



**CITY OF MARSHALL  
CITY COUNCIL MEETING  
A G E N D A**

**Tuesday, February 12, 2019 at 5:30 PM  
Professional Development Room - Marshall Middle School, 401 South  
Saratoga Street**

**OPENING ITEMS**

1. Call to Order/Pledge of Allegiance

**APPROVAL OF AGENDA**

**APPROVAL OF MINUTES**

2. Consider approval of the minutes of the work session and regular meeting held on January 23, 2019

**PUBLIC HEARING**

3. Public Hearing of Ordinance Amendment to Section 62-2 Ice and Snow
4. Adoption of Ordinance Amendment to Section 62-2 Ice and Snow
5. Public Hearing of Ordinance Amendment to Section 86-96 A - Agricultural District.
6. Adoption of Ordinance Amendment to Section 86-96 A - Agricultural District.
7. Vacate Easements in Commerce Industrial Park – 1) Public Hearing.
8. Vacate Easements in Commerce Industrial Park – 2) Adoption of Resolution Authorizing the Vacation of Easements.

**AWARD OF BIDS**

9. MERIT Center Driving Track - Phase 2: Consider Award of Bids.

**CONSENT AGENDA**

10. Approval of Consent Agenda
11. Consider authorization to declare vehicles as surplus property for the Police Department.
12. Surplus Property – Police Department
13. MERIT Center/State of Minnesota amendment of Lease No. 2
14. Consider Resolution Authorizing Transfer of Surplus Funds and Closure of Debt Service Fund 366
15. Consider an application for an On-Sale Intoxicating Liquor License for Marshall Convention and Visitors Bureau for March 9, 2019.
16. Consider ratifying an application for an On-Sale Intoxicating Liquor License for Marshall Convention and Visitors Bureau from February 7, 2019 to February 12, 2019.
17. Consider approval of the bills/project payments

**APPROVAL OF ITEMS PULLED FROM CONSENT**

**OLD BUSINESS**

**TABLED ITEM**

**NEW BUSINESS**

18. Change Order Authorization.
19. LEC Building Maintenance
20. Marshall Lyon County Library Update
21. Consider approval of labor agreements between the City of Marshall and AFSCME Council No. 65
22. REQUEST FOR MAP AMENDMENT (REZONE) 1007 Erie Road
23. Request for Conditional Use Permit / Archery Range in A - Agricultural District
24. Strategic Planning Request for Proposal
25. Wetland Mitigation HRA Owned Property Located in Sonstegard Subdivision

**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.**

[26.](#) Consider a LG220 Application for Exempt Permit for SMSU Ducks Unlimited for February 28, 2019

[27.](#) Consider a LG220 Application for Exempt Permit for SMSU Foundation for March 3, 2019

**COUNCIL REPORTS**

[28.](#) Commission/Board Liaison Reports

29. Councilmember Individual Items

**STAFF REPORTS**

30. City Administrator

31. Director of Public Works

32. City Attorney

**ADMINISTRATIVE REPORTS**

[33.](#) Administrative Report

**INFORMATION ONLY**

[34.](#) Information Only

**ADJOURN TO CLOSED SESSION**

**MEETINGS**

[35.](#) Upcoming Meetings

**ADJOURN**

36. Adjourn Meeting

# RULES OF CONDUCT

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



## CITY OF MARSHALL AGENDA ITEM REPORT

<b>Meeting Date:</b>	Tuesday, February 12, 2019
<b>Category:</b>	APPROVAL OF MINUTES
<b>Type:</b>	ACTION
<b>Subject:</b>	Consider approval of the minutes of the work session and regular meeting held on January 23, 2019
<b>Background Information:</b>	Enclosed are the minutes of the work session and regular meeting held on January 23, 2019
<b>Fiscal Impact:</b>	None
<b>Alternative/ Variations:</b>	Staff encourages City Council Members to provide any suggested corrections to the minutes in writing to City Clerk Kyle Box, prior to the meeting. We then could potentially incorporate proposed amended minutes at the meeting.
<b>Recommendations:</b>	that the minutes of the work session and regular meeting held on January 23, 2019 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  
Wednesday, January 23, 2019

The regular meeting of the Common Council of the City of Marshall was held January 23, 2019 in the Professional Development Room at the Marshall Middle School, 401 South Saratoga 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, Glenn Bayerkohler, John DeCramer, Russ Labat and James Lozinski. Absent: Steven Meister. Staff present included: Sharon Hanson, City Administrator; Dennis Simpson, City Attorney; Jason Anderson, Assistant City Engineer/Zoning Administrator; Jim Marshall, Director of Public Safety; Annette Storm, Director of Administrative Services; Quentin Brunsvold, Fire Chief; Bob VanMoer, Wastewater Treatment Facility Superintendent; Ilya Gutman, Plan Examiner/Assistant Zoning Administrator and Kyle Box, City Clerk.

The Pledge of Allegiance was recited at this time.

There was a consensus to operate under the presented agenda.

**Approval of the Minutes.**

Motion made by Councilmember Schafer, Seconded by Councilmember DeCramer to approval the minutes. Voting Yea: Mayor Byrnes, Councilmember Schafer, Councilmember Bayerkohler, Councilmember DeCramer, Councilmember Labat. Abstaining: Councilmember Lozinski. The motion **Passed. 5-0-1**

**Consider Moving a Dwelling into Residential District At 312 Warsaw Circle.**

Jason Anderson Assistant City Engineer/Zoning Administrator presented the item to Council. Councilmember DeCramer provided discussion from the EDA and confirmed with staff that this house would have new siding and new roof.

Motion made by Councilmember Labat, Seconded by Councilmember DeCramer that the Council close the public hearing. Voting Yea: Mayor Byrnes, Councilmember Schafer, Councilmember Bayerkohler, Councilmember DeCramer, Councilmember Labat. Abstaining: Councilmember Lozinski. The motion **Passed. 5-0-1**

Motion made by Councilmember DeCramer, Seconded by Councilmember Labat that the Council to approve the request of Mike Swalboski to move a dwelling into a residential district at 312 Warsaw Circle. Voting Yea: Mayor Byrnes, Councilmember Schafer, Councilmember Bayerkohler, Councilmember DeCramer, Councilmember Labat. Voting Abstaining: Councilmember Lozinski. The motion **Passed. 5-0-1**

**Approval of Consent Agenda.**

Councilmember Labat requested that item number 12, Consider a venue change for an On-Sale Intoxicating Liquor License for Holy Redeemer Church for March 23, 2019 and item number 14, Consider Resolution Amending the 2019 Fee Schedule be pulled for further discussion.

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

Approval of Resolution Number 4584, Second Series regarding Charter FCC Form 394 – Assignment of Cable Television Franchise to Spectrum Mid-America, LLC

Approval of a Special Assessment Deferral

Authorization to declare vehicles as surplus property for the Police Department.

Vacate Easements in Commerce Industrial Park – Call for Public Hearing on Resolution Authorizing the Vacation of Easements.

Approval of an application for an On-Sale Intoxicating Liquor License for Marshall Area Chamber of Commerce for February 21, 2019.

Approval of a LG220 Application for Exempt Permit for Shades of the Past for June 1, 2019.

Approval of a venue change for a LG220 Application for Exempt Permit for Holy Redeemer Church for March 23, 2019

Approval of the bills/project payments

**Consider a venue change for an On-Sale Intoxicating Liquor License for Holy Redeemer Church for March 23, 2019.**

Councilmember Labat pulled the item for further discussion. City Clerk Kyle Box provided information on the Temporary On-sale Liquor License application and the venue.

Motion made by Councilmember Schafer, Seconded by Councilmember Labat to approve the venue change of a Temporary On-Sale Liquor License for Holy Redeemer Church to use on March 23, 2019 at Schwan's Mercantile 100 West College Dr, Marshall, Minnesota. Voting Yea: Mayor Byrnes, Councilmember Schafer, Councilmember Bayerkohler, Councilmember DeCramer, Councilmember Labat, Councilmember Lozinski. The motion **Carried. 6-0**

**Consider Resolution Amending the 2019 Fee Schedule.**

Councilmember Labat pulled the item for further discussion, specifically inquiring about the rate changes revolving around the Fire Department. Fire Chief Quentin Brunsvold provided further information on the requested changes.

Motion made by Councilmember Schafer, Seconded by Councilmember Labat Approve Resolution Number 4585, Second Series approving specific fees to be charged by the City of Marshall. Voting Yea: Mayor Byrnes, Councilmember Schafer, Councilmember Bayerkohler, Councilmember DeCramer, Councilmember Labat, Councilmember Lozinski. The motion **Carried. 6-0**

**Consider a Request for a Variance Adjustment Permit (1) Greater Minnesota Family Services at 1408 Floyd Wild Drive.**

Assistant City Engineer/Zoning Administrator Jason Anderson provided the background information on the item. This item is being recommended by the Planning Commission.

There was further discussion by Council and Staff. Tom Belcher, Greater Minnesota Family Services CFO was in attendance and discussed their operations.

Motion made by Councilmember Schafer, Seconded by Councilmember Lozinski to Approve a Variance Adjustment Permit for an access drive leading to a non-residential use through residential properties and adding the conditions that the variance is contingent upon the property being utilized as described by Greater Minnesota Family Services. The property shall be used to operate the SEED program for 3-5-year-old children, in groups no larger than 10 kids, with no more than two groups per day, operating Monday-Friday. The participants must be brought in by bus and no more than 8 employees may be present at any time. Voting Yea: Mayor Byrnes, Councilmember Schafer, Councilmember Bayerkohler, Councilmember DeCramer, Councilmember Lozinski. Voting Nay: Councilmember Labat. The motion **Passed. 5-1**

**Consider a Request for a Variance Adjustment Permit (2) Greater Minnesota Family Services at 1408 Floyd Wild Drive.**

Councilmember Lozinski discussed pavement being required at other similar locations. There was further discussion by Council and Staff.

Motion made by Councilmember Lozinski, Seconded by Councilmember Schafer to deny the variance adjustment permit (2) and use enforcement discretion. Voting Yea: Mayor Byrnes, Councilmember Schafer, Councilmember Bayerkohler, Councilmember DeCramer, Councilmember Labat, Councilmember Lozinski. The motion **Carried. 6-0**

**Consider a Request for a Variance Adjustment Permit (3) Greater Minnesota Family Services at 1408 Floyd Wild Drive.**

Jason Anderson Assistant City Engineer/Zoning Administrator introduced the item to Council. Councilmember Bayerkohler provided discussion from the Planning Commission regarding the gravel driveway.

Motion made by Councilmember Lozinski, Seconded by Councilmember Bayerkohler to approve a Variance Adjustment Permit for unpaved access drive to a business use with the added condition of controlling dust. Voting Yea: Mayor Byrnes, Councilmember Schafer, Councilmember Bayerkohler, Councilmember Labat, Councilmember Lozinski Voting Nay: Councilmember DeCramer. The motion **Passed. 5-1**

**Introduction of Ordinance Amending to permit an archery range and Call for Public Hearing.**

Assistant City Engineer/Zoning Administrator Jason Anderson presented the item to Council.

Motion made by Councilmember Schafer, Seconded by Councilmember Lozinski to introduce the Ordinance Amending to permit an archery range and call for Public Hearing to be held on February 12, 2019. Voting Yea: Mayor Byrnes, Councilmember Schafer, Councilmember Bayerkohler, Councilmember DeCramer, Councilmember Labat, Councilmember Lozinski. The motion **Carried. 6-0**

**Introduction of Ordinance to rezone 1007 Erie Road, REQUEST FOR MAP AMENDMENT (REZONE).**

Motion made by Councilmember Schafer, Seconded by Councilmember DeCramer to introduce an ordinance to rezone 1007 Erie Road from I-2 General Industrial District to an A – Agricultural District. Voting Yea: Mayor Byrnes, Councilmember Schafer, Councilmember Bayerkohler, Councilmember DeCramer, Councilmember Labat, Councilmember Lozinski. The motion **Carried. 6-0**

**Introduction of Ordinance amendment to Section 62-2 Ice and snow and Call for Public Hearing**

Assistant City Engineer/Zoning Administrator Jason Anderson introduced and provided the background information on the item. Councilmember Lozinski asked staff to better define a private street before adopting the ordinance. There was further discussion by Council and Staff.

Motion made by Councilmember Lozinski, Seconded by Councilmember Schafer that the Council introduce the Ordinance amendment to Section 62-2 Ice and snow and call for Public Hearing to be held on February 12, 2019. Voting Yea: Mayor Byrnes, Councilmember Schafer, Councilmember Bayerkohler, Councilmember DeCramer, Councilmember Labat, Councilmember Lozinski. The motion **Carried. 6-0**

**Project Y62: TH 23 and Saratoga Street Intersection Improvements – Consider Change Order No. 4 Consider Final Pay Request #11.**

City Attorney Dennis Simpson introduced the item and provided the background information to Council.

Motion made by Councilmember Lozinski, Seconded by Councilmember Labat to approve Change Order No. 4 to Robert R. Schroeder Construction Co. of Glenwood, Minnesota resulting in a contract decrease in the amount of \$42,000 for the above1-35 referenced project. That the Council approve final pay to Robert R. Schroeder Construction Co. of Glenwood, Minnesota in the amount of \$61,205.13. Final pay results in contract savings in the amount of \$109,086.98. Voting Yea: Mayor Byrnes, Councilmember Schafer, Councilmember Bayerkohler, Councilmember DeCramer, Councilmember Labat, Councilmember Lozinski. The motion **Passed. 6-0**

**Special Assessments on Tax Forfeited Property Located at 620 W Main Street.**

Director of Administrative Services Annette Storm introduced the item to Council. Director Storm also introduced Lyon County Auditor/Treasurer E.J. Moberg who provided addition insight on the item from the County's perspective. There was continued discussion by Council.

Motion made by Councilmember Lozinski, Seconded by Councilmember Bayerkohler to reassess up to 50% of the unpaid special assessments for the tax forfeited property located at 620 W. Main Street, Marshall, MN when returned to private ownership. Voting Yea: Mayor Byrnes, Councilmember Schafer, Councilmember Bayerkohler, Councilmember DeCramer, Councilmember Labat, Councilmember Lozinski. The motion **Carried. 6-0**

**Phase-1 Wastewater Treatment Improvements – Approve Plans & Specifications and Authorize Advertisement for Bids.**

Wastewater Treatment Facility Superintendent Bob VanMoer introduced the item to Council.

Motion made by Councilmember Schafer, Seconded by Councilmember DeCramer to approve the plans and specifications and authorize advertisement for bids for Phase-1 Wastewater Treatment Improvements, approve plans and specifications and authorize advertisement for bids. Voting Yea: Mayor Byrnes, Councilmember Schafer, Councilmember Bayerkohler, Councilmember DeCramer, Councilmember Labat, Councilmember Lozinski. The motion **Carried. 6-0**

**Marshall Hotel – Consider Authorization to Request for Proposals for Removal of Hazardous Materials and Miscellaneous Debris.**

Assistant City Engineer/Zoning Administrator Jason Anderson introduced the item to Council. There was further discussion by Council.

Motion made by Councilmember Lozinski, Seconded by Councilmember DeCramer to authorize a request for proposals for Marshall Hotel – Authorization to Request for Proposals for Removal of Hazardous Materials and Miscellaneous Debris. Voting Yea: Mayor Byrnes, Councilmember Schafer, Councilmember Bayerkohler, Councilmember DeCramer, Councilmember Labat, Councilmember Lozinski. The motion **Carried. 6-0**

**Consider Resolution Authorizing Preparation of Report on Improvement for Project Z69 East Lyon Street Reconstruction Project and Project Z74 Huron Road/Superior Road Reconstruction Project.**

Assistant City Engineer/Zoning Administrator Jason Anderson introduced the item to Council. Mayor Byrnes discussed the projects being assessed under the current special assessment policy. There was further discussion by Council.

Motion made by Councilmember Schafer, Seconded by Councilmember Labat to adopt Resolution Number 4586, Second Series, which is the “Resolution Ordering Preparation of Report on Improvement” for Project Z69: East Lyon Street Reconstruction Project and Project Z74: Huron Road/Superior Road Reconstruction Project Voting Yea: Mayor Byrnes, Councilmember Schafer, Councilmember Bayerkohler, Councilmember DeCramer, Councilmember Labat, Councilmember Lozinski. The motion **Carried. 6-0**

**Consider an application for an On-Sale Intoxicating Liquor License for SMSU Ducks Unlimited for February 23, 2019.**

Motion made by Councilmember Labat, Seconded by Councilmember Lozinski to approve a Temporary On-Sale Liquor License for SMSU Ducks Unlimited for February 23, 2019 at SMSU Upper Conference Center, 1501 State Street, Marshall, Minnesota. Voting Yea: Mayor Byrnes, Councilmember Schafer, Councilmember DeCramer, Councilmember Labat, Councilmember Lozinski Voting Abstaining: Councilmember Bayerkohler. The motion **Carried. 5-0-1**

**Commission/Board Liaison Reports.**

Byrnes            No Report

Schafer           No Report

Bayerkohler    Planning Commission met and their items were discussed at this meeting.

DeCramer        Economic Development Authority met and their items were discussed at this meeting.  
Marshall Municipal Utilities Commission met and discussed reserve funds in anticipation of settlements between Xcel Energy and others.

Labat             Library Board met appointed a new president and vice president to the board. The library was selected to participate in an American Creed project.  
Convention and Visitors Bureau met and is working on amending their by-laws. There are also a number of events beings scheduled at the Red Baron Arena.

Lozinski Marshall Area Transit met and is working on a redesign of their bus routes.

**Councilmember Individual Items.**

Councilmember Lozinski reminded everyone to be careful around snowplows.

Councilmember Labat thanked staff and MMU for clearing the snow around the fire hydrants.

Councilmember reminded everyone that we are a heavily used pedestrian community and thanked staff for the clearing of the cross walks.

Mayor Byrnes discussed the Race Equity Cohort and appointed John DeCramer to represent the Council. Mayor Byrnes will attend a Coalition of Greater Minnesota Cities event as well as participating in a Transportation Alliance Day and a Highway 23 Corridor Coalition reception. Mayor Byrnes commented on discussions with Tru Shrimp.

**City Administrator**

No Report

**Director of Public Works**

No Report

**City Attorney**

City Attorney Dennis Simpson commented on the ongoing development of the special assessment policy.

**Information Only.**

There were no questions on the information items.

**Upcoming Meetings.**

There were no questions on the upcoming meetings.

**Adjourn Meeting**

At 7:21 P.M., Motion made by Councilmember Labat, Seconded by Councilmember Lozinski to adjourn. Voting Yea: Mayor Byrnes, Councilmember Schafer, Councilmember Bayerkohler, Councilmember DeCramer, Councilmember Labat, Councilmember Lozinski. The motion **Carried. 6-0**

\_\_\_\_\_  
Mayor

Attest:

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

**CITY OF MARSHALL  
WORK SESSION  
M I N U T E S  
Wednesday, January 23, 2019**

A Work Session of the Common Council of the City of Marshall was held on January 23, 2019 in the Professional Development Room at the Marshall Middle School, 401 South Saratoga Street. The meeting was called to order at 7:28 P.M. by Mayor Bob Byrnes. In addition to Byrnes the following members were present: Craig Schafer, Glenn Bayerkohler, John DeCramer, Russ Labat and James Lozinski. Absent: Steven Meister. Staff present included: Sharon Hanson, City Administrator; Sheila Dubs, Human Resource Manager and Susan Hansen, Attorney with Madden, Galanter, Hansen, LLP.

**Determination to go into Closed Session Pursuant to Minnesota Statute 13D.03 Related to Union Negotiations**

Motion made by Councilmember Schafer, Seconded by Councilmember Decramer to move into a closed session pursuant to Minnesota Statute 13D.03 regarding Union Negotiations. Voting Yea: Mayor Byrnes, Councilmember Schafer, Councilmember Bayerkohler, Councilmember Decramer, Councilmember Labat, Councilmember Lozinski. The motion **Carried. 6-0**

**Reconvene to Work Session**

At 8:17 P.M., Council reconvened to the work session.

**Adjourn**

At 8:17 P.M., Motion made by Councilmember Schafer, Seconded by Councilmember Lozinski to adjourn. Voting Yea: Mayor Byrnes, Councilmember Schafer, Councilmember Bayerkohler, Councilmember Decramer, Councilmember Labat, Councilmember Lozinski. The motion **Carried. 6-0**

\_\_\_\_\_  
Mayor

Attest:

\_\_\_\_\_



## CITY OF MARSHALL AGENDA ITEM REPORT

<b>Meeting Date:</b>	Tuesday, February 12, 2019
<b>Category:</b>	PUBLIC HEARING
<b>Type:</b>	INFO/ACTION
<b>Subject:</b>	Public Hearing of Ordinance Amendment to Section 62-2 Ice and Snow
<b>Background Information:</b>	<p>This City Ordinance regulates snow and ice removal from public sidewalks. It requires owners of adjacent properties to have snow and ice removed within certain time frame and permits the City to have the nuisance abated if the sidewalks are not cleared; the City may then assess the cost if a bill for snow or ice removal is not paid for. However, snow on private streets is not addressed despite it being a health and safety hazard and also the City's receiving multiple complaints.</p> <p>Staff reviewed the State Statute that gives the City authority to remove the snow from public sidewalks and determined that it also permits a similar procedure on private properties, including private streets. Therefore, the Ordinance section was revised by adding references to "private streets." A private street is defined in the ordinance as "one that has not been dedicated but rather reserved as public access to property. The private street or road shall be owned and maintained by the property owner which it serves."</p> <p>Additionally, several changes were made to better reflect the actual process that the City is using in dealing with this problem, for example the option of civil suit was removed. Also, a provision was added that limited owners' obligations and measures to the ones the City customarily follows.</p> <p>A relevant State Statute is attached.</p> <p>At the meeting on January 18, 2019, Legislative and Ordinance Committee voted to recommend to council the approval of Ordinance amendment to Section 62-2 Ice and snow as recommended by staff.</p> <p>The Ordinance amendment to Section 62-2 Ice and snow was introduced at January 23, 2019, City Council meeting.</p>
<b>Fiscal Impact:</b>	All snow and ice removal costs will be billed and, if not paid, assessed.
<b>Alternative/ Variations:</b>	None recommended.
<b>Recommendations:</b>	Recommendation #1. that the Council close the public hearing on the Ordinance amendment to Section 62-2 Ice and snow.



ORDINANCE NO. \_\_\_\_\_, SECOND SERIES

AN ORDINANCE AMENDING  
MARSHALL CITY CODE OF ORDINANCES

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

Section 1: City Code of Ordinances, Chapter 86, Sec. 62-2 Ice and Snow is hereby amended in their entirety to read as follows.

Sec. 62-2. - Ice and snow on public sidewalks and private streets.

- (a) *Declared a hazard.* All snow and ice remaining upon public sidewalks, or private streets as defined in Chapter 66, is hereby declared to constitute a public health and safety hazard and shall be abated by the owner of the abutting or surrounding, respectively, private property within 12 hours after such snow and ice has ceased to be deposited. This requirement shall not impose obligations on owners greater than those followed by the City of Marshall for snow and ice removal on city streets and sidewalks on City owned properties.
- (b) *City to remove.* The city, without a notice to the owner, may cause to be removed, or otherwise abated, from all public sidewalks and private streets, beginning 24 hours after snow or ice has ceased to fall, all snow and ice which may be discovered thereon, and it shall keep a record of the cost of such removal, or abatement, and the private property adjacent to, or surrounded by, which such accumulations were found and removed or otherwise abated.
- (c) *Cost of removal.* The cost of snow or ice removal or abatement done in accordance with subsection (b) of this section shall be billed to the owner of the abutting or surrounding property. If such bill is not paid within 30 days, the city administrator shall, upon direction of the council after public hearing, and on receipt of the information provided for in subsection (b) of this section, extend the cost of such removal or abatement of snow or ice as a special assessment against the property abutting public sidewalks, or surrounding private streets, which were cleared. Such special assessments shall, at the time of certifying taxes to the county auditor, be certified for collection as other special assessments are certified and collected in accordance with applicable State Statutes.
- (d) *Placing snow or ice in public street, walks or on other city property.* It is a misdemeanor for any person, not acting under a specific contract with the city, to remove snow from private property or alleys and place the snow on a public street or walks in such quantity, or in such manner, as to cause a hazard to travel, without adequate arrangements for the immediate removal of the snow. It is also a misdemeanor for any person not acting under a contract with the city to dump snow on other city property.

Section 2: This Ordinance shall take effect after its passage and summary publication.

Passed and adopted by the Common Council this 12<sup>th</sup> day of February, 2019.

THE COMMON COUNCIL

ATTEST:

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

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

Introduced on: January 23, 2019

Final Passage on: February 12, 2019

Published in the Marshall Independent: \_\_\_\_\_

Sec. 62-2. - Ice and snow on public sidewalks and private streets.

- (a) *Declared a hazard nuisance*. All snow and ice remaining upon public sidewalks, or private streets as defined in Chapter 66, is hereby declared to constitute a public health and safety hazard nuisance and shall be abated by the owner ~~or tenant~~ of the abutting or surrounding, respectively, private property within 12 hours after such snow and ice has ceased to be deposited. This requirement shall not impose obligations on owners greater than those followed by the City of Marshall for snow and ice removal on city streets and sidewalks on City owned properties.
- (b) *City to remove*. The city, without a notice to the owner, may cause to be removed, or otherwise abated, from all public sidewalks and private streets, beginning 24 hours after snow or ice has ceased to fall, all snow and ice which may be discovered thereon, and it shall keep a record of the cost of such removal, or abatement, and the private property adjacent to, or surrounded by, which such accumulations were found and removed or otherwise abated.
- (c) *Cost of removal ~~to be assessed~~*. The cost of snow or ice removal or abatement done in accordance with subsection (b) of this section shall be billed to the owner of the abutting or surrounding property. If such bill is not paid within 30 days, ~~The~~ city administrator shall, upon direction of the council after public hearing, and on receipt of the information provided for in subsection (b) of this section, extend the cost of such removal or abatement of snow or ice as a special assessment against the property lots or parcels of ground abutting on public sidewalks, or surrounding private streets, which were cleared, and ~~S~~such special assessments shall, at the time of certifying taxes to the county auditor, be certified for collection as other special assessments are certified and collected in accordance with applicable State Statutes.
- ~~(d) *Civil suit for cost of removal*. The city administrator shall, in the alternative, upon direction of the council, bring suit in a court of competent jurisdiction to recover from the persons owning land adjacent to which sidewalks were cleared, as provided in subsection (b) of this section, the cost of such clearing and the cost and disbursements of a civil action therefor.~~
- ~~(e) *City administrator to report sidewalks cleared*. The city administrator shall present to the council at its first meeting after snow or ice has been cleared from the sidewalks, as provided in subsection (b) of this section, the report of the city thereon, and shall request the council to determine by resolution the manner of collection to be used as provided in subsections (c) and (d) of this section.~~
- (~~d~~f) *Placing snow or ice in public street, walks or on other city property*. It is a misdemeanor for any person, not acting under a specific contract with the city, to remove snow from private property or alleys and place the snow on a public street or walks in such quantity, or in such manner, as to cause a hazard to travel, without adequate arrangements for the immediate removal of the snow. It is also a misdemeanor for any person not acting under a contract with the city to dump snow on other city property.

(Code 1976, § 7.04)

**State Law reference**— Special assessments for snow, ~~and~~ ice, and public health or safety hazards removal, Minn. Stat. § 429.101.



## Office of the Revisor of Statutes

2018 Minnesota Statutes MUNICIPAL FINANCE TAXATION SPECIAL ASSESSMENTS Chapter 429 Section 429.101

429.10

429.11

## 2018 Minnesota Statutes

Authenticate 

## 429.101 UNPAID SPECIAL CHARGES MAY BE SPECIAL ASSESSMENTS.

**Subdivision 1. Ordinances.**

(a) In addition to any other method authorized by law or charter, the governing body of any municipality may provide for the collection of unpaid special charges as a special assessment against the property benefited for all or any part of the cost of:

- (1) snow, ice, or rubbish removal from sidewalks;
- (2) weed elimination from streets or private property;
- (3) removal or elimination of public health or safety hazards from private property, excluding any structure included under the provisions of sections [463.15](#) to [463.26](#);
- (4) installation or repair of water service lines, street sprinkling or other dust treatment of streets;
- (5) the trimming and care of trees and the removal of unsound trees from any street;
- (6) the treatment and removal of insect infested or diseased trees on private property, the repair of sidewalks and alleys;
- (7) the operation of a street lighting system;
- (8) the operation and maintenance of a fire protection or a pedestrian skyway system;
- (9) inspections relating to a municipal housing maintenance code violation;
- (10) the recovery of any disbursements under section [504B.445, subdivision 4](#), clause (5), including disbursements for payment of utility bills and other services, even if provided by a third party, necessary to remedy violations as described in section [504B.445, subdivision 4](#), clause (2); or
- (11) [Repealed, 2004 c 275 s 5]
- (12) the recovery of delinquent vacant building registration fees under a municipal program designed to identify and register vacant buildings.

(b) The council may by ordinance adopt regulations consistent with this section to make this authority effective, including, at the option of the council, provisions for placing primary responsibility upon the property owner or occupant to do the work personally (except in the case of street sprinkling or other dust treatment, alley repair, tree trimming, care, and removal, or the operation of a street lighting system) upon notice before the work is undertaken, and for collection from the property owner or other person served of the charges when due before unpaid charges are made a special assessment.

(c) A home rule charter city, statutory city, county, or town operating an energy improvements financing program under section [216C.436](#) or [216C.437](#) has the authority granted to a municipality under paragraph (a) with respect to energy improvements financed under that section.

**Subd. 2. Procedure for assessment.**

Any special assessment levied under subdivision 1 shall be payable in a single installment, or by up to ten equal annual installments as the council may provide, except that a special assessment made under an energy improvements financing program under subdivision 1, paragraph (c), may be repayable in up to 20 equal installments. With these exceptions, sections [429.061](#), [429.071](#), and [429.081](#) shall apply to assessments made under this section.

**Subd. 3. Issuance of obligations.**

(a) After a contract for any of the work enumerated in subdivision 1 has been let, or the work commenced, the council may issue obligations to defray the expense of any such work financed in whole or in part by special charges and assessments imposed upon benefited property under this section.

(b) Section [429.091](#) shall apply to such obligations with the following modifications:

- (1) such obligations shall be payable not more than two years from the date of issuance;
- (2) the amount of such obligations issued at one time in a municipality shall not exceed the cost of such work during the ensuing six months as estimated by the council;
- (3) a separate improvement fund shall be set up for each of the enumerated services referred to in subdivision 1 and financed under this section.

(c) Proceeds of special charges as well as special assessments and taxes shall be credited to such improvement fund.

**History:**

[1953 c 398 s 10](#); [1955 c 811 s 6](#); [1963 c 771 s 5](#); [1965 c 323 s 2](#); [1973 c 337 s 1](#); [1974 c 340 s 1,2](#); [1984 c 548 s 7](#); [1984 c 582 s 7](#); [1984 c 591 s 6](#); [1984 c 633 s 5](#); [1986 c 444](#); [1Sp2003 c 21 art 11 s 29](#); [2004 c 275 s 2](#); [2008 c 366 art 6 s 42](#); [2010 c 216 s 22](#); [2013 c 85 art 8 s 6](#); [2018 c 155 s 36](#)

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## CITY OF MARSHALL AGENDA ITEM REPORT

<b>Meeting Date:</b>	Tuesday, February 12, 2019
<b>Category:</b>	PUBLIC HEARING
<b>Type:</b>	INFO/ACTION
<b>Subject:</b>	Adoption of Ordinance Amendment to Section 62-2 Ice and Snow
<b>Background Information:</b>	See Public Hearing
<b>Fiscal Impact:</b>	See Public Hearing
<b>Alternative/ Variations:</b>	See Public Hearing
<b>Recommendations:</b>	Recommendation #2. that the Council adopt Ordinance No. XXX, Second Series, amending Section 62-2 Ice and snow.

ORDINANCE NO. \_\_\_\_\_, SECOND SERIES

AN ORDINANCE AMENDING  
MARSHALL CITY CODE OF ORDINANCES

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

Section 1: City Code of Ordinances, Chapter 86, Sec. 62-2 Ice and Snow is hereby amended in their entirety to read as follows.

Sec. 62-2. - Ice and snow on public sidewalks and private streets.

- (a) *Declared a hazard.* All snow and ice remaining upon public sidewalks, or private streets as defined in Chapter 66, is hereby declared to constitute a public health and safety hazard and shall be abated by the owner of the abutting or surrounding, respectively, private property within 12 hours after such snow and ice has ceased to be deposited. This requirement shall not impose obligations on owners greater than those followed by the City of Marshall for snow and ice removal on city streets and sidewalks on City owned properties.
- (b) *City to remove.* The city, without a notice to the owner, may cause to be removed, or otherwise abated, from all public sidewalks and private streets, beginning 24 hours after snow or ice has ceased to fall, all snow and ice which may be discovered thereon, and it shall keep a record of the cost of such removal, or abatement, and the private property adjacent to, or surrounded by, which such accumulations were found and removed or otherwise abated.
- (c) *Cost of removal.* The cost of snow or ice removal or abatement done in accordance with subsection (b) of this section shall be billed to the owner of the abutting or surrounding property. If such bill is not paid within 30 days, the city administrator shall, upon direction of the council after public hearing, and on receipt of the information provided for in subsection (b) of this section, extend the cost of such removal or abatement of snow or ice as a special assessment against the property abutting public sidewalks, or surrounding private streets, which were cleared. Such special assessments shall, at the time of certifying taxes to the county auditor, be certified for collection as other special assessments are certified and collected in accordance with applicable State Statutes.
- (d) *Placing snow or ice in public street, walks or on other city property.* It is a misdemeanor for any person, not acting under a specific contract with the city, to remove snow from private property or alleys and place the snow on a public street or walks in such quantity, or in such manner, as to cause a hazard to travel, without adequate arrangements for the immediate removal of the snow. It is also a misdemeanor for any person not acting under a contract with the city to dump snow on other city property.

Section 2: This Ordinance shall take effect after its passage and summary publication.

Passed and adopted by the Common Council this 12<sup>th</sup> day of February, 2019.

THE COMMON COUNCIL

ATTEST:

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

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

Introduced on: January 23, 2019

Final Passage on: February 12, 2019

Published in the Marshall Independent: \_\_\_\_\_



Sec. 62-2. - Ice and snow on public sidewalks and private streets.

- (a) *Declared a hazard nuisance*. All snow and ice remaining upon public sidewalks, or private streets as defined in Chapter 66, is hereby declared to constitute a public health and safety hazard nuisance and shall be abated by the owner ~~or tenant~~ of the abutting or surrounding, respectively, private property within 12 hours after such snow and ice has ceased to be deposited. This requirement shall not impose obligations on owners greater than those followed by the City of Marshall for snow and ice removal on city streets and sidewalks on City owned properties.
- (b) *City to remove*. The city, without a notice to the owner, may cause to be removed, or otherwise abated, from all public sidewalks and private streets, beginning 24 hours after snow or ice has ceased to fall, all snow and ice which may be discovered thereon, and it shall keep a record of the cost of such removal, or abatement, and the private property adjacent to, or surrounded by, which such accumulations were found and removed or otherwise abated.
- (c) *Cost of removal ~~to be assessed~~*. The cost of snow or ice removal or abatement done in accordance with subsection (b) of this section shall be billed to the owner of the abutting or surrounding property. If such bill is not paid within 30 days, ~~The~~ city administrator shall, upon direction of the council after public hearing, and on receipt of the information provided for in subsection (b) of this section, extend the cost of such removal or abatement of snow or ice as a special assessment against the property lots or parcels of ground abutting on public sidewalks, or surrounding private streets, which were cleared, and ~~S~~such special assessments shall, at the time of certifying taxes to the county auditor, be certified for collection as other special assessments are certified and collected in accordance with applicable State Statutes.
- ~~(d) *Civil suit for cost of removal*. The city administrator shall, in the alternative, upon direction of the council, bring suit in a court of competent jurisdiction to recover from the persons owning land adjacent to which sidewalks were cleared, as provided in subsection (b) of this section, the cost of such clearing and the cost and disbursements of a civil action therefor.~~
- ~~(e) *City administrator to report sidewalks cleared*. The city administrator shall present to the council at its first meeting after snow or ice has been cleared from the sidewalks, as provided in subsection (b) of this section, the report of the city thereon, and shall request the council to determine by resolution the manner of collection to be used as provided in subsections (c) and (d) of this section.~~
- (~~d~~f) *Placing snow or ice in public street, walks or on other city property*. It is a misdemeanor for any person, not acting under a specific contract with the city, to remove snow from private property or alleys and place the snow on a public street or walks in such quantity, or in such manner, as to cause a hazard to travel, without adequate arrangements for the immediate removal of the snow. It is also a misdemeanor for any person not acting under a contract with the city to dump snow on other city property.

(Code 1976, § 7.04)

**State Law reference**— Special assessments for snow, ~~and~~ ice, and public health or safety hazards removal, Minn. Stat. § 429.101.

## Office of the Revisor of Statutes

2018 Minnesota Statutes MUNICIPAL FINANCE TAXATION SPECIAL ASSESSMENTS Chapter 429 Section 429.101

429.10

429.11

## 2018 Minnesota Statutes

Authenticate 

## 429.101 UNPAID SPECIAL CHARGES MAY BE SPECIAL ASSESSMENTS.

**Subdivision 1. Ordinances.**

(a) In addition to any other method authorized by law or charter, the governing body of any municipality may provide for the collection of unpaid special charges as a special assessment against the property benefited for all or any part of the cost of:

- (1) snow, ice, or rubbish removal from sidewalks;
- (2) weed elimination from streets or private property;
- (3) removal or elimination of public health or safety hazards from private property, excluding any structure included under the provisions of sections [463.15](#) to [463.26](#);
- (4) installation or repair of water service lines, street sprinkling or other dust treatment of streets;
- (5) the trimming and care of trees and the removal of unsound trees from any street;
- (6) the treatment and removal of insect infested or diseased trees on private property, the repair of sidewalks and alleys;
- (7) the operation of a street lighting system;
- (8) the operation and maintenance of a fire protection or a pedestrian skyway system;
- (9) inspections relating to a municipal housing maintenance code violation;
- (10) the recovery of any disbursements under section [504B.445, subdivision 4](#), clause (5), including disbursements for payment of utility bills and other services, even if provided by a third party, necessary to remedy violations as described in section [504B.445, subdivision 4](#), clause (2); or
- (11) [Repealed, 2004 c 275 s 5]
- (12) the recovery of delinquent vacant building registration fees under a municipal program designed to identify and register vacant buildings.

(b) The council may by ordinance adopt regulations consistent with this section to make this authority effective, including, at the option of the council, provisions for placing primary responsibility upon the property owner or occupant to do the work personally (except in the case of street sprinkling or other dust treatment, alley repair, tree trimming, care, and removal, or the operation of a street lighting system) upon notice before the work is undertaken, and for collection from the property owner or other person served of the charges when due before unpaid charges are made a special assessment.

(c) A home rule charter city, statutory city, county, or town operating an energy improvements financing program under section [216C.436](#) or [216C.437](#) has the authority granted to a municipality under paragraph (a) with respect to energy improvements financed under that section.

**Subd. 2. Procedure for assessment.**

Any special assessment levied under subdivision 1 shall be payable in a single installment, or by up to ten equal annual installments as the council may provide, except that a special assessment made under an energy improvements financing program under subdivision 1, paragraph (c), may be repayable in up to 20 equal installments. With these exceptions, sections [429.061](#), [429.071](#), and [429.081](#) shall apply to assessments made under this section.

**Subd. 3. Issuance of obligations.**

(a) After a contract for any of the work enumerated in subdivision 1 has been let, or the work commenced, the council may issue obligations to defray the expense of any such work financed in whole or in part by special charges and assessments imposed upon benefited property under this section.

(b) Section [429.091](#) shall apply to such obligations with the following modifications:

- (1) such obligations shall be payable not more than two years from the date of issuance;
- (2) the amount of such obligations issued at one time in a municipality shall not exceed the cost of such work during the ensuing six months as estimated by the council;
- (3) a separate improvement fund shall be set up for each of the enumerated services referred to in subdivision 1 and financed under this section.

(c) Proceeds of special charges as well as special assessments and taxes shall be credited to such improvement fund.

**History:**

[1953 c 398 s 10](#); [1955 c 811 s 6](#); [1963 c 771 s 5](#); [1965 c 323 s 2](#); [1973 c 337 s 1](#); [1974 c 340 s 1,2](#); [1984 c 548 s 7](#); [1984 c 582 s 7](#); [1984 c 591 s 6](#); [1984 c 633 s 5](#); [1986 c 444](#); [1Sp2003 c 21 art 11 s 29](#); [2004 c 275 s 2](#); [2008 c 366 art 6 s 42](#); [2010 c 216 s 22](#); [2013 c 85 art 8 s 6](#); [2018 c 155 s 36](#)

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## CITY OF MARSHALL AGENDA ITEM REPORT

<b>Meeting Date:</b>	Tuesday, February 12, 2019
<b>Category:</b>	PUBLIC HEARING
<b>Type:</b>	INFO/ACTION
<b>Subject:</b>	Public Hearing of Ordinance Amendment to Section 86-96 A - Agricultural District.
<b>Background Information:</b>	<p>At the November 27, 2018 Council Meeting, Mr. Ty Brouwer presented a proposal for a public archery range to be located at the MERIT Center property. The Council approved this proposal and gave staff directions to proceed in accommodating the archery range. Marshall Community Services Department will be the lead in the entire process.</p> <p>The proposed location is zoned I-2 General Industrial District, which does not permit archery ranges. In fact, in Marshall archery ranges are permitted only in a B-3 General Business District, which most likely was intended for indoor locations only.</p> <p>Staff reviewed various ways for achieving a desired goal. Considering that the intent is for this archery range to become a public park, the decision was made to proceed in this direction. All City parks are zoned A – Agricultural District; however, an archery range is currently not a permitted or conditional use in an A – Agricultural District. In a few cities reviewed by staff, archery ranges are either not listed anywhere or permitted in Floodway Districts only.</p> <p>It seems that a reasonable path to creating a park with an archery range would be a three-step process: 1. Change the Ordinance to add archery ranges as a conditional use in an A – Agricultural District; 2. Rezone a desired area from I-2 General Industrial District to A – Agricultural District to match other city parks; 3. Approve a conditional use permit for an archery range in an A – Agricultural District.</p> <p>This action is the first step of the three-step process outlined above.</p> <p>At the January 9, 2019, regular Planning Commission meeting, ordinance amendment was discussed, and a motion was made by Knieff and second by Carstens to recommended approval for adoption. All voted in favor of the motion.</p> <p>At the meeting on January 18, 2019, Legislative and Ordinance Committee voted to recommend to council the approval of revisions amending Section 86-96 A - Agricultural District by adding archery ranges as a conditional use as recommended by staff.</p> <p>The Ordinance Amendment to permit an archery range was introduced at the January 23, 2019, City Council meeting.</p>
<b>Fiscal Impact:</b>	None.
<b>Alternative/ Variations:</b>	None.
<b>Recommendations:</b>	hat the Council close the public hearing on the Ordinance Amendment to Section 86-96 A - Agricultural District.



ORDINANCE NO. \_\_\_\_\_, SECOND SERIES

ORDINANCE AMENDING  
MARSHALL CITY CODE OF ORDINANCES – CHAPTER 86  
RELATING TO ZONING

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

Section 1: City Code of Ordinances, in the section shown below, is hereby amended by adding archery range as a conditional use, as follows:

Sec. 86-96. - A agricultural district, (d) Conditional uses;

Archery Range.

All other listed conditional uses remain unchanged

Section 2: This ordinance shall take effect from and after its passage and publication.

Passed and adopted by the Common Council this 12<sup>th</sup> day of February, 2019.

THE COMMON COUNCIL

ATTEST:

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

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

Introduced on: January 23, 2019

Final Passage on: February 12, 2019

Published in the Marshall Independent: \_\_\_\_\_

Sec. 86-96. - A agricultural district.

(a) *Intent; scope.* This section applies to the A agricultural district. This A district preserves land for agricultural or undeveloped uses until development pressures require that such land be released and rezoned for purposes of controlled and orderly growth according to the comprehensive plan pending proper timing and allowance for the economical provision of urban services.

(b) *Permitted uses.* The following uses shall be permitted in the A agricultural district:

Agricultural, farming and truck gardening, shrimp growing in enclosed facilities, nurseries and greenhouses, except kennels, terrestrial (land) animal or poultry farms operated for commercial purposes.

Golf courses, except clubhouses.

Parks and recreational areas owned or operated by governmental agencies, except auto race tracks.

• (c) *Permitted accessory uses.* The following uses shall be permitted accessory uses in the A agricultural district:

Accessory uses customarily incident to the uses permitted in subsections (a) and (b) of this section.

Fallout shelters.

Keeping of not more than two boarders and/or roomers by a resident family; provided, however, that the council may grant a special permit to keep more than two boarders and/or roomers for one year at a time upon proof of compliance by the applicant for such special permit with the provisions of this chapter prescribing the required number of off-street parking spaces.

Private garage.

Private swimming pool when completely enclosed within a chainlink or similar fence five feet high.

Single-family farm residences if used by the farm owner or operator, member of the immediate family, or an employee working on the premises.

Solar energy collectors and systems.

(d) *Conditional uses.* All conditional use permits for the A district may only be issued if the proposed use meets the specific requirements of this section and also meets the general regulations as outlined in article VI and meets the eligibility for conditional use permits as specified in article II, division 2. The following uses may be allowed in the A agricultural district by conditional use permit:

Automobile, motorcycle, go-cart or snowmobile race tracks.

Archery range

Cemetery, memorial garden.

Crematorium.

Golf clubhouse, country club, public swimming pool, private swimming pool serving more than one-family, provided that no principal structure shall be located within 25 feet of any lot line of an abutting lot in any of the classes of residence districts.

Offices of persons and home occupations in existing structures when they meet the specific conditions of section 86-50.

Other residential uses of the same general character as listed in subsection (b).

Water supply buildings, reservoirs, wells, elevated tanks and similar essential public utility structures.

- (e) *Height, yard, area and lot width and depth regulations.* Height, yard, area and lot width and depth regulations for the A district are as follows:
- (1) *Height regulations.* No building hereafter erected or altered shall exceed 2½ stories or 30 feet in height.
  - (2) *Front yard regulations.*
    - a. There shall be a front yard having a depth of not less than 25 feet except as otherwise provided in this section.
    - b. There shall be a front yard of not less than 35 feet on a lot or plot that abuts a thoroughfare as shown on the adopted city thoroughfares plan.
    - c. Where a lot is located at the intersection of two or more streets, there shall be a front yard on each street side of each corner lot. No accessory buildings shall project into the front yard of either street.
  - (3) *Side yard regulations.* There shall be a side yard, on each side of a building, each having a width of not less than five feet.
  - (4) *Rear yard regulations.* There shall be a rear yard having a depth of not less than 25 percent of the lot depth.
  - (5) *Lot area regulations.* Every lot on which a single-family dwelling is erected shall contain an area of not less than 22,000 square feet.
  - (6) *Lot width and depth regulations.* Every lot or plot of land on which a single-family dwelling is erected shall have a minimum width of not less than 110 feet at the building setback line, and a minimum depth of not less than 200 feet.
- (f) *General regulations.* Additional regulations in the A agricultural district are set forth in article VI of this chapter.
- (g) *Future annexation.* Any land annexed to the city in the future shall be placed in the A agricultural district until placed in another district by action of the council after recommendation of the planning commission.

(Code 1976, § 11.06; Ord. No. 404 2nd series, § 1, 11-16-1998; Ord. No. 407 2nd series, § 1, 12-21-1998; Ord. No. 590 2nd series, § 1, 2-19-2008; Ord. No. 720 2nd series, § 1, 5-9-2017)

**Cross reference**— Animals, ch. 14.



## CITY OF MARSHALL AGENDA ITEM REPORT

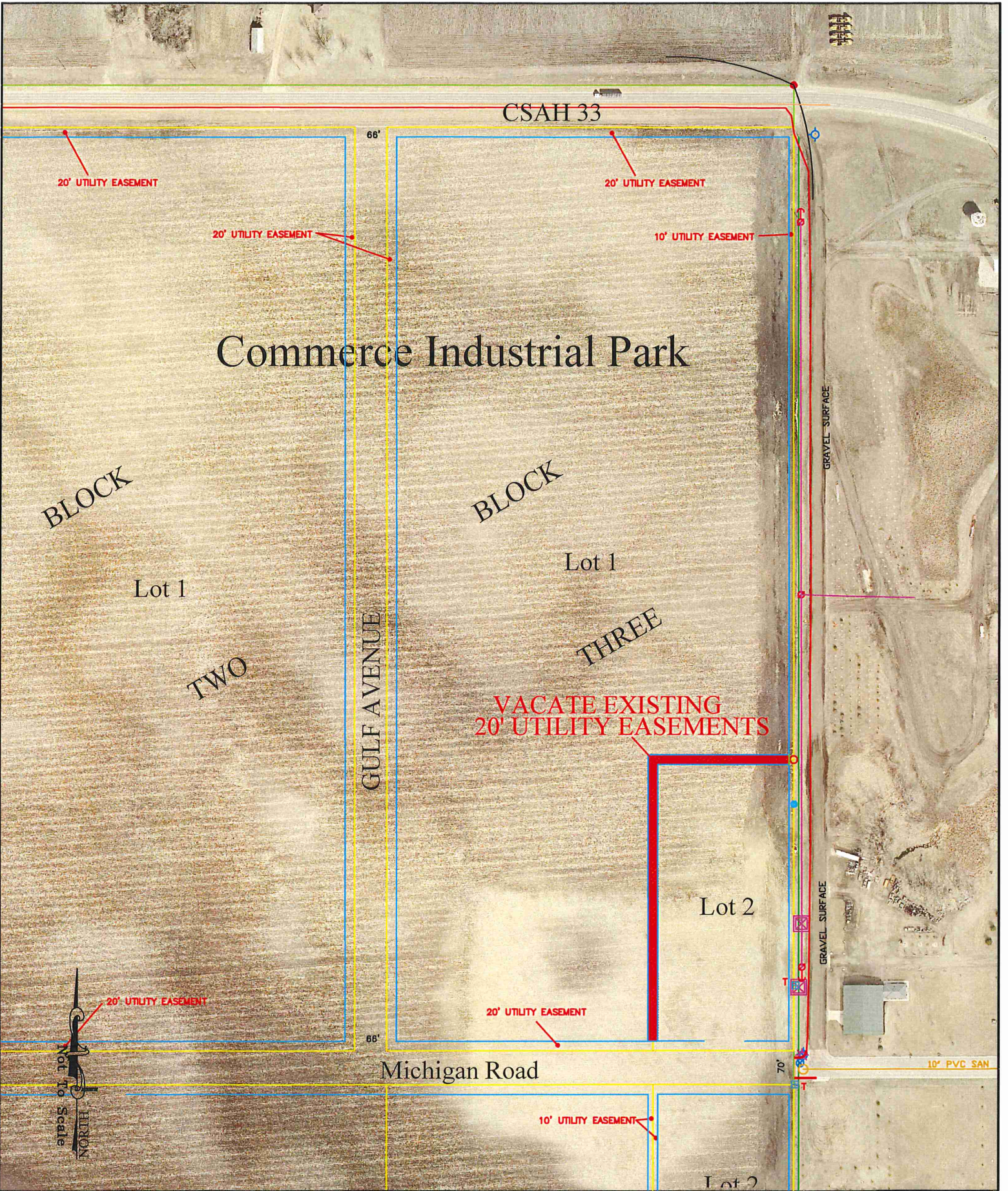
<b>Meeting Date:</b>	Tuesday, February 12, 2019
<b>Category:</b>	PUBLIC HEARING
<b>Type:</b>	INFO/ACTION
<b>Subject:</b>	Adoption of Ordinance Amendment to Section 86-96 A - Agricultural District.
<b>Background Information:</b>	See Public Hearing
<b>Fiscal Impact:</b>	See Public Hearing
<b>Alternative/ Variations:</b>	See Public Hearing
<b>Recommendations:</b>	Recommendation #2. that the Council adopt Ordinance No. XXX, Second Series, Amending Section 86-96 A - Agricultural District to permit an archery range as a conditional use in an A – Agricultural District.



## CITY OF MARSHALL AGENDA ITEM REPORT

<b>Meeting Date:</b>	Tuesday, February 12, 2019
<b>Category:</b>	PUBLIC HEARING
<b>Type:</b>	ACTION
<b>Subject:</b>	Vacate Easements in Commerce Industrial Park – 1) Public Hearing.
<b>Background Information:</b>	<p>The City of Marshall is in the process of developing a new industrial area known as Commerce Industrial Park. The area has been reconstructed to include a new street (Michigan Road extension), connection of Michigan to T.H. 68, utilities, and stormwater ponding and drainage areas throughout the subdivision.</p> <p>Because of the newly developed areas, it was necessary to replat the area. The new plat includes revised developable properties, outlot areas, and new utility easement designations.</p> <p>It is necessary to vacate the utility easements shown on the attached resolution prior to the recording of Commerce Industrial Park Second Addition, previously approved by City Council.</p> <p>A map of the vacation area is attached.</p> <p>A Housing &amp; Redevelopment Authority meeting will be scheduled on February 12, 2019, prior to the hearing for HRA review and approval.</p> <p>Prior to the public hearing and adoption of the resolution, all utility companies have been contacted. No adverse comments have been received from the utility companies.</p>
<b>Fiscal Impact:</b>	None.
<b>Alternative/ Variations:</b>	No alternative actions recommended.
<b>Recommendations:</b>	that the Council close the public hearing.





CITY ENGINEERS OFFICE  
 344 WEST MAIN STREET  
 MARSHALL, MINNESOTA  
 56258

Exhibit A

Commerce Industrial Park  
 Vacate Easements

DATE  
 01/15/2019

SHEET **26**  
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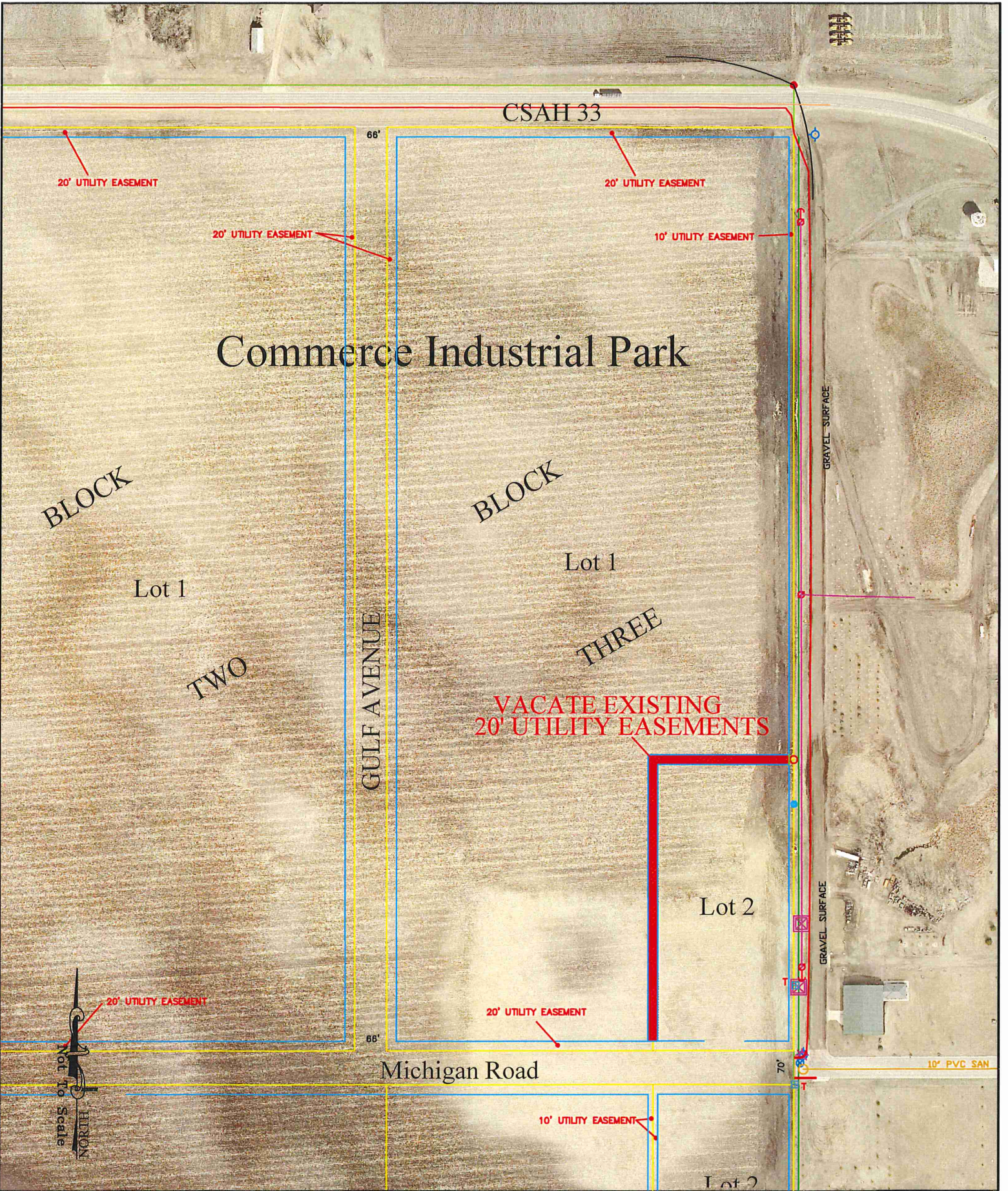




## CITY OF MARSHALL AGENDA ITEM REPORT

<b>Meeting Date:</b>	Tuesday, February 12, 2019
<b>Category:</b>	PUBLIC HEARING
<b>Type:</b>	ACTION
<b>Subject:</b>	Vacate Easements in Commerce Industrial Park – 2) Adoption of Resolution Authorizing the Vacation of Easements.
<b>Background Information:</b>	<p>The City of Marshall is in the process of developing a new industrial area known as Commerce Industrial Park. The area has been reconstructed to include a new street (Michigan Road extension), connection of Michigan to T.H. 68, utilities, and stormwater ponding and drainage areas throughout the subdivision.</p> <p>Because of the newly developed areas, it was necessary to replat the area. The new plat includes revised developable properties, outlot areas, and new utility easement designations.</p> <p>It is necessary to vacate the utility easements shown on the attached resolution prior to the recording of Commerce Industrial Park Second Addition, previously approved by City Council.</p> <p>A map of the vacation area is attached.</p> <p>A Housing &amp; Redevelopment Authority meeting will be scheduled on February 12, 2019, prior to the hearing for HRA review and approval.</p> <p>Prior to the public hearing and adoption of the resolution, all utility companies have been contacted. No adverse comments have been received from the utility companies.</p>
<b>Fiscal Impact:</b>	None.
<b>Alternative/ Variations:</b>	No alternative actions recommended.
<b>Recommendations:</b>	that the Council adopt RESOLUTION NUMBER XXXX, SECOND SERIES, which is the “Resolution Authorizing Vacation of Easements for Commerce Industrial Park”.





# Commerce Industrial Park

BLOCK TWO

BLOCK THREE

Lot 1

Lot 1

TWO

THREE

VACATE EXISTING  
20' UTILITY EASEMENTS

Lot 2

GULF AVENUE

Michigan Road

CSAH 33

GRAVEL SURFACE

GRAVEL SURFACE

10' PVC SAN



CITY ENGINEERS OFFICE  
344 WEST MAIN STREET  
MARSHALL, MINNESOTA  
56258

Exhibit A

Commerce Industrial Park  
Vacate Easements

DATE  
01/15/2019

SHEET 28  
1 OF 1



RESOLUTION NUMBER \_\_\_\_\_, SECOND SERIES

RESOLUTION AUTHORIZING VACATION OF EASEMENTS FOR  
COMMERCE INDUSTRIAL PARK  
TO THE CITY OF MARSHALL

WHEREAS, the City Council for the City of Marshall, Minnesota, pursuant to Minn. Stat. §412.851, after public hearing hereby authorizes the vacation of easements from the following described properties, situate in City of Marshall, Lyon County, Minnesota, in accordance with the attached map:

1. All existing utility easements adjacent to the north line of Lot 2, Block Three, Commerce Industrial Park.
2. All existing utility easements adjacent to the west line of Lot 2, Block Three, Commerce Industrial Park.

WHEREAS, the City Council for the City of Marshall, hereby deems the request for vacation of easements to be reasonable.

NOW THEREFORE, BE IT RESOLVED, as follows:

That the appropriate officials of the City of Marshall, Minnesota, hereby authorize the vacation of easements from the above described properties and to file with the Lyon County Recorder a certified copy of this resolution.

Passed and adopted by the City Council this 12<sup>th</sup> day of February, 2019.

\_\_\_\_\_  
Robert J. Byrnes, Mayor

ATTEST:

\_\_\_\_\_  
Kyle Box, City Clerk

This Instrument Drafted by:  
Dennis H. Simpson  
Marshall City Attorney  
109 S. 4<sup>th</sup> Street  
Marshall, MN 56258



## CITY OF MARSHALL AGENDA ITEM REPORT

<b>Meeting Date:</b>	Tuesday, February 12, 2019
<b>Category:</b>	NEW BUSINESS
<b>Type:</b>	INFO/ACTION
<b>Subject:</b>	MERIT Center Driving Track - Phase 2: Consider Award of Bids.
<b>Background Information:</b>	<p>This project consists of grading and bituminous paving of a 3,500 LF extension of the existing MERIT Center Road Course, a 1,700 SY parking lot (for the MERIT Center classroom facility south of CSAH 33/Erie Road), and concrete paving of a 9,100 SY skid pad. The project also consists of pond excavation, construction of 1,000 LF of storm sewer, 2,000 LF of water main, and a loading dock prop. Bid Alternates include: 8,800 LF of perimeter fencing, grading and 550 Tons of bituminous pavement access drive with cul-de-sac, and 450 Tons of bituminous pavement for cold storage building with parking lot.</p> <p>Project funding is provided by the Minnesota Department of Public Safety in an amount up to \$3.1 million, including design, construction, inspection, testing, furnishings and equipment.</p> <p>Bids were received on February 5, 2019. Three bids were received as shown on the attached bid tabulation.</p> <p>After review of the bids, Alternate A-Perimeter Fencing was recommended to not be awarded.</p> <p>It is recommended to award the project to the low bidder, R&amp;G Construction Co. of Marshall, Minnesota, for the Base Bid (\$2,405,242.00) plus Alternate B-Cul-de-sac (\$160,475.80) plus Alternate C-Cold Storage Building (\$146,812.70) for a total award of a construction amount of \$2,712,530.50.</p> <p>We will be monitoring the total expenses for the project, including design, construction, testing, furnishings and equipment, and inspection costs to ensure total project costs be constrained to the \$3.1 million available funding.</p>
<b>Fiscal Impact:</b>	<p>The project will be funded from the MERIT Center Driving Track-Phase 2 Fund (493-50551-5530).</p> <p>For funding considerations, 5% is added for contingencies, for a total estimated construction project cost of \$2,848,157.00.</p>
<b>Alternative/Variations:</b>	No alternatives recommended.
<b>Recommendations:</b>	that the Council authorize entering into an agreement with R&G Construction Co. of Marshall, Minnesota, in the amount of \$2,712,530.50 for the MERIT Center Driving Track-Phase 2 (Base Bid plus Alternate B plus Alternate C).

**BID TABULATION**

**PROJECT MER-2019  
MERIT CENTER ROAD COURSE-PHASE 2  
MARSHALL, MINNESOTA**

**ENGINEER'S ESTIMATE:**

<b>BASE BID</b>	<b>\$2,649,643.83</b>
<b>ALTERNATE A: PERIMETER FENCING</b>	<b>\$192,794.94</b>
<b>ALTERNATE B: CUL-DE-SAC</b>	<b>\$160,595.96</b>
<b>ALTERNATE C: COLD STORAGE BUILDING</b>	<b>\$157,553.79</b>

**BID OPENING INFORMATION: February 5, 2019 / 10:00 AM (Local Time)**

NAME OF BIDDER	CITY, STATE ZIP	BID SECURITY	ACKNOWLEDGE ADDENDUM?				BID AMOUNTS				COMMENTS
			1	2	3	4	BASE BID	ALT. A	ALT. B	ALT. C	
R&G Construction Co.	Marshall	X	X	X	X	X	\$2,405,242.00	\$113,594.40	\$160,475.80	\$146,812.70	Base + Alt. B + Alt. C = \$2,712,530.50 + 5% Contingencies = \$2,848,157.03
Midwest Contracting, LLC	Marshall, MN	X	X	X	X	X	\$2,773,589.00	\$109,562.50	\$166,234.00	\$159,627.50	
Kuechle Underground, Inc.	Kimball, MN	X	X	X	X	X	\$3,500,874.00	\$131,475.00	\$215,155.00	\$202,263.00	



## CITY OF MARSHALL AGENDA ITEM REPORT

<b>Meeting Date:</b>	Tuesday, February 12, 2019
<b>Category:</b>	CONSENT AGENDA
<b>Type:</b>	ACTION
<b>Subject:</b>	Approval of Consent Agenda
<b>Background Information:</b>	
<b>Fiscal Impact:</b>	
<b>Alternative/ Variations:</b>	
<b>Recommendations:</b>	the following consent agenda items be approved as presented.



## CITY OF MARSHALL AGENDA ITEM REPORT

<b>Meeting Date:</b>	Tuesday, February 12, 2019
<b>Category:</b>	CONSENT AGENDA
<b>Type:</b>	ACTION
<b>Subject:</b>	Consider authorization to declare vehicles as surplus property for the Police Department.
<b>Background Information:</b>	See attached documentation
<b>Fiscal Impact:</b>	
<b>Alternative/ Variations:</b>	
<b>Recommendations:</b>	to declare vehicles as surplus for the Marshal Police Department.

17-6223	05 Chevy Silverado	814 VVB	1GCEC191852119529	Forf (City Atty)
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## CITY OF MARSHALL AGENDA ITEM REPORT

<b>Meeting Date:</b>	Tuesday, February 12, 2019
<b>Category:</b>	CONSENT AGENDA
<b>Type:</b>	ACTION
<b>Subject:</b>	Surplus Property – Police Department
<b>Background Information:</b>	There are 42 bikes that have been abandoned or seized by the Marshall Police Department and have gone through the notification processes and required periods for disposal. These bikes will be sold in Marshall, donated or will be taken to Alters for disposal.
<b>Fiscal Impact:</b>	
<b>Alternative/ Variations:</b>	
<b>Recommendations:</b>	to declare property as surplus for the Marshall Police Department.



## CITY OF MARSHALL AGENDA ITEM REPORT

<b>Meeting Date:</b>	Tuesday, February 12, 2019
<b>Category:</b>	CONSENT AGENDA
<b>Type:</b>	ACTION
<b>Subject:</b>	MERIT Center/State of Minnesota amendment of Lease No. 2
<b>Background Information:</b>	This is a renewal of an existing lease that has been in place between the City of Marshall and the State of Minnesota Department of Public Safety, Driver & Vehicle Services for use of the MERIT Center driver's track and skills pad for the performance of commercial driver's license skills testing and motorcycle testing.
<b>Fiscal Impact:</b>	
<b>Alternative/ Variations:</b>	
<b>Recommendations:</b>	to approve the Amendment of Lease between the City of Marshall and Department of Public Safety, Driver and Vehicle Services.



**STATE OF MINNESOTA**  
**AMENDMENT OF LEASE**

Amendment No. 2

Lease No. PS0365

THIS AMENDMENT, made by and between City of Marshall, 344 West Main Street, Marshall, MN 56258, hereinafter referred to as LESSOR, and the State of Minnesota, Department of Administration, hereinafter referred to as LESSEE, acting for the benefit of the Department of Public Safety, Driver and Vehicle Services, shall be an amendment to Lease No. PS0365.

WHEREAS, LESSOR and LESSEE entered into Lease No. PS0365, involving the lease of an area described as the driving track and skills pad to perform commercial driver's license skills testing and motorcycle testing at the Marshall MERIT Center located at 1000 West Erie Road, Marshall, MN 56258 in the county of Lyon;

WHEREAS, the parties deem certain amendments and additional terms and conditions mutually beneficial for the effective continuation of said Lease;

NOW THEREFORE, LESSOR and LESSEE agree to substitution and/or addition of the following terms and conditions, which shall become a part of Lease No. PS0365 effective as of the date set forth herein.

1. **RENEWAL TERM** This Lease shall be renewed for a period of one (1) year, commencing March 1, 2019 and continuing through February 29, 2020 ("Renewal Term"), at the same terms, conditions and rental rate.
2. **RENT**
  - 2.1 As rent for the Leased Premises and in consideration for all covenants, representations and conditions of this Lease, LESSEE agrees to pay the LESSOR a rent rate of one hundred twenty five and no/100 dollars (\$125.00) per month, resulting in a total amount not to exceed one thousand five hundred and no/100 dollars (\$1,500.00) per year, due and payable monthly on the last day of each month.
3. Except as modified by the provisions of this Amendment, said Lease is ratified and confirmed as originally written.

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**NO ATTACHMENTS**

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

LESSOR: CITY OF MARSHALL

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

By \_\_\_\_\_

Title \_\_\_\_\_

Date \_\_\_\_\_

By \_\_\_\_\_

Title \_\_\_\_\_

Date \_\_\_\_\_

LESSEE:  
STATE OF MINNESOTA  
DEPARTMENT OF ADMINISTRATION  
COMMISSIONER  
Delegated To:

By \_\_\_\_\_

Title \_\_\_\_\_

Date \_\_\_\_\_

APPROVED:  
STATE OF MINNESOTA  
DEPARTMENT OF PUBLIC SAFETY

By \_\_\_\_\_

Title \_\_\_\_\_

Date \_\_\_\_\_

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

By \_\_\_\_\_

Date \_\_\_\_\_

Contract No. \_\_\_\_\_



## CITY OF MARSHALL AGENDA ITEM REPORT

<b>Meeting Date:</b>	Tuesday, February 12, 2019
<b>Category:</b>	CONSENT AGENDA
<b>Type:</b>	ACTION
<b>Subject:</b>	Consider Resolution Authorizing Transfer of Surplus Funds and Closure of Debt Service Fund 366
<b>Background Information:</b>	Debt service fund 366 paid principal and interest due on the General Obligation Improvement Bonds, Series 2008B. Final principal payment was made 2/1/19.
<b>Fiscal Impact:</b>	\$106,470.97 – to fund 373 for future debt reduction
<b>Alternative/ Variations:</b>	
<b>Recommendations:</b>	Approve Resolution Authorizing Transfer of Surplus Funds and Closure of Debt Service Fund 366

RESOLUTION NUMBER \_\_\_\_\_, SECOND SERIES

RESOLUTION AUTHORIZING TRANSFER OF SURPLUS FUNDS AND CLOSURE OF  
DEBT SERVICE FUND 366

WHEREAS, the City of Marshall has established Debt Service Fund 366 to pay principal and interest due on issuance of General Obligation Improvement Bonds Series 2008B;

WHEREAS, principal and interest obligations due for Debt Service Fund 366 have been paid in full, and;

WHEREAS, there is a surplus of funds in Debt Service Funds 366;

NOW, THEREFORE, be it resolved: That Debt Service Fund 366 shall be closed, and that all available cash and investments, plus any accrued interest, deferred/delinquent special assessments and delinquent taxes receivable in said Debt Service Funds shall be transferred to Debt Service Fund 373.

Passed and adopted by the City Council this 12<sup>th</sup> day of February 2019.

\_\_\_\_\_  
Robert J. Byrnes  
Mayor of the City of Marshall

ATTEST:

\_\_\_\_\_  
Kyle Box  
City Clerk



## CITY OF MARSHALL AGENDA ITEM REPORT

<b>Meeting Date:</b>	Tuesday, February 12, 2019
<b>Category:</b>	CONSENT AGENDA
<b>Type:</b>	ACTION
<b>Subject:</b>	Consider an application for an On-Sale Intoxicating Liquor License for Marshall Convention and Visitors Bureau for March 9, 2019.
<b>Background Information:</b>	Attached is an application for a Temporary On-Sale Liquor License for Marshall Convention and Visitors Bureau for March 9, 2019 at Red Baron Arena and Expo 1651 Victory Drive, Marshall, Minnesota.
<b>Fiscal Impact:</b>	\$30.00
<b>Alternative/ Variations:</b>	None
<b>Recommendations:</b>	the approval of a Temporary On-Sale Liquor License for Marshall Convention and Visitors Bureau for March 9, 2019 at Red Baron Arena and Expo 1651 Victory Drive, Marshall, Minnesota.



Minnesota Department of Public Safety  
 Alcohol and Gambling Enforcement Division  
 445 Minnesota Street, Suite 222, St. Paul, MN 55101  
 651-201-7500 Fax 651-297-5259 TTY 651-282-6555

**APPLICATION AND PERMIT FOR A 1 DAY  
 TO 4 DAY TEMPORARY ON-SALE LIQUOR LICENSE**

Name of organization  Date organized  Tax exempt number

Address  City  State  Zip Code

Name of person making application  Business phone  Home phone

Date(s) of event  Type of organization  Microdistillery  Small Brewer  
 Club  Charitable  Religious  Other non-profit

Organization officer's name  City  State  Zip Code

Organization officer's name  City  State  Zip Code

Organization officer's name  City  State  Zip Code

Organization officer's name  City  State  Zip Code

Location where permit will be used. If an outdoor area, describe.  
 Red Baron Arena and Expo

If the applicant will contract for intoxicating liquor service give the name and address of the liquor license providing the service.

If the applicant will carry liquor liability insurance please provide the carrier's name and amount of coverage.  
 Auto Owners 2,000,000

**APPROVAL**

APPLICATION MUST BE APPROVED BY CITY OR COUNTY BEFORE SUBMITTING TO ALCOHOL AND GAMBLING ENFORCEMENT

Marshall  
 City or County approving the license

\_\_\_\_\_  
 Date Approved

\$ 30.00  
 Fee Amount

\_\_\_\_\_  
 Permit Date

\_\_\_\_\_  
 Date Fee Paid

\_\_\_\_\_  
 City or County E-mail Address

\_\_\_\_\_  
 City or County Phone Number

\_\_\_\_\_  
 Signature City Clerk or County Official

\_\_\_\_\_  
 Approved Director Alcohol and Gambling Enforcement

CLERKS NOTICE: Submit this form to Alcohol and Gambling Enforcement Division 30 days prior to event.

**ONE SUBMISSION PER EMAIL, APPLICATION ONLY.**

**PLEASE PROVIDE A VALID E-MAIL ADDRESS FOR THE CITY/COUNTY AS ALL TEMPORARY PERMIT APPROVALS WILL BE SENT BACK VIA EMAIL. E-MAIL THE APPLICATION SIGNED BY CITY/COUNTY TO [AGE.TEMPORARYAPPLICATION@STATE.MN.US](mailto:AGE.TEMPORARYAPPLICATION@STATE.MN.US)**



## CITY OF MARSHALL AGENDA ITEM REPORT

<b>Meeting Date:</b>	Tuesday, February 12, 2019
<b>Category:</b>	CONSENT AGENDA
<b>Type:</b>	ACTION
<b>Subject:</b>	Consider ratifying an application for an On-Sale Intoxicating Liquor License for Marshall Convention and Visitors Bureau from February 7, 2019 to February 12, 2019.
<b>Background Information:</b>	<p>On January 8, 2019 Council approved a Temporary Intoxicating Liquor License for Marshall Convention and Visitors Bureau to use on February 7, 2019.</p> <p>Marshall Convention and Visitors Bureau requested to change the event date to February 12, 2019 due to severe weather. City staff contacted Alcohol and Gambling Enforcement Division and were approved to change the date.</p>
<b>Fiscal Impact:</b>	
<b>Alternative/ Variations:</b>	
<b>Recommendations:</b>	to approve the ratification of a Temporary On-Sale Liquor License for Marshall Convention and Visitors Bureau to February 12, 2019 at Schwan's Mercantile Ballroom, Marshall, Minnesota



## CITY OF MARSHALL AGENDA ITEM REPORT

<b>Meeting Date:</b>	Tuesday, February 12, 2019
<b>Category:</b>	CONSENT AGENDA
<b>Type:</b>	ACTION
<b>Subject:</b>	Consider approval of the bills/project payments
<b>Background Information:</b>	Staff encourages the City Council Members to contact staff in advance of the meeting regarding these items if there are questions. Construction contract questions are encouraged to be directed to Director of Public Works Glenn Olson at 537-6773 or Finance Director Karla Drown at 537-6763
<b>Fiscal Impact:</b>	
<b>Alternative/ Variations:</b>	
<b>Recommendations:</b>	That the following bills and project payments be authorized for payment



PACKET: 06683 01/25/2019 Payroll Entrie

VENDOR SET: 01 City of Marshall

\*\*\*\* CHECK LISTING \*\*\*\*

BANK: AP REG AP

VENDOR	I.D.	NAME	CHECK TYPE	CHECK DATE	DISCOUNT	AMOUNT	CHECK NO#	CHECK AMOUNT
1325	I-31 201901233108	ICMA RETIREMENT TRUST #300877 ICMA DEFERRED COMP	R	1/25/2019		300.00	111550	300.00
1480	I-80 201901233108	LAW ENFORCEMENT LABOR SERVICE I LELS UNION DUES	R	1/25/2019		969.00	111551	969.00
1757	I-C12201901233108	MN CHILD SUPPORT PAYMENT CENTER #0014992937	R	1/25/2019		356.25	111552	356.25
0159	I-66C201901233108	US DEPARTMENT OF EDUCATION GARN # 1029741183	R	1/25/2019		231.84	111553	231.84

VENDOR	I.D.	NAME	ITEM TYPE	ITEM DATE	DISCOUNT	AMOUNT	ITEM NO#	ITEM AMOUNT
4805		FURTHER						
	I-5FH201901233108	EMPLOYER CONTRIB FAM HSA 5000	D	1/25/2019		4,083.66	000765	
	I-5FV201901233108	EMPLOYER CONT FAM VEBA 5000	D	1/25/2019		750.00	000765	
	I-5SH201901233108	EMPLOYER CONTRIB SNGL HSA 5000	D	1/25/2019		1,812.50	000765	
	I-5SV201901233108	EMPLOYER CONT SINGL VEBA 5000	D	1/25/2019		729.19	000765	
	I-HEC201901233108	EMPLOYEE HSA CONTRIBUTION	D	1/25/2019		8,301.64	000765	15,676.99
1358		INTERNAL REVENUE SERVICE						
	I-T1 201901233108	FEDERAL W/H	D	1/25/2019		20,275.56	000766	
	I-T3 201901233108	SOCIAL SECURITY W/H	D	1/25/2019		24,187.24	000766	
	I-T4 201901233108	MEDICARE W/H	D	1/25/2019		7,167.56	000766	51,630.36
3669		MINNESOTA STATE RETIREMENT SYST						
	I-27A201901233108	HEALTH CARE SAVINGS PLAN	D	1/25/2019		938.81	000767	
	I-27B201901233108	HEALTH CARE SAVINGS PLAN	D	1/25/2019		170.00	000767	
	I-27L201901233108	HEALTH CARE SAVINGS PLAN	D	1/25/2019		1,275.00	000767	
	I-27N201901233108	HEALTH CARE SAVINGS PLAN	D	1/25/2019		2,323.98	000767	
	I-27S201901233108	HEALTH CARE SAVINGS PLAN	D	1/25/2019		200.00	000767	
	I-36 201901233108	MNDP - DEFERRED COMP	D	1/25/2019		870.00	000767	
	I-36R201901233108	MNDP - ROTH	D	1/25/2019		440.00	000767	6,217.79
1818		MN REVENUE						
	I-T2 201901233108	STATE W/H	D	1/25/2019		10,491.43	000768	10,491.43
2512		NATIONWIDE RETIREMENT						
	I-33 201901233108	USCM	D	1/25/2019		1,125.00	000769	1,125.00
2513		NATIONWIDE RETIREMENT-FIRE						
	I-34 201901233108	USCM FIRE DEPT	D	1/25/2019		1,123.98	000770	1,123.98
2028		PERA OF MINNESOTA REG						
	I-11 201901233108	PERA COUNCIL	D	1/25/2019		340.90	000771	
	I-12 201901233108	PERA POLICE AND FIRE	D	1/25/2019		15,754.64	000771	
	I-13 201901233108	PERA COORDINATED	D	1/25/2019		28,505.46	000771	44,601.00
3443		VALIC DEFERRED COMP						
	I-35 201901233108	VALIC DEFERRED COMP	D	1/25/2019		997.00	000772	
	I-35F201901233108	VALIC - FIRE DEPARTMENT	D	1/25/2019		99.20	000772	
	I-35R201901233108	VALIC ROTH	D	1/25/2019		950.00	000772	2,046.20
6085		VOYA - INVESTORS CHOICE						
	I-37D201901233108	VOYA DEFERRED	D	1/25/2019		300.00	000773	
	I-37R201901233108	VOYA ROTH PLAN	D	1/25/2019		615.00	000773	915.00

PACKET: 06683 01/25/2019 Payroll Entrie

VENDOR SET: 01 City of Marshall

\*\*\* DRAFT/OTHER LISTING \*\*\*

BANK: AP REG AP

VENDOR	I.D.	NAME	ITEM TYPE	ITEM DATE	DISCOUNT	AMOUNT	ITEM NO#	ITEM AMOUNT
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* * B A N K T O T A L S * *	NO#	DISCOUNTS	CHECK AMT	TOTAL APPLIED
REGULAR CHECKS:	4	0.00	1,857.09	1,857.09
HANDWRITTEN CHECKS:	0	0.00	0.00	0.00
PRE-WRITE CHECKS:	0	0.00	0.00	0.00
DRAFTS:	9	0.00	133,827.75	133,827.75
VOID CHECKS:	0	0.00	0.00	0.00
NON CHECKS:	0	0.00	0.00	0.00
CORRECTIONS:	0	0.00	0.00	0.00
<b>BANK TOTALS:</b>	<b>13</b>	<b>0.00</b>	<b>135,684.84</b>	<b>135,684.84</b>

PACKET: 06683 01/25/2019 Payroll Entry  
VENDOR SET: 01 City of Marshall  
BANK: ALL

\*\*\* DRAFT/OTHER LISTING \*\*\*

\*\* REGISTER GRAND TOTALS \*

* * T O T A L S * *	NO#	DISCOUNTS	CHECK AMT	TOTAL APPLIED
REGULAR CHECKS:	4	0.00	1,857.09	1,857.09
HANDWRITTEN CHECKS:	0	0.00	0.00	0.00
PRE-WRITE CHECKS:	0	0.00	0.00	0.00
DRAFTS:	9	0.00	133,827.75	133,827.75
VOID CHECKS:	0	0.00	0.00	0.00
NON CHECKS:	0	0.00	0.00	0.00
CORRECTIONS:	0	0.00	0.00	0.00
REGISTER TOTALS:	13	0.00	135,684.84	135,684.84

\*\* POSTING PERIOD RECAP \*\*

FUND	PERIOD	AMOUNT
101	1/2019	99,993.09CR
211	1/2019	10,113.79CR
258	1/2019	2,962.17CR
270	1/2019	1,000.69CR
602	1/2019	16,198.75CR
609	1/2019	5,416.35CR
=====		
ALL		135,684.84CR

TOTAL ERRORS: 0

TOTAL WARNINGS: 0

VENDOR	NAME / I.D.	DESC	CHECK TYPE	CHECK DATE	DISCOUNT	AMOUNT	CHECK NO#	CHECK AMOUNT
4549	A & B BUSINESS, INC I-IN576904	1/6/19-2/5-19	R	1/25/2019		58.50CR	111611	58.50
5813	ACE HOME & HARDWARE							
	I-81993	SUPPLIES	R	1/25/2019		4.95CR	111612	
	I-84511	THERMOSTATS FOR SHOP	R	1/25/2019		112.93CR	111612	
	I-84564	SUPPLIES	R	1/25/2019		26.36CR	111612	
	I-84636	SUPPLIES	R	1/25/2019		6.99CR	111612	
	I-84786	BRUSH BURNER PROPANE	R	1/25/2019		10.69CR	111612	
	I-84799	PEG BOARD, LUMBER	R	1/25/2019		123.36CR	111612	
	I-84801	SOFTNER SALT	R	1/25/2019		49.90CR	111612	
	I-84811	SUPPLIES	R	1/25/2019		1.58CR	111612	
	I-84825	SUPPLIES	R	1/25/2019		1.59CR	111612	
	I-84857	SUPPLIES	R	1/25/2019		4.93CR	111612	
	I-84954	HEX KEYS	R	1/25/2019		19.99CR	111612	
	I-85134	CARBON MONOXIDE DETECTOR	R	1/25/2019		39.99CR	111612	403.26
0567	ALEX AIR APPARATUS INC I-38705	THERMAL IMAG CAMERA TRUCK CHG	R	1/25/2019		735.00CR	111613	735.00
0583	AMERICAN FAMILY LIFE ASSURANCE CO							
	I-41 201901103071	AMERICAN FAMILY INSURANCE	R	1/25/2019		364.21CR	111614	
	I-41 201901103072	AMERICAN FAMILY INSURANCE	R	1/25/2019		242.84CR	111614	
	I-41 201901233108	AMERICAN FAMILY INSURANCE	R	1/25/2019		607.05CR	111614	1,214.10
*VOID*	VOID CHECK		V	1/25/2019			111615	**VOID**
0595	AMERIPRIDE SERVICES, INC							
	I-2800982928	GENERAL SUPPLIES	R	1/25/2019		147.40CR	111616	
	I-2800982941	DUST MOPS AND TOWELS	R	1/25/2019		87.97CR	111616	235.37
5880	AMERITAS LIFE INSURANCE CORP I-29 201901233108	VISION INSURANCE	R	1/25/2019		293.51CR	111617	293.51
4871	ANDERSON, TIM							
	I-18-1213	6 BANK CHARGERS-PORTABLE RADIO	R	1/25/2019		375.00CR	111618	
	I-E1807872	EXTENSION TUBE FOR NOZZLE	R	1/25/2019		82.99CR	111618	457.99
0658	AP DESIGN							
	I-69914	PLAQUES - AWARD BANQUET	R	1/25/2019		549.75CR	111619	
	I-69966	NAME PLATES	R	1/25/2019		115.70CR	111619	665.45

VENDOR	NAME / I.D.	DESC	CHECK TYPE	CHECK DATE	DISCOUNT	AMOUNT	CHECK NO#	CHECK AMOUNT
0630	ARCTIC GLACIER							
	I-1946901716	.	R	1/25/2019		82.90CR	111620	
	I-1948836102	.	R	1/25/2019		132.76CR	111620	215.66
0629	ARNOLD MOTOR SUPPLY							
	I-02NV011839	PICKUP REPAIR CONNECTORS	R	1/25/2019		19.98CR	111621	
	I-12051	WASHER FLUID/WIPER BLADES	R	1/25/2019		42.06CR	111621	
	I-12095	FLUID	R	1/25/2019		56.33CR	111621	118.37
5447	ARTISAN BEER COMPANY							
	I-3319155	.	R	1/25/2019		285.40CR	111622	285.40
5702	B & H PHOTO & ELECTRONICS CORP							
	I-152773059	NETWORK HARD DRIVE	R	1/25/2019		696.49CR	111623	
	I-152948671	CAMERA BATTERY & ACCESSORIES	R	1/25/2019		477.51CR	111623	
	I-153029095	ETHERNET CABLE	R	1/25/2019		223.20CR	111623	1,397.20
0689	BEND RITE FABRICATION INC							
	I-40669	SIDEWALK SALT	R	1/25/2019		58.65CR	111624	
	I-40722	ARCH FOR NEW FIELDS	R	1/25/2019		9,824.00CR	111624	
	I-40813	REPAIR KIOSK @ WHITNEY STATUE	R	1/25/2019		618.40CR	111624	10,501.05
0699	BEVERAGE WHOLESALERS							
	I-041974	.	R	1/25/2019		7,178.25CR	111625	
	I-042109	.	R	1/25/2019		240.00CR	111625	
	I-042983	.	R	1/25/2019		16,592.49CR	111625	
	I-047883	.	R	1/25/2019		61.60CR	111625	
	I-201901243111	.	R	1/25/2019		0.05CR	111625	24,072.39
0724	BOLTON & MENK INC							
	I-0227744	NPDES PERMIT REISSUE	R	1/25/2019		7,295.00CR	111626	7,295.00
0018	BORDER STATES ELECTRIC SUPPLY							
	I-916879831	SUPPLIES	R	1/25/2019		5.54CR	111627	
	I-916879832	SUPPLIES	R	1/25/2019		29.98CR	111627	
	I-916888215	SUPPLIES	R	1/25/2019		19.99CR	111627	
	I-916917001	SUPPLIES	R	1/25/2019		3.16CR	111627	
	I-916921056	SUPPLIES	R	1/25/2019		86.04CR	111627	
	I-916926084	18V BACKPACK VAC	R	1/25/2019		289.16CR	111627	
	I-916929913	#2 HANGAR LIGHTS	R	1/25/2019		169.37CR	111627	
	I-916931324	SCREWDRIVER SET	R	1/25/2019		49.12CR	111627	
	I-916936421	18V PUMP & BATTERIES	R	1/25/2019		448.00CR	111627	1,100.36

VENDOR	NAME / I.D.	DESC	CHECK TYPE	CHECK DATE	DISCOUNT	AMOUNT	CHECK NO#	CHECK AMOUNT
4457	BREAKTHRU BEVERAGE							
	C-2080221084	.	R	1/25/2019		29.87	111628	
	C-2080223150	.	R	1/25/2019		75.43	111628	
	C-208022868	.	R	1/25/2019		5.17	111628	
	I-1080916577	.	R	1/25/2019		130.50CR	111628	
	I-1080916578	.	R	1/25/2019		1,905.27CR	111628	
	I-1080916579	.	R	1/25/2019		1,024.00CR	111628	2,949.30
4299	BROWN, LYON, REDWOOD, RENVILLE DRUG TASK FORCE							
	I-2019-002	2019 BLR DUES	R	1/25/2019		20,000.00CR	111629	20,000.00
0815	CATTOOR OIL COMPANY INC							
	I-201901173097	FUEL	R	1/25/2019		41.05CR	111630	41.05
0829	CENTURION SKILLS, INC							
	I-226-17-1-21d8	SCHOOL	R	1/25/2019		495.00CR	111631	495.00
4996	CENTURY LINK							
	I-201901173088	DECEMBER 2018	R	1/25/2019		66.00CR	111632	66.00
0934	D & G EXCAVATING INC							
	I-80891	PUSH UP SNOW DUMP	R	1/25/2019		320.00CR	111633	320.00
3819	DACOTAH PAPER CO							
	I-78225	FLOOR SCRUBBER	R	1/25/2019		2,720.31CR	111634	
	I-82186	GARBAGE BAGS & PAPER TOWELS	R	1/25/2019		63.89CR	111634	2,784.20
0950	DAKTRONICS INC							
	I-6821670	EXTENDED WARRANTY - VDIEO BOAR	R	1/25/2019		2,830.00CR	111635	2,830.00
6205	DESMET, JASMINE							
	I-201901173092	EMERGENCY MGMT CAMP RIPLEY	R	1/25/2019		105.00CR	111636	105.00
5731	DOLL DISTRIBUTING							
	C-593613	.	R	1/25/2019		7.06	111637	
	C-596372	.	R	1/25/2019		281.13	111637	
	I-042729	.	R	1/25/2019		7,174.40CR	111637	
	I-593611	.	R	1/25/2019		9,000.70CR	111637	
	I-596373	.	R	1/25/2019		1,526.35CR	111637	
	I-597725	.	R	1/25/2019		3,692.45CR	111637	21,105.71
1006	DOMINOS PIZZA							
	I-201901243113	PROGRAMMING	R	1/25/2019		145.16CR	111638	145.16

VENDOR	NAME / I.D.	DESC	CHECK TYPE	CHECK DATE	DISCOUNT	AMOUNT	CHECK NO#	CHECK AMOUNT
1090	FASTENAL COMPANY							
	I-95164	TOWELS & GLOVES	R	1/25/2019		49.81CR	111639	
	I-95212	IRON WORKER PUNCH	R	1/25/2019		101.98CR	111639	
	I-95252	LADDER	R	1/25/2019		79.99CR	111639	
	I-95253	STAINLESS STEEL BOLTS	R	1/25/2019		63.02CR	111639	
	I-95292	SUPPLIES	R	1/25/2019		622.08CR	111639	
	I-95308	SUPPLIES	R	1/25/2019		99.42CR	111639	
	I-95338	SUPPLIES	R	1/25/2019		11.49CR	111639	
	I-95378	HVAL FILTERS	R	1/25/2019		102.02CR	111639	
	I-95381	BULK BOLTS	R	1/25/2019		41.43CR	111639	
	I-95385	HEAT STRINK/ANTI SEIZE	R	1/25/2019		58.50CR	111639	1,229.74
4331	FIGUEROA, GABRIEL							
	I-201901173098	TRANSLATION	R	1/25/2019		50.00CR	111640	50.00
6306	GLACIAL LAKES HUMANE SOCIETY							
	I-201901173089	ANIMAL DISPOSAL	R	1/25/2019		200.00CR	111641	
	I-201901173093	ANIMAL DISPOSAL	R	1/25/2019		225.00CR	111641	425.00
1199	GRAHAM TIRE AND AUTOMOTIVE SERVICES							
	I-9313677	SKIDLOADER TIRE DISPOSAL	R	1/25/2019		32.00CR	111642	32.00
1201	GRAINGER INC							
	I-9043787986	HIGH TEMP WIRE	R	1/25/2019		188.67CR	111643	
	I-9045705499	HIGH TEMP WIRE	R	1/25/2019		284.27CR	111643	
	I-9047482279	COIN CELL	R	1/25/2019		8.10CR	111643	
	I-9052021954	REF COLD CONTROL	R	1/25/2019		16.13CR	111643	497.17
6127	GRANDVIEW VALLEY WINERY, INC							
	I-13021	.	R	1/25/2019		396.00CR	111644	396.00
4718	GUTMAN, ILYA							
	I-201901223103	ANNUAL INST OF BLDG OFFICIALS	R	1/25/2019		473.22CR	111645	473.22
4809	H & L MESABI							
	I-2755	SNOW PLOW CURB RUNNERS	R	1/25/2019		1,363.00CR	111646	1,363.00
1230	HACH COMPANY							
	I-11293875	SENSOR CAP REPLACEMENT	R	1/25/2019		255.89CR	111647	255.89
1243	HARDWARE HANK							
	I-39398	SUPPLIES	R	1/25/2019		0.62CR	111648	
	I-60465	SUPPLIES	R	1/25/2019		12.85CR	111648	13.47



VENDOR	NAME / I.D.	DESC	CHECK TYPE	CHECK DATE	DISCOUNT	AMOUNT	CHECK NO#	CHECK AMOUNT
5408	HERITAGE POINTE PARTNERS LLC I-201901223104	HERITAGE POINT TIF	R	1/25/2019		20,967.90CR	111649	20,967.90
5329	INTERSTATE ALL BATTERY CENTER I-1912902059158	BATTERIES	R	1/25/2019		52.80CR	111650	52.80
1399	JOHNSON BROTHERS LIQUOR COMPANY I-1199513 I-1199514 I-1199515 I-1199516	. . . .	R R R R	1/25/2019 1/25/2019 1/25/2019 1/25/2019		974.00CR 697.79CR 5,089.45CR 4,192.60CR	111651 111651 111651 111651	10,953.84
5095	KIBBLE EQUIPMENT C-1728204 I-1727677 I-1728123 I-1729748	JD SKIDLOADER JD SKIDLOADER JD SKIDLOADER Z CYCLE OIL	R R R R	1/25/2019 1/25/2019 1/25/2019 1/25/2019		50.00 336.22CR 48.70CR 59.04CR	111652 111652 111652 111652	393.96
1481	LEAGUE OF MINNESOTA CITIES I-286259	TRAINING	R	1/25/2019		1,890.00CR	111653	1,890.00
1483	LEAGUE OF MINNESOTA CITIES INS TRUST I-40002687	1ST QTR 2019 WC	R	1/25/2019		53,846.00CR	111654	53,846.00
*VOID*	VOID CHECK		V	1/25/2019			111655	**VOID**
*VOID*	VOID CHECK		V	1/25/2019			111656	**VOID**
5606	LEGALSHIELD I-45 201901233108	LEGALSHIELD	R	1/25/2019		145.51CR	111657	145.51
6068	LEHMAN, CHRISTINE I-201901243114 I-201901243115	UNIFORM ALTERNATIONS UNIFORM ALTERATIONS	R R	1/25/2019 1/25/2019		20.00CR 75.00CR	111658 111658	95.00
1508	LOCKWOOD MOTORS INC. I-44012 I-44023 I-44115	PICKUP REPAIR GASKET PICKUP REPAIR HOSES 05 IMPALA NEW BATTERY	R R R	1/25/2019 1/25/2019 1/25/2019		5.22CR 97.01CR 130.75CR	111659 111659 111659	232.98
1531	LYON COUNTY AUDITOR-TREASURER I-201901173090 I-201901173091	86 10/1/18-12/31/18 BLDG AND SUPP	R R	1/25/2019 1/25/2019		633.86CR 22,015.94CR	111660 111660	22,649.80

VENDOR	NAME / I.D.	DESC	CHECK TYPE	CHECK DATE	DISCOUNT	AMOUNT	CHECK NO#	CHECK AMOUNT
1545	LYON COUNTY HIGHWAY DEPARTMENT I-201901223100	FUEL FOR DECEMBER 2018	R	1/25/2019		14,352.94CR	111661	14,352.94
*VOID*	VOID CHECK		V	1/25/2019			111662	**VOID**
1549	LYON COUNTY MUTUAL AID ASSOCIATION I-201901243116	MUTUAL AID ASSN DUES	R	1/25/2019		100.00CR	111663	100.00
1553	LYON COUNTY SHERIFF'S DEPT. I-19-0001	BADGE ANNETTE STORM	R	1/25/2019		5.00CR	111664	5.00
1571	MADISON NATIONAL LIFE INSURANCE COMPANY I-201901243110	01/19 LTD-	R	1/25/2019		42.15CR	111665	
	I-24 201901103071	LONG TERM DISABILITY	R	1/25/2019		285.20CR	111665	
	I-24 201901103072	LONG TERM DISABILITY	R	1/25/2019		190.45CR	111665	
	I-24 201901233108	LONG TERM DISABILITY	R	1/25/2019		475.65CR	111665	993.45
*VOID*	VOID CHECK		V	1/25/2019			111666	**VOID**
*VOID*	VOID CHECK		V	1/25/2019			111667	**VOID**
*VOID*	VOID CHECK		V	1/25/2019			111668	**VOID**
*VOID*	VOID CHECK		V	1/25/2019			111669	**VOID**
*VOID*	VOID CHECK		V	1/25/2019			111670	**VOID**
*VOID*	VOID CHECK		V	1/25/2019			111671	**VOID**
*VOID*	VOID CHECK		V	1/25/2019			111672	**VOID**
*VOID*	VOID CHECK		V	1/25/2019			111673	**VOID**
*VOID*	VOID CHECK		V	1/25/2019			111674	**VOID**
*VOID*	VOID CHECK		V	1/25/2019			111675	**VOID**
*VOID*	VOID CHECK		V	1/25/2019			111676	**VOID**
*VOID*	VOID CHECK		V	1/25/2019			111677	**VOID**
1575	MAILBOXES & PARCEL DEPOT I-77968	POSTAGE UPS	R	1/25/2019		57.04CR	111678	57.04

VENDOR	NAME / I.D.	DESC	CHECK TYPE	CHECK DATE	DISCOUNT	AMOUNT	CHECK NO#	CHECK AMOUNT
1606	MARSHALL AREA FINE ARTS COUNCIL I-2019ci01	2019 APPROPRIATION	R	1/25/2019		5,500.00CR	111679	5,500.00
1616	MARSHALL CONVENTION & VISITORS BUREAU I-201901243117	2/19 SRASC SERV. AGREEMENT	R	1/25/2019		7,000.00CR	111680	7,000.00
1623	MARSHALL INDEPENDENT, INC I-201901223101	ADVERTISING	R	1/25/2019		340.49CR	111681	340.49
1635	MARSHALL NORTHWEST PIPE FITTINGS INC I-428665	SHIPPING	R	1/25/2019		7.69CR	111682	7.69
1658	MASS I-201901243118	MASS ANNUAL SPRING CONF.S VAND	R	1/25/2019		278.00CR	111683	278.00
4980	MENARDS INC I-33157	SAFETY GLOVES	R	1/25/2019		67.82CR	111684	
	I-33207	SUPPLIES	R	1/25/2019		35.51CR	111684	
	I-33219	SUPPLIES	R	1/25/2019		16.51CR	111684	
	I-33251	SUPPLIES	R	1/25/2019		22.68CR	111684	
	I-33381	LIGHT BULBS AND LAMP HOLDER	R	1/25/2019		126.50CR	111684	
	I-33392	SHELVING AND HAMMERS	R	1/25/2019		70.92CR	111684	
	I-33415	BATTERIES AND DISH SOAP	R	1/25/2019		130.50CR	111684	
	I-33437	BATTERIES	R	1/25/2019		57.45CR	111684	
	I-33476	SUPPLIES	R	1/25/2019		44.07CR	111684	
	I-33481	SUPPLIES	R	1/25/2019		43.87CR	111684	
	I-33575	SUPPLIES	R	1/25/2019		7.55CR	111684	623.38
1754	MN CHIEFS OF POLICE ASSOCIATION I-9264	ETI REGIST. CONF-J MARSHALL	R	1/25/2019		450.00CR	111685	450.00
1774	MN DEPT OF LABOR AND INDUST I-201901223102	ELECTRICAL EMPLOYER LICENSE RE	R	1/25/2019		100.00CR	111686	100.00
1813	MN POLLUTION CONTROL AGENCY I-201901173094	TESTING MARK B & TRAVIS W	R	1/25/2019		110.00CR	111687	110.00
5689	MOORHEAD FIRE DEPT I-MFD01082019	TRAINING TRAILER	R	1/25/2019		1,325.66CR	111688	1,325.66
1877	MOTION INDUSTRIES INC I-MN01-169493	BLOWER AUGUES BRGS	R	1/25/2019		182.32CR	111689	182.32

VENDOR	NAME / I.D.	DESC	CHECK TYPE	CHECK DATE	DISCOUNT	AMOUNT	CHECK NO#	CHECK AMOUNT
1887	MTI DISTRIBUTING INC I-1198785-00	MN POND SPLI KITS	R	1/25/2019		185.50CR	111690	185.50
1894	MURRAY'S AUTO GLASS I-30773 I-31848	770D BLADE WINDOW WINDSHEILD REPLACEMENT	R	1/25/2019		145.00CR 213.87CR	111691 111691	358.87
1923	NCPERS MINNESOTA I-42 201901233108	NCPERS MINNESOTA - 614000	R	1/25/2019		416.00CR	111692	416.00
1945	NORMS GTC C-89585a I-90588 I-90663 I-90856 I-90875 I-90876 I-91001 I-91029 I-91041 I-91060 I-91133 I-91203	BATTERY - DOUBLE PAYMENT BATTERY FORD F150 BELT SHOP TOWELS TERMINAL TOOL/TIES CABLE TIES F450 OIL FILTER PRESSURE WASHER CONNECT OIL FILTER 20VOLT GREASE GUN PRESSURE WASHER HOSE 2011 FORD F250	R	1/25/2019		44.95 125.00CR 8.29CR 98.70CR 36.98CR 14.99CR 19.16CR 10.29CR 19.16CR 260.00CR 129.23CR 19.99CR	111693 111693 111693 111693 111693 111693 111693 111693 111693 111693 111693 111693	696.84
1986	NORTH CENTRAL INTERNATIONAL, INC I-350418	RUBBER STRAPS	R	1/25/2019		12.16CR	111694	12.16
1961	NORTHERN SAFETY COMPANY INC I-9093273019	GLOVES	R	1/25/2019		125.18CR	111695	125.18
5891	ONE OFFICE SOLUTION I-1860034-0 I-1860038-0 I-1862383-0	SUPPLIES SUPPLIES TONER & SUPPLIES	R	1/25/2019		48.50CR 430.99CR 155.75CR	111696 111696 111696	635.24
2019	PAUSTIS WINE COMPANY I-38211	.	R	1/25/2019		4,330.40CR	111697	4,330.40
2026	PEPSI COLA BOTTLING OF PIPESTONE MN INC I-2159573 I-2162417	.	R	1/25/2019		11.85CR 23.70CR	111698 111698	35.55

VENDOR	NAME / I.D.	DESC	CHECK TYPE	CHECK DATE	DISCOUNT	AMOUNT	CHECK NO#	CHECK AMOUNT
2030	PETERSON, ALEX I-201901223106	HSEM CLASS - ALEX PETERSON	R	1/25/2019		101.00CR	111699	101.00
2036	PHILLIPS WINE AND SPIRITS INC C-317459 I-2490175 I-2490176	. . .	R	1/25/2019		40.00 5,467.66CR 3,987.65CR	111700 111700 111700	9,415.31
2049	PLUNKETTS PEST CONTROL INC I-6170643	CITY HALL PEST CONTROL	R	1/25/2019		54.50CR	111701	54.50
3557	POMP'S TIRE SERVICE, INC. I-680041626	950 CAT TIRE REPAIR	R	1/25/2019		103.00CR	111702	103.00
1533	PRAIRIE PRIDE COOPERATIVE I-1-65821 I-120682	P1 PICKUP TIRES BULK FUEL	R	1/25/2019		528.48CR 2,116.50CR	111703 111703	2,644.98
6166	PULVER MOTOR SVC, LLC I-128176 I-151167	TOWING TOWING & STORAGE	R	1/25/2019		495.00CR 495.00CR	111704 111704	990.00
2096	QUARNSTROM & DOERING, PA I-201901243119	2/19 SERVICE	R	1/25/2019		10,532.33CR	111705	10,532.33
4112	RDO EQUIPMENT CO. I-57983 I-P57935	HYDRAULIC HOSE 321 F OSHKOSH PLOW	R	1/25/2019		99.56CR 228.80CR	111706 111706	328.36
6135	SCHUELKE, JOSEPH dba I-64	SNOW HAULING	R	1/25/2019		475.00CR	111707	475.00
5867	ROUND LAKE VINEYARDS & WINERY I-1612	.	R	1/25/2019		112.50CR	111708	112.50
2201	RUNNINGS SUPPLY INC I-4573921 I-4574944 I-4575659 I-4576442	BOBCAT V PLOW HOOKUP CURLING SUPPLIES DAIRY RUBBER BOOTS LYNCH PINS	R	1/25/2019		19.74CR 53.32CR 20.99CR 3.99CR	111709 111709 111709 111709	98.04
4908	SFC GLOBAL SUPPLY CHAIN, INC. I-201901223107	SCHWANS TIF	R	1/25/2019		9,297.86CR	111710	9,297.86

VENDOR	NAME / I.D.	DESC	CHECK TYPE	CHECK DATE	DISCOUNT	AMOUNT	CHECK NO#	CHECK AMOUNT
4855	SOUTHERN GLAZER'S OF MN							
	C-1766213-1	.	R	1/25/2019		180.40	111711	
	I-1775433	.	R	1/25/2019		3,342.16CR	111711	
	I-1775434	.	R	1/25/2019		40.16CR	111711	
	I-1775435	.	R	1/25/2019		2,146.35CR	111711	5,348.27
2311	SOUTHWEST GLASS CENTER							
	I-103169	KEYS	R	1/25/2019		20.00CR	111712	20.00
2373	STREICHERS							
	I-1347726	UNIFORM	R	1/25/2019		99.96CR	111713	
	I-1347817	UNIFORMS	R	1/25/2019		67.95CR	111713	167.91
6202	SUNDANCE AUTO REPAIR							
	I-8020	OIL CHANGE CHIEFS VEHICLE	R	1/25/2019		69.85CR	111714	
	I-9742	SERVICE ADN NEW BATTERY	R	1/25/2019		226.88CR	111714	296.73
2428	TITAN MACHINERY							
	I-11863794	CARBIDE EDGES	R	1/25/2019		451.52CR	111715	
	I-11890544	CONNECTORS FOR 321 F V-PLOW	R	1/25/2019		207.67CR	111715	
	I-11906986	SOCKET	R	1/25/2019		17.90CR	111715	
	I-11915755	SOCKET 321 F V-PLOW	R	1/25/2019		13.20CR	111715	
	I-11915755GP	ELECTRICAL SOCKETS	R	1/25/2019		13.20CR	111715	
	I-11947946	SECTIONAL PUSHER PARTS	R	1/25/2019		101.60CR	111715	
	I-11952265	HYDRAULIC HOSE 321 F	R	1/25/2019		59.80CR	111715	
	I-988381	32F LOADER REPAIRS	R	1/25/2019		484.48CR	111715	1,349.37
6156	TRUE BRANDS							
	I-442852	.	R	1/25/2019		412.69CR	111716	412.69
5106	ULINE							
	I-104709803	BATHROOM SUPPLIES	R	1/25/2019		72.60CR	111717	72.60
5733	VAST BROADBAND							
	I-201901173095	01/08/19-02/01/19	R	1/25/2019		113.16CR	111718	
	I-201901173096	01/06/19-02/01-19	R	1/25/2019		410.28CR	111718	523.44
2538	VIKING COCA COLA BOTTLING COMPANY							
	C-2275682	.	R	1/25/2019		11.20	111719	
	I-2275683	.	R	1/25/2019		243.18CR	111719	231.98
2545	VOLUNTEER FIREFIGHTERS BENEFIT ASSOC							
	I-201901243109	VOL FF BENEFITS ASSN DUES NEW	R	1/25/2019		55.00CR	111720	55.00



VENDOR	NAME / I.D.	DESC	CHECK TYPE	CHECK DATE	DISCOUNT	AMOUNT	CHECK NO#	CHECK AMOUNT
2579	WELLS FARGO SERVICES CO I-302999	PROFESSIONAL SERVICES	R	1/25/2019		37.70CR	111721	37.70
2605	WINE MERCHANTS I-7218759	.	R	1/25/2019		660.00CR	111722	660.00
2632	ZIEGLER INC I-PC040322456 I-PC040322524 I-PC040322591 I-PC040322651 I-SW040095280	SOCKETS OSHKOSH PLOW EDGES CAT 140 HEATER PAD CAT 140 BLADE THROTTLE BOOT BLADE EDGES	R	1/25/2019 1/25/2019 1/25/2019 1/25/2019 1/25/2019		8.28CR 926.91CR 70.82CR 42.72CR 1,816.20CR	111723 111723 111723 111723 111723	2,864.93

VENDOR	NAME / I.D.	DESC	ITEM TYPE	ITEM DATE	DISCOUNT	AMOUNT	ITEM NO#	ITEM AMOUNT
0966	DELTA DENTAL OF MINNESOTA							
	I-22F201901103071	DENTAL FAMILY	D	1/25/2019		2,562.88CR	000778	
	I-22F201901103072	DENTAL FAMILY	D	1/25/2019		1,708.88CR	000778	
	I-22F201901233108	DENTAL FAMILY	D	1/25/2019		4,271.76CR	000778	
	I-22S201901103071	DENTAL SINGLE	D	1/25/2019		271.23CR	000778	
	I-22S201901103072	DENTAL SINGLE	D	1/25/2019		180.97CR	000778	
	I-22S201901233108	DENTAL SINGLE	D	1/25/2019		452.20CR	000778	9,447.92
2321	SOUTHWEST WEST CENTRAL SERVICE COOPERATI							
	I-FH5201901103071	FAMILY HSA 5000	D	1/25/2019		24,967.78CR	000779	
	I-FH5201901103072	FAMILY HSA 5000	D	1/25/2019		16,645.47CR	000779	
	I-FH5201901233108	FAMILY HSA 5000	D	1/25/2019		41,613.25CR	000779	
	I-FV5201901103071	FAMILY VEBA 5000	D	1/25/2019		2,038.17CR	000779	
	I-FV5201901103072	FAMILY VEBA 5000	D	1/25/2019		1,358.83CR	000779	
	I-FV5201901233108	FAMILY VEBA 5000	D	1/25/2019		3,397.00CR	000779	
	I-SH5201901103071	SINGLE HSA 5000	D	1/25/2019		5,554.90CR	000779	
	I-SH5201901103072	SINGLE HSA 5000	D	1/25/2019		3,703.35CR	000779	
	I-SH5201901233108	SINGLE HSA 5000	D	1/25/2019		9,258.25CR	000779	
	I-SV5201901103071	SINGLE VEBA 5000	D	1/25/2019		1,340.79CR	000779	
	I-SV5201901103072	SINGLE VEBA 5000	D	1/25/2019		893.96CR	000779	
	I-SV5201901233108	SINGLE VEBA 5000	D	1/25/2019		2,234.75CR	000779	113,006.50

* * T O T A L S * *	NO#	DISCOUNTS	CHECK AMT	TOTAL APPLIED
REGULAR CHECKS:	97	0.00	300,268.52	300,268.52
HANDWRITTEN CHECKS:	0	0.00	0.00	0.00
PRE-WRITE CHECKS:	0	0.00	0.00	0.00
DRAFTS:	2	0.00	122,454.42	122,454.42
VOID CHECKS:	16	0.00	0.00	0.00
NON CHECKS:	0	0.00	0.00	0.00
CORRECTIONS:	0	0.00	0.00	0.00
REGISTER TOTALS:	115	0.00	422,722.94	422,722.94

PACKET: 06687 Regular Payments

VENDOR SET: 01

\*\*\* DRAFT/OTHER LISTING \*\*\*

BANK : AP REG AP

ERROR LISTING

CHECK #	VENDOR	NAME	PAGE	ERROR MESSAGE	NOTES
111680	01-1616	MARSHALL CONVENTION & VISITO	7	CHECK DATE < ITEM DATE	TRAN NO#: I-201901243117
111705	01-2096	QUARNSTROM & DOERING, PA	9	CHECK DATE < ITEM DATE	TRAN NO#: I-201901243119
TOTAL ERRORS: 0		TOTAL WARNINGS: 2			

PACKET: 06687 Regular Payments

VENDOR SET: 01

\*\*\* DRAFT/OTHER LISTING \*\*\*

BANK : AP REG AP

VENDOR	NAME / I.D.	DESC	ITEM TYPE	ITEM DATE	DISCOUNT	AMOUNT	ITEM NO#	ITEM AMOUNT
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\*\* POSTING PERIOD RECAP \*\*

FUND	PERIOD	AMOUNT
101	1/2019	239,923.91CR
211	1/2019	6,940.21CR
230	1/2019	30,265.76CR
258	1/2019	17,777.51CR
270	1/2019	2,095.14CR
413	1/2019	9,824.00CR
602	1/2019	30,121.53CR
609	1/2019	85,550.94CR
630	1/2019	223.94CR
=====		
ALL		422,722.94CR

VENDOR SEQUENCE

VENDOR	ITEM NO#	DESCRIPTION	BANK	EFT DATE/#	STAT	DUE DT DISC DT	GROSS BALANCE	PAYMENT DISCOUNT	OUTSTANDING
-----									
01-0560	AFSCME COUNCIL 65								
I 83	201901103071	UNION DUES AFSCM	AP		E	12/31/2018	410.39 410.39	410.39CR	
I 83	201901103072	UNION DUES AFSCM	AP		E	1/11/2019	273.61 273.61	273.61CR	
I 83	201901233108	UNION DUES AFSCM	AP		E	1/25/2019	684.00 684.00	684.00CR	
I 85	201901103071	UNION DUES AFSCM	AP		E	12/31/2018	16.93 16.93	16.93CR	
I 85	201901103072	UNION DUES AFSCM	AP		E	1/11/2019	11.30 11.30	11.30CR	
I 85	201901233108	UNION DUES AFSCM	AP		E	1/25/2019	28.23 28.23	28.23CR	
			EFT				1,424.46 1,424.46	1,424.46CR 0.00	0.00
-----									
01-0380	CALLENS, DAVID								
I	201901223105	LICENSE RENEWAL	AP		E	2/15/2019	20.00 20.00	20.00CR	
			EFT				20.00 20.00	20.00CR 0.00	0.00
-----									
01-1633	MARSHALL MUNICIPAL UTILITIE								
I 9649		NETWORK SUPPORT	AP		E	1/20/2019	250.00 250.00	250.00CR	
I 9675		WASTEWATER BILLING	AP		E	2/14/2019	7,052.08 7,052.08	7,052.08CR	
			EFT				7,302.08 7,302.08	7,302.08CR 0.00	0.00
-----									

PACKET: 06688 EFT Payments

VENDOR SET: 01

VENDOR SEQUENCE

VENDOR	ITEM NO#	DESCRIPTION	BANK	EFT DATE/#	STAT	DUE DT DISC DT	GROSS BALANCE	PAYMENT DISCOUNT	OUTSTANDING
-----									
01-5688	MINNESOTA LIFE								
I	201901243112	LIFE-	AP		E	1/24/2019	219.42 219.42	219.42CR	
I	23F201901103071	LIFE INSURANCE FAMILY	AP		E	12/31/2018	72.79 72.79	72.79CR	
I	23F201901103072	LIFE INSURANCE FAMILY	AP		E	1/11/2019	48.87 48.87	48.87CR	
I	23F201901233108	LIFE INSURANCE FAMILY	AP		E	1/25/2019	121.66 121.66	121.66CR	
I	23R201901103071	LIFE INSURANCE-OVER 65	AP		E	12/31/2018	0.84 0.84	0.84CR	
I	23R201901103072	LIFE INSURANCE-OVER 65	AP		E	1/11/2019	0.57 0.57	0.57CR	
I	23R201901233108	LIFE INSURANCE-OVER 65	AP		E	1/25/2019	1.41 1.41	1.41CR	
I	23S201901103071	LIFE INSURANCE SINGLE	AP		E	12/31/2018	6.60 6.60	6.60CR	
I	23S201901103072	LIFE INSURANCE SINGLE	AP		E	1/11/2019	4.45 4.45	4.45CR	
I	23S201901233108	LIFE INSURANCE SINGLE	AP		E	1/25/2019	11.05 11.05	11.05CR	
I	44 201901103071	VOLUNTARY SUPPLEMENTAL LIFE	AP		E	12/31/2018	310.94 310.94	310.94CR	
I	44 201901103072	VOLUNTARY SUPPLEMENTAL LIFE	AP		E	1/11/2019	207.33 207.33	207.33CR	
I	44 201901233108	VOLUNTARY SUPPLEMENTAL LIFE	AP		E	1/25/2019	518.27 518.27	518.27CR	
			EFT				1,524.20 1,524.20	1,524.20CR 0.00	0.00
-----									



PACKET: 06688 EFT Payments

VENDOR SET: 01

VENDOR SEQUENCE

VENDOR	ITEM NO#	DESCRIPTION	BANK	EFT DATE/#	STAT	DUE DT DISC DT	GROSS BALANCE	PAYMENT DISCOUNT	OUTSTANDING
-----									
01-5491		STORM, ANNETTE							
	I 201901093063	CELL PHONE ALLOWANCE- A STO AP			E	1/04/2019	80.00	80.00CR	
							80.00		
				EFT			80.00	80.00CR	0.00
							80.00	0.00	
-----									

PACKET: 06688 EFT Payments

VENDOR SET: 01

=====  
R E P O R T T O T A L S  
=====

F U N D D I S T R I B U T I O N

FUND NO#	FUND NAME	AMOUNT
101	GENERAL FUND	2,500.02CR
211	LIBRARY FUND	73.36CR
258	ASC ARENA	127.74CR
270	MERIT	4.38CR
602	WASTEWATER OPERATING	7,616.36CR
609	LIQUOR	28.88CR
** TOTALS **		10,350.74CR

----- TYPE OF CHECK TOTALS -----

	NUMBER	GROSS BALANCE	PAYMENT DISCOUNT	OUTSTANDING
HAND CHECKS		0.00 0.00	0.00 0.00	0.00
DRAFTS		0.00 0.00	0.00 0.00	0.00
REG-CHECKS		0.00 0.00	0.00 0.00	0.00
EFT		10,350.74 10,350.74	10,350.74CR 0.00	0.00
NON-CHECKS		0.00 0.00	0.00 0.00	0.00
ALL CHECKS		10,350.74 10,350.74	10,350.74CR 0.00	0.00

TOTAL CHECKS TO PRINT: 0

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ERRORS: 0                      WARNINGS: 0

PACKET: 06698 EFT Payments

VENDOR SET: 01

VENDOR SEQUENCE

VENDOR	ITEM NO#	DESCRIPTION	BANK	EFT DATE/#	STAT	DUE DT DISC DT	GROSS BALANCE	PAYMENT DISCOUNT	OUTSTANDING
-----									
01-3568	BRUNSVOLD, QUENTIN								
I	201901303131	DRESS HAT FOR CHIEFS	AP		E	1/29/2019	214.70 214.70	214.70CR	
			EFT				214.70 214.70	214.70CR 0.00	0.00
-----									

PACKET: 06698 EFT Payments

VENDOR SET: 01

===== R E P O R T T O T A L S =====

F U N D D I S T R I B U T I O N

FUND NO#	FUND NAME	AMOUNT
101	GENERAL FUND	214.70CR
	** TOTALS **	214.70CR

---- TYPE OF CHECK TOTALS ----

	NUMBER	GROSS BALANCE	PAYMENT DISCOUNT	OUTSTANDING
HAND CHECKS		0.00 0.00	0.00 0.00	0.00
DRAFTS		0.00 0.00	0.00 0.00	0.00
REG-CHECKS		0.00 0.00	0.00 0.00	0.00
EFT		214.70 214.70	214.70CR 0.00	0.00
NON-CHECKS		0.00 0.00	0.00 0.00	0.00
ALL CHECKS		214.70 214.70	214.70CR 0.00	0.00

TOTAL CHECKS TO PRINT: 0

ERRORS: 0 WARNINGS: 0

VENDOR	NAME / I.D.	DESC	CHECK TYPE	CHECK DATE	DISCOUNT	AMOUNT	CHECK NO#	CHECK AMOUNT
5813	ACE HOME & HARDWARE							
	I-85084	KEY	R	1/31/2019		1.99CR	111724	
	I-85167	SUPPLIES	R	1/31/2019		19.99CR	111724	21.98
0559	AFFILIATED COMMUNITY MEDICAL CENTERS, PA							
	I-166179500	PRE-EMPLOYMENT SCREEN	R	1/31/2019		128.65CR	111725	128.65
3761	AMERICAN BOTTLING CO.							
	I-3892900718	.	R	1/31/2019		81.00CR	111726	81.00
0658	AP DESIGN							
	I-70035	NAME PLATES	R	1/31/2019		22.70CR	111727	
	I-70043	COUNCIL NAME PLATE	R	1/31/2019		18.00CR	111727	40.70
0629	ARNOLD MOTOR SUPPLY							
	C-02NV010563	SUPPLIES	R	1/31/2019		26.57	111728	
	I-02NV012273	OSHKOSH PLOW	R	1/31/2019		45.43CR	111728	
	I-02NV012417	93 CHEVY REPAIRS	R	1/31/2019		9.99CR	111728	28.85
5447	ARTISAN BEER COMPANY							
	I-3320568	.	R	1/31/2019		391.95CR	111729	391.95
2402	AXON ENTERPRISE, INC							
	I-SI-1570957	TASER HOLSTERS	R	1/31/2019		156.00CR	111730	
	I-SI-1571229	TASTERS REPLACE BROKEN ONE	R	1/31/2019		1,598.00CR	111730	1,754.00
6357	BANKCORP BANK							
	I-SUB8463	SEARCH & PROCESSING FEE	R	1/31/2019		125.00CR	111731	125.00
0688	BELLBOY CORPORATION							
	I-68069400	.	R	1/31/2019		3,506.95CR	111732	
	I-98940600	.	R	1/31/2019		269.40CR	111732	3,776.35
0689	BEND RITE FABRICATION INC							
	I-40807	140 CAT BLADE	R	1/31/2019		5.95CR	111733	
	I-40848	PICK UP PLOW ATTACHMENT	R	1/31/2019		1,028.64CR	111733	
	I-40861	METAL FOR WORKBENCH @ SHOP	R	1/31/2019		339.66CR	111733	1,374.25
0699	BEVERAGE WHOLESALERS							
	I-043687	.	R	1/31/2019		246.20CR	111734	
	I-043688	.	R	1/31/2019		1,415.50CR	111734	
	I-043689	.	R	1/31/2019		3,990.50CR	111734	
	I-043690	.	R	1/31/2019		92.00CR	111734	
	I-043948	.	R	1/31/2019		9,969.45CR	111734	
	I-043949	.	R	1/31/2019		136.20CR	111734	15,849.85

VENDOR	NAME / I.D.	DESC	CHECK TYPE	CHECK DATE	DISCOUNT	AMOUNT	CHECK NO#	CHECK AMOUNT
0707	BISBEE PLUMBING AND HEATING INC							
	I-47710	SHOP HEATER SERVICE	R	1/31/2019		160.00CR	111735	
	I-47761	SERVICE LABOR	R	1/31/2019		120.00CR	111735	
	I-8443	HEATER FILTERS	R	1/31/2019		120.00CR	111735	400.00
0018	BORDER STATES ELECTRIC SUPPLY							
	I-917009304	240 VOLT POWER MONITOR	R	1/31/2019		94.18CR	111736	94.18
4457	BREAKTHRU BEVERAGE							
	C-2080222360	.	R	1/31/2019		3.00	111737	
	C-2080222362	.	R	1/31/2019		68.00	111737	
	I-1080919699	.	R	1/31/2019		5,485.48CR	111737	
	I-1080919700	.	R	1/31/2019		800.85CR	111737	
	I-2080208979	CREDIT USED TWICE	R	1/31/2019		80.00CR	111737	6,295.33
4236	C.E. SIGNS & DESIGNS							
	I-5470	ADVERTISING	R	1/31/2019		19.02CR	111738	19.02
0799	CARLOS CREEK WINERY							
	I-16811	.	R	1/31/2019		444.00CR	111739	444.00
0815	CATTOOR OIL COMPANY INC							
	I-3865	#6 DEF FLUID	R	1/31/2019		10.78CR	111740	
	I-4468	KEROSENE	R	1/31/2019		39.94CR	111740	
	I-8732	#12 DEF FLUID	R	1/31/2019		10.63CR	111740	61.35
3819	DACOTAH PAPER CO							
	I-10181	SCRUBBER PART	R	1/31/2019		117.93CR	111741	117.93
5731	DOLL DISTRIBUTING							
	I-600481	.	R	1/31/2019		6,052.05CR	111742	
	I-602079	.	R	1/31/2019		6,848.20CR	111742	
	I-602080	.	R	1/31/2019		6,130.60CR	111742	19,030.85
4126	DOOM & CUYPER CONSTRUCTION							
	I-201901303132	JUSTICE BATHROOM	R	1/31/2019		9,466.75CR	111743	9,466.75
1029	EAGLE ENGRAVING							
	I-2019 536	HAT BADGE INSIGNIA	R	1/31/2019		68.95CR	111744	68.95
4581	EMAJNT ENTERPRISES LLC							
	I-201901253120	ANNUAL MAINT. CONTRACT	R	1/31/2019		480.00CR	111745	480.00

VENDOR	NAME / I.D.	DESC	CHECK TYPE	CHECK DATE	DISCOUNT	AMOUNT	CHECK NO#	CHECK AMOUNT
1090	FASTENAL COMPANY							
	I-95406	EAR PLUBS	R	1/31/2019		42.94CR	111746	
	I-95407	SUPPLIES	R	1/31/2019		35.57CR	111746	
	I-95484	MOTORGRADERS TURRET LUBE	R	1/31/2019		76.28CR	111746	
	I-95492	BULK BOLTS	R	1/31/2019		11.70CR	111746	
	I-MNMMAR95405	SAFETY VEST	R	1/31/2019		155.88CR	111746	322.37
1158	GALLS INC							
	I-011653030	UNIFORM	R	1/31/2019		17.37CR	111747	
	I-011676370	UNIFORM	R	1/31/2019		53.91CR	111747	
	I-011676372	UNIFORM	R	1/31/2019		5.99CR	111747	77.27
1201	GRAINGER INC							
	I-9056527139	DISPOSABLE GLOVES	R	1/31/2019		48.00CR	111748	
	I-9060739977	MOPS	R	1/31/2019		43.78CR	111748	91.78
3760	GROWMARK INC.							
	I-5844085	15 W-40 55 GAL DRUM	R	1/31/2019		486.20CR	111749	
	I-58460140100	WASHER FLUID	R	1/31/2019		31.80CR	111749	
	I-58460140200	GEAR LUBE	R	1/31/2019		134.65CR	111749	652.65
1243	HARDWARE HANK							
	I-60483	BATTERIES	R	1/31/2019		9.99CR	111750	9.99
1256	HAWKINS INC							
	I-4431357	FERRIC	R	1/31/2019		5,135.66CR	111751	5,135.66
0430	HENRIKSEN, RAY							
	I-201901253121	ANNUAL INST. FOR BLDG OFFICIAL	R	1/31/2019		374.52CR	111752	374.52
1399	JOHNSON BROTHERS LIQUOR COMPANY							
	C-522210	.	R	1/31/2019		29.94	111753	
	I-1204365	.	R	1/31/2019		1,181.66CR	111753	
	I-1204366	.	R	1/31/2019		3,704.63CR	111753	4,856.35
5095	KIBBLE EQUIPMENT							
	I-1733335	47" BLOWER PARTS	R	1/31/2019		193.77CR	111754	
	I-1734367	SKIDS SHOES FOR 60' BLOWER	R	1/31/2019		108.44CR	111754	
	I-1734538	BATTERY JOHN DEER SNOWBLOWER	R	1/31/2019		145.07CR	111754	447.28
4140	KRUSE FORD-LINCOLN-MERCURY, INC							
	I-3975	REPAIR ELECTRICAL	R	1/31/2019		98.44CR	111755	98.44



VENDOR	NAME / I.D.	DESC	CHECK TYPE	CHECK DATE	DISCOUNT	AMOUNT	CHECK NO#	CHECK AMOUNT
1635	MARSHALL NORTHWEST PIPE FITTINGS INC I-429112	SUPPLIES	R	1/31/2019		20.98CR	111756	20.98
1637	MARSHALL PUBLIC SCHOOLS I-201901303130	ECFE FEE DECEMBER 2018	R	1/31/2019		1,211.41CR	111757	1,211.41
1695	MEIER ELECTRIC INC I-33645 I-33651 I-33652	PIGTAIL FOR GENERATOR EM TEST INSPECT UNLICENSED ELECTRICAL ELECTRICAL WORK INSPECTION	R	1/31/2019		90.00CR 150.00CR 90.00CR	111758 111758 111758	330.00
4980	MENARDS INC I-32547 I-34072	NIBCO FITTINGS SUPPLIES	R	1/31/2019		46.14CR 111.43CR	111759 111759	157.57
4962	MINNESOTA SAFETY COUNCIL I-0026682019	2019 MEMBERSHIP DUES	R	1/31/2019		565.00CR	111760	565.00
1839	MINNESOTA VALLEY TESTING LABS INC I-958058	SALTY DISCHARGE	R	1/31/2019		143.60CR	111761	143.60
1813	MN POLLUTION CONTROL AGENCY I-10000064732	LAB CERTIFICATION RENEWAL	R	1/31/2019		2,475.00CR	111762	2,475.00
1824	MN STATE FIRE CHIEFS ASSOCIATION I-200003371 I-200003372	THOFT - OFFICERS SCHOOL ORTMANN OFFICERS SCHOOL	R	1/31/2019		285.00CR 285.00CR	111763 111763	570.00
1945	NORMS GTC I-74780-91247 I-7480-91406 I-91175 I-91224 I-91386	2005 CAR PARTS BATTERY FOR 2006 CHEVY SUPPLIES SNOW BRUSH HEATER	R	1/31/2019		26.99CR 149.99CR 21.00CR 7.99CR 37.99CR	111764 111764 111764 111764 111764	243.96
1986	NORTH CENTRAL INTERNATIONAL, INC I-118668 I-118698 I-118714A I-350637 I-350640 I-350667	#10 SANDER #10 SANDER 361 SEAT BELT REPAIR #7 FUEL LINE SEALS #7 FUEL PUMP #12 BRAKE CHAMBER	R	1/31/2019		648.29CR 107.45CR 2,299.00CR 31.92CR 97.45CR 115.23CR	111765 111765 111765 111765 111765 111765	3,299.34

VENDOR	NAME / I.D.	DESC	CHECK TYPE	CHECK DATE	DISCOUNT	AMOUNT	CHECK NO#	CHECK AMOUNT
1946	NORTH CENTRAL LABS I-417798	LAB SUPPLIES	R	1/31/2019		972.18CR	111766	972.18
3809	O'REILLY AUTOMOTIVE STORES, INC I-1538-187108	FLOOR DRY	R	1/31/2019		64.90CR	111767	64.90
5891	ONE OFFICE SOLUTION I-1861112-0 I-186370-0 I-1865286-0	PAPER SUPPLIES SUPPLIES	R	1/31/2019 1/31/2019 1/31/2019		38.50CR 125.97CR 6.17CR	111768 111768 111768	170.64
5295	PERMITWORKS I-2018-0027	1/19-12/19 PERMITS SOFTWARE PL	R	1/31/2019		1,495.00CR	111769	1,495.00
2036	PHILLIPS WINE AND SPIRITS INC C-317440 C-318038 C-318439 C-319052 I-2493674 I-2493675	. . . . . .	R	1/31/2019 1/31/2019 1/31/2019 1/31/2019 1/31/2019 1/31/2019		68.98 126.50 117.50 51.60 6,648.94CR 2,175.11CR	111770 111770 111770 111770 111770 111770	8,459.47
2049	PLUNKETTS PEST CONTROL INC I-6170311	GENERAL PROFESSIONAL SERVICES	R	1/31/2019		39.27CR	111771	39.27
5660	PRAIRIE, FAY I-201901253122	PAUSE IN TO POWER	R	1/31/2019		75.00CR	111772	75.00
2112	R and G CONSTRUCTION COMPANY INC I-201901303133	#7 Z64 SARATOGA	R	1/31/2019		21,800.66CR	111773	21,800.66
4112	RDO EQUIPMENT CO. I-P58005	OSHKOSH PLOW	R	1/31/2019		400.99CR	111774	400.99
2137	REDWOOD RIVER SPORTSMAN CLUB I-196008	2019 FEE/SUBSCRIPTION/DUES	R	1/31/2019		500.00CR	111775	500.00
5732	RITE I-6848	GENERAL PROFESSIONAL SERVICES	R	1/31/2019		41.54CR	111776	41.54
2201	RUNNINGS SUPPLY INC I-4579716	SUPPLIES	R	1/31/2019		11.94CR	111777	11.94

VENDOR	NAME / I.D.	DESC	CHECK TYPE	CHECK DATE	DISCOUNT	AMOUNT	CHECK NO#	CHECK AMOUNT
4855	SOUTHERN GLAZER'S OF MN							
	I-1777953	.	R	1/31/2019		6,000.62CR	111778	
	I-1777954	.	R	1/31/2019		530.00CR	111778	6,530.62
2387	SW CHAPTER OF ICC							
	I-201901303134	2019 SW MN ICC DUES RAY&ILYA	R	1/31/2019		150.00CR	111779	150.00
6358	TALL GRASS LIQUORS							
	I-201901313135	EMPLOYEE RECOGNITION EVENT	R	1/31/2019		334.67CR	111780	334.67
4250	TEMPLE DISPLAY, LTD							
	I-19204	DOWNTOWN DECORATIONS	R	1/31/2019		37,327.50CR	111781	37,327.50
2428	TITAN MACHINERY							
	I-11958588	POWER SERVICE	R	1/31/2019		31.98CR	111782	
	I-11967493	SNOW PUSHER PARTS	R	1/31/2019		112.80CR	111782	
	I-992016	V PLOW FOR 321F SERVICE	R	1/31/2019		211.58CR	111782	356.36
6156	TRUE BRANDS							
	I-446559	.	R	1/31/2019		1.62CR	111783	
	I-446773	.	R	1/31/2019		14.26CR	111783	15.88
6237	VAN KEULEN, KURTIS							
	I-201901283125	TRAINING FOR BUILDING OFFICIAL	R	1/31/2019		315.48CR	111784	315.48
5733	VAST BROADBAND							
	I-201901293126	01/22/19-02/28/19	R	1/31/2019		112.55CR	111785	112.55
2538	VIKING COCA COLA BOTTLING COMPANY							
	I-2275752	.	R	1/31/2019		206.00CR	111786	206.00
4594	VINOCUPIA							
	I-0225369-IN	.	R	1/31/2019		1,100.58CR	111787	1,100.58
4118	WALMART BUSINESS							
	I-7H5RWLN987	DIGITAL CAMERAS	R	1/31/2019		222.00CR	111788	
	I-7N4K77N2KQ	OFFICE & COFFEE SUPPLIES	R	1/31/2019		34.84CR	111788	
	I-7N4KB5LN1K9	ASP SUPPLIES	R	1/31/2019		32.78CR	111788	
	I-7N4KJMLN1SF	KENNEL SUPPLIES	R	1/31/2019		38.40CR	111788	
	I-7N4KRGLN56K	HEADPHONES & OFFICE SUPPLIES	R	1/31/2019		35.40CR	111788	
	I-7N4KV9LN25R	SUPPLIES	R	1/31/2019		20.98CR	111788	
	I-7N4KWHKN27J	ASP SUPPLIES	R	1/31/2019		16.94CR	111788	
	I-7N4L85LN18M	SUPPLIES	R	1/31/2019		24.32CR	111788	
	I-7N4LKULN107	EMPLOYEE EVENT SUPPLIES	R	1/31/2019		29.29CR	111788	
	I-7N4LVLN18N	SUPPLIES	R	1/31/2019		19.38CR	111788	
	I-7N4LZRLN2BH	JUMP DRIVE	R	1/31/2019		7.98CR	111788	482.31

VENDOR	NAME / I.D.	DESC	CHECK TYPE	CHECK DATE	DISCOUNT	AMOUNT	CHECK NO#	CHECK AMOUNT
2575	WELLS FARGO I-201901293127	PROFESSIONAL SERVICES	R	1/31/2019		37.20CR	111789	37.20
2605	WINE MERCHANTS I-7219630	.	R	1/31/2019		1,439.00CR	111790	1,439.00
2632	ZIEGLER INC I-PC040323041 I-PC040323154	CUTTING EDGE BOLTS CUTTING EDGE BOLTS 644K	R R	1/31/2019 1/31/2019		118.20CR 22.30CR	111791 111791	 140.50

* * T O T A L S * *	NO#	DISCOUNTS	CHECK AMT	TOTAL APPLIED
REGULAR CHECKS:	68	0.00	163,714.35	163,714.35
HANDWRITTEN CHECKS:	0	0.00	0.00	0.00
PRE-WRITE CHECKS:	0	0.00	0.00	0.00
DRAFTS:	0	0.00	0.00	0.00
VOID CHECKS:	0	0.00	0.00	0.00
NON CHECKS:	0	0.00	0.00	0.00
CORRECTIONS:	0	0.00	0.00	0.00
REGISTER TOTALS:	68	0.00	163,714.35	163,714.35

TOTAL ERRORS: 0                      TOTAL WARNINGS: 0

VENDOR	NAME / I.D.	DESC	CHECK TYPE	CHECK DATE	DISCOUNT	AMOUNT	CHECK NO#	CHECK AMOUNT
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\*\* POSTING PERIOD RECAP \*\*

FUND	PERIOD	AMOUNT
101	1/2019	52,501.63CR
258	1/2019	158.50CR
270	1/2019	34.84CR
401	1/2019	9,466.75CR
475	1/2019	21,800.66CR
602	1/2019	10,714.27CR
609	1/2019	69,037.70CR
=====		
ALL		163,714.35CR

PACKET: 06708 EFT Payments

VENDOR SET: 01

VENDOR SEQUENCE

VENDOR	ITEM NO#	DESCRIPTION	BANK	EFT DATE/#	STAT	DUE DT DISC DT	GROSS BALANCE	PAYMENT DISCOUNT	OUTSTANDING
-----									
01-6269	HANSON, SHARON								
I	201902063152	02/01/19 MCMA REGISTRATION	AP		E	2/06/2019	75.00 75.00	75.00CR	
I	201902063153	02/01/19 SMSU FLOURISH REGI	AP		E	2/06/2019	125.00 125.00	125.00CR	
				EFT			200.00 200.00	200.00CR 0.00	0.00
-----									
01-6183	LEE, JERRED								
I	201902013139	01/22/19 MNDOT BITUMINOUS-A	AP		E	2/01/2019	659.43 659.43	659.43CR	
I	201902013140	01/14/19 CAD FUNDEMENTALS-E	AP		E	2/01/2019	854.69 854.69	854.69CR	
				EFT			1,514.12 1,514.12	1,514.12CR 0.00	0.00
-----									
01-1633	MARSHALL MUNICIPAL UTILITIE								
I	9676	01/19 SWM UTILITY	AP		E	2/14/2019	2,794.83 2,794.83	2,794.83CR	
I	9685	2019 LASERFICHE SUPPORT	AP		E	2/27/2019	4,279.04 4,279.04	4,279.04CR	
I	9689	12/28-01/27/19	AP		E	1/27/2020	775.90 775.90	775.90CR	
I	9695	02/19 WW BILLING	AP		E	2/28/2019	7,052.08 7,052.08	7,052.08CR	
I	9696	02/19 SWM UTILITY	AP		E	2/28/2019	2,794.83 2,794.83	2,794.83CR	
				EFT			17,696.68 17,696.68	17,696.68CR 0.00	0.00
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PACKET: 06708 EFT Payments

VENDOR SET: 01

VENDOR SEQUENCE

VENDOR	ITEM NO#	DESCRIPTION	BANK	EFT DATE/#	STAT	DUE DT DISC DT	GROSS BALANCE	PAYMENT DISCOUNT	OUTSTANDING
-----									
01-6092	VANDERMILLEN, SCOTT								
I	201902063155	MAC DESIGN MTG	AP		E	2/04/2019	241.50 241.50	241.50CR	
			EFT				241.50 241.50	241.50CR 0.00	0.00
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PACKET: 06708 EFT Payments

VENDOR SET: 01

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R E P O R T T O T A L S  
=====

F U N D D I S T R I B U T I O N

FUND NO#	FUND NAME	AMOUNT
101	GENERAL FUND	6,780.57CR
211	LIBRARY FUND	139.87CR
270	MERIT	20.08CR
602	WASTEWATER OPERATING	7,052.08CR
609	LIQUOR	70.04CR
630	SURFACE WATER MGT UTILITY	5,589.66CR
** TOTALS **		19,652.30CR

----- TYPE OF CHECK TOTALS -----

	NUMBER	GROSS BALANCE	PAYMENT DISCOUNT	OUTSTANDING
HAND CHECKS		0.00 0.00	0.00 0.00	0.00
DRAFTS		0.00 0.00	0.00 0.00	0.00
REG-CHECKS		0.00 0.00	0.00 0.00	0.00
EFT		19,652.30 19,652.30	19,652.30CR 0.00	0.00
NON-CHECKS		0.00 0.00	0.00 0.00	0.00
ALL CHECKS		19,652.30 19,652.30	19,652.30CR 0.00	0.00

TOTAL CHECKS TO PRINT: 0

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ERRORS: 0                      WARNINGS: 0

VENDOR	NAME / I.D.	DESC	CHECK TYPE	CHECK DATE	DISCOUNT	AMOUNT	CHECK NO#	CHECK AMOUNT
5813	ACE HOME & HARDWARE							
	I-84491	DRILL BIT	R	2/07/2019		5.59CR	111792	
	I-84604	SUPPLIES	R	2/07/2019		15.99CR	111792	
	I-85262	SUPPLIES	R	2/07/2019		15.16CR	111792	
	I-85561	MIDWEST HANGAR FROZEN PIPE	R	2/07/2019		26.05CR	111792	
	I-85579	MIDWEST FROZEN PIPE	R	2/07/2019		63.38CR	111792	
	I-85704	HINGES	R	2/07/2019		20.00CR	111792	
	I-85827	#1 SNOWBLOWER	R	2/07/2019		8.60CR	111792	154.77
5119	ALL FLAGS, LLC							
	I-725716	FLAG POLE ORNAMENTS	R	2/07/2019		157.64CR	111793	157.64
0819	AMERICAN GARAGE DOOR CO.							
	I-MN21328	DOOR OPENER	R	2/07/2019		22.00CR	111794	
	I-MN21329	TRANSFORMER	R	2/07/2019		45.00CR	111794	67.00
5447	ARTISAN BEER COMPANY							
	I-3321785	.	R	2/07/2019		340.80CR	111795	340.80
0689	BEND RITE FABRICATION INC							
	I-40904	FREIGHT	R	2/07/2019		11.25CR	111796	
	I-40923	FUEL ISLAND LIDS	R	2/07/2019		52.86CR	111796	64.11
0699	BEVERAGE WHOLESALERS							
	I-042729	.	R	2/07/2019		7,174.40CR	111797	
	I-044619	.	R	2/07/2019		7,434.90CR	111797	
	I-044620	.	R	2/07/2019		427.70CR	111797	
	I-044757	.	R	2/07/2019		266.00CR	111797	15,303.00
6163	BLUE LINE SHARPENING & SALES							
	I-190083	ZAM BLADE SHARPENING	R	2/07/2019		396.00CR	111798	396.00
6341	BLUE RIDGE SOLUTIONS							
	I-273-02-19	ASPHALT DEGEASER	R	2/07/2019		766.45CR	111799	766.45
0724	BOLTON & MENK INC							
	I-0228337	LEGION RD SW STUDY	R	2/07/2019		7,976.00CR	111800	7,976.00
0018	BORDER STATES ELECTRIC SUPPLY							
	I-916907355	LED LIGHTS	R	2/07/2019		86.32CR	111801	
	I-917023594	SUPPLIES	R	2/07/2019		18.06CR	111801	
	I-917030084	HANGAR BULB	R	2/07/2019		35.00CR	111801	139.38

VENDOR	NAME / I.D.	DESC	CHECK TYPE	CHECK DATE	DISCOUNT	AMOUNT	CHECK NO#	CHECK AMOUNT
4457	BREAKTHRU BEVERAGE							
	I-1080923236	.	R	2/07/2019		130.50CR	111802	
	I-1080923237	.	R	2/07/2019		5,895.21CR	111802	
	I-1080923238	.	R	2/07/2019		568.00CR	111802	6,593.71
5283	BREDE, WAYNE							
	I-201902063156	HAY POINTINGS	R	2/07/2019		150.00CR	111803	150.00
0802	CARLSON & STEWART REFRIG INC							
	I-15706	CHILLER VALVE	R	2/07/2019		113.90CR	111804	113.90
0815	CATTOOR OIL COMPANY INC							
	I-160595	ATAD & PLANT FUEL	R	2/07/2019		1,425.20CR	111805	1,425.20
0836	CHARTER COMMUNICATIONS							
	I-201902043145	PROGRAMMING	R	2/07/2019		11.99CR	111806	
	I-201902063151	02/01-02/28/19	R	2/07/2019		87.16CR	111806	99.15
6262	CHARTWELLS DINING SVC							
	I-3254401730	EMPLOYEE RECOG EVENT	R	2/07/2019		3,087.49CR	111807	
	I-3254401741	FIRE DEPT AWARDS BANQUET	R	2/07/2019		3,361.09CR	111807	6,448.58
0865	COLEMAN ELECTRIC COMPANY							
	I-28895	OUTLETS-WHITNEY STATUE	R	2/07/2019		122.40CR	111808	122.40
6211	COPPERHEAD INNOVATIONS, LLC							
	I-11608	TV CAMERA PARTS	R	2/07/2019		262.98CR	111809	262.98
3819	DACOTAH PAPER CO							
	I-14108	SUPPLIES	R	2/07/2019		307.96CR	111810	
	I-14454	CLEANING SUPPLIES	R	2/07/2019		1,632.75CR	111810	
	I-14455	FILTERS	R	2/07/2019		200.43CR	111810	2,141.14
0948	DAKOTA RIGGERS & TOOL SUPPLY INC							
	I-0489054-IN	MOTORGRADER WING CABLE	R	2/07/2019		512.59CR	111811	512.59
6205	DESMET, JASMINE							
	I-201902063154	1/28/19 EMER MGT CLASS-NEW BR	R	2/07/2019		142.00CR	111812	142.00
5731	DOLL DISTRIBUTING							
	C-593613-1	.	R	2/07/2019		7.06	111813	
	C-596372-1	.	R	2/07/2019		281.13	111813	
	C-604765	.	R	2/07/2019		23.27	111813	
	I-555359	.	R	2/07/2019		56.90CR	111813	
	I-593611-1	.	R	2/07/2019		9,000.70CR	111813	
	I-596373-1	.	R	2/07/2019		1,526.35CR	111813	
	I-597725-1	.	R	2/07/2019		3,692.45CR	111813	
	I-604485	.	R	2/07/2019		74.85CR	111813	
	I-604764	.	R	2/07/2019		2,823.05CR	111813	16,862.84

VENDOR	NAME / I.D.	DESC	CHECK TYPE	CHECK DATE	DISCOUNT	AMOUNT	CHECK NO#	CHECK AMOUNT
1006	DOMINOS PIZZA I-0035823-IN	PROGRAMMING	R	2/07/2019		145.16CR	111814	145.16
3566	ELECTRIC MOTOR CO I-111693	ATAD FOAM PUMP REPAIR	R	2/07/2019		498.44CR	111815	498.44
4753	ENTERPRISE LEASING CO I-19921322	01/14-01/19/19, J LEE, R HENRI	R	2/07/2019		390.64CR	111816	390.64
1090	FASTENAL COMPANY I-95505 I-95506	FLOW EDGE NUTS MATERIALS	R R	2/07/2019 2/07/2019		45.15CR 26.56CR	111817 111817	 71.71
4656	FINANCE & COMMERCE I-744099511	MERIT TRACK 2	R	2/07/2019		198.70CR	111818	198.70
6361	GRAEF I-0101403	12/18 SVC MERIT TRACK	R	2/07/2019		77,926.45CR	111819	77,926.45
1201	GRAINGER INC I-9067331810	BATTERY	R	2/07/2019		6.72CR	111820	6.72
1243	HARDWARE HANK I-40280	HEATER-MEMORIAL PK	R	2/07/2019		91.93CR	111821	91.93
1271	HENLE PRINTING COMPANY I-158186 I-158284 I-158534 I-158594	BUS CARDS- STORM PROPERTY OF STICKERS ZAM BLADE SHARPENING STORMWATER BROCHURE	R R R R	2/07/2019 2/07/2019 2/07/2019 2/07/2019		51.08CR 184.61CR 162.68CR 750.23CR	111822 111822 111822 111822	   1,148.60
0430	HENRIKSEN, RAY I-201901313136	01/23/19 CODE SEMINAR, MARSHALL	R	2/07/2019		240.00CR	111823	240.00
6356	HULTGREN FARMS I-201901293129	SONSTEGAARD WETLAND CREDITS	R	2/07/2019		16,340.00CR	111824	16,340.00
1343	INDEPENDENT LUMBER OF MARSHALL INC I-86547	GARAGE DOOR SAFETY SENSOR	R	2/07/2019		44.99CR	111825	44.99
5913	INTERPOLL LABORATORIES, INC I-105188	EMMISSION TESTING	R	2/07/2019		7,500.00CR	111826	7,500.00

VENDOR	NAME / I.D.	DESC	CHECK TYPE	CHECK DATE	DISCOUNT	AMOUNT	CHECK NO#	CHECK AMOUNT
1399	JOHNSON BROTHERS LIQUOR COMPANY							
	I-1208790	.	R	2/07/2019		7,498.40CR	111827	
	I-1208791	.	R	2/07/2019		1,375.40CR	111827	
	I-1208792	.	R	2/07/2019		123.00CR	111827	
	I-1208793	.	R	2/07/2019		1,865.00CR	111827	
	I-1208794	.	R	2/07/2019		3,699.80CR	111827	14,561.60
1417	KENNEDY & GRAVEN, CHARTERED							
	I-MA175-00114	GEN PUBLIC FINACE MATTERS	R	2/07/2019		1,566.00CR	111828	1,566.00
5095	KIBBLE EQUIPMENT							
	I-1737130	1445 BLOWER PARTS	R	2/07/2019		282.77CR	111829	282.77
6363	KROG, CHAD							
	I-201902073157	SIDEWALK SNOW REMOVAL	R	2/07/2019		28.00CR	111830	28.00
4511	KRUSE BUICK PONTIAC GMC, INC							
	I-10572	SVC 2016 FORD EXPLORER	R	2/07/2019		98.44CR	111831	98.44
4140	KRUSE FORD-LINCOLN-MERCURY, INC							
	I-28883	BATTERY	R	2/07/2019		162.05CR	111832	162.05
6362	KUGLIN, SARAH							
	I-2251	2019 WEBSITE SVC PLAN	R	2/07/2019		160.00CR	111833	160.00
6359	LABAT, RUSS							
	I-201901313138	01/25/19 2019 LEADERSHIP CONF	R	2/07/2019		118.81CR	111834	118.81
1483	LEAGUE OF MINNESOTA CITIES INS TRUST							
	I-13658	CLM NO 00071192	R	2/07/2019		1,022.89CR	111835	
	I-13689	CLM NO 00073478	R	2/07/2019		3,241.01CR	111835	4,263.90
1508	LOCKWOOD MOTORS INC.							
	I-201902043146	CAR WASH TOKENS	R	2/07/2019		49.00CR	111836	49.00
1555	LYON LINCOLN ELECTRIC COOPERATIVE INC							
	I-201902043148	12/31-01/30/19	R	2/07/2019		43.04CR	111837	43.04
6292	MADDEN, GALANTER, HANSEN, LLP							
	I-201901283123	12/1/18-12/31/18 SERVCIES	R	2/07/2019		2,230.79CR	111838	2,230.79
1574	MAGIC WATER							
	I-201902043149	02/01-02/28/19	R	2/07/2019		28.50CR	111839	28.50

VENDOR	NAME / I.D.	DESC	CHECK TYPE	CHECK DATE	DISCOUNT	AMOUNT	CHECK NO#	CHECK AMOUNT
4736	MARCO I-INV5972064	SUPPLIES	R	2/07/2019		115.52CR	111840	115.52
1604	MARSHALL AREA CHAMBER OF COMMERCE I-201902043150	02/19 SW MN PART AGREEMENT	R	2/07/2019		9,400.00CR	111841	9,400.00
1620	MARSHALL FLORAL I-23714	PROGRAMMING	R	2/07/2019		40.00CR	111842	40.00
5962	MARSHALL FRAME SHOP LLC I-2110	FRAMES	R	2/07/2019		200.00CR	111843	200.00
1794	MEI TOTAL ELEVATOR SOLUTIONS I-787003	02/19 SVC	R	2/07/2019		147.64CR	111844	147.64
4980	MENARDS INC I-32849 I-34144	CONDUIT #2 HANGAR BATHROOM VENT	R R	2/07/2019 2/07/2019		4.69CR 12.97CR	111845 111845	17.66
5050	MN BWSR I-201901293128	SONSTEGAARD WITHDRAWAL FEES	R	2/07/2019		2,519.80CR	111846	2,519.80
1785	MN DEPT OF NATURAL RESOURCES I-399731	CONNEX BOXES FOR FIRE BURN	R	2/07/2019		1,500.00CR	111847	1,500.00
3555	MN DOT I-P00009943	12/19 MATERIALS TESTING	R	2/07/2019		2,899.97CR	111848	2,899.97
1818	MN REVENUE I-201902013141	PACE 2 COURSE	R	2/07/2019		125.00CR	111849	125.00
1864	MONTE ELECTRIC INC I-17828 I-17832 I-17865 I-17887 I-17888	CONNECT LOAD BANK DISCONNECT LOAD BANK RED BARON SIGH REPAIR COUNTRY CLUB/S 4TH EMER LIGHTS EMERGENCY LIGHT REPLACEMENT	R R R R R	2/07/2019 2/07/2019 2/07/2019 2/07/2019 2/07/2019		69.88CR 65.00CR 323.45CR 258.43CR 93.81CR	111850 111850 111850 111850 111850	810.57
1874	MOSS & BARNETT I-703213	CABLE MATTERS	R	2/07/2019		1,089.00CR	111851	1,089.00
1945	NORMS GTC I-7480-91287 I-7480-91354 I-7480-91367 I-7480-91373 I-7480-91374 I-7480-91379 I-7480-91434 I-7480-91451 I-7480-91454	JASON A PICKUP DEF FLUIF PARTS FOR 05 FORD FILTER 2012 DODGE FLASHLIGHT OIL FILTER 2012 DODGE OSHKOSH PLOW WIPER BLADE DIESEL ADDITIVE	R R R R R R R R R	2/07/2019 2/07/2019 2/07/2019 2/07/2019 2/07/2019 2/07/2019 2/07/2019 2/07/2019 2/07/2019		19.76CR 14.95CR 17.79CR 22.99CR 25.00CR 11.07CR 77.32CR 23.98CR 87.96CR	111852 111852 111852 111852 111852 111852 111852 111852 111852	300.82

VENDOR	NAME / I.D.	DESC	CHECK TYPE	CHECK DATE	DISCOUNT	AMOUNT	CHECK NO#	CHECK AMOUNT
1986	NORTH CENTRAL INTERNATIONAL, INC							
	I-119150	#12 SANDER TRUCK	R	2/07/2019		280.75CR	111853	
	I-350666	#10 AIR CHAMBER	R	2/07/2019		98.38CR	111853	
	I-350698	#12 BRAKE CHAMBER	R	2/07/2019		24.64CR	111853	
	I-350711	ANTI GEL FLUID	R	2/07/2019		47.16CR	111853	
	I-350796	ANTI GEL FLUID	R	2/07/2019		70.44CR	111853	521.37
1958	NORTHERN BUSINESS PRODUCTS, INC							
	I-373371-0	supplies	R	2/07/2019		29.26CR	111854	29.26
3809	O'REILLY AUTOMOTIVE STORES, INC							
	I-1538-187014	PART FOR 05 FORD	R	2/07/2019		61.23CR	111855	61.23
5891	ONE OFFICE SOLUTION							
	I-0863270-0	SUPPLIES	R	2/07/2019		125.97CR	111856	
	I-1862383-1	STORAGE BOXES	R	2/07/2019		250.00CR	111856	
	I-1863183-0	TAPE CORRECTION	R	2/07/2019		12.39CR	111856	
	I-1863822-0	SUPPLIES	R	2/07/2019		36.99CR	111856	
	I-1864997-0	SUPPLIES	R	2/07/2019		12.24CR	111856	
	I-1865465-0	SUPPLIES	R	2/07/2019		8.79CR	111856	446.38
2019	PAUSTIS WINE COMPANY							
	I-39519	.	R	2/07/2019		2,686.50CR	111857	2,686.50
2033	PETE'S SMALL ENGINE							
	I-0022171	BEARINGS FOR FLOOR SCRUBBER	R	2/07/2019		51.80CR	111858	51.80
2036	PHILLIPS WINE AND SPIRITS INC							
	I-2496793	.	R	2/07/2019		5,687.80CR	111859	
	I-2496794	.	R	2/07/2019		2,681.35CR	111859	8,369.15
2037	PHOTOWORKS							
	I-471556	PHOTOS	R	2/07/2019		78.90CR	111860	78.90
3557	POMP'S TIRE SERVICE, INC.							
	I-680041838	BACKHOE	R	2/07/2019		120.00CR	111861	120.00
2064	POWERPLAN							
	I-P58005	FLOW HYDRAHOSE	R	2/07/2019		400.99CR	111862	400.99
1533	PRAIRIE PRIDE COOPERATIVE							
	I-56996	GAS	R	2/07/2019		12.51CR	111863	12.51



VENDOR	NAME / I.D.	DESC	CHECK TYPE	CHECK DATE	DISCOUNT	AMOUNT	CHECK NO#	CHECK AMOUNT
6166	PULVER MOTOR SVC, LLC							
	I-128175	ICR#18-21622	R	2/07/2019		495.00CR	111864	
	I-151168	ICR# 18-22385	R	2/07/2019		495.00CR	111864	
	I-151169	ICR# 18-22385	R	2/07/2019		495.00CR	111864	
	I-154045	ICR# 19-1482	R	2/07/2019		75.00CR	111864	1,560.00
2096	QUARNSTROM & DOERING, PA							
	I-M2345-100	MERIT DRIVING TRACK	R	2/07/2019		150.00CR	111865	
	I-M2346-100,S71396	VEHICLE FORFEITURE, 42-CR-18-1	R	2/07/2019		69.30CR	111865	
	I-M2349-100,S71397	VEHICLE FORFEITURE 42-CR-19-2	R	2/07/2019		200.00CR	111865	419.30
6135	SCHUELKE, JOSEPH dba							
	I-65	01/28/19 SNOW HAULING	R	2/07/2019		641.25CR	111866	641.25
2156	RH SEALCOATING & .							
	I-201902073158	01/28-01/29 SNOW HAULING	R	2/07/2019		997.50CR	111867	
	I-201902073159	01/29/19 SNOW HAULING	R	2/07/2019		380.00CR	111867	1,377.50
2186	ROGGE EXCAVATING							
	I-6018	01/19/19 SNOW HAULING	R	2/07/2019		1,200.00CR	111868	1,200.00
2201	RUNNINGS SUPPLY INC							
	I-4579662	SANDBLOWER 3RD ARM	R	2/07/2019		157.48CR	111869	
	I-4582724	SHOVEL & SCRAPER	R	2/07/2019		84.97CR	111869	
	I-4582891	BLADE WING PARTS	R	2/07/2019		11.37CR	111869	
	I-4583327	SUPPLIES	R	2/07/2019		31.95CR	111869	
	I-4584452	SUPPLIES	R	2/07/2019		25.75CR	111869	311.52
4855	SOUTHERN GLAZER'S OF MN							
	I-1780342	.	R	2/07/2019		315.00CR	111870	
	I-1780343	.	R	2/07/2019		7,709.45CR	111870	8,024.45
2428	TITAN MACHINERY							
	C-11915755GP	CREDIT	R	2/07/2019		13.20	111871	
	I-11954424GP	SNOWBLOWER HOSE	R	2/07/2019		51.60CR	111871	38.40
5554	VARIETY FOODS LLC							
	I-4902003	SUPPLIES	R	2/07/2019		327.29CR	111872	327.29
4489	VERIZON WIRELESS							
	I-9821801162	12/09-01/08/19	R	2/07/2019		719.57CR	111873	
	I-9822816963	12/24-01/23/19	R	2/07/2019		35.01CR	111873	754.58

VENDOR	NAME / I.D.	DESC	CHECK TYPE	CHECK DATE	DISCOUNT	AMOUNT	CHECK NO#	CHECK AMOUNT
2538	VIKING COCA COLA BOTTLING COMPANY I-2288003	.	R	2/07/2019		214.30CR	111874	214.30
2579	WELLS FARGO SERVICES CO I-201902013142	ICR# 18-11801	R	2/07/2019		37.20CR	111875	37.20
2631	ZEP MANUFACTURING COMPANY I-9003970725	SUPPLIES	R	2/07/2019		520.92CR	111876	520.92
2632	ZIEGLER INC I-PC040323375	FLOW EDGE BOLTS	R	2/07/2019		22.30CR	111877	
	I-PC040323460	FLOW EDGE BOLTS	R	2/07/2019		78.50CR	111877	
	I-PC040323551	GENERATOR FILTERS	R	2/07/2019		221.38CR	111877	322.18

* * T O T A L S * *	NO#	DISCOUNTS	CHECK AMT	TOTAL APPLIED
REGULAR CHECKS:	86	0.00	236,128.84	236,128.84
HANDWRITTEN CHECKS:	0	0.00	0.00	0.00
PRE-WRITE CHECKS:	0	0.00	0.00	0.00
DRAFTS:	0	0.00	0.00	0.00
VOID CHECKS:	0	0.00	0.00	0.00
NON CHECKS:	0	0.00	0.00	0.00
CORRECTIONS:	0	0.00	0.00	0.00
REGISTER TOTALS:	86	0.00	236,128.84	236,128.84

TOTAL ERRORS: 0                      TOTAL WARNINGS: 0

VENDOR	NAME / I.D.	DESC	CHECK TYPE	CHECK DATE	DISCOUNT	AMOUNT	CHECK NO#	CHECK AMOUNT
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\*\* POSTING PERIOD RECAP \*\*

FUND	PERIOD	AMOUNT
101	2/2019	28,531.01CR
208	2/2019	9,400.00CR
230	2/2019	1,530.00CR
258	2/2019	5,426.18CR
260	2/2019	18,859.80CR
270	2/2019	1,903.16CR
462	2/2019	90.06CR
475	2/2019	2,532.10CR
493	2/2019	78,275.15CR
602	2/2019	7,744.28CR
609	2/2019	73,091.11CR
630	2/2019	8,745.99CR
=====		
ALL		236,128.84CR











CITY OF MARSHALL, MINNESOTA  
SOUTHWEST MINNESOTA AMATEUR SPORTS CENTER PROJECTS  
12/31/2017

PROJECT #:	DATE	CONTRACTOR:	ORIGINAL CONTRACT AMOUNT:	CHANGE ORDERS	CURRENT CONTRACT AMOUNT	PRIOR PAYMENTS	PYMTS THIS MEETING:	RETAINAGE	BALANCE:	PERCENT COMPLETE	
805 456-70579-5520	9/12/2017	Prairie Roots Sculpture	Baldholm Construction	69,873.00		69,873.00	-	66,553.00	-	3,320.00	95.25%
790	2/10/2015	Caulking	Right Way Caulking	36,100.00		36,100.00		34,295.00		1,805.00	95.00%
990	2/10/2015	Paintings / Coatings	Steinbrecher Painting, Inc.	285,335.00	(3,807.00)	281,528.00		267,451.60		14,076.40	95.00%
345	1/27/2015	Precast Concrete Wall Panels	Fabcon Precast LLC	1,496,012.00	(25,102.00)	1,470,910.00		1,434,137.25		36,772.75	97.50%
3210	2/10/2015	Asphalt Paving & Curbs	Duininck Inc	554,796.00	(23,195.00)	531,601.00		531,301.01		299.99	99.94% Final 6/27/17? \$300 left
2600	2/10/2015	Electrical / Low Voltage	L & S Electric Inc.	834,010.00	175,598.00	1,009,608.00		1,009,608.00		0.00	100.00% Final 5/9/17
1318	2/10/2015	Dasher Boards	Rink Systems Inc	275,200.00	1,550.00	276,750.00		276,750.00		0.00	100.00% Final 5/9/17
2200	2/10/2015	Plumbing and Heating	Bisbee Plumbing and Heating	1,083,434.00	77,034.00	1,160,468.00		1,160,468.00		0.00	100.00% Final 5/9/17
330	2/10/2015	Cast-In Place Concrete	Innovative Builders of Alexandria Inc	761,000.00	(23,541.00)	737,459.00		737,459.00		0.00	100.00% Final 2/28/17
510	2/10/2015	Steel Erection	Sowels Company	379,000.00	27,047.00	406,047.00		406,047.00		0.00	100.00% Final 3/14/17
710	3/10/2015	Damproofing, waterproofing, air & Vapor barriers	Kremer and Davis	31,628.00	(4,000.00)	27,628.00		27,628.00		0.00	100.00% Final 2/28/17
840	1/27/2015	Aluminum Entrances, Store Fronts, Windows, etc	Southwest Glass Center Inc	268,940.00	49,974.00	318,914.00		318,914.00		0.00	100.00% Final 3/14/17
965	2/10/2015	Resilient Flooring and Carpet	Multiple Concepts Interiors, Inc	117,550.00	65,780.00	183,330.00		183,330.00		0.00	100.00% Final 2/28/17
610	2/10/2015	Carpentry	Robert L. Carr Company	324,000.00	(2,238.00)	321,762.00		321,762.00		(0.00)	100.00% Final 5/9/17
			6,516,878.00		315,100.00	6,831,978.00	6,775,703.86	0.00	0.00	56,274.14	

**CITY OF MARSHALL, MINNESOTA  
SOUTHWEST MINNESOTA AMATEUR SPORTS CENTER PROJECTS  
10/25/2016**

PROJECT #:	DATE	CONTRACTOR:	INSURANCE CERTIFICATE	ORIGINAL CONTRACT AMOUNT:	CHANGE ORDERS	CURRENT CONTRACT AMOUNT	PRIOR PAYMENTS	PYMTS THIS MEETING:	BALANCE:	PERCENT COMPLETE	
2200	2/10/2015	Plumbing and Heating	Bisbee Plumbing and Heating	12/1/2016	1,083,434.00	77,034.00	1,160,468.00	1,144,974.60	15,493.40	98.66%	
3210	2/10/2015	Asphalt Paving & Curbs	Duininck Inc	6/1/2017	554,796.00	(23,195.00)	531,601.00	504,735.96	26,865.04	94.95%	
345	1/27/2015	Precast Concrete Wall Panels	Fabcon Precast LLC	12/31/2016	1,496,012.00	(25,102.00)	1,470,910.00	1,418,482.05	52,427.95	96.44%	
330	2/10/2015	Cast-In Place Concrete	Innovative Builders of Alexandria Inc	3/1/2017	761,000.00	(23,541.00)	737,459.00	659,842.45	77,616.55	89.48%	
710	3/10/2015	Damproofing, waterproofing, air & Vapor barriers	Kremer and Davis	9/1/2016	31,628.00	(4,000.00)	27,628.00	26,246.60	1,381.40	95.00%	
2600	2/10/2015	Electrical / Low Voltage	L & S Electric Inc.	3/2/2017	834,010.00	175,598.00	1,009,608.00	998,925.84	10,682.16	98.94%	
965	2/10/2015	Resilient Flooring and Carpet	Multiple Concepts Interiors, Inc	1/1/2017	117,550.00	65,780.00	183,330.00	174,163.50	9,166.50	95.00%	
790	2/10/2015	Caulking	Right Way Caulking	3/31/2017	36,100.00		36,100.00	34,295.00	1,805.00	95.00%	
1318	2/10/2015	Dasher Boards	Rink Systems Inc	11/1/2016	275,200.00	1,550.00	276,750.00	262,912.50	13,837.50	95.00%	
610	2/10/2015	Carpentry	Robert L. Carr Company	9/30/2016	324,000.00	(2,238.00)	321,762.00	303,183.00	18,579.00	94.23%	
840	1/27/2015	Aluminum Entrances, Store Fronts, Windows, etc	Southwest Glass Center Inc	12/1/2016	268,940.00	49,974.00	318,914.00	302,968.30	15,945.70	95.00%	
510	2/10/2015	Steel Erection	Sowels Company	3/31/2017	379,000.00	27,047.00	406,047.00	385,744.65	20,302.35	95.00%	
990	2/10/2015	Paintings / Coatings	Steinbrecher Painting, Inc.	3/1/2017	285,335.00	(3,807.00)	281,528.00	267,451.60	14,076.40	95.00%	
2100	2/10/2015	Fire Protection	Breth-Zenzen Fire Protection	5/15/2017	137,520.00	15,850.00	153,370.00	153,370.00	0.00	100.00%	Final 8/23/16
810	2/10/2015	Doors / Frames / Hardware	Builders Supply Company	12/1/2016	137,670.00	10,046.00	147,716.00	147,716.00	0.00	100.00%	
1317	2/10/2015	Ice Rink Floor and Refrigeration	Commercial Refrigeration Systems, In	12/21/2016	1,707,322.00		1,707,322.00	1,707,322.00	0.00	100.00%	Final 7/12/16
950	2/10/2015	Acoustical Treatments	FM Acoustical Tile Inc	5/1/2017	54,400.00	385.00	54,785.00	54,785.00	0.00	100.00%	Final 7/26/16
2300	2/10/2015	HVAC / Temperature Controls	General Sheet Metal Co., LLC	5/1/2017	1,175,800.00	30,399.00	1,206,199.00	1,206,199.00	0.00	100.00%	Final 7/26/16
920	3/10/2015	Drywall / Cold Formed Metal Framing	GJP Inc.	5/1/2017	97,650.00	12,625.00	110,275.00	110,275.00	0.00	100.00%	Final 8/8/16
420	2/10/2015	Masonry	Johnson-Nelson Masonry, Inc.	1/1/2017	588,400.00	2,244.00	590,644.00	590,644.00	0.00	100.00%	Final 9/27/16
750	2/10/2015	Roofing and Metal Panesl	Lake Area Roofing & Const Inc	1/1/2017	692,721.00	12,151.00	704,872.00	704,872.00	0.00	100.00%	
2305	2/10/2015	Testing and Balancing	Marcus Global Inc., dba SMB of Minn	4/17/2017	15,900.00	546.00	16,446.00	16,446.00	0.00	100.00%	Final 7/12/16
1424	2/10/2015	Elevators	Minnesota Elevator Inc	7/1/2017	93,738.00		93,738.00	93,738.00	0.00	100.00%	Final 8/23/16
341	1/27/2015	Precast Concrete Plank & Stadia	Moline Concrete Products	9/1/2016	272,093.00	(18,307.00)	253,786.00	253,786.00	(0.00)	100.00%	Final 12/13/16
3100/3300	2/10/2015	Earthwork / Site Utiliities	R & G Construction Inc.	4/1/2017	985,600.00	59,807.00	1,045,407.00	1,045,407.00	0.00	100.00%	Final 9/27/16
1266	3/10/2015	Bleacher Seating	Seating and Athletic Facility Ent Inc	6/10/2017	184,360.00	24,497.00	208,857.00	208,857.00	0.00	100.00%	Final 9/27/16
833	2/10/2015	Coiling and Overhead Doors	Skold Specialty Contracting LLC	7/15/2016	47,350.00		47,350.00	47,350.00	0.00	100.00%	Final 9/27/16
1022	2/10/2015	Paired Panel Operable Partitions	Skold Specialty Contracting LLC	7/15/2016	11,100.00		11,100.00	11,100.00	0.00	100.00%	Final 9/27/16
1140	2/10/2015	Food Service Equipment	Strategic Equipment	7/1/2017	12,975.00	38,852.00	51,827.00	51,827.00	0.00	100.00%	Final 12/13/16
930	2/10/2015	Tile	Superior Tile and Terrazzo, Inc	3/15/2017	82,900.00	77,770.00	160,670.00	160,670.00	0.00	100.00%	Final 7/26/16
512	1/27/2015	Steel Supply	Thurnbeck Steel Fabrication Inc.	2/1/2017	919,510.00	(8,416.00)	911,094.00	911,094.00	0.00	100.00%	Final 7/26/16
					13,664,014.00	573,549.00	14,237,563.00	13,959,384.05	0.00	278,178.95	



## CITY OF MARSHALL AGENDA ITEM REPORT

<b>Meeting Date:</b>	Tuesday, February 12, 2019
<b>Category:</b>	NEW BUSINESS
<b>Type:</b>	ACTION
<b>Subject:</b>	Change Order Authorization.
<b>Background Information:</b>	<p>Periodically, construction contracts require the use of change orders for a variety of reasons-- unforeseen construction items not included in the original contract, variations of contract quantities, unit price changes, time extensions, or plan errors.</p> <p>Currently, the department initiates a change order whenever any of these contract changes occur, but the work is normally completed prior to Council action.</p> <p>The Council has requested City staff to review the current change order process and recommend revisions to streamline the process.</p> <p>In order not to delay construction progress, in accordance with our standard construction Agreement, Article 2 indicates that the "ENGINEER shall act as OWNER'S representative, assume all duties and responsibilities and have the rights and authority assigned to ENGINEER in the Contract Documents in connection with completion of the Work in accordance with the Contract Documents."</p> <p>Also, in accordance with the Standard General Conditions of the Construction Contract, Section 9.01, A. indicates "Engineer will be the Owner's representative during the construction period."</p> <p>However, I believe it is necessary for the Council to be aware of changes to the work previously authorized by the Council. When a construction project is authorized, the Council approves the contract with the contractor plus 5% contingencies.</p> <p>In the last 10 years of project history for all projects over \$100,000.00, change orders have fallen within the 5% range. For projects up to \$100,000.00, change orders vary widely from -3% to +45% and average just under 10% because of the small original contract amounts. In accordance with our current Purchasing Policy, Council approval is not required for contracts under \$25,000.00. If a sliding scale would be considered, use \$25,000.00 or 5%, whichever is greater.</p> <p>After review, it is our recommendation to allow change orders according to the following administrative procedure:</p> <p>(A) Change orders, cumulatively or singly, that do not exceed the project's contingency funding may be approved by the department director or their designee.</p> <p>(B) Change orders that cumulatively or singly increase the value of a contract to exceed the project's contingency funding by twenty-five thousand dollars or less require the approval of the City Administrator. The City Administrator may choose to seek additional approval from the Council.</p> <p>(C) The Council must approve change orders that increase the value of the contract to more than twenty-five thousand dollars beyond the project's contingency funding.</p>

	(D) The Council approve the final reconciling change order and final payment.										
<b>Fiscal Impact:</b>	None at this time.										
<b>Alternative/ Variations:</b>	<p>to allow change orders according to the following sliding scale:</p> <table border="1"> <thead> <tr> <th>Project Cost</th> <th>Cumulative Percent/\$ Increase Authorized</th> </tr> </thead> <tbody> <tr> <td>\$0 - \$500,000</td> <td>Up to \$25,000</td> </tr> <tr> <td>\$500,001 - \$1,000,000</td> <td>\$25,000 + 3% of amount over \$500,000</td> </tr> <tr> <td>\$1,000,001 - \$2,000,000</td> <td>\$40,000 + 2% of amount over \$1,000,000</td> </tr> <tr> <td>Greater than \$2,000,001</td> <td>\$60,000 + 1% of amount over \$2,000,000</td> </tr> </tbody> </table> <p>Any change orders greater than the amount authorized above will be presented to the Council for approval.</p>	Project Cost	Cumulative Percent/\$ Increase Authorized	\$0 - \$500,000	Up to \$25,000	\$500,001 - \$1,000,000	\$25,000 + 3% of amount over \$500,000	\$1,000,001 - \$2,000,000	\$40,000 + 2% of amount over \$1,000,000	Greater than \$2,000,001	\$60,000 + 1% of amount over \$2,000,000
Project Cost	Cumulative Percent/\$ Increase Authorized										
\$0 - \$500,000	Up to \$25,000										
\$500,001 - \$1,000,000	\$25,000 + 3% of amount over \$500,000										
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Greater than \$2,000,001	\$60,000 + 1% of amount over \$2,000,000										
<b>Recommendations:</b>	<p>to allow change orders according to the following administrative procedure:</p> <table border="1"> <thead> <tr> <th>Cumulative Percent/ \$ Increase</th> <th>Authorized Change Order Process</th> </tr> </thead> <tbody> <tr> <td>(A) Contract cost + contingency (5%)</td> <td>Change Orders approved by department director or their designee.</td> </tr> <tr> <td>(B) Contract cost + contingency + up to and including \$25,000</td> <td>City Administrator approval. City Administrator may choose to seek additional approval from the Council.</td> </tr> <tr> <td>(C) Contract cost + contingency + amount exceeding \$25,000</td> <td>City Council approval.</td> </tr> <tr> <td>(D) Final reconciling change order and final payment (no matter what amount)</td> <td>City Council approval.</td> </tr> </tbody> </table> <p>(A) Change orders, cumulatively or singly, that do not exceed the project's contingency funding may be approved by the department director or their designee.  (B) Change orders that cumulatively or singly increase the value of a contract to exceed the project's contingency funding by twenty-five thousand dollars or less require the approval of the City Administrator. The City Administrator may choose to seek additional approval from the Council.  (C) The Council must approve change orders that increase the value of the contract to more than twenty-five thousand dollars beyond the project's contingency funding.  (D) The Council approve the final reconciling change order and final payment.</p>	Cumulative Percent/ \$ Increase	Authorized Change Order Process	(A) Contract cost + contingency (5%)	Change Orders approved by department director or their designee.	(B) Contract cost + contingency + up to and including \$25,000	City Administrator approval. City Administrator may choose to seek additional approval from the Council.	(C) Contract cost + contingency + amount exceeding \$25,000	City Council approval.	(D) Final reconciling change order and final payment (no matter what amount)	City Council approval.
Cumulative Percent/ \$ Increase	Authorized Change Order Process										
(A) Contract cost + contingency (5%)	Change Orders approved by department director or their designee.										
(B) Contract cost + contingency + up to and including \$25,000	City Administrator approval. City Administrator may choose to seek additional approval from the Council.										
(C) Contract cost + contingency + amount exceeding \$25,000	City Council approval.										
(D) Final reconciling change order and final payment (no matter what amount)	City Council approval.										



## CITY OF MARSHALL AGENDA ITEM REPORT

<b>Meeting Date:</b>	Tuesday, February 12, 2019
<b>Category:</b>	NEW BUSINESS
<b>Type:</b>	ACTION
<b>Subject:</b>	LEC Building Maintenance
<b>Background Information:</b>	<p>On January 25<sup>th</sup>, 2019, the Joint Law Enforcement Center Management Committee met to discuss maintenance needs that require immediate attention by the committee. The two areas discussed were related to the electronic security system and the air conditioning condenser and coil unit. Per the Law Enforcement Joint Powers Agreement both Lyon County and the City of Marshall are responsible for the common costs of operation which includes: repair, servicing, maintenance and replacement of mechanical and electrical systems, roof repair and replacement, utility costs and custodial and maintenance services.</p> <p>The electronic security system that controls all access points to and inside the LEC started to fail in January 2019. The inability to enter offices and exterior doors has affected the work environment and created safety concerns for staff. Lyon County received cost proposals for repair or replacement of the system. Brothers Fire and Security submitted the lowest proposal for \$39,054.69</p> <p>The existing air conditioning condenser and coil are over 20 years old. Attempts have been made to repair leaks and fix the controls on the existing unit. Maintenance staff and engineers have determined the unit needs to be replaced in the spring of 2019. Lyon County received cost proposals. Bisbee Plumbing &amp; Heating submitted the lowest proposal for \$63,900.00</p>
<b>Fiscal Impact:</b>	The total anticipated cost to replace both the electronic security system and the AC condenser and coil is \$102,954.69. The City of Marshall's expected cost for these repairs is \$51,477.35. These expenses were not budgeted for in 2019.
<b>Alternative/ Variations:</b>	None recommended.
<b>Recommendations:</b>	Approval to proceed with needed repairs as outlined above and payment of listed expenses per Law Enforcement Joint Powers Agreement once work is completed.



307 McKinzie Street South  
P. O. Box 1  
Mankato, Minnesota 56002  
507-345-4828

**Dated:** 11/13/2018  
**To:** Keith Lindeman – Lyon County ([KeithLindeman@co.lyon.mn.us](mailto:KeithLindeman@co.lyon.mn.us) – 507.829.3328)  
**Project:** Law Enforcement Center – Condenser Replacement  
**Project Address:** 611 W Main St, Marshall, MN 56258

## Proposal

Thank you for the opportunity to submit the following proposal ("Law Enforcement Center – Condenser Replacement") to perform the scope of services outlined below. Subject to all terms and conditions contained herein, Paape Companies, Inc. ("Paape") proposes to provide the following scope of work:

### Condenser Replacement

#### Replacement of Condenser and Coil

- Removal of existing Condenser, Line Set and Evaporator Coil
  - Disconnection of electrical service and controls
- Providing and installation of new Condenser
  - Daikin RCS air cooled condensing unit
    - Dual refrigeration circuits with scroll compressors
    - Nominal 35 tons of nominal capacity
    - Microchannel condenser coils and low sound condenser fans
    - Single point power connection with disconnect switch.
  - Reconnection to existing electrical service
- Providing and installation of new evaporator coil in existing AHU
  - Daikin DX cooling coil
    - Aluminum fins, copper tubes and galvanized coil casing
- Providing and installation of new refrigeration line sets
- Startup and verification of unit operation
  - Existing building controls will be reconnected

**TOTAL**

**\$64,669**

#### EXCLUSIONS:

1. *Work outside of scope of this proposal*
2. *Work required to be performed outside of normal working hours (overtime labor)*
3. *Replacement of any parts found to be faulty during installation*

This Proposal is valid for 30 days.

No representation, promise, condition or agreement of any nature whatsoever shall be binding upon the Paape unless incorporated in this Proposal in writing. The terms and conditions of this Proposal and the financial ability of Purchaser are subject to the acceptance of Paape. Prior to such acceptance of this Proposal: (i) a credit report may be obtained by Paape with regard to Purchaser satisfactory to Paape, and (ii) the entire liability of Paape under the contract may be discharged by the return of any monies which Purchaser may have deposited as a condition of this Proposal. Paape assumes no liability for failure for any reason to deliver the merchandise on any request or tentatively set shipping date and Purchaser agrees to accept delivery of the merchandise at any reasonable time, thereafter.

\_\_\_\_\_  
Chuck Miedtke – Building Services Manager

**ACCEPTANCE OF PROPOSAL**

The above prices, specifications and conditions are satisfactory and are hereby accepted. Paape is authorized to perform all work and install all equipment specified above. The undersigned Purchaser hereby agrees that: (i) payment in full of all invoices is due no later than thirty (30) days from the date of invoice; (ii) an additional service charge of the lesser of 1.5% per month (18% annually) or the maximum legal rate will be assessed against all invoices not paid within forty-five (45) days of date of invoice; (iii) if Paape is compelled to take any action or proceeding in court or otherwise to enforce or compel compliance with the terms of this Proposal, the undersigned shall, in addition to any other rights or remedies to which Paape is or may be entitled, pay all costs and expenses, including but not limited to reasonable attorneys' fees, incurred and/or expended by Paape in connection with the protection, defense and/or enforcement of this Proposal; (iv) neither Paape nor Purchaser shall be responsible for (and each party hereby waives) all consequential, incidental, indirect, special or punitive damages under this Proposal or the activities contemplated hereby; and (v) Purchaser's recourse against Paape for any breach of this Proposal shall be limited to the amounts paid to Paape hereunder.

PAAPE AGREES TO PASS ALONG ALL MANUFACTURER WARRANTIES, IF ANY. PAAPE, ITSELF, MAKES NO WARRANTIES AS TO ANY GOODS, PRODUCTS, OR SERVICES, AND EXPRESSLY DISCLAIMS ALL OTHER WARRANTIES WHETHER EXPRESS, IMPLIED OR STATUTORY, INCLUDING THE WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE, NON-INFRINGEMENT, OR WARRANTIES ARISING FROM THE COURSE OF DEALINGS OR USAGE OF TRADE.

Purchaser: \_\_\_\_\_

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

Name & Title: \_\_\_\_\_

Date: \_\_\_\_\_

*Paape is committed to equal employment opportunities and is an affirmative action employer.*



Brothers Fire and Security  
600 25th Avenue South  
Suite 204  
Saint Cloud, MN 56301  
320-200-8910



**Proposal:  
Lyon County LEC S2**

Prepared for:

Keith Lindeman  
of  
Lyon County

Prepared by:

Greg Evans  
on  
1/16/2019



# QUOTE



## Brothers Fire and Security

600 25th Avenue South, Suite 204,  
Saint Cloud, MN 56301  
763-441-2290  
[www.brothersfire.com](http://www.brothersfire.com)

QUOTE #	AAAQ1547
DATE	Jan 11, 2019

To Keith Lindeman  
Lyon County  
607 West Main Street  
Marshall, MN 56258

Prepared By:

Greg Evans  
Sales  
[grege@brothersfire.com](mailto:grege@brothersfire.com)  
320-200-8910

Phone 507.829.3328

P.O. Number	Payment Terms	Valid Through

QTY	DESCRIPTION	UNIT PRICE	TOTAL PRICE
1	64 PORTAL EXPANSION FOR EXISTING SYSTEM--Increases existing S2 NetBox Extreme and S2 NetBox Enterprise system license in 64 portal increments.		
4	S2 NETWORK NODE IN WALL MOUNT ENCLOSURE WITH 1 S2 ACM BLADE (SUPPORTS UP TO 7 S2 APPLICATION BLADES)--Wall mount enclosure with (1) S2 ACM blade and 6 available expansion slots.		
18	S2 ACCESS CONTROL APPLICATION BLADE--Access control application extension blade with support for 2 readers, 4 inputs and 4 outputs.		
1	Renewal expired for 64 portal		
44	READER, THINLINE II, SETTING 00WIEGAND, 18 INCH PIGTAIL		
1	Misc Install Materials		
	Technician Labor to install		

SUBTOTAL	\$39,054.69
SALES TAX	\$2,213.81
TOTAL	\$41,268.50

### Notes

Scope of Work: Replace existing headend access control equipment, replace card readers, and load S2 on client computers and train end user.

Includes S2 SSA renewal and expansion from 64 to 128 Portals.

#### EXCLUSIONS:

Bonds, Waiver of Subrogation, 110 VAC work, Paint and Patch work, Conduit if needed.

This price is good for 30 days from date listed above.

Please contact me if I can be of further assistance.

# Bisbee Plumbing & Heating

Complete Commercial Mechanical Contracting and Metal Fabricating

604 North Hwy 59, P.O. Box 3  
Marshall, Minnesota 56258

Phone: 507-537-0596  
Fax: 507-537-1431

## PROPOSAL SUBMITTED TO:

Name: Lyon County Law Enforcement Center  
ATTN: \_\_\_\_\_ Date: 2-6-19  
Street: 611 W Main  
City: Marshall  
State: MN Zip: 56258

Bisbee Plumbing & Heating is pleased to quote the following work to be done at your business.

Remove the old condenser from the roof and set a 32 ton Daiken 2 stage condenser. This unit will have 2 stages of cooling with hot gas bypass on first stage. A new line set will be routed from the roof down through the curb to the basement. A new cooling coil will be installed into the existing air handler. This unit will be controlled by existing building management. There will have to be new wires pulled up to the new condenser for electrical requirements. Electrical, crane, install labor are included in this price.

**Total sum: \$63,900.00**

**Note: The following items are not included on this proposal:**

All work to be done during normal business hours.

Thank you for the opportunity to quote your work. Any alterations or deviation from the above specifications involving extra cost of material or labor will be executed upon written order for same, and will become an extra charge over the sum mentioned in this contract. All agreements must be made in writing.

Authorized  
Signature

*Eric Mathiowetz*

**Note:** This proposal may be withdrawn by us if not accepted within 30 days.

## ACCEPTANCE

You are hereby authorized to furnish all materials and labor required to complete the work mentioned in the above proposal. Payments to be made as specified

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



## CITY OF MARSHALL AGENDA ITEM REPORT

<b>Meeting Date:</b>	Tuesday, February 12, 2019
<b>Category:</b>	NEW BUSINESS
<b>Type:</b>	ACTION
<b>Subject:</b>	Marshall Lyon County Library Update
<b>Background Information:</b>	Director of the Marshall Lyon County Library, Michele Leininger will be in attendance for an update on the MLCL.
<b>Fiscal Impact:</b>	
<b>Alternative/ Variations:</b>	
<b>Recommendations:</b>	



# MARSHALL-LYON COUNTY LIBRARY

201 C Street | Marshall, MN 56258

February 14, 2019

We, the Board of the Marshall-Lyon County Library (MLCL), strongly support a \$4 million funding increase to the Regional Library System. Likewise, we support the effort to change the state's funding formula for Regional Libraries. This formula currently *decreases* Plum Creek's (our Regional Library System) allotment each year the formula is applied.

The last increase to Regional Library Basic System Support (RLBSS) was in 2007. Since that time, Plum Creek has lost \$135,000 from its budget; this leaves Plum Creek funding at 72% of the 2009 funding level. Yet during that same time-period, library use has continued to increase and library services and programs have diversified as a response to changing community demographics and needs.

The Marshall-Lyon County Library remains responsive to our community due to strong City and County support. Thus, we have been able to maintain services eliminated by Plum Creek due to their lack of state funding, such as rotating and sharing materials to all five public library locations in Lyon County. We have also been able to increase services for Lyon County residents beyond what Plum Creek can currently afford to do, such as providing additional digital library offerings. Unfortunately, not all libraries within the Plum Creek System can keep up in the same way MLCL has been able. This is a direct impact of the reduction in the state funding to Plum Creek and the other regional systems.

As state money to Plum Creek has shrunk, the cost to member libraries to keep Plum Creek operating at the most basic level (sharing an online catalog and delivery services to share the materials) has increased. For MLCL over the past 10 years, this has been a \$17,838 or 165% increase in just these two areas.

It is clear this is a wholly unsustainable way to fund the Regional Library System. Minnesota has created an important, workable library system that reaches every part of the State and helps all citizens be successful in work, personal, and family pursuits. The Regional Libraries are the backbone of that system for public libraries. RLBSS needs to be funded at a level that continues these impacts.

Sincerely,

Pam Gladis on behalf of the Marshall-Lyon County Library Board  
President, MLCL Board



## CITY OF MARSHALL AGENDA ITEM REPORT

<b>Meeting Date:</b>	Tuesday, February 12, 2019
<b>Category:</b>	NEW BUSINESS
<b>Type:</b>	ACTION
<b>Subject:</b>	Consider approval of labor agreements between the City of Marshall and AFSCME Council No. 65
<b>Background Information:</b>	<p>The 2016-2018 labor agreement with AFSCME expired on December 31, 2018. Tentative agreement on contract terms for a new three-year agreement (2019-2021) has been reached.</p> <p>Summary of contract amendments:</p> <ol style="list-style-type: none"> <li>1) Duration: January 1, 2019 – December 31, 2021</li> <li>2) Union Security—technical change relating to the payment of dues by union members; language was proposed by the City as recommended by our labor attorney</li> <li>3) Overtime/Compensatory time—housekeeping item---compensatory time records are maintained by the Human Resource department</li> <li>4) Standby—housekeeping item---addition of job title to clause</li> <li>5) Insurance—amended contract years; new clause added to permit 1-3 union representatives on an insurance committee—this clause will sunset on 12/31/2019.</li> <li>6) Holidays—on 3 designated holidays, employees who are not scheduled to work, but are called in to work, will be compensated double overtime for actual hours worked. The holidays are: Thanksgiving Day, Christmas Day, and New Year’s Day.</li> <li>7) Separation from Employment—this is new “good standing” language proposed by the City. This clause mirrors the personnel policy language. Employees must provide a two-week written notice to resign/retire in good standing; if less than two weeks’ notice is provided, the employee is not eligible for a payout of leave accruals or severance benefits and not eligible for re-hire.</li> <li>8) Wages: 2% general wage increase for 2019, 3.25% general wage increase for 2020, and 3.25% general wage increase for 2021.</li> <li>9) Memorandum of Understanding—identifies the effective dates of the proposed wage schedule for the term of the agreement (effective 1<sup>st</sup> day of the pay period that includes January 1).</li> </ol> <p>Attachments: Resolution, proposed Agreement with red-lined changes, proposed Agreement, and proposed Memorandum of Understanding.</p>
<b>Fiscal Impact:</b>	A 2% general wage increase is consistent with the non-union employee group increase and budget for 2019.
<b>Alternative/ Variations:</b>	EnterTextHere
<b>Recommendations:</b>	The adoption of RESOLUTION NUMBER XXXX, SECOND SERIES approving a collective bargaining agreement and memorandum of understanding between the City of Marshall and AFSCME Council 65 and authorizes proper City officials to sign said agreements.

RESOLUTION NUMBER \_\_\_\_\_, SECOND SERIES

**A RESOLUTION AUTHORIZING THE MAYOR AND CITY CLERK TO EXECUTE A COLLECTIVE BARGAINING AGREEMENT BY AND BETWEEN THE AMERICAN FEDERATION OF STATE, COUNTY, AND MUNICIPAL EMPLOYEES, COUNCIL NO. 65 AND THE CITY OF MARSHALL TO BE EFFECTIVE THROUGH DECEMBER 31, 2021**

WHEREAS, a collective bargaining agreement between the City of Marshall and American Federation of State, County, and Municipal Employees, Council No. 65, expired as of December 31, 2018; and

WHEREAS, the parties have met and negotiated, and have reached agreement regarding terms and conditions of employment regarding the employees of this bargaining unit; and

WHEREAS, a copy of the written agreement is attached hereto as Exhibit A, which is by this reference expressly incorporated herein; and

WHEREAS, the American Federation of State, County, and Municipal Employees, Council No. 65 has ratified acceptance of this agreement; and

NOW, THEREFORE, BE IT RESOLVED that the City Council approves this labor agreement as outlined.

Passed and adopted by the Common Council this 12<sup>th</sup> day of February, 2019.

\_\_\_\_\_  
Robert J. Byrnes  
Mayor of the City of Marshall

ATTEST:

\_\_\_\_\_  
Kyle Box  
City Clerk

**LABOR AGREEMENT**  
**BETWEEN**  
**THE CITY OF MARSHALL**  
**AND**  
**AMERICAN FEDERATION OF STATE, COUNTY**  
**AND MUNICIPAL EMPLOYEES, COUNCIL NO. 65**

January 1, ~~2016~~2019 – December 31, ~~2018~~2021

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LABOR AGREEMENT  
BETWEEN  
THE CITY OF MARSHALL  
AND  
AMERICAN FEDERATION OF STATE, COUNTY AND MUNICIPAL EMPLOYEES  
MINNESOTA COUNCIL NO. 65

ARTICLE 1 - PURPOSE OF AGREEMENT

This AGREEMENT is entered into as of January 1, ~~2016~~-2019 between the City of Marshall, hereinafter called the EMPLOYER, and American Federation of State, County and Municipal Employees, Council No. 65 (AFSCME), Local Union No. 1687 H AFC-CIO hereinafter called the UNION.

The intent and purpose of this AGREEMENT is to:

- 1.1 Establish procedures for the resolution of disputes concerning this AGREEMENT'S interpretation and or application; and
- 1.2 Place in written form the parties' agreement on terms and conditions of employment for the duration of this AGREEMENT.

ARTICLE 2 - RECOGNITION

- 2.1 The EMPLOYER recognizes the UNION as the exclusive representative, under Minnesota Statutes for all employees defined in Bureau of Mediation Services Case No. 98-PCE-1014 dated March 3, 1998.
- 2.2 In the event the EMPLOYER and the UNION are unable to agree as to the inclusion or exclusion of a new or modified job class, the issue shall be submitted to the Bureau of Mediation Services for determination. The parties agree that limited term, temporary, and intermittent/casual employees are excluded from the bargaining unit.
- 2.3 The EMPLOYER shall not enter into any agreement with the employees coming under the jurisdiction of this Agreement, either individually or collectively, which conflicts with the specific written terms or conditions of this Agreement.

ARTICLE 3 - DEFINITIONS

- 3.1 UNION: American Federation of State, County and Municipal Employees, Council No. 65, Local Union No. 1687 H AFL-CIO.
- 3.2 UNION MEMBER: A member of the American Federation of State, County and Municipal Employees, Council No. 65, Local Union No. 1687 H AFL-CIO.
- 3.3 EMPLOYEE: A member of the exclusively recognized bargaining unit.
- 3.4 EMPLOYER: The City of Marshall.

- 3.5 UNION STEWARD: The Steward elected or appointed by the UNION.
- 3.6 OVERTIME: Overtime work is hours worked in addition to the established schedule, over eight (8) hours worked per day or the normally scheduled work day (i.e., 10-hour shift) and may only be performed with the approval of the EMPLOYER.
- 3.7 SCHEDULED SHIFT: A consecutive work period including rest breaks and a lunch break.
- a) Full-time employee
  - b) Part-time employee - a designated work period
- 3.8 FULL-TIME EMPLOYEE: An Employee who is regularly scheduled to work forty (40) hours per week.
- 3.9 PART-TIME EMPLOYEE: An Employee who is scheduled to work less than forty (40) hours per week.

#### ARTICLE 4 - EMPLOYER AUTHORITY

- 4.1 The EMPLOYER retains the full and unrestricted right to operate and manage all manpower, facilities, and equipment; to establish functions and programs; to set and amend budgets; to determine the utilization of technology; to establish and modify the organizational structure; to select, direct, and determine the number of personnel; to establish work schedules, to hire, promote, transfer, and assign the Employees; to make and enforce and enforce reasonable rules and regulations; to take any and all actions necessary to carry out the operations of the Employer in situations involving a disaster or emergency consistent with terms described in this Agreement to the extent practicable; to lay off Employee(s); to assign duties, tasks, jobs, hours, and shifts to Employee(s); to perform any inherent managerial functions set forth in the Public Employment labor Relations Act, as amended, hereinafter referred to as PELRA; and to perform any inherent managerial function not specifically limited by this AGREEMENT.
- 4.2 Any term and condition of employment not specifically established or modified by the AGREEMENT shall remain solely within the discretion of the EMPLOYER to modify, establish, or eliminate.
- 4.3 The forgoing enumeration of the Employer's authority shall not be deemed to exclude other inherent management rights and management functions not expressly delegated in this Agreement and not in violation of the laws of the State of Minnesota.
- 4.4 The Employer's failure to exercise any right, prerogative, or function hereby reserved to it, or the Employer's exercise of any right, prerogative, or function in a particular way shall not be considered a waiver of the Employer's right to exercise such right, prerogative, or function or preclude it from exercising the same in some other way not in conflict with the express provisions of this Agreement.
- 4.5 The parties recognize that all Employee's covered by this Agreement shall perform the services and duties prescribed by the Employer and shall be governed by Employer rules, policies, regulations, directives and orders, provided that such rules, regulations and orders are not inconsistent with the provisions of this Agreement or state or federal laws.

## ARTICLE 5 - UNION SECURITY

- 5.1 ~~The EMPLOYER shall deduct, from the wages of employees who authorize such a deduction in writing, an amount necessary to cover monthly UNION dues. Such monies shall be remitted as directed by the UNION. The EMPLOYER shall deduct an amount sufficient to provide payment of regular dues and/or other UNION approved deductions, established by the UNION, from the wage of an employee who authorizes such a deduction, in writing, on a form provided by the UNION. The deduction of dues shall commence on the first day of the month following presentation of the signed form.~~

---

~~The EMPLOYER shall remit such deductions to AFSCME Council 65 (118 Central Avenue, Nashwauk, MN 55769) with a list of the names of the employees from whose wages deductions were made, either electronically transmitted or sent by U.S. mail; and~~

---

~~The UNION shall provide the formula to calculate the actual dues deduction to the Employer and is willing to provide a spreadsheet that can be used to calculate the actual dues along with any set amount for local assessments in Excel format or via U.S. mail.~~

- 5.2 The UNION may designate employees from the bargaining unit to act as a steward and an alternate and shall inform the EMPLOYER in writing of such choice and changes in the position of steward and/or alternate. The EMPLOYER agrees to inform the UNION in writing within ten (10) days of employment of the name, classification, and home address of each new employee.
- 5.3 The EMPLOYER shall make space available on the employee bulletin board for posting UNION notices and announcements and to make space available for UNION meetings whenever practicable.
- 5.4 The UNION agrees to indemnify and hold the EMPLOYER harmless against any and all claims, suits, orders, or judgments brought or issued against the EMPLOYER as a result of any action taken or not taken by the EMPLOYER under the provisions of this ARTICLE.

## ARTICLE 6 - EMPLOYEE RIGHTS - GRIEVANCE PROCEDURE

### 6.1 Definition of a Grievance:

A grievance is defined as a dispute or disagreement as to the interpretation or application of the specific terms and conditions of this AGREEMENT.

### 6.2 Union Representatives:

The EMPLOYER will recognize representatives designated by the UNION as the grievance representatives of the bargaining unit having the duties and responsibilities established by this ARTICLE. The UNION shall notify the EMPLOYER in writing of the names of such UNION representatives and of their successors when so designated as provided by Sect. 5.2 of this AGREEMENT.

### 6.3 Processing of a Grievance:

It is recognized and accepted by the UNION and the EMPLOYER that the processing of grievances as hereinafter provided is limited by the job duties and responsibilities of the

employees and shall therefore be accomplished during normal working hours only when consistent with such employee duties and responsibilities. The aggrieved employee and a UNION representative shall be allowed a reasonable amount of time without loss in pay when a grievance is investigated and presented to the EMPLOYER during normal working hours provided that the employee and the UNION representative have notified and received the approval of the designated supervisor who has determined that such absence is reasonable and would not be detrimental to the work programs of the EMPLOYER.

#### 6.4 Procedure:

Grievances, as defined by Section 6.1, shall be resolved in conformance with the following procedure:

##### Step 1

An employee claiming a violation concerning the interpretation or application of this AGREEMENT shall, within twenty-one (21) calendar days after such alleged violation has occurred, present such grievance to the employee's supervisor as designated by the EMPLOYER. The EMPLOYER Step 1 designated representative (Division Director) will discuss and give an answer to such Step 1 grievance within ten (10) calendar days after receipt. A grievance not resolved in Step 1 and appealed to Step 2 shall be placed in writing setting forth the nature of the grievance, the facts on which it is based, the provision or provisions of the AGREEMENT allegedly violated, the remedy requested, and shall be appealed to Step 2 within ten (10) calendar days after the EMPLOYER designated representatives final answer in Step 1. Any grievance not appealed in writing to Step 2 by the UNION within ten (10) calendar days shall be considered waived.

##### Step 2

If appealed, the written grievance shall be presented by the UNION and discussed with the EMPLOYER designated Step 2 representative (City Administrator). The EMPLOYER designated representative shall give the UNION the EMPLOYER's Step 2 answer in writing within ten (10) calendar days after receipt of such Step 2 grievance. A grievance not resolved in Step 2 may be appealed to Step 3 within ten (10) calendar days following the EMPLOYER designated representatives final Step 2 answer. Any grievance not appealed in writing to Step 3 by the UNION within ten (10) calendar days shall be considered waived.

##### Step 3

If appealed, the written grievance shall be presented by the UNION and discussed with the EMPLOYER designated Step 3 representative (City Administrator). The EMPLOYER designated representative shall give the UNION the EMPLOYER's Step 3 answer in writing within ten (10) calendar days after receipt of such Step 3 grievance. A grievance not resolved in Step 3 may be appealed to Step 4 within ten (10) calendar days following the EMPLOYER designated representative's final answer in Step 3. Any grievance not appealed in writing to Step 4 by the UNION within ten (10) calendar days shall be considered waived.

##### Step 4

If appealed, the written grievance may be submitted to mediation by the UNION through the State Bureau of Mediation Services. A grievance not resolved in Step 4 may be appealed to Step 5 within ten (10) calendar days following mediation.

##### Step 5

A grievance unresolved in Step 4 and appealed to Step 5 by the UNION shall be submitted to arbitration subject to the provisions of the Public Employment Labor Relations Act of 1971, as amended. The selection of an arbitrator shall be made consistent with the rules established by the Bureau of Mediation Services.

6.5 Arbitrator's Authority:

- A. The arbitrator shall have no right to amend, modify, nullify, ignore, add to, or subtract from the terms and conditions of this AGREEMENT. The arbitrator shall consider and decide only the specific issue(s) submitted in writing by the EMPLOYER and the UNION, and shall have no authority to make a decision on any other issue not so submitted.
- B. The arbitrator shall be without power to make decisions contrary to, or inconsistent with, or modifying, or varying in any way, the application of laws, rules, or regulations having the force and effect of law. The arbitrator's decision shall be submitted in writing within thirty (30) days following the close of the hearing or the submission of briefs by the parties, whichever be later, unless the parties agree to an extension. The decision shall be binding on both the EMPLOYER and the UNION and shall be based solely on the arbitrator's interpretation or application of the express terms of this AGREEMENT and to the facts of the grievance presented. If the grievance is covered by law or statute, or not covered by the express provisions of this Agreement, the arbitrator shall refer the grievance back to the parties without decision or recommendation.
- C. The fees and expenses for the arbitrator's services and proceedings shall be borne equally by the EMPLOYER and the UNION provided that each party shall be responsible for compensating its own representatives and witnesses. If either party desires a verbatim record of the proceedings, it may cause such a record to be made, providing it pays for the record. If both parties desire a verbatim record of the proceedings, the cost shall be shared equally.

6.6 Waiver:

If a grievance is not presented within the time limits set forth above, it shall be considered waived. If a grievance is not appealed to the next step within the specified time limit or any agreed extension thereof, it shall be considered settled on the basis of the EMPLOYER's last answer. If the EMPLOYER does not answer a grievance or an appeal thereof within the specified time limits, the UNION may elect to treat the grievance as denied at the step and immediately appeal the grievance to the next step. The time limit in each step may be extended by mutual written agreement of the EMPLOYER and the UNION in each step.

- 6.7 Class action grievances are not permitted pursuant to this collective bargaining agreement. Grievances must personally affect the named grievant(s).

6.8 Choice of Remedy:

If the event giving rise to a grievance is appealed to or challenged in any procedure other than the grievance procedure in this Article, at any time, the grievance is no longer subject to this grievance procedure nor arbitration under such procedure.

## ARTICLE 7 - SAVINGS CLAUSE

In the event any provision of this AGREEMENT shall be held to be contrary to law by a court of competent jurisdiction from whose final judgment or decree, no appeal is made within the time provided, such provision shall be voided. All other provisions of this AGREEMENT shall continue in full force and effect. The voided provision may be renegotiated at the written request of either party.

## ARTICLE 8 – PROBATION

- 8.1 All employees who are original hires, or rehires following separation, shall serve a probationary period of six (6) months of active work (which does not include time spent on a leave of absence except as may be required by law). Part-time employees, who are original hires, or rehires following separation, shall serve a probationary period of 1,040 hours of compensated service excluding overtime.
- 8.2 During the six-month probationary period a newly hired or rehired employee may be disciplined or discharged at the sole discretion of the EMPLOYER without just cause being required or such discipline or discharge being subject to Article 6 (Grievance Procedure) of this Agreement. During the probationary period a promoted or reassigned employee may be replaced in his previous position at the sole discretion of the EMPLOYER.
- 8.3 Eligible employees shall, during the probationary period, accumulate paid leave as provided by Article 16-Vacation and Article 17-Sick Leave. Leaves of absence shall not be permitted during the probationary period, except as required by law.

## ARTICLE 9 - SENIORITY

- 9.1 Seniority shall be determined by the employee's length of continuous employment with the EMPLOYER. Job Classification seniority is determined by an employee's length of service in any classification covered by this Agreement. Seniority shall terminate when an employee is separated from employment.
- 9.2 Senior employees will be given preference with regard to changes in job classification through transfer, assignment and promotion in the bargaining unit when the job-relevant qualifications of employees are equal.
- 9.3 Employees will be laid off by job classification seniority. Employees will be given two (2) weeks advance notice of layoff. Employees on layoff will have recall rights for 24 months after layoff. No employees will be hired in any job classification in which employees are laid off who have recall rights.
- 9.4 Part-time employees will accumulate seniority on a pro-rata basis.

## ARTICLE 10 - DISCIPLINE

- 10.1 The EMPLOYER will discipline employees for just cause only. Discipline will be in one or more of the following forms:

- a) Oral reprimand;
  - b) Written reprimand;
  - c) Suspension;
  - d) Demotion; and
  - e) Discharge.
- 10.2 Suspensions, demotions, and discharges will be in written form. Employees and the UNION shall receive a copy of written reprimands, suspensions, demotions, or discharges.
- 10.3 Written reprimands, notices of suspension, demotions, and discharge shall become part of an employee's personnel file. Written reprimands, notices of suspension, and demotions shall be read and acknowledged by signature of the employee.
- 10.4 Employees may examine and duplicate at their own expense their own individual personnel files at reasonable times under the direct supervision of the EMPLOYER.
- 10.5 An employee will not be questioned when the information obtained through such questioning may subject the employee to disciplinary action unless the employee has been given an opportunity to have an attorney or union representative present at such questioning.
- 10.6 Grievances relating to this ARTICLE shall be initiated by the UNION in Step 3 of the grievance procedure under ARTICLE VI.

#### ARTICLE 11 – OVERTIME/COMPENSATORY TIME

- 11.1 Overtime work is hours worked in addition to the established schedule, over eight (8) hours worked per day or the normally scheduled work day (i.e., 10-hour shift) and may only be performed with EMPLOYER approval. Vacation, sick leave, paid holidays, compensatory time, and other types of leave do not count toward "hours worked." All authorized overtime for eligible employees shall be compensated at 1.5 times the employee's regular base rate times the number of hours worked or taken as compensatory time off.

Employees will be compensated for overtime over eight (8) hours worked per day or their normally scheduled work day (i.e., 10-hour shift); except upon employee request and EMPLOYER approval, additional hours worked over eight (8) hours per day, or hours worked over the employee's normally scheduled work day (i.e., 10-hour shift), may be paid as regular time as long as the hours worked do not exceed 40 hours worked per week. Overtime will be compensated for any authorized time worked over 40 hours during a normal work week. Employees must obtain EMPLOYER approval for overtime hours in advance of the time worked.

- 11.2 Overtime will be distributed as equally as practicable.
- 11.3 For the purpose of computing overtime compensation, overtime hours worked shall not be pyramided, compounded, or paid twice for the same hours worked.
- 11.4 Overtime will be calculated to the nearest fifteen (15) minute.
- 11.5 Employees have the obligation to work overtime or call backs if requested by the EMPLOYER unless unusual circumstances prevent the employee from so working.

- 11.6 An employee called back to duty during the employee's scheduled off-duty time shall receive a minimum of two (2) hours pay at one and one-half (1-1/2) times the employee's base pay rate. An extension or early report to a scheduled shift is not a call back.
- 11.7 Compensatory time may be granted to an employee in lieu of overtime pay at the mutual agreement of the employee and supervisor, provided that such compensatory time earned does not exceed a total accumulation of 60 hours. Once an employee has accrued 60 hours of compensatory time, all further overtime will be paid. The maximum accrual carry-over shall be limited to 45 hours of compensatory time. Any compensatory time above the 45 hour limit not utilized by March 1<sup>st</sup> shall be paid out as overtime in the following pay period.

Employees may request and use compensatory time off in the same manner as other leave requests. All compensatory time will be marked as such on official timesheets, both when it is earned and when it is used. The Finance-Human Resource Department will maintain compensatory time records. All compensatory time accrued will be paid when the employee leaves City employment at the hourly pay rate the employee is earning at that time.

#### ARTICLE 12 – STAND-BY

- 12.1 The EMPLOYER maintains the right to make stand-by assignments per Article 4.1 of this agreement.
- 12.2 The EMPLOYER shall make stand-by assignments for qualified personnel. The positions eligible for stand-by assignments are: Wastewater Treatment Plant Operator I, Wastewater Treatment Plant Operator II, Wastewater Treatment Senior Maintenance Operator, and Wastewater Treatment Maintenance Operator.
- 12.3 The EMPLOYEE on stand-by assignment shall be compensated at a flat rate of \$18.00 per day, a 24-hour period beginning at 8:00 a.m. or other time as assigned, and will remain at that amount during the term of this Agreement.
- 12.4 The EMPLOYEE on stand-by assignment shall carry a cellular phone at all times and be available to report within 30-minutes to call-up orders. Assigned EMPLOYEES who fail to respond to call-up orders within 30-minutes may be subject to disciplinary proceedings and forfeiture of stand-by pay.
- 12.5 In addition to stand-by pay, when an EMPLOYEE is required to correct problems off-site through the plant monitoring system, the EMPLOYEE shall be compensated for actual time spent in accordance with his/her current wage rate and pay practices or additional compensation as provided in Article 10.1. Compensation for a call-back to the treatment facility for an EMPLOYEE on stand-by shall be paid in accordance with Article 10.6.
- 12.6 EMPLOYEES on stand-by assignment shall maintain a suitable fitness for duty in accordance with City Policies.

#### ARTICLE 13- INSURANCE



The EMPLOYER will contribute for each full-time employee for single group insurance the same amount the City contributes for other non-organized City employees in ~~2016~~2019, ~~2017-2020~~ and ~~2018~~2021.

The EMPLOYER will contribute for each full-time employee for group insurance, including dependent coverage the same amount the City contributes for other non-organized City employees in ~~2016~~2019, ~~2017-2020~~ and ~~2018~~2021.

The EMPLOYER agrees to establish an insurance committee on which the UNION shall have no less than one representative and no more than three representatives. This language will sunset on December 31, 2019.

#### ARTICLE 14 - NON-DISCRIMINATION

Neither the EMPLOYER nor the UNION will discriminate against any employee on any basis prohibited by law.

#### ARTICLE 15- PART-TIME EMPLOYEE BENEFITS

Part-time employees who have completed the required one-year probationary period and who are regularly scheduled to work thirty hours or more per week shall receive pro-rata benefits under this Agreement.

#### ARTICLE 16 - VACATION

16.1 Full-time employees shall earn vacation at the following rates.

<b><i>Years of Service</i></b>	<b><i>Hours per Year of Service</i></b>
0 to 5 years	80 hours (10 days)
5 to 10 years	120 hours (15 days)
10 to 15 years	144 hours (18 days)
15 to 20 years	160 hours (20 days)
20+ years	200 hours (25 days)

16.2 An employee terminating employment prior to six months of service shall not receive vacation pay on termination. An employee terminating service after six months of service shall receive accumulated vacation pay provided the employee was not terminated for cause.

16.3 Vacation time must be arranged and approved by the EMPLOYER-designated representative. Employees will be provided an opportunity to select vacation time periods in so far as practicable. Employees may not accumulate more than two (2) times their allowed annual vacation earnings.

ARTICLE 17 - SICK LEAVE

- 17.1 Full-time employees shall earn sick leave at the rate of eight (8) hours per month on paid status and be allowed to accumulate up to a maximum of 960 hours of sick leave. After 960 hours of accumulation full-time employees shall earn four (4) hours of sick leave for each month on paid status. Full-time employees hired after January 1, 2001 will be limited to a maximum accumulation of one thousand two hundred (1,200) hours of sick leave.
- 17.2 For the purpose of accruing sick leave only, employees with a date of hire that is on or before the 5<sup>th</sup> of the month shall be considered to have started employment on the first day of that month. Employees with a date of hire between the 6<sup>th</sup> and the 21<sup>st</sup> of the month will receive 4 hours sick leave for that month. Employees with a date of hire on or after the 22<sup>nd</sup> of the month shall be considered to have started employment on the first of the month following the date of hire.
- 17.3 To be eligible to receive sick leave benefits employees must notify the EMPLOYER-designated representative at least one hour prior to the start of their scheduled shift unless unusual circumstances prevent the employee from such prior notification. Employees may use sick leave benefits for an absence due to illness or injury. Sick leave may be granted when the employee is unable to perform work duties due to illness, injury, or disability, the necessity for medical, dental, chiropractic, or psychological care, for child birth or pregnancy disability, maternity or paternity leave, or exposure to contagious disease where such exposure may endanger the health of others. Accrued sick leave benefits may also be used for absences due to an illness or injury to the employee's child, adult child, sibling, spouse, parent, mother-in-law, father-in-law, stepparent, grandchild, and grandparent in accordance with Minnesota law (Section 181.9413). For the purposes of this clause, "child" means a stepchild, biological, adopted, or foster child, either under 18 years of age, or under 20 and still attending secondary school.

An employee may utilize accrued sick leave for "safety leave" for reasonable absences for themselves or the following relatives; the employee's: child/adult child, spouse, sibling, parent, stepparent, mother/father-in-law, grandchild, and grandparent. Safety leave is leave for the purpose of providing or receiving assistance because of sexual assault, domestic abuse, or stalking. Safety leave will be granted in accordance with Minnesota law.

An Employee's use of accrued sick leave or safety leave benefits for the Employee's adult child, sibling, parent, stepparent, mother/father-in-law, grandchild, and grandparent are limited to 160 hours of combined time per calendar year (January to December).

- 17.4 Employees may use sick leave when disabled and unable to perform the duties of their position and as required by law. Employees injured in the line of duty and eligible for workers' compensation benefits shall receive sick leave benefits to the extent of their accrued sick leave to supplement their workers' compensation benefits to equal their normal compensation. The employee's sick leave bank will be charged for the amount of the supplemental payments.
- 17.5 On termination, except for just cause, employees or their estate shall receive payment for unused sick leave at the following rates:
  - a. after five years of service 20% of unused sick leave
  - b. after ten years of service 30% of unused sick leave
  - c. after fifteen years of service 40% of unused sick leave

- d. after twenty years of service 50% of unused sick leave

ARTICLE 18- SEVERANCE PAY

- 18.1 Following 20 years of service with the City, employees (or their estate) are eligible for severance pay if:
  - a) the employee terminates employment in good standing with the City; or
  - b) the employee becomes disabled to the extent that he/she can no longer work for the City; or
  - c) in the event of the death of the employee.

The employee or his/her estate will receive one (1) month's current salary plus 3% of the monthly salary for each year of service above 20 years to a maximum of 150% of the monthly salary (applicable taxes will be withheld).

- 18.2 Employees that are terminated from the City due to disciplinary action are not eligible to receive severance pay.
- 18.3 Employees hired after January 1, 2016 are not eligible for Severance Pay.

ARTICLE 19- HOLIDAYS

- 19.1 The following legal holidays are observed as paid holidays for all full-time employees:

New Year's Day	(January 1)
Martin Luther King Day	(Third Monday in January)
President's Day	(Third Monday in February)
Memorial Day	(Last Monday in May)
Independence Day	(July 4)
Labor Day	(First Monday in September)
Veterans' Day	(November 11)
Thanksgiving Day	(Fourth Thursday in November)
Christmas Day	(December 25)

- 19.2 In addition to the above specific legal holidays, eligible Employees will be granted two 8-hour floating holidays. Floating holidays must be approved by the appropriate supervisor, and should be requested by the employee at least one (1) week in advance of the day requested off. Floating holidays may not be carried into the next fiscal year. Floating holidays are earned on a pro-rated basis over the following 12 months; therefore, if an employee leaves City employment prior to the time the floating holiday has been earned, the final paycheck will be adjusted accordingly.
- 19.3 Official holidays commence at the beginning of the first shift of the day on which the holiday is observed and continue for twenty-four (24) hours thereafter. For purposes of calculating the specified holidays and floating holidays, each holiday is calculated in terms of eight (8) hours for a total of 72 hours of legal holiday and 16 hours of floating holiday.
- 19.4 When a specified holiday falls on a Sunday, the following Monday will be the "observed" holiday and when a holiday falls on a Saturday, the preceding Friday will be the "observed" holiday for City operations/facilities that are closed on holidays.

19.5 For employees on shift schedules, if a holiday falls on an employee's regularly scheduled day off, the employee shall be entitled to eight (8) hours of time off scheduled duty with the approval of the employee's designated supervisor within thirty (30) days of the holiday at the employee's regular hourly rate of pay. When an employee's services are required for an emergency or an essential public service on a holiday, the employee shall be entitled to pay at one and one-half (1-1/2) times the regular rate, plus-eight (8) hours regular rate holiday pay.

19.6 On Thanksgiving Day, Christmas Day, and New Year's Day, an employee who is directed to work a non-scheduled shift, or directed to work outside of their regularly scheduled shift on the holiday, shall be paid two times the employee's regular rate of pay for hours worked, plus eight (8) hours regular rate holiday pay. This language does not apply to the hours an employee is scheduled to work on the holiday (Thanksgiving Day, Christmas Day, or New Year's Day).

19.76 An employee on an unpaid leave of absence is not eligible for holiday pay.

#### ARTICLE 20- JURY DUTY

Employees required to serve on jury duty will be compensated the difference between the employees regular rate of pay and the amount paid for jury duty less mileage.

#### ARTICLE 21 - LEAVES OF ABSENCE

21.1 Employees will be provided leaves of absence with and/or without pay as required by law. On request, an employee may be granted an unpaid leave of absence by the EMPLOYER.

21.2 Employees may be provided with a paid personal leave of absence at the discretion of the EMPLOYER to a maximum of twelve (12) hours per calendar year.

#### ARTICLE 22- FUNERAL/BEREAVEMENT LEAVE

In case of death in an employee's immediate family, as well as brothers, sisters, brothers and sisters-in-law, son/daughter-in-law, mother, father, parents-in-law, grandchildren, grandparents, and grandparents-in-law, the employee's supervisor may authorize a maximum of three (3) consecutive working days with pay for each emergency, as funeral leave. Funeral leave may not exceed forty (40) hours per year and may not be carried over to the following year.

#### ARTICLE 23- CLOTHING

Eligible full-time employees listed by job classification in Appendix A shall be provided with a clothing allowance of three hundred fifty (\$350.00) per calendar year by voucher for the purchase of all work clothing as authorized by the EMPLOYER.

#### ARTICLE 24- WORK SCHEDULES

The sole authority for work schedules is the EMPLOYER. The normal work year for full-time employees will be the number of Monday through Friday days in a calendar year times eight (8) hours and shall be accounted for by each employee through:

- a.) hours worked on assigned shifts,
- b.) assigned training hours; and
- c.) authorized paid leave time.

#### ARTICLE 25—SEPARATION FROM EMPLOYMENT

An employee terminating service after six (6) months of service shall be entitled to a payout of his/her accrued value of unused vacation, sick, and severance benefits in accordance with this AGREEMENT and City Personnel Policies, provided the employee was not terminated for cause, and the employee resigned or retired in good standing.

Employees who leave City service not in good standing shall not be eligible for vacation, sick, or severance benefits, pro-rated personal time or floating holiday benefits, or rehire eligibility.

#### ARTICLE ~~25~~26– JOB POSTINGS

Job vacancies which the EMPLOYER intends to fill within the designated bargaining unit will be posted for five (5) working days prior to the permanent filling of such vacancies.

#### ARTICLE ~~26~~27– WAIVER

- 26.1 Any and all prior agreements, resolutions, practices, policies, rules and regulations regarding terms and conditions of employment, to the extent inconsistent with the provisions of this AGREEMENT, are hereby superseded.
- 26.2 The parties mutually acknowledge that during the negotiations which resulted in this AGREEMENT, each had the unlimited right and opportunity to make demands and proposals with respect to any term or condition of employment not removed by law from bargaining. All agreements and understandings arrived at by the parties are set forth in writing in this AGREEMENT for the stipulated duration of this AGREEMENT. The EMPLOYER and the UNION each voluntarily and unqualifiedly waives the right to meet and negotiate regarding any and all terms and conditions of employment referred to or covered in this AGREEMENT or with respect to any term or condition of employment not specifically referred to or covered by this AGREEMENT, even though such terms or conditions may not have been within the knowledge or contemplation of either or both of the parties at the time this contract was negotiated or executed.

ARTICLE 2728- DURATION

This AGREEMENT shall be effective as of January 1, ~~2016-2019~~ and shall remain in full force and effect until December 31, ~~2018~~2021.

In witness whereof, the parties hereto have executed this AGREEMENT on the latest date affixed to the signatures hereto.

FOR THE CITY OF MARSHALL

FOR AMERICAN FEDERATION OF STATE,  
COUNTY AND MUNICIPAL EMPLOYEES,  
COUNCIL 65, LOCAL UNION NO. 1678 H  
AFL-CIO

\_\_\_\_\_  
Robert J. Byrnes  
Mayor

\_\_\_\_\_  
Business Agent

\_\_\_\_\_  
~~Thomas M. Meulebroeck~~Kyle Box  
~~Finance Director~~/City Clerk

\_\_\_\_\_  
\_\_\_\_\_ Union President

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

## APPENDIX A

### Wage Schedule, effective January 1, 2016 – December 31, 2016 — 2.5%

<b>JOB CLASSIFICATION</b>	<b>STEP 1</b>	<b>STEP 2</b>	<b>STEP 3</b>	<b>STEP 4</b>	<b>STEP 5</b>	<b>STEP 6</b>
Plans Examiner	24.76	26.41	28.06	29.71	31.36	33.01
Lead Maintenance Worker	22.85	24.37	25.89	27.41	28.94	30.46
Building Inspector II	22.85	24.37	25.89	27.41	28.94	30.46
Engineering Specialist	21.95	23.41	24.87	26.33	27.80	29.26
WWT Laboratory Specialist	20.63	22.01	23.38	24.76	26.13	27.51
WWT Technical Operator	20.63	22.01	23.38	24.76	26.13	27.51
WWT Plant Operator II	20.09	21.43	22.77	24.11	25.45	26.79
Mechanic	20.09	21.43	22.77	24.11	25.45	26.79
Building Inspector I	20.09	21.43	22.77	24.11	25.45	26.79
Engineering Technician	19.13	20.40	21.68	22.95	24.23	25.50
Senior Maintenance Worker	19.13	20.40	21.68	22.95	24.23	25.50
WWT Maintenance Operator	19.13	20.40	21.68	22.95	24.23	25.50
WWT Plant Operator I	19.13	20.40	21.68	22.95	24.23	25.50
Maintenance Worker	17.70	18.88	20.06	21.24	22.42	23.60

### Wage Schedule, effective January 1, 2017 – December 31, 2017 — 2.5%

<b>JOB CLASSIFICATION</b>	<b>STEP 1</b>	<b>STEP 2</b>	<b>STEP 3</b>	<b>STEP 4</b>	<b>STEP 5</b>	<b>STEP 6</b>
Plans Examiner	25.38	27.07	28.76	30.46	32.15	33.84
Lead Maintenance Worker	23.42	24.98	26.54	28.10	29.66	31.22
Building Inspector II	23.42	24.98	26.54	28.10	29.66	31.22
Engineering Specialist	22.49	23.99	25.49	26.99	28.49	29.99
WWT Laboratory Specialist	21.54	22.56	23.97	25.38	26.79	28.20
WWT Technical Operator	21.54	22.56	23.97	25.38	26.79	28.20
WWT Plant Operator II	20.60	21.97	23.34	24.71	26.09	27.46
Mechanic	20.60	21.97	23.34	24.71	26.09	27.46
Building Inspector I	20.60	21.97	23.34	24.71	26.09	27.46
Engineering Technician	19.64	20.91	22.22	23.53	24.83	26.14
Senior Maintenance Worker	19.64	20.91	22.22	23.53	24.83	26.14
WWT Maintenance Operator	19.64	20.91	22.22	23.53	24.83	26.14
WWT Plant Operator I	19.64	20.91	22.22	23.53	24.83	26.14
Maintenance Worker	18.14	19.35	20.56	21.77	22.98	24.19

### Wage Schedule, effective January 1, 2018 – December 31, 2018 — 2.75%

<b>JOB CLASSIFICATION</b>	<b>STEP 1</b>	<b>STEP 2</b>	<b>STEP 3</b>	<b>STEP 4</b>	<b>STEP 5</b>	<b>STEP 6</b>
Plans Examiner	26.08	27.82	29.55	31.29	33.03	34.77
Lead Maintenance Worker	24.06	25.66	27.27	28.87	30.48	32.08
Building Inspector II	24.06	25.66	27.27	28.87	30.48	32.08
Engineering Specialist	23.11	24.65	26.19	27.73	29.27	30.81
WWT Laboratory Specialist	21.74	23.18	24.63	26.08	27.53	28.98
WWT Technical Operator	21.74	23.18	24.63	26.08	27.53	28.98
WWT Plant Operator II	21.17	22.58	23.99	25.40	26.81	28.22
Mechanic	21.17	22.58	23.99	25.40	26.81	28.22
Building Inspector I	21.17	22.58	23.99	25.40	26.81	28.22
Engineering Technician	20.15	21.49	22.83	24.17	25.52	26.86
Senior Maintenance Worker	20.15	21.49	22.83	24.17	25.52	26.86
WWT Maintenance Operator	20.15	21.49	22.83	24.17	25.52	26.86
WWT Plant Operator I	20.15	21.49	22.83	24.17	25.52	26.86
Maintenance Worker	18.65	19.89	21.13	22.37	23.62	24.86

### Wage Schedule, effective January 1, 2019 – December 31, 2019 2.00%

<b>JOB CLASSIFICATION</b>	<b>STEP 1</b>	<b>STEP 2</b>	<b>STEP 3</b>	<b>STEP 4</b>	<b>STEP 5</b>	<b>STEP 6</b>
Plans Examiner/Asst Zoning Adm	26.99	28.49	30.59	32.39	34.19	35.99
Senior Engineering Specialist	26.99	28.49	30.59	32.39	34.19	35.99

Building Services Coordinator	26.99	28.49	30.59	32.39	34.19	35.99
Lead Maintenance Worker	24.90	26.56	28.22	29.88	31.54	33.20
Building Inspector II	24.90	26.56	28.22	29.88	31.54	33.20
Engineering Specialist	23.93	25.52	27.12	28.71	30.31	31.90
WWT Laboratory Specialist	22.50	24.00	25.50	27.00	28.50	30.00
WWT Technical Operator	22.50	24.00	25.50	27.00	28.50	30.00
WWT Plant Operator II	21.90	23.36	24.82	26.28	27.74	29.20
WWT Sr Maintenance Operator	21.90	23.36	24.82	26.28	27.74	29.20
Mechanic	21.90	23.36	24.82	26.28	27.74	29.20
Building Inspector I	21.90	23.36	24.82	26.28	27.74	29.20
Engineering Technician	20.86	22.25	23.64	25.03	26.42	27.81
Senior Maintenance Worker	20.86	22.25	23.64	25.03	26.42	27.81
WWT Maintenance Operator	20.86	22.25	23.64	25.03	26.42	27.81
WWT Plant Operator I	20.86	22.25	23.64	25.03	26.42	27.81
Maintenance Technician	20.86	22.25	23.64	25.03	26.42	27.81
Maintenance Worker	19.28	20.57	21.85	23.14	24.42	25.71
Building Custodian (Arena)	10.59	11.30	12.00	12.71	13.41	14.12

**Wage Schedule, effective January 1, 2020 – December 31, 2020 3.25%**

JOB CLASSIFICATION	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6
Plans Examiner/Asst Zoning Adm	27.87	29.73	31.59	33.44	35.30	37.16
Senior Engineering Specialist	27.87	29.73	31.59	33.44	35.30	37.16
Building Services Coordinator	27.87	29.73	31.59	33.44	35.30	37.16
Lead Maintenance Worker	25.71	27.42	29.14	30.85	32.57	34.28
Building Inspector II	25.71	27.42	29.14	30.85	32.57	34.28
Engineering Specialist	24.71	26.35	28.00	29.65	31.29	32.94
WWT Laboratory Specialist	23.24	24.78	26.33	27.88	29.43	30.98
WWT Technical Operator	23.24	24.78	26.33	27.88	29.43	30.98
WWT Plant Operator II	22.61	24.12	25.63	27.14	28.64	30.15
WWT Sr Maintenance Operator	22.61	24.12	25.63	27.14	28.64	30.15
Mechanic	22.61	24.12	25.63	27.14	28.64	30.15
Building Inspector I	22.61	24.12	25.63	27.14	28.64	30.15
Engineering Technician	21.53	22.97	24.40	28.84	27.27	28.71
Senior Maintenance Worker	21.53	22.97	24.40	28.84	27.27	28.71
WWT Maintenance Operator	21.53	22.97	24.40	28.84	27.27	28.71
WWT Plant Operator I	21.53	22.97	24.40	28.84	27.27	28.71
Maintenance Technican	21.53	22.97	24.40	28.84	27.27	28.71
Maintenance Worker	19.91	21.24	22.57	23.90	25.22	26.55
Building Custodian (Arena)	10.94	11.66	12.39	13.12	13.85	14.58

**Wage Schedule, effective January 1, 2021 – December 31, 2021 3.25%**

JOB CLASSIFICATION	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6
Plans Examiner/Asst Zoning Adm	28.78	30.70	32.61	34.53	36.45	38.37
Senior Engineering Specialist	28.78	30.70	32.61	34.53	36.45	38.37
Building Services Coordinator	28.78	30.70	32.61	34.53	36.45	38.37
Lead Maintenance Worker	26.54	28.31	30.08	31.85	33.62	35.39
Building Inspector II	26.54	28.31	30.08	31.85	33.62	35.39
Engineering Specialist	25.51	27.21	28.91	30.61	32.31	34.01
WWT Laboratory Specialist	23.99	25.59	27.19	28.79	30.39	31.99
WWT Technical Operator	23.99	25.59	27.19	28.79	30.39	31.99
WWT Plant Operator II	23.35	24.90	26.46	28.02	29.57	31.13
WWT Sr Maintenance Operator	23.35	24.90	26.46	28.02	29.57	31.13
Mechanic	23.35	24.90	26.46	28.02	29.57	31.13
Building Inspector I	23.35	24.90	26.46	28.02	29.57	31.13
Engineering Technician	22.23	23.71	25.19	26.68	28.16	29.64



Senior Maintenance Worker	22.23	23.71	25.19	26.68	28.16	29.64
WWT Maintenance Operator	22.23	23.71	25.19	26.68	28.16	29.64
WWT Plant Operator I	22.23	23.71	25.19	26.68	28.16	29.64
Maintenance Technician	22.23	23.71	25.19	26.68	28.16	29.64
Maintenance Worker	20.56	21.93	23.30	24.67	26.04	27.41
Building Custodian (Arena)	11.29	12.04	12.79	13.55	14.30	15.05

Employees shall move through the steps on their anniversary date contingent on employee's satisfactory performance. Performance evaluations shall be grievable but not arbitrable.

**LABOR AGREEMENT**  
**BETWEEN**  
**THE CITY OF MARSHALL**  
**AND**  
**AMERICAN FEDERATION OF STATE, COUNTY**  
**AND MUNICIPAL EMPLOYEES, COUNCIL NO. 65**

January 1, 2019 – December 31, 2021

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LABOR AGREEMENT  
BETWEEN  
THE CITY OF MARSHALL  
AND  
AMERICAN FEDERATION OF STATE, COUNTY AND MUNICIPAL EMPLOYEES  
MINNESOTA COUNCIL NO. 65

ARTICLE 1 - PURPOSE OF AGREEMENT

This AGREEMENT is entered into as of January 1, 2019 between the City of Marshall, hereinafter called the EMPLOYER, and American Federation of State, County and Municipal Employees, Council No. 65 (AFSCME), Local Union No. 1687 H AFC-CIO hereinafter called the UNION.

The intent and purpose of this AGREEMENT is to:

- 1.1 Establish procedures for the resolution of disputes concerning this AGREEMENT'S interpretation and or application; and
- 1.2 Place in written form the parties' agreement on terms and conditions of employment for the duration of this AGREEMENT.

ARTICLE 2 - RECOGNITION

- 2.1 The EMPLOYER recognizes the UNION as the exclusive representative, under Minnesota Statutes for all employees defined in Bureau of Mediation Services Case No. 98-PCE-1014 dated March 3, 1998.
- 2.2 In the event the EMPLOYER and the UNION are unable to agree as to the inclusion or exclusion of a new or modified job class, the issue shall be submitted to the Bureau of Mediation Services for determination. The parties agree that limited term, temporary, and intermittent/casual employees are excluded from the bargaining unit.
- 2.3 The EMPLOYER shall not enter into any agreement with the employees coming under the jurisdiction of this Agreement, either individually or collectively, which conflicts with the specific written terms or conditions of this Agreement.

ARTICLE 3 - DEFINITIONS

- 3.1 UNION: American Federation of State, County and Municipal Employees, Council No. 65, Local Union No. 1687 H AFL-CIO.
- 3.2 UNION MEMBER: A member of the American Federation of State, County and Municipal Employees, Council No. 65, Local Union No. 1687 H AFL-CIO.
- 3.3 EMPLOYEE: A member of the exclusively recognized bargaining unit.
- 3.4 EMPLOYER: The City of Marshall.

- 3.5 UNION STEWARD: The Steward elected or appointed by the UNION.
- 3.6 OVERTIME: Overtime work is hours worked in addition to the established schedule, over eight (8) hours worked per day or the normally scheduled work day (i.e., 10-hour shift) and may only be performed with the approval of the EMPLOYER.
- 3.7 SCHEDULED SHIFT: A consecutive work period including rest breaks and a lunch break.
- a) Full-time employee
  - b) Part-time employee - a designated work period
- 3.8 FULL-TIME EMPLOYEE: An Employee who is regularly scheduled to work forty (40) hours per week.
- 3.9 PART-TIME EMPLOYEE: An Employee who is scheduled to work less than forty (40) hours per week.

#### ARTICLE 4 - EMPLOYER AUTHORITY

- 4.1 The EMPLOYER retains the full and unrestricted right to operate and manage all manpower, facilities, and equipment; to establish functions and programs; to set and amend budgets; to determine the utilization of technology; to establish and modify the organizational structure; to select, direct, and determine the number of personnel; to establish work schedules, to hire, promote, transfer, and assign the Employees; to make and enforce and enforce reasonable rules and regulations; to take any and all actions necessary to carry out the operations of the Employer in situations involving a disaster or emergency consistent with terms described in this Agreement to the extent practicable; to lay off Employee(s); to assign duties, tasks, jobs, hours, and shifts to Employee(s); to perform any inherent managerial functions set forth in the Public Employment labor Relations Act, as amended, hereinafter referred to as PELRA; and to perform any inherent managerial function not specifically limited by this AGREEMENT.
- 4.2 Any term and condition of employment not specifically established or modified by the AGREEMENT shall remain solely within the discretion of the EMPLOYER to modify, establish, or eliminate.
- 4.3 The forgoing enumeration of the Employer's authority shall not be deemed to exclude other inherent management rights and management functions not expressly delegated in this Agreement and not in violation of the laws of the State of Minnesota.
- 4.4 The Employer's failure to exercise any right, prerogative, or function hereby reserved to it, or the Employer's exercise of any right, prerogative, or function in a particular way shall not be considered a waiver of the Employer's right to exercise such right, prerogative, or function or preclude it from exercising the same in some other way not in conflict with the express provisions of this Agreement.
- 4.5 The parties recognize that all Employee's covered by this Agreement shall perform the services and duties prescribed by the Employer and shall be governed by Employer rules, policies, regulations, directives and orders, provided that such rules, regulations and orders are not inconsistent with the provisions of this Agreement or state or federal laws.

## ARTICLE 5 - UNION SECURITY

- 5.1 The EMPLOYER shall deduct an amount sufficient to provide payment of regular dues and/or other UNION approved deductions, established by the UNION, from the wage of an employee who authorizes such a deduction, in writing, on a form provided by the UNION. The deduction of dues shall commence on the first day of the month following presentation of the signed form.

The EMPLOYER shall remit such deductions to AFSCME Council 65 (118 Central Avenue, Nashwauk, MN 55769) with a list of the names of the employees from whose wages deductions were made, either electronically transmitted or sent by U.S. mail; and

The UNION shall provide the formula to calculate the actual dues deduction to the Employer and is willing to provide a spreadsheet that can be used to calculate the actual dues along with any set amount for local assessments in Excel format or via U.S. mail.

- 5.2 The UNION may designate employees from the bargaining unit to act as a steward and an alternate and shall inform the EMPLOYER in writing of such choice and changes in the position of steward and/or alternate. The EMPLOYER agrees to inform the UNION in writing within ten (10) days of employment of the name, classification, and home address of each new employee.
- 5.3 The EMPLOYER shall make space available on the employee bulletin board for posting UNION notices and announcements and to make space available for UNION meetings whenever practicable.
- 5.4 The UNION agrees to indemnify and hold the EMPLOYER harmless against any and all claims, suits, orders, or judgments brought or issued against the EMPLOYER as a result of any action taken or not taken by the EMPLOYER under the provisions of this ARTICLE.

## ARTICLE 6 - EMPLOYEE RIGHTS - GRIEVANCE PROCEDURE

- 6.1 Definition of a Grievance:

A grievance is defined as a dispute or disagreement as to the interpretation or application of the specific terms and conditions of this AGREEMENT.

- 6.2 Union Representatives:

The EMPLOYER will recognize representatives designated by the UNION as the grievance representatives of the bargaining unit having the duties and responsibilities established by this ARTICLE. The UNION shall notify the EMPLOYER in writing of the names of such UNION representatives and of their successors when so designated as provided by Sect. 5.2 of this AGREEMENT.

- 6.3 Processing of a Grievance:

It is recognized and accepted by the UNION and the EMPLOYER that the processing of grievances as hereinafter provided is limited by the job duties and responsibilities of the employees and shall therefore be accomplished during normal working hours only when consistent with such employee duties and responsibilities. The aggrieved employee and a UNION representative shall be allowed a reasonable amount of time without loss in pay

when a grievance is investigated and presented to the EMPLOYER during normal working hours provided that the employee and the UNION representative have notified and received the approval of the designated supervisor who has determined that such absence is reasonable and would not be detrimental to the work programs of the EMPLOYER.

#### 6.4 Procedure:

Grievances, as defined by Section 6.1, shall be resolved in conformance with the following procedure:

##### Step 1

An employee claiming a violation concerning the interpretation or application of this AGREEMENT shall, within twenty-one (21) calendar days after such alleged violation has occurred, present such grievance to the employee's supervisor as designated by the EMPLOYER. The EMPLOYER Step 1 designated representative (Division Director) will discuss and give an answer to such Step 1 grievance within ten (10) calendar days after receipt. A grievance not resolved in Step 1 and appealed to Step 2 shall be placed in writing setting forth the nature of the grievance, the facts on which it is based, the provision or provisions of the AGREEMENT allegedly violated, the remedy requested, and shall be appealed to Step 2 within ten (10) calendar days after the EMPLOYER designated representatives final answer in Step 1. Any grievance not appealed in writing to Step 2 by the UNION within ten (10) calendar days shall be considered waived.

##### Step 2

If appealed, the written grievance shall be presented by the UNION and discussed with the EMPLOYER designated Step 2 representative (City Administrator). The EMPLOYER designated representative shall give the UNION the EMPLOYER's Step 2 answer in writing within ten (10) calendar days after receipt of such Step 2 grievance. A grievance not resolved in Step 2 may be appealed to Step 3 within ten (10) calendar days following the EMPLOYER designated representatives final Step 2 answer. Any grievance not appealed in writing to Step 3 by the UNION within ten (10) calendar days shall be considered waived.

##### Step 3

If appealed, the written grievance shall be presented by the UNION and discussed with the EMPLOYER designated Step 3 representative (City Administrator). The EMPLOYER designated representative shall give the UNION the EMPLOYER's Step 3 answer in writing within ten (10) calendar days after receipt of such Step 3 grievance. A grievance not resolved in Step 3 may be appealed to Step 4 within ten (10) calendar days following the EMPLOYER designated representative's final answer in Step 3. Any grievance not appealed in writing to Step 4 by the UNION within ten (10) calendar days shall be considered waived.

##### Step 4

If appealed, the written grievance may be submitted to mediation by the UNION through the State Bureau of Mediation Services. A grievance not resolved in Step 4 may be appealed to Step 5 within ten (10) calendar days following mediation.

##### Step 5

A grievance unresolved in Step 4 and appealed to Step 5 by the UNION shall be submitted to arbitration subject to the provisions of the Public Employment Labor Relations Act of 1971, as amended. The selection of an arbitrator shall be made consistent with the rules established by the Bureau of Mediation Services.

6.5 Arbitrator's Authority:

- A. The arbitrator shall have no right to amend, modify, nullify, ignore, add to, or subtract from the terms and conditions of this AGREEMENT. The arbitrator shall consider and decide only the specific issue(s) submitted in writing by the EMPLOYER and the UNION, and shall have no authority to make a decision on any other issue not so submitted.
- B. The arbitrator shall be without power to make decisions contrary to, or inconsistent with, or modifying, or varying in any way, the application of laws, rules, or regulations having the force and effect of law. The arbitrator's decision shall be submitted in writing within thirty (30) days following the close of the hearing or the submission of briefs by the parties, whichever be later, unless the parties agree to an extension. The decision shall be binding on both the EMPLOYER and the UNION and shall be based solely on the arbitrator's interpretation or application of the express terms of this AGREEMENT and to the facts of the grievance presented. If the grievance is covered by law or statute, or not covered by the express provisions of this Agreement, the arbitrator shall refer the grievance back to the parties without decision or recommendation.
- C. The fees and expenses for the arbitrator's services and proceedings shall be borne equally by the EMPLOYER and the UNION provided that each party shall be responsible for compensating its own representatives and witnesses. If either party desires a verbatim record of the proceedings, it may cause such a record to be made, providing it pays for the record. If both parties desire a verbatim record of the proceedings, the cost shall be shared equally.

6.6 Waiver:

If a grievance is not presented within the time limits set forth above, it shall be considered waived. If a grievance is not appealed to the next step within the specified time limit or any agreed extension thereof, it shall be considered settled on the basis of the EMPLOYER's last answer. If the EMPLOYER does not answer a grievance or an appeal thereof within the specified time limits, the UNION may elect to treat the grievance as denied at the step and immediately appeal the grievance to the next step. The time limit in each step may be extended by mutual written agreement of the EMPLOYER and the UNION in each step.

6.7 Class action grievances are not permitted pursuant to this collective bargaining agreement. Grievances must personally affect the named grievant(s).

6.8 Choice of Remedy:

If the event giving rise to a grievance is appealed to or challenged in any procedure other than the grievance procedure in this Article, at any time, the grievance is no longer subject to this grievance procedure nor arbitration under such procedure.

ARTICLE 7 - SAVINGS CLAUSE

In the event any provision of this AGREEMENT shall be held to be contrary to law by a court of competent jurisdiction from whose final judgment or decree, no appeal is made within the time



provided, such provision shall be voided. All other provisions of this AGREEMENT shall continue in full force and effect. The voided provision may be renegotiated at the written request of either party.

#### ARTICLE 8 – PROBATION

- 8.1 All employees who are original hires, or rehires following separation, shall serve a probationary period of six (6) months of active work (which does not include time spent on a leave of absence except as may be required by law). Part-time employees, who are original hires, or rehires following separation, shall serve a probationary period of 1,040 hours of compensated service excluding overtime.
- 8.2 During the six-month probationary period a newly hired or rehired employee may be disciplined or discharged at the sole discretion of the EMPLOYER without just cause being required or such discipline or discharge being subject to Article 6 (Grievance Procedure) of this Agreement. During the probationary period a promoted or reassigned employee may be replaced in his previous position at the sole discretion of the EMPLOYER.
- 8.3 Eligible employees shall, during the probationary period, accumulate paid leave as provided by Article 16-Vacation and Article 17-Sick Leave. Leaves of absence shall not be permitted during the probationary period, except as required by law.

#### ARTICLE 9 - SENIORITY

- 9.1 Seniority shall be determined by the employee's length of continuous employment with the EMPLOYER. Job Classification seniority is determined by an employee's length of service in any classification covered by this Agreement. Seniority shall terminate when an employee is separated from employment.
- 9.2 Senior employees will be given preference with regard to changes in job classification through transfer, assignment and promotion in the bargaining unit when the job-relevant qualifications of employees are equal.
- 9.3 Employees will be laid off by job classification seniority. Employees will be given two (2) weeks advance notice of layoff. Employees on layoff will have recall rights for 24 months after layoff. No employees will be hired in any job classification in which employees are laid off who have recall rights.
- 9.4 Part-time employees will accumulate seniority on a pro-rata basis.

#### ARTICLE 10 - DISCIPLINE

- 10.1 The EMPLOYER will discipline employees for just cause only. Discipline will be in one or more of the following forms:
  - a) Oral reprimand;
  - b) Written reprimand;
  - c) Suspension;
  - d) Demotion; and
  - e) Discharge.

- 10.2 Suspensions, demotions, and discharges will be in written form. Employees and the UNION shall receive a copy of written reprimands, suspensions, demotions, or discharges.
- 10.3 Written reprimands, notices of suspension, demotions, and discharge shall become part of an employee's personnel file. Written reprimands, notices of suspension, and demotions shall be read and acknowledged by signature of the employee.
- 10.4 Employees may examine and duplicate at their own expense their own individual personnel files at reasonable times under the direct supervision of the EMPLOYER.
- 10.5 An employee will not be questioned when the information obtained through such questioning may subject the employee to disciplinary action unless the employee has been given an opportunity to have an attorney or union representative present at such questioning.
- 10.6 Grievances relating to this ARTICLE shall be initiated by the UNION in Step 3 of the grievance procedure under ARTICLE VI.

#### ARTICLE 11 – OVERTIME/COMPENSATORY TIME

- 11.1 Overtime work is hours worked in addition to the established schedule, over eight (8) hours worked per day or the normally scheduled work day (i.e., 10-hour shift) and may only be performed with EMPLOYER approval. Vacation, sick leave, paid holidays, compensatory time, and other types of leave do not count toward "hours worked." All authorized overtime for eligible employees shall be compensated at 1.5 times the employee's regular base rate times the number of hours worked or taken as compensatory time off.

Employees will be compensated for overtime over eight (8) hours worked per day or their normally scheduled work day (i.e., 10-hour shift); except upon employee request and EMPLOYER approval, additional hours worked over eight (8) hours per day, or hours worked over the employee's normally scheduled work day (i.e., 10-hour shift), may be paid as regular time as long as the hours worked do not exceed 40 hours worked per week. Overtime will be compensated for any authorized time worked over 40 hours during a normal work week. Employees must obtain EMPLOYER approval for overtime hours in advance of the time worked.

- 11.2 Overtime will be distributed as equally as practicable.
- 11.3 For the purpose of computing overtime compensation, overtime hours worked shall not be pyramided, compounded, or paid twice for the same hours worked.
- 11.4 Overtime will be calculated to the nearest fifteen (15) minute.
- 11.5 Employees have the obligation to work overtime or call backs if requested by the EMPLOYER unless unusual circumstances prevent the employee from so working.
- 11.6 An employee called back to duty during the employee's scheduled off-duty time shall receive a minimum of two (2) hours pay at one and one-half (1-1/2) times the employee's base pay rate. An extension or early report to a scheduled shift is not a call back.

- 11.7 Compensatory time may be granted to an employee in lieu of overtime pay at the mutual agreement of the employee and supervisor, provided that such compensatory time earned does not exceed a total accumulation of 60 hours. Once an employee has accrued 60 hours of compensatory time, all further overtime will be paid. The maximum accrual carry-over shall be limited to 45 hours of compensatory time. Any compensatory time above the 45 hour limit not utilized by March 1<sup>st</sup> shall be paid out as overtime in the following pay period.

Employees may request and use compensatory time off in the same manner as other leave requests. All compensatory time will be marked as such on official timesheets, both when it is earned and when it is used. The Human Resource Department will maintain compensatory time records. All compensatory time accrued will be paid when the employee leaves City employment at the hourly pay rate the employee is earning at that time.

#### ARTICLE 12 – STAND-BY

- 12.1 The EMPLOYER maintains the right to make stand-by assignments per Article 4.1 of this agreement.
- 12.2 The EMPLOYER shall make stand-by assignments for qualified personnel. The positions eligible for stand-by assignments are: Wastewater Treatment Plant Operator I, Wastewater Treatment Plant Operator II, Wastewater Treatment Senior Maintenance Operator, and Wastewater Treatment Maintenance Operator.
- 12.3 The EMPLOYEE on stand-by assignment shall be compensated at a flat rate of \$18.00 per day, a 24-hour period beginning at 8:00 a.m. or other time as assigned, and will remain at that amount during the term of this Agreement.
- 12.4 The EMPLOYEE on stand-by assignment shall carry a cellular phone at all times and be available to report within 30-minutes to call-up orders. Assigned EMPLOYEES who fail to respond to call-up orders within 30-minutes may be subject to disciplinary proceedings and forfeiture of stand-by pay.
- 12.5 In addition to stand-by pay, when an EMPLOYEE is required to correct problems off-site through the plant monitoring system, the EMPLOYEE shall be compensated for actual time spent in accordance with his/her current wage rate and pay practices or additional compensation as provided in Article 10.1. Compensation for a call-back to the treatment facility for an EMPLOYEE on stand-by shall be paid in accordance with Article 10.6.
- 12.6 EMPLOYEES on stand-by assignment shall maintain a suitable fitness for duty in accordance with City Policies.

#### ARTICLE 13- INSURANCE

The EMPLOYER will contribute for each full-time employee for single group insurance the same amount the City contributes for other non-organized City employees in 2019, 2020 and 2021.

The EMPLOYER will contribute for each full-time employee for group insurance, including dependent coverage the same amount the City contributes for other non-organized City employees in 2019, 2020 and 2021.

The EMPLOYER agrees to establish an insurance committee on which the UNION shall have no less than one representative and no more than three representatives. This language will sunset on December 31, 2019.

**ARTICLE 14 - NON-DISCRIMINATION**

Neither the EMPLOYER nor the UNION will discriminate against any employee on any basis prohibited by law.

**ARTICLE 15- PART-TIME EMPLOYEE BENEFITS**

Part-time employees who have completed the required one-year probationary period and who are regularly scheduled to work thirty hours or more per week shall receive pro-rata benefits under this Agreement.

**ARTICLE 16 - VACATION**

16.1 Full-time employees shall earn vacation at the following rates.

<b><i>Years of Service</i></b>	<b><i>Hours per Year of Service</i></b>
0 to 5 years	80 hours (10 days)
5 to 10 years	120 hours (15 days)
10 to 15 years	144 hours (18 days)
15 to 20 years	160 hours (20 days)
20+ years	200 hours (25 days)

16.2 An employee terminating employment prior to six months of service shall not receive vacation pay on termination. An employee terminating service after six months of service shall receive accumulated vacation pay provided the employee was not terminated for cause.

16.3 Vacation time must be arranged and approved by the EMPLOYER-designated representative. Employees will be provided an opportunity to select vacation time periods in so far as practicable. Employees may not accumulate more than two (2) times their allowed annual vacation earnings.

**ARTICLE 17 - SICK LEAVE**

17.1 Full-time employees shall earn sick leave at the rate of eight (8) hours per month on paid status and be allowed to accumulate up to a maximum of 960 hours of sick leave. After 960 hours of accumulation full-time employees shall earn four (4) hours of sick leave for each month on paid status. Full-time employees hired after January 1, 2001 will be limited to a maximum accumulation of one thousand two hundred (1,200) hours of sick leave.

17.2 For the purpose of accruing sick leave only, employees with a date of hire that is on or before the 5<sup>th</sup> of the month shall be considered to have started employment on the first

day of that month. Employees with a date of hire between the 6<sup>th</sup> and the 21<sup>st</sup> of the month will receive 4 hours sick leave for that month. Employees with a date of hire on or after the 22<sup>nd</sup> of the month shall be considered to have started employment on the first of the month following the date of hire.

- 17.3 To be eligible to receive sick leave benefits employees must notify the EMPLOYER-designated representative at least one hour prior to the start of their scheduled shift unless unusual circumstances prevent the employee from such prior notification. Employees may use sick leave benefits for an absence due to illness or injury. Sick leave may be granted when the employee is unable to perform work duties due to illness, injury, or disability, the necessity for medical, dental, chiropractic, or psychological care, for child birth or pregnancy disability, maternity or paternity leave, or exposure to contagious disease where such exposure may endanger the health of others. Accrued sick leave benefits may also be used for absences due to an illness or injury to the employee's child, adult child, sibling, spouse, parent, mother-in-law, father-in-law, stepparent, grandchild, and grandparent in accordance with Minnesota law (Section 181.9413). For the purposes of this clause, "child" means a stepchild, biological, adopted, or foster child, either under 18 years of age, or under 20 and still attending secondary school.

An employee may utilize accrued sick leave for "safety leave" for reasonable absences for themselves or the following relatives; the employee's: child/adult child, spouse, sibling, parent, stepparent, mother/father-in-law, grandchild, and grandparent. Safety leave is leave for the purpose of providing or receiving assistance because of sexual assault, domestic abuse, or stalking. Safety leave will be granted in accordance with Minnesota law.

An Employee's use of accrued sick leave or safety leave benefits for the Employee's adult child, sibling, parent, stepparent, mother/father-in-law, grandchild, and grandparent are limited to 160 hours of combined time per calendar year (January to December).

- 17.4 Employees may use sick leave when disabled and unable to perform the duties of their position and as required by law. Employees injured in the line of duty and eligible for workers' compensation benefits shall receive sick leave benefits to the extent of their accrued sick leave to supplement their workers' compensation benefits to equal their normal compensation. The employee's sick leave bank will be charged for the amount of the supplemental payments.
- 17.5 On termination, except for just cause, employees or their estate shall receive payment for unused sick leave at the following rates:
- |    |                                |                          |
|----|--------------------------------|--------------------------|
| a. | after five years of service    | 20% of unused sick leave |
| b. | after ten years of service     | 30% of unused sick leave |
| c. | after fifteen years of service | 40% of unused sick leave |
| d. | after twenty years of service  | 50% of unused sick leave |

#### ARTICLE 18- SEVERANCE PAY

- 18.1 Following 20 years of service with the City, employees (or their estate) are eligible for severance pay if:
- the employee terminates employment in good standing with the City; or
  - the employee becomes disabled to the extent that he/she can no longer work for the City; or

c) in the event of the death of the employee.

The employee or his/her estate will receive one (1) month's current salary plus 3% of the monthly salary for each year of service above 20 years to a maximum of 150% of the monthly salary (applicable taxes will be withheld).

- 18.2 Employees that are terminated from the City due to disciplinary action are not eligible to receive severance pay.
- 18.3 Employees hired after January 1, 2016 are not eligible for Severance Pay.

ARTICLE 19- HOLIDAYS

19.1 The following legal holidays are observed as paid holidays for all full-time employees:

New Year's Day	(January 1)
Martin Luther King Day	(Third Monday in January)
President's Day	(Third Monday in February)
Memorial Day	(Last Monday in May)
Independence Day	(July 4)
Labor Day	(First Monday in September)
Veterans' Day	(November 11)
Thanksgiving Day	(Fourth Thursday in November)
Christmas Day	(December 25)

- 19.2 In addition to the above specific legal holidays, eligible Employees will be granted two 8-hour floating holidays. Floating holidays must be approved by the appropriate supervisor, and should be requested by the employee at least one (1) week in advance of the day requested off. Floating holidays may not be carried into the next fiscal year. Floating holidays are earned on a pro-rated basis over the following 12 months; therefore, if an employee leaves City employment prior to the time the floating holiday has been earned, the final paycheck will be adjusted accordingly.
- 19.3 Official holidays commence at the beginning of the first shift of the day on which the holiday is observed and continue for twenty-four (24) hours thereafter. For purposes of calculating the specified holidays and floating holidays, each holiday is calculated in terms of eight (8) hours for a total of 72 hours of legal holiday and 16 hours of floating holiday.
- 19.4 When a specified holiday falls on a Sunday, the following Monday will be the "observed" holiday and when a holiday falls on a Saturday, the preceding Friday will be the "observed" holiday for City operations/facilities that are closed on holidays.
- 19.5 For employees on shift schedules, if a holiday falls on an employee's regularly scheduled day off, the employee shall be entitled to eight (8) hours of time off scheduled duty with the approval of the employee's designated supervisor within thirty (30) days of the holiday at the employee's regular hourly rate of pay. When an employee's services are required for an emergency or an essential public service on a holiday, the employee shall be entitled to pay at one and one-half (1-1/2) times the regular rate, plus-eight (8) hours regular rate holiday pay.
- 19.6 On Thanksgiving Day, Christmas Day, and New Year's Day, an employee who is directed to work a non-scheduled shift, or directed to work outside of their regularly scheduled shift

on the holiday, shall be paid two times the employee's regular rate of pay for hours worked, plus eight (8) hours regular rate holiday pay. This language does not apply to the hours an employee is scheduled to work on the holiday (Thanksgiving Day, Christmas Day, or New Year's Day).

19.7 An employee on an unpaid leave of absence is not eligible for holiday pay.

#### ARTICLE 20- JURY DUTY

Employees required to serve on jury duty will be compensated the difference between the employees regular rate of pay and the amount paid for jury duty less mileage.

#### ARTICLE 21 - LEAVES OF ABSENCE

21.1 Employees will be provided leaves of absence with and/or without pay as required by law. On request, an employee may be granted an unpaid leave of absence by the EMPLOYER.

21.2 Employees may be provided with a paid personal leave of absence at the discretion of the EMPLOYER to a maximum of twelve (12) hours per calendar year.

#### ARTICLE 22- FUNERAL/BEREAVEMENT LEAVE

In case of death in an employee's immediate family, as well as brothers, sisters, brothers and sisters-in-law, son/daughter-in-law, mother, father, parents-in-law, grandchildren, grandparents, and grandparents-in-law, the employee's supervisor may authorize a maximum of three (3) consecutive working days with pay for each emergency, as funeral leave. Funeral leave may not exceed forty (40) hours per year and may not be carried over to the following year.

#### ARTICLE 23- CLOTHING

Eligible full-time employees listed by job classification in Appendix A shall be provided with a clothing allowance of three hundred fifty (\$350.00) per calendar year by voucher for the purchase of all work clothing as authorized by the EMPLOYER.

#### ARTICLE 24- WORK SCHEDULES

The sole authority for work schedules is the EMPLOYER. The normal work year for full-time employees will be the number of Monday through Friday days in a calendar year times eight (8) hours and shall be accounted for by each employee through:

- a.) hours worked on assigned shifts,
- b.) assigned training hours; and
- c.) authorized paid leave time.

## ARTICLE 25—SEPARATION FROM EMPLOYMENT

An employee terminating service after six (6) months of service shall be entitled to a payout of his/her accrued value of unused vacation, sick, and severance benefits in accordance with this AGREEMENT and City Personnel Policies, provided the employee was not terminated for cause, and the employee resigned or retired in good standing.

Employees who leave City service not in good standing shall not be eligible for vacation, sick, or severance benefits, pro-rated personal time or floating holiday benefits, or rehire eligibility.

## ARTICLE 26– JOB POSTINGS

Job vacancies which the EMPLOYER intends to fill within the designated bargaining unit will be posted for five (5) working days prior to the permanent filling of such vacancies.

## ARTICLE 27– WAIVER

- 26.1 Any and all prior agreements, resolutions, practices, policies, rules and regulations regarding terms and conditions of employment, to the extent inconsistent with the provisions of this AGREEMENT, are hereby superseded.
- 26.2 The parties mutually acknowledge that during the negotiations which resulted in this AGREEMENT, each had the unlimited right and opportunity to make demands and proposals with respect to any term or condition of employment not removed by law from bargaining. All agreements and understandings arrived at by the parties are set forth in writing in this AGREEMENT for the stipulated duration of this AGREEMENT. The EMPLOYER and the UNION each voluntarily and unqualifiedly waives the right to meet and negotiate regarding any and all terms and conditions of employment referred to or covered in this AGREEMENT or with respect to any term or condition of employment not specifically referred to or covered by this AGREEMENT, even though such terms or conditions may not have been within the knowledge or contemplation of either or both of the parties at the time this contract was negotiated or executed.



ARTICLE 28- DURATION

This AGREEMENT shall be effective as of January 1, 2019 and shall remain in full force and effect until December 31, 2021.

In witness whereof, the parties hereto have executed this AGREEMENT on the latest date affixed to the signatures hereto.

FOR THE CITY OF MARSHALL

FOR AMERICAN FEDERATION OF STATE,  
COUNTY AND MUNICIPAL EMPLOYEES,  
COUNCIL 65, LOCAL UNION NO. 1678 H  
AFL-CIO

\_\_\_\_\_  
Robert J. Byrnes  
Mayor

\_\_\_\_\_  
Business Agent

\_\_\_\_\_  
Kyle Box  
City Clerk

\_\_\_\_\_  
Union President

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

## APPENDIX A

### Wage Schedule, effective January 1, 2019 – December 31, 2019 2.00%

JOB CLASSIFICATION	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6
Plans Examiner/Asst Zoning Adm	26.99	28.49	30.59	32.39	34.19	35.99
Senior Engineering Specialist	26.99	28.49	30.59	32.39	34.19	35.99
Building Services Coordinator	26.99	28.49	30.59	32.39	34.19	35.99
Lead Maintenance Worker	24.90	26.56	28.22	29.88	31.54	33.20
Building Inspector II	24.90	26.56	28.22	29.88	31.54	33.20
Engineering Specialist	23.93	25.52	27.12	28.71	30.31	31.90
WWT Laboratory Specialist	22.50	24.00	25.50	27.00	28.50	30.00
WWT Technical Operator	22.50	24.00	25.50	27.00	28.50	30.00
WWT Plant Operator II	21.90	23.36	24.82	26.28	27.74	29.20
WWT Sr Maintenance Operator	21.90	23.36	24.82	26.28	27.74	29.20
Mechanic	21.90	23.36	24.82	26.28	27.74	29.20
Building Inspector I	21.90	23.36	24.82	26.28	27.74	29.20
Engineering Technician	20.86	22.25	23.64	25.03	26.42	27.81
Senior Maintenance Worker	20.86	22.25	23.64	25.03	26.42	27.81
WWT Maintenance Operator	20.86	22.25	23.64	25.03	26.42	27.81
WWT Plant Operator I	20.86	22.25	23.64	25.03	26.42	27.81
Maintenance Technician	20.86	22.25	23.64	25.03	26.42	27.81
Maintenance Worker	19.28	20.57	21.85	23.14	24.42	25.71
Building Custodian (Arena)	10.59	11.30	12.00	12.71	13.41	14.12

### Wage Schedule, effective January 1, 2020 – December 31, 2020 3.25%

JOB CLASSIFICATION	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6
Plans Examiner/Asst Zoning Adm	27.87	29.73	31.59	33.44	35.30	37.16
Senior Engineering Specialist	27.87	29.73	31.59	33.44	35.30	37.16
Building Services Coordinator	27.87	29.73	31.59	33.44	35.30	37.16
Lead Maintenance Worker	25.71	27.42	29.14	30.85	32.57	34.28
Building Inspector II	25.71	27.42	29.14	30.85	32.57	34.28
Engineering Specialist	24.71	26.35	28.00	29.65	31.29	32.94
WWT Laboratory Specialist	23.24	24.78	26.33	27.88	29.43	30.98
WWT Technical Operator	23.24	24.78	26.33	27.88	29.43	30.98
WWT Plant Operator II	22.61	24.12	25.63	27.14	28.64	30.15
WWT Sr Maintenance Operator	22.61	24.12	25.63	27.14	28.64	30.15
Mechanic	22.61	24.12	25.63	27.14	28.64	30.15
Building Inspector I	22.61	24.12	25.63	27.14	28.64	30.15
Engineering Technician	21.53	22.97	24.40	28.84	27.27	28.71
Senior Maintenance Worker	21.53	22.97	24.40	28.84	27.27	28.71
WWT Maintenance Operator	21.53	22.97	24.40	28.84	27.27	28.71
WWT Plant Operator I	21.53	22.97	24.40	28.84	27.27	28.71
Maintenance Technican	21.53	22.97	24.40	28.84	27.27	28.71
Maintenance Worker	19.91	21.24	22.57	23.90	25.22	26.55
Building Custodian (Arena)	10.94	11.66	12.39	13.12	13.85	14.58

### Wage Schedule, effective January 1, 2021 – December 31, 2021 3.25%

JOB CLASSIFICATION	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6
Plans Examiner/Asst Zoning Adm	28.78	30.70	32.61	34.53	36.45	38.37
Senior Engineering Specialist	28.78	30.70	32.61	34.53	36.45	38.37
Building Services Coordinator	28.78	30.70	32.61	34.53	36.45	38.37
Lead Maintenance Worker	26.54	28.31	30.08	31.85	33.62	35.39
Building Inspector II	26.54	28.31	30.08	31.85	33.62	35.39
Engineering Specialist	25.51	27.21	28.91	30.61	32.31	34.01
WWT Laboratory Specialist	23.99	25.59	27.19	28.79	30.39	31.99

WWT Technical Operator	23.99	25.59	27.19	28.79	30.39	31.99
WWT Plant Operator II	23.35	24.90	26.46	28.02	29.57	31.13
WWT Sr Maintenance Operator	23.35	24.90	26.46	28.02	29.57	31.13
Mechanic	23.35	24.90	26.46	28.02	29.57	31.13
Building Inspector I	23.35	24.90	26.46	28.02	29.57	31.13
Engineering Technician	22.23	23.71	25.19	26.68	28.16	29.64
Senior Maintenance Worker	22.23	23.71	25.19	26.68	28.16	29.64
WWT Maintenance Operator	22.23	23.71	25.19	26.68	28.16	29.64
WWT Plant Operator I	22.23	23.71	25.19	26.68	28.16	29.64
Maintenance Technician	22.23	23.71	25.19	26.68	28.16	29.64
Maintenance Worker	20.56	21.93	23.30	24.67	26.04	27.41
Building Custodian (Arena)	11.29	12.04	12.79	13.55	14.30	15.05

Employees shall move through the steps on their anniversary date contingent on employee's satisfactory performance. Performance evaluations shall be grievable but not arbitrable.

**MEMORANDUM OF UNDERSTANDING (MOU)**

Between

**The City of Marshall**

and

**American Federation of State, County, and Municipal Employees, Council No. 65**

This is an agreement between the City of Marshall hereinafter called the "CITY" and American Federation of State, County, and Municipal Employees, Council No. 65 hereinafter called the "UNION."

**I. PURPOSE & SCOPE**

The purpose of this MOU is to aid in the efficient administration of general wage increases by identifying implementation dates applicable to Appendix A (Wage Schedules) of the 2019-2021 Labor Agreement.

**II. IT IS MUTUALLY UNDERSTOOD AND AGREED BY AND BETWEEN THE PARTIES THAT:**

The UNION and the CITY ratified an Agreement on February 12, 2019 providing wage schedules effective on the following dates: January 1, 2019 – December 31, 2019 and January 1, 2020 – December 31, 2020, and January 1, 2021 – December 31, 2021.

To aid in the efficient administration of the general wage increases, the UNION and the CITY agree that the pay rates established in the aforementioned Agreement will be compensated on the following schedule:

January 1, 2019 – December 31, 2019 schedule to be implemented on December 24, 2018.

January 1, 2020 – December 31, 2020 schedule to be implemented on December 23, 2019.

January 1, 2021 – December 31, 2021 schedule to be implemented on December 21, 2020.

**III. EFFECTIVE DATE AND SIGNATURE**

This MOU shall be effective as of December 24, 2018 and shall remain in full force and effect until December 31, 2021. In witness whereof, the parties hereto have executed this Agreement on the latest date affixed to the signatures hereto.

City of Marshall

American Federation of State, County and  
Municipal Employees, Council No. 65

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Business Agent

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

\_\_\_\_\_  
Union Steward

Date: \_\_\_\_\_

Date: \_\_\_\_\_



## CITY OF MARSHALL AGENDA ITEM REPORT

<b>Meeting Date:</b>	Tuesday, February 12, 2019
<b>Category:</b>	NEW BUSINESS
<b>Type:</b>	INFO/ACTION
<b>Subject:</b>	REQUEST FOR MAP AMENDMENT (REZONE) 1007 Erie Road
<b>Background Information:</b>	<p>For background see memo about Ordinance Amendment to permit archery ranges as a conditional use in A – Agricultural District.</p> <p>This action is the second step of the three-step process outlined in that memo.</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_ARTIIADEN_DIV1GE_S86-30AM">https://library.municode.com/mn/marshall/codes/code_of_ordinances?nodeId=PTIICOOR_CH86Z_O_ARTIIADEN_DIV1GE_S86-30AM</a>. Attached are an aerial photo, proposed archery range layout, and rezoned area extent for your reference.</p> <p>At the January 9, 2019, Planning Commission meeting, after a public hearing, and a motion was made by Steen, second by Carstens to recommend approval to City Council to rezone the property as recommended by staff. All voted in favor of the motion.</p> <p>The Ordinance Amendment to rezone 1007 Erie Road (the area shown on attached drawings) from I-2 General Industrial District to an A – Agricultural District was introduced at the January 23, 2019, City Council meeting.</p>
<b>Fiscal Impact:</b>	None.
<b>Alternative/Variations:</b>	None recommended.
<b>Recommendations:</b>	that the Council adopt Ordinance Number XXX, Second Series to rezone 1007 Erie Road (the area shown on attached drawings) from I-2 General Industrial District to an A – Agricultural District.

**ORDINANCE NUMBER \_\_\_\_\_, SECOND SERIES**

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

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

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

**City of Marshall, County of Lyon, State of Minnesota  
1007 Erie Road  
See Exhibit A**

is hereby rezoned from I-2 General Industrial District to an A – Agricultural 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 12<sup>th</sup> day of February, 2019.

THE COMMON COUNCIL

ATTEST:

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

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

This Instrument Drafted by:  
Glenn J. Olson, P.E.  
Director of Public Works/City Engineer

Introduced on: January 23, 2019

Final Passage on: February 12, 2019

Published in the Official Newspaper : \_\_\_\_\_

# EXHIBIT A

A tract of land located in Outlot A, Industrial Park Third Addition to the City of Marshall, County of Lyon, State of Minnesota, more particularly described as follows:


Commencing at the SW corner of Outlot A, Industrial Park Third Addition; thence north 00 degrees 05 minutes 43 seconds west, along the northwesterly line of Outlot A of Industrial Park Third Addition, a distance of 555 feet; thence north 89 degrees 54 minutes 17 seconds east a distance of 80 feet, to the point of beginning; thence north 89 degrees 54 minutes 17 seconds east a distance of 450 feet; thence north 0 degrees 5 minutes 43 seconds west a distance of 600 feet; thence south 89 degrees 54 minutes 17 seconds west a distance of 190 feet; thence south 0 degrees 5 minutes 43 seconds east a distance of 200 feet; thence south 89 degrees 54 minutes 17 seconds west a distance of 260 feet; thence south 0 degrees 5 minutes 43 seconds east a distance of 400 feet, returning to the point of beginning.

Said tract contains approximately 5.0 Acres.





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

FIGURE 1

January 8, 2019

EXISTING ZONING MAP WITH PROPOSED REZONE AREA FROM I-2 TO AGRICULTURAL





1004 MICHIGAN RD

1001 ERIE RD

27-385007-0

27-385005-0

MICHIGAN RD



# Proposal Idea





## CITY OF MARSHALL AGENDA ITEM REPORT

<b>Meeting Date:</b>	Tuesday, February 12, 2019
<b>Category:</b>	NEW BUSINESS
<b>Type:</b>	INFO/ACTION
<b>Subject:</b>	Request for Conditional Use Permit / Archery Range in A - Agricultural District
<b>Background Information:</b>	<p>For background see memo about ordinance amendment to permit archery ranges as a Conditional Use in A – Agricultural District for background.</p> <p>This action is the third step of the three step process outlined in that memo.</p> <p>The 20 parking spaces is an ordinance requirement for parks.</p> <p>The conditional use permit regulations are found in Section 86-46 <a href="https://library.municode.com/mn/marshall/codes/code_of_ordinances?nodeId=PTIICOOR_CH86ZO_ARTIIADEN_DIV2COUSPE_S86-46ISPU">https://library.municode.com/mn/marshall/codes/code_of_ordinances?nodeId=PTIICOOR_CH86ZO_ARTIIADEN_DIV2COUSPE_S86-46ISPU</a> and the Standards for Hearing are found in Section 86-49. <a href="https://library.municode.com/mn/marshall/codes/code_of_ordinances?nodeId=PTIICOOR_CH86ZO_ARTIIADEN_DIV2COUSPE_S86-49STHE">https://library.municode.com/mn/marshall/codes/code_of_ordinances?nodeId=PTIICOOR_CH86ZO_ARTIIADEN_DIV2COUSPE_S86-49STHE</a></p> <p>At the January 9, 2019, Planning Commission meeting, after a public hearing, a motion was made by Ruud, seconded by Carstens, to recommend approval to City Council as recommended by city staff. All voted in favor.</p>
<b>Fiscal Impact:</b>	None known.
<b>Alternative/ Variations:</b>	None recommended.
<b>Recommendations:</b>	<p>that the Council approve the request for a Conditional Use Permit to have an archery range in an A – Agricultural District with the following conditions:</p> <ol style="list-style-type: none"> <li>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.</li> <li>2. That the City reserves the right to revoke the Conditional 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.</li> <li>3. That the property is maintained to conform to the Zoning Code and not cause or create negative impacts to adjacent existing or future properties.</li> <li>4. Comply with NFAA and IFAA safety rules and clearances.</li> <li>5. Provide gravel parking for 20 spaces including one paved accessible space.</li> <li>6. Maintain at least 50 yards distance from all targets to existing structures.</li> </ol>

**CONDITIONAL USE PERMIT**  
City of Marshall, Minnesota

**WHEREAS**, the Planning Commission of the City of Marshall has held a Public Hearing for a Conditional Use Permit for an archery range in an A – Agricultural District:

State of Minnesota, County of Lyon, City of Marshall  
**1007 Erie Road**  
**See Exhibit A**

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

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

**NOW, THEREFORE** Be It Resolved by the Common Council of the City of Marshall, Minnesota, that a Conditional Use Permit be granted to the City of Marshall, for a archery range in an A – Agricultural District on the premises described herein subject to the following conditions:

1. That the regulations, standards and requirements as set forth in the City Code and as pertains to the class of district in which such premises are located shall be conformed with.
2. That the City reserves the right to revoke the Conditional Use Permit in the event that any person has breached the conditions contained in this permit provided first, that the City serve the person with written notice specifying items of any default and allow the applicant a reasonable amount of time in which to repair such default.
3. That the property is maintained to conform to the Housing Code, Zoning Code, Building Code, and not cause or create negative impacts to adjacent existing or future properties.
4. Comply with NFAA and IFAA safety rules and clearances.
5. Provide gravel parking for 20 spaces including one paved accessible space.
6. Maintain at least 50 yards distance from all targets to existing structures.

**ADOPTED February 12, 2019.**

ATTEST:

\_\_\_\_\_  
Mayor

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

(SEAL)

File No. 1120

This Instrument Drafted By:  
Jason R. Anderson, P.E.  
Assistant City Engineer/Zoning Administrator

# EXHIBIT A

A tract of land located in Outlot A, Industrial Park Third Addition to the City of Marshall, County of Lyon, State of Minnesota, more particularly described as follows:

Commencing at the SW corner of Outlot A, Industrial Park Third Addition; thence north 00 degrees 05 minutes 43 seconds west, along the northwesterly line of Outlot A of Industrial Park Third Addition, a distance of 555 feet; thence north 89 degrees 54 minutes 17 seconds east a distance of 80 feet, to the point of beginning; thence north 89 degrees 54 minutes 17 seconds east a distance of 450 feet; thence north 0 degrees 5 minutes 43 seconds west a distance of 600 feet; thence south 89 degrees 54 minutes 17 seconds west a distance of 190 feet; thence south 0 degrees 5 minutes 43 seconds east a distance of 200 feet; thence south 89 degrees 54 minutes 17 seconds west a distance of 260 feet; thence south 0 degrees 5 minutes 43 seconds east a distance of 400 feet, returning to the point of beginning.

Said tract contains approximately 5.0 Acres.





## CITY OF MARSHALL AGENDA ITEM REPORT

<b>Meeting Date:</b>	Tuesday, February 12, 2019
<b>Category:</b>	NEW BUSINESS
<b>Type:</b>	ACTION
<b>Subject:</b>	Strategic Planning Request for Proposal
<b>Background Information:</b>	<p>Strategic planning is the process the City uses to set its long-term goals and develop plans to achieve those goals. The City's strategic plan would include the City's Vision, Values, Goals and Strategic Directions.</p> <p>The City's vision, values, goals and strategic directions also inform how departments and the City spend financial resources.</p> <p>A strategic planning facilitator is needed for a few reasons:</p> <ul style="list-style-type: none"> <li>• They don't have any vested interest in any decisions, so they ask questions that will uncover the core issues.</li> <li>• They can control the conversation so that everyone gets an opportunity to speak and share their input.</li> <li>• They can ask probing questions without creating conflict.</li> </ul> <p>Development of a City Strategic Plan was identified as part of Administrator's Needs for City.</p>
<b>Fiscal Impact:</b>	Estimated \$5,000, Use of Reserves
<b>Alternative/ Variations:</b>	None
<b>Recommendations:</b>	Approved RFP for Strategic Planning Services



CITY OF MARSHALL  
344 WEST MAIN STREET  
MARSHALL, MN 56258-1313  
PHONE: 507-537-6760  
FAX: 507-537-6830

## **CITY OF MARSHALL REQUEST FOR PROPOSALS**

### **Strategic Planning Services**

**Please Submit Three (3) Paper Copies**

**and One (1) Electronic PDF by:**

**February 28, 2019**

**5:00PM**

**City of Marshall**

**Marshall, MN**

## **Introduction**

The City of Marshall (CITY) is seeking proposals from consultants/firms to guide the CITY community with the development of a renewed comprehensive Strategic Plan. The CITY anticipates that the planning process will take several months to provide adequate time for participation by the project team and the City Council (COUNCIL) in addition to review by key community stakeholders. The outcome of the process will be a written strategic plan document that presents the planning process, the research, the analysis, opportunities and strategies along with an implementation plan that will guide CITY for the next three to five years. Please note that this RFP requests the services of a consultant to facilitate the strategic planning process. The CITY is aware that there are a variety of perspectives, models, and approaches available to develop a strategic planning document; therefore, the successful firm should be able to discern which model or model(s) will best enable the City of Marshall to complete its organizational and programmatic goals. The successful firm will be required to demonstrate its ability to meet these requirements.

The CITY encourages any inquiries with respect to the expectations and/or scope of work sought through this proposal by contacting City Administrator Sharon Hanson, [sharon.hanson@ci.marshall.mn.us](mailto:sharon.hanson@ci.marshall.mn.us) 507-537-6761.

A consultant/firm will be selected for this project based on criteria stated in "Evaluation of Proposals". All proposals received by 5:00 p.m. CDT February 28, 2019 will receive full consideration.

## **RFP Process**

It is expected that one (1) consultant will be selected as a result of the RFP, although the CITY is under no obligation to award a contract as a result of the selection process. Based on the proposals received, the selection committee (comprised of CITY staff and COUNCIL member(s)) will select individuals/firms.

## **Background**

Marshall is a

## **Scope of Services**

As envisioned, the scope of services for this proposal will include the following components:

- The consultant(s) will facilitate a community visioning process.
- Facilitate the development of goals and objectives that support the Vision, Values, and Mission of the City of Marshall organization.
- Identify potential strategic initiatives with outcomes that support community commerce, community collaboration, community condition and community character.
- Facilitate the development of a process to keep the COUNCIL involved and engaged in a continual strategic planning process including use of City Council meeting agenda to handle strategic discussions, feedback loops, and regularly scheduled reviews and reports.



## **COUNCIL Session Preparation**

As necessary, the CITY envisions holding one- to two-day retreats dedicated to this effort. We seek input from consultant/firm to help structure and facilitate the event to maximize impact. Among topics that can be addressed at the retreats are:

### **Report Review**

At the end of this exercise, the consultant and the project team will draft a final plan document for review and presentation of the plan to the broader community. The consultant will be participating in review and refinement of this document. The COUNCIL and the consultant will work collectively to develop a series of implementation techniques designed to keep community members, stakeholders, business leaders, CITY staff and CITY leadership engaged in the implementation of the identified goals, objectives and initiatives of the Strategic Plan.

1. A recommended package of material suitable for public distribution and outreach,
2. A final Strategic Plan document that includes an implementation plan with defined milestones and benchmarks intended to measure the CITY's progress.
3. An executive summary of the Strategic Plan.

### **Proposal Submission Requirements**

1. Cover letter of interest and transmittal not to exceed two pages in length.
2. Legal name of the consultant firm, address, phone, fax, and email address, year the firm was established, and type of business.
3. An organization chart indicating roles of all individuals and firms involved in this project, as appropriate. Include brief resumes for all individuals identifying their qualifications and experience. The name of the person intended to be the project coordinator for this Strategic Plan and a list of recently completed projects relevant to the scope of this RFP.
4. A clear articulation to the firm's approach to be used in this project including a proposed schedule and description of the proposed methods of public involvement.
5. A summary of qualifications, related experience and references.
6. Proposed scope of work and, project approach and plan to accomplish the work. Describe in detail your firm's project approach and methodology in managing and implementing a project of this size and scope and experience of developing and supporting the implementation of a comprehensive strategic plan. Key elements include:
  - a. Project Understanding
  - b. Project Methodology and Deliverables

c. Roles & Responsibilities

d. Project Management

7. Fee schedule and proposed fee to accomplish the work (separate, sealed envelope marked Fee Schedule).

**Evaluation of Proposals**

The City of Marshall’s project team will review and evaluate all properly submitted proposals that are received on or before the deadline.

**City of Marshall Rights**

The City of Marshall reserves the right to reject any or all proposals, make counter proposals and/or engage in negotiations with any or all firms or individuals, waive any requirements or otherwise amend this RFP, or cancel the RFP in order to achieve the CITY’s goals and objectives for this project. Any changes in the status of the RFP will be brought to the attention of all parties that provide contact information for updates. The information contained in this RFP represent the CITY’s best information at the time of the release of the RFP and the CITY reserves the right to modify any term or condition contained herein.

**Responsibility for Proposal Preparation**

Except as otherwise specifically agreed to in writing by the CITY, each consulting individual or team submitting proposals shall provide and pay for all materials, labor, transportation, charges, levies, taxes, fees or expenses incurred, including all costs to prepare a response to this RFP, travel and presentation costs, and all other services and facilities of every nature whatsoever necessary for the preparation of the RFP.

It is neither the CITY’s responsibility nor practice to acknowledge receipt of any proposal as a result of the RFP process. It is the proposer’s responsibility to assure that a proposal is delivered and received in a timely manner.

**Proposals Shall Be Clearly Marked on Envelope Lower Left Corner or in Email Subject Line:**

**Marshall Strategic Planning Proposal  
and sent to:**

City of Marshall Administration  
344 West Main Street  
Marshall, MN 56258  
[sharon.hanson@ci.marshall.mn.us](mailto:sharon.hanson@ci.marshall.mn.us)



## CITY OF MARSHALL AGENDA ITEM REPORT

<b>Meeting Date:</b>	Tuesday, February 12, 2019
<b>Category:</b>	NEW BUSINESS
<b>Type:</b>	INFO
<b>Subject:</b>	Wetland Mitigation HRA Owned Property Located in Sonstegard Subdivision
<b>Background Information:</b>	<p>HRA has received an offer to purchase HRA owned property located in Sonstegard Subdivision. That property contains 0.43 of designated wetland. The existence and location of the designated wetland makes the property difficult to develop as the wetland is located in the center of the property.</p> <p>The EDA has retained the services of wetland delineator employed with Bolton &amp; Menk engineering firm. The 0.43 acre wetland has been identified as Types 1 and 2 wetland. The local, state and federal agencies have agreed that the wetland has been properly identified by size and type. The Minnesota Board of Water and Soil Resources has state jurisdiction over the designation of wetlands. The basic wetland policy for the state of Minnesota is zero net loss of wetlands. Minnesota state law does require that Types 1 and 2 wetlands may be filled if they are replaced on a 2:1 basis. Therefore, 0.86 acres of wetland bank credits have been identified and the City is prepared to purchase the wetland credits from the wetland bank. The Lyon County Soil and Water District has signed off on the appropriate forms. It is hereby requested that the City Council approve the following payments for the acquisition of wetland bank credits:</p> <ol style="list-style-type: none"> <li>1. Non-Corps of Engineers jurisdiction wetlands may be acquired from wetland bank credit at a rate of \$19,000 per acre. Total purchase to Hultgren Farms for 0.86 wetland credits is \$16,340.00.</li> <li>2. State of Minnesota Board of Water and Soil Resources requires payment of \$2,519.80 as the appropriate state fee for acquisition of 0.86 acres of wetland bank credit.</li> </ol> <p>The wetland bank purchase form has been signed by all local officials. The bank purchase form is ready to be sent into the wetland bank credit manager. For informational purposes, City Attorney is requesting that the two checks in the above stated amounts be approved so that those checks can be forwarded with wetland bank credit to the wetland bank manager and subsequent submittal to the Minnesota Board of Water and Soil Resources. Sale of property is contingent upon wetland bank mitigation approval and approval by property owner after public hearing.</p>
<b>Fiscal Impact:</b>	Costs to the City in the amounts as set forth above. Sale of property yields sale price of \$59,115.
<b>Alternative/Variations:</b>	None recommended.
<b>Recommendations:</b>	Information purposes only to explain to HRA and Council the wetland bank credit issue necessary to be complete prior to sale of property.



## CITY OF MARSHALL AGENDA ITEM REPORT

<b>Meeting Date:</b>	Tuesday, February 12, 2019
<b>Category:</b>	NEW BUSINESS
<b>Type:</b>	ACTION
<b>Subject:</b>	Consider a LG220 Application for Exempt Permit for SMSU Ducks Unlimited for February 28, 2019
<b>Background Information:</b>	Attached is an application for Exempt Permit for SMSU Ducks Unlimited for an event to be held on February 28, 2019 at SMSU 1501 State Street.
<b>Fiscal Impact:</b>	There is no City fee for this permit.
<b>Alternative/ Variations:</b>	Not acknowledge this permit.
<b>Recommendations:</b>	BE IT RESOLVED, that the City Council hereby (1) grants local unit of government approval to SMSU Ducks Unlimited to hold a raffle on February 28, 2019, at Southwest Minnesota State University , 1501 State Street, Marshall, Minnesota, (2) acknowledges the receipt of LG220 Application of Exempt Permit, (3) waives the 30-day waiting period, and (4) authorizes and directs the appropriate city personnel to complete and sign the LG220 Application for Exempt Permit on behalf of the City of Marshall

MINNESOTA LAWFUL GAMBLING  
**LG220 Application for Exempt Permit**

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

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

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

**Application Fee (non-refundable)**

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

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

**ORGANIZATION INFORMATION**

Organization Name: SMSU University Sportsmans Association Previous Gambling Permit Number: \_\_\_\_\_

Minnesota Tax ID Number, if any: \_\_\_\_\_ Federal Employer ID Number (FEIN), if any: \_\_\_\_\_

Mailing Address: 11204 State Highway 19

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

Name of Chief Executive Officer (CEO): Joshua Behning

CEO Daytime Phone: 815-464-4972 CEO Email: jbehning209@gmail.com  
(permit will be emailed to this email address unless otherwise indicated below)

Email permit to (if other than the CEO): \_\_\_\_\_

**NONPROFIT STATUS**

Type of Nonprofit Organization (check one):

- Fraternal       Religious       Veterans       Other Nonprofit Organization

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

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

- A current calendar year Certificate of Good Standing**  
 Don't have a copy? Obtain this certificate from:  
 MN Secretary of State, Business Services Division  
 60 Empire Drive, Suite 100  
 St. Paul, MN 55103  
 Secretary of State website, phone numbers:  
[www.sos.state.mn.us](http://www.sos.state.mn.us)  
 651-296-2803, or toll free 1-877-551-6767
- IRS income tax exemption (501(c)) letter in your organization's name**  
 Don't have a copy? To obtain a copy of your federal income tax exempt letter, have an organization officer contact the IRS toll free at 1-877-829-5500.
- IRS - Affiliate of national, statewide, or international parent nonprofit organization (charter)**  
 If your organization falls under a parent organization, attach copies of both of the following:  
 1. IRS letter showing your parent organization is a nonprofit 501(c) organization with a group ruling; and  
 2. the charter or letter from your parent organization recognizing your organization as a subordinate.

**GAMBLING PREMISES INFORMATION**

Name of premises where the gambling event will be conducted (for raffles, list the site where the drawing will take place): Southwest Minnesota State University

Physical Address (do not use P.O. box): 1501 State St.

Check one:  
 City: Marshall Zip: 56258 County: Lyon  
 Township: \_\_\_\_\_ Zip: \_\_\_\_\_ County: \_\_\_\_\_

Date(s) of activity (for raffles, indicate the date of the drawing): \_\_\_\_\_

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

- Bingo       Paddlewheels       Pull-Tabs       Tipboards       Raffle

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

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

**CITY APPROVAL  
for a gambling premises  
located within city limits**

The application is acknowledged with no waiting period.

The application is acknowledged with a 30-day waiting period, and allows the Board to issue a permit after 30 days (60 days for a 1st class city).

The application is denied.

Print City Name: \_\_\_\_\_

Signature of City Personnel: \_\_\_\_\_

\_\_\_\_\_

Title: \_\_\_\_\_ Date: \_\_\_\_\_

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

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

The application is acknowledged with no waiting period.

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

The application is denied.

Print County Name: Cyan

Signature of County Personnel: \_\_\_\_\_

\_\_\_\_\_

Title: \_\_\_\_\_ Date: \_\_\_\_\_

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

Print Township Name: \_\_\_\_\_

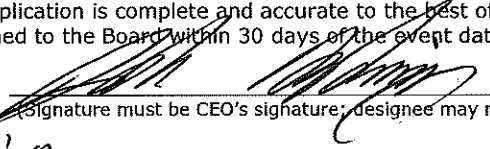
Signature of Township Officer: \_\_\_\_\_

\_\_\_\_\_

Title: \_\_\_\_\_ Date: \_\_\_\_\_

**CHIEF EXECUTIVE OFFICER'S SIGNATURE (required)**

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

Chief Executive Officer's Signature:  Date: 1/30/19

(Signature must be CEO's signature; designee may not sign)

Print Name: Josh Behring

**REQUIREMENTS**

**Complete a separate application for:**

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

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

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

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

**MAIL APPLICATION AND ATTACHMENTS**

**Mail application with:**

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

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

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

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

Internal Revenue Service

Department of the Treasury  
P. O. Box 2508  
Cincinnati, OH 45201

Date: February 4, 2005

DUCKS UNLIMITED INC  
% AMY BATSON ASSISTANT CONTROLLER  
ONE WATERFOWL WAY  
MEMPHIS TN 38120-2350

Person to Contact:  
Ms. Benson #31-07273  
Customer Service Representative  
Toll Free Telephone Number:  
8:30 a.m. to 5:30 p.m. ET  
877-829-5500  
Fax Number:  
513-263-3756  
Federal Identification Number:

Dear Sir or Madam:

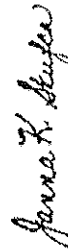
This is in response to your request of February 4, 2005, regarding your organization's tax-exempt status.

Your organization is exempt under section 501(c)(3) of the Code because it is included in a group ruling issued to Ducks Unlimited, Inc., located in Memphis, TN.

Our records indicate that contributions to your organization are deductible under section 170 of the Code, and that you are qualified to receive tax deductible bequests, devises, transfers or gifts under section 2055, 2106 or 2522 of the Internal Revenue Code.

If you have any questions, please call us at the telephone number shown in the heading of this letter.

Sincerely,



Janna K. Skufca, Director, TE/GE  
Customer Account Services

## TAX STATUS

The Internal Revenue Service has ruled that Ducks Unlimited, Inc. Qualifies under the provisions of Section 501(c)(3) of the Internal Revenue Code (IRC) as an organization created for charitable, educational, scientific and conservation purposes and, therefore, is exempt from federal income taxes on related income. As a qualified tax-exempt organization, Ducks Unlimited must operate in conformity with the IRC to maintain its tax exempt status. Donations to Ducks Unlimited are deductible by the donor as charitable contributions for federal income tax purposes.

Ducks Unlimited's federal taxpayer identification number is \_\_\_\_\_ Each of its state and local committees is chartered as a chapter of Ducks Unlimited with its own federal taxpayer identification number, and is exempt from federal income tax under the provisions of Section 501(c)(3) through Ducks Unlimited's group exemption (group exemption number 9332).

The following letters, identified by the date of the letter, support Ducks Unlimited's tax exempt status:

*November 29, 1938*—original determination letter from IRS entitling DU to exemption under provisions of §101(6) of the Revenue Act of 1936. Contributions to DU by individual donors are deductible by such individuals in arriving at their taxable net income as provided by §23(e).

*July 1, 1965*—modification to original determination letter to include deductibility related to gifts and bequests under the provisions of §§2055, 2106, and 2522 of the Code.

*October 20, 1970*—confirmation that DU is not classified as a private foundation as defined in §509(a) of the Internal Revenue Code.

*February 24, 1978*—confirmation that tax exemption under §101(6) of the Revenue Act of 1936 corresponds to exemption under §501(c)(3) of the Internal Revenue Code of 1954.

*January 23, 1985 (not reproduced here)*—recognition of tax exempt status of organizations DU operates, supervises, or controls . . . as exempt from federal income tax under §501(c)(3) of the Code . . . classification of those organizations as organizations that are not private foundation because they are of the type described in §§509(a)(1) and 170(b)(1)(A)(vi) of the Code. . . donors may deduct contributions to DU and its subsidiaries as provided in §170 of the Code. Bequests, legacies, devises, transfers, or gifts to DU or for DU's use are deductible for federal estate and gift tax purposes if they meet the applicable provisions of §2055, 2106, and 2522 of the Code.





TREASURY DEPARTMENT  
WASHINGTON

OFFICE OF  
COMMISSIONER OF INTERNAL REVENUE  
WASHINGTON, D. C.

NOV 29 1938

Ducks Unlimited, Incorporated,  
519 Munsey Building,  
1129 8 Street, N. W.,  
Washington, D. C.

SIR:

Reference is made to the evidence submitted in support of your claim to exemption from Federal income taxation.

The evidence presented discloses that you were incorporated in 1937 under the laws of the District of Columbia. Your objects are to restore and perpetuate wild ducks and other wild waterfowl on the North American Continent; to promote, carry on, conduct and foster scientific research, education, training and publication in the ornithological sciences; to establish departments of research and scientific study with particular reference to the advancement of knowledge concerning the waterfowl of the North American Continent; to establish, promote, assist, contribute to or otherwise encourage the study of conservation, restoration and management of wild waterfowl and its habitat; to conduct and administer grants, scholarships, prizes and awards; to maintain sanctuaries for wild life; and to do all such acts as are necessary or convenient to attain your purposes.

You have no capital stock. You may establish and maintain offices in any of the states of the United States, its territories or foreign possessions. You are governed by a board of trustees. Your actual activities are to solicit contributions from persons interested in your purposes and through your officers and representatives to carry on appropriate activities devoted to the advancement and accomplishment of your purposes. Your income is derived from contributions and is disbursed for development and promotion, publications, printing and distribution and office administration. You are nonprofit and your certificate of incorporation provides that you will not, by your activities, attempt to influence legislation by propaganda or otherwise. None of your income inures to the benefit of any private shareholder or individual.

Based upon the facts presented, it is held that you are entitled to exemption under the provisions of section 101(a) of the Revenue Act of 1936. You are not, therefore, required to file a return for 1937. Inasmuch as section 101(b) of the Revenue Act of 1938 is similar to section 101(a) of the Revenue Act of 1936, returns will not be required for 1938 and subsequent years so long as there is no change in your organization, your purposes or method of operation.

Any change in your form of organization or method of operation, as shown by the evidence submitted, must be immediately reported to the collector of internal revenue for your district in order that the effect of such changes upon your present exempt status may be determined.

The exemption referred to in this letter does not apply to taxes levied under other titles or provisions of the respective revenue acts except insofar as exemption is granted expressly under those provisions to organizations enumerated in section 101 of the Revenue Act of 1938 and the corresponding provisions of the Revenue Act of 1936.

Contributions to your organization by individual donors are deductible by such individuals in arriving at their taxable net income in the manner and to the extent provided by section 21(c) of the Revenue Act of 1938 and the corresponding provisions of the Revenue Act of 1936. The deductibility of contributions by corporations is governed by section 21(a) of the Revenue Act of 1938 and 1936.

A copy of this ruling is being transmitted to the collector of internal revenue for your district.

By direction of the Commissioner.

Respectfully,

Deputy Commissioner.

91



U. S. TREASURY DEPARTMENT  
INTERNAL REVENUE SERVICE

DISTRICT DIRECTOR  
P. O. BOX 3100  
NEW YORK, N. Y. 10015

IN REPLY REFER TO  
AU:F:506:GB

July 1, 1965

Ducks Unlimited Incorporated  
165 Broadway  
New York, N.Y. 10006

Gentlemen:

Reference is made to letter of May 19, 1965 in which you requested that the exemption letter ruling of Ducks Unlimited, Incorporated, dated November 29, 1938 be updated to include a paragraph relating to gifts and bequests.

Accordingly, our ruling letter dated November 29, 1938 is modified to include the following paragraph:

Contributions made to you are deductible by donors as provided in section 170 of the Code. Bequests, legacies, devises, transfers or gifts to or for your use are deductible for Federal estate and gift tax purposes under the provisions of sections 2055, 2106 and 2522 of the Code.

Very truly yours,

*Charles A. Church*  
Charles A. Church  
District Director

Internal Revenue Service

Chief  
Director

Department of the Treasury

200 S. Dearborn St., Chicago, Illinois 60604

Person to Contact: A. Szymanski

Telephone Number: 313-3431

Refer Reply to: EP/EG-201:AS

Date:

Ducks Unlimited, Inc.  
P.O. Box 66300  
Chicago, Illinois 60666

FEB 24 1978

This is in reply to your letter of February 16, 1978.

Our records indicate that Ducks Unlimited, Inc. was granted an exemption from Federal income tax in 1956, under Code Section 101(c) which now corresponds to Section 501(c)(3) of the Internal Revenue Code of 1954.

Our records further disclose that we classified your organization as one that is described in Section 509(a)(1) and 170(b)(1)(A)(vi).

Very truly yours,

*W. C. Daluga*

W. C. Daluga  
Group Manager



Department of the Treasury

Internal Revenue Service  
Washington, DC 20224

Date: 10-20-70

In reply, refer to:

DUCKS UNLIMITED INC  
P O BOX 8922  
CHICAGO, IL

60866

Gentlemen:

Based on the information you recently submitted, we have classified you as an organization that is not a private foundation as defined in section 509(e) of the Internal Revenue Code.

Your classification is based on the assumption that your operations will be as stated in your notification. Any changes in your purposes, character, or method of operation must be reported to your District Director so he may consider the effect on your status.

Sincerely yours,

*J. A. Zaleski*

Chief, Ratings Section  
 exempt Organizations Branch



## CITY OF MARSHALL AGENDA ITEM REPORT

<b>Meeting Date:</b>	Tuesday, February 12, 2019
<b>Category:</b>	NEW BUSINESS
<b>Type:</b>	ACTION
<b>Subject:</b>	Consider a LG220 Application for Exempt Permit for SMSU Foundation for March 3, 2019
<b>Background Information:</b>	Attached is an application for Exempt Permit for SMSU Foundation for an event to be held on March 3, 2019 at SMSU 1501 State Street.
<b>Fiscal Impact:</b>	There is no City fee for this permit.
<b>Alternative/ Variations:</b>	Not acknowledge this permit.
<b>Recommendations:</b>	BE IT RESOLVED, that the City Council hereby (1) grants local unit of government approval to SMSU Foundation to hold a raffle on March 3, 2019, at Southwest Minnesota State University , 1501 State Street, Marshall, Minnesota, (2) acknowledges the receipt of LG220 Application of Exempt Permit, (3) waives the 30-day waiting period, and (4) authorizes and directs the appropriate city personnel to complete and sign the LG220 Application for Exempt Permit on behalf of the City of Marshall

MINNESOTA LAWFUL GAMBLING  
**LG220 Application for Exempt Permit**

11/17  
 Page 1 of 2

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

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

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

**Application Fee (non-refundable)**

Applications are processed in the order received. If the application is postmarked or received 30 days or more before the event, the application fee is **\$100**; otherwise the fee is **\$150**.  
 Due to the high volume of exempt applications, payment of additional fees prior to 30 days before your event will not expedite service, nor are telephone requests for expedited service accepted.

**ORGANIZATION INFORMATION**

Organization Name: Southwest Minnesota State University Foundation Previous Gambling Permit Number: \_\_\_\_\_  
 Minnesota Tax ID Number, if any: \_\_\_\_\_ Federal Employer ID Number (FEIN), if any: \_\_\_\_\_  
 Mailing Address: 1501 State Street  
 City: Marshall State: MN Zip: 56258 County: Lyon  
 Name of Chief Executive Officer (CEO): Bill Mulso  
 CEO Daytime Phone: 507-537-6267 CEO Email: \_\_\_\_\_  
 (permit will be emailed to this email address unless otherwise indicated below)  
 Email permit to (if other than the CEO): Barb.Berkenpas@smsu.edu

**NONPROFIT STATUS**

Type of Nonprofit Organization (check one):  
 Fraternal     Religious     Veterans     Other Nonprofit Organization

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

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

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

**IRS income tax exemption (501(c)) letter in your organization's name**  
 Don't have a copy? To obtain a copy of your federal income tax exempt letter, have an organization officer contact the IRS toll free at 1-877-829-5500.

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

**GAMBLING PREMISES INFORMATION**

Name of premises where the gambling event will be conducted (for raffles, list the site where the drawing will take place): Southwest Minnesota State University Campus  
 Physical Address (do not use P.O. box): 1501 State Street  
 Check one:  
 City: Marshall Zip: 56258 County: Lyon  
 Township: \_\_\_\_\_ Zip: \_\_\_\_\_ County: \_\_\_\_\_  
 Date(s) of activity (for raffles, indicate the date of the drawing): May 3, 2019

Check each type of gambling activity that your organization will conduct:  
 Bingo     Paddlewheels     Pull-Tabs     Tipboards     Raffle

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

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

<p style="text-align: center;"><b>CITY APPROVAL for a gambling premises located within city limits</b></p> <p><input type="checkbox"/> The application is acknowledged with no waiting period.</p> <p><input type="checkbox"/> The application is acknowledged with a 30-day waiting period, and allows the Board to issue a permit after 30 days (60 days for a 1st class city).</p> <p><input type="checkbox"/> The application is denied.</p> <p>Print City Name: _____</p> <p>Signature of City Personnel: _____</p> <p>Title: _____ Date: _____</p>	<p style="text-align: center;"><b>COUNTY APPROVAL for a gambling premises located in a township</b></p> <p><input type="checkbox"/> The application is acknowledged with no waiting period.</p> <p><input type="checkbox"/> The application is acknowledged with a 30-day waiting period, and allows the Board to issue a permit after 30 days.</p> <p><input type="checkbox"/> The application is denied.</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 exempted gambling activity within the township limits. (A township has no statutory authority to approve or deny an application, per Minn. Statutes, section 349.213.)</p> <p>Print Township Name: _____</p> <p>Signature of Township Officer: _____</p> <p>Title: _____ Date: _____</p>
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**The city or county must sign before submitting application to the Gambling Control Board.**

**CHIEF EXECUTIVE OFFICER'S SIGNATURE (required)**

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

Chief Executive Officer's Signature:  Date: 1-22-19  
(Signature must be CEO's signature; designee may not sign)

Print Name: Bill Mulso

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

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

**Internal Revenue Service**

Date: January 6, 2004

Southwest Minnesota State University  
Foundation, Inc. (SMSU Fdn.)  
Founders Hall Southwest State Univ.  
Marshall, MN 56258

Department of the Treasury  
P. O. Box 2508  
Cincinnati, OH 45201

Person to Contact:  
Cassandra Jackson 31-07417  
Customer Service Representative  
Toll Free Telephone Number:  
8:00 a.m. to 6:30 p.m. EST  
877-829-5500  
Fax Number:  
513-263-3756  
Federal Identification Number:

Dear Sir or Madam:

This is in response to the amendment to your organization's Articles of Incorporation filed with the state on July 22, 2003. We have updated our records to reflect the name change as indicated above.

In September 1965 we issued a determination letter that recognized your organization as exempt from federal income tax. Our records indicate that your organization is currently exempt under section 501(c)(3) of the Internal Revenue Code.

Based on information subsequently submitted, we classified your organization as one that is not a private foundation within the meaning of section 509(a) of the Code because it is an organization described in sections 509(a)(1) and 170(b)(1)(A)(iv).

This classification was based on the assumption that your organization's operations would continue as stated in the application. If your organization's sources of support, or its character, method of operations, or purposes have changed, please let us know so we can consider the effect of the change on the exempt status and foundation status of your organization.

Your organization is required to file Form 990, Return of Organization Exempt from Income Tax, only if its gross receipts each year are normally more than \$25,000. If a return is required, it must be filed by the 15th day of the fifth month after the end of the organization's annual accounting period. The law imposes a penalty of \$20 a day, up to a maximum of \$10,000, when a return is filed late, unless there is reasonable cause for the delay.

All exempt organizations (unless specifically excluded) are liable for taxes under the Federal Insurance Contributions Act (social security taxes) on remuneration of \$100 or more paid to each employee during a calendar year. Your organization is not liable for the tax imposed under the Federal Unemployment Tax Act (FUTA).

Organizations that are not private foundations are not subject to the excise taxes under Chapter 42 of the Code. However, these organizations are not automatically exempt from other federal excise taxes.

Donors may deduct contributions to your organization as provided in section 170 of the Code. Bequests, legacies, devises, transfers, or gifts to your organization or for its use are deductible for federal estate and gift tax purposes if they meet the applicable provisions of sections 2055, 2106, and 2522 of the Code.

Southwest Minnesota State University Foundation, Inc. (SMSU Fdn.)

Your organization is not required to file federal income tax returns unless it is subject to the tax on unrelated business income under section 511 of the Code. If your organization is subject to this tax, it must file an income tax return on the Form 990-T, Exempt Organization Business Income Tax Return. In this letter, we are not determining whether any of your organization's present or proposed activities are unrelated trade or business as defined in section 513 of the Code.

Section 6104 of the Internal Revenue Code requires you to make your organization's annual return available for public inspection without charge for three years after the due date of the return. The law also requires organizations that received recognition of exemption on July 15, 1987, or later, to make available for public inspection a copy of the exemption application, any supporting documents and the exemption letter to any individual who requests such documents in person or in writing. Organizations that received recognition of exemption before July 15, 1987, and had a copy of their exemption application on July 15, 1987, are also required to make available for public inspection a copy of the exemption application, any supporting documents and the exemption letter to any individual who requests such documents in person or in writing. For additional information on disclosure requirements, please refer to Internal Revenue Bulletin 1999 - 17.

Because this letter could help resolve any questions about your organization's exempt status and foundation status, you should keep it with the organization's permanent records.

If you have any questions, please call us at the telephone number shown in the heading of this letter.

This letter affirms your organization's exempt status.

Sincerely,

*Donna Carlisle*

Donna Carlisle, Acting Director, TE/GE  
Customer Account Services





## CITY OF MARSHALL AGENDA ITEM REPORT

<b>Meeting Date:</b>	Tuesday, February 12, 2019
<b>Category:</b>	COUNCIL REPORTS
<b>Type:</b>	INFO
<b>Subject:</b>	Commission/Board Liaison Reports
<b>Background Information:</b>	<p>Byrnes - Fire Relief Association and Regional Development Commission</p> <p>Schafer - Airport Commission, MERIT Center Board, City Council-County Board/Library Agreement &amp; Operations Southwest Minnesota Amateur Sports Commission and SW Minnesota Emergency Communication Board</p> <p>Meister -Community Services Advisory Board, Cable Commission and Economic Development Authority</p> <p>Bayerkohler - Public Housing Commission, Planning Commission and Capital Equipment Review Committee</p> <p>DeCramer – Economic Development Authority and Utilities Commission</p> <p>Labat - Library Board, Police Advisory Board and Convention and Visitors Bureau</p> <p>Lozinski - Adult Community Center Commission and Joint Law Enforcement Center Management Committee and Marshall Area Transit</p>
<b>Fiscal Impact:</b>	
<b>Alternative/ Variations:</b>	
<b>Recommendations:</b>	



**MEMORANDUM**

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

FROM: Sharon Hanson, City Administrator

DATE: 02/12/2019

SUBJECT: Administrative Brief

**CITY ATTORNEY**

- We have resolved the final payment issue with Robert R. Schroeder Construction Co. regarding the Saratoga pedestrian overpass. The final payment has been sent and received by Robert R. Schroeder Construction Co.
- Criminal prosecution statistics are as follows:

**January:**

	ASSAULT	OFP VIOL.	DWI	OTHER ALCOHOL	TRAFFIC	THEFT	OTHER	TOTAL 2019	2018 Comparison
Prosecution	2		4		5		6	17	27
Dismissed									
Non-Prosecution	2							2	5
Refer to County									

**ADMINISTRATION**

**General Administration**

- This past month continued work on union negotiations for LELS and AFSCME. We hope to complete union negotiations by the end of February.
- County Auditor/Assessor and City Finance/Assessor staff have met to discuss current Tax Increment Financing (TIF) project boundaries in order to ensure proper collection and distribution.
- Met with Marshall Area Schools Superintendent to discuss school referendum for basic knowledge on their project.
- City Hall Committee met this past month and progressing to design phase. City staff reviewed temporary office space and believe that relocation will be necessary due to renovation plans including asbestos removal and leveling of floors to ensure better ADA main entrance.
- Sat in on HR Assistant/Payroll Specialist Interviews. A candidate was selected and will begin duties on March 4, 2019.
- Economic Development Director Tara Onken and I met with ISG Engineering Firm to discuss their new branch of economic development expertise.
- Mayor, Commissioner Grapmann, staff and I met with tru-Shrimp representatives to discuss site selection factors as it relates to Marshall site.
- Met with Finance and Engineering staff on Capital Improvement Plan for 2019 as it relates to funding sources and number of projects planned.

- The Lyon County/City Law Enforcement Liaison Committee met to discuss building needs—specifically replacement of lock system and condensing unit replacement. Chief Marshall will be working with Sheriff on this request and future needs.
- Met with Brian Hart from the Computer Man to discuss information technology needs for the City in the area of service and support.
- Met with YMCA Director Tom Bolin to discuss shared areas of interest in services.
- Councilmember DeCramer, Director Onken and I met with Southwest West Central Service Cooperative (SWWC) and United Community Action Partnership to discuss Head Start facilities to be constructed in 2019 as well as future plans for SWWC in the area of needed educational space.

### **Economic Development Authority**

- **Parkway III**
  - Herzog Project
    - Troy Johnson said work would be continuing later January.
- **Furniture Mart Co-Tenant Update**
  - Announcement of Hobby Lobby is coming to Marshall!
- **Commerce Park**
  - Staff is finalizing the Shovel Ready Certification Application. Deadline is April 30<sup>th</sup>.
- **Block 11**
  - Staff have completed preliminary asbestos inspections. Request for Proposals for Redevelopment are now available for anyone interested. Working with Glenn Olson on coordinating demolition estimates to get a better picture of timeline and cost of redevelopment.
- **Sonstegard Subdivision**
  - Staff working with potential interested party on the owned vacant parcel which is being eyed for redevelopment. Wetland Delineation site evaluation is done, waiting on word from Army Corps of Engineers to see if they will claim jurisdiction over this wetland before we can proceed with wetland credit purchase.
- **Small Cities Development Program Grant Update**
  - UCAP will be holding a grant informational and kick off meeting on Wednesday, February 6th at the local Marshall Lyon County Library, 201 C St, Marshall, MN 56258. UCAP will be going over the SCDP grant application and eligibility requirements as well as the construction process.
- **Lyon County Labor Study Report**
  - Attached is an updated Labor Study report that was just completed in January.

### **Human Resources**

- **Staffing:** The City welcomes the following new employees—Thomas Brown (Maintenance Worker- Streets), Nathan Schaeffer (part-time Community Services Officer), David Meulebroeck (part-time Building Custodian), and Laura Wing (Payroll/Benefits Specialist—starting March 4). Congratulations to Andy Meulebroeck on his promotion to Lead Maintenance Worker! Background pre-screening is in progress for a Maintenance Technician, Liquor Checkout Clerk, and a Hazardous Materials Technician. We are currently accepting applications for the position of Police Officer (one Officer has resigned effective February 8), Hazardous Materials Technicians, and a variety of temporary/seasonal positions.
- **Safety:** in January, all employees received AWAIR and Employee Right To Know training in compliance with OSHA regulations. In February, employees will be trained in CPR, First Aid, and AED.

### **Clerks**

- Continuing to work and finalizing Marshall’s CCC Committee the month of February
- A Complete Count training will take place on March 6 in North Mankato.
- The first meeting for the Race Equity Cohort was postponed due to weather and will be reschedule to a future date.

## **Finance**

- Our temporary staff person has finalized his time with the City of Marshall. All permanent full-time staff are back to work eliminating the current need for temporary staffing assistance. The benefit realized with the ability to have a temporary staff with the finance department, kept the workflow consistently moving forward and no one saw a break in service.
- Work continues with the 2018 audit process.
- Staff continue to work on identifying 2019 road improvements, infrastructure costs and capital items. Funding sources will be identified in future months with more accurate estimates/bids.
- Our temporary staff person has finalized his time with the City of Marshall. All permanent full-time staff are back to work eliminating the current need for temporary staffing assistance. The benefit realized with the ability to have a temporary staff with the finance department, kept the workflow consistently moving forward and no one saw a break in service.
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## **Assessing**

- Staff is continuing to wrap up changes for the 2019 assessment. Our goal is to have our preliminary file to the County for tax calculations by Feb 20<sup>th</sup>. We have had discussions with the Lyon Co. Assessor in regard to the amount of time from when the Valuation Notices are mailed out and our LBAE meeting. MN State statute requires a minimum of 10 days, in the past few years it has been just that. With direction from last years council and our staff in agreement we have moved our LBAE date back two weeks in hopes that taxpayers would have more time to evaluate their assessments and have ample time to discuss appeal options for the local level. However, in past history the number of those occurrences have been very minimal. The work shop and LBAE meeting dates have been set and should be on your calendars.

## **Liquor Store**

- Sales continue to be strong for month of January even though we are in a 'slower' time of year.
- We are in the process of counting inventory on the floor and warehouse.
- We are ready to host our first off site event, Valentine Wine Tasting at Bello Cucina on February 12<sup>th</sup> weather permitting. It should be a fun community event that helps Tall Grass with promoting our wine category in the Marshall area.

## **COMMUNITY SERVICES**

- The Adult Community Center will host the rescheduled Fireside Chat with Mayor Byrnes in mid-March.
- Studio 1 staff has secured a donation from MAHA to replace the existing speakers in the Lockwood Rink at the Red Baron Arena & Expo. The current sound system was salvaged from the old rink and has deteriorated over the years. The donation will install 10 new speakers in February.
- The Parks Department staff continues to move snow and try to stay ahead of the additional moisture and wind conditions.
- A roof and doors have been installed on the new public restroom at Justice Park. Work will continue as weather permits.
- Planning continues for the Healthy & Green Living Expo to be held at the Arena in late April.
- MCS Recreation is currently accepting teams for the first novice bonspiel curling tournament at the Red Baron Arena & Expo on Saturday, March 9<sup>th</sup>. Currently there are 10 teams registered with room for 6 more teams.

## COMMUNITY PLANNING

### Building Services / Planning & Zoning

- Over 200 open job files. A new office building on College Drive, Menards warehouse, Unique Opportunities 36-unit apartment building, and Grace Life Church are the largest commercial projects under construction.
- Currently revising zoning ordinances as they relate to conditional use permits to ensure compliance with state statute.
- City of Marshall Tree Policy is complete and is being reviewed by the Parks Department. The tree policy is cited in the recently revised landscaping section of our ordinances.
- Beginning stages of reviewing all city buildings for ADA-compliance; part of a self-evaluation process for inclusion in a city ADA Transition Plan.
- The first semi-annual newsletter was sent to all contractors in January.
- Annual meeting with contractors is scheduled later this month.

## PUBLIC WORKS DIVISION

### Engineering

- Project Z47: Commerce Industrial Park- All utility work is complete. The contractor has installed fabric, gravel and curb and gutter on Michigan Road. Work remaining for spring 2019: Michigan Road street paving, Northeast Pond subsurface drainage, final shaping/seeding around Michigan Road, and final shaping/seeding in the Northeast Pond drainage ditch. Farm leases are being prepared for 2019-2021.
- Project Z64/SAP 139-111-006: Saratoga Street Reconstruction – Project is substantially completed for 2018. Contractor will return in spring 2019 to complete minor sidewalk paving and complete final seeding between C Street and the Redwood River bridge near Hamden Drive.
- Project Z67: Michigan Road/Superior Road Reconstruction Project – Project is substantially completed for 2018. Contractor will return in spring 2019 to complete minor concrete work for drainage facilities and final grading and seeding.
- Stormwater Study – Work is progressing on the stormwater study by Bolton & Menk for the area including Buffalo Ridge Concrete, areas along Burlington Northern Railroad Tracks from TH 19 to Parkway III due to the significant recent flooding in the area and potential development in the Parkway III area. A draft proposal may be available in March 2019.
- TH 23 and Lyon J-Turn Mn/DOT Project- Work is substantially completed. Landscaping items remaining for spring 2019.
- MERIT Center Phase 2- Bids received 02/05/2019. Recommendation to award to R&G Construction Co. for base bid plus Alt. B plus Alt. C in the amount of \$\$2,712,530.50.
- 2019 Projects are currently in the design and scoping process. Projects currently include:
  - Country Club Drive Utility Replacement project; water, sanitary sewer, storm sewer from a point approximately 200' west of 4<sup>th</sup> Street to 2<sup>nd</sup> Street.
  - Superior Rd/Huron Rd Reconstruction project: The project has been revised to include the complete replacement of water main, storm sewer catch basins, and sanitary sewer spot repairs on Huron Road and Superior Road between Huron Road and Erie Road. The project was initially being proposed as a complete reconstruction, but the scope has been altered due to special assessment considerations.
  - Hahn Rd Storm Sewer Reconstruction project: replacement and addition of storm water facilities and a ditch cleaning effort to improve drainage and help reduce localized street flooding in the area.

- UCAP Transit Bus Shelters: Design continues for the installation of UCAP bus shelters at 3 locations; S. 4<sup>th</sup>/Stephen Ave, N. 4<sup>th</sup> between Redwood and Lyon, Birch Avenue between Mustang Trail and Village Drive. Project includes new sidewalk at all 3 locations, nearby ADA ramp reconstruction, and a street bump out at S. 4<sup>th</sup> to allow buses to pull off street. Project is a partially grant funded and coordinated effort between City and UCAP Transit.
- East Lyon Street Paving Project: pave East Lyon Street from Hwy 23 to a point approximately 750-FT east of Hwy 23. Staff will be holding a meeting in late February to discuss the project with neighboring businesses and residents.
- 2019 Mill & Overlay Project; Streets to be overlaid may include: E. Thomas Ave (Saratoga to McFarland Cir), David Drive, DeSchepper Ave (south of Southview Dr), Viking Ave (south of Southview Dr), McFarland Cir, Cullen Cir, Clifton Cir, Thunderbird Rd, Harriet Drive, Esther Lane, and Darlene Drive.
- 2019 Chip Seal Project
- Other alley projects. Interest from two neighborhoods for alley improvements. A meeting was held with neighborhood residents on January 28<sup>th</sup> to discuss the potential projects. Feedback from the neighborhood was generally positive. Staff will be preparing plans for alley improvements.
- River slope stabilization projects near the flood protection levee west of town and street protection projects at Bladholm and High Streets
- Parking lot projects as directed by Council at a later date. The potential projects include: Rose Lot, Addison Lot, and a new parking lot north of Red Baron Arena.
- Nearing completion of an ADA self-evaluation of sidewalk pedestrian ramps at city intersections in the City of Marshall. The self-evaluation inventory will be included with the city ADA transition plan for city rights-of-way. An ADA transition plan is a required document if the City wishes to be awarded federal and State funding for future construction projects. Our transition plan is currently being developed.
- Currently reviewing State Aid roadway network. We are reviewing street mileage in the city and with recent changes to the State Aid funding mechanism, we are evaluating the efficacy of the current State Aid network and reviewing for possibility of proposed changes and additions.

### **Building Maintenance**

- No report.

### **Street Department**

- Cleaning up after the significant snowfalls.

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

- No report.

### **Wastewater**

- Electrical repairs.
- Cleaning sewers.
- Pump maintenance.
- Plant Upgrade project. Bids to be received 02/28/2019 with anticipated Council award on 03/12/2019.
- MMU's funding for the Water Treatment Plant is on hold. The State of Minnesota has had a lawsuit issued against them for the funding source approved to fund PSIG Grants this year. The Legislature approved funding from the Environmental and Natural Resources Fund. The group suing the State says this is unconstitutional and that fund was not set up for this style of program. We are hoping the Legislature takes this up right away and bonds for these projects in 2019.

**PUBLIC SAFETY DIVISION  
FIRE DEPARTMENT**

- The Fire Department responded to twenty-eight (28) calls for service. Total calls for service included:
  - Fire/CO2 Alarm (23)
  - Fire; Structure (1):
  - Medical Assist (0)
  - Vehicle Accident (4)

**POLICE DEPARTMENT**

- The Marshall Police Department responded to a total of 762 calls for the month of January. 105 criminal offenses were reported with 76 (72%) of the cases being cleared. A total number of 75 adults and 1 juvenile arrests were made.

**OFFICER'S REPORT (DECEMBER)**

- Alarms, Fire (19)
  - Alcohol involved incidents (3)
  - Assaults (2)
  - Assault, Domestic (13)
  - Burglaries (3)
  - Criminal Sexual Conduct (3)
  - Damage to Property (6)
  - Keys Locked in Vehicles (47)
  - Loud Party (3)/ Public Disturbances (9)
  - Thefts (14)
  - Traffic Related Complaints (214)
  - Vandalism (1)
  - Warrant Pickups (14)
  - Welfare Checks (18)
- Three DWI arrests were made during the month of January.
  - In one domestic assault incident, the male suspect was arrested and charged with threatening the victim and discharging a firearm inside their residence.
  - Of the fourteen thefts reported, the majority are shoplifting cases from local business.

**PERSONNEL/OTHER**

- Officer Ben Kelly has nearly completed phase 2 of the field training program. We recently received a resignation letter from Officer Martin Jensen, indicating his last day of employment with the City of Marshall is February 8<sup>th</sup>, 2019. Officer Jensen has accepted a job offer from the Prior Lake Police Department. Officer Jensen's resignation leaves two police officer positions to fill. The process to create a new eligibility list has started. A part-time Community Service Officer has been hired to primarily provide coverage on weekends.

**DETECTIVE REPORT (JANUARY)**

- A Marshall man was arrested after making threats of killing family members. However, charges were declined by the county attorney after it became known the man was suffering from dementia. Detectives counseled the family members on some resources that might want to consider in managing the man's symptoms.

- A man was detained after a burglary-in-progress report was made. He was found seated in a car in the garage of a house by the homeowner. It was determined the man was extremely intoxicated and ended up at the wrong house by mistake. He was released to a family member without charges.
- A report of child sexual abuse was investigated. Information received was that a 13-year-old boy had sexual contact with his 6-year-old sister. The case was sent to the county attorney for consideration of juvenile charges.
- A case of identity theft is currently under investigation. A man reported that someone has been using his identity at a Marshall business for employment purposes.
- A 1 ½ year old child was brought to the Marshall Avera emergency room with suspicious injuries. The case is under investigation and is being considered as possible child abuse.
- A case of Child Sexual Abuse was investigated where it was reported a man sexually abused his 4-year-old daughter. It was determined the matter happened in Montevideo, MN and the case was referred to law enforcement there for further investigation.
- A case of Financial Exploitation of a Vulnerable Adult is under investigation. It was reported that a Power of Attorney for a vulnerable adult has not been paying the VA's nursing home bill and has been using the funds for her own personal use. The account is now in arrears for over \$38,000.
- An incident of Domestic Assault and Discharging a firearm in City Limits was investigated and resulted in the arrest of a Marshall man. The man, while having an argument with his girlfriend/roommate, fired off a rifle round in an attempt to scare her. Detectives secured a search warrant for the premises and found, in addition to the rifle and blank rounds, multiple swords and bladed weapons, antique firearms, a Claymore mine, a shoulder fired rocket launcher, and other pieces of military ordnance. It was determined with the help of the Army National Guard that the mine and rocket launcher were non-functioning and were probably army surplus and not illegal to possess. The man was arrested and charged with Domestic Assault and Terroristic Threats.
- A Marshall woman reported she had been scammed of \$1700.00 by a someone in Ghana. This was determined to be a variety of the "romance scam" common around the country.
- A report made by the MN Office of Secretary of State was received. Information was that a Marshall resident appeared to have voted in the last national election while they were on felony probation with limited civil rights and not being able to legally vote. The case is under investigation.
- A report of Possession of Child Pornography is under investigation. The family of a 14-year-old girl reported that she has been receiving video clips of sexual acts from a 20-year-old man.
- A woman who was brought into the ER reported being sexually trafficked in several other counties in Minnesota. She was put in touch with local advocacy agencies for support. The case was referred to the MN Bureau of Criminal Apprehension for investigation.

**29 cases of child abuse/neglect/endangerment were reported and investigated.  
1 case of Vulnerable Adult abuse was investigated.**

**A 49-year-old Marshall man was arrested for Theft and Embezzlement of Public Funds after a lengthy investigation involving the Marshall Convention and Visitor's Bureau.**

**A 38-year-old Marshall man was sentenced to 480 months in prison as a result of convictions of Assault and Attempted Murder of an Unborn Baby. The assault, which was on a pregnant woman, resulted in her losing an eye, in addition to other trauma.**

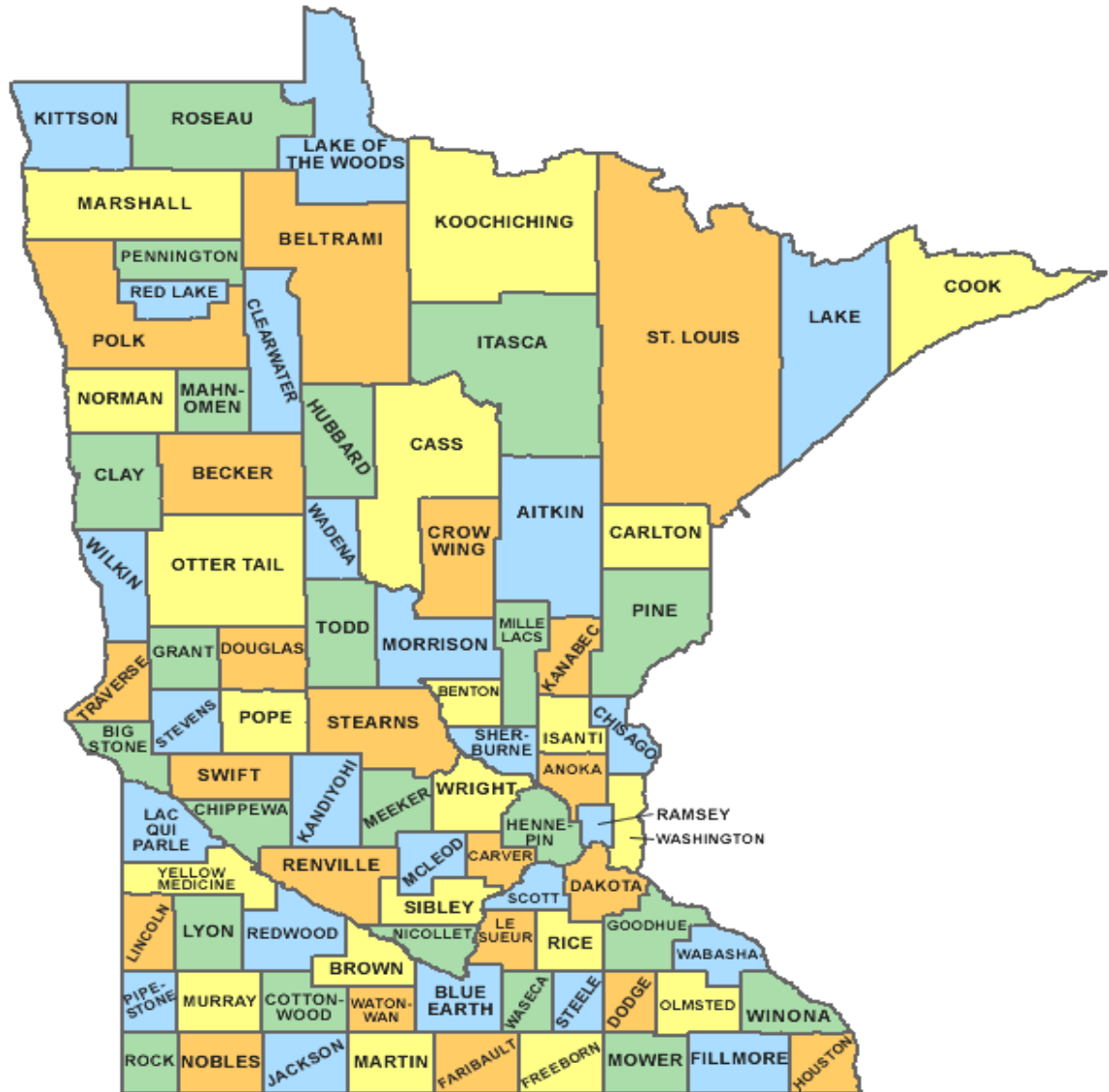
#### **CHEMICAL ASSESSMENT TEAM (CAT)**

- A 2-hour conference call took place with all the chiefs who oversee all the state funded CAT teams. The call was facilitated by the Director of Homeland Security Management for the State of Minnesota. As a result of the call, a 2-day planning session for all chiefs to discuss funding concerns will be held at Camp Ripley in March 2019.



## **MERIT CENTER**

- In the last month the MERIT Center hosted a variety of training/events. These events included a MN DNR Shoreland/Flood plain workshop, state CDL exams on the track, Driver's Education classes, tax seminars thru Minnwest Bank, Grain Marketing presentations, MN Safety Council quarterly training, Administration planning meetings/training and agriculture training.
- On Dec 14<sup>th</sup>, MERIT hosted the Minnesota Agriculture & Rural Leadership (MARL) conference. Forty agriculture leaders from across the state were given a tour of the MERIT Center as well as demonstrations of the Use of Force and Driving Simulators.
- Ag Country hosted their annual training at the MERIT Center on Jan. 31<sup>st</sup> with 50 participants in attendance.
- The MERIT Center was utilized 30 out of the last 40 business days with 480 people attending these trainings/events.
- In 2018, the MERIT Center hosted 5,915 participants in training and/or events.



# Lyon Co.

<b>Economic Development Region:</b>	Region 8
<b>Planning Region:</b>	Southwest
<b>Updated on:</b>	1/10/2019

**Luke Greiner**

**Regional Analyst, Central & Southwest**

*Minnesota Department of Employment & Economic Development*

St. Cloud WorkForce Center

1542 Northway Dr. Door 2

St. Cloud MN 56303

Office: 320-308-5378

E-mail: [luke.greiner@state.mn.us](mailto:luke.greiner@state.mn.us)

Website: <http://www.mn.gov/deed/data/>

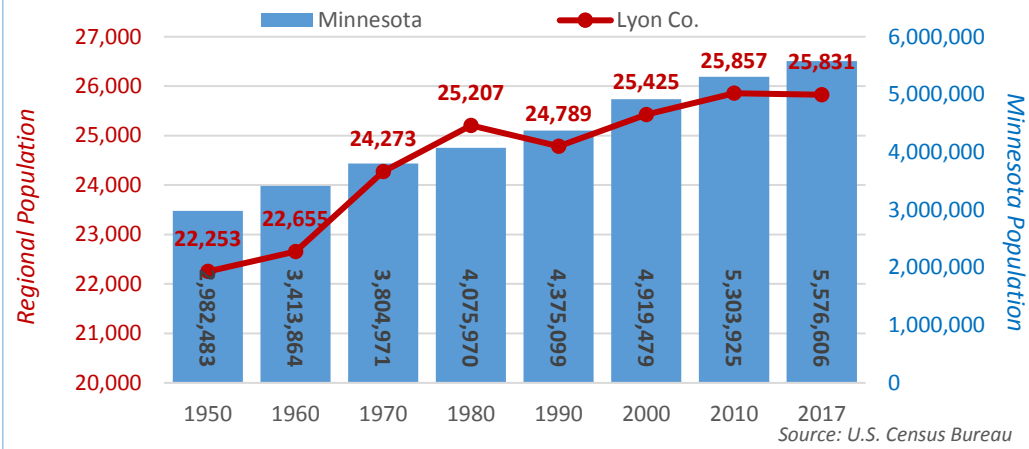
**DEMOGRAPHICS**

**Table 1. Population Changes, 1960-2017**

	1960	1970	1980	1990	2000	2010	2017	2000-2017	
	Population	Population	Population	Population	Population	Population	Estimate	Numeric	Percent
Lyon Co.	22,655	24,273	25,207	24,789	25,425	25,857	25,831	406	1.6%
Minnesota	3,413,864	3,804,971	4,075,970	4,375,099	4,919,479	5,303,925	5,576,606	657,127	13.4%

Source: U.S. Census Bureau

**Figure 1. Population Change, 1950-2017**

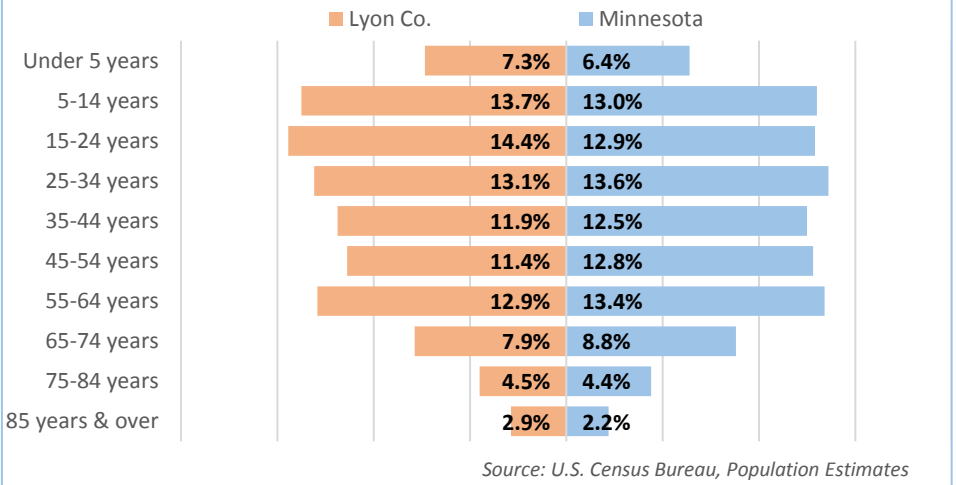


County Population Rank (of 87)	<b>40th</b>
2000-2017 Pop. Change Rank	<b>47th</b>

Lyon Co.	2017 Population by Age Group	
	Number	Percent
Under 5 years	1,894	7.3%
5-14 years	3,551	13.7%
15-24 years	3,726	14.4%
25-34 years	3,379	13.1%
35-44 years	3,069	11.9%
45-54 years	2,937	11.4%
55-64 years	3,339	12.9%
65-74 years	2,031	7.9%
75-84 years	1,162	4.5%
85 years & over	743	2.9%
<b>Total</b>	<b>25,831</b>	<b>100.0%</b>

Source: U.S. Census Bureau, Population Estimates

**Figure 2. Percentage of Population by Age Group, 2017**



Lyon Co.	2000-2017 Pop. Change by Age Group		2000-2017 Population Change	
	2000	2017	Numeric	Percent
Under 5 years	1,672	1,894	222	13.3%
5-14 years	3,703	3,551	-152	-4.1%
15-24 years	4,653	3,726	-927	-19.9%
25-34 years	3,023	3,379	356	11.8%
35-44 years	3,710	3,069	-641	-17.3%
45-54 years	3,013	2,937	-76	-2.5%
55-64 years	1,949	3,339	1,390	71.3%
65-74 years	1,592	2,031	439	27.6%
75-84 years	1,458	1,162	-296	-20.3%
85 years & over	652	743	91	14.0%
<b>Total</b>	<b>25,425</b>	<b>25,831</b>	<b>406</b>	<b>1.6%</b>

Source: U.S. Census Bureau, Population Estimates Program

**Figure 3. Population Pyramid, 2000-2017**

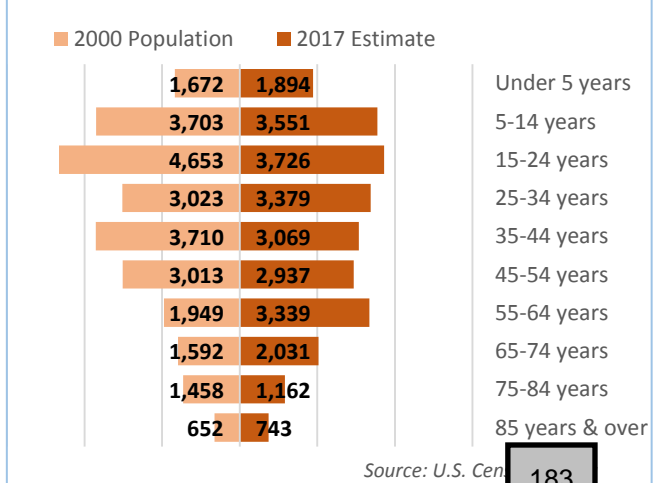


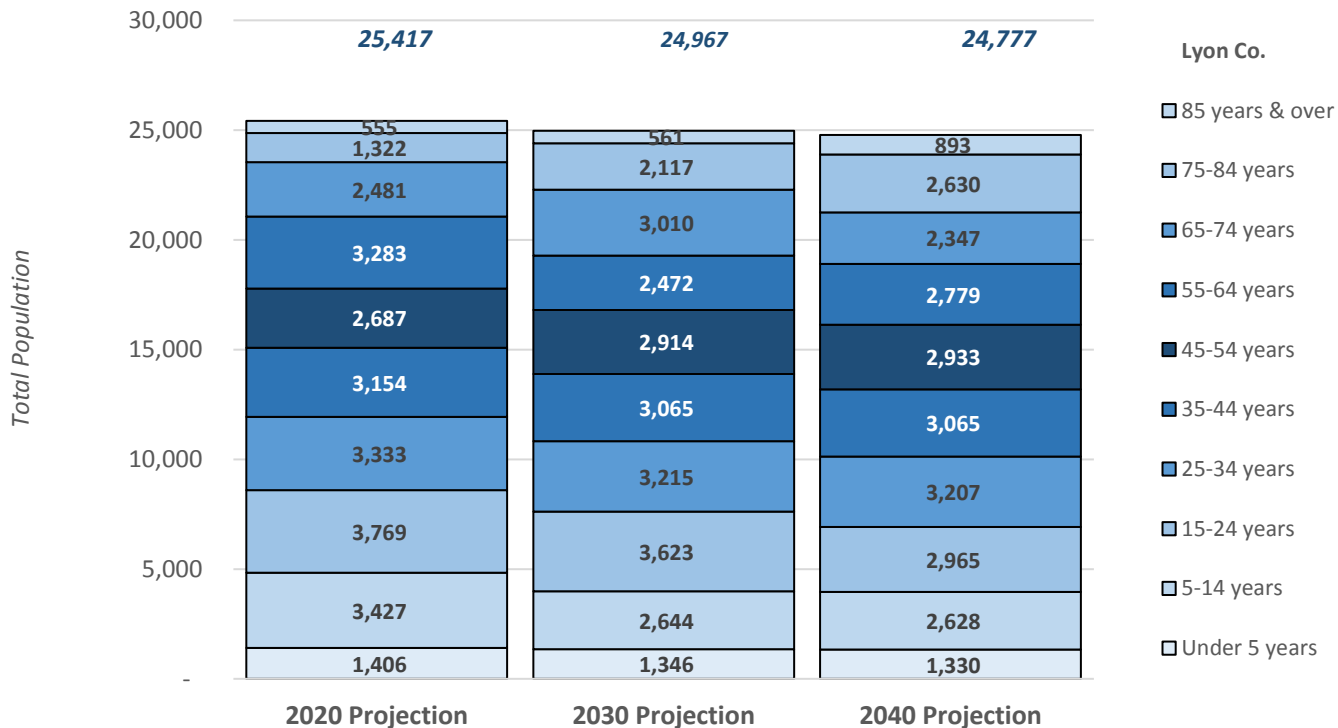
Table 4. Race and Hispanic Origin, 2017	Lyon Co.				Minnesota	
	Number	Percent	Change from 2000-2017		Percent	Change from 2000-2017
			Numeric	Percent		
<b>Total</b>	<b>25,789</b>	<b>100.0%</b>	<b>364</b>	<b>1.4%</b>	<b>100.0%</b>	<b>11.6%</b>
White	22,719	88.1%	-1,073	-4.5%	83.7%	4.5%
Black or African American	862	3.3%	484	128.0%	6.0%	90.4%
American Indian & Alaska Native	111	0.4%	31	38.8%	1.0%	4.7%
Asian & Other Pac. Islander	970	3.8%	540	125.6%	4.7%	79.2%
Some Other Race	710	2.8%	229	47.6%	1.7%	45.3%
Two or More Races	417	1.6%	153	58.0%	2.8%	86.7%
Hispanic or Latino origin	1,604	6.2%	595	59.0%	5.2%	98.5%

Source: U.S. Census Bureau, 2013-2017 American Community Survey

Table 5. Population Projections, 2020-2040	Lyon Co.			2020-2040 Change	
	2020 Projection	2030 Projection	2040 Projection	Numeric	Percent
Under 5 years	1,406	1,346	1,330	-76	-5.4%
5-14 years	3,427	2,644	2,628	-799	-23.3%
15-24 years	3,769	3,623	2,965	-804	-21.3%
25-34 years	3,333	3,215	3,207	-126	-3.8%
35-44 years	3,154	3,065	3,065	-89	-2.8%
45-54 years	2,687	2,914	2,933	246	9.2%
55-64 years	3,283	2,472	2,779	-504	-15.4%
65-74 years	2,481	3,010	2,347	-134	-5.4%
75-84 years	1,322	2,117	2,630	1,308	98.9%
85 years & over	555	561	893	338	60.9%
<b>Total</b>	<b>25,417</b>	<b>24,967</b>	<b>24,777</b>	<b>-640</b>	<b>-2.5%</b>

Source: Minnesota State Demographic Center

Figure 4. Population Projections by Age Group, 2020-2040



Source: Minnesota State Demographic Center

**Table 6. Cumulative Estimates of the Components of Population Change**

	April 1, 2010 to July 1, 2017						
	Total Population Change	Natural Increase	Vital Events		Net Migration		
			Births	Deaths	Total	International	Domestic
Lyon Co.	-26	1,052	2,655	1,603	-1,104	570	-1,674

Source: U.S. Census Bureau, Population Estimates Program

**Table 7. Place of Birth for the Foreign Born Population**

	Lyon Co.		Change from 2010-2017		Minnesota		Change from 2010-2017
	Number	Percent	Number	Percent	Number	Percent	
<b>Total, Foreign-born Population</b>	<b>1,640</b>	<b>6.4%</b>	<b>387</b>	<b>30.9%</b>	<b>448,397</b>	<b>8.3%</b>	<b>22.2%</b>
<b>Europe:</b>	<b>161</b>	<b>9.8%</b>	<b>98</b>	<b>155.6%</b>	<b>46,477</b>	<b>10.4%</b>	<b>3.3%</b>
Europe: - Northern Europe:	12	7.5%	12	#DIV/0!	9,043	19.5%	0.9%
Europe: - Western Europe:	44	27.3%	-7	-13.7%	9,825	21.1%	-6.9%
Europe: - Southern Europe:	3	1.9%	3	#DIV/0!	2,451	5.3%	21.0%
Europe: - Eastern Europe:	102	63.4%	90	750.0%	25,051	53.9%	6.9%
<b>Asia:</b>	<b>467</b>	<b>28.5%</b>	<b>177</b>	<b>61.0%</b>	<b>169,532</b>	<b>37.8%</b>	<b>24.6%</b>
Asia: - Eastern Asia:	72	15.4%	-8	-10.0%	37,377	22.0%	19.9%
Asia: - South Central Asia:	32	6.9%	2	6.7%	38,678	22.8%	34.8%
Asia: - South Eastern Asia:	355	76.0%	196	123.3%	84,199	49.7%	18.9%
Asia: - Western Asia:	8	1.7%	-13	-61.9%	8,909	5.3%	75.2%
<b>Africa:</b>	<b>430</b>	<b>26.2%</b>	<b>177</b>	<b>70.0%</b>	<b>104,828</b>	<b>23.4%</b>	<b>49.3%</b>
Africa: - Eastern Africa:	315	73.3%	155	96.9%	67,748	64.6%	56.5%
Africa: - Middle Africa:	3	0.7%	3	#DIV/0!	3,053	2.9%	120.3%
Africa: - Northern Africa:	0	0.0%	-44	-100.0%	4,552	4.3%	-7.4%
Africa: - Southern Africa:	60	14.0%	50	500.0%	1,555	1.5%	66.0%
Africa: - Western Africa:	52	12.1%	13	33.3%	25,611	24.4%	50.3%
<b>Oceania:</b>	<b>0</b>	<b>0.0%</b>	<b>-2</b>	<b>-100.0%</b>	<b>2,249</b>	<b>0.5%</b>	<b>40.6%</b>
<b>Americas:</b>	<b>582</b>	<b>35.5%</b>	<b>-63</b>	<b>-9.8%</b>	<b>125,311</b>	<b>27.9%</b>	<b>9.8%</b>
Americas: - Latin America:	581	99.8%	-49	-7.8%	113,137	90.3%	11.5%
Latin America: - Central America:	558	96.0%	-17	-3.0%	85,198	75.3%	6.8%
Central America: - Mexico:	327	58.6%	0	0.0%	65,751	77.2%	0.1%
Latin America: - South America:	22	3.8%	-33	-60.0%	21,063	18.6%	21.7%
Americas: - Northern America:	1	0.2%	-14	-93.3%	12,174	9.7%	-3.5%

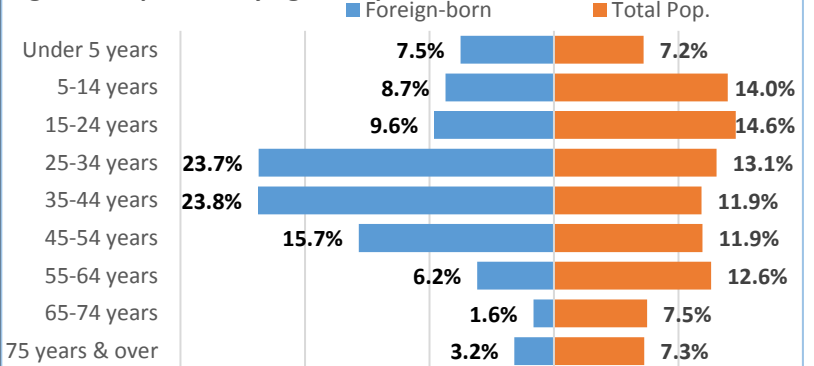
Source: U.S. Census Bureau, 2013-2017 American Community Survey

**Table 8. Population by Age Group for the Foreign Born Population, 2017**

Lyon Co.	Number	Percent	Total Population Percent
Under 5 years	123	7.5%	7.2%
5-14 years	143	8.7%	14.0%
15-24 years	158	9.6%	14.6%
25-34 years	389	23.7%	13.1%
35-44 years	390	23.8%	11.9%
45-54 years	257	15.7%	11.9%
55-64 years	101	6.2%	12.6%
65-74 years	27	1.6%	7.5%
75 years & over	52	3.2%	7.3%
<b>Total</b>	<b>1,640</b>	<b>100.0%</b>	<b>100.0%</b>

Source: U.S. Census Bureau, 2013-2017 American Community Survey

**Figure 5. Population by Age Group, 2017**



Source: 2013-2017 American Community Survey

**Table 9. Citizenship Status for the Foreign Born Population**

Lyon Co.	Number	Percent	Lyon Co.	Number	Percent	Minnesota Percent
Total	1,640	100.0%	Entered 2010 or Later	605	36.9%	21.5%
Naturalized	604	36.8%	Entered 2000-2009	254	15.5%	33.4%
Not a U.S. Citizen	1,036	63.2%	Entered 1990-1999	397	24.2%	23.5%
			Entered before 1990	384	23.4%	21.6%

Source: U.S. Census Bureau, 2013-2017 American Community Survey

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**Table 10. Employment Characteristics, 2017**

	Lyon Co.			Minnesota	
	In Labor Force	Labor Force Partic. Rate	Unemp. Rate	Labor Force Partic. Rate	Unemp. Rate
<b>Total Labor Force</b>	<b>14,391</b>	<b>72.1%</b>	<b>3.6%</b>	<b>69.9%</b>	<b>4.3%</b>
16 to 19 years	769	51.8%	6.1%	52.6%	12.8%
20 to 24 years	1,550	81.0%	4.9%	84.2%	7.1%
25 to 44 years	5,878	91.5%	3.7%	88.4%	3.9%
45 to 54 years	2,755	89.5%	2.5%	87.2%	3.0%
55 to 64 years	2,608	80.1%	3.2%	72.5%	3.2%
65 to 74 years	729	37.8%	2.7%	27.4%	2.7%
75 years & over	94	5.0%	0.0%	6.1%	2.8%
<b>Employment Characteristics by Race &amp; Hispanic Origin</b>					
White alone	12,936	71.4%	2.8%	69.7%	3.6%
Black or African American	434	83.1%	25.6%	69.8%	11.0%
American Indian & Alaska Native	84	75.7%	0.0%	58.6%	13.3%
Asian or Other Pac. Islanders	503	74.6%	5.2%	71.1%	5.2%
Some Other Race	311	77.8%	5.1%	77.2%	7.5%
Two or More Races	110	81.5%	2.7%	72.5%	9.1%
Hispanic or Latino	778	81.3%	6.4%	76.2%	7.2%
<b>Employment Characteristics by Veteran Status</b>					
Veterans, 18 to 64 years	478	82.4%	3.3%	79.2%	4.2%
<b>Employment Characteristics by Disability</b>					
With Any Disability	646	56.9%	6.0%	52.3%	9.5%
<b>Employment Characteristics by Educational Attainment</b>					
Population, 25 to 64 years	11,242	88.1%	3.3%	84.1%	3.5%
Less than H.S. Diploma	539	67.9%	1.6%	65.4%	4.9%
H.S. Diploma or Equivalent	3,251	86.3%	3.1%	78.7%	2.9%
Some College or Assoc. Degree	4,056	89.4%	3.0%	85.2%	3.5%
Bachelor's Degree or Higher	3,395	92.7%	3.1%	89.6%	2.1%

*Source: 2013-2017 American Community Survey, 5-Year Estimates*

**Table 11. Labor Force Projections, 2020-2030**

Lyon Co.	2020	2030	2020-2030 Change	
	Labor Force Projection	Labor Force Projection	Numeric	Percent
16 to 19 years	765	735	-30	-4.0%
20 to 24 years	1,558	1,499	-59	-3.8%
25 to 44 years	5,933	5,744	-189	-3.2%
45 to 54 years	2,405	2,608	203	8.4%
55 to 64 years	2,631	1,981	-650	-24.7%
65 to 74 years	938	1,138	200	21.3%
75 years & over	94	134	40	42.7%
<b>Total Labor Force</b>	<b>14,323</b>	<b>13,838</b>	<b>-485</b>	<b>-3.4%</b>

*Source: calculated from Minnesota State Demographic Center population projections*

*and 2013-2017 American Community Survey 5-Year Estimates.*

**Table 12. Total Available Labor Force Estimates**

	Lyon Co.	Minnesota
2003 Annual Avg.	14,433	2,874,663
2004 Annual Avg.	14,331	2,880,427
2005 Annual Avg.	14,619	2,879,759
2006 Annual Avg.	14,598	2,887,831
2007 Annual Avg.	14,454	2,906,389
2008 Annual Avg.	14,557	2,925,088
2009 Annual Avg.	14,762	2,941,976
2010 Annual Avg.	15,226	2,938,795
2011 Annual Avg.	15,396	2,946,278
2012 Annual Avg.	15,230	2,946,355
2013 Annual Avg.	15,264	2,958,595
2014 Annual Avg.	15,224	2,973,073
2015 Annual Avg.	15,169	2,998,352
2016 Annual Avg.	15,085	3,036,278
2017 Annual Avg.	15,160	3,063,604
2018 Annual Avg.	14,959	3,099,006
<b>2003-2018</b>		
Numeric Change	727	224,343
Percent Change	5.0%	7.8%

*Source: DEED LAUS program*

**Table 13. Annual Unemployment Rates**

	Lyon Co.	Minnesota
2003 Annual Avg.	4.3	4.9
2004 Annual Avg.	3.8	4.7
2005 Annual Avg.	3.3	4.1
2006 Annual Avg.	3.3	4.0
2007 Annual Avg.	3.8	4.6
2008 Annual Avg.	4.4	5.4
2009 Annual Avg.	5.8	7.8
2010 Annual Avg.	5.6	7.4
2011 Annual Avg.	5.3	6.5
2012 Annual Avg.	4.4	5.6
2013 Annual Avg.	4.1	5.0
2014 Annual Avg.	3.6	4.2
2015 Annual Avg.	3.2	3.7
2016 Annual Avg.	3.6	3.8
2017 Annual Avg.	3.3	3.6
2018 Annual Avg.	2.9	2.9

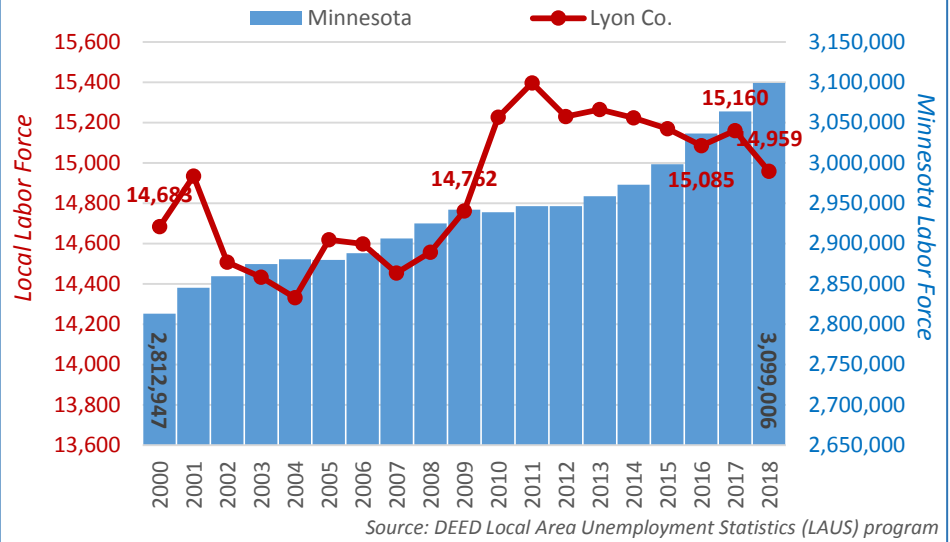
*Source: DEED LAUS program*

**Table 14. Jobseekers Per Vacancy**

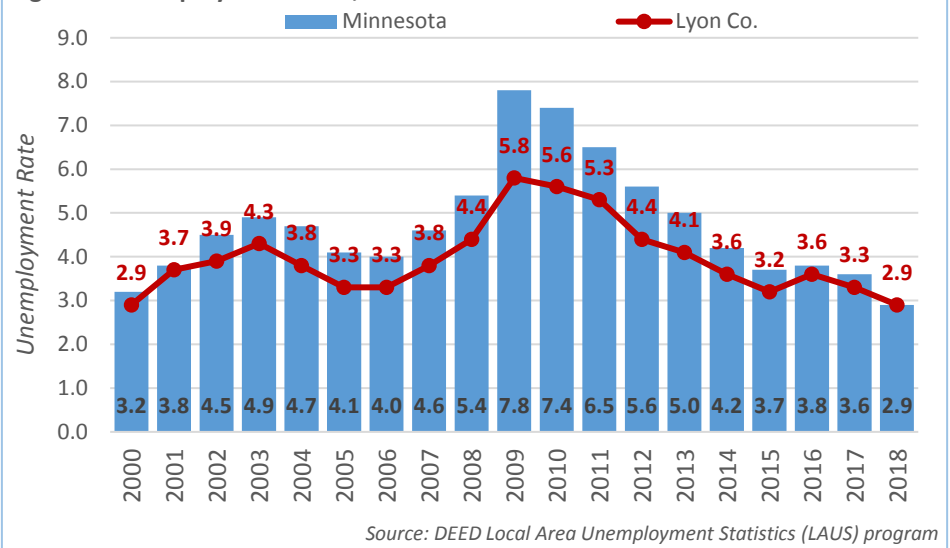
	Q2 2018
Region 8 Unemployed	1,884
Region 8 Vacancies	3,682
Jobseekers per Vacancy	0.5

*Source: DEED Job Vacancy Survey, LAUS*

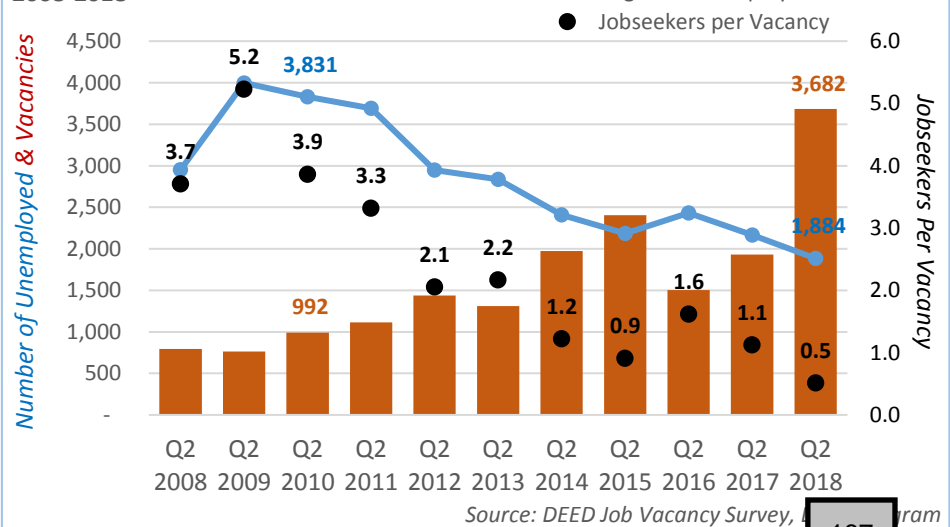
**Figure 6. Annual Labor Force Estimates, 2000-2018**



**Figure 7. Unemployment Rates, 2000-2018**



**Figure 8. Jobseekers Per Vacancy, 2008-2018**





**Table 15. Annual Change in Labor Force**

Lyon Co.	Numeric Change	Percent Change
1990-1991	418	3.2%
1991-1992	501	3.7%
1992-1993	682	4.9%
1993-1994	-134	-0.9%
1994-1995	276	1.9%
1995-1996	270	1.8%
1996-1997	-126	-0.8%
1997-1998	126	0.8%
1998-1999	-94	-0.6%
1999-2000	-375	-2.5%
2000-2001	251	1.7%
2001-2002	-427	-2.9%
2002-2003	-74	-0.5%
2003-2004	-102	-0.7%
2004-2005	288	2.0%
2005-2006	-21	-0.1%
2006-2007	-144	-1.0%
2007-2008	103	0.7%
2008-2009	205	1.4%
2009-2010	464	3.1%
2010-2011	170	1.1%
2011-2012	-166	-1.1%
2012-2013	34	0.2%
2013-2014	-40	-0.3%
2014-2015	-55	-0.4%
2015-2016	-84	-0.6%
2016-2017	75	0.5%
2017-2018	-201	-1.3%
<b>1990-2000 Average</b>	<b>154</b>	<b>1.1%</b>
<b>2000-2010 Average</b>	<b>54</b>	<b>0.4%</b>
<b>2010-2018 Average</b>	<b>-33</b>	<b>-0.2%</b>

**Table 15a. Overall Change in Labor Force**

Lyon Co.	Labor Force	Rate of Change
1990 Labor Force	13,139	
2000 Labor Force	14,683	
2010 Labor Force	15,226	
2018 Labor Force	14,959	
<b>1990-2018 Change</b>	<b>1,820</b>	<b>13.9%</b>
1990-2000 Change	1,544	11.8%
2000-2010 Change	543	3.7%
2010-2018 Change	-267	-1.8%

*Source: DEED LAUS program*

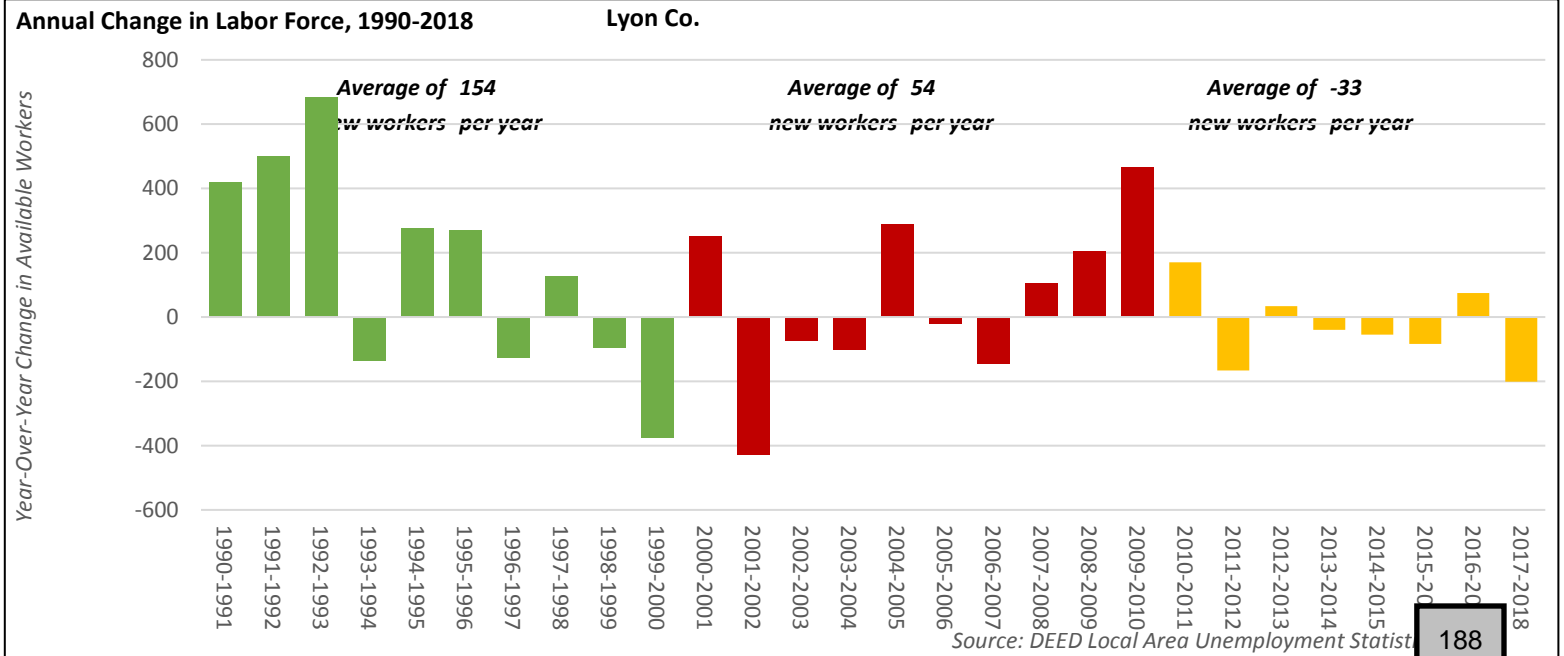
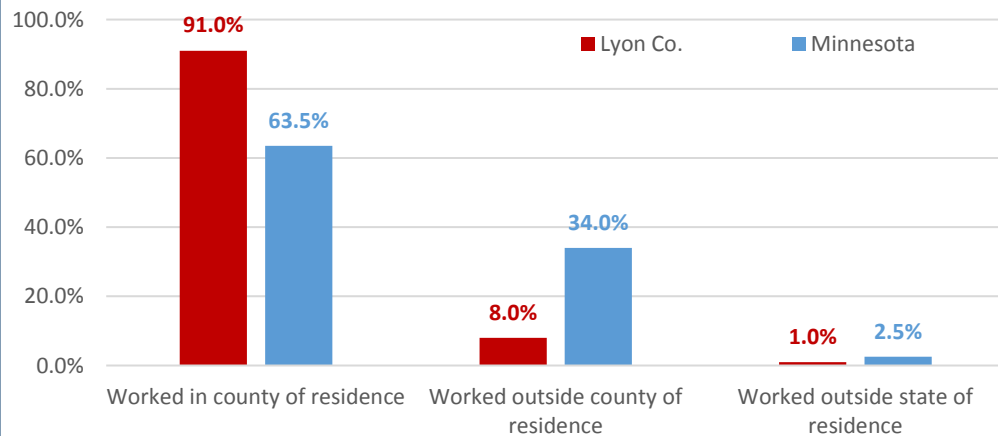




Table 16. Commuting Characteristics by Sex, 2017	Lyon Co.		Male		Female		Minnesota	
	Number	Percent	Number	Percent	Number	Percent	Number	Percent
Workers 16 years and over	13,710	100.0%	7,316	53.4%	6,394	46.6%	2,851,545	100.0%
<b>MEANS OF TRANSPORTATION TO WORK</b>								
Car, truck, or van	12,024	87.7%	6,541	89.4%	5,486	85.8%	2,466,586	86.5%
<i>Drove alone</i>	10,666	88.7%	5,941	90.8%	4,725	86.1%	2,224,205	90.2%
<i>Carpooled</i>	1,357	11.3%	593	9.1%	761	13.9%	242,381	9.8%
Public transportation (excl. taxicab)	96	0.7%	15	0.2%	77	1.2%	102,656	3.6%
Walked	576	4.2%	234	3.2%	339	5.3%	79,843	2.8%
Bicycle	110	0.8%	88	1.2%	26	0.4%	22,812	0.8%
Taxicab, motorcycle, or other means	110	0.8%	29	0.4%	83	1.3%	25,664	0.9%
Worked at home	781	5.7%	402	5.5%	384	6.0%	156,835	5.5%
<b>PLACE OF WORK</b>								
Worked in state of residence	13,573	99.0%	7,206	98.5%	6,368	99.6%	2,780,256	97.5%
<i>Worked in county of residence</i>	12,476	91.0%	6,409	87.6%	6,074	95.0%	1,810,731	63.5%
<i>Worked out of county of residence</i>	1,097	8.0%	797	10.9%	294	4.6%	969,525	34.0%
Worked outside state of residence	137	1.0%	110	1.5%	26	0.4%	71,289	2.5%
<b>TIME LEAVING HOME TO GO TO WORK</b>								
12:00 a.m. to 4:59 a.m.	466	3.4%	271	3.7%	192	3.0%	116,913	4.1%
5:00 a.m. to 5:59 a.m.	973	7.1%	688	9.4%	281	4.4%	259,491	9.1%
6:00 a.m. to 6:59 a.m.	2,577	18.8%	1,588	21.7%	985	15.4%	558,903	19.6%
7:00 a.m. to 7:59 a.m.	5,059	36.9%	2,290	31.3%	2,769	43.3%	829,800	29.1%
8:00 a.m. to 8:59 a.m.	1,549	11.3%	805	11.0%	742	11.6%	404,919	14.2%
9:00 a.m. to 11:59 p.m.	3,098	22.6%	1,668	22.8%	1,432	22.4%	678,668	23.8%
<b>TRAVEL TIME TO WORK</b>								
Less than 10 minutes	6,101	44.4%	3,182	43.5%	2,916	45.6%	459,099	16.1%
10 to 19 minutes	4,017	29.2%	2,070	28.3%	1,944	30.4%	866,870	30.4%
20 to 29 minutes	2,002	14.6%	980	13.4%	1,017	15.9%	630,191	22.1%
30 to 44 minutes	932	6.8%	519	7.1%	409	6.4%	550,348	19.3%
45 to 59 minutes	247	1.8%	219	3.0%	32	0.5%	191,054	6.7%
60 or more minutes	439	3.2%	351	4.8%	83	1.3%	153,983	5.4%
<b>Mean travel time to work (minutes)</b>	<b>15.2 minutes</b>		<b>17.2 minutes</b>		<b>12.9 minutes</b>		<b>23.4 minutes</b>	
<b>VEHICLES AVAILABLE</b>								
No vehicle available	178	1.3%	88	1.2%	96	1.5%	74,140	2.6%
1 vehicle available	2,372	17.3%	1,171	16.0%	1,202	18.8%	493,317	17.3%
2 vehicles available	6,265	45.7%	3,321	45.4%	2,935	45.9%	1,260,383	44.2%
3 or more vehicles available	4,894	35.7%	2,729	37.3%	2,161	33.8%	1,023,705	35.9%

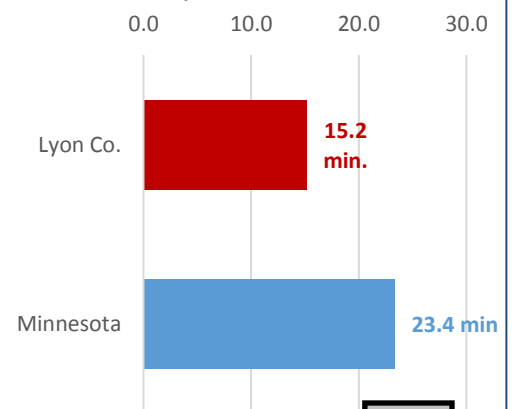
Source: U.S. Census Bureau, 2013-2017 American Community Survey

Figure 10. Commuting Characteristics by Place of Work, 2017



Source: 2013-2017 American Community Survey

Figure 11. Mean Travel Time to Work in Minutes, 2017



Source: 2013-2017 American Community Survey

Table 17. Educational Attainment for the Population Aged 18 years & Over	Lyon Co.		Minnesota
	Number	Percent	Percent
<b>Total, 18 years &amp; over</b>	<b>19,383</b>	<b>100.0%</b>	<b>100.0%</b>
Less than high school	1,483	7.7%	7.8%
High school graduate (incl. equiv.)	6,151	31.7%	25.6%
Some college, no degree	4,819	24.9%	23.8%
Associate's degree	2,268	11.7%	10.6%
Bachelor's degree	3,508	18.1%	21.7%
Advanced degree	1,154	6.0%	10.4%

*Source: 2013-2017 American Community Survey, 5-Year Estimates*

Table 18. Educational Attainment for the Population Aged 25 years & Over	Lyon Co.		Minnesota	Table 18a. Foreign-Born Population	Foreign-Born		Minnesota
	Number	Percent	Percent		Number	Percent	Percent
<b>Total, 25 years &amp; over</b>	<b>16,561</b>	<b>100.0%</b>	<b>100.0%</b>	<b>Total, 25 years &amp; over</b>	<b>1,216</b>	<b>100.0%</b>	<b>100.0%</b>
Less than high school	1,256	7.6%	7.2%	Less than high school	458	37.7%	26.0%
High school graduate (incl. equiv.)	5,527	33.4%	25.4%	High school graduate	296	24.3%	20.0%
Some college, no degree	3,298	19.9%	21.5%	Some college, no deg. & Associate's degree	232	19.1%	21.1%
Associate's degree	2,095	12.7%	11.1%	Bachelor's degree	108	8.9%	17.9%
Bachelor's degree	3,231	19.5%	23.0%	Advanced degree	122	10.0%	15.0%
Advanced degree	1,154	7.0%	11.8%				

*Source: 2013-2017 American Community Survey, 5-Year Estimates*

Table 19. Educational Attainment by Age Group, 2017	Lyon Co.		Minnesota
	Number	Percent	Percent
<b>18 to 24 years</b>	<b>2,822</b>	<b>14.6%</b>	<b>12.0%</b>
Less than high school	227	8.0%	12.2%
High school graduate (incl. equiv.)	624	22.1%	27.3%
Some college, no degree	1,521	53.9%	40.8%
Associate's degree	173	6.1%	6.8%
Bachelor's degree	277	9.8%	12.4%
Advanced degree	0	0.0%	0.5%
<b>25 to 44 years</b>	<b>6,427</b>	<b>33.2%</b>	<b>33.9%</b>
Less than high school	430	6.7%	6.6%
High school graduate (incl. equiv.)	1,506	23.4%	18.8%
Some college, no degree	1,210	18.8%	20.8%
Associate's degree	1,117	17.4%	13.4%
Bachelor's degree	1,615	25.1%	27.9%
Advanced degree	549	8.5%	12.5%
<b>45 to 64 years</b>	<b>6,333</b>	<b>32.7%</b>	<b>34.9%</b>
Less than high school	364	5.7%	5.8%
High school graduate (incl. equiv.)	2,261	35.7%	26.0%
Some college, no degree	1,398	22.1%	22.8%
Associate's degree	812	12.8%	11.9%
Bachelor's degree	1,117	17.6%	21.9%
Advanced degree	381	6.0%	11.7%
<b>65 years &amp; over</b>	<b>3,801</b>	<b>19.6%</b>	<b>19.1%</b>
Less than high school	462	12.2%	10.9%
High school graduate (incl. equiv.)	1,760	46.3%	35.9%
Some college, no degree	690	18.2%	20.4%
Associate's degree	166	4.4%	5.8%
Bachelor's degree	499	13.1%	16.1%
Advanced degree	224	5.9%	10.8%

*Source: 2013-2017 American Community Survey, 5-Year Estimates*

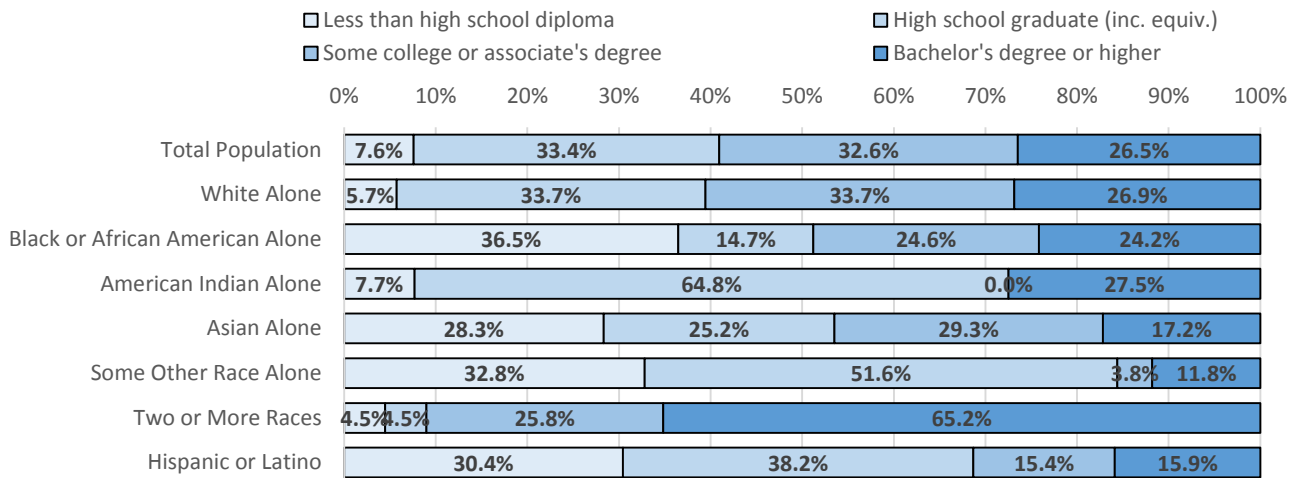
Table 20. Nativity by Language Spoken at Home by Ability to Speak English for the Foreign Born Population 5 Years and Over, 2017		
	Number	Percent
<b>Foreign Born, Total</b>	<b>1,517</b>	<b>100.0%</b>
<b>Foreign born, Speak Only English</b>	<b>166</b>	<b>10.9%</b>
<b>Foreign born, Other Language</b>	<b>1,351</b>	<b>89.1%</b>
Speak English Very Well or Well	1,002	74.2%
Speak English Not Well or Not At All	349	25.8%
<b>Foreign born, Speak Spanish:</b>	<b>492</b>	<b>32.4%</b>
English Very Well or Well	351	71.3%
English Not Well or Not At All	141	28.7%
<b>Foreign born, Speak Indo-European</b>	<b>94</b>	<b>6.2%</b>
English Very Well or Well	87	92.6%
English Not Well or Not At All	7	7.4%
<b>Foreign born, Speak Asian language</b>	<b>350</b>	<b>23.1%</b>
English Very Well or Well	186	53.1%
English Not Well or Not At All	164	46.9%
<b>Foreign born, Speak other language</b>	<b>415</b>	<b>27.4%</b>
English Very Well or Well	378	91.1%
English Not Well or Not At All	37	8.9%

*Source: 2013-2017 American Community Survey, 5-Year Estimates*

	Total Population, 25 years & over	Less than high school diploma	High school graduate (inc. equiv.)	Some college or associate's degree	Bachelor's degree or higher
White Alone	15,239	874	5,137	5,134	4,094
Black or African American Alone	414	151	61	102	100
American Indian Alone	91	7	59	0	25
Asian Alone	413	117	104	121	71
Some Other Race Alone	314	103	162	12	37
Two or More Races	89	4	4	23	58
Hispanic or Latino	680	207	260	105	108
<b>Total Population</b>	<b>16,560</b>	<b>1,256</b>	<b>5,527</b>	<b>5,392</b>	<b>4,385</b>

*Source: 2013-2017 American Community Survey, 5-Year Estimates*

**Figure 12. Educational Attainment for the population aged 25 years & over by Race or Origin, 2017**



*Source: 2013-2017 American Community Survey*

**Table 22. Minnesota Dept. of Education Student Enrollment Data, 2017-2018**

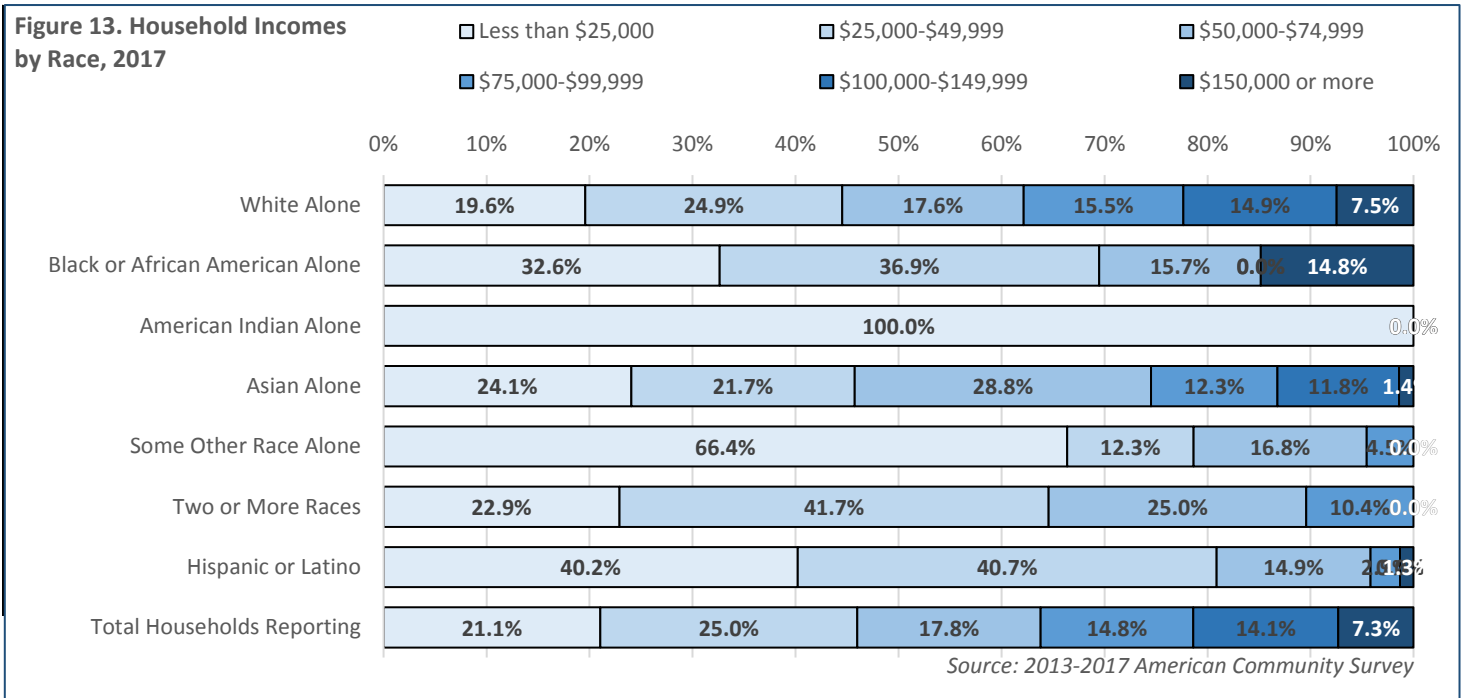
	Lyon Co.					State of Minnesota		
	Total Students	2008-2018 Percent Change, Total	Minority Students	Percent Minority	2008-2018 Percent Change, Minority	Total Students	Minority Students	Percent Minority
Kindergarten	351	6.4%	120	34.2%	79.1%	64,111	22,733	35.5%
1st Grade	338	9.0%	126	37.3%	215.0%	63,518	22,522	35.5%
2nd Grade	352	15.4%	112	31.8%	119.6%	64,385	22,809	35.4%
3rd Grade	350	25.0%	100	28.6%	72.4%	65,708	23,618	35.9%
4th Grade	348	18.0%	120	34.5%	76.5%	67,219	23,727	35.3%
5th Grade	349	11.5%	97	27.8%	67.2%	67,689	23,755	35.1%
6th Grade	345	32.2%	99	28.7%	102.0%	66,549	22,489	33.8%
7th Grade	344	17.4%	94	27.3%	36.2%	66,143	21,822	33.0%
8th Grade	344	18.2%	90	26.2%	63.6%	66,421	21,610	32.5%
9th Grade	381	2.1%	101	26.5%	119.6%	66,999	20,760	31.0%
10th Grade	416	7.2%	108	26.0%	120.4%	65,960	20,531	31.1%
11th Grade	419	2.4%	96	22.9%	65.5%	66,639	20,074	30.1%
12th Grade	445	-2.2%	115	25.8%	62.0%	70,819	21,695	30.6%
<b>Total Students</b>	<b>4,953</b>	<b>15.1%</b>	<b>1,426</b>	<b>28.8%</b>	<b>93.0%</b>	<b>884,852</b>	<b>296,666</b>	<b>33.5%</b>

*Source: Minnesota Department of Education Data Center*

**INCOMES AND COST OF LIVING**

<b>Table 23. Household Income in the past 12 months by Race or Origin, 2017</b>	<b>TOTAL Households Reporting</b>	<b>Less than \$25,000</b>	<b>\$25,000-\$49,999</b>	<b>\$50,000-\$74,999</b>	<b>\$75,000-\$99,999</b>	<b>\$100,000-\$149,999</b>	<b>\$150,000 or more</b>
White Alone	9,342	1,831	2,330	1,644	1,448	1,393	696
Black or African American Alone	236	77	87	37	0	0	35
American Indian Alone	2	2	0	0	0	0	0
Asian Alone	212	51	46	61	26	25	3
Some Other Race Alone	220	146	27	37	10	0	0
Two or More Races	48	11	20	12	5	0	0
Hispanic or Latino	455	183	185	68	13	0	6
<b>Total Households Reporting</b>	<b>10,060</b>	<b>2,118</b>	<b>2,510</b>	<b>1,791</b>	<b>1,489</b>	<b>1,418</b>	<b>734</b>

Source: 2013-2017 American Community Survey, 5-Year Estimates



<b>Table 23a. Median Household Income by Race or Origin, 2017</b>	<b>Median Household Income</b>	<b>Households Reporting</b>
White Alone	\$56,684	9,342
Black or African American Alone	\$42,885	236
American Indian Alone	\$0	2
Asian Alone	\$50,978	212
Some Other Race Alone	\$18,000	220
Two or More Races	\$35,833	48
Hispanic or Latino	\$27,583	455

Source: 2013-2017 American Community Survey, 5-Year Estimates

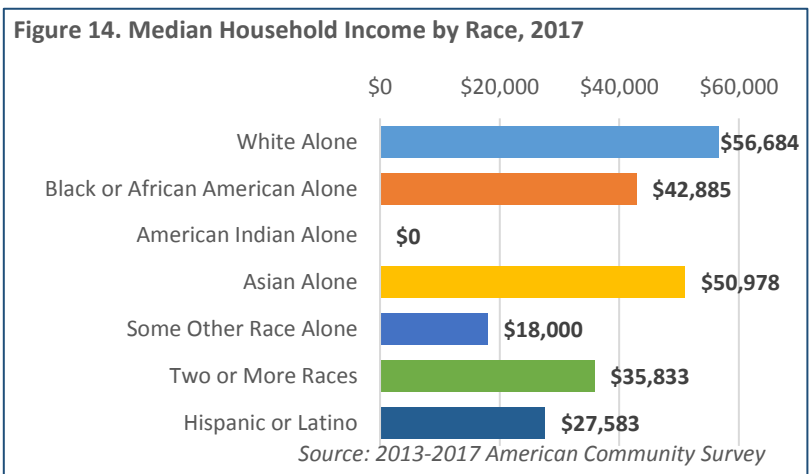


Table 24. Household and Family Incomes, 2017					Table 24a. Per Capita Income, 2017			
	Median Household Income	Average Household Income	Median Family Income	Average Family Income		Lyon Co.	Minnesota	Percent of State
Lyon Co.	\$54,181	\$74,861	\$73,912	\$93,592	Per capita income in the past 12 months	\$30,203	\$34,712	87.0%
Minnesota	\$65,699	\$86,796	\$82,785	\$104,103				
<i>Source: 2013-2017 American Community Survey, 5-Year Estimates</i>					<i>Source: 2013-2017 American Community Survey</i>			

Table 25. Household Incomes, 2017						
	Less than \$25,000	\$25,000-\$49,999	\$50,000-\$74,999	\$75,000-\$99,999	\$100,000-\$149,999	\$150,000 or more
Lyon Co.	21.1%	24.9%	17.8%	14.8%	14.1%	7.2%
Minnesota	17.0%	20.8%	18.5%	14.0%	16.6%	13.1%
<i>Source: 2013-2017 American Community Survey, 5-Year Estimates</i>						

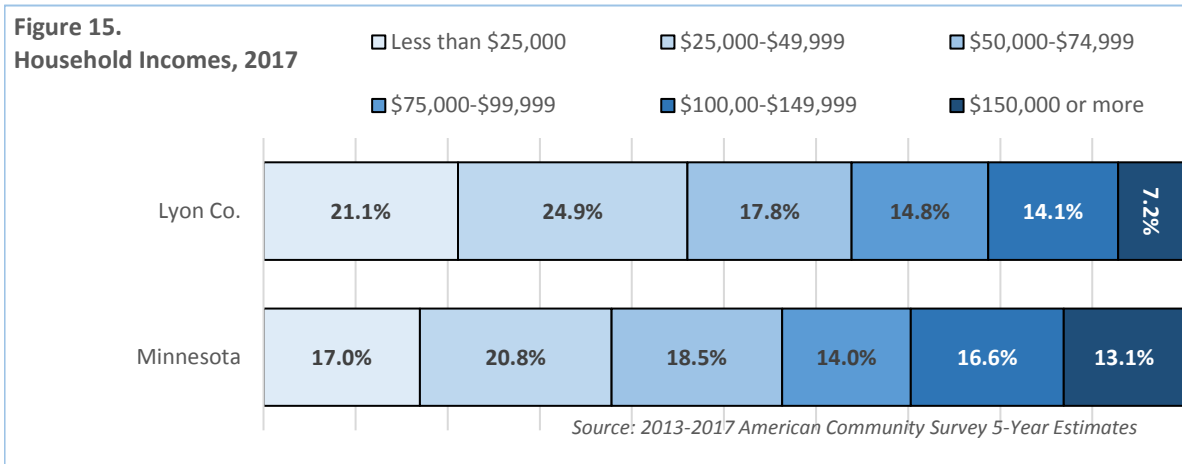


Table 26. Poverty Status in the past 12 months by Race or Origin, 2017 (total population for whom poverty status is determined)	Total Population	Income below the poverty level	Poverty Rate (% below pov. level)	Income at or above the poverty level	Minnesota Poverty Rate
White Alone	21,676	2,354	10.9%	19,322	7.9%
Black or African American Alone	828	207	25.0%	621	31.9%
American Indian Alone	92	13	14.1%	79	31.5%
Asian Alone	932	225	24.1%	707	15.4%
Some Other Race Alone	652	464	71.2%	188	23.4%
Two or More Races	401	110	27.4%	291	18.3%
Hispanic or Latino	1,504	764	50.8%	740	20.9%
<b>Total Population</b>	<b>24,581</b>	<b>3,373</b>	<b>13.7%</b>	<b>21,208</b>	<b>10.5%</b>
<i>Source: 2013-2017 American Community Survey, 5-Year Estimates</i>					

Table 27. Family Yearly Cost, Worker Hourly Wage, and Family Monthly Costs, 2018									
	Family Yearly Cost of Living	Hourly Wage Required	Monthly Costs						
			Child Care	Food	Health Care	Housing	Transportation	Other	Taxes
Lyon Co.	\$43,036	\$13.79	\$212	\$757	\$417	\$698	\$692	\$425	\$385
Minnesota	\$57,624	\$18.47	\$504	\$763	\$459	\$980	\$869	\$510	\$717
<i>Source: DEED Cost of Living tool</i>									

**WAGES AND OCCUPATIONS**

	Median Hourly Wage	Estimated Regional Employment
EDR 1 - Northwest	\$18.39	36,250
Region 2 - Headwaters	\$17.06	30,460
Region 3 - Arrowhead	\$17.72	143,490
Region 4 - West Central	\$17.46	86,020
Region 5 - North Central	\$16.75	59,210
Region 6E - Southwest Central	\$17.56	50,120
Region 6W - Upper MN Valley	\$16.86	16,640
Region 7E - East Central	\$18.47	51,730
Region 7W - Central	\$17.91	184,060
Region 8 - Southwest	\$16.53	55,150
Region 9 - South Central	\$17.56	107,700
Region 10 - Southeast	\$18.91	238,090
Region 11 - 7-County Twin Cities	\$21.92	1,769,290
<b>State of Minnesota</b>	<b>\$20.07</b>	<b>2,838,270</b>

*Source: DEED Occupational Employment Statistics, Qtr. 1 2018*

	Median Hourly Wage	Estimated Regional Employment
Central Minnesota	\$17.93	285,900
Northeast Minnesota	\$17.72	143,490
Northwest Minnesota	\$17.38	211,950
Southeast Minnesota	\$18.91	238,090
Southwest Minnesota	\$17.14	179,500
Twin Cities Metro Area	\$21.92	1,769,290
<b>State of Minnesota</b>	<b>\$20.07</b>	<b>2,838,270</b>

*Source: DEED Occupational Employment Statistics, Qtr. 1 2018*

Occupational Group	Region 8				State of Minnesota		
	Median Hourly Wage	Estimated Regional Employment	Share of Total Employment	Location Quotient	Median Hourly Wage	Estimated Statewide Employment	Share of Total Employment
<b>Total, All Occupations</b>	<b>\$16.53</b>	<b>55,150</b>	<b>100.0%</b>	<b>1.0</b>	<b>\$20.07</b>	<b>2,838,270</b>	<b>100.0%</b>
Office & Administrative Support	\$16.41	7,230	13.1%	0.9	\$18.45	409,820	14.4%
Production	\$15.63	7,320	13.3%	1.7	\$17.89	217,610	7.7%
Healthcare Practitioners & Technical	\$26.10	3,140	5.7%	0.9	\$34.44	182,500	6.4%
Sales & Related	\$13.52	5,200	9.4%	1.0	\$14.10	277,720	9.8%
Transportation & Material Moving	\$17.51	4,370	7.9%	1.3	\$17.59	178,720	6.3%
Education, Training & Library	\$20.42	3,570	6.5%	1.1	\$23.65	163,850	5.8%
Food Preparation & Serving Related	\$10.65	4,730	8.6%	1.0	\$11.12	239,950	8.5%
Healthcare Support	\$13.20	2,660	4.8%	1.6	\$15.81	85,940	3.0%
Management	\$37.72	2,330	4.2%	0.7	\$49.99	168,930	6.0%
Personal Care & Service	\$12.79	2,500	4.5%	0.9	\$12.12	139,210	4.9%
Business & Financial Operations	\$27.67	1,550	2.8%	0.5	\$31.97	161,080	5.7%
Installation, Maintenance & Repair	\$19.91	2,420	4.4%	1.3	\$23.22	95,660	3.4%
Computer & Mathematical	\$31.84	350	0.6%	0.2	\$40.00	94,290	3.3%
Building, Grounds Cleaning & Maint.	\$11.63	1,740	3.2%	1.1	\$14.07	84,300	3.0%
Construction & Extraction	\$20.30	2,410	4.4%	1.2	\$27.10	99,900	3.5%
Community & Social Service	\$17.82	1,080	2.0%	1.0	\$21.88	55,430	2.0%
Protective Service	\$15.83	760	1.4%	0.9	\$20.27	43,150	1.5%
Architecture & Engineering	\$28.62	570	1.0%	0.5	\$36.61	53,780	1.9%
Arts, Design, Entertainment & Media	\$16.55	310	0.6%	0.4	\$23.44	36,910	1.3%
Life, Physical & Social Science	\$27.22	340	0.6%	0.7	\$31.27	26,220	0.9%
Legal	\$33.27	160	0.3%	0.4	\$37.34	19,750	0.7%
Farming, Fishing & Forestry	\$14.87	410	0.7%	6.0	\$15.45	3,540	0.1%

*Source: DEED Occupational Employment Statistics, Qtr. 1 2018*

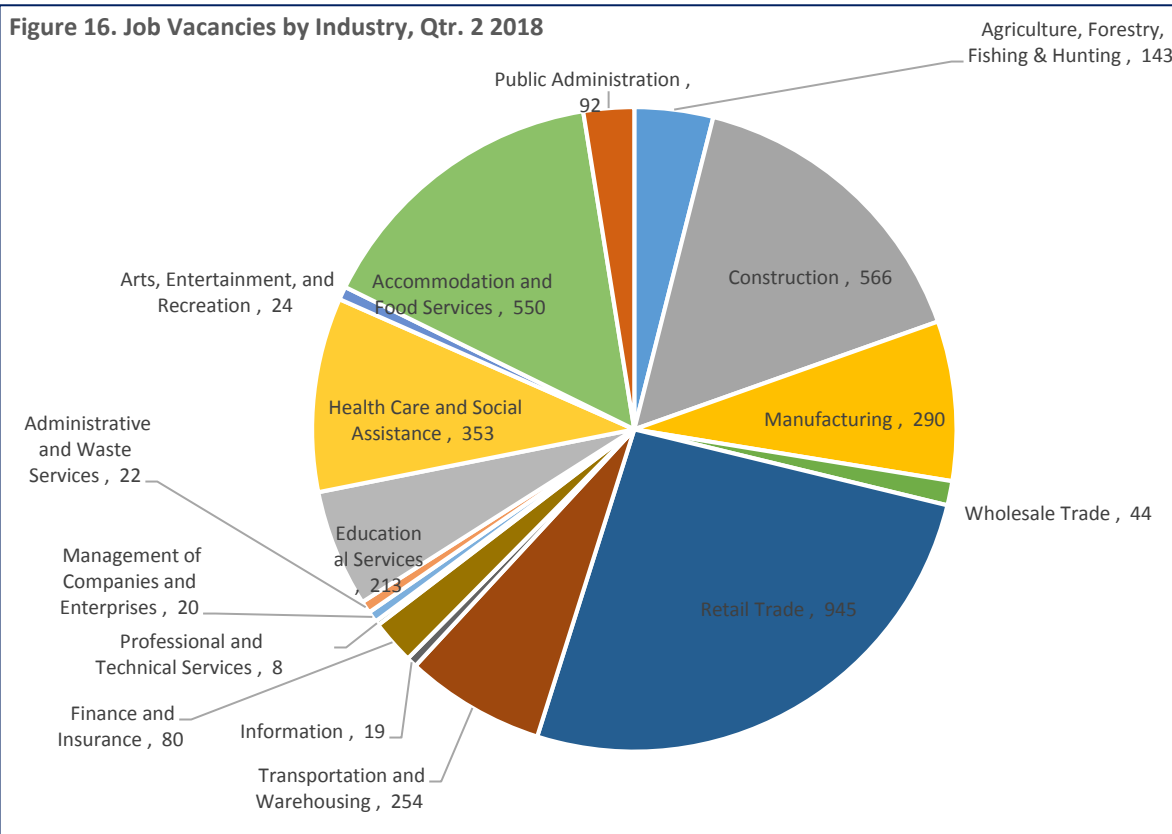


Table 30. Job Vacancy Survey Results, Qtr. 2 2018

Region 8	Number of Total Vacancies	Percent Part-time	Percent Temporary or Seasonal	Requiring Post-Secondary Education	Requiring 1 or More Years of Work Exp.	Requiring Certificate or License	Median Hourly Wage Offer	Job Vacancy Rate
<b>Total, All Occupations</b>	<b>3,682</b>	<b>23%</b>	<b>19%</b>	<b>14%</b>	<b>46%</b>	<b>36%</b>	<b>\$12.83</b>	<b>6.8</b>
Management	32	0%	0%	96%	100%	16%	\$35.00	1.4
Business & Financial Operations	24	4%	0%	72%	91%	38%	\$21.61	1.5
Computer & Mathematical	8	0%	0%	63%	82%	38%	\$28.41	2.3
Architecture & Engineering	27	0%	5%	82%	89%	9%	\$27.58	4.7
Life, Physical & Social Sciences	21	0%	0%	27%	44%	31%	\$18.70	6.2
Community & Social Service	12	22%	0%	82%	77%	72%	\$20.45	1.1
Legal	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A
Education, Training & Library	111	40%	16%	93%	89%	95%	\$21.84	3.1
Arts, Design, Entertainment & Media	30	79%	24%	13%	27%	37%	\$11.44	9.5
Healthcare Practitioners & Technical	195	37%	0%	91%	60%	90%	\$27.05	6.2
Healthcare Support	91	57%	0%	1%	0%	87%	\$13.14	3.4
Protective Service	12	65%	8%	13%	2%	77%	\$11.04	1.6
Food Preparation & Serving Related	429	24%	2%	0%	32%	0%	\$10.38	9.1
Building, Grounds Cleaning & Maint.	265	29%	20%	1%	10%	5%	\$10.67	15.2
Personal Care & Service	71	50%	79%	23%	1%	83%	\$11.73	2.8
Sales & Related	422	20%	1%	6%	72%	0%	\$12.44	8.1
Office & Administrative Support	317	46%	28%	20%	24%	48%	\$10.00	4.4
Construction & Extraction	537	0%	16%	0%	91%	2%	\$11.97	22.3
Installation, Maintenance & Repair	147	1%	63%	14%	28%	70%	\$14.81	6.1
Production	159	9%	1%	11%	20%	9%	\$11.10	2.2
Transportation & Material Moving	663	25%	39%	2%	30%	84%	\$14.47	15.2
Internships	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A

Source: DEED Job Vacancy Survey, Qtr. 2 2018

Figure 16. Job Vacancies by Industry, Qtr. 2 2018

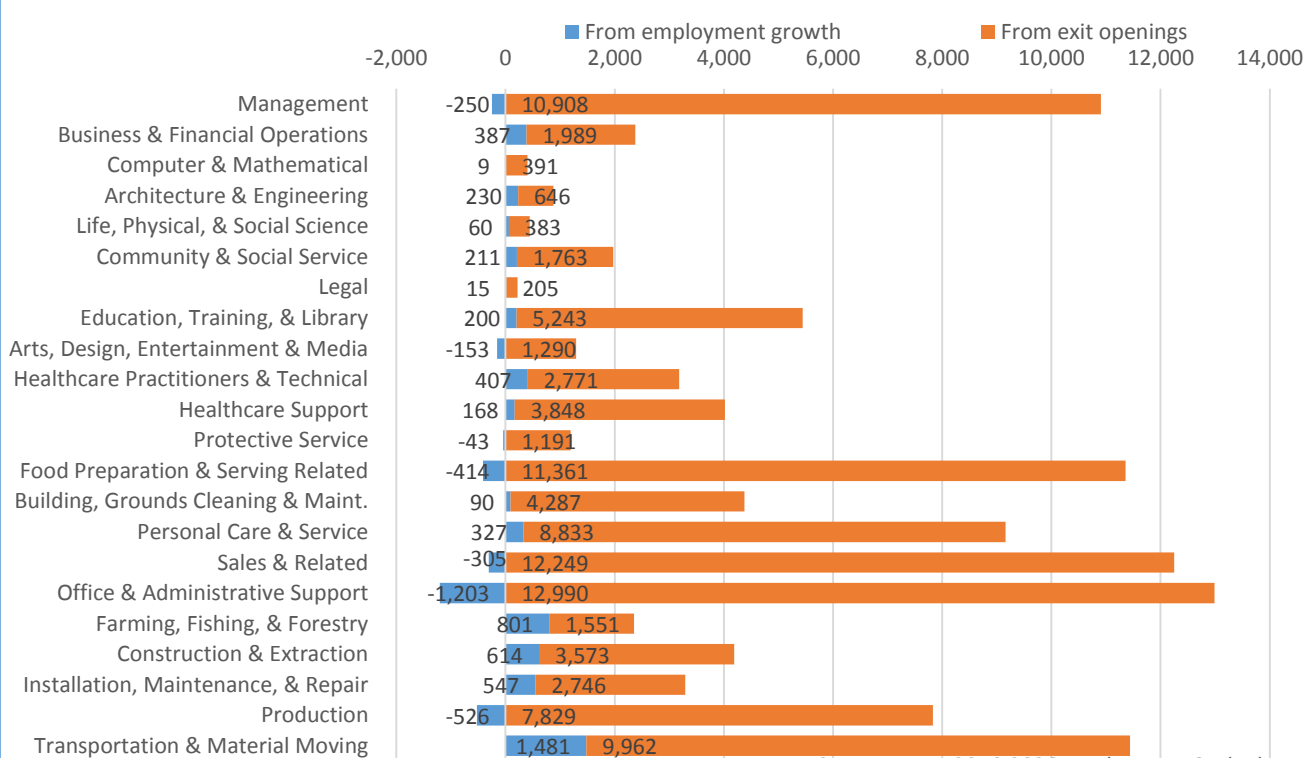


**Table 31. Regional Employment Projections, 2016-2026**

Occupational Group	Southwest						
	2016 Estimate	2026 Projection	2016-2026 Percent Change	Total Change	Labor Force Exit Openings	Transfer Openings	2016-2026 Total Hires
<b>Total, All Occupations</b>	<b>211,618</b>	<b>213,503</b>	<b>0.9%</b>	<b>1,885</b>	<b>103,553</b>	<b>128,512</b>	<b>233,950</b>
Management	24,465	24,215	-1.0%	-250	10,908	7,305	17,963
Business & Financial Operations	6,489	6,876	6.0%	387	1,989	3,844	6,220
Computer & Mathematical	2,177	2,186	0.4%	9	391	1,049	1,449
Architecture & Engineering	2,382	2,612	9.7%	230	646	1,172	2,048
Life, Physical, & Social Science	1,462	1,522	4.1%	60	383	910	1,353
Community & Social Service	4,113	4,324	5.1%	211	1,763	2,895	4,869
Legal	835	850	1.8%	15	205	271	491
Education, Training, & Library	12,206	12,406	1.6%	200	5,243	5,092	10,535
Arts, Design, Entertainment, & Media	3,039	2,886	-5.0%	-153	1,290	1,501	2,638
Healthcare Practitioners & Technical	10,007	10,414	4.1%	407	2,771	2,768	5,946
Healthcare Support	6,503	6,671	2.6%	168	3,848	3,531	7,547
Protective Service	2,932	2,889	-1.5%	-43	1,191	1,418	2,566
Food Preparation & Serving Related	15,692	15,278	-2.6%	-414	11,361	14,976	25,923
Building, Grounds Cleaning & Maint.	6,991	7,081	1.3%	90	4,287	4,481	8,858
Personal Care & Service	11,380	11,707	2.9%	327	8,833	7,548	16,708
Sales & Related	19,876	19,571	-1.5%	-305	12,249	15,354	27,298
Office & Administrative Support	25,579	24,376	-4.7%	-1,203	12,990	14,676	26,463
Farming, Fishing, & Forestry	3,824	4,625	20.9%	801	1,551	4,684	7,036
Construction & Extraction	9,760	10,374	6.3%	614	3,573	6,397	10,584
Installation, Maintenance, & Repair	7,796	8,343	7.0%	547	2,746	4,718	8,011
Production	19,287	18,761	-2.7%	-526	7,829	13,681	20,984
Transportation & Material Moving	19,188	20,669	7.7%	1,481	9,962	13,458	24,901

Source: DEED 2016-2026 Employment Outlook

**Figure 17. Regional Employment Projections, 2016-2026**



Source: DEED 2016-2026 Employment Outlook



**Table 32. Regional Occupations in Demand, 2017**

Region 8			
Less than High School	High School or Equivalent	Some College or Assoc. Degree	Bachelor's Degree or Higher
Cement Masons & Concrete Finishers \$32,921	Heavy & Tractor-Trailer Truck Drivers \$36,222	Nursing Assistants \$25,771	Accountants & Auditors \$55,287
Retail Salespersons \$21,429	Teacher Assistants \$25,612	Licensed Practical & Licensed Vocational Nurses \$38,988	Elementary School Teachers \$47,852
Personal Care Aides \$24,332	Farmers, Ranchers, & Other Agricultural Managers \$76,318	Registered Nurses \$59,709	Secondary School Teachers \$50,449
Cashiers \$19,876	Social & Human Service Assistants \$30,095	Automotive Service Technicians & Mechanics \$35,685	Mental Health Counselors \$74,423
Slaughterers & Meat Packers \$28,440	First-Line Supervisors of Retail Sales Workers \$31,690	Electricians \$41,892	Dentists, General \$155,172
Stock Clerks & Order Fillers \$23,052	Customer Service Representatives \$31,610	Emergency Medical Technicians & Paramedics \$29,342	Medical & Health Services Managers \$70,738
Helpers--Production Workers \$40,912	Executive Secretaries & Exec. Admin. Assistants \$41,008	Police & Sheriff's Patrol Officers \$52,909	Sales Managers \$82,408
Combined Food Prep & Serving Workers \$20,543	Automotive Body & Related Repairers \$35,251	Heating, Air Conditioning, & Refrigeration Mechanics \$51,924	Industrial Engineers \$75,817
Home Health Aides \$25,540	Bus & Truck Mechanics & Diesel Engine Specialists \$36,506	Industrial Machinery Mechanics \$45,136	Physician Assistants \$104,252
Janitors & Cleaners \$25,003	Secretaries & Administrative Assistants \$33,891	Industrial Engineering Technicians \$51,958	Education Administrators, Elementary & Secondary \$89,647

Source: DEED Occupations in Demand

**Table 33. Share of Jobs by Educational Requirements, 2018**

Region 8		
Typical Education Required for Entry:	Count of Jobs Requiring:	Percent of Jobs Requiring:
High School Diploma or Less	31,000	71.1%
Vocational Award	3,560	8.2%
Associate Degree	1,940	4.4%
Bachelor's Degree	5,760	13.2%
Graduate Degree	640	1.5%
No Clear Educational Assignment	720	1.7%
<b>Total, All Occupations</b>	<b>43,620</b>	<b>100.0%</b>
<i>Number Unclassified</i>	<i>11,530</i>	<i>20.9%</i>
State of Minnesota		
High School Diploma or Less	1,754,540	64.3%
Vocational Award	135,570	5.0%
Associate Degree	131,560	4.8%
Bachelor's Degree	506,210	18.6%
Graduate Degree	98,820	3.6%
No Clear Educational Assignment	101,600	3.7%
<b>Total, All Occupations</b>	<b>2,728,300</b>	<b>100.0%</b>
<i>Number Unclassified</i>	<i>109,970</i>	<i>3.9%</i>

Source: DEED Occupational Employment Statistics, Qtr. 1 2018

**Figure 18. Share of Jobs by Educational Requirements, 2018**

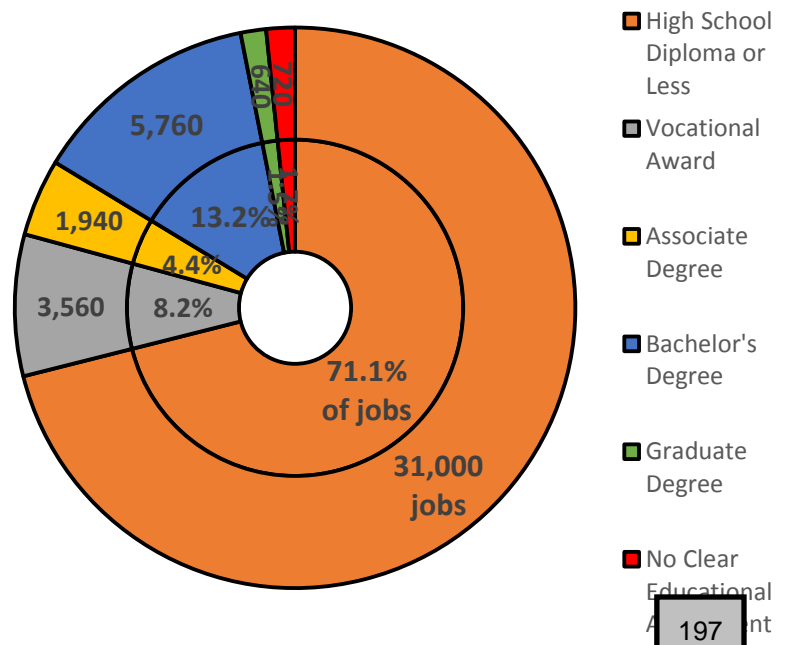


Table 34. Occupational Groups by Gender, 2017	Male		Female		Total
	Number	Percent	Number	Percent	Number
Management, business, science, & arts occupations	2,295	46.8%	2,613	53.2%	4,908
Service occupations	761	34.7%	1,432	65.3%	2,193
Sales & office occupations	962	34.0%	1,867	66.0%	2,829
Natural resources, construction, & maintenance occupations	1,438	94.5%	83	5.5%	1,521
Production, transportation, & material moving occupations	1,925	79.8%	486	20.2%	2,411
<b>Total</b>	<b>7,381</b>	<b>53.2%</b>	<b>6,481</b>	<b>46.8%</b>	<b>13,862</b>

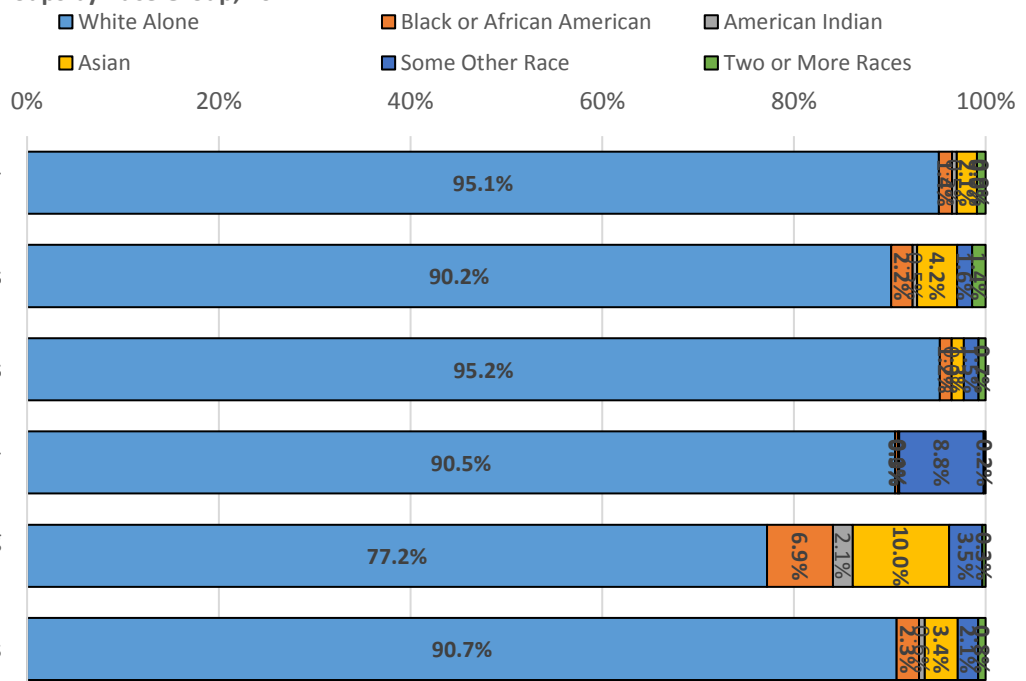
Source: 2013-2017 American Community Survey, 5-Year Estimates

Table 35. Occupational Groups by Race Group, 2017	White Alone	Black or African American	American Indian Alone	Asian Alone	Some Other Race Alone	Two or More Races	Total	Hispanic or Latino
Management, business, science, & arts	4,668	68	24	104	0	44	4,908	94
Service occupations	1,977	49	10	92	34	31	2,193	104
Sales & office occupations	2,694	35	0	36	43	21	2,829	121
Nat'l resources, construction & maint.	1,377	5	0	2	134	3	1,521	192
Production, transportation & mat'l movin	1,861	166	50	242	84	8	2,411	217
<b>Total</b>	<b>12,577</b>	<b>323</b>	<b>84</b>	<b>476</b>	<b>295</b>	<b>107</b>	<b>13,862</b>	<b>728</b>

Percent of Occupational Groups by Race Group and Origin, 2017	White Alone	Black or African American	American Indian	Asian	Some Other Race	Two or More Races	Hispanic or Latino
Management, business, science, & arts oc	95.1%	1.4%	0.5%	2.1%	0.0%	0.9%	1.9%
Service occupations	90.2%	2.2%	0.5%	4.2%	1.6%	1.4%	4.7%
Sales & office occupations	95.2%	1.2%	0.0%	1.3%	1.5%	0.7%	4.3%
Nat'l resources, construction & maint. occ	90.5%	0.3%	0.0%	0.1%	8.8%	0.2%	12.6%
Production, transp. & mat'l moving occup	77.2%	6.9%	2.1%	10.0%	3.5%	0.3%	9.0%
<b>Total, All Occupations</b>	<b>90.7%</b>	<b>2.3%</b>	<b>0.6%</b>	<b>3.4%</b>	<b>2.1%</b>	<b>0.8%</b>	<b>5.3%</b>

Source: 2013-2017 American Community Survey, 5-Year Estimates

Figure 19. Percent of Occupational Groups by Race Group, 2017



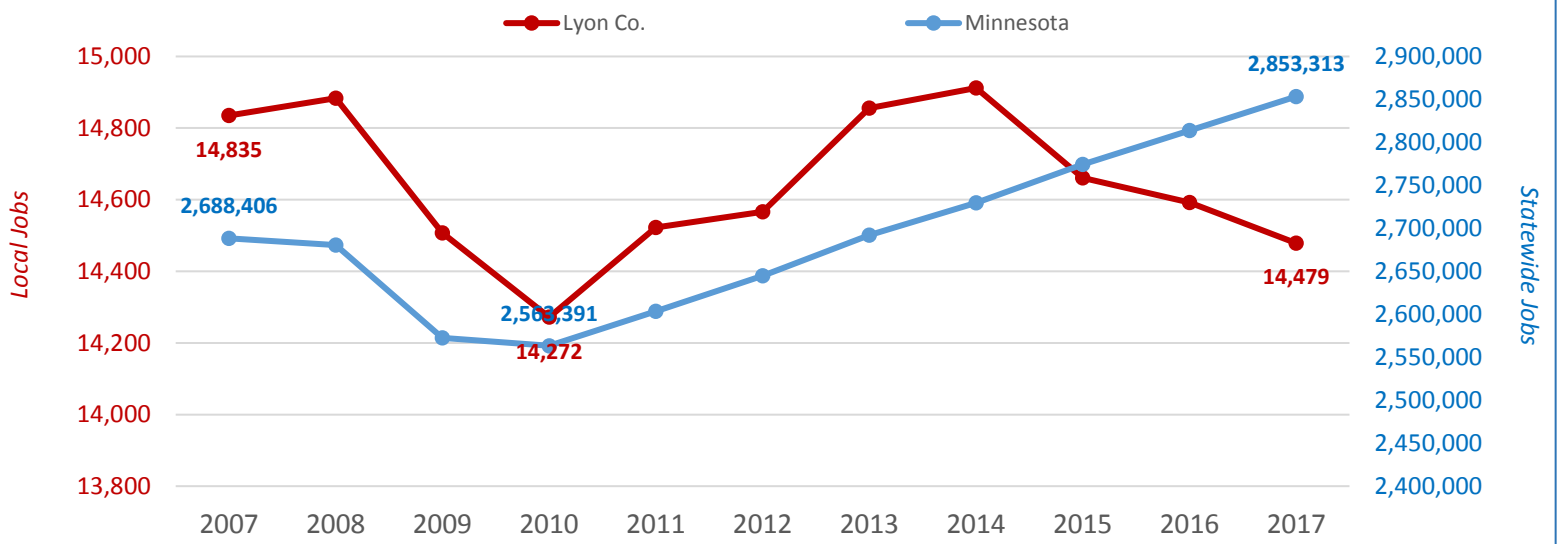
Source: 2013-2017 American Community Survey, 5-Year Estimates

**Table 36. Industry Employment Statistics, 2017**

	2017 Annual Data				2012-2017		2016-2017	
	Number of Firms	Number of Jobs	Total Payroll	Avg. Annual Wages	Change in Jobs	Percent Change	Change in Jobs	Percent Change
Lyon Co.	810	14,479	\$613,179,109	\$42,350	-87	-0.6%	-113	-0.8%
State of Minnesota	167,485	2,853,730	\$160,254,656,806	\$56,156	208,795	7.9%	39,728	1.4%

Source: DEED Quarterly Census of Employment & Wages (QCEW) program

**Figure 20. Industry Employment Statistics, 2007-2017**



Source: DEED QCEW program

**Table 37. Industry Employment Statistics, 2017**

Lyon Co.	2017 Annual Data				2012-2017		2016-2017	
NAICS Industry Title	Number of Firms	Number of Jobs	Total Payroll (\$1,000s)	Avg. Annual Wage	Change in Jobs	Percent Change	Change in Jobs	Percent Change
<b>Total, All Industries</b>	<b>810</b>	<b>14,479</b>	<b>\$613,179</b>	<b>\$42,350</b>	<b>-87</b>	<b>-0.6%</b>	<b>-112</b>	<b>-0.8%</b>
Agriculture, Forestry, Fish & Hunt	24	161	\$6,304	\$39,158	13	8.8%	5	3.2%
Mining	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A
Construction	97	527	\$27,087	\$51,399	-203	-27.8%	-38	-6.7%
Manufacturing	30	2,010	\$106,515	\$52,992	-179	-8.2%	-140	-6.5%
Utilities	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A
Wholesale Trade	41	588	\$33,164	\$56,402	-51	-8.0%	14	2.4%
Retail Trade	115	1,781	\$43,011	\$24,150	30	1.7%	-62	-3.4%
Transportation & Warehousing	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A
Information	20	129	\$3,421	\$26,519	-8	-5.8%	4	3.2%
Finance & Insurance	53	1,086	\$65,689	\$60,487	69	6.8%	24	2.3%
Real Estate & Rental & Leasing	24	115	\$2,440	\$21,218	10	9.5%	8	7.5%
Professional & Technical Services	47	290	\$17,473	\$60,250	-78	-21.2%	-5	-1.7%
Management of Companies	6	547	\$46,881	\$85,706	#N/A	#N/A	-26	-4.5%
Admin. Support & Waste Mgmt. Svcs.	30	553	\$13,720	\$24,810	#N/A	#N/A	-34	-5.8%
Educational Services	22	1,434	\$63,355	\$44,180	143	11.1%	65	4.7%
Health Care & Social Assistance	81	2,305	\$90,961	\$39,463	259	12.7%	51	2.3%
Arts, Entertainment, & Recreation	14	146	\$1,630	\$11,165	-6	-3.9%	-8	-5.2%
Accommodation & Food Services	62	1,142	\$27,580	\$24,150	-86	-7.0%	18	1.6%
Other Services	61	274	\$7,286	\$26,593	-26	-8.7%	-6	-2.1%
Public Administration	36	787	\$31,709	\$40,291	-14	-1.7%	15	1.9%

Source: DEED Quarterly Census of Employment & Wages (QCEW) program

**Table 38. Regional Industry Employment Projections, 2016-2026**

	Estimated Employment 2016	Projected Employment 2026	Percent Change 2016-2026	Numeric Change 2016-2026
<b>Southwest</b>				
<b>Total, All Industries</b>	<b>211,618</b>	<b>213,503</b>	<b>0.9%</b>	<b>1,885</b>
Agriculture, Forestry, Fish & Hunt	5,599	7,026	25.5%	1,427
Mining	349	312	-10.6%	-37
Utilities	755	831	10.1%	76
Construction	7,995	8,408	5.2%	413
Manufacturing	31,264	31,145	-0.4%	-119
Wholesale Trade	8,272	8,323	0.6%	51
Retail Trade	20,647	19,748	-4.4%	-899
Transportation & Warehousing	7,176	8,023	11.8%	847
Information	2,746	2,569	-6.4%	-177
Finance & Insurance	6,314	6,369	0.9%	55
Real Estate & Rental & Leasing	1,232	1,269	3.0%	37
Professional & Technical Services	4,296	4,600	7.1%	304
Management of Companies	1,563	1,541	-1.4%	-22
Administrative & Waste Services	4,163	4,277	2.7%	114
Educational Services	16,891	16,886	0.0%	-5
Health Care & Social Assistance	29,857	31,196	4.5%	1,339
Arts, Entertainment, & Recreation	2,544	2,402	-5.6%	-142
Accommodation & Food Services	12,207	11,965	-2.0%	-242
Other Services, Ex. Public Admin	7,632	7,142	-6.4%	-490
Public Administration	13,150	13,136	-0.1%	-14

Source: DEED 2016-2026 Employment Outlook

**Table 39. Employers by Size Class, 2016**

Number of Employees	Lyon Co.		Minnesota	Lyon Co.	
	Number of Firms	Percent of Firms	Percent of Firms	Change in number of firms from 2008-2016	
1-4	399	49.4%	53.8%	-36	-8.3%
5-9	164	20.3%	17.6%	6	3.8%
10-19	121	15.0%	13.2%	-4	-3.2%
20-49	70	8.7%	9.3%	1	1.4%
50-99	29	3.6%	3.3%	6	26.1%
100-249	16	2.0%	1.9%	4	33.3%
250-499	7	0.9%	0.5%	0	0.0%
500 or more	1	0.1%	0.3%	-1	-50.0%
<b>Total Firms</b>	<b>807</b>	<b>100.0%</b>	<b>100.0%</b>	<b>-24</b>	<b>-2.9%</b>

Source: U.S. Census, County Business Patterns

**Table 40. Nonemployer Statistics, 2016**

	2016		2006-2016	
	Number of Firms	Receipts (\$1,000s)	Change in Nonemps.	Percent Change
Lyon Co.	1,739	\$77,572	87	5.3%
State of Minnesota	403,926	\$18,727,372	27,062	7.2%

Source: U.S. Census, Nonemployer Statistics program

**Table 41. Census of Agriculture, 2012**

	Number of Farms	Market Value of Products Sold	State Rank (of 87)	Change in Mkt. Value, 2007-2012
Lyon Co.	904	\$403,017,000	16	31.8%
State of Minnesota	74,542	\$21,280,184,000		61.5%

Source: 2012 Census of Agriculture

Table 42. Housing Characteristics, 2017	Lyon Co.		Minnesota		Household Size	Lyon Co.	
	Number	Percent	Number	Percent		Total	Percent
Total housing units	11,219	100.0%	2,404,624	100.0%	Owner-occupied	6,862	68.2%
Occupied housing units	10,060	89.7%	2,153,202	89.5%	Average household size, owner-occ.	2.63	
Vacant housing units	1,159	10.3%	251,422	10.5%	Renter-occupied	3,198	31.8%
Homeowner vacancy rate	1.6%		1.2%		Average household size, renter-occ.	2.03	
Rental vacancy rate	11.5%		4.1%		<b>Total, occupied units</b>	<b>10,060</b>	<b>100.0%</b>

*Source: 2013-2017 American Community Survey, 5-Year Estimates*

	Lyon Co.		Minnesota	
	Number	Percent	Number	Percent
Occupied Housing Units	10,060	100.0%	2,153,202	100.0%
Owner-occupied	6,862	68.2%	1,542,041	71.6%
Renter-occupied	3,198	31.8%	611,161	28.4%

Units in Structure	Total	Percent	Owner-occupied	Percent	Renter-occupied	Percent	Total
1, detached	7,344	73.0%	6,578	95.9%	766	24.0%	7,344
1, attached	282	2.8%	95	1.4%	187	5.8%	282
2 apartments	171	1.7%	7	0.1%	164	5.1%	171
3 or 4 apartments	446	4.4%	14	0.2%	432	13.5%	446
5 to 9 apartments	382	3.8%	0	0.0%	382	11.9%	382
10 or more apartments	1,168	11.6%	1	0.0%	1,167	36.5%	1,168
Mobile home or other	267	2.7%	167	2.4%	100	3.1%	267
<b>Total</b>	<b>10,060</b>	<b>100.0%</b>	<b>6,862</b>	<b>100.0%</b>	<b>3,198</b>	<b>100.0%</b>	<b>10,060</b>

Year Structure Built	Total	Percent	Owner-occupied	Percent	Renter-occupied	Percent	Total
2014 or or later	23	0.2%	23	0.3%	0	0.0%	23
2010 to 2013	147	1.3%	56	0.8%	91	2.8%	147
2000 to 2009	1,136	10.1%	804	11.7%	209	6.5%	1,013
1980 to 1999	2,407	21.5%	1,112	16.2%	1,111	34.7%	2,223
1960 to 1979	3,207	28.6%	1,882	27.4%	989	30.9%	2,871
1940 to 1959	1,928	17.2%	1,342	19.6%	438	13.7%	1,780
1939 or earlier	2,371	21.1%	1,643	23.9%	360	11.3%	2,003
<b>Total</b>	<b>11,219</b>	<b>100.0%</b>	<b>6,862</b>	<b>100.0%</b>	<b>3,198</b>	<b>100.0%</b>	<b>10,060</b>

Bedrooms	Total	Percent	Owner-occupied	Percent	Renter-occupied	Percent	Total
No bedroom	91	0.9%	0	0.0%	91	2.8%	91
1 bedroom	933	9.3%	82	1.2%	851	26.6%	933
2 or 3 bedrooms	5,796	57.6%	3,780	55.1%	2,016	63.0%	5,796
4 or more bedrooms	3,240	32.2%	3,000	43.7%	240	7.5%	3,240
<b>Total</b>	<b>10,060</b>	<b>100.0%</b>	<b>6,862</b>	<b>100.0%</b>	<b>3,198</b>	<b>100.0%</b>	<b>10,060</b>

*Source: 2013-2017 American Community Survey, 5-Year Estimates*

Table 43. Year Householder Moved Into Unit, 2017	Lyon Co.		Minnesota	
	Total	Percent	Total	Percent
Moved in 2015 or later	1,122	11.2%	220,864	10.3%
Moved in 2010 to 2014	2,833	28.2%	638,526	29.7%
Moved in 2000 to 2009	2,808	27.9%	616,272	28.6%
Moved in 1990 to 1999	1,544	15.3%	334,372	15.5%
Moved in 1980 to 1989	787	7.8%	166,606	7.7%
Moved in 1979 & earlier	966	9.6%	176,562	8.2%
<b>Total</b>	<b>10,060</b>	<b>100.0%</b>	<b>2,153,202</b>	<b>100.0%</b>

*Source: 2013-2017 American Community Survey, 5-Year Estimates*

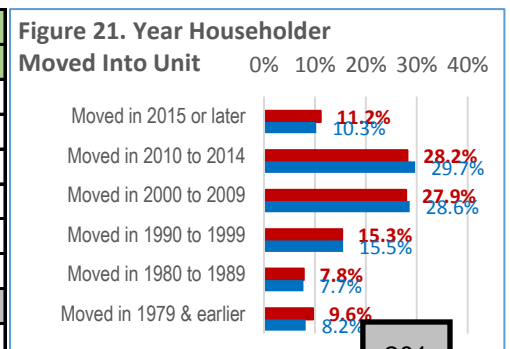


Table 44. Estimated Value of Owner-occupied Housing Units, 2017	Lyon Co.		Minnesota	
	Total	Percent	Total	Percent
<b>Total</b>	<b>6,862</b>	<b>100.0%</b>	<b>1,542,041</b>	<b>100.0%</b>
Less than \$50,000	738	10.8%	87,959	5.7%
\$50,000 to \$99,999	1,426	20.8%	144,431	9.4%
\$100,000 to \$149,999	1,744	25.4%	234,563	15.2%
\$150,000 to \$199,999	1,091	15.9%	305,826	19.8%
\$200,000 to \$299,999	1,174	17.1%	396,634	25.7%
\$300,000 to \$499,999	578	8.4%	271,324	17.6%
\$500,000 to \$999,999	77	1.1%	85,933	5.6%
\$1,000,000 or more	34	0.5%	15,371	1.0%
<b>Median (dollars)</b>	<b>\$135,900</b>		<b>\$199,700</b>	

*Source: 2013-2017 American Community Survey, 5-Year Estimates*

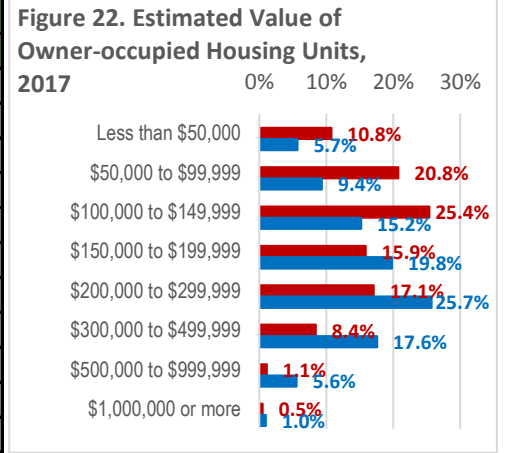


Table 45. Selected Monthly Owner Costs - Owner-occupied units, 2017	Lyon Co.		Minnesota	
	Total	Percent	Total	Percent
<b>Housing units with a mortgage</b>	<b>4,136</b>	<b>60.3%</b>	<b>1,034,750</b>	<b>67.1%</b>
Housing units with a mortgage - Less than \$500	142	3.4%	13,062	1.3%
Housing units with a mortgage - \$500 to \$999	1,412	34.1%	172,441	16.7%
Housing units with a mortgage - \$1,000 to \$1,499	1,464	35.4%	328,369	31.7%
Housing units with a mortgage - \$1,500 to \$1,999	757	18.3%	257,732	24.9%
Housing units with a mortgage - \$2,000 or more	361	8.7%	263,146	25.4%
Housing units with a mortgage - Median (dollars)	\$1,148		\$1,506	
<b>Housing units without a mortgage</b>	<b>2,726</b>	<b>39.7%</b>	<b>507,291</b>	<b>32.9%</b>
Housing units without a mortgage - Less than \$400	947	34.7%	151,846	29.9%
Housing units without a mortgage - \$400 to \$799	1,505	55.2%	288,032	56.8%
Housing units without a mortgage - \$800 to \$999	214	7.9%	37,056	7.3%
Housing units without a mortgage - \$1,000 or more	60	2.2%	30,357	6.0%
Housing units without a mortgage - Median (dollars)	\$467		\$499	
<b>Housing units with a mortgage</b>	<b>4,136</b>		<b>1,031,872</b>	
Housing units with a mortgage - Less than 20.0%	2,347	56.7%	501,605	48.6%
Housing units with a mortgage - 20.0 to 24.9%	589	14.2%	175,888	17.0%
Housing units with a mortgage - 25.0 to 29.9%	435	10.5%	112,396	10.9%
Housing units with a mortgage - 30.0 to 34.9%	216	5.2%	68,242	6.6%
Housing units with a mortgage - 35.0% or more	549	13.3%	173,741	16.8%
<b>Housing unit without a mortgage</b>	<b>2,715</b>		<b>503,066</b>	
Housing units without a mortgage - Less than 25.0%	2,293	84.5%	423,528	84.2%
Housing units without a mortgage - 25.0 to 34.9%	222	8.2%	34,365	6.8%
Housing units without a mortgage - 35.0% or more	200	7.4%	45,173	9.0%
<b>Occupied units paying rent</b>	<b>3,008</b>		<b>584,669</b>	
Occupied units paying rent - Less than \$500	977	32.5%	83,799	14.3%
Occupied units paying rent - \$500 to \$999	1,659	55.2%	263,525	45.1%
Occupied units paying rent - \$1,000 to \$1,499	273	9.1%	158,050	27.0%
Occupied units paying rent - \$1,500 to \$1,999	62	2.1%	57,262	9.8%
Occupied units paying rent - \$2,000 or more	37	1.2%	22,033	3.8%
Occupied units paying rent - Median (dollars)	\$621		\$906	
Rent as a Percentage of Household Income - Less than 15.0%	503	16.7%	78,724	13.5%
Rent as a Percentage of Household Income - 15.0 to 19.9%	590	19.6%	78,516	13.4%
Rent as a Percentage of Household Income - 20.0 to 24.9%	307	10.2%	78,846	13.5%
Rent as a Percentage of Household Income - 25.0 to 29.9%	299	9.9%	70,138	12.0%
Rent as a Percentage of Household Income - 30.0 to 34.9%	314	10.4%	53,884	9.2%
Rent as a Percentage of Household Income - 35.0% or more	988	32.8%	217,345	37.2%
No rent paid	190		26,492	

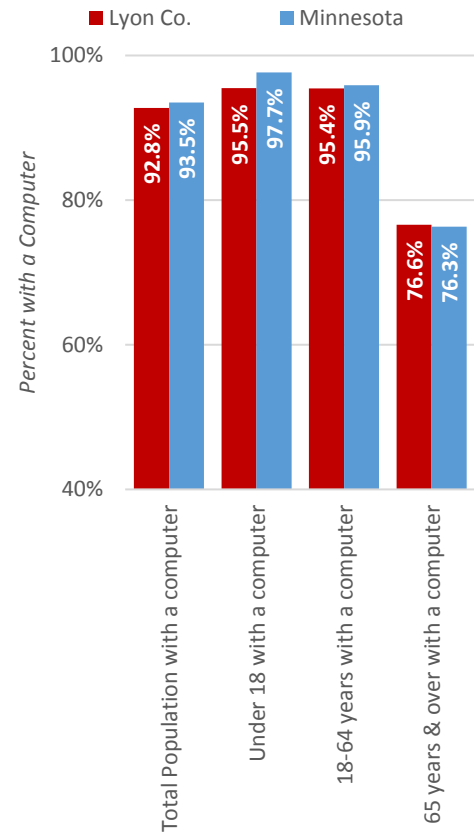
*Source: 2013-2017 American Community Survey, 5-Year Estimates*



Table 46. Presence of a Computer & Internet in Household by Age Group	Lyon Co.		Minnesota	
	Number	Percent	Number	Percent
<b>Total Population</b>	<b>24,512</b>	<b>100.0%</b>	<b>5,357,190</b>	<b>100.0%</b>
Has a computer	22,736	92.8%	5,008,362	93.5%
<i>With dial-up Internet</i>	222	1.0%	37,040	0.7%
<i>With broadband Internet</i>	20,925	92.0%	4,598,848	91.8%
Without Internet	1,589	7.0%	372,474	7.4%
No computer	1,776	7.2%	348,828	6.5%
<b>Under 18 years</b>	<b>6,393</b>	<b>26.1%</b>	<b>1,282,092</b>	<b>23.9%</b>
Has a computer	6,104	95.5%	1,252,207	97.7%
<i>With dial-up Internet</i>	57	0.9%	4,857	0.4%
<i>With broadband Internet</i>	5,579	91.4%	1,161,499	92.8%
Without Internet	468	7.7%	85,851	6.9%
No computer	289	4.5%	29,885	2.3%
<b>18 to 64 years</b>	<b>14,610</b>	<b>59.6%</b>	<b>3,304,955</b>	<b>61.7%</b>
Has a computer	13,944	95.4%	3,168,490	95.9%
<i>With dial-up Internet</i>	98	0.7%	18,092	0.6%
<i>With broadband Internet</i>	12,987	93.1%	2,923,041	92.3%
Without Internet	859	6.2%	227,357	7.2%
No computer	666	4.6%	136,465	4.1%
<b>65 years &amp; over</b>	<b>3,509</b>	<b>14.3%</b>	<b>770,143</b>	<b>14.4%</b>
Has a computer	2,688	76.6%	587,665	76.3%
<i>With dial-up Internet</i>	67	2.5%	14,091	2.4%
<i>With broadband Internet</i>	2,359	87.8%	514,308	87.5%
Without Internet	262	9.7%	59,266	10.1%
No computer	821	23.4%	182,478	23.7%

Source: 2013-2017 American Community Survey, 5-Year Estimates

Figure 23. Presence of a Computer in Household, 2017



Source: 2013-2017 ACS

Table 47. Presence of a Computer & Internet in Household by Race/Origin	Lyon Co.		Minnesota		Lyon Co.		Minnesota
	Number	Percent	Percent		Number	Percent	Percent
<b>Total Population</b>	<b>24,512</b>	<b>100.0%</b>	<b>100.0%</b>	<b>Asian or Other Pacific Islander</b>	<b>921</b>	<b>3.8%</b>	<b>4.7%</b>
Has a computer	22,736	92.8%	93.5%		749	81.3%	96.7%
<i>With dial-up Internet</i>	222	1.0%	0.7%		9	1.2%	0.5%
<i>With broadband Internet</i>	20,925	92.0%	91.8%		732	97.7%	93.0%
Without Internet	1,589	7.0%	7.4%		8	1.1%	6.4%
No computer	1,776	7.2%	6.5%	172	18.7%	3.3%	
<b>White Alone</b>	<b>21,572</b>	<b>88.0%</b>	<b>83.9%</b>	<b>Some Other Race</b>	<b>684</b>	<b>2.8%</b>	<b>1.8%</b>
Has a computer	20,094	93.1%	93.5%		660	96.5%	92.8%
<i>With dial-up Internet</i>	206	1.0%	0.8%		5	0.8%	0.4%
<i>With broadband Internet</i>	18,585	92.5%	92.5%		417	63.2%	81.8%
Without Internet	1,303	6.5%	6.7%		238	36.1%	17.8%
No computer	1,478	6.9%	6.5%	24	3.5%	7.2%	
<b>Black or African American</b>	<b>828</b>	<b>3.4%</b>	<b>5.8%</b>	<b>Two or More Races</b>	<b>415</b>	<b>1.7%</b>	<b>2.8%</b>
Has a computer	750	90.6%	91.2%		392	94.5%	96.6%
<i>With dial-up Internet</i>	0	0.0%	0.4%		2	0.5%	0.3%
<i>With broadband Internet</i>	723	96.4%	85.2%		377	96.2%	91.5%
Without Internet	27	3.6%	14.4%		13	3.3%	8.2%
No computer	78	9.4%	8.8%	23	5.5%	3.4%	
<b>American Indian or Alaska Native</b>	<b>92</b>	<b>0.4%</b>	<b>1.0%</b>	<b>Hispanic or Latino</b>	<b>1,556</b>	<b>6.3%</b>	<b>5.2%</b>
Has a computer	91	98.9%	83.4%		1,528	98.2%	93.4%
<i>With dial-up Internet</i>	0	0.0%	0.6%		5	0.3%	0.4%
<i>With broadband Internet</i>	91	100.0%	83.7%		1,189	77.8%	85.9%
Without Internet	0	0.0%	15.8%		334	21.9%	13.7%
No computer	1	1.1%	16.6%	28	1.8%	6.6%	

Source: 2013-2017 American Community Survey, 5-Year Estimates

City of Marshall  
ECONOMIC DEVELOPMENT AUTHORITY  
Bello Cucina

Minutes of the Meeting of Wednesday, December 19, 2018

MEMBERS PRESENT: Frost, Bucher, Meister, DeCramer, Lockwood, Herrmann, Serreyn

MEMBERS ABSENT:

STAFF PRESENT: Hanson, Onken, Raveling, Drown

OTHERS PRESENT: Dan Paluch, Jeff Gladis

President Bucher called the meeting to order at 12:03 p.m.

MOTION BY HERRMANN, SECONDED BY LOCKWOOD to approve the agenda. THE MOTION PASSED 6-0.

MOTION BY DECRAMER, SECONDED BY FROST to approve the 11-21-18 minutes. THE MOTION PASSED 6-0.

Jeff Gladis from UCAP came and gave an update on the Small Cities Development Grant funding and future timelines. They have received clearance for the grant and will be sending survey letters. No applications can be submitted until the date of the meeting. There has also been commercial interest. They would like to have six houses be built in Parkway II in one year. Some slab on grade, 2 stories. They may possibly bid out for a modular home. The goal is to continue with more single family homes after these six are completed as well.

We have had numerous discussions in the past regarding Block 11 (the block where varsity pub is located). The City of Marshall (HRA) has worked diligently over the past few years to gain ownership of the parcels to plan for future redevelopment of the site. Based upon discussions with city staff and developers, our next step will be Request for Proposals (RFP) for Redevelopment of the site – gauging interest to help us drive future decisions as far as timing on environmental mitigation, potential demolition, etc. as there are many factors to weigh with redevelopment of the site. It would be the intent to open it up for anyone interested to submit their proposal for redevelopment. We know it is a blighted area in a desirable location that is not at its' highest and best use right now. Release date is Friday, December 21st, 2018. Deadline to submit questions is March 15<sup>th</sup>, 2019. Deadline to submit proposals is April 30<sup>th</sup>, 2019. Lockwood suggested signage at the property for community awareness. MOTION BY HERRMANN, SECONDED BY MEISTER to approve the Block 11 RFP. THE MOTION PASSED 6-0.

Serreyn presented the October Treasurer's Report. Overall normal collection of interest and payments occurred. October's overall fund balance is \$3,065,465.78.

Serreyn presented the November Treasurer's Report. Overall normal collection of interest and payments occurred. November's overall fund balance is \$3,107,465.49. MOTION BY SERREYN, SECONDED BY HERRMANN to approve the October & November Treasurers' report. THE MOTION PASSED 6-0.

The Marketing Committee did not meet.

The EDA Housing Sub-Committee (Dan Herrmann & Randy Serreyn) met on Thursday, December 13th at 9:30 AM. Topics included Sunrise Court, Broadmoor Valley, updates on



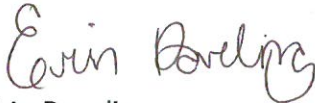
Parkway II and Parkway III, as well as initial discussions regarding a potential electronic housing survey. We will need to monitor housing closely and continue working on it especially from a retention and recruitment standpoint for our workforce. Onken has pulled other community surveys to compare to. Questions on perspectives of renters, owners & landlords to acquire market data. DeCramer discussed the EDA having an incentive to redevelop the trailer court or start a process to sell it. Frost mentioned Turkey Valley as potential if they aren't involved in the UCAP project this round. Onken discussed doing a feasibility study if needed on this project.

Onken presented the Director's Report:

- Discover Southwest MN Partnership: the group continues to meet quarterly. Next meeting on Wednesday, January 23rd at 1pm at MACC. Plan is for UCAP to present on their housing services they provide to communities, with an overview of their programs.
- Parkway III: Herzog project: Troy (construction manager) said they should be seeing more activity in January.
- Commerce Park: Worked with Preston Stensrud to get signage installed. Staff is working on Shovel Ready Site Certification designation which will give us a competitive advantage over other non-designated sites.
- Bicycle Friendly Community: On December 6<sup>th</sup>, Marshall was awarded Bronze Bicycle Friendly Community status. This is a significant achievement for the City of Marshall, as it is not easy to get this designation.
- Furniture Mart says they have a lease signed for a co-tenant, but there will not be an announcement until May or June with remodeling the spaces to fit both Furniture Mart and a new co-tenant.

MOTION BY SERREYN, SECONDED BY FROST to adjourn the meeting at 1:17 p.m. MOTION PASSED 6-0.

Respectfully Submitted,



Erin Raveling

**PUBLIC HOUSING COMMISSION**

**202 N. FIRST STREET**

MARSHALL, MN 56258

**AGENDA**

February 11, 2019

PARKVIEW APARTMENTS

3:30 P.M. BOARD MEETING

1. Call to Order:
2. Roll Call:
3. Approval of Previous Meeting Minutes: January 28th, 2019.  
(Chairman Sign off on Minutes.)
4. Reports:
  - A. Three Month Report for Operating Statement for FY 2019.
  - B. Accounts Receivable/Payable.
  - C. Occupancy/ Maintenance Report
5. CFP 2017- 1. Update on Punch List Document.  
2018- 1. Review Bids and Award Carpet Contract.  
(Will provide Information at Meeting)
6. New Business:
  - A. Review Shift Log Reports from American Security.
  - B. Washer/Dryer Update. Payment, getting better at adding up numbers.
  - C. Information from the City of Marshall.
  - D. Approve Resolution # 19-03, Payment In Lieu of Taxes
7. Executive Director Items:
  - A.
8. Commissioner Items:
  - A.
9. Date and Time for Next Regular Meeting, March 11th, 2019. 3:30 p.m.
10. ADJOURN TIME;

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

Minutes of the Meeting of  
Monday December 10th, 2018

Meeting called to Order: 3:32 P.M. by Chairman Walker.

Members Present: Farrell, Janiszski, Knoblen, Walker,  
Bayerkohler, Rickgarn, Reilly.

Absent: None

MOTION by Janiszski, Seconded by Walker, to approve the minutes of the November 19th, 2018 meeting. All Voted in Favor, Motion passed.

**REPORTS:**

(No Report) Operating Statement for FYE 19 was reviewed by the Board. Motion by , second by to approve the report. All voted in Favor, Motion passed. Chairman signed the report.

Account Receivable/Payable: One month of reports was reviewed; several items were pointed out and discussed to the Board by the Director, including checks from # 018469 to # 018502 in the amount of \$ 46,890.67. Motion by Walker, Second by Rickgarn, to approve the report. All voted in Favor, Motion passed.

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

CFP 17-1. Eric from Studio E, reports he is receiving Close Out Forms.

CFP 18-1. No new information to report.

**NEW BUSINESS:**

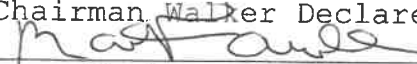
- A. The Board reviewed Shift Log Reports from American Security.
- B. Washer/Dryer Update. Payment.
- C. A report from HUD on a new way of funding Cash Management.
- D. Review Unaudited REAC Submission report for FYE 2108.

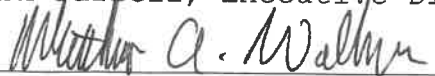
Executive Director Items: Happy Holidays!

Board Items:

Next Board Meeting: January 14th 2019 3:30 p.m. Parkview Office.

Chairman Walker Declared the meeting adjourned at 4:00 p.m.

  
Mark Farrell, Executive Director

  
Board Member



## **BUILDING PERMIT LIST**

### **February 12, 2019**

<b>APPLICANT</b>	<b>LOCATION ADDRESS</b>	<b>DESCRIPTION OF WORK</b>	<b>VALUATION</b>
DENNIS LOZINSKI CONSTRUCTION	1408 FLOYD WILD DR	WINDOWS / DOORS	<b>3,500.00</b>
KEVIN LANOUE CONSTRUCTION LLC	1104 CHERYL AVE	INTERIOR REMODEL	<b>2,200.00</b>
CHAUNCEY WELVAERT CONSTRUCTION	107 CHURCH ST	INTERIOR REMODEL	<b>2,500.00</b>
ST AUBIN, ROBERT	711 COLLEGE DR W	CHANGE OF OCCUPANCY	<b>0.00</b>
GEIHL CONSTRUCTION, INC.	601 KENNEDY ST	INTERIOR REMODEL	<b>11,000.00</b>
Regnier Electric	104 E ST	HVAC	<b>2,500.00</b>
REYNA, JOSE L	401 5TH ST S	INTERIOR REMODEL	<b>8,500.00</b>



**SIGN PERMIT LIST**  
**February 12, 2019**

APPLICANT	LOCATION ADDRESS	DESCRIPTION OF WORK	VALUATION
Stephen Browne	711 COLLEGE DR W	N/A	400.00

## February 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5 4:30 p.m. Airport Commission	6 4:45 p.m. Community Services Advisory Board	7	8	9
10	11 3:30 p.m. Public Housing Commission  4:00 p.m. Library Board	12 5:30 p.m. Regular City Council Meeting	13 5:30 p.m. Planning Commission	14	15	16
17	18 City Hall Closed – Presidents Day	19 4:30 p.m. Marshall Municipal Utilities Commission	20 12:00 p.m. EDA	21 2:00 p.m. CVB Board Meeting	22	23
24	25	26 5:30 p.m. Regular City Council Meeting	27	28		

## March 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5 4:30 p.m. Airport Commission	6 4:45 p.m. Community Services Advisory Board	7	8	9
10	11 3:30 p.m. Public Housing Commission  4:00 p.m. Library Board	12 <b>5:30 p.m. Regular City Council Meeting</b>	13 12:00 p.m. Adult Community Center 5:30 p.m. Planning Commission	14	15	16
17	18	19 4:30 p.m. Marshall Municipal Utilities Commission	20 12:00 p.m. EDA	21 2:00 p.m. CVB Board Meeting	22	23
24	25	26 <b>5:30 p.m. Regular City Council Meeting</b>	27	28	29	30
31						

## April 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	<b>1</b>	<b>2</b> 4:30 p.m. Airport Commission	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>
<b>7</b>	<b>8</b> 3:30 p.m. Public Housing Commission  4:00 p.m. Library Board	<b>9</b> <b>5:30 p.m. Regular City Council Meeting</b>	<b>10</b> 5:30 p.m. Planning Commission	<b>11</b>	<b>12</b>	<b>13</b>
<b>14</b>	<b>15</b>	<b>16</b> 4:30 p.m. Marshall Municipal Utilities Commission	<b>17</b> 12:00 p.m. EDA	<b>18</b> 2:00 p.m. CVB Board Meeting	<b>19</b>	<b>20</b>
<b>21</b>	<b>22</b>	<b>23</b> <b>5:30 p.m. Regular City Council Meeting</b>	<b>24</b>	<b>25</b>	<b>26</b>	<b>27</b>
<b>28</b>	<b>29</b>	<b>30</b>				