



CITY OF MARSHALL
City Council Meeting
Agenda

Tuesday, November 22, 2022 at 5:30 PM
City Hall, 344 West Main Street

OPENING ITEMS

APPROVAL OF AGENDA

APPROVAL OF MINUTES

1. Consider Approval of the Minutes from the Regular Meeting Held on November 7, 2022, and Special Meeting Held on November 17, 2022

PUBLIC HEARING

AWARD OF BIDS

2. Consider Award of Bids for Rock Salt for Street Department.

CONSENT AGENDA

3. Consider Approval of the 2023 Wage Schedule for Temporary and Seasonal Employees
4. Consider Renewal of Memorandum of Understanding with Prairie Home Hospice & Community Care (PHHCC) and the City of Marshall for Emergency Shelter at Red Baron Arena & Expo
5. Floodplain Management Ordinance Amendment-Chapter 38, Article II of the City Code of Ordinances - Introduction of Ordinance and Call for Public Hearing
6. Introduction of Ordinance Amending Sections 86-205 Access, 86-206 Construction and maintenance, and 86-226 Minimum size regulations and Call for Public Hearing
7. Preliminary Plat of DG Marshall - Introduce Plat and Call for Public Hearing
8. Renewal of Unlicensed Maintenance Electrician Inspection Agreement for 2023-2024
9. Consider Approval of a LG220 Raffle Permit for Holy Redeemer Church
10. Consider Approval of Various 2023 Liquor and Tobacco License Renewals
11. Consider Authorization to Declare Vehicles as Surplus Property for the Marshall Police Department
12. Consider Approval of the Bills/Project Payments

APPROVAL OF ITEMS PULLED FROM CONSENT

OLD BUSINESS

TABLED ITEM

NEW BUSINESS

13. 1.) Consider Approval of the Annual Contract between the City of Marshall and Convention and Visitor Bureau.
2) Annual Convention and Visitor Bureau Update
14. Request for a Variance Adjustment Permit by Levi Bond / Iron Horse Development at 1213 East College Drive
15. Conditional Use Permit McNally Management LLC, at 705 W. Main St.
16. Consider Resolution Providing for Signage at E Street and Bruce Street-Lyon Street
17. Statement of Annual Performance Evaluation for City Administrator Sharon Hanson

COUNCIL REPORTS

18. Commission/Board Liaison Reports
19. Councilmember Individual Items

STAFF REPORTS

20. City Administrator
21. Director of Public Works/City Engineer
22. City Attorney

INFORMATION ONLY

23. Cash & Investments

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.

- [24.](#) Library Board October Minutes
- [25.](#) Public Housing Commission Minutes
- [26.](#) Planning Commission Minutes
- [27.](#) Building Permits

ADJOURN TO CLOSED SESSION

MEETINGS

- [28.](#) Upcoming Meetings

ADJOURN



CITY OF MARSHALL AGENDA ITEM REPORT

Presenter:	Mayor Byrnes
Meeting Date:	Tuesday, November 22, 2022
Category:	APPROVAL OF MINUTES
Type:	ACTION
Subject:	Consider Approval of the Minutes from the Regular Meeting Held on November 7, 2022, and Special Meeting Held on November 17, 2022
Background Information:	Enclosed are the minutes from the regular meeting held on November 7, 2022, and special meeting held November 17, 2022.
Fiscal Impact:	
Alternative/ Variations:	Staff encourages City Council Members to provide any suggested corrections to the minutes in writing to City Clerk, Steven Anderson, prior to the meeting.
Recommendations:	That the minutes from the regular meeting held on November 7, 2022 and special meeting held on November 17, 2022 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
Monday, November 07, 2022**

The regular meeting of the Common Council of the City of Marshall was held November 7, 2022, at City Hall, 344 West Main Street. The meeting was called to order at 5:30 P.M. by Mayor Robert Byrnes. In addition to Byrnes the following members were in attendance: Amanda Schroeder, Steve Meister, John DeCramer, Russ Labat and James Lozinski. Absent: Craig Schafer. Staff present included: Sharon Hanson, City Administrator; Dennis Simpson, City Attorney; Jason Anderson, Director of Public Works/City Engineer; E.J. Moberg, Director of Administrative Services; Ilya Gutman, Plans Examiner and Steven Anderson, City Clerk.

The Pledge of Allegiance was recited at this time.

Consider Approval of the Minutes from the Regular Meeting Held on October 25, 2022

No corrections were made to the minutes.

Motion made by Councilmember DeCramer, Seconded by Councilmember Lozinski to approve the minutes from October 25, 2022. Voting Yea: Mayor Byrnes, Councilmember Meister, Councilmember DeCramer, Councilmember Labat, Councilmember Lozinski, Councilmember Schroeder. The motion **Carried. 6-0.**

Conduct Public Hearing of Ordinance Amendment to Chapter 86, Article VI-1, Section 86-165 Structures in Residential Districts

Ilya Gutman, Plans Examiner, presided over the public hearing. Gutman explained that the current ordinance prohibits exposed fasteners on residential houses. The Legislative and Ordinance Committee met October 11th and recommended that fasteners be allowed on low sloped roofs. Councilmember DeCramer and Lozinski had a discussion regarding the harsh weather in Minnesota and roofing materials.

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

Councilmember Schroeder stated that the Planning Commission only had questions with fasteners on siding. No concerns were brought up with roofing.

Motion made by Councilmember Lozinski, Seconded by Councilmember Schroeder to approve the ordinance as written. Voting Yea: Mayor Byrnes, Councilmember Meister, Councilmember Labat, Councilmember Lozinski, Councilmember Schroeder. Voting Nay: Councilmember DeCramer. The motion **Carried. 5-1**

Project ST-008 / SAP No. 139-121-004: Channel Parkway Pavement Replacement Project - Consider Rejection of Bids Received and Authorize Redesign of the Project

Jason Anderson, Director of Public Works/City Engineer explained the project which consisted of replacement of existing bituminous pavement with concrete pavement, replacement of curb and gutter, and ADA pedestrian ramps along Channel Parkway.

On October 20, 2022, four bids were received. The apparent low bid was from Hulstein Excavating Inc. of Edgerton, Minnesota, in the amount of \$3,790,693.55. The engineer's estimate was approximately \$3,123,900. City staff is proposing to utilize a \$1.25M Local Road Improvement Program (LRIP) grant, in addition to Municipal State Aid System (MSAS) funds to pay for this project. Due to prices coming in over city budget, staff is recommending rejecting all bids received on this project and to re-evaluate the type of surface for this project. The city's current MSAS fund balance is (\$2,226,410.24). Paying for this project with MSAS funds would require long-term debt to be issued with payments coming from the MSAS account. With rising costs MSAS funding is not keeping up with system needs.

City staff would propose a significant mill and overlay of Channel Parkway in lieu of the concrete surfacing to reduce costs while still meeting the intent of the LRIP (local road improvement) grant that we have for this project. Staff has had conversations with our MnDOT State Aid Engineer and with the MnDOT State Programs Engineer to review our LRIP grant to ensure that a mill and overlay project would be grant eligible. Confirmation was received that we could proceed in this manner, provided the project has a minimum 10-year lifespan. Staff believes the mill and overlay will provide a 15–20-year lifespan. Councilmember Lozinski added that the Public Improvement and Transportation Committee met and is also recommending rejecting all bids.

Motion made by Councilmember Lozinski, Seconded by Councilmember Labat to reject bids received and authorize staff to redesign the project. Voting Yea: Mayor Byrnes, Councilmember Meister, Councilmember DeCramer, Councilmember Labat, Councilmember Lozinski, Councilmember Schroeder. The motion **Carried. 6-0.**

Approval of the Consent Agenda

Councilmember DeCramer requested that item number 8) 4M Resolution Authorizing Membership in the 4M Fund be removed from the consent agenda.

Motion made by Councilmember Meister, Seconded by Councilmember DeCramer to approve the remaining consent items. Voting Yea: Mayor Byrnes, Councilmember Meister, Councilmember DeCramer, Councilmember Labat, Councilmember Schroeder. The motion **Carried. 6-0.**

- Consider Approval of a Temporary On-Sale Liquor License for the Convention and Visitors Bureau.
- Consider Approval of a Temporary On-Sale Intoxicating Liquor License for Friends of the Orchestra LTD
- Consider Approval of a Permit for Alcoholic Beverages at City-Owned Facilities
- Wastewater Treatment Facilities Improvement Project - Consider Payment of Invoice 0298785 (Final) to Bolton & Menk, Inc.
- Consider Approval of the Bills/Project Payments

4M Resolution Authorizing Membership in the 4M Fund

Councilmember DeCramer wanted clarification on how the funds can be invested and if it still meets state requirements. Moberg confirmed that the investments will still meet state requirements.

Motion made by Councilmember DeCramer, Seconded by Councilmember Labat to approve the resolution. Voting Yea: Mayor Byrnes, Councilmember Meister, Councilmember DeCramer, Councilmember Labat, Councilmember Lozinski, Councilmember Schroeder. The motion **Carried. 6-0.**

City of Marshall & Marshall Municipal Utilities Partnership Agreement

Dave Schelkoph, General Manager for Marshall Municipal Utilities, presented the 2023 partnership agreement. As MMU is exempt from paying property tax a Payment in Lieu of Tax (PILOT) is remitted instead. The PILOT calculation is based on the average kilowatt hours(kWh) sales using the most recent audited ten (10) years' information to allow for a more consistent payment. The PILOT is calculated at a rate of \$0.0014 multiplied by the average kWh sales. Councilmember DeCramer noted that MMU is mandated at the state level to reduce energy consumption each year, which in turn reduces sales.

MMU proposed to remove the limits placed on the \$1million held in MMU reserves associated with Commerce Park and have the reserves available for the city to use toward a future EDA project. A new agreement was proposed to supersede the current Water Area Cost (WAC) charges that were established in 2003 and updated in 2006. The intent of the WAC was to provide orderly development of MMU's water infrastructure without causing expansion costs to be placed on existing water customers. The new "Water Main Development Agreement" will work with developers in extending sewer systems into a new development and the city of Marshall to determine minimum requirements.

Motion made by Councilmember DeCramer, Seconded by Councilmember Schroeder to approve the partnership agreement. Voting Yea: Mayor Byrnes, Councilmember Meister, Councilmember DeCramer, Councilmember Labat, Councilmember Lozinski, Councilmember Schroeder. The motion **Carried. 6-0.**

Resolution Appointing Pamela Whitmore and the law firm of Kennedy and Graven as City Attorney; Matthew B. Gross as Prosecuting Attorney; and Dennis H. Simpson as Special Counsel

The City Council, at the May 24, 2022, City Council meeting, authorized the Request for Proposal (RFPs) for the following legal services: City Attorney General Counsel; Criminal Services; and Local Land Use. The City received four (4) proposals for General Counsel, three (3) proposals for Local Land Use, and one (1) proposal for Criminal Prosecution. The proposals were received from Quarnstrom and Doering, Pemberton Law, Kennedy and Graven and Flaherty and Hood. The Committee met to review City Attorney RFPs on August 17th and conducted interviews September 9th and September 13th with three of the four firms.

Recommended bids were as follows:

Kennedy and Graven- City Attorney: 2023 \$65,400; 2024 \$67,380

Quarnstrom and Doering- Criminal Prosecution: 2023 \$68,215.52; 2024 \$68,215.52

Quarnstrom and Doering- Special Counsel: 2023 \$30,000; 2024 \$30,000

Councilmember Labat requested clarification on how often Pamela Whitmore from Kenedy and Graven would be in attendance. Whitmore indicated that she would be in-person for the day at one council meeting per month. Labat also asked for clarification on attendance for staff or commission meetings. Whitmore confirmed that would be as needed for attendance. There was an additional question on a blank item in the agreement with Quarnstrom and Doering.

Motion made by Councilmember Meister, Seconded by Councilmember DeCramer to approve the resolution. Voting Yea: Mayor Byrnes, Councilmember Meister, Councilmember DeCramer, Councilmember Labat, Councilmember Lozinski, Councilmember Schroeder. The motion **Carried. 6-0.**

Consider Charter Commission Revisions

On October 19, 2022, the Charter Commission met and considered revisions to two Articles: Councilmember Terms of Office and City Attorney. Language was brought forth to align councilmember terms of office with Minnesota State Statute and provide better clarity on the when the councilmember term starts. Language was brought forth to revise City Attorney language to make it more consistent with legal representation afforded a client, in this case the city. After discussion, the Commission approved the revisions as included in the Council packet and now makes a recommendation to Council to approve, by ordinance, the Charter Amendments proposed. A public hearing will be set for December 13.

Motion made by Councilmember Schroeder, Seconded by Councilmember Meister to receive the recommendation from the Charter Commission and to proceed with a public hearing. Voting Yea: Mayor Byrnes, Councilmember Meister, Councilmember DeCramer, Councilmember Labat, Councilmember Lozinski, Councilmember Schroeder. The motion **Carried. 6-0.**

Project PK-001: Independence Park Trail Replacement Project – Consider Change Order No. 3 (Final) and Acknowledgement of Final Pay Request No. 6.

This project consisted of the following: Replacement of the existing bituminous trail in Independence Park. This project included grading, gravel base, concrete sidewalk, and other miscellaneous work. Change Order No. 3 (Final) resulted in a contract decrease in the amount of \$10,863.99, and the final contract amount was \$371,735.61.

Motion made by Councilmember Meister, Seconded by Councilmember DeCramer to approve the change order and final pay request. Voting Yea: Mayor Byrnes, Councilmember Meister, Councilmember DeCramer, Councilmember Labat,

Councilmember Lozinski, Councilmember Schroeder. The motion **Carried. 6-0.**

Project ST-023: W. Lyon Street (College to 1st) Reconstruction Project - Consider Change Order No. 2 (Final) and Acknowledgement of Final Pay Request (No. 4)

The project limits included: W. Lyon Street (E. College Drive to N. 1st Street). The proposed project was originally included in the scope of the Z82 (N. 1st/Redwood/Marshall) Reconstruction Project constructed in 2021. In consideration of the unknown status regarding the potential development of the Block 11 property, the block of W. Lyon Street between E. College Drive and N. 1st Street was removed from the scope of the project. The items on Change Order No. 2 (Final Reconciling Change Order) are the result of final measurements and changes in item quantities during construction. All work has been completed in accordance with the specifications. The contractor has submitted MN State IC-134 (Withholding Affidavit) Forms. After processing of this Final Pay Request (No. 4), the contractor will be paid in full, including all retainage. Change Order No. 2 (Final) resulted in a contract decrease in the amount of \$7,976.20. The original contract amount was \$409,645.10. The final contract amount is \$402,830.25, resulting in a net contract decrease of \$6,814.85.

Motion made by Councilmember Schroeder, Seconded by Councilmember DeCramer to approve the change order and final pay request. Voting Yea: Mayor Byrnes, Councilmember Meister, Councilmember DeCramer, Councilmember Labat, Councilmember Lozinski, Councilmember Schroeder. The motion **Carried. 6-0.**

Project ST-024: Baldwin Parking Lot Reconstruction Lot Project - Consider Change Order No. 2 (Final) and Acknowledgement of Final Pay Request (No. 1)

This project consisted of reconstruction of the Baldwin Parking Lot adjacent to W. Lyon Street, pavement removal and concrete paved surfacing. The Baldwin Parking Lot is located behind City Hall. All work has been completed in accordance with the specifications. The contractor has submitted MN State IC-134 (Withholding Affidavit) Forms. After processing of this Final Pay Request (No. 1), the contractor will be paid in full, including all retainage. Change Order No. 2 (Final) results in a contract decrease in the amount of \$2,366.53. The original contract amount was \$159,515.77. The final contract amount is \$157,649.24, resulting in a net contract decrease of \$1,866.53.

Motion made by Councilmember Labat, Seconded by Councilmember Lozinski to approve the change order and final pay request. Voting Yea: Mayor Byrnes, Councilmember Meister, Councilmember DeCramer, Councilmember Labat, Councilmember Lozinski, Councilmember Schroeder. The motion **Carried. 6-0.**

Commission/Board Liaison Reports

Byrnes	Regional Development Loan Fund approved revolving loan fund and continues to be active in the region. The fire relief association quarterly meeting was updated by Bremer Bank on their investments.
Schafer	Absent.
Meister	No report.
Schroeder	No report.
DeCramer	MMU went over the partnership agreement that was presented. DEI received a presentation on the MN Health Equity Network.
Labat	CVB held their first retreat and discussed ways to bring people and events to the area.

Councilmember Individual Items

Councilmember Lozinski and DeCramer encouraged citizens to get out and vote.

Councilmember Labat attended the rental ordinance meeting and commented on the discussions that were held.

City Administrator

The DEI Commission worked with city staff to host election information on the city website.

Director of Public Works/City Engineer

Airport Commission met and talked about hanger rental rates. The RRFB signs are up but not completely operational, but the issues are being addressed.

City Attorney

No report.

Administrative Brief

There were no questions on the Administrative Brief.

Information Only

Mayor Byrnes pointed out that the PCGQR letters were submitted and is the City of Marshall's formal request to have our census numbers re-evaluated. Councilmember Labat had a question regarding residency and the census date.

Upcoming Meetings

There were no questions on the Upcoming Meetings.

Adjourn

At 6:42 Motion made by Councilmember Schroeder, Seconded by Councilmember DeCramer to adjourn the meeting. Voting Yea: Mayor Byrnes, Councilmember Meister, Councilmember DeCramer, Councilmember Labat, Councilmember Lozinski, Councilmember Schroeder. The motion **Carried. 6-0.**

Attest:

Mayor

City Clerk

**CITY OF MARSHALL
SPECIAL MEETING
M I N U T E S
Thursday, November 17, 2022**

The special meeting of the Common Council of the City of Marshall was held November 17, 2022, at City Hall, 344 West Main Street. The meeting was called to order at 8:00 A.M. by Mayor Robert Byrnes. In addition to Byrnes the following members were in attendance: Amanda Schroeder, John DeCramer, and Russ Labat. Absent: Steve Meister, Craig Schafer, and James Lozinski. Staff present included: Steven Anderson, City Clerk.

Canvass Election Results from November 8, 2022

The Abstract of Votes Cast at the General Election held November 8, 2022, that was provided by the Lyon County Auditor/Treasurer was reviewed and found to be correct.

Motion was made by Councilmember Labat, seconded by Councilmember Schroeder to certify the names of the candidates receiving votes and the number of votes received by each candidate. All voted in favor. The motion **Carried. 4-0.**

Adjourn

At 8:10 A.M., a motion was made by Councilmember DeCramer, seconded by Councilmember Labat to adjourn the special meeting.

Attest:

Mayor

City Clerk

CITY OF MARSHALL AGENDA ITEM REPORT

Presenter:	Jason Anderson
Meeting Date:	Tuesday, November 22, 2022
Category:	AWARD OF BIDS
Type:	ACTION
Subject:	Consider Award of Bids for Rock Salt for Street Department.
Background Information:	Proposals were received for 350 ton of #7 rock salt for the Street Department on November 16, 2022. Four bids and three “unable to bid” were received as shown on the following page. The low bid was received from Johnson Feed, Inc. of Canton, South Dakota, in the amount of \$89.26/ton for a total of \$31,241.00.
Fiscal Impact:	The 2022 Street Department budget included \$45,000 for the purchase of winter road salt and \$8,500 for winter sand. The Street Department does not require an order of sand for this season.
Alternative/ Variations:	No alternative actions recommended.
Recommendations:	that the Council award the bid for 350 ton of #7 Rock Salt for the Street Department to Johnson Feed, Inc. of Canton, South Dakota, in the amount of \$89.26/ton for a total of \$31,241.00.

#7 Rock Salt - 350 Ton

Bid form mailed on October 27, 2022

Bid to be returned by November 16, 2022

City Council Award on November 22, 2022

Notification of bid by November 28, 2022

Delivery of items: Beginning December 5 - Done by December 30, 2022

Bid Returned	Bidder	Price Per Ton	Total Price
	Action Companies, LLC		
	BlackStrap, Inc	\$102.25	\$35,787.50
	Cargill Salt	"Unable to bid" submitted	"Unable to bid" submitted
	Central Salt LLC	\$97.21	\$34,023.50
	Compass Minerals <i>North American Salt Co.</i>	"Unable to bid" submitted	"Unable to bid" submitted
	Double D Gravel, Inc.		
	Holicky Bros., Inc	\$119.50	\$41,825.00
	Hutchinson Salt Company		
	Independent Salt Company		
	Johnson Feed, Inc.	\$89.26	\$31,241.00
	Mills & Miller, Inc.		
	Morton Salt	"Unable to bid" submitted	"Unable to bid" submitted
	SaltXchange		

2011 250 ton - \$62.00 – Johnson Feed	2016 400 ton - \$68.00 - Johnson Feed	2021 250 ton - \$81.50 – Mills & Miller
2012 300 ton - \$62.00 – Johnson Feed	2017 500 ton - \$68.40 – Black Strap Inc.	2022 350 ton - \$89.26 – Johnson Feed, Inc.
2013 350 ton - \$71.09 – Cargill Salt	2018 550 ton - \$81.18 – Black Strap Inc.	
2014 375 ton - \$80.00 – Johnson Feed	2019 500 ton - \$82.00 – Mills & Miller	
2015 400 ton - \$70.00 – Mills & Miller	2020 500 ton - \$75.48 – Black Strap Inc.	

CITY OF MARSHALL AGENDA ITEM REPORT

Presenter:	Sheila Dubs
Meeting Date:	Tuesday, November 22, 2022
Category:	CONSENT AGENDA
Type:	ACTION
Subject:	Consider approval of the 2023 wage schedule for temporary and seasonal employees
Background Information:	<p>On an annual basis, the Council reviews the wage schedule for temporary/seasonal employees.</p> <p>The Personnel Committee meet on November 7, 2022 and recommended approval of the changes.</p> <p>Effective January 1, 2023, the minimum wage in Minnesota will be increasing from \$10.33 to \$10.59. Several positions on this wage schedule require amendment to comply with this law. In addition, supporting memos from hiring managers are also included that explain the rationale for the recommendations. Staff recommend an implementation date of 01/01/2023.</p> <p>Attached is a redlined wage schedule for your consideration.</p>
Fiscal Impact:	All positions are temporary positions---department supervisors will manage employee hours to stay within budget parameters.
Alternative/ Variations:	None recommended.
Recommendations:	That the Council approve the 2023 wage schedule for temporary and seasonal employees

CITY OF MARSHALL 2023 WAGE SCHEDULE--Temporary/Seasonal Employees

DRAFT

Approved: XX/XX/XXXX

Implementation date: 01/01/2023

JOB CLASSIFICATION	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7
7th/8th Grade Baseball/Softball Coach	800.00	1,000.00	1,200.00	1,400.00	1,600.00		
	1,000.00	1,200.00	1,400.00	1,600.00	1,800.00		
7th/8th Grade Tackle Football Coach	800.00	1,000.00	1,200.00	1,400.00	1,600.00		
	1,000.00	1,200.00	1,400.00	1,600.00	1,800.00		
After School Program Instructor	14.00	15.00	16.00	17.00	18.00	19.00	20.00
After School Program Helper	40.50	40.75	41.25	41.75	42.25	42.75	43.25
	11.00	11.50	12.00	12.50	13.00	13.50	14.00
Appraiser	20.13	21.47	22.81	24.16	25.50	26.84	
Audio/Video Support Technician	11.00	11.25	11.50	11.75	12.00	12.25	12.50
Band Director (paid per season)	1,200.00	1,300.00	1,400.00	1,500.00	1,600.00	1,700.00	1,800.00
	1,400.00	1,500.00	1,600.00	1,700.00	1,800.00	1,900.00	2,000.00
Band Member (remove)				40.50			
Bike Patrol	12.00	13.00	14.00	15.00	16.00	17.00	18.00
Building Custodian	11.29	12.04	12.79	13.55	14.30	15.05	
Building Inspector	47.50	47.75	48.00	48.25	48.50	48.75	
	22.00	22.50	23.00	23.50	24.00	24.50	25.00
Cable Access Worker	40.50	40.75	41.00	41.25	41.50	41.75	42.00
	11.50	12.50	13.50	14.50	15.50	16.50	17.50
Community Education Helper	40.50	40.75	41.00	41.25	41.50	41.75	42.00
	11.00	11.50	12.00	12.50	13.00	13.50	14.00
Community Education Instructor*	% based on participant fees						
Concessions Manager	42.00	43.00	44.00	45.00	46.00	47.00	48.00
	14.00	15.00	16.00	17.00	18.00	19.00	20.00
Concessions Worker	40.50	40.75	41.00	41.25	41.50	41.75	42.00
	11.00	11.50	12.00	12.50	13.00	13.50	14.00
Election Judge	15.00						
Head Election Judge	17.00						
Engineering Aid	12.50	13.00	13.50	14.00	14.50	15.00	15.50
LTS Instructor (remove)	41.00	41.25	41.50	41.75	42.00	42.25	42.50
LTS Instructor w/WSI (remove)	41.25	41.50	41.75	42.00	42.25	42.50	42.75
MAC Assistant Manager	42.25	44.00	45.00	46.00	47.00	48.00	49.00
	14.00	15.00	16.00	17.00	18.00	19.00	20.00
MAC Attendant	40.50	40.75	41.00	41.25	41.50	41.75	42.00
	11.50	11.75	12.00	12.25	12.50	12.75	13.00
MAC Lifeguard	41.00	41.25	41.50	41.75	42.00	42.25	42.50
	12.50	12.75	13.00	13.25	13.50	13.75	14.00
MAC Lifeguard w/WSI	41.75	42.00	42.25	42.50	42.75	43.00	43.25
	13.25	13.50	13.75	14.00	14.25	14.50	14.75
MAC Maintenance Worker (remove)	41.00	41.50	42.00	42.50	43.00	43.50	44.00
MAC Manager	43.25	45.00	46.00	47.00	48.00	49.00	20.00
	15.00	16.00	17.00	18.00	19.00	20.00	21.00
Maintenance Worker (with CDL)	46.50	46.75	47.00	47.25	47.50	47.75	
	17.50	18.00	19.00	20.00	21.00	22.00	23.00
Event Staff	40.50	41.00	42.00	43.00	44.00	45.00	46.00
	12.00	13.00	14.00	15.00	16.00	17.00	18.00
Office Assistant	41.50	42.00	43.00	44.00	45.00	46.00	47.00
	12.50	13.00	14.00	15.00	16.00	17.00	18.00
Office Helper (MCS) (remove)	40.50	40.75	41.00	41.25	41.50	41.75	42.00

Abbreviations Key:

FT: full-time hours

MAC: Marshall Aquatic Center

WSI: Water Safety Instructor

LTS: Learn-to-swim

MSHSL: MN State High School League Certified Official

MSF: MN Sports Federation

*Community Education Instructor: 75% of net class proceeds is customary; % may increase for new / establishing programs as approved by the Director of Community Services.

**Recreation Program Coordinator: may be compensated at 75% of net class proceeds or greater, when designated and approved by the Director of Community Services

Note:

Effective 01/01/2023 minimum wage is \$10.59/hr

CITY OF MARSHALL 2023 WAGE SCHEDULE--Temporary/Seasonal Employees

DRAFT

Approved: XX/XX/XXXX

JOB CLASSIFICATION	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7
Official--Basketball (paid per game)	17.00	18.00	19.00	20.00	21.00	22.00	23.00
	30.00	31.00	32.00	33.00	34.00	35.00	36.00
Official--Football (paid per game)(remove)	12.00	13.00	14.00	15.00	16.00	17.00	18.00
Official--Intramural (paid per game)	10.50	12.00	13.00	14.00	15.00	16.00	17.00
	15.00	16.00	17.00	18.00	19.00	20.00	21.00
Official--MSHSL Baseball (paid per game)	50.00 60.00						
Official--MSHSL Football (paid per game)	50.00 60.00						
Official--MSHSL Softball (paid per game)	50.00 60.00						
Official--Softball (MSF Certified)	22.00	23.00	24.00	25.00	26.00	27.00	28.00
	25.00	26.00	27.00	28.00	29.00	30.00	31.00
Official--Volleyball (paid per game)	12.00	13.00	14.00	15.00	16.00	17.00	18.00
	15.00	16.00	17.00	18.00	19.00	20.00	21.00
Open Gym/Skate Supervisor	10.50	10.75	11.00	11.25	11.50	11.75	12.00
	12.00	12.25	12.50	12.75	13.00	13.25	13.50
Public Ways Worker	11.50	12.00	12.50	13.00	13.50	14.00	14.50
	13.00	13.50	14.00	14.50	15.00	15.50	16.00
Parks Maintenance Worker	10.50	11.00	11.50	12.00	12.50	13.00	13.50
	12.00	12.50	13.00	13.50	14.00	14.50	15.00
Recreation Program Assistant	10.50	11.00	12.00	13.00	14.00	15.00	16.00
	12.00	13.00	14.00	15.00	16.00	17.00	18.00
Recreation Program Coordinator**	10.50	11.00	12.00	13.00	14.00	15.00	16.00
	12.00	13.00	14.00	15.00	16.00	17.00	18.00
Recreation Program Helper	10.50	10.75	11.00	11.25	11.50	11.75	12.00
	11.00	11.50	12.00	12.50	13.00	13.50	14.00
Scorekeeper	10.50	10.75	11.00	11.25	11.50	11.75	12.00
	11.00	11.25	11.50	11.75	12.00	12.25	12.50
Student Internship Experience (New)	12.00	13.00	14.00	15.00	16.00	17.00	18.00

TO: Sheila Dubs, Human Resource Manager

FROM: Amanda Beckler, Community Education Coordinator
Cam Bailey, Recreation Coordinator
Preston Stensrud, Parks Superintendent
Alex Peterson, Media Communications Specialist
Scott VanDerMillen, Director

DATE: September 30, 2022

SUBJECT: Temporary/Seasonal Employee Wage Schedule Proposed Revisions

Community Services would request to have the following positions reviewed and modified as suggested below, effective January 1, 2023.

Wage adjustment of positions:

- **After School Program Helper, Community Education Helper, AND Recreation Program Helper:** Step 1 to \$11.00/hr with .50 cent increases for Step 2-7.
- ***Band Director:** Step 1 to \$1400 with \$100 increases for Step 2-7.
- **Cable Access Worker:** Step 1 to \$11.50/hr with \$1 increases for Step 2-7.
- **Event Staff:** Step 1 to \$12.00/hr with \$1 increases for Step 2-7.
- **MAC Attendant:** Step 1 to \$11.50/hr with .25 cent increases for Step 2-7.
- **MAC Lifeguard:** Step 1 to \$12.50/hr with .25 cent increases for Step 2-7.
- **MAC Lifeguard with WSI:** Step 1 to \$13.25/hr with .25 cent increases for Step 2-7.
- **MAC Assistant Manager:** Step 1 to \$14.00/hr with \$1 increases for Step 2-7.
- **MAC Manager:** Step 1 to \$15.00/hr with \$1 increases for Step 2-7.
- **7th/8th Grade Baseball/Softball Coach AND *7th/8th Grade Tackle Football Coach:** Step 1 to \$1,000.00 stipend with \$200 increases for Step 2-5.
- ****Official Basketball:** Step 1 to \$30.00/hr with \$1 increases for Step 2-7.
- **Official Intramural:** Step 1 to \$15.00/hr with \$1 increases for Step 2-7.
- ****Official MSHSL Baseball, **Official MSHSL Football, AND *Official MSHSL Softball:** increase to \$60.00 per game.
- ***Official Softball:** Step 1 to \$25.00/hr with \$1 increases for Step 2-7.
- ***Official Volleyball:** Step 1 to \$15.00/hr with \$1 increases for Step 2-7.
- **Open Gym/Skate Supervisor:** Step 1 to \$12.00/hr with 25 cent increases for Step 2-7.
- **Parks Maintenance Worker:** Step 1 to \$12.00/hr with .50 cent increases for Step 2-7.
- **Recreation Program Assistant AND Recreation Program Coordinator:** Step 1 to \$12.00/hr with \$1 increases for Step 2-7.
- **Scorekeeper:** Step 1 to \$11.00/hr with .25 cent increases for Step 2-7.

**No increase since 2014 **No increase since 2017*

Rationale for these increases – Temporary/Seasonal positions continue to be challenging to fill. By raising the wages as recommended above, we can attract necessary staff to offer quality programs.

Elimination of job classification title: Please remove **Band Member, LTS Instructor, LTS Instructor w/ WSI, MAC Maintenance Worker, Office Helper (MCS) and Official Football positions.**

CITY OF MARSHALL AGENDA ITEM REPORT

Presenter:	Jason Anderson																																																															
Meeting Date:	Click or tap to enter a date.																																																															
Category:	NEW BUSINESS																																																															
Type:	ACTION																																																															
Subject:	2023 Wage Schedule – Temporary & Seasonal – Public Works																																																															
Background Information:	<p>The table below reflects proposed (highlighted) revisions to 2023 Wage Schedule—Temporary-Seasonal for the following Public Works Division positions:</p> <table><tr><th>JOB CLASSIFICATION</th><th>STEP 1</th><th>STEP 2</th><th>STEP 3</th><th>STEP 4</th><th>STEP 5</th><th>STEP 6</th><th>STEP 7</th></tr><tr><td>Maintenance Worker (with CDL) (proposed)</td><td>17.50</td><td>18.00</td><td>19.00</td><td>20.00</td><td>21.00</td><td>22.00</td><td>23.00</td></tr><tr><td>Maintenance Worker (with CDL) (current)</td><td>16.50</td><td>16.75</td><td>17.00</td><td>17.25</td><td>17.50</td><td>17.75</td><td></td></tr><tr><td>Office Assistant (proposed)</td><td>12.50</td><td>13.00</td><td>14.00</td><td>15.00</td><td>16.00</td><td>17.00</td><td>18.00</td></tr><tr><td>Office Assistant (current)</td><td>11.50</td><td>12.00</td><td>13.00</td><td>14.00</td><td>15.00</td><td>16.00</td><td>17.00</td></tr><tr><td>Public Ways Worker (proposed)</td><td>13.00</td><td>13.50</td><td>14.00</td><td>14.50</td><td>15.00</td><td>15.50</td><td>16.00</td></tr><tr><td>Public Ways Worker (current)</td><td>11.50</td><td>12.00</td><td>12.50</td><td>13.00</td><td>13.50</td><td>14.00</td><td>14.50</td></tr></table> <p>The above changes are being proposed to maintain competitiveness in hiring employees.</p>								JOB CLASSIFICATION	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	Maintenance Worker (with CDL) (proposed)	17.50	18.00	19.00	20.00	21.00	22.00	23.00	Maintenance Worker (with CDL) (current)	16.50	16.75	17.00	17.25	17.50	17.75		Office Assistant (proposed)	12.50	13.00	14.00	15.00	16.00	17.00	18.00	Office Assistant (current)	11.50	12.00	13.00	14.00	15.00	16.00	17.00	Public Ways Worker (proposed)	13.00	13.50	14.00	14.50	15.00	15.50	16.00	Public Ways Worker (current)	11.50	12.00	12.50	13.00	13.50	14.00	14.50
JOB CLASSIFICATION	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7																																																									
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Public Ways Worker (current)	11.50	12.00	12.50	13.00	13.50	14.00	14.50																																																									
Fiscal Impact:	Increase in wage schedule.																																																															
Alternative/ Variations:	No alternative actions recommended.																																																															
Recommendations:	that the Council Personnel Committee approve the revisions to the 2023 Wage Schedule—Temporary-Seasonal for the Public Works positions of Maintenance Worker (with CDL), Office Assistant and Public Ways Worker.																																																															

MEMORANDUM

TO: Personnel Committee
Sharon Hanson, City Administrator
Jason R Anderson, P.E., Director of Public Works/Zoning Administrator

FROM: Ilya Gutman, Assistant Planning & Zoning Administrator

DATE: October 6, 2022

SUBJECT: Temporary Building Inspector position

Action Recommendation

Staff suggests a motion to recommend approval to the council of the revised job description and hourly rates.

Background

There may be a need in the future to hire temporary building inspectors. The reasons may vary from temporary but long-term absence of a full-time inspector to department being overwhelmed with new development. The job description of this position has not been reviewed since 2011. The proposed revisions will better align it with the current Building Inspector I job description, because this temporary position's duties and responsibilities will be very similar. A few duties are removed since they are either irrelevant or would require more familiarity with local conditions.

The hourly rate should be revised as well. The minimum rate is proposed to be \$22 per hour, or about 12 percent less than the current rate for Building Inspector I, with the proposed increases in \$0.50 increments. This should give staff enough flexibility in paying in accordance with potential candidate's qualifications.

Fiscal Impact

Higher wage for this position.

Alternatives Variations

None Recommended.

IG: cld

CITY OF MARSHALL AGENDA ITEM REPORT

Presenter:	Scott VanDerMillen
Meeting Date:	Tuesday, November 22, 2022
Category:	CONSENT AGENDA
Type:	ACTION
Subject:	Consider renewal of Memorandum of Understanding with Prairie Home Hospice & Community Care (PHHCC) and the City of Marshall for Emergency Shelter at Red Baron Arena & Expo.
Background Information:	In October 2017, the City of Marshall entered into an agreement with PHHCC to provide the Red Baron Arena & Expo as an emergency shelter in case of a natural disaster. As part of the PHHCC emergency management plan, the enclosed agreement extends the timeframe in which the Red Baron Arena & Expo is utilized as an emergency shelter by PHHCC in which relocation is necessary due to a disaster or public health emergency. The new agreement is extended through November 1, 2027.
Fiscal Impact:	None
Alternative/ Variations:	
Recommendations:	Approval of renewal as presented.

MEMORANDUM OF UNDERSTANDING BETWEEN

PRAIRIE HOME HOSPICE & COMMUNITY CARE

AND

THE CITY OF MARSHALL

THIS AGREEMENT MADE this 1st day of November 2022; by and between Prairie Home Hospice & Community Care, a Minnesota non-profit corporation; Lessee and City of Marshall, a Minnesota municipal corporation; Lessor, to provide physical facilities to support personnel who are providing hospice care to designated populations affected by a disaster or public health emergency.

RECITALS

1. City of Marshall, Lessor, is the owner and operator of the facility identified as the Red Baron™ Arena & Expo located at 1651 Victory Drive, Marshall, MN 56258; and
2. Prairie Home Hospice & Community Care, Lessee, a Minnesota non-profit corporation, collectively provides health care services and end of life services for clientele in the Marshall, Minnesota area; and
3. Lessee, in the process of creating an emergency management plan, has identified the Red Baron™ Arena & Expo, hereinafter referred to as Facility, as a location for establishment of temporary facilities to care for patient if there is a natural or manmade disaster or health care emergency, which would force temporary relocation of clientele and staff to another facility; and
4. Lessor has offered the Facility as a temporary location that would be made available to Lessee in the circumstances of natural disaster, manmade disaster or public health emergency requiring the physical relocation of Lessee clientele.

NOW, THEREFORE, in consideration of \$1.00 and other good and valuable consideration, the receipt and adequacy of consideration is hereby acknowledged, the parties hereto agree as follows:

Red Baron Arena & Expo (Facility), to provide physical facilities to support personnel who are providing hospice care to designated populations affected by disaster or public health emergency.

A. DUTIES AND RESPONSIBILITIES

The Facility agrees to the following:

1. Provide facility located at: 1651 Victory Drive, Marshall, Minnesota 56258

(Street) (City) (State) (Zip Code)

2. Provide support to access appropriate and necessary telecommunications resources.

3. Provide access to facility/utility resources. The facility is equipped with the following (please check and designate how many):

 Y Tables(Y/N), if yes, #20
 Y Chairs(Y/N), if yes, # 40
 Y Garbage containers
 Y Secure room for storage (Y/N)
 Y Telephones (Y/N), if yes, #1
 Y Internet access with WI-FI

☐ N Fax machines (Y/N)
☒ Y Copy machines (Y/N), if yes, #1
☒ Y Refrigeration(Y/N)
☒ Y Generator for power loss(Y/N), if yes, power for what? For oxygen, nebulizer machines, to charge cell phones, to run office equipment.
☒ Y Emergency lighting (Y/N)
☒ Y HVAC (Y/N)
☐ N Portable Fans (Y/N)
☒ Y Handicap Accessible (Y/N)
☒ Y Adequate Parking Facilities (Y/N)
☒ Y Water Supply
☒ Y Restrooms (Y/N), if yes #2
☒ Y Kitchen Facility (Y/N)
☐ N Scales (weight) (Y/N)
☐ N Wheelchairs (Y/N)
☐ N Cots/Gurney (Y/N)
☐ N Blankets (Y/N)
☐ N Pillows (Y/N)

B. TERM.

This Contract shall be effective on the 1st day of November 2022 and shall terminate on the 1st day of November 2027.

If the relocation of clientele and staff is exercised during the term of this agreement, up to nine (9) clientele and thirty-five (35) staff (44 total individuals) will have the appropriate use of the Facility for so long as the natural disaster, manmade disaster or public health emergency shall exist. As soon as the event-causing relocation has been rectified and the Lessee's permanent facilities are available, the Lessee's clientele and staff shall be relocated back to the permanent facilities in a timeframe as reasonably necessary.

C. OTHER CONSIDERATIONS

The parties agree to the following:

- 1. No modifications or changes will be made to the facility/property without the express written approval of the owner/operator.*
- 2. Prior to occupancy, representatives of both parties will inspect the facility/property and will note any discrepancies on the inspection form, and/or this agreement.*
- 3. Prior to vacating the facility, representatives of both parties will again inspect the facility/property to note any discrepancies on the release form. Normal wear and tear is considered to be the responsibility of the organization/owner/operator.*
- 4. Expenses: Lessee shall be responsible for reimbursement and payment to the Lessor, all expenses incurred by Lessee during the time that its staff and clientele use the facility pursuant to the terms and conditions of this agreement. Expenses to be paid shall include, but is not limited to, Lessor's staff time necessitated by the Lessee's use of the premise; utilities, including electrical and water services used by Lessee during the time of occupancy; all fuel/generator costs, if any, incurred by*

Lessee during the time of occupancy; cleaning of the facility; and all other reasonable and necessary expenses incurred by Lessee during the time of occupancy at the Facility.

5. *Lessor shall provide to Lessee, names and telephone numbers of Lessor's staff that may be contacted in a disaster or emergency situation, so as to authorize and allow Lessee access to the Facility for its clientele and staff.*

D. NOTICE AND CORRESPONDENCE

All notices and correspondence, which may be necessary or proper for either party, shall be addressed as follows:

TO PRAIRIE HOME HOSPICE & COMMUNITY CARE:

1108 E College Drive Marshall, MN 56258

Attention: Sarah Kirchner, CEO

TO THE FACILITY:

City of Marshall

Attention: Director of Community Services
344 W. Main Street
Marshall, MN 56258

E. INTERPRETATION

This agreement shall be interpreted according to the laws of the State of Minnesota, regardless of its place of execution. Any actions, suits, or claims that may arise pursuant to this agreement shall be brought in a court of competent jurisdiction in the State of Minnesota.

This document represents the entire Agreement between the parties. Any amendments shall be in writing and agreed upon by both parties. IN WITNESS WHEREOF, the parties have caused this instrument to be executed as of the date and year first above written.

FOR THE FACILITY; LESSOR:

By: _____

Its: _____

Date: _____

ATTEST:

By: _____

Its: _____

FOR PRAIRIE HOME HOSPICE & COMMUNITY CARE; LESSEE:



Sarah Kirchner, CEO

Date: 11/14/2022

CITY OF MARSHALL AGENDA ITEM REPORT

Presenter:	Jason Anderson
Meeting Date:	Tuesday, November 22, 2022
Category:	NEW BUSINESS
Type:	ACTION
Subject:	Floodplain Management Ordinance Amendment-Chapter 38, Article II of the City Code of Ordinances - Introduction of Ordinance and Call for Public Hearing.
Background Information:	<p>On March 15, 2022, the City received a Letter of Final Determination (LFD) from the Federal Emergency Management Agency (FEMA). The LFD explained that the Flood Insurance Rate Maps (FIRMs) and Lyon County Flood Insurance Study was complete and would become effective on September 15, 2022. In the City of Marshall, map panels 304, 308, and 312 were amended to reflect that the land that is protected by the 1963 levee is land that contains levees that are not accredited, and therefore are not shown to protect from the 1 percent-annual-chance flood.</p> <p>Subsequent to amendment of our flood maps and insurance study, the City amended our floodplain management regulations to ensure said regulations meet federal standards and in order to continue participating in the National Flood Insurance Program (NFIP). On August 23, 2022, the City Council adopted Ordinance 22-009 amending Chapter 38 relating to Floodplain Management.</p> <p>Upon further review of the amended floodplain ordinance, the Minnesota Department of Natural Resources (MNDNR) has advised that some language in our recently revised ordinance is now viewed as “optional language” by the MNDNR. City enforcement of a “regulatory floodplain” is now viewed as optional and “above and beyond” type of language for a Minnesota community to consider. City staff has had concerns and questions with this language from the onset of discussions with the MNDNR about our ordinance revisions.</p> <p>In practical terms, the language that is now optional requires development outside of determined floodplains to be regulated as if it is located in the floodplain. While the intent and idea behind the practice is understandable, city staff believes that it complicates land use decision making in our community and makes it more difficult for citizens, developers, and staff to understand development limitations in our community.</p> <p>To simplify our ordinance, City staff is recommending revisions to the ordinance as attached. In addition to the above-mentioned revisions, staff is proposing one additional revision editing the Board of Adjustment to mean the City Council instead of the Planning Commission.</p> <p>This item was presented to the Legislative & Ordinance Committee at their November 22, 2022 afternoon meeting.</p>

Fiscal Impact:	None.
Alternative/ Variations:	No alternative actions recommended.
Recommendations:	that the Council introduce the summary ordinance and complete ordinance and call for public hearing to be held on December 13, 2022 regarding proposed amendments to Chapter 38, Article II of the City Code of Ordinances.

ORDINANCE NO. ____ - ____

**ORDINANCE AMENDING
MARSHALL CITY CODE OF ORDINANCES – CHAPTER 38, ARTICLE 38-II
RELATING TO FLOODPLAIN MANAGEMENT**

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

Section 1: City Code of Ordinances, Chapter 38-Floods, Article 38-II Floodplain Management, is hereby amended in Section 38-22, 38-23, 38-24, 38-26, 38-32 and 38-52 as follows:

**MARSHALL CITY CODE OF ORDINANCES
CHAPTER 38 FLOODS
ARTICLE 38-II FLOODPLAIN MANAGEMENT**

DIVISION 38-II-1 GENERALLY

Section 38-22 Definitions

Board of adjustment means City Council-Planning Commission.

Flood fringe means the portion of the one-percent annual chance floodplain located outside of the floodway. This district also includes any additional area encompassed by the horizontal extension of the RFPE, as described in Section 38-23(a)(3).

Regulatory floodplain means the geographic limits of the flood hazard areas regulated through this ordinance, which includes the areas adjoining a wetland, lake or watercourse that have been or hereafter may be covered by the Regulatory Flood Protection Elevation (RFPE) (as illustrated in Figure 2). This shall not include those areas protected by flood control structures which meet or exceed the standards contained in 44 CFR 5-65.10.

Commented [BM(1)]: See comment in 3.13. If you choose to omit the provision in 3.13, this should be deleted too.

Commented [BM(2)]: See comment in 3.13. If you choose to omit the provision in 3.13, this should be deleted too.

Section 38-23 Jurisdiction and Districts

- (a) **Lands to Which Ordinance Applies.** This ordinance applies to all lands within the jurisdiction of the City of Marshall within the boundaries of the Floodway, Flood Fringe and General Floodplain Districts.
- (1) The Floodway, Flood Fringe or General Floodplain Districts are overlay districts. The standards imposed in the overlay districts are in addition to any other requirements. In case of a conflict, the more restrictive standards will apply.
 - (2) Where a conflict exists between the floodplain limits illustrated on the official floodplain maps and actual field conditions (as illustrated in Figure 1), the Base Flood Elevation (BFE) shall be the governing factor in locating the outer boundaries of the one-percent annual chance floodplain.

Figure 1: The mapped floodplain may not always align with on-the-ground contour elevations.



~~(3) The regulatory limits of the district boundaries shall be further extended outward based on the horizontal extension of the Regulatory Flood Protection Elevation (RFPE) (Figure 2). Regulatory limits shall not be extended into areas protected by accredited flood control projects.~~

Commented [BM(3)]: This was based on a particularly challenging rule provision, and we've recently gotten direction from our legal counsel that we will no longer be considering this a required provision. We are considering this a higher standard. The city may feel free to omit this provision.

(c) Districts

- (1) Floodway District. Those areas within Zones AE delineated within floodway areas as shown on the Flood Insurance Rate Maps referenced in Section 38-23(b).
- (2) Flood Fringe District. Those areas within Zones AE on the Flood Insurance Rate Maps referenced in Section 38-23(b), but located outside of the floodway, as well as those areas of 1% annual chance of flood with average depth less than one foot. ~~This district also includes any additional area encompassed by the Regulatory Floodplain.~~
- (3) General Floodplain District. Those areas within Zone A areas that do not have a floodway delineated as shown on the Flood Insurance Rate Maps referenced in Section 38-23(b). ~~This district also includes any additional area encompassed by the Regulatory Floodplain.~~

Commented [BM(4)]: See comment in 3.13. If you choose to omit the provision in 3.13, the two provisions shown here in this section should be deleted too.

Section 38-24 Requirements for All Floodplain Districts

(c) Minimum Development Standards.

- (2) Materials that, in time of flooding, are buoyant, flammable, explosive, or could be injurious to human, animal, or plant life shall be stored at or above the Regulatory Flood Protection Elevation (RFPE), floodproofed, or protected by other measures as approved by the Zoning Administrator. Storage of materials likely to cause pollution of the waters, such as sewage; sand; rock; wrecked and discarded equipment; dredged spoil; municipal, agricultural or industrial waste; and other wastes as further defined in Minnesota Statutes, section 115.01, are prohibited unless adequate safeguards approved by the Minnesota Pollution Control Agency are provided. For projects not requiring approvals by the Minnesota Pollution Control Agency, adequate safeguards must be approved by the Zoning Administrator prior to issuance of a permit.

Table 1. Summary of Permitting Requirements for Structures

Structure Type	Floodway	Flood Fringe**	Standards*
Accessory Structures – on fill	Only specific uses and types allowed – with CUP	Allowed with Permit	38-26(b)(1)a, via 38-26(3)d.2.
Accessory Structures – Alt. Elevation Methods	Only specific uses and types allowed – with CUP	Allowed with Permit	38-26(b)(2)b, via 38-26(b)(3)d.3.
Accessory Structures – Wet Floodproofing	Only specific uses and types allowed – with CUP	Allowed with Permit	38-26(b)(3)d.1.
Accessory Structures – Dry (watertight) Floodproofing	Only specific uses and types allowed – with CUP	Allowed with Permit	38-26(b)(2)c., via 38-26(b)(3)d.4.
Residential – on fill	Not allowed	Allowed with Permit	38-26(b)(1)a
Residential – Alt. Elevation Methods	Not allowed	Allowed with CUP	38-26(b)(2)a or b via 38-26(d)(1)
Residential – Basement Construction below RFPE	Not allowed	Only outside of 1% annual chance floodplain – with CUP	38-26(d)(3)
Residential – Dry (watertight) Floodproofing	Not allowed	Only outside of 1% annual chance floodplain – with CUP Not allowed	38-26(b)(2)c., via 38-26(d)(3) N/A
Non-Residential – on fill	Not allowed	Allowed with Permit	38-26(b)(1)a, via 38-26(b)(2)a
Non-Residential – Alt. Elevation Methods	Not allowed	Allowed with Permit	38-26(b)(2)b
Non-Residential – Dry (watertight) Floodproofing	Not allowed	Allowed with Permit	38-26(b)(2)c.

Commented [BM(5)]: See comment in 3.13. If you choose to omit the provision in 3.13, the two provisions shown here in this section should be deleted too.

Structure Type	Floodway	Flood Fringe**	Standards*
Non-residential—Basement Construction below RFPE	Not allowed	Only outside of 1% annual chance floodplain—with CUP	38-26(d)(3)

*Note – many of these standards are cross-referenced to avoid duplication

** Permit refers to a Building permit or Land Disturbance permit issued by the City of Marshall for related construction activity, or, when not required, a letter of approval from the Zoning Administrator.

Section 38-26 Flood Fringe District

- (c) **Conditional Uses in Flood Fringe.** The following uses and activities may be permitted as conditional uses, subject to the standards in Sections 38-26(d) and 38-31(c), if otherwise allowed in the underlying zoning district:

~~(3) — Basement construction below the Regulatory Flood Protection Elevation (RFPE).~~

- (d) **Standards for Conditional Uses in Flood Fringe.** In addition to the applicable standards detailed in Sections 38-24, 38-26(b) and 38-31(b):

~~(3) — With the exception of non-residential, dry floodproofed structures detailed in Section 38-26(b)(2)c, all basement construction below the Regulatory Flood Protection Elevation (RFPE) within the one percent annual chance floodplain is prohibited. Basements may be permitted in structures outside the one percent annual chance floodplain but within the regulatory floodplain, however, such spaces must be protected at least as high as the Regulatory Flood Protection Elevation, and must be built according to one of the following construction methods:~~

~~a. — meeting the basement construction guidance in FEMA Technical Bulletin 10-01, or~~

~~b. — meeting the dry floodproofing standards for non-residential structures detailed in Section 38-26(b)(2)c.~~

Section 38-32 Nonconformities

- (a) **Continuance of Nonconformities.** A use, structure, or occupancy of land which was lawful before the passage or amendment of this ordinance, but which is not in conformity with the provisions of this ordinance, may be continued subject to the following conditions:

- (3) If any nonconforming structure is determined to be substantially damaged or substantially improved based on the procedures in Section 38-32(b), it may not be reconstructed except in conformity with the provisions of this ordinance. ~~Existing structures within the regulatory floodplain, but outside of the one percent annual chance floodplain, as detailed in Section 38-23(a)(3), are exempt from this provision.~~

Commented [BM(6): For this one, as well as d.3 below, see comment in 3.13. If you choose to omit the provision in 3.13, the two provisions shown here should be deleted too.

Commented [BM(7): See comment in 3.13. If you choose to omit the provision in 3.13, this provision should be deleted too.

DIVISION 38-II-2 ADMINISTRATION AND ENFORCEMENT

Section 38-52 Board of Adjustment

A board of adjustment is hereby established. For the purpose of this article, the ~~City Council planning commission~~ shall constitute the board of adjustment.

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

Passed and adopted by the Common Council this ____ day of _____, 20__.

THE COMMON COUNCIL

ATTEST:

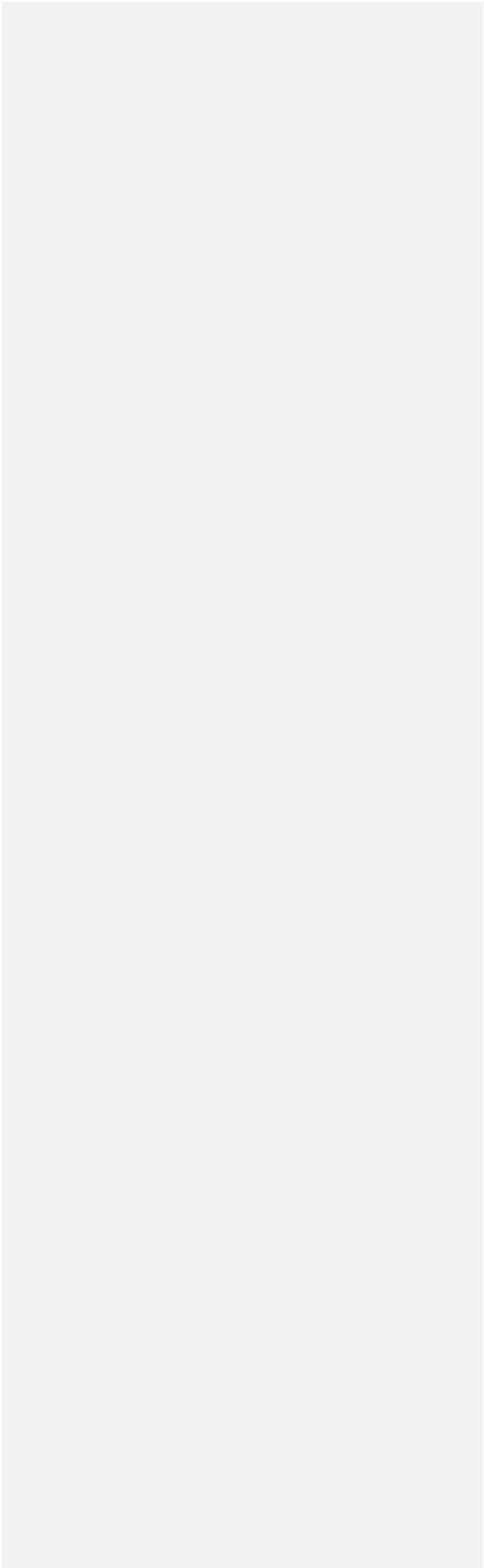
Mayor of the City of Marshall, MN

City Clerk

Summary Ordinance Introduced on: _____

Ordinance Introduced on: _____

Final Passage on: _____
Summary Ordinance Published in the Marshall Independent: _____



SUMMARY ORDINANCE NO. 22-_____

**AN ORDINANCE AMENDING
MARSHALL CITY CODE OF ORDINANCES – CHAPTER 38, ARTICLE 38-II
RELATING TO FLOODPLAIN MANAGEMENT**

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

Section 1: City Code of Ordinances, Chapter 38-Floods, Article 38-II Floodplain Management, is hereby amended in its entirety.

Section 2: It is hereby determined that publication of this Title and Summary Ordinance will clearly inform the public of the intent and effect of Ordinance No. 22-_____.

It is hereby directed that only the above Title and Summary of Ordinance No. 22-_____ be published conforming to Minnesota Statutes §331A.01 with the following:

NOTICE

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

Section 3: These Ordinances shall take effect after their passage and summary publication.

Passed and adopted by the Common Council this 23rd day of August, 2022.

THE COMMON COUNCIL

ATTEST:

Mayor of the City of Marshall, MN

City Clerk

Summary Ordinance Introduced on: November 22, 2022

Ordinance Introduced on: November 22, 2022

Final Passage on: December 13, 2022

Summary Ordinance Published in the Marshall Independent: _____

CITY OF MARSHALL AGENDA ITEM REPORT

Presenter:	Ilya Gutman
Meeting Date:	Tuesday, November 22, 2022
Category:	CONSENT AGENDA
Type:	INFO
Subject:	Introduction of Ordinance Amending Sections 86-205 Access, 86-206 Construction and maintenance, and 86-226 Minimum size regulations and Call for Public Hearing
Background Information:	<p>These are minor changes to parking ordinance brought up by real life. The changes allow for a narrower two-way street access drive beyond required front yard, which will let landowners save money on pavement and reduce impervious surfaces, while not negatively affecting safety; require that principal use parking on the lot be paved, which will prevent large gravel parking lots in business areas, since only accessory parking to the main structure is currently covered by the Ordinance; and increase minimum sidewalk width in front of the shorter parking places to make sure that an accessible path is still available if a vehicle's front projects over sidewalk.</p> <p>At the November 9, 2022, regular Planning Commission meeting, Muchlinski made a motion, second by Deutz to recommend to city council an approval as recommend by staff. All voted in favor of the motion.</p> <p>At the meeting on October 11, 2022, Legislative and Ordinance Committee voted to recommend to council the approval of revisions to City Ordinance Sections as proposed by staff.</p>
Fiscal Impact:	None.
Alternative/ Variations:	None Recommended.
Recommendations:	Staff recommends that the Council introduce the Ordinance Amending Sections 86-205 Access, 86-206 Construction and maintenance, and 86-226 Minimum size regulations and Call for Public Hearing to be held on December 13, 2022.

**CITY OF MARSHALL, MINNESOTA
ORDINANCE NO. _____, SECOND SERIES**

**AN 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, Chapter 86, Article VI, Sections 86-205 Access, 86-206 Construction and maintenance, and 86-226 Minimum size regulations are hereby amended.

Section 2: It is hereby determined that publication of this Title and Summary Ordinance will clearly inform the public of the intent and effect of Ordinance No. _____, Second Series.

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

NOTICE

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

Section 3: These Ordinances shall take effect after their passage and summary publication.

Passed and adopted by the Common Council this 13th day of December 2022.

THE COMMON COUNCIL

ATTEST:

Mayor of the City of Marshall, MN

City Clerk

Introduced on: November 22, 2022

Final Passage on: December 13, 2022

Published in the Marshall Independent: _____

Sec. 86-226. Minimum size regulations.

- (a) Each required off-street parking space shall have a width of not less than eight and one-half feet, and a length of not less than 20 feet except parking space placed against sidewalk wider than ~~five~~^{four} feet, curb, or lawn may be reduced to 18 feet. Spaces intended for parallel parking and spaces within angled parking area shall be not less than 22 feet long. Oversize space, where required, shall be not less than 55 feet long and ten feet wide.
- (b) Each space shall be adequately served by access drives and independently accessible except parking garages provided for dwellings may have one parking space immediately in front of each garage space. Each off-street loading space shall contain a minimum area of not less than 500 square feet and be adequate for a largest [large] delivery truck serving the building including access. All required parking and loading spaces shall be identified with painted lines on the parking surface except parking for one- to four-family dwellings. Accessible parking spaces shall be provided and constructed per Minnesota State Building Code.

(Ord. No. 686, § 1, 6-10-2014)

Sec. 86-206. Construction and maintenance.

- (a) In all classes of residence districts and in all classes of business districts, required parking, principal use parking, stacking area, and loading areas, and access drives must be paved with concrete, bituminous, or solid pavers. In all classes of industrial districts and in agricultural district, required parking and loading areas and access drives serving commercial uses commonly visited by general public, such as, but not limited to, stores, service shops, animal hospitals, parks, etc. must be paved as required in business districts. All other uses located in industrial districts and agricultural district may have required parking and loading areas and access drives located off the required front yard surfaced with at least six inches of crushed stone or granite; access drives within right-of-way and required front yard must be paved. Parking area surfaces shall be drained to storm sewers where available and away from adjacent properties.
- (b) The operator of the principal building or use shall maintain required parking and loading areas, access drives and stacking spaces in a neat and adequate manner including restriping when it becomes necessary. Except one- to four-family dwellings, required parking areas shall be cleared of snow within 24 hours of the end of any snowfall event.

(Ord. No. 686, § 1, 6-10-2014)

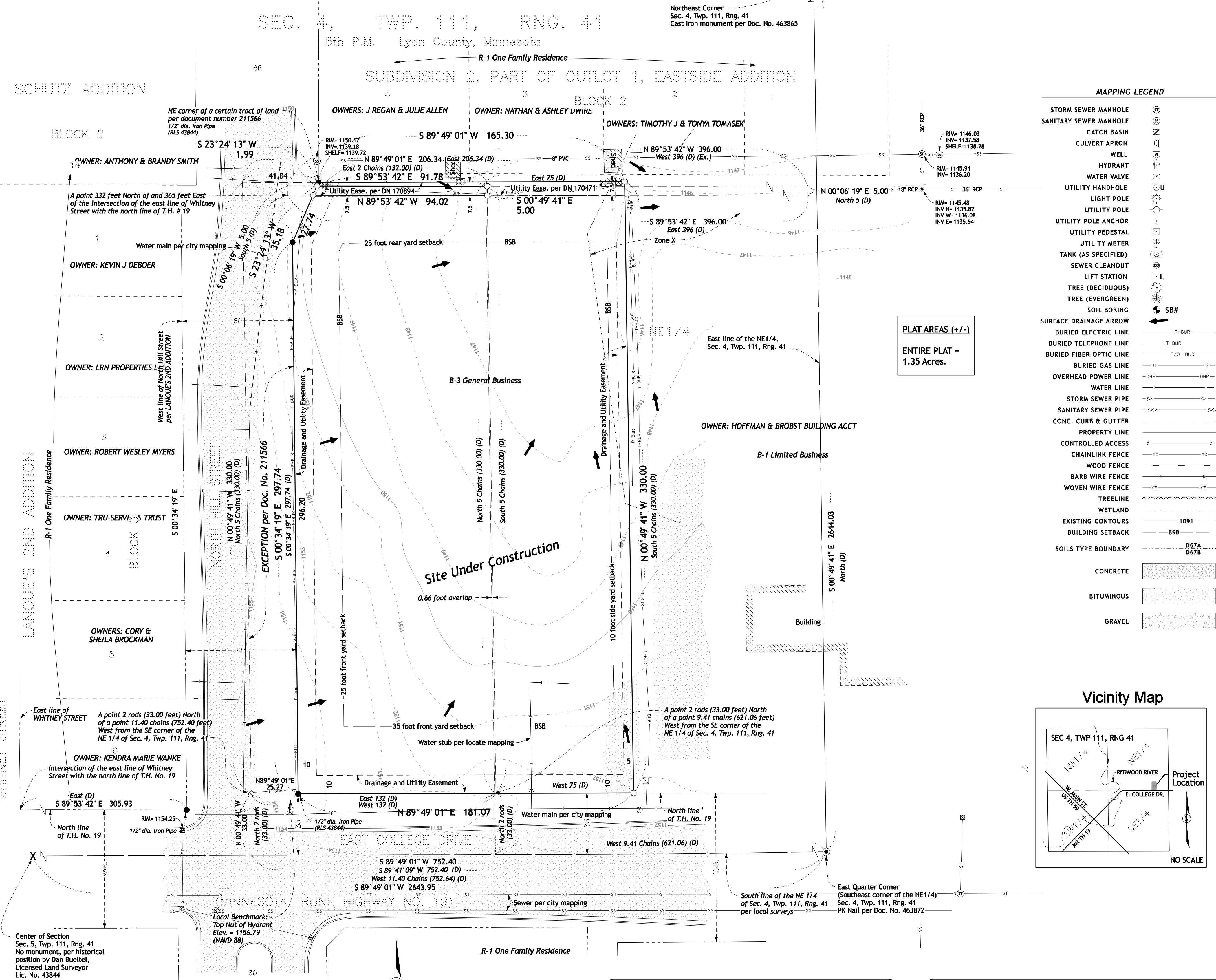
Sec. 86-205. Access.

- (a) Parking and loading spaces shall have proper access from a public right-of-way. Except one- and two-family dwellings, access to any parking or loading space shall be by access drive not less than 24 feet wide for two-way traffic and 15 feet wide for one-way traffic. As an exception, a two-way access drive width may be reduced to 20 feet beyond the required front yard, provided no parking spaces are located along the side of, and accessed directly from, such reduced width access drive.
 - (b) The number, width and location of access drives shall be such as to minimize traffic congestion and traffic hazard. Access drives openings to street shall not be located closer than 25 feet to the nearest intersection.
 - (c) In all business districts, direct access shall be provided to a street right of way.
 - (d) Vehicular access to non-residential uses across property in any residence districts shall be prohibited.
- (Ord. No. 686, § 1, 6-10-2014)

CITY OF MARSHALL AGENDA ITEM REPORT

Presenter:	Jason Anderson
Meeting Date:	Tuesday, November 22, 2022
Category:	CONSENT AGENDA
Type:	ACTION
Subject:	Preliminary Plat of DG Marshall - Introduce Plat and Call for Public Hearing.
Background Information:	<p>Attached please find a copy of the preliminary plat of DG Marshall.</p> <p>Dollar General has purchased two lots for development of their retail store. The building that is being constructed sits atop the lot line that separates the two lots. City of Marshall Zoning Ordinance requires property line setbacks, therefore, a building cannot be constructed over top of a lot line. Due to an error in property descriptions, Lyon County is not allowing for the two lots to be combined into one lot to resolve the lot line issue. To resolve the issue, Dollar General is going through a platting process to resolve description concerns and to combine the existing two lots.</p> <p>Attached please find a copy of the Engineer's Report of Preliminary Plat Review. Copies of the proposed subdivision has been sent to the local utility companies for their review and comments.</p> <p>The preliminary plat was presented at the Planning Commission meeting on November 9, 2022. Following discussion, DEUTZ MADE A MOTION, SECOND BY STONEBERG, to recommend approval of the preliminary plat to the City Council. ALL VOTED IN FAVOR.</p>
Fiscal Impact:	The applicant will be billed for all direct costs relating to the platting process.
Alternative/ Variations:	No alternative actions recommended.
Recommendations:	that the Council call for public hearing on the Preliminary Plat of DG Marshall to be held at the December 13, 2022 City Council meeting, as per the recommendation of the Planning Commission.

DG MARSHALL



LEGAL DESCRIPTION

All that part of the Northeast Quarter of Section 4, Township 111 North of Range 41 West of the 5th P.M., Lyon County, Minnesota, contained within the following boundary lines, to wit:

Beginning at a point 2 rods (33 feet) North and 9.41 chains (621.06 feet) West from the Southeast corner of said Northeast Quarter of Section 4, and running thence North a distance of 5 chains (330 feet); thence East and at right angles to last line a distance of 75 feet; thence South and at right angles to last line a distance of 5 chains (330 feet); thence West a distance of 75 feet to the point of beginning.

Together with a tract of land located in the Northeast Quarter of Section 4, Township 111 North of Range 41 West of the 5th P.M., Lyon County, Minnesota, described as follows: Commencing 2 rods (330 feet) North from a point 11.40 chains (752.4 feet) West from Southeast corner of Northeast Quarter of said Section 4 and running thence North 5 chains (330 feet); thence East 2 chains (132 feet); thence South 5 chains (330 feet); thence West 2 chains (132 feet) to the place of beginning.

Excepting therefrom a tract of land located in the Northeast Quarter of Section 4, Township 111 North of Range 41 West of the 5th P.M., Lyon County, Minnesota, described as follows: Commencing at a point 332 feet North and 365 feet East of the intersection of the East line of Whitney Street with the North line of T.H. #19 in the City of Marshall, Minnesota, and running thence East and parallel with the North line of T.H. #19, a distance of 396 feet; thence North at right angles to last line a distance of 5 feet; thence Westerly at right angles to last line and parallel with the North line of T.H. #19 a distance of 396 feet; thence South at right angles to last line a distance of 5 feet to point of beginning.

And also excepting therefrom the property conveyed to the City of Marshall in Warranty Deed dated December 28, 2016, recorded December 29, 2016, as Document No. 211566, described as follows: That part of the Northeast Quarter of Section 4, Township 111 North of Range 41 West of the 5th P.M., Lyon County, Minnesota, being more particularly described as follows:

Commencing at the Southeast corner of said Northeast Quarter; thence South 89° 49' 01" West, bearing based on Lyon County Coordinate System (1996 Adj.), along the South line of said Northeast Quarter, a distance of 752.40 feet; thence North 00° 49' 41" West a distance of 33.00 feet, to the Point of Beginning; thence continuing North 00° 49' 41" West a distance of 330.00 feet; thence North 89° 49' 01" East a distance of 41.04 feet, to the Southwest corner of Lot 4, Block 2 of EASTSIDE ADDITION, as filed and recorded in the office of the County Recorder in and for said Lyon County; thence South 23° 24' 13" West a distance of 35.18 feet to a point 60 feet East, measured at right angles, of the West line of North Hill Street as shown on LANOUE'S 2ND ADDITION, as filed and recorded in the office of said County Recorder; thence South 00° 34' 19" East, parallel to said West line, a distance of 297.74 feet, to a point 33 feet North of the South line of said Northeast Quarter; thence South 89° 49' 01" West, parallel to said South line, a distance of 25.27 feet, to the point of beginning.

Existing Property Site Address: 801 & 805 East College Drive, Marshall, MN 56258

Current Zoning = B-3 General Business

County Tax Parcel IDs = 27-599053-0 & 27-599074-0

East College Drive is a Thoroughfare Road.
North Hill Street is a minor street.

BUILDING SETBACKS

B-3 General Business District

Yard Regulations:

Front Yard
= 35 feet from Thoroughfare Roads
= 25 feet from Minor Streets
Side Yard = 10 feet
Rear Yard = 25% of lot depth (25 foot max.)
Lot depth = ±321 feet (25% = 80.25 feet)

There was no evidence of wetland observed within the area to be platted.

Topographic features shown hereon are from a field survey completed on 04/20/2022 and Lyon County aerial mapping.

Access to property will be provided by widening an existing entrance in the southeasterly portion of the project property along East College Drive (MN TH 19).

Existing ground cover was primarily yard with some trees. Dollar General store is currently being constructed on the site.

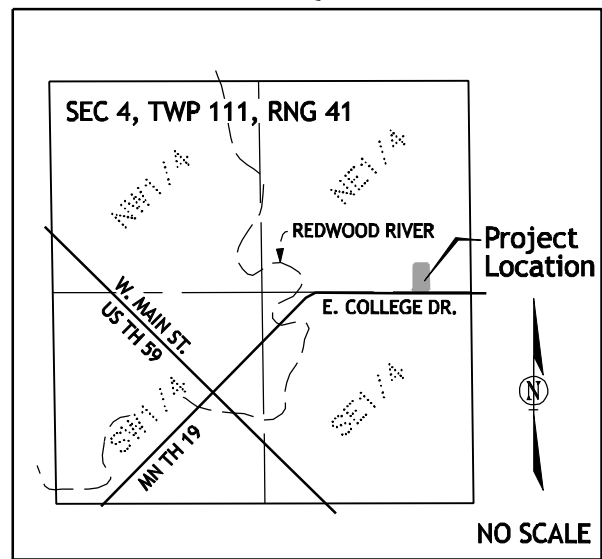
There were no buildings observed on the project property in the process of conducting the field work.

A portion of the project property lies within Flood Zone X (0.2% Annual Chance Flood Hazard, Areas of 1% annual chance flood with average depth less than one foot or with drainage areas of less than one square mile), according to F.I.R.M. Map No. 27083C0309D, dated 11/26/2010 by graphing plotting only, we do not assume responsibility for exact determination, as is plotted hereon.

MAPPING LEGEND	
STORM SEWER MANHOLE	⊗
SANITARY SEWER MANHOLE	⊙
CATCH BASIN	⊠
CULVERT APRON	⊡
WELL	⊕
HYDRANT	⊙
WATER VALVE	⊗
UTILITY HANDHOLE	⊕
LIGHT POLE	⊙
UTILITY POLE	⊙
UTILITY POLE ANCHOR	⊕
UTILITY PEDESTAL	⊕
UTILITY METER	⊕
TANK (AS SPECIFIED)	⊕
SEWER CLEANOUT	⊕
LIFT STATION	⊕
TREE (DECIDUOUS)	⊙
TREE (EVERGREEN)	⊙
SOIL BORING	⊕
SURFACE DRAINAGE ARROW	→
BURIED ELECTRIC LINE	—P-BUR—
BURIED TELEPHONE LINE	—T-BUR—
BURIED FIBER OPTIC LINE	—F/O-BUR—
BURIED GAS LINE	—G—
OVERHEAD POWER LINE	—OHP—
WATER LINE	—W—
STORM SEWER PIPE	—SS—
SANITARY SEWER PIPE	—SS—
CONC. CURB & GUTTER	—C—
PROPERTY LINE	—P—
CONTROLLED ACCESS	—CA—
CHAINLINK FENCE	—XC—
WOOD FENCE	—W—
BARB WIRE FENCE	—XB—
WOVEN WIRE FENCE	—WB—
TREELINE	—TL—
WETLAND	—W—
EXISTING CONTOURS	—1091—
BUILDING SETBACK	—BSB—
SOILS TYPE BOUNDARY	—D67A D67B—
CONCRETE	⬜
BITUMINOUS	⬜
GRAVEL	⬜

PLAT AREAS (+/-)
ENTIRE PLAT =
1.35 Acres.

Vicinity Map



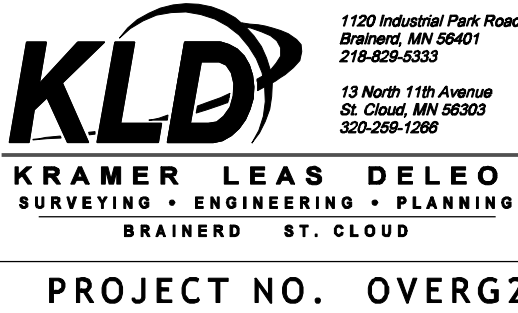
PROPERTY BOUNDARY MONUMENT LEGEND

- SET IRON PIPE WITH CAP STAMPED "DELEO 40341"
- FOUND IRON MONUMENT
- ⊙ SET MAGNETIC "PK" NAIL
- ⊙ GOVERNMENT SECTION CORNER MONUMENT
- (D) DIMENSION / DIRECTION PER DEED OF RECORD

ORIENTATION OF THIS BEARING
SYSTEM ASSUMES THAT THE
EAST-WEST QUARTER SECTION LINE
OF SEC. 4, TWP. 111, RANG. 41
BEARS SOUTH 89° 56' 18" WEST

0 30 60
SCALE IN FEET

NO.	REVISIONS SINCE INITIAL DATE OF 11/02/2022	DATE
1	ADDED LABELS FOR DBU EASEMENTS, EDITED LEGAL DESCRIPTION	11/03/2022



I HEREBY CERTIFY THAT THIS PLAN, SURVEY, OR REPORT
WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION
AND THAT I AM A DULY REGISTERED LAND SURVEYOR
UNDER THE LAWS OF THE STATE OF MINNESOTA.

Signature: *Samuel J. DeLeo*
Samuel J. DeLeo, MN License No. 40341

11/03/2022
Date

PROJECT NO. OVERG2202

Preliminary Plat of DG MARSHALL

For property at: 801 & 805 East College Drive
City of Marshall, County of Lyon, State of Minnesota
Located in Section 4, Township 111 North, Range 41 West

**ENGINEER'S REPORT
PRELIMINARY PLAT REVIEW**

Subdivision Name: DG Marshall

Quarter NE $\frac{1}{4}$ Section 4 Township 111N Range 41W

Owner's Name: DGOGMarshallmn02092022 LLC

Surveyor: Samuel J. DeLeo, PLS Reg. No. 40341

Sec. 66-54. Information required. (1) Preliminary subdivision plat.		Yes	No	N/A	Comments
a.	Scale 1" = 100' or larger	X			
b.	Subdivision and owner names	X			
c.	Legal description and location sketch	X			
d.	Date, scale and north arrow	X			
e.	Acreage	X			
f.	Zoning classification	X			
g.	Contours	X			
h.	Boundary line bearings and distances	X			
i.	Easement	X			
j.	Street names, elevations and grades	X			

	Sec. 66-54. Information required. (1) Preliminary subdivision plat.	Yes	No	N/A	Comments
k.	Utilities	X			
l.	Lot lines, numbers and dimensions	X			
m.	Park land			X	
n.	Setbacks	X			
o.	Natural drainageways	X			
p.	Other related information			X	
q.	Covenants and restrictions			X	
r.	Improvement plans and financing			X	
s.	Future platting			X	
t.	Variance request			X	
u.	Floodway and flood zone designations	X			
v.	Certificates of approval		X		To be included in Final Plat.

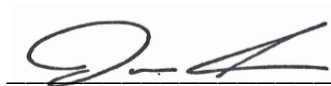
Sec. 66-54. Information required. (2) Other preliminary plans.		Yes	No	N/A	Comments
a.	Drainage and grading plans 1. Existing and proposed drainage.	X			
	2. Drainage flow facility.	X			
b.	Utility plans	X			

CITY ENGINEER'S RECOMMENDATIONS:

DATE RECEIVED: November 3, 2022

DATE REVIEWED: November 3, 2022

PLANNING COMMISSION REVIEW DATE: November 9, 2022

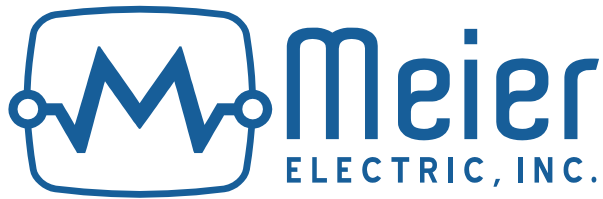


Jason R. Anderson, P.E.
Director of Public Works/Planning & Zoning Administrator

Copies to: City Administrator
Building Official
Senior Engineering Specialist

CITY OF MARSHALL AGENDA ITEM REPORT

Presenter:	Jason Anderson
Meeting Date:	Tuesday, November 22, 2022
Category:	CONSENT AGENDA
Type:	ACTION
Subject:	Renewal of Unlicensed Maintenance Electrician Inspection Agreement for 2023-2024.
Background Information:	<p>The City currently has an existing Unlicensed Maintenance Electrician Inspection Agreement with Meier Electric Inc. until December 31, 2022. Attached is an updated agreement for 2 years from January 1, 2023 to December 31, 2024.</p> <p>Several City employees do routine and emergency electrical work as part of their job duties. The Department of Labor and Industry requires any employer doing electrical maintenance for the City on the City premises needs to be registered with the State of Minnesota as an “Unlicensed Maintenance Electrician” and have the work inspected by a Master Electrician.</p> <p>Michael Meier has agreed to do the supervision and inspection for the registered City employees on an hourly rate as needed to ensure the work meets the National Electric Code.</p>
Fiscal Impact:	At the current time we are looking at 12 employees that would need to be registered annually at \$19.00 each and 1 new employee at \$14.00. This would offset the cost of hiring an electrician for all the work currently done by staff.
Alternative/ Variations:	No alternative actions recommended.
Recommendations:	that the Council authorize execution of the attached “Agreement for the Supervision of Electrical Maintenance Work only by Responsible Master Electrician of an Electrical Contractor” between the City of Marshall and Michael Meier dba Meier Electric Inc.



ATTN: **Robert Byrnes**
robert.byrnes@ci.marshall.mn.us

Subject: **Agreement for The Supervision of Electrical Maintenance Work only by Responsible Master Electrician of an Electrical Contractor for Jan. 1, 2023 to Dec. 31, 2024.**

This Agreement is to certify that the Class A master electrician of record for the electrical contractor **Meier Electric Inc.** is under contract to provide services for which an electrical contractor's license is required for the employer the **City of Marshall**.

As such, this master electrician will be responsible for planning, laying out, and supervising all electrical maintenance and repair work performed by this employer's registered unlicensed maintenance electricians on this employer's premises, as permitted under Minnesota Statutes § 326B.33, subd. 21, and for compliance of such work with National Electrical Code safety standards, as required under Minnesota Statutes § 326B.35.

The **City of Marshall** recognizes that under Minnesota Rules 3800.3500, subp. 8, the maintaining and repairing of electrical wiring, apparatus, and equipment permitted to be done by registered unlicensed individuals under the supervision of a master electrician is limited to the adjustment or repair or replacement of worn or defective parts of electrical equipment and replacement of defective receptacle outlets and manual switches for lighting control, and does not include the installation of new wiring, apparatus, and equipment or additions, alterations, or extensions to existing wiring, apparatus, or equipment.

The **City of Marshall** further understand that it is a misdemeanor under Minnesota Statutes § 326B.084 to knowingly and willfully make a false statement in any license application or other required form, or to perform or direct others to perform electrical work without the required license, and that under Minnesota Statutes § 326B.082, the Commissioner may revoke, suspend, or refuse to renew electrical licenses for such violations and may impose civil penalties up to \$10,000.00 for each violation.

Electrical Contracting and Service

This is an estimate only, not a contract for services. This estimate is for completing the job as described above. It is based on our evaluation and does not include material price increases or additional labor and materials which may be required should unforeseen problems arise after the work has started

The **City of Marshall** further understands that the department may require that the employer or designated responsible individual provide evidence of the manner in which they comply with the requirements of Minnesota Electrical Act.

The **City of Marshall** will notify the Department of Labor and Industry immediately upon termination of employment of the master electrician by Meier Electric Inc, upon termination of Meier Electric's **Agreement for The Supervision of Electrical Maintenance Work**, and of any changes of the unlicensed persons that are to be supervised under this agreement.

The **City of Marshall** declares that the information that is provided to MN DOLI on the “***certificate for The Supervision of Electrical Maintenance Work only by Responsible Master Electrician of an Electrical Contractor***” is true and correct to the best of the **City of Marshall** knowledge, and agrees to comply with the requirements of the Minnesota Electrical Act administered by the Department of Labor and Industry

The **City of Marshall** agrees to only allow knowledgeable, qualified individuals that are registered with the state of MN to perform electrical maintenance work at their facilities. It is the responsibility of the **City of Marshall** to provide the training and Personal Protective Equipment to their employees who engage in electrical maintenance work, as well as to determine which individuals are to be considered Qualified.

The **City of Marshall** will maintain and provide to Meier Electric a complete and accurate list of all electrical maintenance work that has been performed on a monthly basis for the purpose of inspection. Meier Electric will inspect this work and will correct any work that is not in compliance with the national electrical code.

Meier Electric Agrees to provide the Supervision of Electrical Maintenance Work to the **City of Marshall** on an Hour + Material basis as listed below.

Electrical Contracting and Service

This is an estimate only, not a contract for services. This estimate is for completing the job as described above. It is based on our evaluation and does not include material price increases or additional labor and materials which may be required should unforeseen problems arise after the work has started

BASE LABOR RATE FOR NORMAL BUSINESS HOURS	
ELECTRICIAN PER HR	75.00
APPRENTICE ELECTRICIAN PER HR	52.00

ELECTRICIAN OVER TIME LABOR RATE (> 8HRS PER DAY OR > 40HRS PER WK)	
BASE	44.00
Burden / Benefits	31.00
Net	75.00
Overhead and Profit	12.00
Overtime	22.00
TOTAL LOADED RATE	\$ 109.00

ELECTRICIAN SUNDAY AND HOLIDAY LABOR RATE	
BASE	44.00
Burden / Benefits	31.00
Net	75.00
Overhead and Profit	12.00
Overtime	44.00
TOTAL LOADED RATE	\$ 131.00

APPR. ELECTRICIAN OVER TIME LABOR RATE (> 8HRS PER DAY OR > 40HRS PER WK)	
BASE	25.00
Burden / Benefits	27.00
Net	52.00
Overhead and Profit	9.50
Overtime	13.00
TOTAL LOADED RATE	\$ 74.50

APPR. ELECTRICIAN SUNDAY AND HOLIDAY LABOR RATE	
BASE	25.00
Burden / Benefits	27.00
Net	52.00
Overhead and Profit	9.50
Overtime	25.00
TOTAL LOADED RATE	\$ 86.50

MATERIAL +	AT COST
SALES TAX +	7.38%
SHIPPING +	AT COST
MARK-UP +	15%
TOTAL	TOTAL MATERIAL

ELECTRICAL INSPECTION FEES (INVOICED AT COST)	TBD
ELECTRIC UTILITY SERVICE FEES AND CHARGES (INVOICED AT COST	TBD

Electrical Contracting and Service

This is an estimate only, not a contract for services. This estimate is for completing the job as described above. It is based on our evaluation and does not include material price increases or additional labor and materials which may be required should unforeseen problems arise after the work has started

Mike Meier

This Agreement is Valid for 24 Months

ACCEPTANCE OF AGREEMENT

The above prices, specifications and conditions are hereby accepted. You are authorized to do the work as specified.

ACCEPTED:	Name and Title	_____
	Signature	_____
	Date:	_____

Electrical Contracting and Service

This is an estimate only, not a contract for services. This estimate is for completing the job as described above. It is based on our evaluation and does not include material price increases or additional labor and materials which may be required should unforeseen problems arise after the work has started

CITY OF MARSHALL AGENDA ITEM REPORT

Presenter:	Steven Anderson
Meeting Date:	Tuesday, November 22, 2022
Category:	CONSENT AGENDA
Type:	ACTION
Subject:	Consider Approval of a LG220 Raffle Permit for Holy Redeemer School
Background Information:	Holy Redeemer Church is requesting the approval of city council to hold a raffle at the Holy Redeemer School on February 3, 2023.
Fiscal Impact:	N/A
Alternative/ Variations:	
Recommendations:	To approve the LG220 Raffle Permit

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: Holy Redeemer Church

Previous Gambling Permit Number: X- [REDACTED]

Minnesota Tax ID Number, if any: [REDACTED]

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

Mailing Address: 503 W Lyon St

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

Name of Chief Executive Officer (CEO): David Naughton

CEO Daytime Phone: 507-532-5711 CEO Email: dnaughton@holy-redeemer.com

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

Email permit to (if other than the CEO): lnelson@holy-redeemer.com

NONPROFIT STATUS

Type of Nonprofit Organization (check one):

☐ Fraternal ☒ Religious ☐ Veterans ☐ Other Nonprofit Organization

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

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

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

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

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

Secretary of State website, phone numbers:

www.sos.state.mn.us

651-296-2803, or toll free 1-877-551-6767

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

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

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

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

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

GAMBLING PREMISES INFORMATION

Name of premises where the gambling event will be conducted (for raffles, list the site where the drawing will take place): Holy Redeemer School

Physical Address (do not use P.O. box): 501 S. Whitney St.

Check one:

☐ City: Marshall Zip: 56258 County: Lyon

☐ Township: _____ Zip: _____ County: _____

Date(s) of activity (for raffles, indicate the date of the drawing): February 3, 2023

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

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


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

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

CITY APPROVAL for a gambling premises located within city limits	COUNTY APPROVAL for a gambling premises located in a township
<input checked="checked" type="checkbox"/> The application is acknowledged with no waiting period. <input type="checkbox"/> The application is acknowledged with a 30-day waiting period, and allows the Board to issue a permit after 30 days (60 days for a 1st class city). <input type="checkbox"/> The application is denied.	<input type="checkbox"/> The application is acknowledged with no waiting period. <input type="checkbox"/> The application is acknowledged with a 30-day waiting period, and allows the Board to issue a permit after 30 days. <input type="checkbox"/> The application is denied.
Print City Name: <u>Marshall</u>	Print County Name: _____
Signature of City Personnel: _____ Title: _____ Date: _____	Signature of County Personnel: _____ Title: _____ Date: _____
<div style="border: 1px solid black; padding: 10px; width: fit-content; margin: 0 auto;"> The city or county must sign before submitting application to the Gambling Control Board. </div>	

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: 11/10/21
(Signature must be CEO's signature; designee may not sign)

Print Name: David Naughton

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)).

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 Depart-

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

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**.

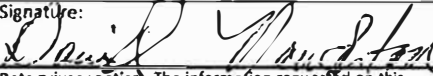
To: Minnesota Gambling Control Board
 1711 West County Road B, Suite 300 South
 Roseville, MN 55113

Questions?

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

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

Checklist for Exempt Raffle

Organization Name: Holy Redeemer Church		Previous Gambling Permit #: X- [REDACTED]	Date of Raffle Drawing: February 3, 2023
INSTRUCTIONS: <ul style="list-style-type: none"> The purpose of this form is to help your organization conduct exempt raffles in compliance with the requirements listed below. Detailed information regarding each requirement is available by clicking on the following links [in blue italics]: 1) applicable statutes and rules; 2) the <i>Lawful Gambling Manual</i> chapter on raffles; 3) the online class, "<i>Conduct of Raffles</i>"; and 4) the <i>phone number and email address</i> of your county's Compliance Specialist. After reading each checklist item, mark "Yes" to indicate that you understand the requirement and agree to comply. After answering "Yes" to each applicable item, your organization's CEO must sign the acknowledgment below. Include the completed checklist as part of your application to conduct an exempt raffle. 			
		<ul style="list-style-type: none"> If tickets will be sold prior to the event, mark "Yes" to item #1 and mark "N/A" to items #2 and #3. If tickets are sold only at the event using theater tickets, mark "N/A" to item #1 and answer "Yes" to items #2 and #3. 	
Yes	N/A		Conduct
<input checked="" type="checkbox"/>	<input type="checkbox"/>	1. Tickets are printed in accordance with MN Rule 7861.0310 .	<input checked="" type="checkbox"/> 9. Only cash, personal checks, cashier's checks, money orders, travelers' check, and debit cards may be accepted (NO CREDIT CARDS). (349.2127) (7861.0260)
<input type="checkbox"/>	<input checked="" type="checkbox"/>	2. Tickets contain the sequential number of the raffle ticket. (349.173)	<input checked="" type="checkbox"/> 10. The method of selection cannot be manipulated or based on the outcome of an event not under the organization's control. (349.173)
<input type="checkbox"/>	<input checked="" type="checkbox"/>	3. A list of prizes and a statement of other relevant information is made available to ticket purchasers. (349.173)	<input checked="" type="checkbox"/> 11. Persons are not required to be present at a raffle drawing to be eligible to win. (349.173) (7861.0310)
Yes	Prizes		<input checked="" type="checkbox"/> 12. Raffle tickets are not sold to or won by persons under age 18. (349.181) (7861.0310)
<input checked="" type="checkbox"/>		4. The organization is the sole owner of all the real or personal property to be awarded. (7861.0260)	<input checked="" type="checkbox"/> 13. Purchasers are not required to buy anything other than the ticket. (349.173) (7861.0310)
<input checked="" type="checkbox"/>		5. A merchandise certificate is used when a prize requiring registration or licensure (guns, cars, ATVs, etc.) is offered. (7861.0260)	House Rules
<input checked="" type="checkbox"/>		6. Prizes must not consist of lawful gambling equipment including raffle tickets for another raffle. (7861.0260)	<input checked="" type="checkbox"/> 14. Clear and legible house rules in accordance with MN Rule 7861.0310 are prominently posted at the point of winner selection.
<input checked="" type="checkbox"/>		7. The total value of lawful gambling prizes awarded (use fair market value for donated prizes) does not exceed \$50,000 in a calendar year. (349.166)	Post Raffle Conduct
<input checked="" type="checkbox"/>		8. Alcohol is only awarded as a prize to persons who demonstrate that they are 21 years of age or older. (340A.707)	<input checked="" type="checkbox"/> 15. An exempt permit financial report (LG220A) must be submitted to the Gambling Control Board within 30 days of the gambling occasion. (349.166)
			<input checked="" type="checkbox"/> 16. Gambling funds may only be spent for allowable expenses and lawful purposes. (349.12 3a & 25)
			<input checked="" type="checkbox"/> 17. Gambling records must be kept for 3½ years. (7861.0310)
CHIEF EXECUTIVE OFFICER'S SIGNATURE (required)			
Noncompliant Activity: I acknowledge by signing below that my organization must follow all raffle rules and that any gambling activity conducted by the organization at the event that is not in compliance with Minnesota Statute and Rule may subject the organization to citation or the inability to receive future permits to conduct gambling. I understand that my permit will not be issued until this form has been completed and submitted to the Minnesota Gambling Control Board.			
Signature: 		Date: 11/8/22	Print Name: David Naughton
<small>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.</small>		<small>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.</small>	

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

An equal opportunity employer

CITY OF MARSHALL AGENDA ITEM REPORT

Presenter:	Steven Anderson
Meeting Date:	Tuesday, November 22, 2022
Category:	CONSENT AGENDA
Type:	ACTION
Subject:	Consider Approval of Various 2023 Liquor and Tobacco License Renewals
Background Information:	<p>Liquor and tobacco licenses expire each calendar year at midnight on December 31. Once approved by council, the licenses do not take effect until the Minnesota Department of Public Safety Alcohol and Gambling Enforcement Agency gives final approval.</p> <p>Currently 15 liquor license applications and 8 tobacco license applications have been received.</p>
Fiscal Impact:	\$1,200/tobacco and \$22,380/liquor collected as of November 18.
Alternative/ Variations:	
Recommendations:	To approve the various liquor and tobacco license renewals for 2023.

City of Marshall, Minnesota

Combined On-Sale & Sunday Liquor

TO ALL WHOM IT MAY CONCERN:

LICENSE IS HEREBY GRANTED UNTO
Apple Minnesota LLC dba
Applebee's Neighborhood Grill & Bar,

For an **Combined On-Sale & Sunday Liquor License** at **1510 E. College Dr.**
from **January 1, 2023 - December 31, 2023**, subject

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

ISSUED BY THE AUTHORITY OF THE CITY COUNCIL

Marshall, Minnesota, **November 22, 2022**

(SEAL)

Mayor

Attest:

City Clerk

City of Marshall, Minnesota

3.2% Off-Sale

TO ALL WHOM IT MAY CONCERN:

LICENSE IS HEREBY GRANTED UNTO

Casey's Retail Company dba
Casey's General Store No. 1748,

For an **3.2% Off-Sale License** at **100 E. Main St.**
from **January 1, 2023 - December 31, 2023**, subject

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

ISSUED BY THE AUTHORITY OF THE CITY COUNCIL

Marshall, Minnesota, **November 22, 2022**

(SEAL)

Mayor

Attest:

City Clerk

City of Marshall, Minnesota

3.2% Off-Sale

TO ALL WHOM IT MAY CONCERN:

LICENSE IS HEREBY GRANTED UNTO

Casey's Retail Company dba
Casey's General Store No. 3475,

For an **3.2% Off-Sale License** at **1109 E. College Dr.**
from **January 1, 2023 - December 31, 2023**, subject

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

ISSUED BY THE AUTHORITY OF THE CITY COUNCIL

Marshall, Minnesota, **November 22, 2022**

(SEAL)

Mayor

Attest:

City Clerk

City of Marshall, Minnesota

3.2% Off-Sale

TO ALL WHOM IT MAY CONCERN:

LICENSE IS HEREBY GRANTED UNTO

Cattoor Oil Co., Inc. dba

Cattoor's,

For an **3.2% Off-Sale License** at **814 W. Main St.**
from **January 1, 2023 - December 31, 2023**, subject

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

ISSUED BY THE AUTHORITY OF THE CITY COUNCIL

Marshall, Minnesota, **November 22, 2022**

(SEAL)

Mayor

Attest:

City Clerk

City of Marshall, Minnesota

Combined On-Sale & Sunday Liquor

TO ALL WHOM IT MAY CONCERN:

LICENSE IS HEREBY GRANTED UNTO
Fraternal Order of Eagles Aerie 3405 dba
Eagles Club,

For an **Combined On-Sale & Sunday Liquor License** at **423 W. Main St.**
from **January 1, 2023 - December 31, 2023**, subject
to the provisions of the Ordinances of the City of Marshall governing such license.

ISSUED BY THE AUTHORITY OF THE CITY COUNCIL

Marshall, Minnesota, **November 22, 2022**

(SEAL)

Mayor

Attest:

City Clerk

City of Marshall, Minnesota

Combined On-Sale & Sunday Liquor

TO ALL WHOM IT MAY CONCERN:

LICENSE IS HEREBY GRANTED UNTO
Hitching Post of Marshall Inc. dba
Hitching Post Eatery and Saloon,

For an **Combined On-Sale & Sunday Liquor License** at **1104 E. Main St.**
from **January 1, 2023 - December 31, 2023**, subject

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

ISSUED BY THE AUTHORITY OF THE CITY COUNCIL

Marshall, Minnesota, **November 22, 2022**

(SEAL)

Mayor

Attest:

City Clerk

City of Marshall, Minnesota

3.2% Off-Sale

TO ALL WHOM IT MAY CONCERN:

LICENSE IS HEREBY GRANTED UNTO

Hy-Vee Inc. dba
Hy-Vee Food Store,

For an **3.2% Off-Sale License** at **900 E. Main St.**
from **January 1, 2023 - December 31, 2023**, subject

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

ISSUED BY THE AUTHORITY OF THE CITY COUNCIL

Marshall, Minnesota, **November 22, 2022**

(SEAL)

Mayor

Attest:

City Clerk

City of Marshall, Minnesota

3.2% Off-Sale

TO ALL WHOM IT MAY CONCERN:

LICENSE IS HEREBY GRANTED UNTO

Hy-Vee Inc. dba

Hy-Vee Gas,

For an **3.2% Off-Sale License** at **904 E. Main St.**
from **January 1, 2023 - December 31, 2023**, subject

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

ISSUED BY THE AUTHORITY OF THE CITY COUNCIL

Marshall, Minnesota, **November 22, 2022**

(SEAL)

Mayor

Attest:

City Clerk

City of Marshall, Minnesota

Wine

TO ALL WHOM IT MAY CONCERN:

LICENSE IS HEREBY GRANTED UNTO

Hy-Vee Inc. dba
Hy-Vee Market Café,

For an **Wine License** at **900 E. Main St.**
from **January 1, 2023 - December 31, 2023**, subject

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

ISSUED BY THE AUTHORITY OF THE CITY COUNCIL

Marshall, Minnesota, **November 22, 2022**

(SEAL)

Mayor

Attest:

City Clerk

City of Marshall, Minnesota

3.2% On-Sale

TO ALL WHOM IT MAY CONCERN:

LICENSE IS HEREBY GRANTED UNTO

Marshall A's Baseball Assoc. dba

For an **3.2% On-Sale License** at **400 W. College Dr.**
from **January 1, 2023 - December 31, 2023**, subject

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

ISSUED BY THE AUTHORITY OF THE CITY COUNCIL

Marshall, Minnesota, **November 22, 2022**

(SEAL)

Mayor

Attest:

City Clerk

City of Marshall, Minnesota

Combined On-Sale & Sunday Liquor

TO ALL WHOM IT MAY CONCERN:

LICENSE IS HEREBY GRANTED UNTO
Marshall Golf Club Inc. dba
Marshall Golf Club,

For an **Combined On-Sale & Sunday Liquor License** at **800 Country Club Dr.**
from **January 1, 2023 - December 31, 2023**, subject

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

ISSUED BY THE AUTHORITY OF THE CITY COUNCIL

Marshall, Minnesota, **November 22, 2022**

(SEAL)

Mayor

Attest:

City Clerk

City of Marshall, Minnesota

Combined On-Sale & Sunday Liquor

TO ALL WHOM IT MAY CONCERN:

LICENSE IS HEREBY GRANTED UNTO

BDH2, LLC dba

Tavern 507,

For an **Combined On-Sale & Sunday Liquor License** at **1500 E. College Dr.**
from **January 1, 2023 - December 31, 2023**, subject

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

ISSUED BY THE AUTHORITY OF THE CITY COUNCIL

Marshall, Minnesota, **November 22, 2022**

(SEAL)

Mayor

Attest:

City Clerk

City of Marshall, Minnesota

Combined On-Sale & Sunday Liquor

TO ALL WHOM IT MAY CONCERN:

LICENSE IS HEREBY GRANTED UNTO
Three-Legged Dog Inc. dba
Varsity Pub,

For an **Combined On-Sale & Sunday Liquor License** at **128 W. Main St.**
from **January 1, 2023 - December 31, 2023**, subject

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

ISSUED BY THE AUTHORITY OF THE CITY COUNCIL

Marshall, Minnesota, **November 22, 2022**

(SEAL)

Mayor

Attest:

City Clerk

City of Marshall, Minnesota

3.2% Off-Sale

TO ALL WHOM IT MAY CONCERN:

LICENSE IS HEREBY GRANTED UNTO

Walmart Inc. dba

Walmart #1722,

For an **3.2% Off-Sale License** at **1121 E. Main St.**
from **January 1, 2023 - December 31, 2023**, subject

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

ISSUED BY THE AUTHORITY OF THE CITY COUNCIL

Marshall, Minnesota, **November 22, 2022**

(SEAL)

Mayor

Attest:

City Clerk

City of Marshall, Minnesota

Combined On-Sale & Sunday Liquor

TO ALL WHOM IT MAY CONCERN:

LICENSE IS HEREBY GRANTED UNTO
Botton of the 9th, Inc. dba
Wooden Nickel,

For an **Combined On-Sale & Sunday Liquor License** at **448 W. Main St.**
from **January 1, 2023 - December 31, 2023**, subject
to the provisions of the Ordinances of the City of Marshall governing such license.

ISSUED BY THE AUTHORITY OF THE CITY COUNCIL

Marshall, Minnesota, **November 22, 2022**

(SEAL)

Mayor

Attest:

City Clerk

No. T23001

City of Marshall, Minnesota

~ L I C E N S E TO SELL CIGARETTES AT RETAIL ~

State of Minnesota
County of Lyon
City of Marshall

LICENSE IS HEREBY GRANTED UNTO **Casey's General Store No. 1748** to sell cigarettes and cigarette papers and wrappers at **100 E. Main St.**

in the CITY OF MARSHALL in said county and state for the term of **Twelve Months.**

Beginning with the **1st** day of **January 2023**, subject to the laws of the

State of Minnesota and the ordinances and regulations of said City of Marshall

pertaining thereto.

ISSUED BY THE AUTHORITY OF THE CITY COUNCIL
Marshall, Minnesota, **November 22, 2022**

Attest:

THE COMMON COUNCIL
of the CITY OF MARSHALL

City Clerk

By _____
Mayor

(Seal)

No. T23002

City of Marshall, Minnesota

~ L I C E N S E TO SELL CIGARETTES AT RETAIL ~

State of Minnesota
County of Lyon
City of Marshall

LICENSE IS HEREBY GRANTED UNTO **Casey's General Store No. 3475** to sell cigarettes and cigarette papers and wrappers at **1109 E. College Dr.**

in the CITY OF MARSHALL in said county and state for the term of **Twelve Months.**

Beginning with the **1st** day of **January 2023**, subject to the laws of the

State of Minnesota and the ordinances and regulations of said City of Marshall

pertaining thereto.

ISSUED BY THE AUTHORITY OF THE CITY COUNCIL
Marshall, Minnesota, **November 22, 2022**

Attest:

THE COMMON COUNCIL
of the CITY OF MARSHALL

City Clerk

By _____
Mayor

(Seal)

No. T23003

City of Marshall, Minnesota

~ L I C E N S E TO SELL CIGARETTES AT RETAIL ~

State of Minnesota
County of Lyon
City of Marshall

LICENSE IS HEREBY GRANTED UNTO **Cattoor Oil Co., Inc.** to sell cigarettes and cigarette papers and wrappers at **814 W. Main St.**

in the CITY OF MARSHALL in said county and state for the term of **Twelve Months.**

Beginning with the **1st** day of **January 2023**, subject to the laws of the

State of Minnesota and the ordinances and regulations of said City of Marshall

pertaining thereto.

ISSUED BY THE AUTHORITY OF THE CITY COUNCIL
Marshall, Minnesota, **November 22, 2022**

Attest:

THE COMMON COUNCIL
of the CITY OF MARSHALL

City Clerk

By _____
Mayor

(Seal)

No. T23004

City of Marshall, Minnesota

~ L I C E N S E TO SELL CIGARETTES AT RETAIL ~

State of Minnesota
County of Lyon
City of Marshall

LICENSE IS HEREBY GRANTED UNTO **Roll N' Smoke** to sell cigarettes and cigarette papers
and wrappers at **1113 E. College Dr.**

in the CITY OF MARSHALL in said county and state for the term of **Twelve Months.**

Beginning with the **1st** day of **January 2023**, subject to the laws of the

State of Minnesota and the ordinances and regulations of said City of Marshall

pertaining thereto.

ISSUED BY THE AUTHORITY OF THE CITY COUNCIL
Marshall, Minnesota, **November 22, 2022**

Attest:

THE COMMON COUNCIL
of the CITY OF MARSHALL

City Clerk

By _____
Mayor

(Seal)

No. T23005

City of Marshall, Minnesota

~ L I C E N S E TO SELL CIGARETTES AT RETAIL ~

State of Minnesota
County of Lyon
City of Marshall

LICENSE IS HEREBY GRANTED UNTO **Hy-Vee Inc.** to sell cigarettes and cigarette papers
and wrappers at **900 E. Main St.**

in the CITY OF MARSHALL in said county and state for the term of **Twelve Months.**

Beginning with the **1st** day of **January 2023**, subject to the laws of the
State of Minnesota and the ordinances and regulations of said City of Marshall
pertaining thereto.

ISSUED BY THE AUTHORITY OF THE CITY COUNCIL
Marshall, Minnesota, **November 22, 2022**

Attest:

THE COMMON COUNCIL
of the CITY OF MARSHALL

City Clerk

By _____
Mayor

(Seal)

No. T23006

City of Marshall, Minnesota

~ L I C E N S E TO SELL CIGARETTES AT RETAIL ~

State of Minnesota
County of Lyon
City of Marshall

LICENSE IS HEREBY GRANTED UNTO **Hy-Vee Inc.** to sell cigarettes and cigarette papers
and wrappers at **904 E. Main St.**

in the CITY OF MARSHALL in said county and state for the term of **Twelve Months.**

Beginning with the **1st** day of **January 2023**, subject to the laws of the
State of Minnesota and the ordinances and regulations of said City of Marshall
pertaining thereto.

ISSUED BY THE AUTHORITY OF THE CITY COUNCIL
Marshall, Minnesota, **November 22, 2022**

Attest:

THE COMMON COUNCIL
of the CITY OF MARSHALL

City Clerk

By _____
Mayor

(Seal)

No. T23007

City of Marshall, Minnesota

~ L I C E N S E TO SELL CIGARETTES AT RETAIL ~

State of Minnesota
County of Lyon
City of Marshall

LICENSE IS HEREBY GRANTED UNTO **Marshall's Tobacco Inc.** to sell cigarettes and cigarette papers and wrappers at **200 W. Main St.**

in the CITY OF MARSHALL in said county and state for the term of **Twelve Months.**

Beginning with the **1st** day of **January 2023**, subject to the laws of the
State of Minnesota and the ordinances and regulations of said City of Marshall
pertaining thereto.

ISSUED BY THE AUTHORITY OF THE CITY COUNCIL
Marshall, Minnesota, **November 22, 2022**

Attest:

THE COMMON COUNCIL
of the CITY OF MARSHALL

City Clerk

By _____
Mayor

(Seal)

No. T23008

City of Marshall, Minnesota

~ L I C E N S E TO SELL CIGARETTES AT RETAIL ~

State of Minnesota
County of Lyon
City of Marshall

LICENSE IS HEREBY GRANTED UNTO **Walmart Inc.** to sell cigarettes and cigarette papers
and wrappers at **1121 E. Main St.**

in the CITY OF MARSHALL in said county and state for the term of **Twelve Months.**

Beginning with the **1st** day of **January 2023**, subject to the laws of the

State of Minnesota and the ordinances and regulations of said City of Marshall

pertaining thereto.

ISSUED BY THE AUTHORITY OF THE CITY COUNCIL
Marshall, Minnesota, **November 22, 2022**

Attest:

THE COMMON COUNCIL
of the CITY OF MARSHALL

City Clerk

By _____
Mayor

(Seal)

CITY OF MARSHALL AGENDA ITEM REPORT

Presenter:	Jim Marshall
Meeting Date:	Tuesday, November 22, 2022
Category:	CONSENT AGENDA
Type:	ACTION
Subject:	Consider authorization to declare vehicles as surplus property for the Marshall Police Department.
Background Information:	These vehicles have been abandoned or seized by the Marshall Police Department and have gone through the notification processes and required periods for disposal.
Fiscal Impact:	These vehicles will be auctioned on-line at the state site, sold, or will be taken to Alters for disposal.
Alternative/ Variations:	
Recommendations:	That these vehicles be declared as surplus property by the City of Marshall.

22-9683	04 Nissan Sentra	GWE 141	3NICB51D346903759	Abandoned
22-11925	81 Kawasaki K2750	21924MK	JKAKZDH15BA020190	Abandoned
22-13289	11 Honda Ridgeline	ND 539 BUR	5FPYK1F4XBB452174	Abandoned

CITY OF MARSHALL AGENDA ITEM REPORT

Presenter:	Karla Drown
Meeting Date:	Tuesday, November 22, 2022
Category:	CONSENT AGENDA
Type:	ACTION
Subject:	Consider approval of the bills/project payments
Background Information:	Staff encourages the City Council Members to contact staff in advance of the meeting regarding these items if there are questions. Construction contract questions are encouraged to be directed to Director of Public Works, Jason Anderson at 537-6051 or Finance Director, Karla Drown at 537-6764
Fiscal Impact:	
Alternative/ Variations:	
Recommendations:	The following bills and project payments be authorized for payment.



Marshall, MN

Council Check Report

By Vendor Name

Date Range: 11/11/2022 - 11/22/2022

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: AP-REG AP						
4549	A & B BUSINESS, INC	11/16/2022	EFT	0.00	467.61	11366
4549	A & B BUSINESS, INC	11/18/2022	EFT	0.00	2,174.37	11383
6128	ACTION COMPANY LLC	11/18/2022	EFT	0.00	325.00	11384
5119	ALL FLAGS,LLC	11/18/2022	EFT	0.00	1,056.54	11385
4570	AMAZON	11/15/2022	Regular	0.00	2,668.28	122002
3761	AMERICAN BOTTLING CO.	11/18/2022	Regular	0.00	177.84	122021
7117	ANDERSON, STEVEN	11/18/2022	EFT	0.00	21.00	11386
6883	AT&T MOBILITY II LLC	11/18/2022	Regular	0.00	38.23	122022
0658	AWARDS PLUS, INC.	11/16/2022	EFT	0.00	32.25	11367
0658	AWARDS PLUS, INC.	11/18/2022	EFT	0.00	975.00	11387
6711	BDH2-MARSHALL, LLC	11/18/2022	Regular	0.00	250.00	122023
6818	BEEK, JORDY	11/18/2022	EFT	0.00	707.65	11388
0689	BEND RITE CUSTOM FABRICATION, INC.	11/18/2022	Regular	0.00	228.60	122024
0699	BEVERAGE WHOLESALERS, INC.	11/18/2022	Regular	0.00	26,891.05	122025
6482	BLOMBERG, GRANT	11/16/2022	EFT	0.00	1,300.00	11368
6482	BLOMBERG, GRANT	11/18/2022	EFT	0.00	425.00	11389
6341	BLUE RIDGE SOLUTIONS	11/18/2022	Regular	0.00	1,116.11	122026
0724	BOLTON & MENK INC	11/18/2022	EFT	0.00	780.00	11390
0726	BORCH'S SPORTING GOODS, INC.	11/18/2022	EFT	0.00	1,374.00	11391
3829	BRAU BROTHERS	11/18/2022	EFT	0.00	821.75	11392
4457	BREAKTHRU BEVERAGE MINNESOTA WINE & SPIR	11/18/2022	Regular	0.00	9,320.13	122027
6539	BREMER BANK CC	11/15/2022	Regular	0.00	1,437.92	122010
6791	CAPITAL ONE	11/15/2022	Regular	0.00	139.52	122012
6791	CAPITAL ONE	11/18/2022	Regular	0.00	63.51	122029
0802	CARLSON & STEWART REFRIGERATION, INC.	11/18/2022	EFT	0.00	889.04	11393
0815	CATTOOR OIL COMPANY, INC	11/18/2022	EFT	0.00	1,483.12	11394
5351	CENGAGE LEARNING	11/16/2022	EFT	0.00	567.27	11369
4897	CENTER POINT LARGE PRINT	11/15/2022	Regular	0.00	384.23	122014
6823	CHARTER COMMUNICATIONS HOLDINGS, LLC	11/18/2022	Regular	0.00	50.00	122030
0836	CHARTER COMMUNICATIONS, LLC	11/18/2022	EFT	0.00	106.80	11395
0836	CHARTER COMMUNICATIONS, LLC	11/18/2022	EFT	0.00	11.99	11396
5733	CLARITY TELECOM, LLC	11/16/2022	EFT	0.00	918.12	11370
5733	CLARITY TELECOM, LLC	11/18/2022	EFT	0.00	2,614.68	11397
0920	CULLIGAN WATER CONDITIONING OF MARSHALL	11/18/2022	Regular	0.00	523.25	122031
7102	DAHLHEIMER BEVERAGE	11/18/2022	EFT	0.00	2,734.85	11398
5731	DOLL DISTRIBUTING LLC	11/18/2022	EFT	0.00	7,841.80	11399
1020	DUININCK, INC.	11/18/2022	EFT	0.00	4,676.12	11400
5291	ENVISIONWARE, INC	11/15/2022	Regular	0.00	333.29	122015
6328	ERVASTI, DARRELL	11/18/2022	Regular	0.00	3,460.30	122032
1090	FASTENAL COMPANY	11/18/2022	EFT	0.00	379.83	11401
7073	FIXEN CHIROPRACTIC	11/18/2022	Regular	0.00	100.00	122033
1122	FLAHERTY & HOOD, P.A.	11/18/2022	EFT	0.00	367.50	11402
1199	GRAHAM TIRE AND AUTOMOTIVE SERVICES	11/18/2022	Regular	0.00	662.48	122034
1201	GRAINGER INC	11/18/2022	EFT	0.00	514.31	11403
1215	GREENWOOD NURSERY	11/18/2022	EFT	0.00	49,960.00	11404
3760	GROWMARK INC.	11/18/2022	EFT	0.00	198.60	11405
1256	HAWKINS INC	11/18/2022	EFT	0.00	9,240.29	11406
1271	HENLE PRINTING COMPANY	11/18/2022	EFT	0.00	248.08	11407
7105	IBRAHIM, HUDDA	11/15/2022	Regular	0.00	1,005.61	122016
1343	INDEPENDENT LUMBER OF MARSHALL INC	11/18/2022	Regular	0.00	179.95	122035
4552	INGRAM LIBRARY SERVICES	11/16/2022	EFT	0.00	4,328.40	11371
7104	JANWAY COMPANY USA, INC.	11/15/2022	Regular	0.00	110.00	122017
5333	JOHANSSON SALES & SERVICE	11/18/2022	Regular	0.00	172.36	122036
1399	JOHNSON BROTHERS LIQUOR COMPANY	11/18/2022	EFT	0.00	6,960.23	11412

Council Check Report

Date Range: 11/11/2022 - 11/22/2022

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
2036	JOHNSON BROTHERS LIQUOR COMPANY	11/18/2022	EFT	0.00	7,101.70	11410
2605	JOHNSON BROTHERS LIQUOR COMPANY	11/18/2022	EFT	0.00	1,137.81	11411
5447	JOHNSON BROTHERS LIQUOR COMPANY	11/18/2022	EFT	0.00	588.40	11408
6796	JOHNSON BROTHERS LIQUOR COMPANY	11/18/2022	EFT	0.00	3.80	11409
3564	KESTELOOT ENTERPRISES, INC	11/18/2022	EFT	0.00	30.43	11413
5095	KIBBLE EQUIPMENT LLC	11/18/2022	EFT	0.00	66.31	11414
5138	L & A SYSTEMS, LLC	11/18/2022	EFT	0.00	611.00	11415
3653	LANGUAGE LINE SERVICES	11/18/2022	EFT	0.00	956.48	11416
1483	LEAGUE OF MINNESOTA CITIES INS TRUST	11/18/2022	Regular	0.00	2,119.87	122037
6567	LINCOLN CO SHERIFF'S OFFICE	11/18/2022	Regular	0.00	402.64	122038
1506	LOCATORS & SUPPLIES INC	11/18/2022	EFT	0.00	363.00	11417
1508	LOCKWOOD MOTORS INC	11/18/2022	EFT	0.00	524.99	11418
4685	LYON COUNTY 4-H FEDERATION	11/18/2022	Regular	0.00	393.75	122039
1530	LYON COUNTY ATTORNEY	11/18/2022	Regular	0.00	50.00	122040
1545	LYON COUNTY HIGHWAY DEPARTMENT	11/16/2022	EFT	0.00	66.92	11373
1545	LYON COUNTY HIGHWAY DEPARTMENT	11/18/2022	EFT	0.00	12,056.00	11419
1553	LYON COUNTY SHERIFF'S DEPT.	11/18/2022	Regular	0.00	557.47	122041
1555	LYON LINCOLN ELECTRIC COOPERATIVE INC	11/18/2022	Regular	0.00	37.74	122042
4424	MAAP	11/18/2022	Regular	0.00	25.00	122043
1618	MARSHALL DECORATING CENTER	11/18/2022	Regular	0.00	1,599.12	122044
1623	MARSHALL INDEPENDENT, INC	11/18/2022	Regular	0.00	3,893.77	122045
5813	MARSHALL LUMBER CO	11/18/2022	EFT	0.00	1,027.88	11420
1631	MARSHALL MACHINE SHOP INC	11/16/2022	EFT	0.00	9,400.00	11374
1633	MARSHALL MUNICIPAL UTILITIES	11/16/2022	EFT	0.00	1,964.40	11375
1633	MARSHALL MUNICIPAL UTILITIES	11/18/2022	EFT	0.00	9,414.53	11421
3545	MARSHALL RADIO	11/18/2022	EFT	0.00	160.00	11422
6733	MARTI, GEORGE & PAULA	11/18/2022	Regular	0.00	302.40	122047
1680	MCEA EXECUTIVE OFFICE	11/18/2022	Regular	0.00	730.00	122048
4980	MENARDS INC	11/18/2022	EFT	0.00	742.70	11423
4762	MINNEOTA MASCOT	11/15/2022	Regular	0.00	42.00	122018
1774	MN DEPT OF LABOR AND INDUSTRY FINANCIAL SE	11/18/2022	Regular	0.00	30.00	122049
1864	MONTES ELECTRIC INC	11/18/2022	Regular	0.00	1,645.46	122050
0819	NEMEC PROPERTIES, LLC	11/18/2022	Regular	0.00	615.00	122052
1945	NORM'S GTC	11/18/2022	Regular	0.00	280.15	122053
1986	NORTH CENTRAL INTERNATIONAL, INC	11/18/2022	EFT	0.00	9,762.51	11424
6463	OFFICE OF MNIT SERVICES	11/18/2022	Regular	0.00	695.15	122055
4166	OLSEN, JAKE	11/18/2022	EFT	0.00	112.00	11425
5891	ONE OFFICE SOLUTION	11/16/2022	EFT	0.00	32.40	11376
5891	ONE OFFICE SOLUTION	11/18/2022	EFT	0.00	28.13	11426
1243	PATZERS INC	11/18/2022	EFT	0.00	57.45	11427
2019	PAUSTIS WINE COMPANY	11/18/2022	EFT	0.00	4,827.65	11428
2026	PEPSI COLA BOTTLING OF PIPESTONE MN INC	11/18/2022	EFT	0.00	105.50	11429
2034	PETTY CASH	11/15/2022	Regular	0.00	25.00	122019
6569	PIPESTONE COUNTY SHERIFF'S OFFICE	11/18/2022	Regular	0.00	346.76	122056
4548	PLUM CREEK LIBRARY SYSTEM	11/15/2022	Regular	0.00	60.00	122020
6166	PULVER MOTOR SVC, LLC	11/18/2022	EFT	0.00	240.00	11430
6570	REDWOOD COUNTY SHERIFF	11/18/2022	Regular	0.00	1,409.16	122057
6571	REDWOOD FALLS POLICE DEPARTMENT	11/18/2022	Regular	0.00	1,158.62	122058
2201	RUNNING SUPPLY, INC	11/18/2022	EFT	0.00	22.86	11431
6286	SCHWEGMAN'S CLEANERS, LLP	11/16/2022	EFT	0.00	72.82	11377
6251	SHRED RIGHT	11/18/2022	EFT	0.00	40.00	11432
7116	SOLDO CONSULTING, P.C.	11/18/2022	Regular	0.00	968.75	122059
4855	SOUTHERN GLAZER'S	11/18/2022	EFT	0.00	11,137.19	11433
2311	SOUTHWEST GLASS CENTER, INC	11/16/2022	EFT	0.00	55.00	11378
2311	SOUTHWEST GLASS CENTER, INC	11/18/2022	EFT	0.00	90.10	11434
2318	SOUTHWEST SANITATION INC.	11/16/2022	EFT	0.00	140.48	11379
2318	SOUTHWEST SANITATION INC.	11/18/2022	EFT	0.00	2,857.36	11435
7115	SPIEKER, EMILY	11/16/2022	EFT	0.00	30.00	11380
5922	SRF CONSULTING GROUP, INC.	11/18/2022	EFT	0.00	266.58	11436
4522	ST LOUIS MRO INC.	11/18/2022	EFT	0.00	82.50	11437
6318	STERLING EQUIPMENT & REPAIR, INC	11/18/2022	EFT	0.00	1,563.89	11438

Council Check Report

Date Range: 11/11/2022 - 11/22/2022

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
0875	THE COMPUTER MAN INC	11/16/2022	EFT	0.00	216.00	11381
0875	THE COMPUTER MAN INC	11/18/2022	EFT	0.00	2,414.75	11439
2428	TITAN MACHINERY	11/18/2022	EFT	0.00	28.75	11440
2434	TONI'S DEPOT, LLC	11/18/2022	Regular	0.00	238.11	122060
6156	TRUE BRANDS	11/18/2022	EFT	0.00	1,627.50	11441
7118	TURKEY VALLEY FARMS, INC.	11/18/2022	Regular	0.00	1,750.00	122061
6126	UNITED COMMUNITY ACTION PARTNERSHIP	11/18/2022	EFT	0.00	79,874.65	11442
4489	VERIZON WIRELESS	11/16/2022	EFT	0.00	41.07	11382
4489	VERIZON WIRELESS	11/18/2022	EFT	0.00	35.01	11443
2538	VIKING COCA COLA BOTTLING CO.	11/18/2022	EFT	0.00	315.25	11444
4594	VINOCOPIA INC	11/18/2022	EFT	0.00	2,560.75	11445
5288	WEST CENTRAL COMMUNICATIONS, INC	11/18/2022	EFT	0.00	148.00	11446
2599	WINE COMPANY	11/18/2022	EFT	0.00	789.00	11447
6970	YWCA OF MINNEAPOLIS	11/18/2022	Regular	0.00	320.00	122062
2632	ZIEGLER INC	11/18/2022	EFT	0.00	66.66	11448

Bank Code AP Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	130	48	0.00	69,008.58
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	0	0	0.00	0.00
EFT's	177	82	0.00	270,359.36
	307	130	0.00	339,367.94

All Bank Codes Check Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	130	48	0.00	69,008.58
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	0	0	0.00	0.00
EFT's	177	82	0.00	270,359.36
	307	130	0.00	339,367.94

Fund Summary

Fund	Name	Period	Amount
999	POOLED CASH FUND	11/2022	339,367.94
			339,367.94

CITY OF MARSHALL, MINNESOTA
PRIOR AND CURRENT YEARS CONSTRUCTION CONTRACTS
11/22/2022

PROJECT #:	Coding	DATE	CONTRACTOR:		ORIGINAL CONTRACT AMOUNT:	CHANGE ORDERS	CURRENT CONTRACT AMOUNT	2019 Prior Payments	2020 Prior Payments	2021 Prior Payments	2022 Prior Payments	PYMTS THIS MEETING:	RETAINAGE	BALANCE:	PERCENT COMPLETE
W13	602-49500-55120	5/28/2019	WWTF Improvement Project	Magney Construction, Inc.	14,074,300.00	(26,609.74)	14,047,690.26	4,099,265.87	6,918,924.06	3,029,500.33			-	-	100.00%
CH1	494-43300-55120	11/12/2019	City Hall Renovation	Brennan Companies	5,030,200.00	749,360.00	5,779,560.00		3,039,722.04	2,661,221.96	66,794.00		11,822.00	-	100.00%
Z83	479-43300-55170	2/23/2021	James Ave/Camden Dr Reconstruction	Kuechle Underground	849,244.50	8,701.86	857,946.36			779,179.36	78,767.00		-	-	100.00%
Z88	479-43300-55170	4/13/2021	State Aid Overlay	Duininck, Inc	1,924,600.45	(33,840.43)	1,890,760.02			1,879,301.49	11,458.53		-	-	100.00%
PK-001	401-45200-55130	8/25/2021	Independence Park Trail Replacement	A & C Excavating, LLC	375,659.10	(3,923.49)	371,735.61			109,320.20	243,828.63	18,586.78	-	-	100.00%
SWM-007	630-49600-55170	10/12/2021	Independence Park Pond Forebay Expansion	Towne & Country Excavating LLC	229,255.50	(1,134.66)	228,120.84				228,120.84		-	-	100.00%
AP-005	101-43400-55120	10/12/2021	A/D Building Roof Repair	Gag Sheet Metal, Inc.	37,200.00	45,399.00	82,599.00			51,879.00	30,720.00		-	-	100.00%
ST-002	495-43300-55170	2/8/2022	Bituminous Overlay on Various City Streets	Duininck, Inc	560,573.35	10,921.45	571,494.80				619,416.96		32,523.82	(80,445.98)	114.08%
ST-003	480-43300-55170	2/8/2022	1st/Greeley/Williams Reconstruction	R & G Construction Co.	1,647,498.69	13,331.08	1,660,829.77			1,552,533.29			81,712.28	26,584.20	98.40%
ST-001	101-43300-53425	2/22/2022	Chip Seals	Pearson Bros., Inc.	222,455.10	(15,453.10)	207,002.00				207,002.00		-	-	100.00%
ST-004	480-43300-55170	2/22/2022	Halbur Road Reconstruction	Duininck, Inc	1,142,009.72	41,873.66	1,183,883.38			1,068,756.45			56,250.36	58,876.57	95.03%
ST-006 (Z79)	495-43300-55130	5/10/2022	School Pedestrian Crossing Improvements	Duininck, Inc	480,250.35		480,250.35			282,681.21			14,877.96	182,691.18	61.96%
ST-005	480-43300-55170	5/24/2022	Rose Parking Lot Reconstruction	R & G Construction Co.	140,177.51	19,600.57	159,778.08			159,778.08			-	0.00	100.00%
ST-023	480-43300-55170	5/24/2022	W. Lyon St.(College to 1st) Reconstruction	R & G Construction Co.	409,645.10	(6,814.85)	402,830.25			381,380.25		21,450.00	-	-	100.00%
ST-024	480-43300-55170	7/12/2022	Baldwin Parking Lot Reconstruction	R & G Construction Co.	159,515.77	(1,866.53)	157,649.24					157,649.24	-	-	100.00%
					27,282,585.14	799,544.82	28,082,129.96	4,099,265.87	9,958,646.10	8,510,402.34		197,686.02	197,186.42	187,705.97	

CITY OF MARSHALL AGENDA ITEM REPORT

Presenter:	Cassi Weiss
Meeting Date:	Tuesday, November 22, 2022
Category:	NEW BUSINESS
Type:	INFO/ACTION
Subject:	1.) Consider Approval of the Annual Contract between the City of Marshall and Convention and Visitor Bureau. 2) Annual Convention and Visitor Bureau Update
Background Information:	<p>The City of Marshall contract with the Convention & Visitors Bureau for the Red Baron Arena Contract is up for a renewal. 1 year contract at \$7,000 per month.</p> <p>Visit Marshall Director, Cassi Weiss will be in attendance to provide an update on the Convention and Visitors Bureau.</p>
Fiscal Impact:	\$7,000
Alternative/ Variations:	
Recommendations:	To approve the annual contract between the City of Marshall and Convention and Visitor Bureau.

Visit Marshall Review & Update

Cassi Weiss | Director

Item 13.

Presentation Topics

- 2022 in Review
- Visit Marshall Services
- Financials
- Visit Marshall Strategic Plan
- Red Baron Arena & Expo
 - Goal recap
 - Event recap
 - Strategic plan

2022 in Review

- **Marketing**
- **Events**
 - Youth Sports & Activity Expo
 - Mega Bingo
 - Craft Beer Show
 - City of Marshall 150th
 - Prairie Jam
- **Community Tourism Support Grant**
 - Totaling over 31,000 invested into our local community.



Financials

- Direct Spending – 70%
 - Marketing
 - Events
 - Community Support
 - Community Investment
- Indirect Spending – 30%
 - Staffing (Full-time Communication Coordinator)
 - Local Community Marketing/Advertising
 - Print Materials; Visitor Guide & Printed Maps, etc.

2022 Goal Recap

- Implement Digital Marketing into our 2022 Marketing Plan
- Work with our Community Tourism Grant Applicants for Events to apply 5+ months in advance so we can do more regional marketing for the event
- Assist the Lyon County Museum in opening an affiliate welcome center in conjunction with Explore Minnesota.
- Take the “FAM” (Familiarize) tour we did with SMSU and develop that into a perk for our hospitality partners to send their employees on for free
- Continue to strengthen our relationship with SMSU

2023 Goals

- Book more business meetings, expo, or trainings to draw in business travel for at least 1 night hotel stays. (ideally mid week)
- Work with the local community to get Visit Marshall Brand around town
 - Hotels, restaurants, boutiques, & tourist attractions
 - Brochure racks, QR codes to our website, table tents
- Increase fall advertising for outdoor travel weekends focusing on niche markets
 - Birding
 - Fall colors
 - Biking
 - Hiking
 - Hunting

5 Year Goals

- Increase business Travel for expo, events, and business meetings in town Work with local businesses to host “regional” team meetings in Marshall
- Increase Tournament / Events for Niche Sports. (Darts, Pool, Bean Bags, Adult Sports, Curling, Rolle Boole)
- Increase the number of State tournament or events. Examples being State Sports Tournaments, Governors Pheasant Opener, Regional College Events, Hockey Day Minnesota.
- Build New Partnerships with our local outdoor Associations. Examples being Hunting, Fishing, Biking, Hiking, Bird Watching, etc.

Questions?

Cassi Weiss | Director of Visit Marshall

Cassi.weiss@visitmarshallmn.com

507-537-1865

Item 13.

Red Baron Arena & Expo

2022 Goal Recap

- Streamline the scheduling and booking process to make it easier for the consumer
- Develop a strategic plan for the Red Baron Arena with long term goals
- Strengthen the relationship with Red Baron Sponsors

Red Baron Arena & Expo

2022 Events

Jan. – April

Peewee Regional Hockey Tournament

Youth Sports & Activity Expo

Prairie Home Hospice Charity Event

SMSU Worldfest

May – Aug.

Spring Craft Show

Craft Beer Show

ABE Networking Event

City of Marshall 150th Mega Bingo

Habitat For Humanity Pickers Paradise

Item 13.

Sept. – Dec.

Fall Craft & Vendor Show

Marshall Gun Show

Business After Hours

Taste of Marshall

Fairbanks Ice Dogs Game Weekend

Lower Conference Room Rentals:

21 paid Rentals

* 10 Skating Parties

Bluepeak Club Room Rentals:

37 paid rentals

*(*does not include MPS, City of
Marshall, or Visit Marshall usage)*

Weddings:

2018 – 1

2019 – 3

2020 – 6 1

2021 – 5

2022- 8

2023-

Red Baron Arena & Expo

2023 Goals

- Continue to explore ways to make booking process easier for consumer and for us scheduling.
- Look into options on how to utilize the expo floor for sports / activities when events aren't happening.
- Drive more business travel from local businesses, we saw a big jump in our meeting spaces last year and we want to capitalize on that.
- Start a list of potential renters and send them information on hosting events at the Red Baron Arena.
 - Christmas parties, Business Meetings, Corporate training, Industry Expo etc.

Red Baron Arena & Expo

5 Year Goals

- Host large business expos or meetings on expo floor
- Host 20% more business meetings in both Bluepeak club room and conference room then in 2022.
- Better serve our sports that can participate on the expo floor March – October.
- Host a youth state hockey tournament
- Host a off season hockey tournament with AAA Hockey

Red Baron Arena & Expo

2022 Marketing

- Minnesota Wild Game Day Publication
- Featured article & ad in Connect Magazine
- Listing on Meeting pages publication and website
- Listing on Weddingwire.com
- Marshall Community Guide
- Minnesota Meetings & Events Publication
- Sports Destination Management Publication
- Hitching Post & Wooden Nickel menu boards

Red Baron Arena & Expo

2022 Marketing

LET'S BOOK YOUR
EVENT!

 507.537.1865 | REDBARONARENA.COM

Item 13.

LET'S PLAN
YOUR NEXT
MEETING | EVENT | EXPO



Follow us
on facebook!

1651 Victory Dr Marshall, MN
REDBARONARENA.COM
507-537-1865

Questions?

Cassi Weiss

507-537-1865 | Cassi.weiss@visitmarshallmn.com



11:22 AM

11/16/22

Cash Basis

Visit Marshall

Profit & Loss Budget Performance

October 2022

	Oct 22	Budget	Jan - Oct 22	YTD Budget	Annual Budget
Ordinary Income/Expense					
Income					
Lodging Tax	20,840.22	16,000.00	149,512.36	116,000.00	146,000.00
Red Barron Contract	7,000.00	7,000.00	70,000.00	70,000.00	84,000.00
Red Baron Events					
Sticks & Stones Hockey/Curling	0.00	0.00	0.00	2,500.00	2,500.00
Craft Beer Fair	0.00	0.00	10,820.00	4,000.00	4,000.00
Youth Sports & Activity Expo	0.00	0.00	355.00	1,500.00	1,500.00
Other Events	160.00	0.00	600.00	1,500.00	2,000.00
Total Red Baron Events	160.00	0.00	11,775.00	9,500.00	10,000.00
CVB Events					
FAM TOUR - Hospitality	0.00	0.00	0.00	400.00	400.00
Haunted House	0.00	0.00	0.00	0.00	0.00
Mega Bingo	0.00	0.00	0.00	1,000.00	1,000.00
Traveling Trivia	0.00	0.00	0.00	0.00	0.00
Other Events	0.00	200.00	0.00	1,200.00	1,200.00
Total CVB Events	0.00	200.00	0.00	2,600.00	2,600.00
Prairie Jam Income					
Beer Sales	0.00		8,847.00		
Suite Sales	0.00		18,650.00		
Sponsorships	6,000.00		19,070.88		
Ticket Sales	980.00		960.00		
Total Prairie Jam Income	6,980.00		47,527.88		
Publications					
Visitors Guide	0.00	0.00	0.00	0.00	0.00
Total Publications	0.00	0.00	0.00	0.00	0.00
EMT Grant	0.00	0.00	15,000.00	15,000.00	15,000.00
Other Income	0.00	0.00	338.72	0.00	0.00
Total Income	34,980.22	23,200.00	294,153.96	213,100.00	257,600.00
Expense					
Admin Expenses					
Director	4,203.34	4,200.00	40,821.00	42,000.00	50,400.00
Employee Wages	3,325.00	3,492.00	36,750.00	35,592.00	42,576.00
Chamber Support Staff	350.00	350.00	3,500.00	3,500.00	4,200.00
Health Stipend	957.52	1,100.00	10,295.74	11,600.00	13,800.00
Payroll Taxes	593.20	600.00	6,470.47	6,000.00	7,200.00
IRA Contribution	225.86	250.00	2,222.15	2,500.00	3,000.00
Meals	12.62	50.00	937.41	500.00	600.00
Professional Development	0.00	100.00	35.37	1,000.00	1,200.00

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Cash Basis

Visit Marshall

Profit & Loss Budget Performance

October 2022

	Oct 22	Budget	Jan - Oct 22	YTD Budget	Annual Budget
Total Admin Expenses	9,667.54	10,142.00	101,032.14	102,692.00	122,976.00
Operating Expenses					
Conferences/Registrations	140.00	150.00	1,397.04	1,500.00	1,800.00
Travel/Mileage	530.60	250.00	2,940.58	2,500.00	3,000.00
Dues/Subscriptions	0.00	100.00	1,642.58	1,000.00	1,200.00
Office Supplies	23.50	50.00	631.15	500.00	600.00
Chamber Membership, YP & WC	520.00	495.00	535.00	495.00	495.00
Postage	0.00	50.00	373.08	500.00	600.00
Internet/Phone	101.99	50.00	303.97	500.00	600.00
Insurance	0.00	0.00	1,334.62	1,950.00	1,950.00
Rent	400.00	400.00	4,000.00	4,000.00	4,800.00
Printer	81.85	100.00	1,460.02	1,000.00	1,200.00
Computer/Technology	0.00	50.00	1,158.58	2,000.00	2,100.00
Bank Fees/Charges	53.38	15.00	646.26	150.00	180.00
Storage Unit	75.00	65.00	670.00	650.00	780.00
Professional Fees	91.70	100.00	2,351.60	1,000.00	1,200.00
Total Operating Expenses	2,018.02	1,875.00	19,444.48	17,745.00	20,505.00
Red Baron Events-E					
Sticks & Stones Hockey/Curling	0.00	0.00	0.00	2,000.00	2,000.00
Craft Beer Fair	0.00	0.00	6,549.76	3,000.00	3,000.00
Home & Outdoor Living Show	0.00	0.00	900.00	750.00	750.00
Mega Bingo	0.00	0.00	0.00	1,000.00	1,000.00
Youth Sports & Activity Expo	0.00	0.00	470.96	1,500.00	1,500.00
Other Events	0.00	0.00	30.00	1,000.00	1,000.00
Total Red Baron Events-E	0.00	0.00	7,950.72	9,250.00	9,250.00
CVB Events-E					
Medallion Hunt	0.00	50.00	0.00	150.00	200.00
Fam Tour	0.00	0.00	0.00	500.00	500.00
City of Marshall 150th	0.00	0.00	0.00	1,050.00	1,050.00
Traveling Trivia	0.00	0.00	0.00	0.00	0.00
Haunted Tower	0.00	0.00	0.00	0.00	0.00
Other Events	0.00	250.00	0.00	2,050.00	2,250.00
Total CVB Events-E	0.00	300.00	0.00	3,750.00	4,000.00
Prairie Jam Expense					
Artist/Event	0.00		106,875.00		
Event Advertising	3,975.23		4,671.49		
Drink Sales	4,567.12		4,611.92		
Other Prairie Jam Expense	1,348.96		4,169.10		
Total Prairie Jam Expense	9,891.31		120,327.51		
Marketing Expenses					

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Cash Basis

Visit Marshall
Profit & Loss Budget Performance
October 2022

	Oct 22	Budget	Jan - Oct 22	YTD Budget	Annual Budget
Tourism Grant	2,350.00	1,500.00	16,360.00	15,000.00	18,000.00
Website/Development	178.00	300.00	2,395.51	3,000.00	3,600.00
Tourism Grant in Kind Marketing	708.23	1,000.00	7,872.43	8,500.00	10,000.00
SMSU Athletic Sponsorship	0.00	0.00	0.00	0.00	5,000.00
Community Support	0.00	0.00	0.00	0.00	0.00
Marshall Radio	475.00	475.00	6,729.00	4,750.00	5,700.00
Vistor Guide	0.00	0.00	0.00	2,000.00	2,000.00
Tear off Maps	0.00	0.00	369.69	700.00	700.00
Red Baron Traditional Advert	229.00	650.00	5,721.29	6,500.00	7,800.00
Red Baron Digital Adv	0.00	300.00	0.00	3,000.00	3,600.00
Digital Billboard	3,000.00	0.00	12,000.00	9,000.00	12,000.00
CVB Traditional Advertising	2,547.00	1,000.00	23,997.59	12,000.00	14,000.00
CVB Digital Advertising	1,300.00	1,500.00	15,885.63	15,000.00	18,000.00
Promotional Items	15.00	100.00	1,469.00	1,000.00	1,200.00
Print Materials	200.00	200.00	6,096.02	2,000.00	2,400.00
Marketing Expenses - Other	0.00	0.00	0.00	0.00	0.00
Total Marketing Expenses	11,002.23	7,025.00	98,896.16	82,450.00	104,000.00
Total Expense	32,579.10	19,342.00	347,651.01	215,887.00	260,731.00
Net Ordinary Income	2,401.12	3,858.00	-53,497.05	-2,787.00	-3,131.00
Net Income	2,401.12	3,858.00	-53,497.05	-2,787.00	-3,131.00

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Cash Basis

Visit Marshall

Profit & Loss Detail

January through October 2022

Type	Date	Num	Name	Memo	Original Amount	Paid Amount	Balance
Ordinary Income/Expense							
Income							
Lodging Tax							
Deposit	01/14/2022		City of Marshall	November 2021 Lodging Tax	12,131.52	12,131.52	12,131.52
Deposit	03/04/2022		City of Marshall	Lodging Tax	5,994.28	5,994.28	18,125.80
Deposit	04/22/2022		City of Marshall	2/2022 Lodging Tax	13,076.46	13,076.46	31,202.26
Deposit	05/13/2022		City of Marshall	12/21 Lodging Tax	11,705.45	11,705.45	42,907.71
Deposit	05/13/2022		City of Marshall	3/22 Lodging Tax	11,721.41	11,721.41	54,629.12
Deposit	06/10/2022		City Of Marshall-v	04/22 Lodging Tax	14,171.97	14,171.97	68,801.09
Deposit	07/08/2022		City of Marshall	5/22 Lodging Tax	18,319.68	18,319.68	87,120.77
Deposit	08/05/2022			6/22 Lodging Tax	20,420.33	20,420.33	107,541.10
General Journal	09/02/2022			07/22 Lodging Tax	16,357.05	16,357.05	123,898.15
General Journal	09/09/2022			7/22 Lodging Tax - Americinn Only	4,773.99	4,773.99	128,672.14
Deposit	10/03/2022			08/22 Lodging Tax	20,840.22	20,840.22	149,512.36
Total Lodging Tax						149,512.36	149,512.36
Red Barron Contract							
Deposit	01/14/2022		City of Marshall	Red Baron Contract 1/2022	7,000.00	7,000.00	7,000.00
Deposit	02/04/2022		City of Marshall	2/2022 Red Baron Contract	7,000.00	7,000.00	14,000.00
Deposit	03/07/2022		City of Marshall	3/2022 Red Baron Agreement	7,000.00	7,000.00	21,000.00
Deposit	04/01/2022		City of Marshall	April 2022	7,000.00	7,000.00	28,000.00
Deposit	05/05/2022		City of Marshall	May 2022 Red Baron Contract	7,000.00	7,000.00	35,000.00
Deposit	06/01/2022		City Of Marshall-v	June 2022 Red Baron	7,000.00	7,000.00	42,000.00
Deposit	07/01/2022		City of Marshall	July 2022 Red Baron	7,000.00	7,000.00	49,000.00
General Journal	08/29/2022			8/2022 Red Baron Contract	7,000.00	7,000.00	56,000.00
General Journal	09/02/2022			09/22 Red Baron Contract	7,000.00	7,000.00	63,000.00
Deposit	10/03/2022			10/2022 Red Baron Contract	7,000.00	7,000.00	70,000.00
Total Red Barron Contract						70,000.00	70,000.00
Red Baron Events							
Craft Beer Fair							
Check	03/21/2022		Paypal	Refund Test Ticket for Sarah Kuglin	-25.00	-25.00	-25.00
General Journal	03/23/2022			Craft Beer Show Tickets Peter Lee	50.00	50.00	25.00
General Journal	03/23/2022			Craft Beer Show Tickets Margaret Olafon	25.00	25.00	50.00
General Journal	03/23/2022			Craft Beer Show TicketsKaitly Giles	50.00	50.00	100.00
General Journal	03/23/2022			Craft Beer Show Tickets Stephanie Linstrom	50.00	50.00	150.00
General Journal	03/23/2022			Craft Beer Show Tickets Margaret Olafson	50.00	50.00	200.00
General Journal	03/23/2022			Craft Beer Show Tickets Eileen Carlson	50.00	50.00	250.00
General Journal	03/23/2022			Craft Beer Show Tickets Dorie Oja	50.00	50.00	300.00
General Journal	03/23/2022			Craft Beer Show Tickets Steve Schell	50.00	50.00	350.00
General Journal	03/23/2022			Craft Beer Show Tickets Janet Noyes	50.00	50.00	400.00
General Journal	03/23/2022			Craft Beer Show Tickets Kristina Carrow	25.00	25.00	425.00
General Journal	03/23/2022			Craft Beer Show Tickets Kristina Carrow	100.00	100.00	525.00
General Journal	03/23/2022			Craft Beer Show Tickets Jed Bloom	50.00	50.00	575.00
General Journal	03/23/2022			Craft Beer Show TicketsMason Schnaible	75.00	75.00	650.00
General Journal	03/23/2022			Craft Beer Show Tickets Caitlyn Krueger	50.00	50.00	700.00
General Journal	03/23/2022			Craft Beer Show Tickets Kristina Carrow	50.00	50.00	750.00
General Journal	03/23/2022			Craft Beer Show Tickets Brad Gruhot	50.00	50.00	800.00
General Journal	03/23/2022			Craft Beer Show Tickets Kelly Schuerman	50.00	50.00	850.00
General Journal	03/23/2022			Craft Beer Show Tickets Sarah Kuglin	25.00	25.00	875.00
General Journal	04/06/2022			Craft Beer Tickets - Alexandra Anderson	150.00	150.00	1,025.00
General Journal	04/06/2022			Craft Beer Tickets - Katie Rigge	50.00	50.00	1,075.00
General Journal	04/06/2022			Craft Beer Tickets - Megan Kremin	50.00	50.00	1,125.00
General Journal	04/06/2022			Craft Beer Tickets - Matthew Suby	50.00	50.00	1,175.00

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Cash Basis

Visit Marshall
Profit & Loss Detail
 January through October 2022

Type	Date	Num	Name	Memo	Original Amount	Paid Amount	Balance
General Journal	04/06/2022			Craft Beer Tickets - Lori Engebretson	50.00	50.00	1,225.00
General Journal	04/06/2022			Craft Beer Tickets - Mandy Bauwman	50.00	50.00	1,275.00
General Journal	04/06/2022			Craft Beer Tickets - Angela Fahl	50.00	50.00	1,325.00
General Journal	04/06/2022			Craft Beer Tickets - Eldie Dertinger	50.00	50.00	1,375.00
General Journal	04/06/2022			Craft Beer Tickets - Morgan Minett	50.00	50.00	1,425.00
General Journal	04/27/2022			Craft Beer Tickets - Michael Ingebretson	50.00	50.00	1,475.00
General Journal	04/27/2022			Craft Beer Tickets - Candi VanMeveren	50.00	50.00	1,525.00
General Journal	04/27/2022			Craft Beer Tickets - Nicole Johnson-DeBoer	50.00	50.00	1,575.00
General Journal	04/27/2022			Craft Beer Tickets - Travis Ingalls	25.00	25.00	1,600.00
General Journal	04/27/2022			Craft Beer Tickets - Mitchell Serbus	50.00	50.00	1,650.00
General Journal	04/27/2022			Craft Beer Tickets - Ian Josephs	25.00	25.00	1,675.00
General Journal	04/27/2022			Craft Beer Tickets - Bridget Lanz	50.00	50.00	1,725.00
General Journal	04/27/2022			Craft Beer Tickets - Melissa Nelson	100.00	100.00	1,825.00
General Journal	04/27/2022			Craft Beer Tickets - Jeff Eickhoff	50.00	50.00	1,875.00
General Journal	04/27/2022			Craft Beer Tickets - Eric Burman	50.00	50.00	1,925.00
General Journal	04/27/2022			Craft Beer Tickets - Paul Freeburg	50.00	50.00	1,975.00
General Journal	04/27/2022			Craft Beer Tickets - Charlotte Wahle	75.00	75.00	2,050.00
General Journal	04/27/2022			Craft Beer Tickets - Kelsey Joines	50.00	50.00	2,100.00
General Journal	04/27/2022			Craft Beer Tickets - Cara Berkner	25.00	25.00	2,125.00
General Journal	04/27/2022			Craft Beer Tickets - Carol Myhre	50.00	50.00	2,175.00
General Journal	04/27/2022			Craft Beer Tickets - Derek Jensen	25.00	25.00	2,200.00
General Journal	04/27/2022			Craft Beer Tickets - Paul Seifert	25.00	25.00	2,225.00
General Journal	04/27/2022			Craft Beer Tickets - John Leinen	50.00	50.00	2,275.00
General Journal	04/27/2022			Craft Beer Tickets - Dana Larsen	25.00	25.00	2,300.00
General Journal	04/27/2022			Craft Beer Tickets - Andrew Larsen	50.00	50.00	2,350.00
General Journal	04/27/2022			Craft Beer Tickets - Courtney Vroman	50.00	50.00	2,400.00
General Journal	04/27/2022			Craft Beer Tickets - Michael Kern	50.00	50.00	2,450.00
General Journal	04/27/2022			Craft Beer Tickets - Mark Nelson	50.00	50.00	2,500.00
General Journal	04/27/2022			Craft Beer Tickets - Sue Klein	50.00	50.00	2,550.00
General Journal	04/27/2022			Craft Beer Tickets - Polly Parrie	50.00	50.00	2,600.00
General Journal	04/27/2022			Craft Beer Tickets - Mitch Bonnsetter	25.00	25.00	2,625.00
General Journal	04/27/2022			Craft Beer Tickets - Brian Stuedemnn	50.00	50.00	2,675.00
General Journal	04/27/2022			Craft Beer Tickets - Brad Piper	50.00	50.00	2,725.00
General Journal	04/27/2022			Craft Beer Tickets - Chris Versaevel	50.00	50.00	2,775.00
General Journal	04/27/2022			Craft Beer Tickets - Alecia Kramer	50.00	50.00	2,825.00
General Journal	04/27/2022			Craft Beer Tickets - Shannon Mojica	75.00	75.00	2,900.00
General Journal	04/27/2022			Craft Beer Tickets - Michael Lamb	50.00	50.00	2,950.00
General Journal	04/27/2022			Craft Beer Tickets - Courtney VanderMey	50.00	50.00	3,000.00
General Journal	04/27/2022			Craft Beer Tickets - Brad Hauptert	50.00	50.00	3,050.00
General Journal	04/27/2022			Craft Beer Tickets - Jesse Klatt	50.00	50.00	3,100.00
General Journal	04/27/2022			Craft Beer Tickets - Heather Knox	50.00	50.00	3,150.00
General Journal	04/27/2022			Craft Beer Tickets - Stefan Martinsen	50.00	50.00	3,200.00
General Journal	04/27/2022			Craft Beer Tickets - Austin Rasmussen	25.00	25.00	3,225.00
General Journal	04/27/2022			Craft Beer Tickets - Dorian Cam	25.00	25.00	3,250.00
General Journal	04/27/2022			Craft Beer Tickets - Stephanie Cordes	50.00	50.00	3,300.00
General Journal	04/27/2022			Craft Beer Tickets - Thomas Kingery	50.00	50.00	3,350.00
General Journal	04/27/2022			Craft Beer Tickets - Eric McVey	50.00	50.00	3,400.00
General Journal	05/13/2022			Craft Beer Tickets - Deb Swenson	100.00	100.00	3,500.00
General Journal	05/13/2022			Craft Beer Tickets - Jennifer Wing	25.00	25.00	3,525.00
General Journal	05/13/2022			Craft Beer Tickets - Jessica Bossuyt	50.00	50.00	3,575.00
General Journal	05/13/2022			Craft Beer Tickets - Jennifer Wing	50.00	50.00	3,625.00
General Journal	05/13/2022			Craft Beer Tickets - Shannon Edmundson	25.00	25.00	3,650.00
General Journal	05/13/2022			Craft Beer Tickets - Sophia Hustad	50.00	50.00	3,700.00
General Journal	05/13/2022			Craft Beer Tickets - Danielle Marcus	50.00	50.00	3,750.00
General Journal	05/13/2022			Craft Beer Tickets - Jacob Grieves	50.00	50.00	3,800.00
General Journal	05/13/2022			Craft Beer Tickets - John DeCramer	25.00	25.00	3,825.00

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Visit Marshall
Profit & Loss Detail
 January through October 2022

Type	Date	Num	Name	Memo	Original Amount	Paid Amount	Balance
General Journal	05/13/2022			Craft Beer Tickets - Nicholas Demuth	100.00	100.00	3,925.00
General Journal	05/13/2022			Craft Beer Tickets - Ben Geary	50.00	50.00	3,975.00
General Journal	05/13/2022			Craft Beer Tickets - Savannah Lightfoot	75.00	75.00	4,050.00
General Journal	05/13/2022			Craft Beer Tickets - Nicole Johnson-DeBoer	25.00	25.00	4,075.00
General Journal	05/13/2022			Craft Beer Tickets - Bill Archbold	25.00	25.00	4,100.00
General Journal	05/13/2022			Craft Beer Tickets - Jill Canatsey	50.00	50.00	4,150.00
General Journal	05/13/2022			Craft Beer Tickets - Tara Plante	100.00	100.00	4,250.00
General Journal	05/13/2022			Craft Beer Tickets - Denise Glidden	50.00	50.00	4,300.00
General Journal	05/13/2022			Craft Beer Tickets - Judy Hoeft	50.00	50.00	4,350.00
General Journal	05/13/2022			Craft Beer Tickets - Kim Culligan	25.00	25.00	4,375.00
General Journal	05/13/2022			Craft Beer Tickets - Kristin Smith	150.00	150.00	4,525.00
General Journal	05/13/2022			Craft Beer Tickets - Tim Hillesheim	25.00	25.00	4,550.00
General Journal	05/13/2022			Craft Beer Tickets - Curt Vogt	75.00	75.00	4,625.00
General Journal	05/13/2022			Craft Beer Tickets - James Christianson	50.00	50.00	4,675.00
General Journal	05/13/2022			Craft Beer Tickets - Cory Brockman	50.00	50.00	4,725.00
General Journal	05/13/2022			Craft Beer Tickets - Nancy Kor	25.00	25.00	4,750.00
General Journal	05/13/2022			Craft Beer Tickets - June Landberg	50.00	50.00	4,800.00
General Journal	05/13/2022			Craft Beer Tickets - Kristin Kinney	50.00	50.00	4,850.00
General Journal	05/13/2022			Craft Beer Tickets - Susan Firchau	25.00	25.00	4,875.00
General Journal	05/13/2022			Craft Beer Tickets - Amber Knutson	50.00	50.00	4,925.00
General Journal	05/13/2022			Craft Beer Tickets - John Lupkes	100.00	100.00	5,025.00
General Journal	05/13/2022			Craft Beer Tickets - Sarah Kirchner	50.00	50.00	5,075.00
General Journal	05/13/2022			Craft Beer Tickets - Susan LaMorie	50.00	50.00	5,125.00
General Journal	05/13/2022			Craft Beer Tickets - Vito Macchio	100.00	100.00	5,225.00
General Journal	05/13/2022			Craft Beer Tickets - Adelaide Paulding	250.00	250.00	5,475.00
General Journal	05/13/2022			Craft Beer Tickets - Ben L Butzke	100.00	100.00	5,575.00
General Journal	05/13/2022			Craft Beer Tickets - BETH WILMS	75.00	75.00	5,650.00
General Journal	05/13/2022			Craft Beer Tickets - Lacey Lindsley	50.00	50.00	5,700.00
General Journal	05/13/2022			Craft Beer Tickets - Christina Kunkel	50.00	50.00	5,750.00
General Journal	05/13/2022			Craft Beer Tickets - Daniel Manzano	50.00	50.00	5,800.00
General Journal	05/13/2022			Craft Beer Tickets - Lyndsee Boemer	50.00	50.00	5,850.00
General Journal	05/13/2022			Craft Beer Tickets - Brianna Anderson	75.00	75.00	5,925.00
General Journal	05/13/2022			Craft Beer Tickets - Anna Biastock	100.00	100.00	6,025.00
General Journal	05/13/2022			Craft Beer Tickets - Travis Swanson	50.00	50.00	6,075.00
General Journal	05/13/2022			Craft Beer Tickets - Heather Knox	25.00	25.00	6,100.00
General Journal	05/13/2022			Craft Beer Tickets - Nancy Kor	75.00	75.00	6,175.00
General Journal	05/13/2022			Craft Beer Tickets - Steven Paxton	25.00	25.00	6,200.00
General Journal	05/13/2022			Craft Beer Tickets - Denise Stevermer	50.00	50.00	6,250.00
General Journal	05/13/2022			Craft Beer Tickets - Brad Piper	25.00	25.00	6,275.00
General Journal	05/13/2022			Craft Beer Tickets - Lee Shaw	25.00	25.00	6,300.00
General Journal	05/13/2022			Craft Beer Tickets - RHONDA BLOMME	100.00	100.00	6,400.00
General Journal	05/13/2022			Craft Beer Tickets - Kahla Krog	25.00	25.00	6,425.00
General Journal	05/13/2022			Craft Beer Tickets - Whitney Wies	25.00	25.00	6,450.00
General Journal	05/13/2022			Craft Beer Tickets - Kendra Wies	50.00	50.00	6,500.00
General Journal	05/13/2022			Craft Beer Tickets - Adam Kunkel	25.00	25.00	6,525.00
General Journal	05/13/2022			REFUND Craft Beer Tickets - Margaret Olaf...	-25.00	-25.00	6,500.00
General Journal	05/13/2022			Craft Beer Tickets - Bridget Lanz	25.00	25.00	6,525.00
General Journal	05/13/2022			Craft Beer Tickets - Brandon Antoine	25.00	25.00	6,550.00
General Journal	05/13/2022			Craft Beer Tickets - John Dam	25.00	25.00	6,575.00
General Journal	05/18/2022			Craft Beer Tickets - Alex Lotts	60.00	60.00	6,635.00
General Journal	05/18/2022			Craft Beer Tickets - Jose Pedroza	60.00	60.00	6,695.00
General Journal	05/18/2022			Craft Beer Tickets - Stephanie DeVos	60.00	60.00	6,755.00
General Journal	05/18/2022			Craft Beer Tickets - Shelby Sorenson	60.00	60.00	6,815.00
General Journal	05/18/2022			Craft Beer Tickets - Tim Rignell	60.00	60.00	6,875.00
General Journal	05/18/2022			Craft Beer Tickets - Denae Winter	60.00	60.00	6,935.00
General Journal	05/18/2022			Craft Beer Tickets - Brenda Krog	30.00	30.00	6,965.00

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Type	Date	Num	Name	Memo	Original Amount	Paid Amount	Balance
General Journal	05/18/2022			Craft Beer Tickets - Debbie Atkinson	90.00	90.00	7,055.00
General Journal	05/18/2022			Craft Beer Tickets - Nicole Schuler	60.00	60.00	7,115.00
General Journal	05/18/2022			Craft Beer Tickets - Lance Nuese	30.00	30.00	7,145.00
General Journal	05/18/2022			Craft Beer Tickets - Allison Rassier Breyfogle	120.00	120.00	7,265.00
General Journal	05/18/2022			Craft Beer Tickets - Julie Mortier	75.00	75.00	7,340.00
General Journal	05/18/2022			Craft Beer Tickets - Lee Christianson	50.00	50.00	7,390.00
General Journal	05/18/2022			Craft Beer Tickets - Melissa Dieken	100.00	100.00	7,490.00
General Journal	05/18/2022			Craft Beer Tickets - Paul Freeburg	25.00	25.00	7,515.00
General Journal	05/18/2022			Craft Beer Tickets - Elizabeth Schuster	50.00	50.00	7,565.00
General Journal	05/18/2022			Craft Beer Tickets - Gary Dirlam	25.00	25.00	7,590.00
General Journal	05/18/2022			Craft Beer Tickets - Alan Ahlers	50.00	50.00	7,640.00
General Journal	05/18/2022			Craft Beer Tickets - Ellie Ahmann	25.00	25.00	7,665.00
General Journal	05/18/2022			Craft Beer Tickets - Karla Krog	25.00	25.00	7,690.00
General Journal	05/18/2022			Craft Beer Tickets - Chanda Bossuyt	125.00	125.00	7,815.00
General Journal	05/18/2022			Craft Beer Tickets - Larry Jeska	25.00	25.00	7,840.00
General Journal	05/18/2022			Craft Beer Tickets - Jane Weidauer	50.00	50.00	7,890.00
General Journal	05/18/2022			Craft Beer Tickets - Robert Myers	25.00	25.00	7,915.00
General Journal	05/18/2022			Craft Beer Tickets - Jason Hess	25.00	25.00	7,940.00
General Journal	05/18/2022			Craft Beer Tickets - Jordan Combs	25.00	25.00	7,965.00
General Journal	05/18/2022			Craft Beer Tickets - Jaclyn Przybylski	25.00	25.00	7,990.00
General Journal	05/18/2022			Craft Beer Tickets - Timothy Broderick	25.00	25.00	8,015.00
General Journal	05/18/2022			Craft Beer Tickets - Wayne Ivers	25.00	25.00	8,040.00
General Journal	05/18/2022			Craft Beer Tickets - Chris Witherow	50.00	50.00	8,090.00
General Journal	05/18/2022			Craft Beer Tickets - Adam Wensch	25.00	25.00	8,115.00
General Journal	05/18/2022			Craft Beer Tickets - Michael Pochardt	25.00	25.00	8,140.00
General Journal	05/18/2022			Craft Beer Tickets - Valissa Landberg	50.00	50.00	8,190.00
General Journal	05/18/2022			Craft Beer Tickets - Katie Timm	50.00	50.00	8,240.00
General Journal	05/18/2022			Craft Beer Tickets - Karen Vankeulen	75.00	75.00	8,315.00
General Journal	05/18/2022			Craft Beer Tickets - Brock Klait	50.00	50.00	8,365.00
General Journal	05/18/2022			Craft Beer Tickets - Matt Pederson	25.00	25.00	8,390.00
General Journal	05/18/2022			Craft Beer Tickets - Ramzee Rue	25.00	25.00	8,415.00
General Journal	05/18/2022			Craft Beer Tickets - Christopher Warnke	25.00	25.00	8,440.00
General Journal	05/18/2022			Craft Beer Tickets - Ellie Ahmann	25.00	25.00	8,465.00
General Journal	05/18/2022			Craft Beer Tickets - Morgan Minett	50.00	50.00	8,515.00
General Journal	05/18/2022			Craft Beer Tickets - Kurt Johnson	25.00	25.00	8,540.00
General Journal	05/18/2022			Craft Beer Tickets - Katie Canatsey	50.00	50.00	8,590.00
General Journal	05/18/2022			Craft Beer Tickets - Karen Robinson	50.00	50.00	8,640.00
General Journal	05/18/2022			Craft Beer Tickets - Cory Jensen	50.00	50.00	8,690.00
General Journal	05/18/2022			Craft Beer Tickets - Beth Pokorny	50.00	50.00	8,740.00
General Journal	05/18/2022			Craft Beer Tickets - David Riley	50.00	50.00	8,790.00
General Journal	05/18/2022			Craft Beer Tickets - Kevin Wilts	50.00	50.00	8,840.00
General Journal	05/18/2022			REFUND Craft Beer Tickets - James Christi...	-50.00	-50.00	8,790.00
General Journal	05/18/2022			Craft Beer Tickets - Michelle Bingham	25.00	25.00	8,815.00
General Journal	05/18/2022			Craft Beer Tickets - Kari Niles	25.00	25.00	8,840.00
General Journal	05/18/2022			Craft Beer Tickets - Lee Bossuyt	50.00	50.00	8,890.00
General Journal	05/18/2022			Craft Beer Tickets - Julie Kirlin	75.00	75.00	8,965.00
General Journal	05/18/2022			Craft Beer Tickets - Rachel Kimpe	50.00	50.00	9,015.00
General Journal	05/18/2022			Craft Beer Tickets - Matt Pedersen	50.00	50.00	9,065.00
General Journal	05/18/2022			Craft Beer Tickets - Elizabeth Elliott	50.00	50.00	9,115.00
General Journal	05/18/2022			Craft Beer Tickets - Lacey Lindsley	25.00	25.00	9,140.00
General Journal	05/18/2022			Craft Beer Tickets - Mike Pfeil	50.00	50.00	9,190.00
General Journal	05/18/2022			Craft Beer Tickets - Melissa Charron	50.00	50.00	9,240.00
General Journal	05/18/2022			Craft Beer Tickets - ??	50.00	50.00	9,290.00
Invoice	05/23/2022	18	Everspring Inn & Suites	Craft Beer Sponsorship	250.00	250.00	9,540.00
General Journal	05/25/2022			Cash from Craft Beer Fair	776.00	776.00	10,316.00
Invoice	06/20/2022	13	AP Designs	Craft Beer Sponsorship	300.00	300.00	10,616.00

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Type	Date	Num	Name	Memo	Original Amount	Paid Amount	Balance
Invoice	08/29/2022	30REV...	Tall Grass Liquor	Pint Glasses (Qty 17)	204.00	204.00	10,820.00
Total Craft Beer Fair						10,820.00	10,820.00
Youth Sports & Activity Expo							
General Journal	03/02/2022		Pheasants Forever, Inc	Youth Expo 2022	10.00	10.00	10.00
Sales Receipt	03/04/2022	4	Shooters Sporting Clays	2022 Youth Sports & Activities Expo	10.00	10.00	20.00
Invoice	03/16/2022	8	Marshall Lyon County Library	2022 Youth Sports & Activities Expo	10.00	10.00	30.00
Sales Receipt	03/16/2022	5	Southwest Swim Club	2022 Youth Sports & Activities Expo	10.00	10.00	40.00
Sales Receipt	03/16/2022	6	Marshall R/C Club	2022 Youth Sports & Activities Expo	10.00	10.00	50.00
Sales Receipt	03/16/2022	7	Micro RC Helis & Drones	Youth Sports & Activities Booth	50.00	50.00	100.00
Sales Receipt	03/16/2022	7	Micro RC Helis & Drones	Youth Sports & Activity Expo Table/Chair	5.00	5.00	105.00
Sales Receipt	03/16/2022	8	Marshall Area Youth Baseball Association	2022 Youth Sports & Activities Expo	10.00	10.00	115.00
Sales Receipt	03/16/2022	9	SMSU - Foundation	2022 Youth Sports & Activities Expo	10.00	10.00	125.00
Sales Receipt	03/16/2022	13	Marshall Hoops	2022 Youth Sports & Activities Expo	10.00	10.00	135.00
Sales Receipt	03/16/2022	14	Marshall Tiger JO Volleyball	2022 Youth Sports & Activities Expo	10.00	10.00	145.00
Invoice	03/18/2022	10	Marshall Youth Gymnastics	2022 Youth Sports & Activities Expo	10.00	10.00	155.00
Sales Receipt	03/18/2022	11	Softball	2022 Youth Sports & Activities Expo	10.00	10.00	165.00
Sales Receipt	03/18/2022	12	SW Figure Skating	2022 Youth Sports & Activities Expo	10.00	10.00	175.00
Invoice	03/28/2022	9	Lyon County Museum	2022 Youth Sports & Activities Expo	10.00	10.00	185.00
Invoice	03/28/2022	12	Marshall Tiger Dance Team	2022 Youth Sports & Activities Expo	10.00	10.00	195.00
General Journal	03/28/2022			MHS Swim & Dive	10.00	10.00	205.00
General Journal	03/28/2022			Marshall Area Wrestling Association	10.00	10.00	215.00
General Journal	03/28/2022			National Wild Turkey Federation	10.00	10.00	225.00
General Journal	03/28/2022			Boy Scouts	10.00	10.00	235.00
General Journal	03/28/2022			Tennis	10.00	10.00	245.00
General Journal	03/28/2022			Marshall United Soccer Assoc.	10.00	10.00	255.00
General Journal	03/28/2022			Marshall Area YMCA	10.00	10.00	265.00
Invoice	03/30/2022	15	Council on Int'l Educational Exchange	2022 Youth Sports & Activities Expo	10.00	10.00	275.00
Invoice	03/30/2022	16	Cross Country	2022 Youth Sports & Activities Expo	10.00	10.00	285.00
Invoice	04/04/2022	14	Avera	2022 Youth Sports & Activities Expo	10.00	10.00	295.00
Sales Receipt	04/04/2022	15	KayKo Studio	2022 Youth Sports & Activities Expo	10.00	10.00	305.00
Sales Receipt	04/04/2022	16	Boy Scouts	2022 Youth Sports & Activities Expo	10.00	10.00	315.00
Sales Receipt	04/04/2022	17	Marshall Dance Team Boosters	2022 Youth Sports & Activities Expo	10.00	10.00	325.00
Sales Receipt	04/04/2022	18	Rugby	2022 Youth Sports & Activities Expo	10.00	10.00	335.00
Sales Receipt	04/04/2022	19	FFA	2022 Youth Sports & Activities Expo	10.00	10.00	345.00
Sales Receipt	04/04/2022	20	Robotics	2022 Youth Sports & Activities Expo	10.00	10.00	355.00
Total Youth Sports & Activity Expo						355.00	355.00
Other Events							
General Journal	07/14/2022			Testing Ice Dog Ticket Sales - Mike Boerbo...	20.00	20.00	20.00
General Journal	09/28/2022		Paypal	Ice Dog Tickets sold in September	420.00	420.00	440.00
General Journal	10/21/2022			Ice Dogs Tickets sold in October	160.00	160.00	600.00
Total Other Events						600.00	600.00
Total Red Baron Events						11,775.00	11,775.00
Prairie Jam Income							
Beer Sales							
General Journal	09/30/2022			Pairie Jam Drink Sales	8,847.00	8,847.00	8,847.00
Total Beer Sales						8,847.00	8,847.00
Suite Sales							
Invoice	08/29/2022	28	Great American Financial Services Corp	Prairie Jam Suite Split Half Suite	625.00	625.00	625.00

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Type	Date	Num	Name	Memo	Original Amount	Paid Amount	Balance
Invoice	08/29/2022	29	Western Equipment Finance	Prairie Jam Suite Split 1/2 Suite	625.00	625.00	1,250.00
Invoice	08/29/2022	31	Smile Designers	Prairie Jam Suite	1,250.00	1,250.00	2,500.00
Sales Receipt	08/29/2022	23	Karen Vankeulen	Prairie Jam Suite	2,500.00	2,500.00	5,000.00
Invoice	09/02/2022	36	Mellenthin Farms	Prairie Jam Suite	2,500.00	2,500.00	7,500.00
Invoice	09/26/2022	35	Ty Brower	Prairie Jam Suite	1,250.00	1,250.00	8,750.00
Invoice	09/28/2022	20	Panka Insurance Agency	1/2 Prairie Jam Suite	1,250.00	1,250.00	10,000.00
Invoice	09/28/2022	26	Lockwood Motors	Prairie Jam Suite	2,500.00	2,500.00	12,500.00
Invoice	09/28/2022	27	KHC Construction	Prairie Jam Suite	1,250.00	1,250.00	13,750.00
Invoice	09/28/2022	42	Justin Holmgren	Prairie Jam Suite	1,500.00	1,500.00	15,250.00
Invoice	09/28/2022	43REV...	Geil Construction	Prairie Jam Suite	2,400.00	2,400.00	17,650.00
Sales Receipt	09/28/2022	30	Nick Smith	Prairie Jam Suite	750.00	750.00	18,400.00
Sales Receipt	09/29/2022	31	Misc.	Prairie Jam Tickets - 2 individual suite tickets	125.00	125.00	18,525.00
Sales Receipt	09/29/2022	32	Misc.	Prairie Jam Suite	62.50	62.50	18,587.50
Sales Receipt	09/29/2022	33	Misc.	Prairie Jam Suite	62.50	62.50	18,650.00
Total Suite Sales						18,650.00	18,650.00
Sponsorships							
Sales Receipt	07/29/2022	21	Hoffman & Brobst.	Prairie Jam Sponsorship	1,000.00	1,000.00	1,000.00
Sales Receipt	07/31/2022	22	Marshall Animal Clinic	Prairie Jam Sponsorship	500.00	500.00	1,500.00
Invoice	08/29/2022	22	Smile Designers	Prairie Jam Sponsorship	1,000.00	1,000.00	2,500.00
Sales Receipt	08/29/2022	24	Buffalo Ridge Concrete	Prairie Jam Sponsorship	500.00	500.00	3,000.00
Sales Receipt	09/02/2022	25	Fagen Crane & Equipment	Prairie Jam Sponsorship	1,000.00	1,000.00	4,000.00
Sales Receipt	09/02/2022	26	North Star Mutual	Prairie Jam Sponsorship	500.00	500.00	4,500.00
Invoice	09/12/2022	37	Thrivent	Prairie Jam Sponsorship	500.00	500.00	5,000.00
Sales Receipt	09/12/2022	27	Casey's	Prairie Jam Sponsorship	500.00	500.00	5,500.00
Invoice	09/14/2022	38	The Gambler	Prairie Jam Sponsorship	250.00	250.00	5,750.00
Invoice	09/16/2022	33	USBank	Prairie Jam Sponsorship - Level 2 Sponsor	1,000.00	1,000.00	6,750.00
Sales Receipt	09/16/2022	28	Marshall Area Chamber of Commerce	Prairie Jam Sponsorship	500.00	500.00	7,250.00
Sales Receipt	09/23/2022	29	Marshall Festivals	Prairie Jam Sponsorship	500.00	500.00	7,750.00
Deposit	09/26/2022		Bremer Bank	Deposit from Bremer Employee Fund for Pr...	100.00	100.00	7,850.00
Invoice	09/28/2022	23	Matress Barn	Prairie Jam Sponsorship	500.00	500.00	8,350.00
Invoice	09/28/2022	24	Lockwood Motors	Prairie Jam Sponsorship	2,500.00	2,500.00	10,850.00
Invoice	09/28/2022	34	Runnings	Prairie Jam Sponsorship	500.00	500.00	11,350.00
Invoice	09/28/2022	39	NB Golf Carts	Prairie Jam Sponsorship	220.88	220.88	11,570.88
Invoice	09/28/2022	41	Pulver Towing	Prairie Jam Sponsorship	500.00	500.00	12,070.88
Invoice	09/30/2022	40	Jana Reilly Home Town Team	Prairie Jam Sponsorship	1,000.00	1,000.00	13,070.88
Invoice	10/19/2022	25	Beverage Wholesalers	Prairie Jam Sponsorship	5,000.00	5,000.00	18,070.88
Invoice	10/26/2022	21	SMSU Alumni Foundation	Prairie Jam Sponsorship	1,000.00	1,000.00	19,070.88
Total Sponsorships						19,070.88	19,070.88
Ticket Sales							
Sales Receipt	07/31/2022	22	Marshall Animal Clinic	Prairie Jam Tickets	280.00	280.00	280.00
Check	08/04/2022		SMSU Athletics	Extra Prairie Jam Tickets	-312.00	-312.00	-32.00
General Journal	08/29/2022		Marshall Animal Clinic	Tyler Farr Ticket Difference	12.00	12.00	-20.00
Invoice	10/07/2022	44	Marshall Independent	Prairie Jam Tickets	980.00	980.00	960.00
Total Ticket Sales						960.00	960.00
Total Prairie Jam Income						47,527.88	47,527.88
EMT Grant							
General Journal	09/09/2022			Explore MN Grant	15,000.00	15,000.00	15,000.00
Total EMT Grant						15,000.00	15,000.00

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Type	Date	Num	Name	Memo	Original Amount	Paid Amount	Balance
Other Income							
General Journal	05/18/2022			Darin Rahm Payment	94.36	94.36	94.36
Deposit	06/13/2022	Paypal		Jennifer Andries - (2) 150th Celebration Buc...	300.00	300.00	394.36
Deposit	06/13/2022	Paypal		Lauren Deutz - 150th Celebration Bucket	150.00	150.00	544.36
Deposit	06/13/2022	Paypal		Jan Louwagie - 150th Celebration Bucket	150.00	150.00	694.36
Deposit	06/13/2022	Paypal		Michelle Doeling - 150th Celebration Bucket	150.00	150.00	844.36
Bill	06/13/2022	Marshall Festivals-v		150th Celebration Buckets	-750.00	-750.00	94.36
General Journal	07/14/2022			150th Flower Pot - Sara Runchey	150.00	150.00	244.36
General Journal	08/29/2022			pmt from Darrin	47.18	47.18	291.54
General Journal	09/28/2022			Darin Rahm Payment	47.18	47.18	338.72
Total Other Income						338.72	338.72
Total Income						294,153.96	294,153.96
Expense							
Admin Expenses							
Director							
Check	01/03/2022	Cassandra Weiss			2,020.83	2,020.83	2,020.83
Check	01/14/2022	Cassandra Weiss			2,020.83	2,020.83	4,041.66
Check	02/01/2022	Cassandra Weiss			2,020.83	2,020.83	6,062.49
Check	02/16/2022	Cassandra Weiss			2,020.83	2,020.83	8,083.32
Check	03/01/2022	Cassandra Weiss			2,020.83	2,020.83	10,104.15
Check	03/16/2022	Cassandra Weiss			2,020.83	2,020.83	12,124.98
Check	04/01/2022	Cassandra Weiss			2,020.83	2,020.83	14,145.81
Check	04/15/2022	Cassandra Weiss			2,020.83	2,020.83	16,166.64
Check	05/02/2022	Cassandra Weiss			2,021.03	2,021.03	18,187.67
Check	05/16/2022	Cassandra Weiss			2,020.83	2,020.83	20,208.50
Check	06/01/2022	Cassandra Weiss			2,020.83	2,020.83	22,229.33
Check	06/15/2022	Cassandra Weiss			2,020.83	2,020.83	24,250.16
Check	07/01/2022	Cassandra Weiss			2,020.83	2,020.83	26,270.99
Check	07/15/2022	Cassandra Weiss			2,020.83	2,020.83	28,291.82
Check	08/01/2022	Cassandra Weiss			2,020.83	2,020.83	30,312.65
Check	08/16/2022	Cassandra Weiss			2,101.67	2,101.67	32,414.32
Check	09/01/2022	Cassandra Weiss			2,101.67	2,101.67	34,515.99
Check	09/16/2022	Cassandra Weiss			2,101.67	2,101.67	36,617.66
Check	10/03/2022	Cassandra Weiss			2,101.67	2,101.67	38,719.33
Check	10/17/2022	Cassandra Weiss			2,101.67	2,101.67	40,821.00
Total Director						40,821.00	40,821.00
Employee Wages							
Check	01/03/2022	DeBoer, Adrianna			1,662.50	1,662.50	1,662.50
Check	01/14/2022	DeBoer, Adrianna			1,662.50	1,662.50	3,325.00
Check	02/01/2022	DeBoer, Adrianna			1,662.50	1,662.50	4,987.50
Check	02/16/2022	DeBoer, Adrianna			1,662.50	1,662.50	6,650.00
Check	03/01/2022	DeBoer, Adrianna			1,662.50	1,662.50	8,312.50
Check	03/16/2022	DeBoer, Adrianna			1,662.50	1,662.50	9,975.00
Check	04/01/2022	DeBoer, Adrianna			1,662.50	1,662.50	11,637.50
Check	04/15/2022	DeBoer, Adrianna			1,662.50	1,662.50	13,300.00
Check	05/02/2022	DeBoer, Adrianna			1,662.50	1,662.50	14,962.50
Check	05/16/2022	DeBoer, Adrianna			1,662.50	1,662.50	16,625.00
Check	05/16/2022	Courtney Schmitz			500.00	500.00	17,125.00
Check	06/01/2022	DeBoer, Adrianna			1,662.50	1,662.50	18,787.50
Check	06/01/2022	Courtney Schmitz			500.00	500.00	19,287.50
Check	06/15/2022	DeBoer, Adrianna			1,662.50	1,662.50	20,950.00
Check	06/15/2022	Courtney Schmitz			500.00	500.00	21,450.00

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Type	Date	Num	Name	Memo	Original Amount	Paid Amount	Balance
Check	07/01/2022		DeBoer, Adrianna		1,662.50	1,662.50	23,112.50
Check	07/01/2022		Courtney Schmitz		500.00	500.00	23,612.50
Check	07/15/2022		Courtney Schmitz		500.00	500.00	24,112.50
Check	07/15/2022		DeBoer, Adrianna		1,662.50	1,662.50	25,775.00
Check	08/01/2022		Courtney Schmitz		500.00	500.00	26,275.00
Check	08/01/2022		DeBoer, Adrianna		1,662.50	1,662.50	27,937.50
Check	08/16/2022		Courtney Schmitz		500.00	500.00	28,437.50
Check	08/16/2022		DeBoer, Adrianna		1,662.50	1,662.50	30,100.00
Check	09/01/2022		DeBoer, Adrianna		1,662.50	1,662.50	31,762.50
Check	09/16/2022		DeBoer, Adrianna		1,662.50	1,662.50	33,425.00
Check	10/03/2022		DeBoer, Adrianna		1,662.50	1,662.50	35,087.50
Check	10/17/2022		DeBoer, Adrianna		1,662.50	1,662.50	36,750.00
Total Employee Wages						36,750.00	36,750.00
Chamber Support Staff							
Bill	01/03/2022	1290	Marshall Area Chamber	January Chamber Support Staff	350.00	350.00	350.00
Check	02/01/2022		Marshall Area Chamber		350.00	350.00	700.00
Bill	03/01/2022		Marshall Area Chamber	Support Staff	350.00	350.00	1,050.00
Bill	04/01/2022		Marshall Area Chamber	Support Staff April 2022	350.00	350.00	1,400.00
Bill	05/04/2022		Marshall Area Chamber	May 2022 Support Staff	350.00	350.00	1,750.00
Bill	06/01/2022		Marshall Area Chamber	June 2022 Chamber Support Staff	350.00	350.00	2,100.00
Bill	07/13/2022		Marshall Area Chamber	July Support Staff	350.00	350.00	2,450.00
Bill	08/01/2022		Marshall Area Chamber	August Support Staff	350.00	350.00	2,800.00
Bill	09/07/2022		Marshall Area Chamber	September Support Staff	350.00	350.00	3,150.00
Bill	10/05/2022		Marshall Area Chamber	Chamber Support Staff - October 2022	350.00	350.00	3,500.00
Total Chamber Support Staff						3,500.00	3,500.00
Health Stipend							
Check	01/04/2022		TASC		787.54	787.54	787.54
Check	01/19/2022		TASC		160.87	160.87	948.41
Check	01/26/2022		TASC		8.80	8.80	957.21
Check	01/26/2022		TASC		321.75	321.75	1,278.96
Check	02/02/2022		TASC		626.67	626.67	1,905.63
Check	02/04/2022		TASC		321.75	321.75	2,227.38
Check	02/24/2022		TASC		8.80	8.80	2,236.18
Check	03/02/2022		TASC		626.67	626.67	2,862.85
Check	03/04/2022		TASC		321.75	321.75	3,184.60
Check	03/29/2022		TASC		8.80	8.80	3,193.40
Check	04/04/2022		TASC		626.67	626.67	3,820.07
Check	04/05/2022		TASC		321.75	321.75	4,141.82
Check	04/26/2022		TASC		8.80	8.80	4,150.62
Check	05/03/2022		TASC		626.67	626.67	4,777.29
Check	05/04/2022		TASC		321.75	321.75	5,099.04
Check	05/26/2022		TASC		409.10	409.10	5,508.14
Check	06/02/2022		TASC		626.67	626.67	6,134.81
Check	06/06/2022		TASC		321.75	321.75	6,456.56
Check	06/27/2022		TASC		9.10	9.10	6,465.66
Check	07/05/2022		TASC		948.42	948.42	7,414.08
Check	07/26/2022		TASC		9.10	9.10	7,423.18
Check	08/02/2022		TASC		626.67	626.67	8,049.85
Check	08/09/2022		TASC		321.75	321.75	8,371.60
Check	08/26/2022		TASC		9.10	9.10	8,380.70
Check	09/02/2022		TASC		626.67	626.67	9,007.37
Check	09/06/2022		TASC		321.75	321.75	9,329.12

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Cash Basis

Visit Marshall
Profit & Loss Detail
 January through October 2022

Type	Date	Num	Name	Memo	Original Amount	Paid Amount	Balance
Check	09/27/2022		TASC		9.10	9.10	9,338.22
Check	10/06/2022		TASC		626.67	626.67	9,964.89
Check	10/06/2022		TASC		321.75	321.75	10,286.64
Check	10/26/2022		TASC		9.10	9.10	10,295.74
Total Health Stipend						10,295.74	10,295.74
Payroll Taxes							
Check	01/05/2022		United States Treasury	12/1 & 12/16 Payroll	580.46	580.46	580.46
General Journal	01/31/2022		United States Treasury	2021 Federal Unemployment	84.00	84.00	664.46
Check	01/31/2022		Minnesota Dept of Revenue	2021 MN Unemployment	143.00	143.00	807.46
Check	02/17/2022		United States Treasury	1/1 & 1/16 Payroll	580.46	580.46	1,387.92
Check	03/16/2022		United States Treasury	2/1 & 2/16 Payroll	580.46	580.46	1,968.38
Check	04/15/2022		United States Treasury	3/1 & 3/16 Payroll	580.46	580.46	2,548.84
Check	04/15/2022		Minnesota Dept of Revenue	2022 Qtr 1 MN Unemployment	152.00	152.00	2,700.84
Check	05/16/2022		United States Treasury	4/1 & 4/16 Payroll	580.46	580.46	3,281.30
Check	06/15/2022		United States Treasury	5/1 & 5/16 Payroll	618.72	618.72	3,900.02
Check	07/18/2022		United States Treasury	6/1 & 6/16 Payroll	656.96	656.96	4,556.98
Check	08/15/2022		United States Treasury	7/1 & 7/16 Payroll	656.96	656.96	5,213.94
Check	09/27/2022		United States Treasury	8/1 & 8/16 Payroll	663.33	663.33	5,877.27
Check	10/17/2022		United States Treasury	9/1 & 9/16 Payroll	593.20	593.20	6,470.47
Total Payroll Taxes						6,470.47	6,470.47
IRA Contribution							
Check	01/03/2022		Cassandra Weiss		60.62	60.62	60.62
Check	01/03/2022		DeBoer, Adrianna		49.88	49.88	110.50
Check	01/14/2022		Cassandra Weiss		60.62	60.62	171.12
Check	01/14/2022		DeBoer, Adrianna		49.88	49.88	221.00
Check	02/01/2022		Cassandra Weiss		60.62	60.62	281.62
Check	02/01/2022		DeBoer, Adrianna		49.88	49.88	331.50
Check	02/16/2022		Cassandra Weiss		60.62	60.62	392.12
Check	02/16/2022		DeBoer, Adrianna		49.88	49.88	442.00
Check	03/01/2022		Cassandra Weiss		60.62	60.62	502.62
Check	03/01/2022		DeBoer, Adrianna		49.88	49.88	552.50
Check	03/16/2022		Cassandra Weiss		60.62	60.62	613.12
Check	03/16/2022		DeBoer, Adrianna		49.88	49.88	663.00
Check	04/01/2022		Cassandra Weiss		60.62	60.62	723.62
Check	04/01/2022		DeBoer, Adrianna		49.88	49.88	773.50
Check	04/15/2022		Cassandra Weiss		60.62	60.62	834.12
Check	04/15/2022		DeBoer, Adrianna		49.88	49.88	884.00
Check	05/02/2022		Cassandra Weiss		60.62	60.62	944.62
Check	05/02/2022		DeBoer, Adrianna		49.88	49.88	994.50
Check	05/16/2022		Cassandra Weiss		60.62	60.62	1,055.12
Check	05/16/2022		DeBoer, Adrianna		49.88	49.88	1,105.00
Check	06/01/2022		Cassandra Weiss		60.62	60.62	1,165.62
Check	06/01/2022		DeBoer, Adrianna		49.88	49.88	1,215.50
Check	06/15/2022		Cassandra Weiss		60.62	60.62	1,276.12
Check	06/15/2022		DeBoer, Adrianna		49.88	49.88	1,326.00
Check	07/01/2022		Cassandra Weiss		60.62	60.62	1,386.62
Check	07/01/2022		DeBoer, Adrianna		49.88	49.88	1,436.50
Check	07/15/2022		DeBoer, Adrianna		49.88	49.88	1,486.38
Check	07/15/2022		Cassandra Weiss		60.62	60.62	1,547.00
Check	08/01/2022		DeBoer, Adrianna		49.88	49.88	1,596.88
Check	08/01/2022		Cassandra Weiss		60.62	60.62	1,657.50
Check	08/16/2022		DeBoer, Adrianna		49.88	49.88	1,707.38

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Cash Basis

Visit Marshall

Profit & Loss Detail

January through October 2022

Type	Date	Num	Name	Memo	Original Amount	Paid Amount	Balance
Check	08/16/2022		Cassandra Weiss		63.05	63.05	1,770.43
Check	09/01/2022		DeBoer, Adrianna		49.88	49.88	1,820.31
Check	09/01/2022		Cassandra Weiss		63.05	63.05	1,883.36
Check	09/16/2022		DeBoer, Adrianna		49.88	49.88	1,933.24
Check	09/16/2022		Cassandra Weiss		63.05	63.05	1,996.29
Check	10/03/2022		Cassandra Weiss		63.05	63.05	2,059.34
Check	10/03/2022		DeBoer, Adrianna		49.88	49.88	2,109.22
Check	10/17/2022		Cassandra Weiss		63.05	63.05	2,172.27
Check	10/17/2022		DeBoer, Adrianna		49.88	49.88	2,222.15
Total IRA Contribution						2,222.15	2,222.15
Meals							
Check	02/04/2022		Bagels & Brew	Bagels & Brew - Meal	24.50	24.50	24.50
Check	02/14/2022		Bagels & Brew	Photoshoot meal - Bages & Brew	10.00	10.00	34.50
Check	02/14/2022		Brau Brothers	Photoshoot meal - Brau Brothers	13.00	13.00	47.50
Check	02/14/2022		Lyon County Historical Society Museum	Photoshoot meal - Lyon County Museum	3.27	3.27	50.77
Check	03/24/2022		Sippet Coffee & Bagels	Meal during conference	23.50	23.50	74.27
Check	03/24/2022		Thai Pop	Meal during conference	54.35	54.35	128.62
Check	03/24/2022		Cafe Steam	Meal during conference	14.47	14.47	143.09
Check	03/25/2022		Benedicts	Meal during conference	48.63	48.63	191.72
Bill	04/25/2022		Cardmember Serivices	Hindi Store	11.99	11.99	203.71
Bill	04/25/2022		Cardmember Serivices	SMSU Resturant	64.00	64.00	267.71
Bill	04/25/2022		Cardmember Serivices	Toni's Depot	34.32	34.32	302.03
Check	05/10/2022		Bagels & Brew		29.50	29.50	331.53
Check	05/31/2022		Wooden Nickel		45.91	45.91	377.44
Bill	06/17/2022		Cardmember Serivices	Marshall Theater - Photo Shoot	15.75	15.75	393.19
Bill	06/17/2022		Cardmember Serivices	Marshall Golf Club - Photo Shoot	25.00	25.00	418.19
Check	06/23/2022		Caribou Coffee		17.81	17.81	436.00
Check	07/01/2022		The Gym Of Marshall, Inc	The Gym	51.49	51.49	487.49
Check	07/21/2022		Brau Brothers		47.34	47.34	534.83
Check	07/28/2022		Sabor Italian Kitchen		52.15	52.15	586.98
Check	08/09/2022		The Gym Of Marshall, Inc		45.10	45.10	632.08
Check	08/09/2022		Marshall Community Services.		3.00	3.00	635.08
Check	08/10/2022		Hitching Post Eatery & Saloon	Photo Shoot	24.08	24.08	659.16
Check	08/10/2022		Hitching Post Eatery & Saloon	Staff Meal	38.88	38.88	698.04
Check	08/10/2022		Dairy Queen		6.50	6.50	704.54
Check	09/07/2022		Tavern507		50.00	50.00	754.54
Bill	09/12/2022		Cardmember Serivices	Holmberg Orchard	14.00	14.00	768.54
Bill	09/12/2022		Cardmember Serivices	Lingen Dairy	7.00	7.00	775.54
Bill	09/12/2022		Cardmember Serivices	Asian Hut	29.92	29.92	805.46
Check	09/30/2022		Toni's Depot		51.48	51.48	856.94
Check	09/30/2022		Brau Brothers		44.16	44.16	901.10
Check	09/30/2022		Caribou Coffee		23.69	23.69	924.79
Check	10/05/2022		Granite Falls Bakery		12.62	12.62	937.41
Total Meals						937.41	937.41
Professional Development							
Check	01/28/2022		Amazon		35.37	35.37	35.37
Total Professional Development						35.37	35.37
Total Admin Expenses						101,032.14	101,032.14
Operating Expenses							
Conferences/Registrations							

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Cash Basis

Visit Marshall

Profit & Loss Detail

January through October 2022

Type	Date	Num	Name	Memo	Original Amount	Paid Amount	Balance
Deposit	02/08/2022		Explore Minnesota	Refund 2022 Tourism Conference	-99.00	-99.00	-99.00
Deposit	02/08/2022		Explore Minnesota	Refund 2022 Tourism Conference	-99.00	-99.00	-198.00
Bill	03/01/2022	22909	Marshall Area Chamber	State of the City	40.00	40.00	-158.00
Bill	06/20/2022	1357	Sunrise Rotary	Sunrise Rotary Dues Semi-Annual 7/1/22 - 1...	237.50	237.50	79.50
Bill	07/20/2022	771	MN Association of Convention & Visitors B	MN Association of Convention & Visitor's Bur...	390.00	390.00	469.50
Check	08/26/2022		MN Association of Convention & Visitors B	MACVB Annual Conference	380.00	380.00	849.50
Check	08/29/2022		Maddens on Gull Lake	Lodging for MACVB Conference	377.54	377.54	1,227.04
Bill	09/12/2022		Old Main Village	Minnesota Tourism Registration	30.00	30.00	1,257.04
Bill	10/17/2022	23890	Marshall Area Chamber	Social Media Lunch & Learn	15.00	15.00	1,272.04
Bill	10/17/2022		Minnesota Festival & Events Association	MN Festival & Events Association Members...	125.00	125.00	1,397.04
Total Conferences/Registrations						1,397.04	1,397.04
Travel/Mileage							
Check	01/03/2022		Cassandra Weiss		50.00	50.00	50.00
Check	01/03/2022		DeBoer, Adrianna		50.00	50.00	100.00
Check	01/14/2022		Cassandra Weiss		50.00	50.00	150.00
Check	01/14/2022		DeBoer, Adrianna		50.00	50.00	200.00
Check	02/01/2022		Cassandra Weiss		50.00	50.00	250.00
Check	02/01/2022		DeBoer, Adrianna		50.00	50.00	300.00
Check	02/16/2022		Cassandra Weiss		50.00	50.00	350.00
Check	02/16/2022		DeBoer, Adrianna		50.00	50.00	400.00
Check	03/01/2022		Cassandra Weiss		50.00	50.00	450.00
Check	03/01/2022		DeBoer, Adrianna		50.00	50.00	500.00
Bill	03/16/2022		Cassi Weiss	Milage for STMA Meeting	39.44	39.44	539.44
Check	03/16/2022		Cassandra Weiss		50.00	50.00	589.44
Check	03/16/2022		DeBoer, Adrianna		50.00	50.00	639.44
Check	03/24/2022		Hilton Garden Inn	Hotel in Rochester	169.23	169.23	808.67
Check	03/24/2022		Hilton Garden Inn	Hotel in Rochester	169.23	169.23	977.90
Check	03/25/2022		Lanier Parking	Parking in Rochester	14.00	14.00	991.90
Bill	03/30/2022		DeBoer, Adrianna	Mileage to & from Rochester for MN Festival...	218.08	218.08	1,209.98
Check	04/01/2022		Cassandra Weiss		50.00	50.00	1,259.98
Check	04/01/2022		DeBoer, Adrianna		50.00	50.00	1,309.98
Check	04/15/2022		Cassandra Weiss		50.00	50.00	1,359.98
Check	04/15/2022		DeBoer, Adrianna		50.00	50.00	1,409.98
Check	05/02/2022		Cassandra Weiss		50.00	50.00	1,459.98
Check	05/02/2022		DeBoer, Adrianna		50.00	50.00	1,509.98
Check	05/16/2022		Cassandra Weiss		50.00	50.00	1,559.98
Check	05/16/2022		DeBoer, Adrianna		50.00	50.00	1,609.98
Check	06/01/2022		Cassandra Weiss		50.00	50.00	1,659.98
Check	06/01/2022		DeBoer, Adrianna		50.00	50.00	1,709.98
Check	06/15/2022		Cassandra Weiss		50.00	50.00	1,759.98
Check	06/15/2022		DeBoer, Adrianna		50.00	50.00	1,809.98
Check	07/01/2022		Cassandra Weiss		50.00	50.00	1,859.98
Check	07/01/2022		DeBoer, Adrianna		50.00	50.00	1,909.98
Check	07/15/2022		DeBoer, Adrianna		50.00	50.00	1,959.98
Check	07/15/2022		Cassandra Weiss		50.00	50.00	2,009.98
Check	08/01/2022		DeBoer, Adrianna		50.00	50.00	2,059.98
Check	08/01/2022		Cassandra Weiss		50.00	50.00	2,109.98
Check	08/16/2022		DeBoer, Adrianna		50.00	50.00	2,159.98
Check	08/16/2022		Cassandra Weiss		50.00	50.00	2,209.98
Check	09/01/2022		DeBoer, Adrianna		50.00	50.00	2,259.98
Check	09/01/2022		Cassandra Weiss		50.00	50.00	2,309.98
Check	09/16/2022		DeBoer, Adrianna		50.00	50.00	2,359.98
Check	09/16/2022		Cassandra Weiss		50.00	50.00	2,409.98
Check	10/03/2022		Cassandra Weiss		50.00	50.00	2,459.98

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Cash Basis

Visit Marshall

Profit & Loss Detail

January through October 2022

Type	Date	Num	Name	Memo	Original Amount	Paid Amount	Balance
Check	10/03/2022		DeBoer, Adrianna		50.00	50.00	2,509.98
Bill	10/07/2022		Cassi Weiss	Mileage to Mankato - STMA annual meeting	117.16	117.16	2,627.14
Bill	10/07/2022		Cassi Weiss	Mileage to Maddens on the Lake - MACVB ...	213.44	213.44	2,840.58
Check	10/17/2022		Cassandra Weiss		50.00	50.00	2,890.58
Check	10/17/2022		DeBoer, Adrianna		50.00	50.00	2,940.58
Total Travel/Mileage						2,940.58	2,940.58
Dues/Subscriptions							
Check	01/31/2022		ActiveCampaign	Active Campaign	127.20	127.20	127.20
Check	03/01/2022		ActiveCampaign	Active Campaign	127.20	127.20	254.40
Check	04/01/2022		ActiveCampaign	Active Campaign	127.20	127.20	381.60
Check	05/01/2022		ActiveCampaign	May 2022 Active Campaign	127.60	127.60	509.20
Check	05/31/2022		ActiveCampaign	June 2022	127.60	127.60	636.80
Check	06/30/2022		ActiveCampaign		209.60	209.60	846.40
Check	07/26/2022		Adobe	Adobe Standard DC	167.38	167.38	1,013.78
Check	08/01/2022		ActiveCampaign	July 2022	209.60	209.60	1,223.38
Check	09/01/2022		ActiveCampaign	August 2022	209.60	209.60	1,432.98
Check	09/30/2022		ActiveCampaign		209.60	209.60	1,642.58
Total Dues/Subscriptions						1,642.58	1,642.58
Office Supplies							
Bill	02/02/2022	PO3118	Western Printing Group	Address Stamp	32.70	32.70	32.70
Check	02/15/2022		Amazon	File Cabinet	147.08	147.08	179.78
Bill	02/16/2022		Cardmember Serivices	Coco Avenue - Gift for Intern	25.89	25.89	205.67
Bill	02/16/2022		Cardmember Serivices	Walmart - Office Supplies	34.41	34.41	240.08
Bill	03/16/2022		Cardmember Serivices	Walmart - office supplies	12.03	12.03	252.11
Bill	03/30/2022		DeBoer, Adrianna	Walmart - Office Supplies	24.07	24.07	276.18
Check	04/08/2022		Amazon	Office Supplies	15.78	15.78	291.96
Bill	05/04/2022		EcoWater	EcoWater	63.29	63.29	355.25
Check	05/16/2022		Walmart	Gift for Intern	18.23	18.23	373.48
Bill	06/13/2022		EcoWater	May 2022 Water Cooler Rental	23.50	23.50	396.98
Bill	06/17/2022		Cardmember Serivices	Menards - New Mailbox	78.16	78.16	475.14
Bill	06/17/2022		Cardmember Serivices	Walmart - Office Supplies	5.66	5.66	480.80
Bill	07/20/2022		EcoWater	June 2022 Water Cooler Rental	10.00	10.00	490.80
Bill	07/29/2022		Cardmember Serivices	Walmart - journal & pens	23.53	23.53	514.33
Bill	08/03/2022		EcoWater	July Water Cooler Rental	23.50	23.50	537.83
Bill	09/12/2022		EcoWater	Water Cooler Rental	10.00	10.00	547.83
Bill	09/12/2022		Cardmember Serivices	BruMate - Gift for Intern	38.11	38.11	585.94
Check	09/27/2022		Walmart	Cable Ties	21.71	21.71	607.65
Bill	10/03/2022		EcoWater	Water and Water Cooler Rental	23.50	23.50	631.15
Total Office Supplies						631.15	631.15
Chamber Membership, YP & WC							
Bill	06/27/2022		Marshall Area Chamber	Young Professionals June 2022 Courtney S...	15.00	15.00	15.00
Bill	10/05/2022	23802	Marshall Area Chamber	2023 Chamber Dues, YP, & WC membership	520.00	520.00	535.00
Total Chamber Membership, YP & WC						535.00	535.00
Postage							
Bill	02/16/2022		Cardmember Serivices	USPS - Stamps	156.00	156.00	156.00
Check	03/30/2022		USPS		8.70	8.70	164.70
Check	07/14/2022		USPS	stamps	60.00	60.00	224.70
Bill	09/12/2022		Cardmember Serivices	USPS - postage	148.38	148.38	373.08

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Cash Basis

Visit Marshall

Profit & Loss Detail

January through October 2022

Type	Date	Num	Name	Memo	Original Amount	Paid Amount	Balance
Total Postage						373.08	373.08
Internet/Phone							
Bill	01/21/2022	292710	Hosted Services	Phone Service January 2022	33.69	33.69	33.69
Bill	02/02/2022	297183	Hosted Services	Phone service for Feb 2022	33.69	33.69	67.38
Bill	03/01/2022	301155	Hosted Services	Phone Service for March 2022	33.69	33.69	101.07
Bill	04/01/2022	305173	Hosted Services	Phone Service for April 2022	33.47	33.47	134.54
Check	06/14/2022		Hosted Services	Phone Service for June 2022	67.44	67.44	201.98
Bill	10/05/2022	26852	Hosted Services	Phone Service	101.99	101.99	303.97
Total Internet/Phone						303.97	303.97
Insurance							
Bill	01/03/2022	20039...	Philadelphia Insurance Companies	CVB Insurance	839.62	839.62	839.62
Bill	02/16/2022	20041...	Philadelphia Insurance Companies	Insurance	25.00	25.00	864.62
General Journal	03/02/2022		SFM	SFM Mutual - Refund from Insurance Audit	-4.00	-4.00	860.62
Bill	09/01/2022	4365	Farmers Union Insurance	Renwal Policy 8/17/22 - 8/17/23	474.00	474.00	1,334.62
Total Insurance						1,334.62	1,334.62
Rent							
Bill	01/03/2022		City Of Marshall-v	January 2022 Rent	400.00	400.00	400.00
Check	02/01/2022	1289	City Of Marshall-v	Feb 2022	400.00	400.00	800.00
Bill	03/01/2022		City Of Marshall-v	Rent March 2022	400.00	400.00	1,200.00
Bill	04/01/2022		City Of Marshall-v	Red Baron rent April 2022	400.00	400.00	1,600.00
Bill	05/04/2022		City Of Marshall-v	May 2022 Red Baron Rent	400.00	400.00	2,000.00
Bill	06/01/2022		City Of Marshall-v	CVB Rent June 2022	400.00	400.00	2,400.00
Bill	07/13/2022		City Of Marshall-v	July 2022 Red Baron Rent	400.00	400.00	2,800.00
Bill	08/01/2022		City Of Marshall-v	August 2022 Rent	400.00	400.00	3,200.00
Bill	09/07/2022		City Of Marshall-v	Rent September 2022	400.00	400.00	3,600.00
Bill	10/05/2022		City Of Marshall-v	Red Baron Rent - October 2022	400.00	400.00	4,000.00
Total Rent						4,000.00	4,000.00
Printer							
Bill	01/21/2022	46174...	Marco	Copier Rental	260.76	260.76	260.76
Bill	02/16/2022	46432...	Marco	Printer Rental 1/27/22 - 2/27/22	106.15	106.15	366.91
Bill	03/16/2022		Marco	March Pinter Rental	101.90	101.90	468.81
Bill	04/25/2022	46911...	Marco	April Pinter Rental	175.48	175.48	644.29
Bill	05/18/2022	47157...	Marco	4/27/22 - 5/27/22 Service Dates	101.90	101.90	746.19
Bill	06/20/2022	47399...	Marco	5/27/22 - 6/27/22 Service Dates	101.90	101.90	848.09
Bill	07/20/2022	47643...	Marco	6/27/22 - 7/27/22 Service Dates	220.13	220.13	1,068.22
Bill	09/01/2022	47914...	Marco	7/27/22 - 8/27/22 Service Dates	101.90	101.90	1,170.12
Bill	09/12/2022	1829362	Marco	Copier Rental 7/27 - 8/27 2022	208.05	208.05	1,378.17
Bill	10/03/2022	48379...	Marco	Printer Rental 9/27/22 - 10/27/22	81.85	81.85	1,460.02
Total Printer						1,460.02	1,460.02
Computer/Technology							
Bill	03/01/2022	289668	The Computer Man	Adri's laptop	1,115.63	1,115.63	1,115.63
Bill	05/13/2022	290357	The Computer Man	Setup computer for intern	42.95	42.95	1,158.58
Total Computer/Technology						1,158.58	1,158.58
Bank Fees/Charges							
Check	01/31/2022			Service Charge	7.00	7.00	7.00
Check	02/28/2022			Service Charge	7.00	7.00	14.00
Bill	03/16/2022		Cardmember Services	Late pmt charge	31.88	31.88	45.88

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Type	Date	Num	Name	Memo	Original Amount	Paid Amount	Balance
General Journal	03/23/2022			Paypal Credit Card Fees for Craft Beer Show	36.47	36.47	82.35
Check	03/31/2022			Service Charge	7.00	7.00	89.35
General Journal	04/06/2022			Paypal Processing Fees	20.05	20.05	109.40
General Journal	04/27/2022			PayPal Processing Fees	75.70	75.70	185.10
Check	04/30/2022			Service Charge	7.00	7.00	192.10
General Journal	05/13/2022			Paypal Fees for Craft Beer Tickets purchased	118.14	118.14	310.24
General Journal	05/18/2022			Paypal Processing Fees	108.36	108.36	418.60
Check	05/31/2022			Service Charge	7.00	7.00	425.60
Deposit	06/13/2022		Paypal	Paypal processing fees	24.10	24.10	449.70
Check	06/30/2022			Service Charge	9.00	9.00	458.70
General Journal	07/14/2022			PayPal Processing fees	5.39	5.39	464.09
Check	07/31/2022			Service Charge	9.00	9.00	473.09
Check	08/31/2022			Service Charge	34.00	34.00	507.09
Bill	09/01/2022		Cardmember Services	Cardmember Services	20.50	20.50	527.59
Bill	09/12/2022		Cardmember Services	Credit Card Fees	43.96	43.96	571.55
General Journal	09/28/2022		Paypal	Paypal Fees	13.33	13.33	584.88
Check	09/30/2022			Service Charge	8.00	8.00	592.88
General Journal	10/21/2022			Paypal Fees - Ice Dogs Tickets	6.16	6.16	599.04
Check	10/24/2022		Bremer Bank		47.22	47.22	646.26
Total Bank Fees/Charges						646.26	646.26
Storage Unit							
General Journal	01/03/2022		Highway 23 Storage	Storage Unit	65.00	65.00	65.00
General Journal	02/03/2022		Highway 23 Storage	Storage Unit	65.00	65.00	130.00
General Journal	03/03/2022		Highway 23 Storage	Storage Unit	65.00	65.00	195.00
General Journal	04/03/2022		Highway 23 Storage	Storage Unit	65.00	65.00	260.00
General Journal	05/03/2022		Highway 23 Storage	Storage Unit	65.00	65.00	325.00
General Journal	06/03/2022		Highway 23 Storage	Storage Unit	65.00	65.00	390.00
General Journal	07/03/2022		Highway 23 Storage	Storage Unit	65.00	65.00	455.00
General Journal	08/03/2022		Highway 23 Storage	Storage Unit	65.00	65.00	520.00
General Journal	09/03/2022		Highway 23 Storage	Storage Unit	75.00	75.00	595.00
General Journal	10/03/2022		Highway 23 Storage	Storage Unit	75.00	75.00	670.00
Total Storage Unit						670.00	670.00
Professional Fees							
Check	01/01/2022		Hoffman & Brobst		45.60	45.60	45.60
Check	01/14/2022		Hoffman & Brobst		45.60	45.60	91.20
Check	02/01/2022		Hoffman & Brobst		76.60	76.60	167.80
Check	02/16/2022		Hoffman & Brobst		45.60	45.60	213.40
Check	03/01/2022		Hoffman & Brobst		45.60	45.60	259.00
Check	03/16/2022		Hoffman & Brobst		45.60	45.60	304.60
Check	04/01/2022		Hoffman & Brobst		45.60	45.60	350.20
Check	04/15/2022		Hoffman & Brobst		45.60	45.60	395.80
Check	05/02/2022		Hoffman & Brobst		45.60	45.60	441.40
Check	05/16/2022		Hoffman & Brobst		48.40	48.40	489.80
Check	06/01/2022		Hoffman & Brobst		46.40	46.40	536.20
Check	06/15/2022		Hoffman & Brobst		46.40	46.40	582.60
Bill	06/20/2022	37793	Hoffman & Brobst	2021 990 prep & filing, payroll tax returns, ch...	1,400.00	1,400.00	1,982.60
Check	07/01/2022		Hoffman & Brobst		46.40	46.40	2,029.00
Check	07/15/2022		Hoffman & Brobst		46.40	46.40	2,075.40
Check	08/01/2022		Hoffman & Brobst		46.40	46.40	2,121.80
Check	08/16/2022		Hoffman & Brobst		46.90	46.90	2,168.70
Check	09/01/2022		Hoffman & Brobst		45.60	45.60	2,214.30
Check	09/15/2022		Hoffman & Brobst		45.60	45.60	2,259.90

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Check	10/03/2022		Hoffman & Brobst		46.10	46.10	2,306.00
Check	10/17/2022		Hoffman & Brobst		45.60	45.60	2,351.60
Total Professional Fees						2,351.60	2,351.60
Total Operating Expenses						19,444.48	19,444.48
Red Baron Events-E							
Craft Beer Fair							
Bill	03/01/2022	78768	AP Design	5 oz Tasters for Craft Beer Fair	1,711.11	1,711.11	1,711.11
Bill	03/16/2022	78769	AP Design	16 oz Clear Can Glass	627.24	627.24	2,338.35
Check	04/04/2022		Facebook	Facebook Ads	47.85	47.85	2,386.20
Check	04/26/2022		Facebook	Facebook Ads	58.37	58.37	2,444.57
Bill	05/04/2022	169998	Henle Printing Co	Craft Beer Festival Posters	20.68	20.68	2,465.25
Check	05/04/2022		Facebook	Craft Beer Fair FB Advertising	15.64	15.64	2,480.89
Bill	05/11/2022		Bend Paddle	Craft Beer Festival Brewery	150.00	150.00	2,630.89
Bill	05/11/2022		Brau Brothers.	Craft Beer Festival Brewery	150.00	150.00	2,780.89
Bill	05/11/2022		Carlos Creek Winery	Craft Beer Festival Brewery	150.00	150.00	2,930.89
Bill	05/11/2022		Castle Danger	Craft Beer Festival Brewery	150.00	150.00	3,080.89
Bill	05/11/2022		Grandview Winery	Craft Beer Fair Brewery	150.00	150.00	3,230.89
Bill	05/11/2022		Indian Island Winery	Craft Beer Festival Brewery	150.00	150.00	3,380.89
Bill	05/11/2022		Lift Bridge	Craft Beer Festival Brewery	150.00	150.00	3,530.89
Bill	05/11/2022		Mankato Brewery	Craft Beer Festival Brewery	150.00	150.00	3,680.89
Bill	05/11/2022		Rolling Forks Vineyards	Craft Beer Festival Brewery	150.00	150.00	3,830.89
Bill	05/11/2022		Round Lake Winery	Craft Beer Festival Brewery	150.00	150.00	3,980.89
Bill	05/11/2022		Schells	Craft Beer Festival Brewery	150.00	150.00	4,130.89
Bill	05/11/2022		SMASH	Craft Beer Festival Brewery	150.00	150.00	4,280.89
Bill	05/11/2022		Surly	Craft Beer Festival Brewery	150.00	150.00	4,430.89
Bill	05/11/2022		Take 16	Craft Beer Festival Brewery	150.00	150.00	4,580.89
Bill	05/11/2022		Talking Waters	Craft Beer Festival Brewery	150.00	150.00	4,730.89
Bill	05/11/2022		Third Street Brewhouse	Craft Beer Festival Brewery	150.00	150.00	4,880.89
Bill	05/11/2022		City Of Marshall-v	Liquor License for Craft Beer Festival	30.00	30.00	4,910.89
Bill	05/11/2022		Cash	Cash for Craft Beer Festival	300.00	300.00	5,210.89
Check	05/11/2022		Ace Home & Hardware	Supplies for Craft Beer Fair	59.56	59.56	5,270.45
Bill	05/13/2022		Bank Brewing Company	Craft Beer Festival Brewery	150.00	150.00	5,420.45
Bill	05/13/2022		Push Play DJ	Craft Beer Festival	250.00	250.00	5,670.45
Check	05/13/2022		Menards	Supplies for Craft Beer Fair	3.84	3.84	5,674.29
Bill	05/18/2022	79777	AP Design	Made in MN Craft Beer Shirts	60.00	60.00	5,734.29
Bill	05/18/2022		Carrie Jones	Craft Beer Fair Payment	100.00	100.00	5,834.29
Bill	05/18/2022		Bethany Janachovsky	Craft Beer Fair Payment	100.00	100.00	5,934.29
Bill	05/18/2022		Laurie Schultz	Craft Beer Fair Payment	100.00	100.00	6,034.29
Bill	05/18/2022		Lisa Vanvickle	Craft Beer Fair Payment	100.00	100.00	6,134.29
Bill	05/18/2022	144444	Sky Printing Inc	Made in MN Tasting Flyer	35.43	35.43	6,169.72
General Journal	05/25/2022			Reimburse Petty Cash	-300.00	-300.00	5,869.72
Check	05/30/2022		Facebook	Facebook Advertising	95.49	95.49	5,965.21
Bill	06/01/2022	1940	City Of Marshall-v	Red Baron Rental	315.00	315.00	6,280.21
Bill	06/20/2022		Tall Grass Liquor	Ice for Craft Bear Show	269.55	269.55	6,549.76
Total Craft Beer Fair						6,549.76	6,549.76
Home & Outdoor Living Show							
Bill	04/01/2022	1910	City Of Marshall-v	Red Baron Usage for Home Show	900.00	900.00	900.00
Total Home & Outdoor Living Show						900.00	900.00
Mega Bingo							
Check	05/11/2022		Borch's Sporting Goods	Gift Card for Bingo	50.00	50.00	50.00

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Check	05/11/2022		Tall Grass Liquor	Gift Cards for Bingo	50.00	50.00	100.00
Check	05/12/2022		Coco Avenue	Gift Card for Bingo	50.00	50.00	150.00
Check	05/12/2022		Tattle Tales	Gift Card for Bingo	50.00	50.00	200.00
Check	05/12/2022		Rustic Hideaway	Gift Card for Bingo	50.00	50.00	250.00
Check	05/12/2022		Nessa's Naturals	Gift Card for Bingo	50.00	50.00	300.00
Check	05/12/2022		Walnut Grove Merchantile	Gift Card for Bingo	50.00	50.00	350.00
Check	05/12/2022		Noble Woman Boutique	Gift Card for Bingo	50.00	50.00	400.00
Check	05/12/2022		Columbia Imports	Gift Card for Bingo	50.00	50.00	450.00
Check	05/17/2022		Nettie's	Gift Card for Bingo	50.00	50.00	500.00
Check	05/17/2022		Treasured Times	Gift Card for Bingo	51.75	51.75	551.75
Check	05/17/2022		Extra Innings	Gift Card for Bingo	50.00	50.00	601.75
Check	05/17/2022		Mister Cool's Clothing	Gift Card for Bingo	50.00	50.00	651.75
Check	05/17/2022		Marshall Independent.	Gift Card for Bingo	50.00	50.00	701.75
Check	05/17/2022		The Note Gallery	Gift Card for Bingo	50.00	50.00	751.75
Check	05/17/2022		Evolution of Beauty	Gift Card for Bingo	50.00	50.00	801.75
Check	05/17/2022		Marcotte Jewelry	Gift Card for Bingo	50.00	50.00	851.75
Bill	06/17/2022		Cardmember Serivices	405 Loft Gift Card	50.00	50.00	901.75
Invoice	06/27/2022	19	Marshall Festivals	Borch's Sporting Goods Gift Card - Bingo	-50.00	-50.00	851.75
Invoice	06/27/2022	19	Marshall Festivals	Tall Grass Gift Card - Bingo	-50.00	-50.00	801.75
Invoice	06/27/2022	19	Marshall Festivals	Coco Avenue Gift Card - Bingo	-50.00	-50.00	751.75
Invoice	06/27/2022	19	Marshall Festivals	Tattle Tales Gift Card - Bingo	-50.00	-50.00	701.75
Invoice	06/27/2022	19	Marshall Festivals	Rustic Hideaway Gift Card - Bingo	-50.00	-50.00	651.75
Invoice	06/27/2022	19	Marshall Festivals	Nessa's Gift Card - Bingo	-50.00	-50.00	601.75
Invoice	06/27/2022	19	Marshall Festivals	Walnut Grove Gift Card - Bingo	-50.00	-50.00	551.75
Invoice	06/27/2022	19	Marshall Festivals	Noble Woman Gift Card - Bingo	-50.00	-50.00	501.75
Invoice	06/27/2022	19	Marshall Festivals	Columbia Imports Gift Card - Bingo	-50.00	-50.00	451.75
Invoice	06/27/2022	19	Marshall Festivals	Nettie's Gift Card - Bingo	-50.00	-50.00	401.75
Invoice	06/27/2022	19	Marshall Festivals	Treasured Times Gift Card - Bingo	-51.75	-51.75	350.00
Invoice	06/27/2022	19	Marshall Festivals	Extra Innings Gift Card - Bingo	-50.00	-50.00	300.00
Invoice	06/27/2022	19	Marshall Festivals	Mister Cool's Gift Card - Bingo	-50.00	-50.00	250.00
Invoice	06/27/2022	19	Marshall Festivals	Marshall Independent Gift Card - Bingo	-50.00	-50.00	200.00
Invoice	06/27/2022	19	Marshall Festivals	The Note Gallery Gift Card - Bingo	-50.00	-50.00	150.00
Invoice	06/27/2022	19	Marshall Festivals	Evolution of Beauty Gift Card - Bingo	-50.00	-50.00	100.00
Invoice	06/27/2022	19	Marshall Festivals	Marcotte Jewelry Gift Card - Bingo	-50.00	-50.00	50.00
Invoice	06/27/2022	19	Marshall Festivals	405 Loft Gift Card - Bingo	-50.00	-50.00	0.00
Total Mega Bingo						0.00	0.00
Youth Sports & Activity Expo							
Check	03/04/2022		Facebook	Facebook ad for Sports & Activities Expo	2.69	2.69	2.69
Check	03/11/2022		Facebook	Advertising	6.72	6.72	9.41
Check	04/04/2022		Facebook	Facebook Ads	97.31	97.31	106.72
Bill	04/25/2022		Cardmember Serivices	Walmart - Chalk	4.24	4.24	110.96
Bill	06/01/2022	1939	City Of Marshall-v	Red Baron Rental Fee for Expo	360.00	360.00	470.96
Total Youth Sports & Activity Expo						470.96	470.96
Other Events							
Bill	05/11/2022		City Of Marshall-v	Liquor License for WorldFest	30.00	30.00	30.00
Total Other Events						30.00	30.00
Total Red Baron Events-E						7,950.72	7,950.72
Prairie Jam Expense							
Artist/Event							
Bill	07/13/2022	Marsh...	Lifestyle Engineered Events, LLC	75% Deposit for Prairie Jam	84,375.00	84,375.00	84,375.00

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Bill	09/28/2022		Lifestyle Engineered Events, LLC	Progress Payment for Prairie Jam	22,500.00	22,500.00	106,875.00
Total Artist/Event						106,875.00	106,875.00
Event Advertising							
Check	07/21/2022		Facebook	Facebook Advertising	10.53	10.53	10.53
Check	08/31/2022		TikTok	TikTok Ads	5.00	5.00	15.53
Check	08/31/2022		TikTok	Advertising	5.00	5.00	20.53
Bill	09/01/2022		Cardmember Services	Prairie Jam advertising on Facebook	189.95	189.95	210.48
Check	09/01/2022		TikTok	TikTok advertising	20.00	20.00	230.48
Check	09/04/2022		TikTok	TikTok advertising	20.00	20.00	250.48
Check	09/07/2022		Facebook	Facebook Ads	181.26	181.26	431.74
Check	09/08/2022		Marshall Music Boosters	Pursuit of Excellence full page ad	125.00	125.00	556.74
Bill	09/12/2022		Cardmember Services	Facebook Advertising	139.52	139.52	696.26
Bill	10/05/2022	IN-Q-1...	Lakeland Broadcasting Company	Prairie Jam Advertising	525.00	525.00	1,221.26
Bill	10/05/2022	N-B-22...	Lakeland Broadcasting Company	Prairie Jam Advertising	802.15	802.15	2,023.41
Bill	10/17/2022		Cardmember Services	Facebook Advertising	398.08	398.08	2,421.49
Bill	10/26/2022	68001	Marshall Independent.	Newspaper Advertising for Prairie Jam	300.00	300.00	2,721.49
Bill	10/26/2022	36827...	KELO	Prairie Jam television advertising	1,950.00	1,950.00	4,671.49
Total Event Advertising						4,671.49	4,671.49
Drink Sales							
Bill	09/12/2022		Cash	Petty Cash for Prairie Jam Concert	900.00	900.00	900.00
Check	09/27/2022		Tall Grass Liquor		44.80	44.80	944.80
Check	09/29/2022		Petty Cash	Cash for concert	300.00	300.00	1,244.80
General Journal	09/30/2022			Deposit Petty Cash	-1,200.00	-1,200.00	44.80
Bill	10/03/2022		Tall Grass Liquor	Purchase alcohol for prairie jam	2,567.12	2,567.12	2,611.92
Bill	10/07/2022		Marshall Fire Department	Drink Sales at Prairie Jam	2,000.00	2,000.00	4,611.92
Total Drink Sales						4,611.92	4,611.92
Other Prairie Jam Expense							
Bill	08/03/2022	170906	Henle Printing Co	Sponsorship Brochure	183.10	183.10	183.10
Check	08/29/2022		AnyPromo	Koozies for Prairie Jam	1,291.09	1,291.09	1,474.19
Check	09/02/2022		4Imprint	Prairie Jam Wristbands	178.63	178.63	1,652.82
Bill	09/12/2022	20049...	Philadelphia Insurance Companies	Insurance for Prairie Jam	167.00	167.00	1,819.82
Bill	09/12/2022	171319	Henle Printing Co	Prairie Jam Gameday Giveaway	130.32	130.32	1,950.14
Check	09/15/2022		Rain & Hail Policy	Rain & Hail Insurance	870.00	870.00	2,820.14
Bill	10/05/2022	P03480	Western Printing Group	Lanyards	57.95	57.95	2,878.09
Bill	10/17/2022	12004	Western Printing Group	A-Frame Signage	191.50	191.50	3,069.59
Bill	10/17/2022	12000	Western Printing Group	Prairie Jam Banners	817.07	817.07	3,886.66
Bill	10/17/2022	11791	Western Printing Group	All Access Passes	92.25	92.25	3,978.91
Bill	10/17/2022		Cardmember Services	Dominos	97.49	97.49	4,076.40
Bill	10/17/2022		Cardmember Services	Dominos	39.16	39.16	4,115.56
Bill	10/17/2022		Cardmember Services	HyVee -	12.89	12.89	4,128.45
Bill	10/17/2022		Cardmember Services	Borch's CO2 Refill	16.03	16.03	4,144.48
Bill	10/17/2022		Cardmember Services	The Gambler	24.62	24.62	4,169.10
Total Other Prairie Jam Expense						4,169.10	4,169.10
Total Prairie Jam Expense						120,327.51	120,327.51
Marketing Expenses							
Tourism Grant							
Bill	01/03/2022		Marshall Area YMCA	YMCA Community Support Grant	750.00	750.00	750.00
Bill	01/03/2022		SMSU Center for International Education	Worldfest 2022 Community Support Grant	500.00	500.00	1,250.00

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Bill	02/02/2022	1735	Just for KIX	Just for Kix Community Support	750.00	750.00	2,000.00	
Bill	02/16/2022		Marshall Amateur Hockey Association	Ice Rental for PeeWee Teams that came ea...	210.00	210.00	2,210.00	
Bill	02/16/2022		Southwest Slugfest	Community Support - Southwest Slugfest	1,000.00	1,000.00	3,210.00	
Bill	02/16/2022		Marshall HS Softball Booster Club	Tourism Grant	500.00	500.00	3,710.00	
Bill	02/16/2022		Marshall JO Volleyball Club	Tourism Grant	1,000.00	1,000.00	4,710.00	
Bill	02/16/2022		Marshall Buffalo Ridge Pride	Tourism Grant	250.00	250.00	4,960.00	
Bill	03/16/2022		Lyon County Historical Society	Tourism Support Grant	500.00	500.00	5,460.00	
Bill	03/16/2022		Marshall Area Stage Company	Tourism Support Grant	100.00	100.00	5,560.00	
Bill	03/16/2022		Shades of the Past Car Club	Shades of the Past Roll In support grant	200.00	200.00	5,760.00	
Bill	03/16/2022		Marshall Downtown Business Association	Downtown Support Grant	500.00	500.00	6,260.00	
Bill	04/22/2022		Marshall Festivals-v	150th and Sounds of Summer Tourism Grant	3,000.00	3,000.00	9,260.00	
Bill	04/22/2022		Habitat for Humanity	Tourism Grant - Habitat for Humanity	250.00	250.00	9,510.00	
Bill	04/22/2022		Marshall Area Youth Baseball	MAYBA Tourism Grant	1,000.00	1,000.00	10,510.00	
Bill	04/22/2022		Prairie Dance Alliance	Prairie Dance Alliance Tourism Grant	500.00	500.00	11,010.00	
Bill	04/22/2022	Lyon County Fair	Tourism Grant Lyon County Fair	500.00	500.00	11,510.00		
Bill	04/22/2022	Shades of the Past Car Club	Shades of the Past Tourism Grant	500.00	500.00	12,010.00		
Bill	06/13/2022	Lyon County Relay for Life	Tourism Support Grant	250.00	250.00	12,260.00		
Bill	06/13/2022	Lyon County Pheasants Forever	Tourism Support Grant	500.00	500.00	12,760.00		
Bill	06/13/2022	Prairie Home Hospice	Tourism Support Grant	1,000.00	1,000.00	13,760.00		
Bill	06/13/2022	Marshall United Soccer Association	Tourism Support Grant	250.00	250.00	14,010.00		
Bill	10/05/2022	1834	Marshall Amateur Hockey Association	MAHA 2022-2023 Season Sponsorship	1,000.00	1,000.00	15,010.00	
Bill	10/05/2022		United Way	Tourism Support Grant - Beer Pairing Event	250.00	250.00	15,260.00	
Bill	10/17/2022		Downtown Sound	Downtown Sound Holiday with Heros Event	100.00	100.00	15,360.00	
Bill	10/26/2022		High School Volleyball	High School Volleyball Community Support ...	1,000.00	1,000.00	16,360.00	
Total Tourism Grant						16,360.00	16,360.00	
Website/Development								
General Journal	01/03/2022	3705	Redwood Valley Technical Solutions	Marsh Website	80.00	80.00	80.00	
General Journal	01/03/2022		Redwood Valley Technical Solutions	Visit Marshall Website	89.00	89.00	169.00	
Check	01/19/2022		Redwood Valley Technical Solutions	Domain Renewal	203.88	203.88	372.88	
General Journal	02/03/2022		Redwood Valley Technical Solutions	Marsh Website	80.00	80.00	452.88	
General Journal	02/03/2022		Redwood Valley Technical Solutions	Visit Marshall Website	89.00	89.00	541.88	
Deposit	02/17/2022		Redwood Valley Technical Solutions	Refund Domain Hosting	-203.88	-203.88	338.00	
Check	02/24/2022		Redwood Valley Technical Solutions	Sounds of Summer Website Domain	56.70	56.70	394.70	
General Journal	03/03/2022		Redwood Valley Technical Solutions	Marsh Website	80.00	80.00	474.70	
General Journal	03/03/2022		Redwood Valley Technical Solutions	Visit Marshall Website	89.00	89.00	563.70	
Check	03/21/2022		Redwood Valley Technical Solutions	Domain Renewal Red Baron Arena	34.34	34.34	598.04	
Bill	03/23/2022		Redwood Valley Technical Solutions	Visit Marshall annual hosting plan	300.00	300.00	898.04	
Bill	03/23/2022		Redwood Valley Technical Solutions	Red Baron Arena - annual hosting plan	300.00	300.00	1,198.04	
Bill	03/30/2022		Redwood Valley Technical Solutions	Sounds of Summer Website Design & Supp...	325.00	325.00	1,523.04	
Check	04/01/2022		Redwood Valley Technical Solutions	Hunt SW MN domain renewal	37.34	37.34	1,560.38	
General Journal	04/03/2022	17	Redwood Valley Technical Solutions	Marsh Website	80.00	80.00	1,640.38	
General Journal	04/03/2022		Redwood Valley Technical Solutions	Visit Marshall Website	89.00	89.00	1,729.38	
Invoice	04/04/2022		Marshall Festivals	Website Domain	-56.70	-56.70	1,672.68	
Invoice	04/04/2022		Marshall Festivals	Web Hosting	-325.00	-325.00	1,347.68	
Check	05/02/2022		Redwood Valley Technical Solutions	Red Baron Website	89.00	89.00	1,436.68	
General Journal	05/03/2022		Redwood Valley Technical Solutions	Marsh Website	80.00	80.00	1,516.68	
General Journal	05/03/2022		Redwood Valley Technical Solutions	Visit Marshall Website	89.00	89.00	1,605.68	
Deposit	05/04/2022		1152	Hunt Southwest Minnesota	Reimburse Website Domain for Hunt SW MN	-37.34	-37.34	1,568.34
General Journal	06/02/2022				Reimburse MARSH Website monthly fee	-160.00	-160.00	1,408.34
Check	06/02/2022			RVT Solutions	Red Baron Website	89.00	89.00	1,497.34
General Journal	06/03/2022			Redwood Valley Technical Solutions	Marsh Website	80.00	80.00	1,577.34
General Journal	06/03/2022			Redwood Valley Technical Solutions	Visit Marshall Website	89.00	89.00	1,666.34
Check	06/13/2022			Domain Hosting	MARSH Domain	17.17	17.17	1,683.51
Check	06/21/2022			Domain Hosting	Hunt SW domain renewal	17.17	17.17	1,700.68

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Visit Marshall

Profit & Loss Detail

January through October 2022

Type	Date	Num	Name	Memo	Original Amount	Paid Amount	Balance
General Journal	07/03/2022		Redwood Valley Technical Solutions	Red Baron Website	89.00	89.00	1,789.68
General Journal	07/03/2022		Redwood Valley Technical Solutions	Visit Marshall Website	89.00	89.00	1,878.68
General Journal	07/20/2022			Travel SW MN Domain Reimbursement	-17.17	-17.17	1,861.51
General Journal	08/01/2022		Redwood Valley Technical Solutions	Red Baron Website	89.00	89.00	1,950.51
General Journal	08/03/2022		Redwood Valley Technical Solutions	Visit Marshall Website	89.00	89.00	2,039.51
General Journal	09/01/2022		Redwood Valley Technical Solutions	Red Baron Website	89.00	89.00	2,128.51
General Journal	09/03/2022		Redwood Valley Technical Solutions	Visit Marshall Website	89.00	89.00	2,217.51
General Journal	10/01/2022		Redwood Valley Technical Solutions	Red Baron Website	89.00	89.00	2,306.51
General Journal	10/03/2022		Redwood Valley Technical Solutions	Visit Marshall Website	89.00	89.00	2,395.51
Total Website/Development						2,395.51	2,395.51
Tourism Grant in Kind Marketing							
Check	01/04/2022		Facebook	Light Up the Night - Advertising	99.69	99.69	99.69
Check	01/04/2022		Facebook	Holiday Home Tour - advertising	5.55	5.55	105.24
Check	01/04/2022		Facebook	Christmas Tree Walk - advertising	23.94	23.94	129.18
Check	01/04/2022		Facebook	Ice Dogs - Advertising	19.20	19.20	148.38
Check	01/04/2022		Facebook	Visit Marshall - FB advertising	119.77	119.77	268.15
Bill	02/16/2022		OutDoor News	Community Support - Coyote Hunt	295.00	295.00	563.15
Check	03/04/2022		Facebook	MAFAC - Comedy	37.46	37.46	600.61
Check	03/04/2022		Facebook	SMSU Worldfest 2022	21.10	21.10	621.71
Check	03/04/2022		Facebook	SMSU Worldfest 2022	18.87	18.87	640.58
Check	04/04/2022		Facebook	MAFAC - Facebook Ads	31.74	31.74	672.32
Check	04/04/2022		Facebook	WorldFest - Facebook Ads	88.06	88.06	760.38
Check	04/04/2022		Facebook	Shades Roll In - FB Ads	35.56	35.56	795.94
Check	04/04/2022		Facebook	Spring Craft Show - Facebook Ads	11.75	11.75	807.69
Bill	04/25/2022		OutDoor News	Gun Show Ad in Outdoor News	532.50	532.50	1,340.19
Check	04/26/2022		Facebook	Shades Roll In - Facebook Ads	156.36	156.36	1,496.55
Check	04/26/2022		Facebook	Spring Craft Show - Facebook Ads	206.13	206.13	1,702.68
Check	04/26/2022		Facebook	World Fest - Facebook Ads	140.82	140.82	1,843.50
Check	04/26/2022		Facebook	MAFAC - Facebook Ads	38.32	38.32	1,881.82
Bill	05/04/2022	1529	South Dakota Magazine	SD Magazine May/June 2022	540.00	540.00	2,421.82
Check	05/04/2022		Facebook	SMSU WorldFest Advertising	31.18	31.18	2,453.00
Check	05/04/2022		Facebook	Shades of the Past FB Advertising	41.79	41.79	2,494.79
Check	05/04/2022		Facebook	MAFAC Branden & James FB Advetising	9.94	9.94	2,504.73
Check	05/04/2022		Facebook	Spring Craft Show FB Advertising	54.86	54.86	2,559.59
Check	05/11/2022		Facebook	150th Bingo Advertising	1.22	1.22	2,560.81
Bill	05/18/2022	66195	Marshall Independent.	Spring Craft Fair newspaper ad	50.00	50.00	2,610.81
Check	05/30/2022		Facebook	MAFAC - Branden & James	7.31	7.31	2,618.12
Check	05/30/2022		Facebook	Shades of the Past	147.70	147.70	2,765.82
Check	05/30/2022		Facebook	Spring Craft Fair	27.26	27.26	2,793.08
Check	05/30/2022		Facebook	Pride Events	114.07	114.07	2,907.15
Check	05/30/2022		Facebook	Juneteenth	104.52	104.52	3,011.67
Check	05/30/2022		Facebook	150th Bingo - Advertising	50.00	50.00	3,061.67
Check	05/30/2022		Facebook	MASC - Cinderella	53.65	53.65	3,115.32
Check	05/31/2022		BIRD	Bird Scooter Rental	20.00	20.00	3,135.32
Check	06/06/2022		Facebook	PRIDE advertising	39.07	39.07	3,174.39
Check	06/06/2022		Facebook	Cinderella Advertising	20.06	20.06	3,194.45
Check	06/06/2022		Facebook	Shade of the Past Advertising	51.40	51.40	3,245.85
Check	06/06/2022		Facebook	Juneteenth Advertising	18.11	18.11	3,263.96
Check	06/11/2022		Facebook	BINGO advertising	18.78	18.78	3,282.74
Bill	06/13/2022		Beer Dabbler	Beer Dabbler Advertising	714.00	714.00	3,996.74
Bill	06/27/2022	066544	Marshall Independent.	Spring Craft Fair Newspaper Advertising	100.00	100.00	4,096.74
Check	07/05/2022		Facebook	Shades of the Past Ads	17.19	17.19	4,113.93
Check	07/05/2022		Facebook	Pride and Pride Drag Show Ads	96.82	96.82	4,210.75
Check	07/05/2022		Facebook	Cinderella Ads	126.29	126.29	4,337.04

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Visit Marshall

Profit & Loss Detail

January through October 2022

Type	Date	Num	Name	Memo	Original Amount	Paid Amount	Balance
Check	07/05/2022	1616	Facebook	Juneteenth Ads	82.36	82.36	4,419.40
Check	07/05/2022		Facebook	Lady Jah Drag Show Ads	8.72	8.72	4,428.12
Bill	07/20/2022		South Dakota Magazine	SD Magazine July/August 2022	540.00	540.00	4,968.12
Check	07/21/2022		Facebook	Lady Jah Drag Show Ads	62.43	62.43	5,030.55
Check	07/21/2022		Facebook	Lyon County Fair Ads	151.58	151.58	5,182.13
Check	07/21/2022		Facebook	Crazy Days Ads	299.67	299.67	5,481.80
Check	07/21/2022		Facebook	Relay for Life Ads	12.72	12.72	5,494.52
Check	07/21/2022		Facebook	Sounds of Summer Ads	61.86	61.86	5,556.38
Check	07/21/2022		Facebook	Habitat for Humanity Ads	1.21	1.21	5,557.59
Check	09/07/2022		Facebook	Facebook Ads for Relay for Life	28.32	28.32	5,585.91
Check	09/07/2022	1725	Facebook	Facebook Ads for Pickers Paradise	36.23	36.23	5,622.14
Check	09/07/2022		Facebook	Facebook Ads - Sounds of Summer	162.41	162.41	5,784.55
Check	09/07/2022		Facebook	Facebook Ads for Lyon county Fair	54.39	54.39	5,838.94
Check	09/07/2022		Facebook	Facebook Ads for Gun Show	6.14	6.14	5,845.08
Check	09/07/2022		Facebook	Facebook Ads - Hopfest	234.89	234.89	6,079.97
Check	09/07/2022		Facebook	Facebook Advertising	9.61	9.61	6,089.58
Bill	09/12/2022		South Dakota Magazine	2022 Sep/Oct South Dakota Magazine	540.00	540.00	6,629.58
Check	09/12/2022		Facebook	Facebook Advertising	10.00	10.00	6,639.58
Bill	09/12/2022		Cardmember Serivices	Facebook Ads - Pickers Paradise	50.48	50.48	6,690.06
Bill	09/12/2022		Cardmember Serivices	Facebook Ads - Relay for Life	46.66	46.66	6,736.72
Bill	09/12/2022	Cardmember Serivices	Facebook Ads - Sounds of Summer	220.36	220.36	6,957.08	
Bill	09/12/2022	Cardmember Serivices	Facebook Ads - Lyon County Fair	193.95	193.95	7,151.03	
Check	09/28/2022	Facebook	Facebook Advertising	3.17	3.17	7,154.20	
Check	09/29/2022	Facebook	Facebook Advertising	10.00	10.00	7,164.20	
Bill	10/07/2022	Cassi Weiss	Facebook Advertising - Gun Show	199.78	199.78	7,363.98	
Bill	10/17/2022	Cardmember Serivices	Marshall Gun Show - FB Advertising	6.53	6.53	7,370.51	
Bill	10/17/2022	Cardmember Serivices	Marshall Gun Show - FB Advertising	287.33	287.33	7,657.84	
Bill	10/17/2022	Cardmember Serivices	Hopfest - FB Advertising	214.59	214.59	7,872.43	
Total Tourism Grant in Kind Marketing						7,872.43	7,872.43
Marshall Radio							
Bill	01/21/2022		Subarctic Media-Marshall	Radio ads for Jan & Feb 2021	1,227.00	1,227.00	1,227.00
Bill	01/21/2022		Subarctic Media-Marshall	Radio Advertising November & December 2...	800.00	800.00	2,027.00
Bill	02/16/2022		Subarctic Media-Marshall	January 2022 Advertising - included Bridal S...	902.00	902.00	2,929.00
Bill	03/01/2022		Subarctic Media-Marshall	Feb 2022	475.00	475.00	3,404.00
Bill	04/25/2022		Subarctic Media-Marshall	March 2022	475.00	475.00	3,879.00
Bill	05/18/2022		Subarctic Media-Marshall	April 2022 advertising	475.00	475.00	4,354.00
Bill	06/13/2022		Subarctic Media-Marshall	May 2022 Advertising	675.00	675.00	5,029.00
Bill	07/20/2022		Subarctic Media-Marshall	June 2022 Advertising	275.00	275.00	5,304.00
Bill	09/01/2022		Subarctic Media-Marshall	July 2022 Advertising	475.00	475.00	5,779.00
Bill	09/12/2022		Subarctic Media-Marshall	August 2022 Advertising	475.00	475.00	6,254.00
Bill	10/03/2022		Subarctic Media-Marshall	September Radio	475.00	475.00	6,729.00
Total Marshall Radio						6,729.00	6,729.00
Tear off Maps							
Bill	07/20/2022	170593	Henle Printing Co	Marshall Bike Trail Tearoff Map Pads	412.62	412.62	412.62
Bill	07/20/2022	170380	Henle Printing Co	Marshall Bike Trail Tearoff Maps	326.07	326.07	738.69
Invoice	08/29/2022	32	Marshall Community Services	1/2 of Bike Trail Map	-369.00	-369.00	369.69
Total Tear off Maps						369.69	369.69
Red Baron Traditional Advert							
Bill	01/21/2022	38100	Due North Media	Sports Destination Magazine	1,540.00	1,540.00	1,540.00
Bill	02/02/2022	22277	Connect Business Magazine	2 Page Spread - Business Snapshot	2,300.00	2,300.00	3,840.00
Bill	02/16/2022	78735	AP Design	Visit Marshall Hockey Backdrop	524.79	524.79	4,364.79

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Cash Basis

Visit Marshall

Profit & Loss Detail

January through October 2022

Type	Date	Num	Name	Memo	Original Amount	Paid Amount	Balance
Bill	03/16/2022	065431	Marshall Independent.	February Newspaper Advertising	500.00	500.00	4,864.79
Check	07/18/2022		MediaUSA	Red Baron Marketing	247.50	247.50	5,112.29
Bill	07/29/2022	22475	Connect Business Magazine	1/4 page ad	380.00	380.00	5,492.29
Bill	10/17/2022		Marshall Area Chamber	Business After Hours	229.00	229.00	5,721.29
Total Red Baron Traditional Advert						5,721.29	5,721.29
Digital Billboard							
Bill	03/01/2022	2108	Precision Marketing Concepts	Digital Billboard	3,000.00	3,000.00	3,000.00
Bill	06/27/2022	2126	Precision Marketing Concepts	October 25, 2021 - January 16, 2022	3,000.00	3,000.00	6,000.00
Bill	06/27/2022	2143	Precision Marketing Concepts	January 17, 2022 - April 10, 2022	3,000.00	3,000.00	9,000.00
Bill	10/17/2022	2178	Precision Marketing Concepts	Digital Billboard	3,000.00	3,000.00	12,000.00
Total Digital Billboard						12,000.00	12,000.00
CVB Traditional Advertising							
Bill	01/21/2022	1390	South Dakota Magazine	SD Magazine 2022 Jan/Feb	540.00	540.00	540.00
Bill	02/02/2022	18755	Iowa Sportsman	Iowa Sportsman March 2022	750.00	750.00	1,290.00
Bill	03/01/2022	1456	South Dakota Magazine	SD Magazine Mar/Apr 2022	540.00	540.00	1,830.00
Bill	03/16/2022	065431	Marshall Independent.	February Newspaper Advertising	500.00	500.00	2,330.00
Bill	03/30/2022	18961	Iowa Sportsman	May 2022 Publication	1,000.00	1,000.00	3,330.00
Bill	04/25/2022		Outdoor News	Outdoor News Advertising	532.50	532.50	3,862.50
Bill	05/04/2022	2313	On Wisconsin Outdoors, LLC	Center Spread ad May-June 2022 On Wisco...	3,060.00	3,060.00	6,922.50
Bill	05/04/2022	19066	Iowa Sportsman	June 2022 Issue	1,000.00	1,000.00	7,922.50
Bill	05/18/2022		Outdoor News	Outdoor News	403.00	403.00	8,325.50
Bill	05/18/2022	51020...	Runnings.	Runnings Trailer Wrap	8,709.09	8,709.09	17,034.59
Bill	06/13/2022	ADINV...	Pheasants Forever, Inc	PF Journal Summer 2022 Advertising	1,240.00	1,240.00	18,274.59
Bill	06/20/2022		Outdoor News	Outdoor News	806.00	806.00	19,080.59
Bill	06/27/2022	6-22-A...	Hour Media	AAA Living Magazine June/July/August Issue	500.00	500.00	19,580.59
Bill	07/13/2022		On Wisconsin Outdoors, LLC	July-August Issue Advertising	630.00	630.00	20,210.59
Bill	09/01/2022	ADINV...	Pheasants Forever, Inc	PF Journal Super Issue Advertising	1,240.00	1,240.00	21,450.59
Bill	10/05/2022	423	Marshall Golf Club.	Golf Club Sponsorship	1,000.00	1,000.00	22,450.59
Bill	10/26/2022		Outdoor News	Outdoor News	175.00	175.00	22,625.59
Bill	10/26/2022	68001	Marshall Independent.	Newspaper Meet the Business	132.00	132.00	22,757.59
Bill	10/26/2022	ADINV...	Pheasants Forever, Inc	Fall 2022 Advertising	1,240.00	1,240.00	23,997.59
Total CVB Traditional Advertising						23,997.59	23,997.59
CVB Digital Advertising							
Bill	01/03/2022		Shrpa, LLC	Weekender & Core Platforem Subscription	1,593.75	1,593.75	1,593.75
Bill	01/03/2022	SI17872	Explore Minnesota	Explore MN Website Advertising	4,000.00	4,000.00	5,593.75
Bill	01/21/2022		Cardmember Services	Anna Behning Photography - Visit Marshall ...	2,791.88	2,791.88	8,385.63
Bill	01/21/2022	3635	Redwood Valley Technical Solutions	January Digital Marketing SEO Plan	650.00	650.00	9,035.63
Bill	02/16/2022	3666	Redwood Valley Technical Solutions	February 2022 SEO Plan	650.00	650.00	9,685.63
Bill	03/16/2022	3699	Redwood Valley Technical Solutions	March Monthly SEO Plan	650.00	650.00	10,335.63
Bill	03/30/2022	62868	Miles Partnership, LLLP	Visit Marshall Banner Ad Program	4,200.00	4,200.00	14,535.63
Bill	04/25/2022	3755	Redwood Valley Technical Solutions	April Monthly SEO Plan	650.00	650.00	15,185.63
Bill	05/13/2022	3786	Redwood Valley Technical Solutions	May Monthly SEO Plan	650.00	650.00	15,835.63
Bill	06/20/2022		Pride in the Tiger Foundation	Gold Sponsor for Golf Classic	1,000.00	1,000.00	16,835.63
Bill	06/20/2022	3825	Redwood Valley Technical Solutions	June Monthly SEO Plan	650.00	650.00	17,485.63
Bill	07/20/2022	3885	Redwood Valley Technical Solutions	July Monthly SEO Plan	650.00	650.00	18,135.63
General Journal	07/29/2022		Miles Partnership, LLLP	Refund Overpayment for Explore MN Advert...	-4,200.00	-4,200.00	13,935.63
Bill	09/01/2022	3917	Redwood Valley Technical Solutions	August Monthly SEO Plan	650.00	650.00	14,585.63
Bill	10/05/2022	3956	Redwood Valley Technical Solutions	September Monthly SEO Action Plan	650.00	650.00	15,235.63
Bill	10/17/2022	4014	Redwood Valley Technical Solutions	October Monthly SEO Action Plan	650.00	650.00	15,885.63

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Visit Marshall
Profit & Loss Detail
 January through October 2022

Type	Date	Num	Name	Memo	Original Amount	Paid Amount	Balance
Total CVB Digital Advertising						15,885.63	15,885.63
Promotional Items							
Bill	03/01/2022	P03091	Western Printing Group	Tote Bags	1,454.00	1,454.00	1,454.00
Bill	10/07/2022		Lyon County Historical Society	Christmas Tree Walk	15.00	15.00	1,469.00
Total Promotional Items						1,469.00	1,469.00
Print Materials							
Bill	05/04/2022	2831	Action Company LLC	Visit Marshall Mesh Banners	730.15	730.15	730.15
Bill	05/04/2022	169717	Henle Printing Co	Visitor's Guides	4,897.43	4,897.43	5,627.58
Bill	06/01/2022		Action Company LLC	Play Ball Print	268.44	268.44	5,896.02
Bill	10/26/2022	22-0388	City Of Marshall-v	2022-2023 Dasher	200.00	200.00	6,096.02
Total Print Materials						6,096.02	6,096.02
Total Marketing Expenses						98,896.16	98,896.16
Total Expense						347,651.01	347,651.01
Net Ordinary Income						-53,497.05	-53,497.05
Net Income						-53,497.05	-53,497.05

CITY OF MARSHALL

SCHWAN REGIONAL AMATEUR SPORTS CENTER SERVICE AGREEMENT WITH MARSHALL VISITORS AND CONVENTION BUREAU

THIS AGREEMENT, made and entered into this 1st day of January 2023 by and between the Marshall Visitors and Convention Bureau, whose address is 1651 Victory Drive, Marshall, MN 56258 (hereinafter referenced as CVB), and the City of Marshall, Marshall, MN 56258, (hereinafter referenced as CITY) as follows:

WHEREAS, the parties desire to enter into a service agreement for the purpose of marketing, promoting, sponsor relations and scheduling the City of Marshall owned facilities of the Schwan Regional Amateur Sports Center accordance with the City Code of Ordinances Chapter 70 Taxation Article IV Food and Beverage Tax; and

WHEREAS, the private-public partnership outlined in this agreement will create operational efficiencies, maximize limited financial resources, and create a more coordinated community effort to increase users of the Schwan Regional Amateur Sports Center; and

WHEREAS, we must foster relationships which allow contribution of our individual skills toward the common goal, and promote the individual strengths and unique characteristics of each entity to best provide a full service experience for our visitors and users; and

WHEREAS, CVB will serve as a facilitator, and will provide the services pursuant to terms and conditions as set forth herein; and

NOW, THEREFORE, in consideration of the mutual agreements as set forth herein, the parties hereto agree as follows:

- 1) CVB Scope of Services Subject to the terms and conditions of this agreement, CVB agrees to provide administrative services to market, promote and schedule the City of Marshall Schwan Regional Amateur Sports Center including, but not limited to:
 - a. CVB will assist in the development of an annual budget, updated as needed with input and approval from the Southwest Minnesota Regional Amateur Sports Commission and City Council.
 - b. CVB will assist in the development of a marketing plan, updated as needed with input and approval from the Southwest Minnesota Regional Amateur Sports Commission. The plan will identify the marketing and promotions of these facilities. The plan shall include clearly articulated vision, goals, objectives, and tasks as well as ongoing performance measures.
 - c. CVB will assist in the development of all related user fees and sponsorships with the Southwest Minnesota Regional Amateur Sports Commission.
 - d. The CVB shall directly involve the Southwest Minnesota Regional Amateur Sports Commission in planning and pursuit of strategic alliances, partnerships, and agreements as it may relate to this Agreement and future amendments.

- e. CVB will maintain copies of closed or pending project files or some mechanism that enables the Southwest Minnesota Regional Amateur Sports Commission, as requested, the ongoing services provided.
- f. CVB will provide staff to compose letters, memorandum, and other business correspondence, assist with the management of Southwest Minnesota Regional Amateur Sports Commission related files and projects, coordinate meeting agendas, and participate in presentation of information at meetings.
- g. CVB will provide staff to maintain the Southwest Minnesota Regional Amateur Sports Center's website and social media.
- h. CVB will assist in maintaining facility schedules and related contracts for users at the Southwest Minnesota Regional Amateur Sports Center.
- i. CVB will provide an annual presentation (written and/or oral) of outcomes/status updates to the City Council.

2) Event Roles:

ROLES	RESPONSIBLE PARTY	DESCRIPTION
Recruiting/Event sourcing	CVB	Develop and maintain solid relationships with organizations/exhibitors
Online Scheduling/school calendar	CVB	Confirm/deny date and time. Add to calendar. <i>*City meetings/events are booked through City staff</i>
Concession/Studio 1 Communications	CVB	Identify which dates need coverage for events.
Event Contracts/Documents	CVB	CVB originates the schedule, sends out the contract and secures the signed contracts
Advertising and Marketing	CVB	Create plan to market and communicate the event. Update website and social media outlets. Implement traditional and digital marketing campaigns.
Event Planning Meeting	CVB Rep/Event Manager --Develop Agenda City Rep Maintenance Sound Technician	Detailed description of event needs. Coordinate logistics (food, location, participants, supplies needed, etc.)
Set-up	City Maintenance Crew	Coordinate event needs (set-up chairs/tables/etc.)
Event Manager	CVB	Attends event.
Tear Down	City Maintenance Crew	Clean up.

Post-event Meeting	CVB Rep/Event Manager --Develop Agenda City Rep Maintenance Sound Technician	Review the successes and challenges of the event and determine areas needing improvement.
Billing/Collection	City	Send invoices for event and collect payment.
Manage Sponsorship agreements/add additional revenue dashers/bb/sb complex/outfield signage	CVB	Create and market sponsorship program
Tracking of reservations on a shared platform outside of rSchool to be updated in a timely manner by all parties	CVB / Studio 1 / City Staff	Utilize external spreadsheet or platform that all parties have access to fully list all events and due dates.

3) Governance

- a. The CVB Director or their designee shall coordinate with designated City officials in preparation of agendas and be responsible for presentations at the Southwest Minnesota Regional Amateur Sports Commission meetings.

4) Staff

- a. The staffing and management of the CVB is the responsibility of the CVB Board of Directors, who will assume full responsibility for employment, discharge and day-to-day management of the CVB.
- b. The CVB represents that it is skilled in the matters addressed in the Scope of Services and is performing independent functions and responsibilities within its field of expertise. The CVB and its personnel are independent contractors and not employees of the City. As an independent contractor, the CVB is responsible for its own management. The City's administration and enforcement of this Agreement shall not be deemed an exercise of managerial control over the CVB or its personnel.

- 5) Reports and Information: In addition to Marshall Ordinance Article II Section 70-22, when requested by the City, the CVB shall furnish periodic reports and documents on matters covered by this Agreement. The reports and documents shall be furnished in the time and form requested. Such reports and documents shall include: list of special events sponsored by the CVB with the amount of revenue expended on each festival, special event or tourism-related facility; the estimated number of tourists and/or persons traveling over fifty miles to the destination, and the estimated number of lodging stays generated per festival or tourism-related event.

- a. Collaboration with the Director of Marshall Community Services, Executive Committee of the Southwest Minnesota Amateur Sports Commission and CVB Director is essential.

- b. CVB will provide other staff or consultants as determined necessary to provide services as outlined herein within given budget.
 - c. CVB will facilitate regular meetings with City staff to discuss business projects, share information on pending projects, develop appropriate responses and provide updates.
 - d. CVB staff is expected to participate in regional and State organizations and efforts related to activities of the Southwest Minnesota Regional Amateur Sports Commission.
- 6) Payment and Terms Monthly payments for services in the amount of \$7,000 shall be paid by the 1st of the month for that service month, on a monthly basis by the City of Marshall. These payments will cover all costs associated with providing all related costs.

All payments shall be made to Marshall Convention & Visitors Bureau, 118 West College Drive, Marshall, MN 56258.

7) Indemnity and Duty to Defend.

Each party shall be responsible for its own acts and omissions and the results thereof to the extent authorized by law. CVB agrees to defend, indemnify and hold the City, its officers, employees, and agents harmless from any and all liability, claims, causes of action, judgments, damages, losses, costs, or expenses, including reasonable attorney's fees, resulting directly or indirectly from the negligent acts or omissions of CVB or of its agents or contractors related to the performance of this Agreement. The City agrees to defend, indemnify and hold CVB, its officers, employees, and agents harmless from any and all liability, claims, causes of action, judgments, damages, losses, costs, or expenses, including reasonable attorney's fees, resulting directly or indirectly from the negligent acts or omissions of the City or of its agents or contractors related to the performance of this Agreement. The party seeking to be indemnified and defended shall provide timely notice to the other party when the claim is brought. The indemnifying party shall retain all rights and defenses available to the indemnified party. Nothing in this Agreement constitutes a waiver of any limits on liability, immunities, or exemptions from liability available to either party under Minnesota Statutes, chapter 466 or other law.

- 8) General Provisions This Agreement shall be governed by the substantive laws of the State of Minnesota without regard to conflict of law principles. The Agreement constitutes the entire understanding and agreement between the parties hereto and their affiliates with respect to its subject matter and supersedes all prior or contemporaneous agreements, representations, warranties and understandings of such parties (whether oral or written). No promise, inducement, representation or agreement, other than as expressly set forth herein, has been made to or by the parties hereto. This letter may be amended only by written agreement, signed by the parties to be bound by the amendment. Evidence shall be inadmissible to show agreement by and between such parties to any term or condition contrary to or in addition to the terms and conditions contained in this letter. This letter shall be construed according to its fair meaning and not strictly for or against either party.

- 9) Termination Provision The Agreement shall become effective July 1, 2021 and continue until December 31st, 2021. Both parties hereto reserve the right to terminate or amend the terms of this Agreement by providing thirty (30) days written notice to the other party. Written notice of termination shall be provided to the parties at the following addresses:

Marshall Convention and Visitors Bureau
118 West College Drive
Marshall, MN 56258

Office of the City Administrator
344 West Main Street
Marshall, MN 56258

Upon termination of this Agreement, all electronic and hard files and their content shall be provided to the City of Marshall at no cost.

IN WITNESS WHEREOF, the parties have hereinto executed this Agreement the date and year first above written.

City of Marshall, Minnesota

By: Robert J. Byrnes
Its: Mayor

City of Marshall, Minnesota

By: Karla Drown
Its: Finance Director

Marshall Convention and Visitors Bureau

By: Kelly Loft
Its: Board Chair

By: Cassi Weiss
Its: Executive Director

CITY OF MARSHALL AGENDA ITEM REPORT

Presenter:	Ilya Gutman
Meeting Date:	Tuesday, November 22, 2022
Category:	NEW BUSINESS
Type:	INFO/ACTION
Subject:	Request for a Variance Adjustment Permit by Levi Bond / Iron Horse Development at 1213 East College Drive
Background Information:	<p>This is a request from the owner to approve building a new store building with five feet side yard instead of required 10 feet side yard and provide 29 parking space instead of required 33 spaces.</p> <p>The new building is proposed to be built five feet away from the east property line. The owner wants to maximize the width of the driveway located on the west side of the lot and leading to the required parking in the back. The Owner also wants to reduce parking in order to free space for required landscaping; they state that parking as suggested (4 spaces fewer than required) will be adequate based on past experience and estimates of store foot traffic.</p> <p>Granting of a variance may be permitted only if the request meets the “practical difficulties” test, which requires that proposed use is reasonable (it is); the problem is caused by the conditions unique to this property (the property is relatively small, but that can be resolved by slightly reducing the building size or shifting it and there is enough room for required parking and landscaping); and that granting the variance will not change the character of the area (no adjacent building has a five foot side yard, even though the “character” of the area will most likely not be affected). It is staff’s opinion that at least one out of three conditions is not met.</p> <p>The variance regulations and procedures are found in Section 86-29 https://library.municode.com/mn/marshall/codes/code_of_ordinances?nodeId=PTIICOOR_CH86ZO_ARTIIADEN_DIVIGE_S86-29VA. A property aerial photo is attached for reference.</p> <p>At the Planning Commission meeting on November 9, 2022, a public hearing was held and Doom MADE A MOTION, SECOND BY Muchlinski to recommend to City Council to approve the request by Levi Bond / Iron Horse Development for a Variance Adjustment Permit to have a reduced side yard and reduced parking. ALL VOTED IN FAVOR OF THE MOTION.</p> <p>During the Planning Commission meeting, Owner presented some evidence for this application satisfying all three components of the “practical difficulty” test. Meeting minutes include his arguments.</p>
Fiscal Impact:	None known.
Alternative/ Variations:	<ol style="list-style-type: none"> 1. Deny request as recommended by staff. 2. Deny request for reduced side yard and approve request for parking reduction.
Recommendations:	The Planning Commission recommends that the Council approve the request by Levi Bond / Iron Horse Development for a Variance Adjustment Permit to have a reduced side yard and reduced parking.

VARIANCE ADJUSTMENT PERMIT

City of Marshall, Minnesota

WHEREAS, The Planning Commission of the City of Marshall has held a Public Hearing for a Variance Adjustment Permit to have a reduced side yard and reduced parking on the premises described as:

EXHIBIT A

City of Marshall, County of Lyon, State of Minnesota

1213 East College Drive

and; in accordance with and pursuant to the provisions Chapter 86 of 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 permit.

NOW THEREFORE, be it resolved by the Common Council of the City of Marshall, Minnesota, that a Variance Adjustment Permit be granted to Levi Bond / Iron Horse Development to have a 5 feet side yard, in lieu of required 10 feet and parking reduced to 27 spaces in lieu of required 33 spaces 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 Variance Adjustment 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 time in which to cure any such default.
- 3) That the conditions contained in this permit shall be binding upon the successors and assigns of the applicant.

ADOPTED: November 22, 2022.

ATTEST:

Mayor

City Clerk

(SEAL)

This Instrument Drafted By:
Jason R. Anderson, P.E.
City Engineer/Zoning Administrator
File No. 1154

EXHIBIT A

All that part of the Northwest Quarter of Section Three (3) in Township One Hundred Eleven (111) North, Range Forty-one (41) West of the Fifth Principal Meridian described as follow, to wit:
Beginning at a point 1,216 feet due East from the Southwest corner of the Northwest Quarter of Section Three (3), Township One Hundred Eleven (111) Range Forty-one (41), and running thence East eight (8) rods; thence North at Right angles twenty (20) rods; thence West at right angles eight (8) rods; and thence South at right angles twenty (20) rods to the place of beginning

12.59'

TRASH ENCLOSURE

LOADING DOORS

SECONDARY EGRESS DOOR

300.00

35.03'

10' SIDEWALK

FRONT DOOR

BUILDING SIGN

1215 E COLLEGE DR.,
MARSHALL, MN
FAMILY DOLLAR/DOLLAR TREE
10,500 S.F. RURAL MARKET
(89'-11-1/2' X 112'-3-1/2' INTER.
DIM)
39,339 S.F.
OR 0.85 ACRES +/-
29 PARKING STALLS

HVAC ENCLOSURE

5'

40'

24'

6

6

9'

18'

14'

32'

132.00

PYLON SIGN

11'

36'

12/1/2018



CITY OF MARSHALL AGENDA ITEM REPORT

Presenter:	Ilya Gutman
Meeting Date:	Tuesday, November 22, 2022
Category:	NEW BUSINESS
Type:	INFO/ACTION
Subject:	Request for Conditional Use Permit McNally Management LLC, at 705 West Main Street
Background Information:	<p>McNally Management LLC applied for a Conditional Use Permit for an advertising sign at 705 West Main Street.</p> <p>The new sign will consist of four panels, 8 feet by 20 feet each, installed one above each other and at an angle to each other to face traffic in both directions. The overall height of the sign is requested to be 32 feet. Each panel size is less than maximum allowed length of 55 feet and there are two sign panels per side, as limited by the ordinance.</p> <p>Advertising sign definition may be found in Section 86-1 under Sign, Advertising, and sign regulations for this zoning district are in Section 86-185 (3). The Conditional Use Permit regulations are found in Section 86-46 and the Standards for Hearing are found in Section 86-49. An area site diagram, and drawings are all attached.</p> <p>A Public Hearing took place at the Planning Commission meeting on November 9, 2022, a motion was made by Muchlinski, second by Stoneberg, to recommend approval of the Conditional Use Permit with the conditions 1 through 4 to City Council. ALL VOTED IN FAVOR OF THE MOTION.</p>
Fiscal Impact:	None known
Alternative/Variations:	None recommended
Recommendations:	<p>Planning Commission recommends that the Council approve a Conditional Use Permit request by McNally Management LLC, for a Conditional Use Permit for an advertising sign at 705 West Main Street, subject to the following conditions:</p> <ol style="list-style-type: none"> 1. The sign must be installed as shown on attached sketch. A survey showing exact sign location by the registered land surveyor shall be filed with the City of Marshall prior to sign installation. The sign or any part thereof shall not encroach into any public right-of-way or adjacent property. 2. This permit is for the sign structure described as follows: <ol style="list-style-type: none"> a. Two sets of 2 panels will be installed at an angle to each other (four sign panels total). b. Each panel shall be no greater than 8 feet by 20 feet. c. The overall height of the sign shall be no more than 32 feet. <p>Prior to sign installation, a sign permit application must be applied and paid for. Structural drawings showing sign footing and foundations shall be signed by a registered professional engineer and submitted along the sign permit application.</p> 3. The sign structure shall be maintained in a safe condition and all surfaces maintained without blemish or defects. The current land and sign owner, and all future sign and landowners are fully responsible for maintenance, together or separately. 4. Obtain the required permit from the State Department of Transportation.

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 a digital billboard.

**City of Marshall, County of Lyon, State of Minnesota
(705 West Main Street)**

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 McNally Management LLC, for a digital billboard on the premises described herein subject to the following conditions:

1. The sign must be installed as shown on attached sketch. A survey showing exact sign location by the registered land surveyor shall be filed with the City of Marshall prior to sign installation. The sign or any part thereof shall not encroach into any public right-of-way or adjacent property.
2. This permit is for the sign structure described as follows:
 - a. Two sets of 2 panels will be installed at an angle to each other.
 - b. Each panel shall be no greater than 12 feet by 25 feet.
 - c. The overall height of the sign shall be no more than 30 feet.Prior to sign installation, a sign permit application must be applied and paid for. Structural drawings showing sign footing and foundations shall be signed by a registered professional engineer and submitted along the sign permit application
3. The sign structure shall be maintained in a safe condition and all surfaces maintained without blemish or defects. The current land and sign owner, and all future sign and landowners are fully responsible for maintenance, together or separately.
4. Obtain the required permit from the State Department of Transportation.

ADOPTED November 22, 2022

ATTEST:

Mayor

City Clerk

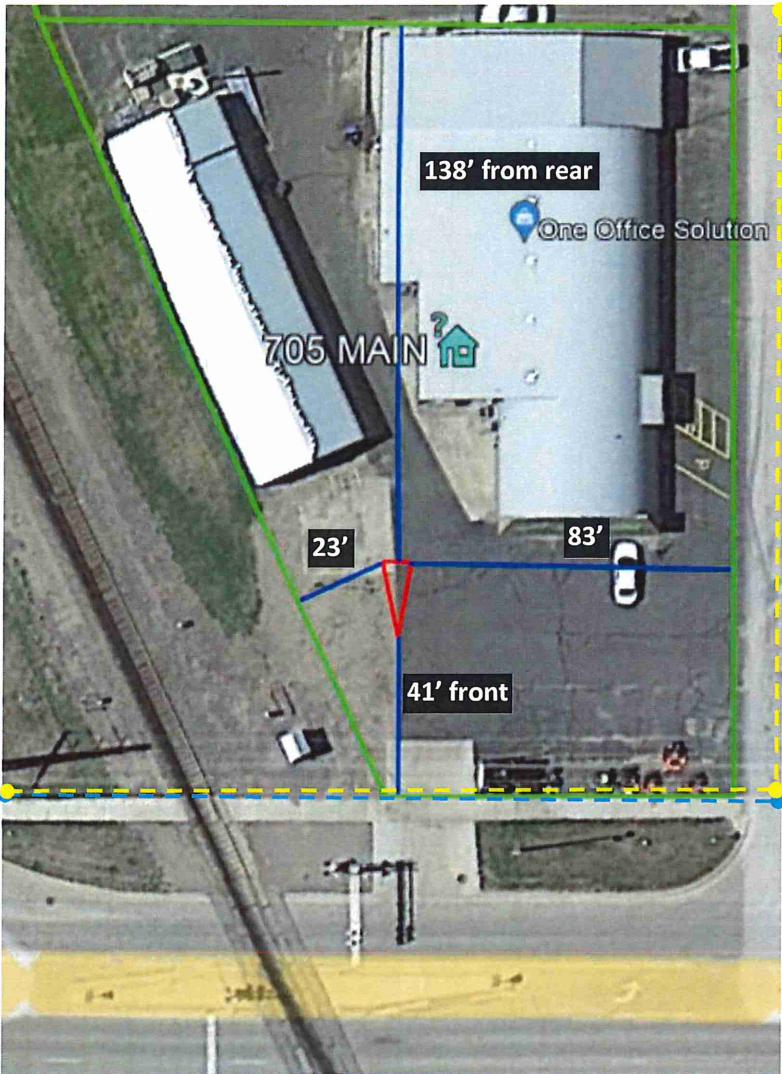
This Instrument Drafted By:
Jason R. Anderson, P.E.
City Engineer/Zoning Administrator

(SEAL)

File No. 1153

SITE PLAN: McNally Management

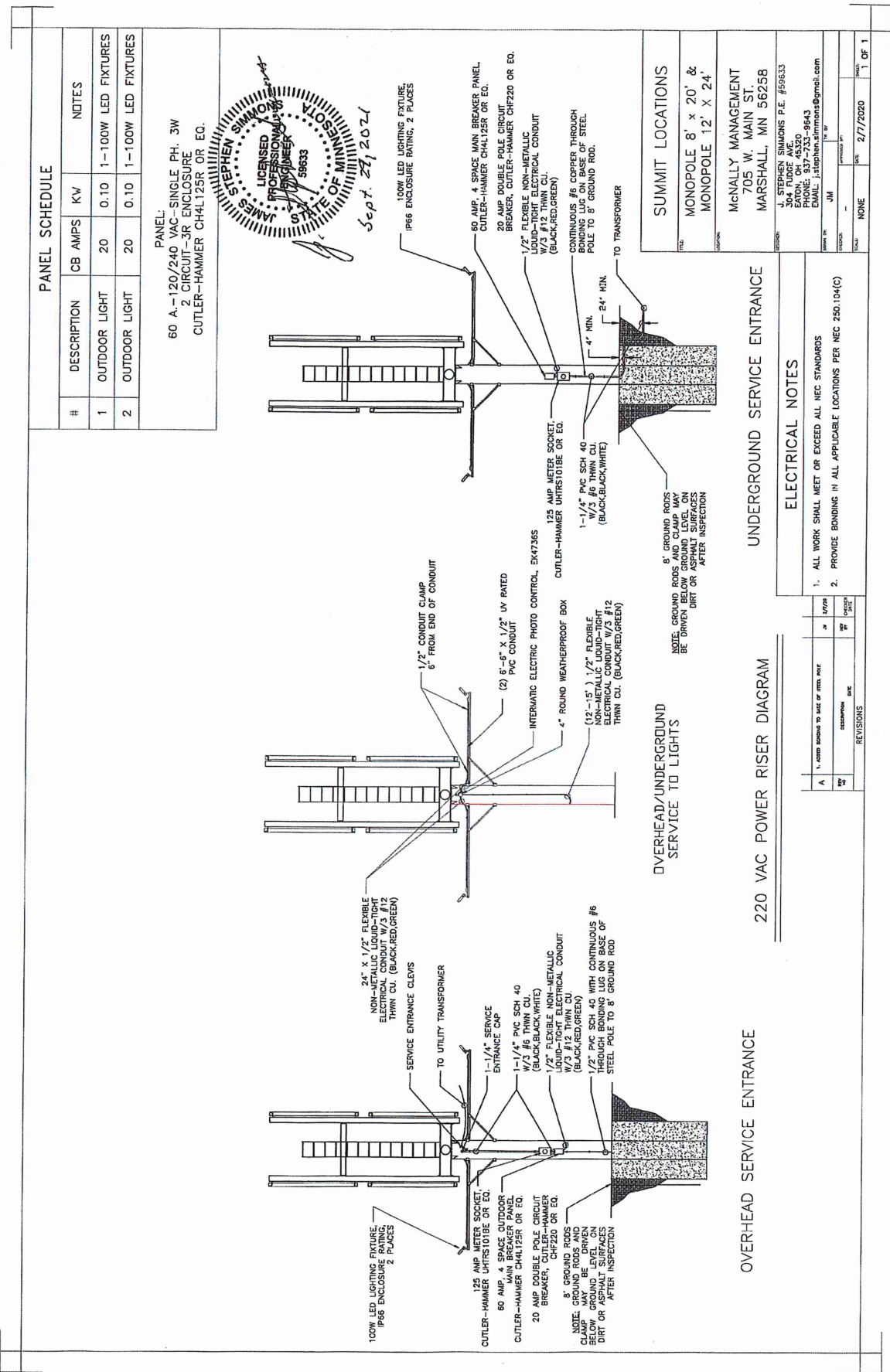
ADDRESS: 705 West Main Street, Marshall, MN 56258, 44.4519326879, -95.7963973633



Legend:

Existing ROW: ● - - - - ●

Existing Power Line: ● - - - - ●



PANEL SCHEDULE			
#	DESCRIPTION	CB AMPS	KV
1	OUTDOOR LIGHT	20	0.10
2	OUTDOOR LIGHT	20	0.10

NOTES	
1-100W LED FIXTURES	
1-100W LED FIXTURES	

PANEL:
60 A-120/240 VAC-SINGLE PH. 3W
2 CIRCUIT-3R ENCLOSURE
CUTLER-HAMMER CH4L125R OR EQ.

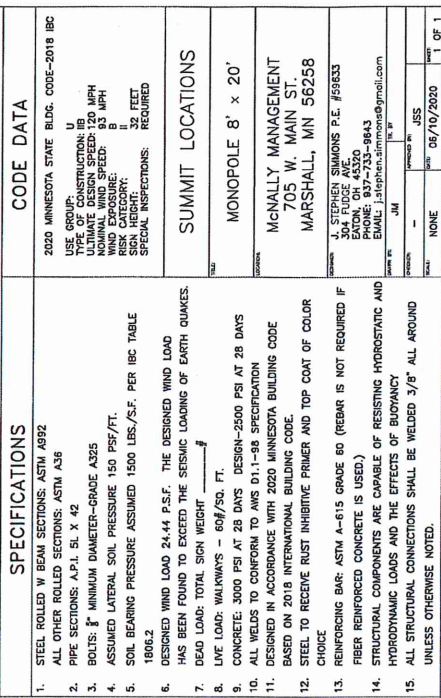


SUMMIT LOCATIONS	
TRAIL	MONOPOLE 8' x 20' & MONOPOLE 12' x 24'
LOCATIONS	McNALLY MANAGEMENT 705 W. MAIN ST MARSHALL, MN 56258
DESIGNER	J. STEPHEN SIMMONS P.E. #59633 JAMES SIMMONS & ASSOCIATES EASTON, OH 43320 PHONE: 337-733-9643 EMAIL: j.stephen.simmons@gmail.com
DRAWN BY	JM
CHECKED BY	
DATE	2/7/2020
SCALE	NONE
SHEET	1 OF 1

220 VAC POWER RISER DIAGRAM

ELECTRICAL NOTES	
1.	ALL WORK SHALL MEET OR EXCEED ALL NEC STANDARDS
2.	PROVIDE BONDING IN ALL APPLICABLE LOCATIONS PER NEC 250.104(C)

REVISIONS	
NO.	DESCRIPTION
1	AS SHOWN



CITY OF MARSHALL AGENDA ITEM REPORT

Presenter:	Jason Anderson
Meeting Date:	Tuesday, November 22, 2022
Category:	NEW BUSINESS
Type:	ACTION
Subject:	Consider Resolution Providing for Signage at E Street and Bruce Street-Lyon Street.
Background Information:	<p>City staff would like the Council to consider removing the advance “stop ahead” flashing beacon on E Street, as well as the two flashing beacon stop signs at the intersection of Bruce Street and Lyon Street. These beacons are aging and staff believes they are no longer necessary. There are clear sight lines to the stop sign from both approaches and commuters should have an expectation to stop here. Staff would propose to save the cost of the lights and electricity and to simply have stop signs at these locations.</p> <p>Staff would propose to add a reflective strip to the poles on the stop signs and we can also consider a slightly oversized stop sign at the intersection to help compensate for the loss of flashing beacon.</p> <p>At the Public Improvement/Transportation Committee meeting on November 7, 2022, MOTION BY SCHAFER, SECONDED BY LABAT to bring recommendation to Council to remove the advance “stop ahead” flashing beacon on E Street, as well as the two flashing beacon stop signs at the intersection of Bruce Street and Lyon Street, and replace with traditional stop signs at these locations at a later date. ALL VOTED IN FAVOR. MOTION PASSED 3:0.</p>
Fiscal Impact:	Removal(s) and/or installation(s) to be performed by City staff.
Alternative/ Variations:	No alternative actions recommended.
Recommendations:	that the Council adopt Resolution 22-089, which is a resolution authorizing the removal of the advance “stop ahead” flashing beacon on E Street, as well as the two flashing beacon stop signs at the intersection of Bruce Street and Lyon Street, and replace with traditional stop signs at these locations.

RESOLUTION NUMBER 22-089

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

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

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

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

NOW THEREFORE BE IT RESOLVED BY THE COMMON COUNCIL OF THE CITY OF MARSHALL, MINNESOTA, that the Public Works Department perform the following removal(s) and/or installation(s):

Northbound leg of E Street (south of the intersection of East Lyon Street and Bruce Street)

1. Removal of the advance “stop ahead” flashing beacon
2. Installation of “STOP AHEAD” sign

Intersection of Bruce Street and Lyon Street (southbound leg of S Bruce Street and northbound leg of E Street).

1. Removal of the two flashing beacon “STOP” signs
2. Installation of “STOP” signs

Passed and adopted by the Common Council this 22nd day of November, 2022.

ATTEST:

City Clerk

Mayor of the City of Marshall, MN

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

CITY OF MARSHALL AGENDA ITEM REPORT

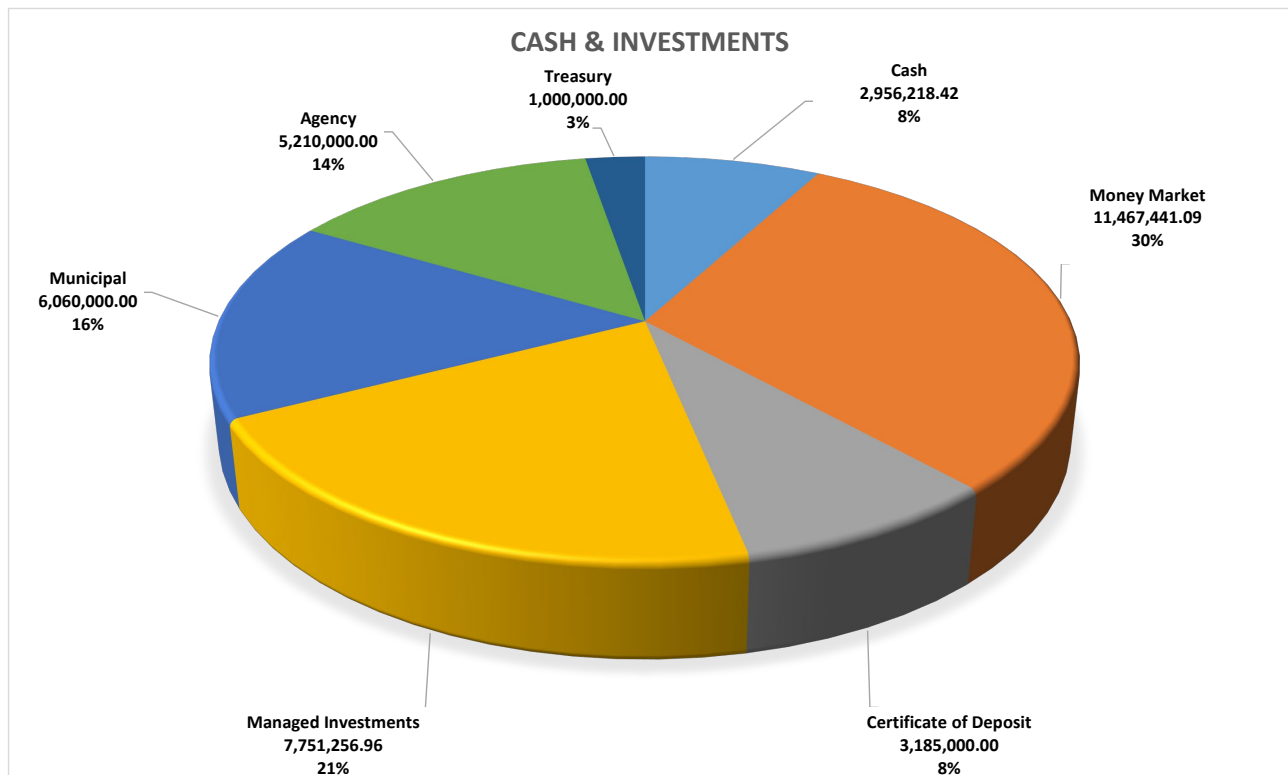
Presenter:	Sheila Dubs
Meeting Date:	Tuesday, November 22, 2022
Category:	NEW BUSINESS
Type:	ACTION
Subject:	Statement of Annual Performance Evaluation for Sharon Hanson, City Administrator, and consider approval of a step increase
Background Information:	<p>In accordance with the personnel policy on Employee performance reviews (Policy 4.6) and the employment agreement between the City and Administrator Sharon Hanson, Hanson should receive an annual performance evaluation based upon the anniversary date of her hire date, which was November 16, 2017.</p> <p>On November 22, 2022, the City Council held a Special Meeting with a closed session in accordance with Minnesota Statute 13D.05, subd.3(a) to evaluate the performance of Administrator Hanson. In accordance with Minnesota law, the Council is required to summarize the conclusions of the evaluation and present a summary at the next open meeting. A summary of the performance evaluation will be presented by Mayor Byrnes.</p>
Fiscal Impact:	Sharon is compensated at Step H on the wage schedule, at \$157,580.80 annually. In accordance with the employment agreement, future compensation increases are determined by the Council, in its sole discretion, after each performance evaluation. Council approval of a step increase to Step I would reflect an annual salary of \$162,760.00, which would be retroactive to November 16, 2022.
Alternative/ Variations:	
Recommendations:	<ol style="list-style-type: none"> 1) That the Council accept the performance evaluation of Administrator Hanson. 2) That the Council approve a salary increase for Administrator Hanson to \$162,760.00 annually.

CITY OF MARSHALL AGENDA ITEM REPORT

Presenter:	Mayor Byrnes
Meeting Date:	Tuesday, November 22, 2022
Category:	COUNCIL REPORTS
Type:	INFO
Subject:	Commission/Board Liaison Reports
Background Information:	<p>Byrnes - Fire Relief Association and Regional Development Commission</p> <p>Schafer – Airport Commission, Joint LEC Management Committee, MERIT Center Commission, SW Amateur Sports Commission</p> <p>Meister – Cable Commission, Community Services Advisory Board, Economic Development Authority</p> <p>Schroeder - Planning Commission</p> <p>DeCramer – Economic Development Authority, Marshall Municipal Utilities Commission, Diversity, Equity, and Inclusion Commission, Public Housing Commission</p> <p>Labat – Adult Community Center Commission, Convention & Visitors Bureau, Library Board, Marshall Area Transit Committee</p> <p>Lozinski – Joint LEC Management Committee, Police Advisory Board</p>
Fiscal Impact:	
Alternative/ Variations:	
Recommendations:	

City of Marshall, Minnesota
Cash & Investments
10/31/2022

	Par	Rate
CASH & INVESTMENTS:		
Checking - Bremer	2,956,218.42	0.00%
Money Market - Bremer	3,507,817.73	0.15%
Money Market - US Bank	1,526,603.75	3.07%
Money Market - Wells Fargo	58,902.95	2.99%
Money Market - 4M	6,374,116.66	0.00%
Certificate of Deposit - Bremer	0.00	0.40%
Certificate of Deposit - Wells Fargo	1,470,000.00	3.11% Average
Investment Portfolio - General Fund	2,540,346.43	
Investment Portfolio - WW/SW Capital Reserve	3,359,278.08	
Investment Portfolio - Endowment Fund	1,851,632.45	
Municipal - US Bank	6,060,000.00	1.67% Average
Certificate of Deposit - US Bank	1,715,000.00	1.94% Average
Agency - US Bank	5,210,000.00	0.86% Average
Treasury - US Bank	1,000,000.00	2.35%
TOTAL CASH & INVESTMENTS	37,629,916.47	



MARSHALL-LYON COUNTY LIBRARY
REGULAR BOARD MEETING MINUTES
OCTOBER 10TH, 2022

Board Members Present: Linda Baun, Paula Botsford, Russ Labat, Paul Graupmann, Michael Murray, Eric DeGroot, Ruth Bot, Saara Raappana, and Anne Marie Vorbach. Absent: none. Staff Present: Director Michele A. Leininger, Christine DeGroot, and Paula Nemes. Others Present:

Called to order at 4:00 p.m. by L. Baun, President.

Pledge of Allegiance.

Motion made by M. Murray, seconded by E. DeGroot to adopt the agenda as presented. Voice Vote: Yes- L. Baun, P. Botsford, R. Labat, P. Graupmann, M. Murray, E. DeGroot, and A. Vorbach. No: None. The motion passed unanimously.

Motion made by R. Labat, seconded by M. Murray to adopt the Consent Agenda. Voice Vote: Yes- L. Baun, P. Botsford, R. Labat, P. Graupmann, M. Murray, E. DeGroot, and A. Vorbach. No: None. The motion passed unanimously.

R. Bot and S. Raappana arrived.

Old Business:

Library Fees: There was discussion on changing the room rental fees. Motion made by R. Labat, seconded by A. Vorbach to raise the community room rental rate to \$50/hour, the Minnesota room to \$40/hour, and the Teen Study room to \$30/hour. Voice Vote: Yes- L. Baun, P. Botsford, R. Labat, P. Graupmann, M. Murray, E. DeGroot, R. Bot, S. Raappana, and A. Vorbach. No: None. The motion passed unanimously.

There was discussion on whether private parties should be allowed at the Library. A. Vorbach made a motion, seconded by P. Botsford to include private parties in the existing policy during operating hours of the Library. Voice Vote: Yes- L. Baun, P. Botsford, R. Labat, P. Graupmann, M. Murray, E. DeGroot, R. Bot, S. Raappana, and A. Vorbach. No: None. The motion passed unanimously.

Motion made by R. Labat, seconded by M. Murray to increase the fee for color copies to \$.60 per side with black and white copies staying the same. Voice Vote: Yes- L. Baun, P. Botsford, R. Labat, P. Graupmann, M. Murray, E. DeGroot, R. Bot, S. Raappana, and A. Vorbach. No: None. The motion passed unanimously.

Delivery Van Update: There was discussion on the next step for selling the Library van. It was decided to repost the van in a few weeks on the state site with the minimum being \$4500.00. We will do more local advertising with parking the van out during operating hours and listing it on our website and Facebook pages.

New Business:

Aspen Discovery Presentation: Emilirose Rasmusson, Web & Technology Librarian, did a presentation on the new Aspen Discovery website platform.

E. DeGroot leaves.
R. Bot leaves.

Policy Review:

Library Programs: Motion made by R. Labat, seconded by S. Raappana to adopt the Library Programs with no changes. Voice Vote: Yes- L. Baun, P. Botsford, R. Labat, P. Graupmann, M. Murray, S. Raappana, and A. Vorbach. No: None. The motion passed unanimously.

Collection Management: Motion made by P. Graupmann, seconded by R. Labat to adopt the policy with noted changes in red. Voice Vote: Yes- L. Baun, P. Botsford, R. Labat, P. Graupmann, M. Murray, S. Raappana, and A. Vorbach. No: None. The motion passed unanimously.

Reports:

Director's Report – The Story Walk project is coming to completion. All the new stands have been installed and the old ones removed. There has been a problem with after school kids. In the last three weeks, the main problem was initially a group of four boys; another group of four boys have acted out more recently. The plan is to kick them out for a month, then until next June if it continues. We are trying to stay on top of this before it gets out of hand, damaging the building or disrupting other patrons.

Board President Report: None

Friends: None.

Board Committees: None.

Plum Creek: They are still working on approving Legacy Projects. Their annual meeting was on Wednesday, September 21st at the Tracy Public Library. They had a meal and program on local Tracy history.

Motion by R. Labat, seconded by M. Murray to adjourn at 5:20 p.m.

Respectfully Submitted,
Christine DeGroot

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

Minutes of the Meeting of
September 12th, 2022

Meeting called to Order: 3:30 P.M. by Chair Reilly.

Members Present: Farrell, Reilly, Rickgarn, Sailor,
DeCramer, Knoben, Knutson

Absent: None

MOTION by Knutson, seconded by Sailor, to approve the minutes of the July 11th, 2021 meeting. All voted in favor, Motion passed.

MOTION by Rickgarn, seconded by Knutson, to approve Letter of Cancellation of August Meeting. All voted in favor, Motion passed.

REPORTS:

Nine Month Operating Statement for FYE 22 was reviewed by the Board. Motion by Reilly, second by Knoben to approve the monthly report. All voted in Favor, Motion passed to approve the report. Chair signed report.

Ten Month Operating Statement for FYE 22 was reviewed by the Board. Motion by Knutson, second by Rickgarn to approve the monthly report, All voted I Favor, Motion passed. Chair signed report.

Account Receivable/Payable: Two months of reports were reviewed; several items were pointed out and discussed to the Board by the Director, including checks from # 020806 to # 020853 in the amount of \$ 76,226.86 Motion by Reilly, second by Knutson, to approve the report. Second set of checks from # 020854 to # 020909 in the amount of \$ 94,308.06. Motion by Knutson, second by Sailor to approve the report. All voted in Favor, Motions Passed.

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

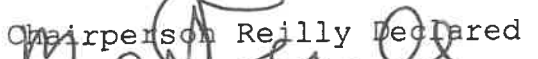
CFP-2021. Update on Parking Lot.

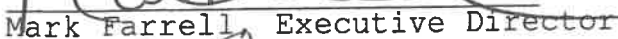
New Business:

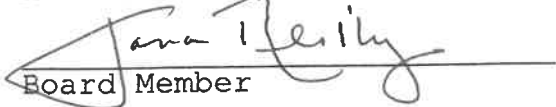
- A. Washer /Dryer Update-payment.
- B. Motion by Knoben, second by Sailor, to approve and sign a contract with Continental flooring to resolve the flooring tile at Parkview, All voted in favor, Motion passed.
- C. Working on a new Preventive Maintenance Plan.
- D. Motion by Reilly, second by Rickgarn to award snow bid to Scott's Tree Service for FY 22-23 snow season. All voted in favor, Motion passed.
- E. The Board reviewed two Garbage bids, both for a three-year contract. Motion by Rickgarn, second by Sailor, to award Southwest Sanitation the contract. They were low Bid. All voted in Favor, Motion passed.
- F. REAC Inspection set for September 27, 2022.
- G. Motion by Rickgarn, second by Knoben, to approve Resolution # 22-12, 2023 Fair Market Rents. All voted in favor, Motion passed.
- H. Motion by Knoben, second by Sailor, to approve Resolution #

22-13, Operating Budget ending 09/30/2023. All voted in favor, Motion passed.

Next Meeting: October 17th, 2022 3:30 p.m. Community Room.

Chairperson Reilly Declared the meeting adjourned at 4:55 p.m.

Mark Farrell, Executive Director

Board Member

PUBLIC HOUSING COMMISSION

202 N. FIRST STREET

MARSHALL, MN 56258

November 14th, 2022

PARKVIEW APARTMENTS

3:30 P.M. BOARD MEETING

1. Call to Order:
2. Roll Call:
3. Approval of Previous Meeting Minutes: October 17th, 2022
4. Reports:
 - A. **(No Report)** Month report for Operating Statement for FY 2022.
 - B. Accounts Receivable/Payable.
 - C. Occupancy/ Maintenance Report
5. CFP - 2021. Review Parking Lot Punch List.
Pictures of south side of garage, oil all off of siding.
6. New Business:
 - A. Washer / Dryer Update. Payment
 - B. Meeting in St. Peter on HDS/ Doorways software! 12/08/2022.
 - C. Review Unaudited REAC Financial Statements.
Resolution # 23-02, Approve Unaudited Financial Statements.
7. Executive Director Items:
 - A. Reschedule December Board meeting from Monday the 12th to Monday the 19th, Doctors Appointment at Mayo Clinic in Rochester.
8. Commissioner Items:
 - A.
9. Date and Time for Next Regular Meeting, December 19th, 2022. 3:30 p.m.
10. ADJOURN TIME

**MINUTES OF THE
MARSHALL PLANNING COMMISSION MEETING
NOVEMBER 9, 2022**

MEMBERS PRESENT: Lee, Deutz, Doom, Stoneberg, Pieper and Muchlinski

MEMBERS ABSENT:

OTHERS PRESENT: Jason Anderson, Ilya Gutman, Dennis Simpson, and Amanda Schroeder

1. The meeting was called to order by Chairperson Lee. She asked for the approval of the minutes of the September 14, 2022, regular meeting of the Marshall Planning Commission. Deutz MADE A MOTION, SECOND BY Stoneberg, to approve the minutes as written. ALL VOTED IN FAVOR OF THE MOTION.
2. Chairperson Lee call for an election for a Vice Chair. Deutz nominate Muchlinski second by Stoneberg. Vice Chair is Muchlinski.
3. McNally Management LLC applied for a Conditional Use Permit for an advertising sign at 705 West Main Street. Gutman explained that the memo is incorrect. This is not a LED changing billboard; this is a tradition billboard that has vinyl advertising. Chad Hagar with Summit Locations was attending by Zoom. Hagar said it is correct; this is much like the traditional billboards. Doom asked for clarification if this sign is going to be lighted. Hagar explained it is a lighted sign, but it is lighted to illuminate the face. Gutman said that with this being a traditional billboard, we will remove conditions 4, 5 and 6 from the recommendation, because they are not applicable to the traditional billboard. The new billboard will consist of four panels, 8 feet by 20 feet each, installed one above each other and at an angle to each other to face traffic in both directions. The overall height of the sign is requested to be 32 feet. Each panel size is less than maximum allowed length of 55 feet and there are two sign panels per side, as limited by the ordinance. All conditions may be revised, or new conditions added by both the Planning Commission and the City Council. Staff recommends a motion to recommend to City Council an approval of the request of McNally Management LLC, for a Conditional Use Permit for an advertising sign at 705 West Main Street, subject to the following conditions:
 1. The sign must be installed as shown on attached sketch. A survey showing exact sign location by the registered land surveyor shall be filed with the City of Marshall prior to sign installation. The sign or any part thereof shall not encroach into any public right-of-way or adjacent property.
 2. This permit is for the sign structure described as follows:
 - a. Two double panels will be installed at an angle to each other (four sign panels total).
 - b. Each sign panel shall be no greater than 8 feet by 20 feet.
 - c. The overall height of the sign shall be no more than 32 feet.Prior to sign installation, a sign permit application must be applied and paid for. Structural drawings showing sign footing and foundations shall be signed by a registered professional engineer and submitted along the sign permit application.
 3. The sign structure shall be maintained in a safe condition and all surfaces maintained without blemish or defects. The current land and sign owner, and all future sign and landowners are fully responsible for maintenance, together or separately.
 4. Obtain the required permit from the State Department of Transportation.Muchlinski MADE A MOTION, SECOND BY Deutz to close the public hearing. ALL VOTED IN FAVOR OF THE MOTION. Muchlinski MADE A MOTION, SECOND BY Stoneberg to recommend to City Council as recommended by staff with conditions 1 through 4. ALL VOTED

IN FAVOR OF THE MOTION.

4. Gutman said this is a request from the owner to approve building a new store with five feet side yard instead of required 10 feet side yard and provide 29 parking space instead of required 33 spaces. The new building is proposed to be built five feet away from the east property line. The owner wants to maximize the width of the driveway located on the west side of the lot and leading to the required parking in the back. The owner also wants to reduce parking to free space for required landscaping; they state that parking as suggested (4 spaces fewer than required) will be adequate based on experience and estimates of store foot traffic. Granting of a variance may be permitted only if the request meets the “practical difficulties” test, which requires that proposed use is reasonable (it is); the problem is caused by the conditions unique to this property (the property is relatively small, but that can be resolved by slightly reducing the building size or shifting it and there is enough room for required parking and landscaping); and that granting the variance will not change the character of the area (no other building around has a five foot side yard, even though the “character” of the area will most likely not be affected). It seems that two out of three conditions are at least partially not met. Staff recommends denial to the City Council of the request by Levi Bond / Iron Horse Development for a Variance Adjustment Permit to have a reduced side yard and reduced parking. Levi Bond went over the variance conditions that made this unique: it is a redevelopment of a property for a Family Dollar chain, so the building is fixed in its size. It is also placed on existing lot in an area developed long ago. He talked about character of the area and listed 2 other businesses that do not meet the set back. He said Family Dollar stores have been doing well. Deutz asked if the extra 5 ft on the East are to give the extra 5 ft to drive on the west. Bond said yes. Doom questioned the parking in the rear and if to get into the store one will still need to go to the front. Bond said it is more for staff and to meet more of the parking requirements. Lee asked how many parking spots are in the front. Bond said 17. Schroeder asked what the plan is if the variance is not granted. Bond said they would have to go back to the tenant. Doom questioned driveway width. Bond said making it narrower would make it more difficult for the delivery trucks to get through. He said in the past people have driven on each other’s property and that is something they do not want to do. Lee asked if she goes and must park in the back, is there a sidewalk to get to the front. Bond said it will be completely paved. Doom said the neighbor is concerned about driving on their lot; is there a plan for putting in a curb. Bond said that was not the plan and that they reached out about shared access, but the neighbor never got back. They can put in a curb if Planning Commission want to require that, but they are just putting it back the way it was. Muchlinski asked if they can make building smaller. Bond said no, these are all predesigned. Stoneberg asked if in reality they are only expecting 17 people in the store at the same time. Bond said that is correct; 5 to 10 at a time is typical and people are usually in and out in about 5 to 10 minutes. Ultimately, if the tenant is comfortable, then it is believed to be enough as the tenant wouldn’t want to lose business. Doom asked if they could put 4 more parking spaces in the back. Bond said they can, but then they wouldn’t be able to meet the landscaping ordinance. They like to have the green space to help with run off. Schroeder inquired if there is a concern for drainage issues. Anderson said staff have not got into that yet, but he believes they will be just fine. Muchlinski asked if there are other properties that don’t meet the set back. Anderson said yes, some are older buildings that were built before the ordinance. Pieper asked if there is any negative impact in setting a precedence. Anderson said when we make all of our decisions, we need to think about future implications. Gutman said the main thing is consistency. Doom **MADE A MOTION, SECOND BY Muchlinski to close the public hearing. ALL VOTED IN FAVOR OF THE MOTION.** Doom said the lot has been vacant for a long time, so when we can develop it, it’s a benefit to the city and just like several lots in that area, they are long and narrow. The safety with the trucking in and out needs consideration. Gutman said the Planning Commission can add

--UNAPPROVED --

conditions. Lee said it would be nice to get a business in that area. Doom said they can put more parking in the back, but we have enough asphalt in the city. Stoneberg asked about the condition to put a sidewalk. Muchlinski said that would defeat the intent where the trucks come through. Doom MADE A MOTION to approve both as requested, since area is an old part of town and those lots are long and narrow. Rather than adding more parking in the back, to have green space is more important and it looks better, SECOND BY Muchlinski to recommend to City Council as requested. ALL VOTED IN FAVOR OF THE MOTION.

5. Anderson informed that Dollar General has purchased two lots for development of their retail store. The building that is being constructed sits atop the lot line that separates the two lots. City of Marshall Zoning Ordinance requires property line setbacks; therefore, a building cannot be constructed over top of a lot line. Due to an error in property descriptions, Lyon County is not allowing for the two lots to be combined into one lot to resolve the lot line issue. To resolve the issue, Dollar General is going through a platting process to resolve description concerns and to combine the existing two lots. Staff recommends a motion to recommend approval of the preliminary plat of DG Marshall to the City Council, subject to utility companies review and recommendations. Deutz MADE A MOTION, SECOND BY Stoneberg to recommend to City Council as recommend by staff. ALL VOTED IN FAVOR OF THE MOTION.
6. Gutman said Ordinance amending Sections 86-205 Access, 86-206 Construction and maintenance, and 86-226 Minimum size regulations are minor changes to parking ordinance brought up by real life. The changes allow for a narrower two-way street access drive beyond required front yard, which will let landowners save money on pavement and reduce impervious surfaces, while not negatively affecting safety; require that principal use parking on the lot be paved, which will prevent large gravel parking lots in business areas, since only accessory parking to the main structure is currently covered by the Ordinance; and increase minimum sidewalk width in front of the shorter parking places to make sure that an accessible path is still available if a vehicle's front projects over sidewalk. Staff recommends the recommendation to the City Council approving the revisions amending Sections 86-205 Access, 86-206 Construction and maintenance, and 86-226 Minimum size regulations as recommended by staff. Muchlinski MADE A MOTION, SECOND BY Deutz to recommend to City Council as recommend by staff. ALL VOTED IN FAVOR OF THE MOTION.
7. In other business. Gutman mentioned the Comp Plan will be published for public comments and then will come to the Planning Commission at the next meeting
8. A MOTION WAS MADE BY Doom, SECOND BY Deutz to adjourn the meeting. ALL VOTED IN FAVOR. Chairperson Lee declared the meeting adjourned.

Respectfully submitted,
Chris DeVos, Recording Secretary

Applicant Name	Location Address	Description of Work	Valuation
THOMAS HANDELAND	717 SCOTT ST	If You Do Not See Your Work Listed Above, Please Check Here	7500
Greg Bladholm	421 Airport RD	New Building/House	280000
MARY KAY THOMAS	702 SCOTT ST	Deck	10080
GESKE BUILDING & SUPPLY COMPAN	1003 CHERYL AV, 1003 CHERYL AV	Doors, Re-Siding	9700
BABCOCK JIM SCHMIDT JOHN	607 SOUTHVIEW DR W, 607 SOUTHVIEW DR W	Re-Siding, Windows	16600
GESKE BUILDING & SUPPLY COMPAN	808 VIKING DR	Doors	1400
CHARLES R AUFENTHIE	1000 COUNTRY CLUB DR	Accessory Building (Garages, Sheds, Gazebos, etc)	40000
JAVIER I RIVERA &	619 WINIFRED DR	Interior Remodeling - ANY Work Inside, Except Fireplace	2800
SAFEBASEMENTS OF MINNESOTA INC	301 JEAN AV	Interior Remodeling - ANY Work Inside, Except Fireplace	2976
Yury Leon	321 MAIN ST W	If You Do Not See Your Work Listed Above, Please Check Here	3500
TUTT CONSTRUCTION INC	104 CIRCLE DR	Windows	25000
GESKE BUILDING & SUPPLY COMPAN	205 CARROW ST	Windows	700

Applicant	Location Address	Description of Work	Valuation
KEVIN GOSLAR TRIO PLUMBING & H	608 KENDALL ST	HVAC - Air Conditioning, Furnace	6500

Applicant Name	Location	Description of Work	Valuation
Indigo Signworks, Inc. dba Indigo Signs	801 COLLEGE DR E	Monumental (ground) Sign , Wall Mounted Sign	20000

2022 Regular Council Meeting Dates

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

5:30 P.M.

City Hall, 344 West Main Street

January

1. January 11, 2022
2. January 25, 2022

February

1. February 08, 2022
2. February 22, 2022

March

1. March 08, 2022
2. March 22, 2022

April

1. April 12, 2022
2. April 26, 2022

May

1. May 10, 2022
2. May 24, 2022

June

1. June 14, 2022
2. June 28, 2022

July

1. July 12, 2022
2. July 26, 2022

August

1. August 08, 2022 *(Monday)*
2. August 23, 2022

September

1. September 13, 2022
2. September 27, 2022

October

1. October 11, 2022
2. October 25, 2022

November

1. November 07, 2022 *(Monday)*
2. November 22, 2022

December

1. December 13, 2022
2. December 27, 2022

2022 Uniform Election Dates

- February 08, 2022
- April 12, 2022
- May 10, 2022
- August 09, 2022
- November 08, 2022

204C.03 PUBLIC MEETINGS PROHIBITED ON ELECTION DAY.

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

2023 Regular Council Meeting Dates

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

5:30 P.M.

City Hall, 344 West Main Street

January

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

February

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

March

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

April

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

May

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

June

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

July

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

August

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

September

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

October

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

November

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

December

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

2023 Uniform Election Dates

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

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Upcoming Meetings

November

- 11/22 Special Council Meeting, 4:45 PM, City Hall
 - Admin Review
- 11/22 Regular Meeting, 5:30 PM, City Hall
- 11/22 Budget Work Session, 7:00 PM, City Hall

December

- 12/06 Truth in Taxation Meeting, 6:00 PM, City Hall
- 12/13 Regular Meeting, 5:30 PM, City Hall
- 12/27 Regular Meeting, 5:30 PM, City Hall