for bids.
- Project ST-008: Channel Parkway Resurfacing – Awarded to Duininck, Inc. on 03/14/2023. Proposed start date of 08/07/2023.
- Project ST-009: N. 3<sup>rd</sup> St./W. Lyon St. Reconstruction – Project started 04/24/2023. Weekly property owner/business owner meetings on Tuesdays at 8:30am.

- Project SWM-002: Legion Field Stormwater Project – Phase II (Parkway Basin) – Awarded to Towne & Country Excavating LLC on 03/14/2023. Proposed start date of 07/24/2023.
- Project MMU-001: TH 23 Watermain Crossing Project – Proposed start date of 07/24/2023.

### **Building Maintenance**

- No report.

### **Street Department**

- No report.

### **Airport/Public Ways Maintenance**

- No report.

### **Wastewater**

- Staff have completed 287 preventative maintenance work orders in the last 30 days.
- Completed the Wastewater Infrastructure Needs Survey (WINS).
- Working on the 2024 budget and CIP.
- Sealing of leaks has been started in our east blue bio-solids storage tank.
- Repaired an airline break in the one of our aeration basins.
- Repaired a water main break in the plant.
- Repaired the grit collection system.
- Lift station cleaning has been completed and we have moved on to station maintenance.
- Working on summer jetting of sanitary lines.
- Working on verification and inspection of sanitary lines along West College Drive near 4<sup>th</sup> Street.
- We are working out the final details concerning schedules of compliance for meeting new NPDES permit renewal. Awaiting a reply from the MPCA.

## **PUBLIC SAFETY DIVISION**

### **FIRE DEPARTMENT**

- The Fire Department responded to seventeen (17) calls for service. Total calls for service included:
  - Fire/CO2 Alarm (5)
  - Fire; Structure (12)
  - Medical Assist (0)
  - Vehicle Accident (0)
  - Other – Assist (0)

### **POLICE DEPARTMENT**

- The Marshall Police Department responded to a total of 846 calls for the month of June. 98 criminal offenses were reported with a total number of 37 adults arrested.

### **OFFICER'S REPORT**

- Alarms (5)
- Accidents (29)
- Alcohol involved incidents (2)

- Assaults (5)
- Domestic Assaults (12)
- Burglaries (4)
- Criminal Sexual Conduct (1)
- Damage to Property (2)
- Keys Locked in Vehicles (21)
- Loud Party (10)/ Public Disturbances (14)
- Thefts (28)
- Traffic Related Complaints (145)
- Vandalism (17)
- Warrant Pickups (7)
- Welfare Checks/Mental Health (28)

The Police Advisory Board conducted interviews and created an eligibility roster for the two open full-time police officer positions. Eight candidates were interviewed, and one position was filled with Officer Nathan Holden. Officer Holden had recently completed our field training program for a part-time position. One full-time position remains open.

#### **DETECTIVE REPORT**

- An 18-year-old Sioux Falls, SD man was arrested for 2nd Degree Assault, Dangerous Weapons charges, and additional assault charges at the completion of an assault investigation.
- A 29-year-old Marshall man was arrested for burglary after the investigation of someone who had entered an unoccupied residence.
- A 65-year-old Marshall man was arrested for 2nd Degree Assault and Threats of Violence after an investigation of an assault with a knife involved.
- Twenty cases of theft and fourteen cases of criminal damage to property were investigated during the month.
- Three cases of identity theft and five cases of theft by swindle are under investigation.
- Two wrongfully obtaining assistance cases were investigated. One case was referred for charges and the other case remains under investigation.
- Four deaths were investigated during the month.
- Eleven child protection reports and four reports from the Minnesota Adult Abuse Reporting Center were investigated in conjunction with Southwest Health and Human Services.
- Detective Kopitski and Detective Sandgren attended the BCA's Crime Scene Course in Marshall June 6th – June 8th.

#### **MERIT CENTER**

- In June, MN West conducted a Motorcycle Safety training course, an EVOC course and CDL training utilizing the driving track at the MERIT Center.
- The Hibbing Community College Law Enforcement program conducted EVOC training at the MERIT Center on June 5-8th. 27 students attended this training.
- June 6-8 the Bureau of Criminal Apprehension (BCA) held a Basic Crime Scene course at the MERIT Center. This course was attended by 25 officers from throughout the state of MN. The BCA is holding another course in 2023 and two more courses are scheduled for 2024.

- The MN Ambulance Association held their quarterly board meeting at the MERIT Center on June 9. 32 people attended this meeting.
- On June 13, the Mankato PD conducted their EVOG training utilizing the MERIT Center track. 13 officers attended this training.
- The Emergency Communication Network conducted a Next Gen 911 meeting at the MERIT Center on June 14. 20 people attended this meeting.
- ADM conducted Manager Safety training at the MERIT Center on June 15 for 39 employees.
- On June 20, the Farm Service Agency held their District 5 Training at the MERIT Center. 48 employees attended this training.
- The NRCS conducted their regional staff meeting at the MERIT Center on June 22. 41 employees attended this event.
- The MERIT Center was utilized 26 out of 30 days in June with 286 people attending these training/events.

**MONTHLY REPORT OF ACTIVITY FOR MARSHALL POLICE For Month and Year ending June 2023 (YTD TOTALS)**

	Offenses		Actual	Total Arrests/Excluding traffic	
	Reported	Unfounded	Offenses	Adult	Juvenile
January	57	0	57	33	0
February	89	0	89	37	0
March	99	0	99	28	1
April	97	0	97	41	1
May	125	0	125	40	0
June	98	0	98	37	0
July					
August					
September					
October					
November					
December					

<b>YTD 2023</b>	<b>565</b>	<b>0</b>	<b>565</b>	<b>216</b>	<b>2</b>
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**Averages for all Activities (Calls for Service)**

	#Calls	Time in Hrs
	Total	Spent
January	743	316
February	757	319
March	750	318
April	728	363
May	920	434
June	846	416
July		
August		
September		
October		
November		
December		
<b>YTD 2023</b>	<b>4744</b>	<b>2166</b>

Accidents	Jan.	Feb.	Mar.	April	May	June	July	Aug.	Sep	Oct.	Nov.	Dec.	YTD
Hit and Run	9	6	7	10	14	5							51
Property Damage	15	25	15	18	19	21							113
Personal Injury	1	3	5	1	2	3							15
Fatalities	0	0	0	0	0	0							0
<b>TOTAL 2023</b>	<b>25</b>	<b>34</b>	<b>27</b>	<b>29</b>	<b>35</b>	<b>29</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>179</b>

CITATIONS	Jan.	Feb.	Mar	Apr	May	June	July	Aug	Sept	Oct.	Nov.	Dec.	YTD
Citations	45	61	49	44	47	1							247
Parking Tickets	91	75	23	5	0	39							233

**Activities (Calls For Service) \*High Hours Expended**

	Jan.	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct.	Nov.	Dec.	YTD
Alarms	11	11	20	14	18	5							79
Alcohol	0	3	2	2	0	2							9
Animal Bite	2	3	1	2	4	1							13
Animal Complaint	10	13	11	20	14	26							94
Assault	6	4	7	8	11	5							41
Assists	50	45	48	53	51	54							301
Auto Theft	3	1	0	1	1	0							6
Bike Found	0	4	1	2	9	7							23
Bike Theft	0	0	0	1	5	6							12
Burglary	0	3	0	1	7	4							15
Bus Violation	3	5	5	4	5	3							25
Check Forgery	0	1	0	0	0	0							1
Check Fraud	1	1	0	0	0	1							3
Civil Matters	12	10	8	7	17	19							73
Criminal Sex	2	3	2	3	6	1							17
Damage to Prp	2	2	4	1	4	2							15
Death Investigation	0	2	0	1	2	4							9
Domestics	10	15	12	10	19	12							78
Drugs/Narcotics	2	3	4	3	2	4							18
Family Matters	4	9	9	9	12	6							49
Fire Alarm	0	2	0	0	0	0							2
Gas Meal Assist	3	1	2	4	4	2							16
Gun Permits	4	10	15	8	10	5							52
Harassment	8	5	6	5	11	18							53
Intoxicated/Detox	2	2	3	1	3	1							12
Keys Locked In vehicles	27	21	26	24	26	21							145
Mental Health	8	9	6	14	8	9							54
Fraud	2	6	6	5	2	7							28
Parking Complaints	76	69	38	17	18	14							232
Party Loud Party	1	3	3	2	5	10							24
Pred - Sex Offender	2	2	1	1	0	2							8
Property Found	1	3	10	12	13	8							47
Public Disturbance	5	7	9	11	14	14							60
Pursuit	0	0	0	1	0	0							1
Runaway	2	3	7	3	9	2							26
Escort Funeral,other	13	13	8	7	9	13							63
Search Warrant	1	0	0	1	0	0							2
Suspicious Anything	38	34	42	50	97	110							371
Suspicious Vehicle	3	4	3	5	6	7							28
Tobacco Violation	1	1	2	2	0	1							7
Theft	17	18	14	14	28	28							119
D etc)	1	0	0	1	0	0							2
D etc)	1	2	2	2	3	2							12
D etc)	10	6	6	9	10	13							54

Item 18.

Traffic Related Complaints	190	224	200	142	199	145							1100
Unsecured Building	0	1	2	2	0	2							7
Vandalism	0	6	4	11	9	17							47
Violation of OFP	6	3	5	1	4	8							27
Warrant Pickups	11	5	7	11	12	7							53
Welfare Checks	21	27	25	26	27	19							145
Welfare Fraud	0	0	0	0	0	0							0
ERU Activated	0	0	0	1	0	0							1
Weapons Involved	1	1	0	5	1	1							9
<b>YTD 2023</b>	<b>573</b>	<b>626</b>	<b>586</b>	<b>540</b>	<b>715</b>	<b>648</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>3688</b>

**OFFENSE ACTIVITY BY DAY OF WEEK**

	Mon	Tues	Wed	Thur	Fri	Sat	Sun
January	5	9	5	12	3	8	15
February	13	16	16	6	17	14	7
March	4	23	25	15	13	12	7
April	16	8	9	19	12	17	16
May	8	18	19	15	16	29	20
June	3	17	12	17	11	30	9
July							
August							
September							
October							
November							
December							
<b>YTD 2023</b>	<b>49</b>	<b>91</b>	<b>86</b>	<b>84</b>	<b>72</b>	<b>110</b>	<b>74</b>

**DETECTIVE / INVESTIGATIONS ACTIVITIES**

	Jan.	Feb.	Mar	Apr	May	June	July	Aug	Sept	Oct.	Nov.	Dec.	YTD
Felonies	23	25	28	28	34	29							167
Gross Misdemeanors	21	17	22	20	26	16							122
Misdemeanors	14	19	24	27	34	30							148



# MARSHALL

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

Applicant Name	Location	Description of Work	Valuation	Approved Date.
AMERICAN WATERWORKS	601 WINIFRED DR	Foundation Repair	15,954.55	06/27/2023
AP Design	425 MAIN ST W	Wall Mounted Sign	3,975.00	07/05/2023
GESKE HOME IMPROVEMENT CO	702 NUESE LN, 702 NUESE LN, 702 NUESE LN	Doors, Re-Siding, Windows	15,900.00	06/23/2023
GESKE HOME IMPROVEMENT CO	1640 THUNDERBIRD RD	Re-Siding	6,500.00	06/28/2023
GESKE HOME IMPROVEMENT CO	203 4TH ST S	Windows	5,600.00	06/23/2023
GESKE HOME IMPROVEMENT CO	303 ELM ST	Windows	700.00	06/23/2023
GESKE HOME IMPROVEMENT CO	901 4TH ST N	Windows	8,400.00	06/23/2023
GILES/DANIEL/&	112 PARK AVE	Windows	3,400.00	07/03/2023
Joe Critser	1406 COLLEGE DR E	Interior Remodeling - ANY Work Inside, Except Fireplace	175,000.00	07/03/2023
KEVIN GOSLAR TRIO PLUMBING & H	405 WHITNEY ST S	Plumbing - Bathroom remodeling, Piping replacement	4,000.00	06/28/2023
KEVIN GOSLAR TRIO PLUMBING & H	1203 WINDSTAR	Plumbing - New building	0.00	06/28/2023
KWIK TRIP INC	1001 COLLEGE DR E	New Building/House	2,500,000.00	06/26/2023
MARISA CASTRO	430 7TH ST N, 430 7TH ST N	Doors, Re-Siding	2,000.00	06/22/2023
MEADOWVIEW CONSTRUCTION	1004 SILVERVINE DR	Deck	6,500.00	06/26/2023
MEADOWVIEW CONSTRUCTION	204 ROBERT ST	Interior Remodeling - ANY Work Inside, Except Fireplace	1,250.00	06/26/2023
Item 19.	700 COLLEGE DR W, 700 COLLEGE DR W	Doors, Re-Siding	7,500.00	07/03/2023

<b>Applicant Name</b>	<b>Location</b>	<b>Description of Work</b>	<b>Valuation</b>	<b>Approved Date.</b>
N/A	509 DONITA AV	Foundation Repair	5,435.00	06/22/2023
N/A	1304 CANOGA PARK DR	HVAC - Air Conditioning	3,000.00	06/30/2023
N/A	1106 DEVITO ST	HVAC - Air Conditioning, Furnace	6,400.00	07/06/2023
N/A	102 MINNESOTA ST S	Re-Roofing	10,800.00	06/27/2023
N/A	701 BRUCE ST S	Re-Roofing	12,500.00	06/27/2023
N/A	1221 ENGLEWOOD RD	Re-Roofing	18,583.38	06/30/2023
N/A	505 LYON ST E	Re-Roofing	3,000.00	07/06/2023
N/A	1002 EMERALD CT	Windows	2,400.00	06/28/2023
SWANSON CONSTRUCTION	408 MASON ST	Re-Roofing	5,000.00	06/27/2023

# 2023 Regular Council Meeting Dates

2<sup>nd</sup> and 4<sup>th</sup> Tuesday of each month *(Unless otherwise noted)*

5:30 P.M.

City Hall, 344 West Main Street

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## January

1. January 10, 2023
2. January 24, 2023

## February

1. February 14, 2023
2. February 28, 2023

## March

1. March 14, 2023
2. March 28, 2023

## April

1. April 11, 2023
2. April 25, 2023

## May

1. May 9, 2023
2. May 23, 2023

## June

1. June 13, 2023
2. June 27, 2023

## July

1. July 11, 2023
2. July 25, 2023

## August

1. August 08, 2023
2. August 22, 2023

## September

1. September 12, 2023
2. September 26, 2023

## October

1. October 10, 2023
2. October 24, 2023

## November

1. November 14, 2023
2. November 28, 2023

## December

1. December 12, 2023
2. December 26, 2023

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## 2023 Uniform Election Dates

- February 14, 2023
- April 11, 2023
- May 9, 2023
- August 08, 2023
- November 07, 2023

### 204C.03 PUBLIC MEETINGS PROHIBITED ON ELECTION DAY.

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



## Upcoming Meetings

### July

- 07/11 Rental Code Ordinance Committee, 12:00 PM, City Hall
  - 07/11 Regular Meeting, 5:30 PM, City Hall
  - 07/25 Work Session, 4:00 PM, City Hall
  - 07/25 Regular Meeting, 5:30 PM, City Hall
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### August

- 08/08 Rental Code Ordinance Committee, 12:00 PM, City Hall
- 08/08 Work Session, 4:00 PM, City Hall
- 08/08 Regular Meeting, 5:30 PM, City Hall
- 08/22 Regular Meeting, 5:30 PM, City Hall
- 08/29 Work Session, 5:30 PM, City Hall