



**CITY OF MARSHALL**  
**City Council Meeting**

**A g e n d a**

**Tuesday, October 11, 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 September 27, 2022

**PUBLIC HEARING**

2. Project Z83: James Avenue/Camden Drive Reconstruction Project - 1) Public Hearing on Assessment; 2) Consider Resolution Adopting Assessment
3. Public Hearing for an On-Sale and Sunday Liquor License Application for Atlantic Place
4. Public Hearing for an On-Sale Liquor License Application for The Gambler

**AWARD OF BIDS**

5. Consider Award of Bid for the Pickup of Refuse for Various City Locations

**CONSENT AGENDA**

6. Consider Resolution Increasing the Marshall Fire Department Relief Assoc. Benefit Level
7. Consider a Resolution Designating Uniform Election Dates and Polling Locations for 2023
8. Consider an Application for a LG220 Gambling Permit for a Raffle at SMSU Gold Rush Days
9. Consider an Application for a Temp On-Sale License for SMSU Gold Rush Days
10. Call for a Public Hearing Regarding Proposed Property Tax Abatement for Daisy and Tulip Holdings LLC
11. Consider Approval of Agreements with Cigna and Hartford for Voluntary Employee Supplemental Benefits
12. Consider Approval of the Bills/Project Payments

**APPROVAL OF ITEMS PULLED FROM CONSENT**

**OLD BUSINESS**

**TABLED ITEM**

**NEW BUSINESS**

13. Consider a Quote to Upgrade the Camera System and Recording Server at Tall Grass Liquor
14. Consider Appointments to Various Boards, Commission, Bureaus, and Authorities

**COUNCIL REPORTS**

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

**STAFF REPORTS**

17. City Administrator
18. Director of Public Works/City Engineer
19. City Attorney

**ADMINISTRATIVE REPORTS**

20. Administrative Brief

**INFORMATION ONLY**

21. Building Permits

**ADJOURN TO CLOSED SESSION**

**MEETINGS**

22. Upcoming Meetings

**ADJOURN**

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

## CITY OF MARSHALL AGENDA ITEM REPORT

<b>Meeting Date:</b>	Tuesday, October 11, 2022
<b>Category:</b>	APPROVAL OF MINUTES
<b>Type:</b>	ACTION
<b>Subject:</b>	Consider approval of the minutes from the regular held on September 27, 2022.
<b>Background Information:</b>	Enclosed are the minutes from the regular meeting held on September 27, 2022.
<b>Fiscal Impact:</b>	None
<b>Alternative/ Variations:</b>	Staff encourages City Council Members to provide any suggested corrections to the minutes in writing to City Clerk, Steven Anderson, prior to the meeting.
<b>Recommendations:</b>	That the minutes from the regular meeting held on September 27, 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  
Tuesday, September 27, 2022**

The regular meeting of the Common Council of the City of Marshall was held September 27, 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: Craig Schafer, Amanda Schroeder, Steve Meister, John DeCramer, and James Lozinski. Absent: Russ Labat. 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; Jim Marshall, Director of Public Safety; Karla Drown, Finance Director; Quentin Brunsvold, Fire Chief; Ilya, Gutman, Plans Examiner; Amanda Beckler, Community Education Coordinator; and Steven Anderson, City Clerk.

The Pledge of Allegiance was recited at this time.

**Consider Approval of the Minutes from the Regular Meeting and Budget Work Session Held on September 13, 2022**

Motion Made by Councilmember DeCramer, Seconded by Councilmember Meister to approve the minutes from the regular and budget work session held on September 13, 2022. Voting Yea: Mayor Byrnes, Councilmember Schafer, Councilmember Meister, Councilmember DeCramer, Councilmember Lozinski, Councilmember Schroeder. The motion **Carried. 6-0.**

**Public Hearing on Ice and Snow Removal and Weed Elimination from Private Property in the City of Marshall. 1)**  
**Conduct a Public Hearing. 2) Consider a Resolution Adopting the Assessment**

City Clerk Steven Anderson introduced the resolution for snow/ice and mowing to the council for unpaid city services. Per city ordinance and state statute unpaid city services can be assessed to a parcel and must be certified with the Lyon County Auditor/Treasurer. Anderson did note that 315 S. 1<sup>st</sup> Street was paid today, and the resolution would need to be amended. Mayor Byrnes opened the public hearing to the public. Leroy Affolter, 302 Jean Ave., had concerns with the wording on notification letters sent to property owners. Discussion was had between councilmembers and Mr. Affolter regarding notices and the contents of letters sent. Mr. Affolter also brought up questions regarding fees and procedures. Councilmember Meister pointed out that ordinance 62-2 Ice and Snow on Public Sidewalks and Private Streets classifies snow and ice remaining upon public sidewalks or private streets a public health and safety hazard and must be removed within 24 hours after snow/ice has ceased to fall. No additional public comment was had.

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

Motion made by Councilmember Schafer, Seconded by Councilmember Meister to approve a resolution adopting the assessments with the exclusion of the property located at 315 S. 1<sup>st</sup> Street. Voting Yea: Mayor Byrnes, Councilmember Schafer, Councilmember Meister, Councilmember DeCramer, Councilmember Lozinski, Councilmember Schroeder. The motion **Carried. 6-0.**

**Conduct Public Hearing and Adoption of Ordinance for HVAC License Ordinance – Chapter 22, Article 22-VII**  
**Mechanical and HVAC Construction, Sec. 22-211 Mechanical License**

Ilya Gutman, Plans Examiner explained the background and need for the ordinance. State Building Code requires a building permit for practically all Heating, Ventilation, and Air Conditioning (HVAC) work with few exceptions. This includes all furnaces and A/C replacements, the most common type of HVAC work. However, unlike residential and plumbing contractors, HVAC contractors do not need a state license, only a bond is required. Which means that the State doesn't have any way of dealing with non-compliances. Consequently, staff has no recourse in cases when HVAC contractors do not apply for building permits or do not call for inspections, which is common. Legislative and Ordinance Committee did meet and recommended that it be approved.

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

Motion made by Councilmember Meister, Seconded by Councilmember Schroeder to adopt the HVAC License ordinance. Voting Yea: Mayor Byrnes, Councilmember Schafer, Councilmember Meister, Councilmember DeCramer, Councilmember Lozinski, Councilmember Schroeder. The motion **Carried. 6-0.**

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

Councilmember DeCramer asked that agenda item number 11 Project SWM-002: Legion Field Stormwater Improvements Project-Phase II - Parkway Basin - Consider Approval of BNSF Agreement be pulled from consent.

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

- Consider Authorization to Declare Vehicles as Surplus Property for the Marshall Police Department
- National Highway Safety Grant
- Repurpose Surplus (DWI Forfeiture) Vehicle To Be Used at the MERIT Center
- Consider Approval of a Temporary On-Sale Liquor License for the Marshall Area Chamber of Commerce at the Red Baron Arena
- Consider Approval of a LG220 Gambling Application for Exempt Permit for the United Way of SW MN at Brau Brothers Brewery on January 27, 2023
- Wastewater Treatment Facilities Improvement Project - Consider Payment to Bolton & Menk, Inc.
- Project AP-003: Airport Snow Removal Equipment (SRE) Building - Consider Resolution Authorizing Execution of MnDOT Agreement No. 1051776 for Funding of Site and Building Design
- Call for Public Hearing for an On-Sale and Sunday Liquor License Application for Atlantic Place
- Call for Public Hearing for an On-Sale Liquor License Application for The Gambler
- Consider Approval of the Bills/Project Payments

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

Councilmember DeCramer had questions regarding the permit costs to BNSF. Jason Anderson, Director of Public Works/City Engineer explained that BNSF permits were generally expensive, citing experience on previous projects. Two minor changes still need to be made to the agreement and the city is waiting for the changes from BNSF.

Motion made by Councilmember DeCramer, Seconded by Councilmember Schafer to approve the agreement with BNSF pending the changes in progress. Voting Yea: Mayor Byrnes, Councilmember Schafer, Councilmember Meister, Councilmember DeCramer, Councilmember Lozinski, Councilmember Schroeder. The motion **Carried. 6-0.**

- Project SWM-002: Legion Field Stormwater Improvements Project-Phase II - Parkway Basin - Consider Approval of BNSF Agreement.

#### **Consider Approval of 2022-2023 League of Minnesota Cites Insurance Trust Property/Casualty and Liability Insurance**

Karla Drown, Finance Director talked about the annual renewal coverage period of October 1, 2022, through September 30, 2023, for the City of Marshall. The insurance covers the City, MMU and Marshall-Lyon County Library. The premiums are also paid by all three entities. Drown introduced Joel Quam from Bremer Insurance to go over Property/Casualty and Liability Insurance details. Mr. Quam talked about the various coverages and changes as part of the insurance renewal. The total premium increased \$24,638 or 5.2% for next year. Councilmembers had questions regarding the equipment breakdown and cyber line items that were presented.



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

#### **Fire Department Purchase of Two (2) Grass Rig Skid Units**

The Marshall fire dept. has two grass/brush trucks that currently have Heiman skid units in the back of them, that hold 300 gallons of water, have a gas small engine pump, and 1" rubber hose on a mechanical reel, to extinguish grass, brush, and small trash fires. The current units that are in use are at the end of their lives and are being held together by radiator hoses and hose clamps. The age of the current units is unknown and were purchased when Fire Chief Dave Marks was around. Based on that information it is estimated that the units are 25 to 30 years old. Two manufacturers were approached for replacement units, Heiman Fire Equipment and Alex Air Apparatus. It is the preference of the Marshall Fire Department and the recommendation from the Equipment Review Committee to purchase the skid units from Heiman Fire Equipment.

Motion made by Councilmember Schafer, Seconded by Councilmember Lozinski. Voting Yea: Mayor Byrnes, Councilmember Schafer, Councilmember Meister, Councilmember DeCramer, Councilmember Lozinski, Councilmember Schroeder. The motion **Carried. 6-0.**

#### **Consider a Resolution Calling for the Increase and Improvement of Pollinator Habitat**

Amanda Beckler, Community Education Coordinator gave a presentation to the council regarding the City of Marshall's achievement of step 4 and step 5 in the Minnesota GreenStep Cities program. The next goal identified by the Marshall GreenStep Cities program is the improvement and increase of pollinator habitats. As part of the program, private and commercial lots do count towards the City of Marshall goal. Concern was brought up with city ordinances around weed removal and grass height. Community Services and Public Works are working closely with each other to make sure wording will be acceptable and comply with current ordinance requirements.

Motion made by Councilmember Schroeder, Seconded by Councilmember Lozinski to accept a resolution for an increase and improvement of pollinator habitats. Voting Yea: Mayor Byrnes, Councilmember Schafer, Councilmember Meister, Councilmember DeCramer, Councilmember Lozinski, Councilmember Schroeder. The motion **Carried. 6-0.**

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

Mayor Byrnes recommended Thomas Meulebroeck be appointed to the Adult Community Center Commission. The interview for the commission was had earlier in the day.

Motion made by Councilmember Meister, Seconded by Councilmember DeCramer. Voting Yea: Mayor Byrnes, Councilmember Schafer, Councilmember Meister, Councilmember DeCramer, Councilmember Lozinski. Voting Abstaining: Councilmember Schroeder. The motion **Carried. 5-0-1.**

#### **Commission/Board Liaison Reports**

Byrnes	No report.
Schafer	No report.
Meister	No report.
Schroeder	Planning Commission discussed some ordinance changes that will be moving forward to the Legislative and Ordinance Committee.
DeCramer	MMU is currently undertaking a wage study.

Lozinski No report.

#### **Councilmember Individual Items**

Councilmember Lozinski had concerns with the speed of semi-truck traffic going down Main Street.

Councilmember DeCramer commented on sign placement on city rights-of-way which would also include realtor/garage sale signs.

Councilmember Schafer expressed his concern with hedges and bushes adjacent to sidewalks. Much like signs, hedges and bushes should not impede sidewalks and should be properly cut and trimmed so everyone can have access without needed to walk on boulevards or the street.

#### **City Administrator**

City staff has had discussions internally about signs and distances. Several Minnesota cities use 10 ft from the street as a standard. On Monday September 26<sup>th</sup> an Indoor Rec Study stakeholders meeting took place and a lot of good feedback was received.

#### **Director of Public Works/City Engineer**

Verizon Wireless is in the process of building a new tower off US Highway 59 on City property through a conditional use permit that had already been granted. Lyon Street/Block 100 is looking promising, and the hope is to have the street open to traffic by the end of the week. Greeley Street has concrete work being done as well as Halbur Road. As we move further into fall several road projects are finally ending.

#### **City Attorney**

Helena Chemical building is finally down and graded. The annexation of Western MN Municipal Power Agency was finalized and approved by the MN Office of Administrative hearing on September 22, 2022. The MN Attorney Generals office is proposing mediation with Broadmoor Valley and some additional meetings will be needed. A proposed purchase agreement was received for possible new location of the aquatic center and is being reviewed and is contingent on approval from a future legislative session for funding.

#### **Information Only**

There were no questions on the informational items.

#### **Upcoming Meetings**

There were no questions on the upcoming meetings.

#### **Adjourn**

At 6:44 P.M. Motion made by Councilmember Schroeder, Seconded by Councilmember Lozinski to adjourn the meeting. Voting Yea: Mayor Byrnes, Councilmember Schafer, Councilmember Meister, Councilmember DeCramer, Councilmember Lozinski, Councilmember Schroeder. The motion **Carried. 6-0.**

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Mayor

Attest:

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City Clerk



## CITY OF MARSHALL AGENDA ITEM REPORT

<b>Meeting Date:</b>	Tuesday, October 11, 2022												
<b>Category:</b>	PUBLIC HEARING												
<b>Type:</b>	ACTION												
<b>Subject:</b>	Project Z83: James Avenue/Camden Drive Reconstruction Project - 1) Public Hearing on Assessment; 2) Consider Resolution Adopting Assessment.												
<b>Background Information:</b>	<p>This project consisted of the following: Reconstruction and utility replacement on James Avenue from the intersection of Camden Drive and James Avenue to the intersection of South 4th Street and James Avenue and on Camden Drive from the intersection of Camden Drive and James Avenue to the intersection of Camden Drive and South 4th Street; Sanitary sewer, watermain, and storm sewer replacement on James Avenue. Sanitary sewer and storm sewer replacement on Camden Drive. This project included new curb &amp; gutter, driveway aprons, water services, and sewer services to the right-of-way, and new 7' sidewalk on both sides of James Avenue. The project also included new curb and pavement on Camden Drive and replacement of storm sewer from Camden Drive to the outfall at the Redwood River.</p>												
<b>Fiscal Impact:</b>	<p>The following is a breakdown of the proposed project funding. The costs shown below include 16% for engineering and administrative costs, for a total project cost of \$995,218. The following is a proposed breakdown of the project funding:</p> <table style="margin-left: auto; margin-right: auto;"> <tr> <td style="text-align: right;">Wastewater Fund</td><td style="text-align: right;">\$78,624</td></tr> <tr> <td style="text-align: right;">MMU</td><td style="text-align: right;">\$123,948</td></tr> <tr> <td style="text-align: right;">Surface Water Management Utility</td><td style="text-align: right;">\$513,611</td></tr> <tr> <td style="text-align: right;">City Participation (Ad Valorem)</td><td style="text-align: right;">\$207,593</td></tr> <tr> <td style="text-align: right;">Assessed to Property Owners</td><td style="text-align: right;"><u>\$71,442</u></td></tr> <tr> <td style="text-align: right;">Total Project Amount</td><td style="text-align: right;">\$995,218</td></tr> </table> <p>Per the current Fee Schedule, the assessment interest rate is calculated using the most recent bond interest rate and adding 2% for administrative costs. Per Finance, the City used the net interest cost of 0.8% in 2021 for 2022, plus 2% results in a 2.80% assessment interest rate for the project.</p> <p>The term of the assessment repayment is proposed by staff to be 8 years. The City has no formal written policy on the term but has followed an administrative past practice to generally match the assessment repayment to the bond repayment term assuming a typical reconstruction project with assessments reaching near the maximum of the residential assessment rate. If the assessment is substantially higher in cases such as commercial assessments the term may be appropriate to increase. Alternatively, on smaller assessment projects consideration could be made to shorten the assessment term. One other item to note is that if additional principal is paid each year the interest is recalculated annually to address the payments. Therefore, there is no penalty for individuals to repay on a more accelerated schedule if they so choose.</p>	Wastewater Fund	\$78,624	MMU	\$123,948	Surface Water Management Utility	\$513,611	City Participation (Ad Valorem)	\$207,593	Assessed to Property Owners	<u>\$71,442</u>	Total Project Amount	\$995,218
Wastewater Fund	\$78,624												
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Surface Water Management Utility	\$513,611												
City Participation (Ad Valorem)	\$207,593												
Assessed to Property Owners	<u>\$71,442</u>												
Total Project Amount	\$995,218												

<b>Alternative/ Variations:</b>	<ul style="list-style-type: none"> <li>• Modify assessments to property owners, thereby modifying the attached proposed assessment.</li> <li>• Amend the terms of the assessments.</li> </ul>
<b>Recommendation:</b>	<p><u>Recommendation No. 1</u> that the Council close the public hearing on assessments for Project Z83: James Avenue/Camden Drive Reconstruction Project.</p> <p><u>Recommendation No. 2</u> that the Council adopt RESOLUTION NUMBER 22-XXX, which is the “Resolution Adopting Assessment” for Project Z83: James Avenue/Camden Drive Reconstruction Project.</p>

**RESOLUTION ADOPTING ASSESSMENT**

WHEREAS, pursuant to proper notice duly given as required by law, the City Council has met and heard and passed upon all objections to the proposed assessment for the following project:

**PROJECT Z83: JAMES AVENUE/CAMDEN DRIVE RECONSTRUCTION PROJECT** - This project consisted of the following: Reconstruction and utility replacement on James Avenue from the intersection of Camden Drive and James Avenue to the intersection of South 4th Street and James Avenue and on Camden Drive from the intersection of Camden Drive and James Avenue to the intersection of Camden Drive and South 4th Street; Sanitary sewer, watermain, and storm sewer replacement on James Avenue. Sanitary sewer and storm sewer replacement on Camden Drive. This project included new curb & gutter, driveway aprons, water services, and sewer services to the right-of-way, and new 7' sidewalk on both sides of James Avenue. The project also included new curb and pavement on Camden Drive and replacement of storm sewer from Camden Drive to the outfall at the Redwood River.

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

1. Such proposed assessment, a copy of which is attached hereto and made a part hereof, is hereby accepted and shall constitute the special assessment against the lands named therein, and each tract of land therein included is hereby found to be benefited by the proposed improvement in the amount of the assessment levied against it.
2. Such proposed assessment shall be payable in equal annual principal installments extending over a period of eight (8) years and shall bear interest at the rate of two and eight-tenths percent (2.8%) per year.
3. After the adoption of the assessment, the clerk shall transmit a certified duplicate of the assessment roll with each installment, including interest, set forth separately to the county auditor of the county to be extended on the proper tax lists of the county; but in lieu of such certification, the council may in its discretion direct the clerk to file all assessment rolls in the clerk's office and to certify annually to the county auditor, on or before November 30 in each year, the total amount of installments of and interest on assessments on each parcel of land in the municipality which are to become due in the following year. If any installment and interest has not been so certified prior to the year when it is due, the clerk shall forthwith certify the same to the county auditor for collection in the then succeeding year; and if the municipality has issued improvement warrants to finance the improvement, it shall pay out of its general funds into the fund of the improvement interest on the then unpaid balance of the assessment for the year or years during which the collection of such installment is postponed. All assessments and interest thereon shall be collected and paid over in the same manner as other municipal taxes.
4. The owner of any property so assessed may, at any time prior to certification of the assessment or the first installment thereof to the county auditor, pay the whole of the assessment on such property, with interest accrued to the date of payment, to the municipal treasurer, except that no interest shall be charged if the entire assessment is paid within 30 days from the adoption thereof; and, except as hereinafter provided, the owner may at any time prior to November 15 of any year, prepay to the treasurer of the municipality having levied said assessments, the whole assessment remaining due with interest accrued to December 31 of the year in which said prepayment is made.
5. The right to partially prepay the assessment to the City Clerk according to Ordinance No. 364, Second Series, is available.
6. The City Clerk shall forthwith transmit a certified duplicate of this assessment to the County Auditor to be extended on property tax lists of the County. Such assessments shall be collected and paid over in the same manner as other municipal taxes.

Passed and adopted by the Council this 11<sup>th</sup> day of October, 2022.

\_\_\_\_\_  
Mayor

ATTEST:

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

**COST BREAKDOWN**  
**Project Z83 James Avenue/Camden Drive Reconstruction Project**  
**CITY OF MARSHALL, MINNESOTA**  
**RESOLUTION 22-\_\_\_\_\_ ADOPTED 10/11/2022 (Per Final Pay Request #5 dated 07/20/2022)**

ITEM	TOTAL	SPECIAL ASSESSMENTS	WASTEWATER FUND	MMU	Mn/DOT	SURFACE WATER MANAGEMENT UTILITY	AD VALOREM
SANITARY SEWER	\$57,826	\$10,159	\$47,667				
WATERMAIN	\$77,439	\$0		\$77,439			
STORM SEWER	\$445,955	\$1,508				\$444,447	
DRIVEWAY	\$11,420	\$3,316		\$0			\$8,104
SIDEWALK	\$3,787	\$1,281					\$2,506
STREET	\$398,790	\$55,177	\$30,957	\$46,509	\$0	\$69,163	\$196,983
TOTALS	\$995,218	\$71,442	\$78,624	\$123,948	\$0	\$513,611	\$207,593
% PARTICIPATION	100.0%	7.2%	7.9%	12.5%	0.0%	51.6%	20.9%

CONTRACT AMOUNT	857,946.36
CONTINGENCIES	0.00 <sup>0%</sup>
	857,946.36
ENG. & ADMIN.	137,271.42 <sup>16%</sup>
	995,217.78

0.02						A																							
Project Z83: James Avenue / Drive Reconstruction Project Per Final Pay Request #5 dated 07/20/2022 & \$5,700 Residential Max Street Assessment RESOLUTION 22-_____ ADOPTED 10/11/2022						STREET/L.F.  Unit-L.F.			76.5593  Rate/L.F.  Total			Remove Driveway/S.Y.  Unit-S.Y.			6.3800  Rate/S.Y.  Total			Install Driveway/S.Y.  Unit-S.Y.			89.3780  Rate/S.Y.  Total			Remove Sidewalk/S.F.  Unit-S.F.			1.45  Rate/S.F.  Total		
Map No.	Parcel Number	Owner	Number	Street Name																									
1	23.002	27-156031-0	MARSHALL GOLF CLUB	800	COUNTRY CLUB DR		76.56		6.38			89.38			1.45														
2	24.473	27-206104-0	CITY OF MARSHALL		4TH ST S (GREEN SPACE/TRAIL)	150.00	76.56	11,483.90	6.38	-		89.38	-		1.45	-													
3	24.472	27-206005-1	CENTRO CRISTIANO DE ALABANZ	305	CAMDEN DR	688.00	76.56	52,672.81	-	6.38	-	-	89.38	-	97.90	1.45	141.96												
4	24.480	27-206004-0	ERIC JOHN CHRISTENSEN	607	JAMES AV W	84.00	76.56	6,430.98	5.96	6.38	38.02	4.88	89.38	436.16	-	1.45	-												
5	24.479	27-206003-0	ROBERTO ESPARZA & MIRNA SEP	609	JAMES AV W	65.00	76.56	4,976.36	5.10	6.38	32.54	5.10	89.38	455.83	31.50	1.45	45.68												
6	24.478	27-206002-0	DAY HTOO & EH EH JT	611	JAMES AV W	85.00	76.56	6,507.54	8.86	6.38	56.53	8.06	89.38	720.39	13.50	1.45	19.58												
7	24.477	27-206001-0	WAGNER FAMILY REV LIVING TRU	624	4TH ST S	105.00	76.56	8,038.73	-	6.38	-	-	89.38	-	-	1.45	-												
8	24.485	27-206027-0	MATTHEW & SARA WHITESITT JT	700	4TH ST S	79.00	76.56	6,048.19	4.69	6.38	29.92	5.42	89.38	484.43	-	1.45	-												
9	24.486	27-206028-0	AMANDA J BOUWMAN	702	4TH ST S		76.56		6.38			89.38			1.45														
10	24.484	27-206026-0	DAVID AUSTIN	614	JAMES AV W	75.00	76.56	5,741.95	-	6.38	-	-	89.38	-	-	1.45	-												
11	24.483	27-206025-0	CHAD K SPRINGBORG	612	JAMES AV W	70.00	76.56	5,359.15	-	6.38	-	-	89.38	-	-	1.45	-												
12	24.482	27-206024-0	SHANNON DORENKAMPER	610	JAMES AV W	60.00	76.56	4,593.56	3.83	6.38	24.44	3.83	89.38	342.32	15.00	1.45	21.75												
13	24.481	27-206023-0	LOGAN MATTHYS	608	JAMES AV W	60.00	76.56	4,593.56	-	6.38	-	-	89.38	-	16.00	1.45	23.20												
14	24.471	27-206022-0	LARRY L & MARGARET M LAMOTE	606	JAMES AV W	132.00	76.56	10,105.83	3.11	6.38	19.84	7.56	89.38	675.70	-	1.45	-												
15	24.470	27-206021-0	YVONNE GIRARD	403	CAMDEN DR		76.56		6.38			89.38			1.45														
16	24.469	27-206020-0	TIN WIN YE	405	CAMDEN DR		76.56		6.38			89.38			1.45														
17	24.468	27-206019-0	MELISSA S GOODRICH	701	MARGUERITE AV		76.56		6.38			89.38			1.45														
18	24.462	27-206106-0	CITY OF MARSHALL	ELAINE PARK		10.00	76.56	765.59	6.38	-		89.38	-		1.45	-													
	MMU							46,508.93	0.00		0.00																		
	WWTF							30,957.10																					
	Mn/DOT							0.00																					
	City							124,842.68	1,030.05		7,074.27						0.00												
	SWMU							69,163.26																					

1,663.00

\$

398,790.11

31.55

\$

1,231.34

34.85

\$

10,189.09

173.90

\$

252.17





Rate/Service		Original TOTAL Assessment using "A" Rate/LF	B	C	2020 S 4th Street Reconstruction Street Credit	Recommended STREET Assessment (Least of A, B, or C)	Recommended TOTAL Assessment	Total w/ Assessment Maximums  Applied		Assessment Maximum Benefit to Property
			Maximum STREET Assessable Amount 2.a.(1)(b)	Maximum STREET Assessable Amount 2.a.(2)(a)						
	0.0000									

										0.00
-	-	11,483.90	6,863.75	9,715.91	(6,863.75)	-	-	-		11,483.90
-	-	53,393.95	21,565.00	44,563.64	(12,060.21)	9,504.79	10,225.93	10,225.93		43,168.02
-	-	8,168.41				5,700.00	7,437.43	7,437.43		730.98
-	-	6,960.00				4,976.36	6,960.00	6,960.00		0.00
-	-	8,647.14				5,700.00	7,839.60	7,839.60		807.54
-	-	8,038.73			(5,700.00)	-	-	-		8,038.73
-	-	6,562.54			(3,115.55)	2,584.45	3,098.80	3,098.80		3,463.74
										0.00
-	-	7,005.19				5,700.00	6,963.24	6,963.24		41.95
-	-	6,595.71				5,359.15	6,595.71	6,595.71		0.00
-	-	6,440.76				4,593.56	6,440.76	6,440.76		0.00
-	-	5,947.98				4,593.56	5,947.98	5,947.98		0.00
-	-	13,572.61				5,700.00	9,166.78	9,166.78		4,405.83
										0.00
										0.00
										0.00
-	-	765.59	20,099.29	955.03		765.59	765.59	765.59		0.00
		123,948.21	46,508.93	46,508.93		46,508.93	123,948.21	123,948.21		
	47,666.67	78,623.77	30,957.10	30,957.10		30,957.10	78,623.77	78,623.77		
	0.00		0.00	0.00		0.00	0.00	0.00		
		135,452.60	203,632.79	196,926.25		196,983.37	207,593.29	207,593.29		
		513,610.72	69,163.26	69,163.26		69,163.26	513,610.72	513,610.72		

\$47,666.67

\$995,217.80

\$398,790.11

\$398,790.11

\$398,790.11

\$995,217.80

\$995,217.80

72,140.69

## CITY OF MARSHALL AGENDA ITEM REPORT

<b>Meeting Date:</b>	Tuesday, October 11, 2022
<b>Category:</b>	PUBLIC HEARING
<b>Type:</b>	ACTION
<b>Subject:</b>	Public Hearing for an On-Sale and Sunday Liquor License Application for Atlantic Place.
<b>Background Information:</b>	Attached is an application for a On-Sale and Sunday Liquor License for Atlantic Place. City Ordinance section 6-51 requires that a hearing be set within 20 days but not less than 10 days in advance. Liquor licenses are specific to location per City Ordinance and State Statute, as such this application will be a transfer from Bello Cucina located at 100 W. College Drive.
<b>Fiscal Impact:</b>	N/A
<b>Alternative/ Variations:</b>	None recommended
<b>Recommendations:</b>	To close the public hearing and approve the license transfer from Bello Cucina to Atlantic Place located at 100 W. College Drive.



# Intoxicating Liquor License Application

License Period From: 9/1/2022 To: 12/31/2022

Receipt Number: \_\_\_\_\_ Amount Paid: \_\_\_\_\_

If applicant is an individual, it shall be completed by such person; if a corporation, by an officer; if a partnership, by one of the general partners; if an unincorporated association, by the manager or managing officer.

1.

☐ New Application ☒ Renewal Application

Type of License (Select all that apply)

<input checked="" type="checkbox"/> On-Sale Liquor	\$3,000.00
<input checked="" type="checkbox"/> On-Sale Sunday	\$200.00
<input type="checkbox"/> On-Sale 3.2 % Malt Liquor	\$250.00
<input type="checkbox"/> Off-Sale 3.2 % Malt Liquor	\$90.00
<input type="checkbox"/> Brewer Taproom	\$500.00
<input type="checkbox"/> Wine	\$600.00
<input type="checkbox"/> Club License	\$275.00

2. Type of applicant ☐ Individual ☐ Corporation ☐ Club ☒ Partnership ☐ Other organization

3. Legal name of licensee (individual, partnership, corporation, organization or club) Atlantic Place, LLC  
Address 1600 Hahn Road Marshall MN 56258 Phone 507-829-8486  
PO Box 1083 Street City State Zip

4. Business name Same as above Phone \_\_\_\_\_  
Address \_\_\_\_\_  
Street City State Zip

5. Minnesota Business Tax ID Number (Per Minnesota Statute Section 270C.72) \_\_\_\_\_  
Federal Business Tax ID Number \_\_\_\_\_  
Individual – Social Security Number: \_\_\_\_\_

6. Proof of Workers' Compensation Insurance Coverage  
Insurance company name \_\_\_\_\_ Dates of coverage \_\_\_\_\_  
Policy number/Self-insurance permit number (Per Minnesota Statute Section 176.182) \_\_\_\_\_

I am **not** required to have workers' compensation liability coverage because

☐ I have no employees covered by the law ☐ Other (Specify on an attached document.)

## Section 1: Building/premises

All applicants complete this section.

7. Since the license was last issued, have there been any changes in the ownership of the building where the licensed establishment is located? ☒ Yes ☐ No

If yes:

Building owner Knochenmus Enterprises, LLP Phone 507-829-8486

Business address PO Box 1083 - Marshall MN 56258  
Street 1600 Hahn Road City State Zip

## CITY OF MARSHALL AGENDA ITEM REPORT

<b>Meeting Date:</b>	Tuesday, October 11, 2022
<b>Category:</b>	PUBLIC HEARING
<b>Type:</b>	ACTION
<b>Subject:</b>	Public Hearing for an On-Sale Liquor License Application for The Gambler.
<b>Background Information:</b>	Attached is an application for a On-Sale and Sunday Liquor License for The Gambler. City Ordinance section 6-51 requires that a hearing be set within 20 days but not less than 10 days in advance. Liquor licenses are specific to location per City Ordinance and State Statute, as such this application will be a transfer from Pearcy Enterprises to SLB Enterprises located at 303 W. Main Street.
<b>Fiscal Impact:</b>	N/A
<b>Alternative/ Variations:</b>	None recommended
<b>Recommendations:</b>	To close the public hearing and approve the license transfer from Pearcy Enterprises to SLB Enterprises located at 303 W. Main Street.



# Intoxicating Liquor License Application

License Period From: \_\_\_\_\_ To: \_\_\_\_\_

Receipt Number: \_\_\_\_\_ Amount Paid: \_\_\_\_\_

*If applicant is an individual, it shall be completed by such person; if a corporation, by an officer; if a partnership, by one of the general partners; if an unincorporated association, by the manager or managing officer.*

1.

☒ New Application ☐ Renewal Application

Type of License (Select all that apply)

<input checked="" type="checkbox"/> On-Sale Liquor	\$3,000.00
<input type="checkbox"/> On-Sale Sunday	\$200.00
<input type="checkbox"/> On-Sale 3.2 % Malt Liquor	\$250.00
<input type="checkbox"/> Off-Sale 3.2 % Malt Liquor	\$90.00
<input type="checkbox"/> Brewer Taproom	\$500.00
<input type="checkbox"/> Wine	\$600.00
<input type="checkbox"/> Club License	\$275.00

2. Type of applicant ☐ Individual ☒ Corporation ☐ Club ☐ Partnership ☐ Other organization

3. Legal name of licensee (individual, partnership, corporation, organization or club) SLB Enterprises  
Address 303 Phone [REDACTED]  
Street West Main City Marshall State MN Zip 56258

4. Business name The Gambler Phone 5075323957  
Address 303  
Street West Main City Marshall State MN Zip 56258

5. Minnesota Business Tax ID Number (Per Minnesota Statute Section 270C.72) [REDACTED]  
Federal Business Tax ID Number [REDACTED]  
Individual – Social Security Number: [REDACTED]

6. Proof of Workers' Compensation Insurance Coverage  
Insurance company name Ebner Insurance Dates of coverage [REDACTED]  
Policy number/Self-insurance permit number (Per Minnesota Statute Section 176.182) [REDACTED]

I am **not** required to have workers' compensation liability coverage because

☐ I have no employees covered by the law ☐ Other (Specify on an attached document.)

## Section 1: Building/premises

*All applicants complete this section.*

7. Since the license was last issued, have there been any **changes in the ownership** of the building where the licensed establishment is located? ☐ Yes ☒ No

If yes:

Building owner \_\_\_\_\_ Phone \_\_\_\_\_

Business address \_\_\_\_\_  
Street City State Zip

## Intoxicating Liquor License Application

8. Describe any changes or additions since the last renewal in the serving areas for intoxicating liquor and/or wine.  
*Attach a drawing, if necessary.*

9. Are any of the following taxes or charges for the licensed premises unpaid or delinquent?
- |                     |   |                         |   |
|---------------------|---|-------------------------|---|
| State sales taxes   | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No | State withholding taxes | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No |
| Real estate taxes   | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No | City utility bills      | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No |
| Special assessments | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No |                         |   |

10. During the past license year, has a summons been issued under the Liquor Civil Liability (Dram Shop) Law? If yes, **attach** a copy of the summons pursuant to Minnesota State Statute 340A.802. ☐ Yes ☒ No

11. Are there any changes in (a) finance or interest in premises; (b) contracts between the applicant and any persons, partnerships, corporations; or (c) any new loans since the license was last issued? If yes, explain. ☐ Yes ☒ No

*Complete only if you intend to apply for an Under 21 Exemption Permit*

12. What were combined sales of food, including non-alcoholic beverages, and alcoholic beverages for the most recent fiscal year ending prior to this application?

Fiscal year from \_\_\_\_\_ to \_\_\_\_\_:

	Gross sales	Percentage
Food	_____	_____
Liquor/wine/beer	_____	_____
Total	_____	100%

### Section 2: Employees

*All applicants complete this section.*

13. General manager, proprietor, food/beverage manager, managing partner, or any individual in charge of the licensed premises.
- |                                   |                                 |
|-----------------------------------|---------------------------------|
| Full name <u>Shauna Bjorklund</u> | Position <u>General Manager</u> |
| Residence address <u>_____</u>    | Phone <u>_____</u>              |
|                                   |                                 |
| Full name _____                   | Position _____                  |
| Residence address _____           | Phone _____                     |
|                                   |                                 |
| Full name _____                   | Position _____                  |
| Residence address _____           | Phone _____                     |

14. Does the current manager have management duties at any other establishment? ☐ Yes ☒ No  
*If yes, list name and address of establishment.*

15. Do you provide alcohol awareness training for your staff on responsible alcohol service techniques? ☒ Yes ☐ No  
*If yes, how often is training provided and who provides training?*

Yearly, online alcohol serving class.



## CITY OF MARSHALL AGENDA ITEM REPORT

<b>Meeting Date:</b>	Tuesday, October 11, 2022
<b>Category:</b>	AWARD OF BIDS
<b>Type:</b>	ACTION
<b>Subject:</b>	Consider Award of Bid for the Pickup of Refuse for Various City Locations
<b>Background Information:</b>	Bids were received on October 6 <sup>th</sup> , 2022 for the removal of garbage and trash from numerous municipal locations within the City of Marshall. A copy of the bid tab and a comparison of the 2021-2022 contract is enclosed. Enclosed as well is the proposed 2023-2024 contract.
<b>Fiscal Impact:</b>	\$30,360.44 + Alternates (Same Day Services)
<b>Alternative/ Variations:</b>	Award the bid to another bidder or reject all bids.
<b>Recommendations:</b>	To approve the 2023-2024 Garbage/Refuse Hauling contract to Southwest Sanitation.

Location	Southwest Sanitation 23/24	Waste Management 23/24	SW Sanitation 21/22	Change from Previous Yr	WM 21/22	Change from Previous Yr	Job Description
Wastewater Treatment Plant	\$ 7,141.44	\$ 8,400.00	\$ 3,350.00	\$ 3,791.44	\$ 3,198.24	\$ 5,201.76	Twice per week, two (2) one yard containers
Wastewater Treatment Plant	\$ 3,096.00	\$ 5,256.00	\$ 2,250.00	\$ 846.00	\$ 1,559.28	\$ 3,696.72	Twice per week, one (1) one and one-half yard container
Municipal Airport	\$ 1,548.00	\$ 2,760.00	\$ 1,004.25	\$ 543.75	\$ 950.88	\$ 1,809.12	Once a week, one (1) one yard container
Municipal Airport	\$ 2,476.00	\$ 6,120.00	\$ 3,971.00	\$ (1,495.00)	\$ 2,934.72	\$ 3,185.28	Twice a week, one (1) three yard container
Street Department Shops	\$ 1,548.00	\$ 2,760.00	\$ 959.00	\$ 589.00	\$ 950.88	\$ 1,809.12	Once per week, one (1) one yard container
Main St. between College Dr. and 5th St.	\$ 5,263.00	\$ 6,000.00	\$ 3,500.00	\$ 1,763.00	\$ 6,522.96	\$ (522.96)	Twelve (12) sidewalk containers, once (1) per week. Pickup before 6:00 A.M.
Municipal Liquor Store	\$ 3,096.00	\$ 5,256.00	\$ 2,125.00	\$ 971.00	\$ 2,338.80	\$ 2,917.20	Two (2) times per week, one (1) one and one-half yard container
Municipal Building	\$ 3,096.00	\$ 5,256.00	\$ 2,125.00	\$ 971.00	\$ 2,338.80	\$ 2,917.20	Two (2) times per week, one (1) one and one-half yard container
Adult Community Center Building	\$ 3,096.00	\$ 5,256.00	\$ 1,951.71	\$ 1,144.29	\$ 1,785.60	\$ 3,470.40	Two (2) times per week, one (1) one yard container
<b>Total</b>	<b>\$ 30,360.44</b>	<b>\$ 47,064.00</b>	<b>\$ 21,235.96</b>	<b>\$ 9,124.48</b>	<b>\$ 22,580.16</b>	<b>\$ 24,483.84</b>	

Alternates			Alternates				On Call Same Day Service
One (1) yard container:							
(1) Municipal Airport	\$ 15.00	\$ 40.00	\$ 15.00	\$ -	\$ 17.35	\$ 22.65	
One and one-half (1 1/2) yard container:				\$ -		\$ -	
(1) Fire Station	No charge	\$ 40.00	No charge		\$ 33.42	\$ 6.58	
(1) Animal Impound	\$ 19.00	\$ 40.00	\$ 19.00	\$ -	\$ 33.42	\$ 6.58	
(1) MERIT Center	\$ 17.00	\$ 40.00	\$ 17.00	\$ -	\$ 33.42	\$ 6.58	
Three (3) yard container:				\$ -		\$ -	
(1) Legion Field Park	\$ 24.50	\$ 40.00	\$ 24.50	\$ -	\$ 66.33	\$ (26.33)	
(2) Justice Park	\$ 24.50	\$ 40.00	\$ 24.50	\$ -	\$ 66.33	\$ (26.33)	
(3) Softball Complex	\$ 24.50	\$ 40.00	\$ 24.50	\$ -	\$ 66.33	\$ (26.33)	
(4) Swimming Pool	\$ 24.50	\$ 40.00	\$ 24.50	\$ -	\$ 66.33	\$ (26.33)	
(6) Park Maintenance Shop	\$ 24.50	\$ 40.00	\$ 24.50	\$ -	\$ 66.33	\$ (26.33)	
Six (6) yard container:				\$ -		\$ -	
(1) Independence Park	\$ 42.50	\$ 60.00	\$ 42.50	\$ -	\$ 66.33	\$ (6.33)	
Wastewater Treatment Plant	\$ 14.50	\$ 25.00	\$ 15.50	\$ (1.00)	\$ 51.60	\$ (26.60)	Recycling On Call
Municipal Building	\$ 15.50	\$ 25.00	\$ 15.50	\$ -	\$ 51.60	\$ (26.60)	
Independent Park (Baseball Complex)	\$ 15.50	\$ 25.00	\$ 15.50	\$ -	\$ 51.60	\$ (26.60)	
Legion Park (Baseball Complex)	\$ 15.50	\$ 25.00	\$ 15.50	\$ -	\$ 51.60	\$ (26.60)	
Aquatic Center	\$ 15.50	\$ 25.00	\$ 15.50	\$ -	\$ 51.60	\$ (26.60)	
Street Department	\$ 15.50	\$ 25.00	\$ 15.50	\$ -	\$ 51.60	\$ (26.60)	
MERIT Center	\$ 15.50	\$ 25.00	\$ 15.50	\$ -	\$ 51.60	\$ (26.60)	
Municipal Liquor Store	\$ 190.00	\$ 180.00	\$ 190.00	\$ -	\$ 113.60	\$ 66.40	
Adult Community Center	\$66.65/mo	\$65/mo	\$62/mo	\$4.65/mo	\$206.40/mo	\$141.40/mo	

## GARBAGE / REFUSE HAULING CONTRACT

This Agreement made this 11<sup>th</sup> day of October, 2022 between the City of Marshall, which city is a municipal corporation and is hereafter referred to as the municipality, and Southwest Sanitation., Marshall, Minnesota, hereinafter called the contractor.

**WITNESSETH:**

The contractor, for and in consideration of the payment of payments herein specified and by the municipality to be made, hereby covenants and agrees to furnish all equipment and labor necessary to pick up and remove garbage and other items of junk for the period from January 1, 2023 until December 31, 2024 at the following locations for the following price:

Location	Job Description		
1. Wastewater Treatment Plant	Twice per week, two (2) one yard containers	\$	7,141.44
	Twice per week, one (1) one and one-half yard container	\$	3,096.00
2. Municipal Airport	Once a week, one (1) one yard container	\$	1,548.00
	Twice a week, one (1) three yard container	\$	2,476.00
3. Street Department Shops	Once per week, one (1) one yard container	\$	1,548.00
4. Main Street between College Drive and 5th Street	Twelve (12) sidewalk containers, once (1) per week. Pickup before 6:00 A.M.	\$	5,263.00
5. Municipal Liquor Store	Two (2) times per week, one (1) one and one-half yard container	\$	3,096.00
6. Municipal Building	Two (2) times per week, one (1) one and one-half yard container	\$	3,096.00
7. Adult Community Center Building	Two (2) times per week one (1) one yard container	\$	3,096.00
Sub Total		\$	30,360.44

### ALTERNATES

PROVIDE THE FEE PER CONTAINER FOR THE FOLLOWING "ON CALL SAME DAY SERVICE"  
FOR THE FOLLOWING LOCATIONS:

Location	Job Description		
1. One (1) yard container: (1) Municipal Airport	On Call	\$	15.00
2. One and one-half (1 1/2) yard container: (1) Fire Station (2) Animal Impound (3) MERIT Center	On Call On Call On Call	No Charge \$ \$	 19.00 17.00
3. Three (3) yard container: (1) Legion Field Park (2) Justice Park (3) Softball Complex (4) Swimming Pool (5) Park Maintenance Shop	On Call On Call On Call On Call On Call	\$ \$ \$ \$ \$	24.50 24.50 24.50 24.50 24.50
4. Six (6) yard container: (1) Independence Park	On Call	\$	42.50

### FEE FOR ALTERNATE BID FOR RECYCLING

1. Wastewater Treatment Plant	On Call	\$	14.50
2. Municipal Building	On Call	\$	15.50
3. Independent Park (Baseball Complex)	On Call	\$	15.50
4. Legion Park (Baseball Complex)	On Call	\$	15.50
5. Municipal Liquor Store	Recyclable corrugated cardboard 4 times/week	\$	190.00 per month
6. Aquatic Center	On Call	\$	15.50
7. Street Department	On Call	\$	15.50
8. MERIT Center	On Call	\$	15.50
9. Adult Community Center	Once per week	\$	66.65/month
10. Airport	On Call	\$	15.50

The contractor further agrees to pay all laborers employed in the performance of this contract.

The contractor agrees that in the hiring of common or skilled labor for the performance of any work under this contract, the contractor, shall not by reason of race, creed or color, discriminate against any person or persons who are citizens of the United States and who are qualified. That he shall not in any manner discriminate against or intimidate or prevent the employment of any such person or persons, or on being hired, prevent or conspire to prevent, any such person or persons from the performance of work under this contract on account of race, creed or color, religion, sex, or national origin. That any violation of this paragraph shall be a misdemeanor, and that this contract may be cancelled or terminated by the municipality and all money due, or to become due hereunder, may be forfeited, for a second or any subsequent violation of the terms or conditions of this contract.

All items removed by the contractor shall be disposed in the Lyon County Landfill and in accordance with the Lyon County solid waste plan and Lyon County ordinances.

The City may request additional units or services during the term of the contract at any of the above or similar locations and the contractor shall be paid for such additional services at the same rate as for similar type containers at the same or similar locations.

The contractor agrees to hold such municipality harmless from all damages and claims for damages that may arise by reason of any negligence or violation of the law on the part of said contractor, his agents or employees, while engaged in the performance of this contract and that said contract will take all precautions necessary to protect the public against injury.

The contractor agrees to indemnify and hold harmless said municipality from and against any and all claims, suits and actions occasioned by or arising from this contract.

The contractor shall be responsible, at his own expense, to make any necessary modifications, if any, to containers owned by the City of Marshall that may be needed to adapt to the refuse vehicle.

In consideration of the covenants and agreements stated above, the municipality agrees to pay for services provided on a monthly basis for the period of two years from January 1, 2023. The payment to be made on monthly vouchers submitted to the municipality beginning on February 1, 2023 or as otherwise agreed to by the municipality.

IN WITNESS WHEREOF, the parties have caused these presents to be signed on their behalf by the proper officers thereunto duly authorized and their corporate seal to be hereto affixed, the day and year first above written.

CITY OF MARSHALL, MINNESOTA

ATTEST:

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

By: \_\_\_\_\_  
Mayor

By: \_\_\_\_\_  
City Administrator

By: \_\_\_\_\_  
Signature of Agent or Officer  
Acting for Contractor



## CITY OF MARSHALL AGENDA ITEM REPORT

<b>Meeting Date:</b>	Tuesday, October 11, 2022
<b>Category:</b>	CONSENT AGENDA
<b>Type:</b>	ACTION
<b>Subject:</b>	Consider Resolution Increasing the Marshall Fire Department Relief Assoc. Benefit Level
<b>Background Information:</b>	At the September 13, 2022, regular council meeting the request from the fire department was approved and passed to increase the benefit level to \$6,200 starting January 1, 2023.
<b>Fiscal Impact:</b>	
<b>Alternative/ Variations:</b>	None recommended
<b>Recommendations:</b>	To approve a resolution increasing the Marshall Fire Department Relief Association benefit level to \$6,200 starting January 1, 2023.



**RESOLUTION NUMBER 22-082**

**RESOLUTION TO INCREASE THE MARSHALL FIRE DEPARTMENT RELIEF ASSOCIATION ANNUAL  
BENEFIT LEVEL**

WHEREAS, the Marshall Fire Department Relief Association has a current benefit level of \$5,807.

WHEREAS, the Marshall Fire Department Relief Association last had a benefit level increase January 1, 2017.

NOW THEREFORE BE IT RESOLVED BY THE COMMON COUNCIL OF THE CITY OF MARSHALL, MINNESOTA, that the Marshall Fire Department Relief Association benefit level be increased to \$6,200 and said increase shall be effective January 1, 2023

Passed and adopted by the Common Council of the City of Marshall this 11th day of October 2022.

\_\_\_\_\_  
Mayor

ATTEST:

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

## CITY OF MARSHALL AGENDA ITEM REPORT

<b>Meeting Date:</b>	Tuesday, October 11, 2022
<b>Category:</b>	CONSENT AGENDA
<b>Type:</b>	ACTION
<b>Subject:</b>	Consider a Resolution Designating Uniform Election Dates and Polling Locations for 2023
<b>Background Information:</b>	<p>Per M.S. §204B.16 sub. 1, each year by December 31, the governing body of a municipality must designate by ordinance or resolution a polling place for each election precinct for the following calendar year.</p> <p>No polling place shall be designated in any place where intoxicating liquors or nonintoxicating malt beverages are served or in any adjoining room. No polling place shall be designated in any place in which substantial compliance with the requirements of this chapter cannot be attained.</p> <p>The facilities provided in accordance with subdivision 6 shall be sufficient in size to accommodate all election activities and the requirements of subdivision 5. The space must be separated from other activities within the building. The local election official may approve space in two connecting rooms for registration and balloting activities. Except in the event of an emergency making the approved space unusable, the public facility may not move the election from the space approved by the local election official without prior approval. In addition to the requirements of subdivision 5, the public facility must make remaining parking spaces not in use for regularly scheduled activities available for voters.</p>
<b>Fiscal Impact:</b>	
<b>Alternative/ Variations:</b>	None recommended
<b>Recommendations:</b>	To approve a resolution designating uniform election dates and polling locations for 2023.

**RESOLUTION NUMBER 22-083**  
**Designating Uniform Election Dates, Polling Locations**

WHEREAS, the City of Marshall designates the following dates as Uniform Election Dates for 2023: second Tuesday in February; second Tuesday in April; second Tuesday in May; second Tuesday in August; and the first Tuesday after the first Monday in November.

WHEREAS, the City of Marshall does not have any scheduled elections for 2023 but may call for a special election conforming to the City Charter and the uniform elections dates for 2023.

WHEREAS, Minnesota Statue 204B.16 calls for the designation of a polling place by the governing body of each municipality.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF MARSHALL that the designated polling places within the City of Marshall shall be as follows:

- Ward 1            Red Baron Arena and Expo at 1651 Victory Dr.
- Ward 2            Marshall Middle School located at 401 South Saratoga Street.
- Ward 3            Marshall Area YMCA located at 200 South "A" Street.

Passed and adopted by the Common Council of the City of Marshall at its regular meeting held on the date of October 11, 2022.

THE COMMON COUNCIL

\_\_\_\_\_  
Mayor of the City of Marshall

ATTEST:

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

## CITY OF MARSHALL AGENDA ITEM REPORT

<b>Meeting Date:</b>	Tuesday, October 11, 2022
<b>Category:</b>	CONSENT AGENDA
<b>Type:</b>	ACTION
<b>Subject:</b>	Consider an Application for a LG220 Gambling Permit for a Raffle at SMSU Gold Rush Days
<b>Background Information:</b>	Consider an Application for a LG220 Gambling Permit for a Raffle at SMSU Gold Rush Days on February 17, 2023.
<b>Fiscal Impact:</b>	
<b>Alternative/ Variations:</b>	None recommended
<b>Recommendations:</b>	To approve an application for a LG220 Gambling Permit for SMSU Gold Rush Days.

## 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: Southwest Minnesota State University Foundation Previous Gambling Permit Number: X-[REDACTED]

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

Mailing Address: 1501 State Street

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

Name of Chief Executive Officer (CEO): Nathan Polfliet

CEO Daytime Phone: 507/ 537-6285 CEO Email: \_\_\_\_\_  
(permit will be emailed to this email address unless otherwise indicated below)

Email permit to (if other than the CEO): Barb.Berkenpas@smsu.edu

**NONPROFIT STATUS**

Type of Nonprofit Organization (check one):

☐ Fraternal ☐ Religious ☐ Veterans ☒ Other Nonprofit Organization

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

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

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

**GAMBLING PREMISES INFORMATION**

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

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

Check one:

☒ City: Marshall Zip: 56258 County: Lyon

☐ Township: \_\_\_\_\_ Zip: \_\_\_\_\_ County: \_\_\_\_\_

Date(s) of activity (for raffles, indicate the date of the drawing): February 17, 2023 (Gold Rush)

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 selectors may be borrowed from another organization authorized to conduct bingo. To find a licensed distributor, go to [mn.gov/gcb](http://mn.gov/gcb) and click on **Distributors** under the **List of Licensees** tab, or call 651-539-1900.

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

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

- ☐ The application is acknowledged with no waiting period.
- ☐ The application is acknowledged with a 30-day waiting period, and allows the Board to issue a permit after 30 days (60 days for a 1st class city).
- ☐ The application is denied.

Print City Name: Marshall

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

Title: City Clerk Date: \_\_\_\_\_

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

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

- ☐ The application is acknowledged with no waiting period.
- ☐ The application is acknowledged with a 30-day waiting period, and allows the Board to issue a permit after 30 days.
- ☐ The application is denied.

Print County Name: \_\_\_\_\_

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

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

**TOWNSHIP (if required by the county)**

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

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

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

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

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

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

Chief Executive Officer's Signature:  Date: 9/23/2022

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

Print Name: Nathan Polfliet

**REQUIREMENTS**

**Complete a separate application for:**

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

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

**Financial report to be completed within 30 days after the gambling activity is done:**

A financial report form will be mailed with your permit. Complete and return the financial report form to the Gambling Control Board.

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

**MAIL APPLICATION AND ATTACHMENTS**

**Mail application with:**

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

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

**Questions?**

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

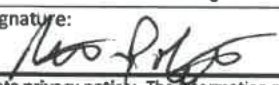
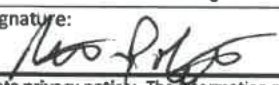
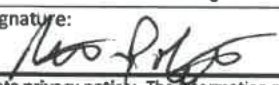
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ment of Public Safety; Attorney General; Commissioners of Administration, Minnesota Management & Budget, and Revenue; Legislative Auditor, national and international gambling regulatory agencies; anyone pursuant to court order; other individuals and 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.



## Checklist for Exempt Raffle

Organization Name: <b>Southwest Minnesota State University Four</b>		Previous Gambling Permit #: <b>X- [REDACTED]</b>	Date of Raffle Drawing: <b>February 17, 2023 (Gold Rush)</b>																																																																																										
<b>INSTRUCTIONS:</b> <ul style="list-style-type: none"> <li>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.</li> <li>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.</li> </ul>																																																																																													
		<b>• If tickets will be sold prior to the event, mark "Yes" to item #1 and mark "N/A" to items #2 and #3.</b> <b>• 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.</b>	<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <th style="width:10%;">Yes</th> <th style="width:10%;">N/A</th> <th style="width:40%;">Conduct</th> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td><input type="checkbox"/></td> <td>9. Only cash, personal checks, cashier's checks, money orders, travelers' check, and debit cards may be accepted (<b>NO CREDIT CARDS</b>). (349.2127) (7861.0260)</td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td><input type="checkbox"/></td> <td>10. The method of selection cannot be manipulated or based on the outcome of an event not under the organization's control. 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<input checked="" type="checkbox"/>	<input type="checkbox"/>	<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <th style="width:10%;">Yes</th> <th style="width:10%;">N/A</th> <th style="width:40%;">Post Raffle Conduct</th> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td><input type="checkbox"/></td> <td>15. An exempt permit financial report (LG220A) must be submitted to the Gambling Control Board within 30 days of the gambling occasion. (349.166)</td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td><input type="checkbox"/></td> <td>16. Gambling funds may only be spent for allowable expenses and lawful purposes. (349.12 3a &amp; 25)</td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td><input type="checkbox"/></td> <td>17. Gambling records must be kept for 3½ years. (7861.0310)</td> </tr> </table>	Yes	N/A	Post Raffle Conduct	<input checked="" type="checkbox"/>	<input 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"/>	<input type="checkbox"/>	16. Gambling funds may only be spent for allowable expenses and lawful purposes. (349.12 3a & 25)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	17. Gambling records must be kept for 3½ years. (7861.0310)																																																																															
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<input checked="" type="checkbox"/>	<input type="checkbox"/>	17. Gambling records must be kept for 3½ years. (7861.0310)																																																																																											
<input checked="" type="checkbox"/>	<input type="checkbox"/>	1. Tickets are printed in accordance with MN Rule 7861.0310.																																																																																											
<input checked="" type="checkbox"/>	<input type="checkbox"/>	2. Tickets contain the sequential number of the raffle ticket. (349.173)																																																																																											
<input checked="" type="checkbox"/>	<input type="checkbox"/>	3. A list of prizes and a statement of other relevant information is made available to ticket purchasers. (349.173)																																																																																											
<b>Yes</b>	<b>Prizes</b>																																																																																												
<input checked="" type="checkbox"/>	<input 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"/>	<input type="checkbox"/>	5. A merchandise certificate is used when a prize requiring registration or licensure (guns, cars, ATVs, etc.) is offered. (7861.0260)																																																																																											
<input checked="" type="checkbox"/>	<input type="checkbox"/>	6. Prizes must not consist of lawful gambling equipment including raffle tickets for another raffle. (7861.0260)																																																																																											
<input checked="" type="checkbox"/>	<input 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)																																																																																											
<input checked="" type="checkbox"/>	<input 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)																																																																																											
<b>CHIEF EXECUTIVE OFFICER'S SIGNATURE (required)</b> <b>Noncompliant Activity:</b> 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: <b>9/23/2022</b>	Print Name: <b>Nathan Polfiet</b>																																																																																										
<b>Data privacy notice:</b> The information requested on this form (and any attachments) will be used by the Gambling Control Board (Board) to determine your organization's qualifications to be involved in lawful gambling activities in Minnesota. Your organization has the right to refuse to supply the information; however, if your organization refuses to supply this information, the Board may not be able to determine your organization's qualifications and, as a consequence, may refuse to issue a permit. If your organization supplies the information requested, the Board will be able to process the application.		Your organization's name and address will be public information when received by the Board. All other information provided will be private data about your organization until the Board issues the permit. When the Board issues the permit, all information provided will become public. If the Board does not issue a permit, all information provided remains private, with the exception of your organization's name and address which will remain public. Private data about your organization are available to Board members, Board staff whose work requires access to the information; Minnesota's Department of Public Safety; Attorney General; Commissioners of Administration, Minnesota Management & Budget, and Revenue; Legislative Auditor, national and international gambling regulatory agencies; anyone pursuant to court order; other individuals and agencies specifically authorized by state or federal law to have access to the information; individuals and agencies for which law or legal order authorizes a new use or sharing of information after this notice was given; and anyone with your written consent.																																																																																											

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

An equal opportunity employer



How You May Spend Gambling Funds	How You May Not Spend Gambling Funds
<p><b>Allowable expenses</b> - Gambling funds may be spent for allowable expenses, such as:</p> <ul style="list-style-type: none"> <li>• gambling equipment (pull-tabs, bingo paper, bingo blower, paddlewheel tickets, tipboard games);</li> <li>• advertising;</li> <li>• printing raffle tickets; or</li> <li>• any services or goods that are directly related to the conduct of your gambling.</li> </ul> <p><b>Charitable contributions</b> - Gambling funds may be spent for the following charitable contributions (lawful purpose):</p> <ul style="list-style-type: none"> <li>• to or by 501(c)(3) organization and 501(c)(4) festival organizations;</li> <li>• relieving the effects of poverty, homelessness, or disability;</li> <li>• problem gambling programs approved by the Minnesota Department of Human Services;</li> <li>• public or private nonprofit school;</li> <li>• scholarships (if a contribution is made to a scholarship fund, it must be made to a nonprofit organization whose primary mission is to award scholarships);</li> <li>• church;</li> <li>• recognition of military service (open to public) or active military personnel in need;</li> <li>• activities and facilities benefiting youth under age 21;</li> <li>• citizen monitoring of surface water quality, with data submitted to Minnesota PCA;</li> <li>• unit of government (NOTE: A direct contribution to a law enforcement or prosecutorial agency is not allowed);</li> <li>• wildlife management projects or activities that benefit the public-at-large, with DNR approval;</li> <li>• grooming and maintaining snowmobile or all-terrain trails that are grant-in-aid trails, or other trails open to public use, with DNR approval;</li> <li>• supplies and materials for DNR training and educational programs;</li> <li>• nutritional programs, food shelves, and congregate dining programs primarily for persons who are 62 or older or disabled;</li> <li>• community arts organizations or programs;</li> <li>• humanitarian service recognizing volunteerism or philanthropy; and</li> <li>• acquisition and repair of real property and capital assets (contact the Gambling Control Board for requirements).</li> </ul>	<ol style="list-style-type: none"> <li>1. <b>Controlled contribution</b> - An organization may not retain any control over any contribution made from gambling funds. The only exception is for expenditures by a 501(c)(3) organization or a 501(c)(4) festival organization to its general fund.</li> <li>2. <b>Financial gain</b> - A contribution or expenditure may not be made if it results in any monetary, economic, financial, or material benefit to the organization making the contribution or expenditure.</li> <li>3. <b>Government</b> - An expenditure may not be made for: <ul style="list-style-type: none"> <li>• influencing the nomination or election of a candidate for public office;</li> <li>• promoting or defeating a ballot question; or</li> <li>• any activity intended to influence an election or a governmental decision-making process.</li> </ul> </li> <li>4. <b>Law enforcement</b> - A direct contribution may not be made to a law enforcement or prosecutorial agency.</li> <li>5. <b>Pension</b> - A contribution may not be made to a government pension or retirement fund, such as a fire relief association.</li> <li>6. <b>Conflict of interest</b> - A contribution or expenditure may not be made if it is not allowed under the conflict of interest provisions of the Minnesota Nonprofit Corporation Act, Minnesota Statutes, Section 317A.255.</li> <li>7. <b>Alcohol</b> - An expenditure may not be made for the purchase of any intoxicating liquor, wine, or malt beverages.</li> <li>8. <b>Fundraising</b> - An expenditure may not be made for fundraising costs, except as allowed for a 501(c)(3) organization or 501(c)(4) festival organization from its general fund.</li> <li>9. <b>Other organizations</b> - With few exceptions, gambling funds may not be contributed to other organizations or clubs such as veterans, fraternal, Lions, etc. unless it is a 501(c)(3) organization.</li> <li>10. <b>Other contributions</b> - A contribution may not be made to a 501(c)(3) organization or another entity with the intent or effect of not complying with lawful purpose restrictions or requirements.</li> </ol>

**Internal Revenue Service**

**Date:** January 6, 2004

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

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

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

Dear Sir or Madam:

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

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

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

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

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

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

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

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

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

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

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

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

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

This letter affirms your organization's exempt status.

Sincerely,

*Donna Carlisle*

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

## CITY OF MARSHALL AGENDA ITEM REPORT

<b>Meeting Date:</b>	Tuesday, October 11, 2022
<b>Category:</b>	CONSENT AGENDA
<b>Type:</b>	ACTION
<b>Subject:</b>	Consider an Application for a Temp On-Sale License for SMSU Gold Rush Days
<b>Background Information:</b>	Consider an Application for a Temp On-Sale License for SMSU Gold Rush Days on February 17, 2023.
<b>Fiscal Impact:</b>	
<b>Alternative/ Variations:</b>	None recommended
<b>Recommendations:</b>	To approve an application for a Temp On-Sale License for SMSU Gold Rush Days.



Minnesota Department of Public Safety  
Alcohol and Gambling Enforcement Division  
445 Minnesota Street, Suite 1600, St. Paul, MN 55101  
651-201-7507 TTY 651-282-6555  
**APPLICATION AND PERMIT FOR A 1 DAY  
TO 4 DAY TEMPORARY ON-SALE LIQUOR LICENSE**

Name of organization Southwest Minnesota State University Foundation		Date of organization 10/17/1963		Tax exempt number [REDACTED]	
Organization Address (No PO Boxes) 1501 State Street		City Marshall	State MN	Zip Code 56258	
Name of person making application Nathan Polfliet, Executive Director		Business phone 507/ 537-6285		Home phone [REDACTED]	
Date(s) of event Friday, February 17, 2023 Gold Rush		Type of organization <input type="checkbox"/> Microdistillery <input type="checkbox"/> Small Brewer <input type="checkbox"/> Club <input type="checkbox"/> Charitable <input type="checkbox"/> Religious <input checked="" type="checkbox"/> Other non-profit			
Organization officer's name Jerry Bly, past SMSU Foundation Board of Director President		City Marshall	State MN	Zip Code 56258	
Organization officer's name [REDACTED]		City [REDACTED]	State MN	Zip Code [REDACTED]	
Organization officer's name [REDACTED]		City [REDACTED]	State MN	Zip Code [REDACTED]	
Location where permit will be used. If an outdoor area, describe. SMSU Campus RA					

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

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

**APPROVAL**

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

City or County approving the license	Date Approved
Fee Amount	Permit Date
Event in conjunction with a community festival <input type="checkbox"/> Yes <input type="checkbox"/> No	City or County E-mail Address
Current population of city	

Please Print Name of City Clerk or County Official

Signature City Clerk or County Official

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

No Temp Applications faxed or mailed. Only emailed.

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

**PLEASE PROVIDE A VALID E-MAIL ADDRESS FOR THE CITY/COUNTY AS ALL TEMPORARY**

**PERMIT APPROVALS WILL BE SENT BACK VIA EMAIL. E-MAIL THE APPLICATION SIGNED**

**CITY/COUNTY TO AGE.TEMPORARYAPPLICATION@STATE.MN.US**

## CITY OF MARSHALL AGENDA ITEM REPORT

<b>Meeting Date:</b>	Tuesday, October 11, 2022
<b>Category:</b>	CONSENT AGENDA
<b>Type:</b>	ACTION
<b>Subject:</b>	Call for a Public Hearing Regarding Proposed Property Tax Abatement for Daisy and Tulip Holdings LLC
<b>Background Information:</b>	<p>Daisy and Tulip Holdings LLC (D &amp; G Excavating, Inc. is requesting a commercial tax abatement for a storage facility the company will be building in the Centrol Addition. They intend to build a 60' x 120' storage building for the purpose of storing snow removal equipment.</p> <p>Previously D &amp; G has rented space in Marshall for this purpose, but recent sales of these buildings has removed the option to lease. In order to continue snow removal service (currently 85 properties being served) which keeps their seasonal staff employed year-round, the new storage space is necessary.</p> <p>The abatement request is for \$6,928.00 over four years.</p> <p>The public hearing will be scheduled for Tuesday, October 25<sup>th</sup> at 5:30 pm.</p>
<b>Fiscal Impact:</b>	\$6,928.00
<b>Alternative/ Variations:</b>	None
<b>Recommendations:</b>	Call for Pubic Hearing on Commercial Tax Abatement Request

D & G Excavating

CALCULATING 2021 EMV AS BASE - ONLY HAVING ABATEMENT  
ON IMPROVEMENT EMV

	EMV	City Taxes	County Taxes	TOTAL TAX BILL
Base EMV	\$ 76,300.00	\$ 675.00	\$ 429.00	\$ 1,585.00
Improvement EMV	\$ 311,900.00	\$ 3,464.00	\$ 1,839.00	\$ 9,999.00
Total EMV	\$ 388,200.00	\$ 4,139.00	\$ 2,268.00	\$ 11,584.00

BASED ON OFFICE ESTIMATE	1	2	3	4	
year	2024	2025	2026	2027	
ENTER % OF ABATEMENT HERE ➡	80%	60%	40%	20%	
Base EMV Captured Taxes	\$ 675.00	\$ 675.00	\$ 675.00	\$ 675.00	
Improvement EMV Abated Taxes	\$ 2,771.20	\$ 2,078.40	\$ 1,385.60	\$ 692.80	
Improvement EMV Captured Taxes	\$ 692.80	\$ 1,385.60	\$ 2,078.40	\$ 2,771.20	
					TOTAL (10 Year)
Amount of Abatement	\$ 2,771.20	\$ 2,078.40	\$ 1,385.60	\$ 692.80	\$ 6,928.00
Amount of Taxes the City receives	\$ 1,367.80	\$ 2,060.60	\$ 2,753.40	\$ 3,446.20	\$ 34,462.00
Total Tax Bill (city)	\$ 4,139.00	\$ 4,139.00	\$ 4,139.00	\$ 4,139.00	\$ 41,390.00
					REQUESTED \$\$\$ \$ -
					BALANCE OF \$ -
					SPECIALS FORGAVE
					TAX ABATEMENT \$ -
					\$ 6,928.00

CITY OF MARSHALL  
NOTICE OF PUBLIC HEARING REGARDING PROPOSED PROPERTY TAX ABATEMENT  
FOR TAX ABATEMENT APPLICANT DAISY AND TULIP HOLDINGS LLC

NOTICE IS HEREBY GIVEN that the City Council of the City of Marshall Minnesota (the “City”), will hold a public hearing at a meeting of the Council beginning at or after 5:30 p.m., on October 25, 2022 to be held in the Council Chambers at City Hall, 344 West Main St. in Marshall, Minnesota, on the request of a Tax Abatement Applicant that the City abate a portion of property taxes levied by the City in connection with the proposed construction of a new structure. The property is located within the City and is currently identified as Parcel No. 27-158001-0. The approximate amount of assistance is \$6,928.00 over a maximum period of 4 years. The City Council will consider granting a property tax abatement in response to the request.

Information about the proposed tax abatement will be on file and available for public inspection at the office of the City Clerk at City Hall.

All interested persons may appear at the public hearing and present their views orally or in writing. Following the public hearing, the City Council will take action concerning the adoption or rejection of the proposed tax abatement application.

October 14, 2022

Steven Anderson  
City Clerk



## CITY OF MARSHALL AGENDA ITEM REPORT

<b>Meeting Date:</b>	Tuesday, October 11, 2022
<b>Category:</b>	CONSENT AGENDA
<b>Type:</b>	ACTION
<b>Subject:</b>	Consider approval of agreements with Cigna and Hartford for Voluntary Employee Supplemental Benefits
<b>Background Information:</b>	<p>The Employee Insurance Advisory Committee met on September 22 and September 28 to hear presentations from two benefit carriers for voluntary employee supplemental benefits: AFLAC and Cigna/Hartford. The Committee is recommending the Council consider approval of agreements with Hartford and Cigna for these benefits. <i>(This committee is comprised of 7 union, 3 non-union, and 1 management representative.)</i></p> <p>There is No Cost to the City for these supplemental benefit plans; employees pay 100% of the premium costs.</p> <p>Cigna and Hartford provide the following voluntary benefit plans for employees on a voluntary basis—the benefit summaries for each are attached:</p> <ul style="list-style-type: none"> <li>• Group Accident Insurance (Cigna)</li> <li>• Group Critical Illness Insurance (Cigna)</li> <li>• Group Hospital Care Insurance (Cigna)</li> <li>• Short-term Disability (STD) Insurance (Hartford)</li> </ul> <p>These voluntary benefits are currently being offered by a local AFLAC representative on an individual basis. The Committee received benefit summaries from both companies to review and compare benefit plans and rates and were able to ask questions of both carriers. The advantages to Cigna/Hartford are:</p> <ul style="list-style-type: none"> <li>• Rate reductions on some Cigna plans due to being part of a group government pool with negotiated plan design and rates</li> <li>• Cost comparisons showed rate reductions for the STD benefit</li> <li>• Benefit elections are able to be offered through our open enrollment platform</li> <li>• Guaranteed issue policies and no employee health history questions</li> </ul> <p>There is no risk (no loss of benefits) to employees with existing AFLAC plans. Employees who desire to keep their existing AFLAC plans may do so on a direct pay basis.</p> <p>There is no multi-year commitment with Cigna; the City can elect to cancel the agreements at any time.</p> <p>If approved, Staff will partner with Integrity Employee Benefits (broker for this benefit) to communicate the changes during the employee open enrollment period.</p>
<b>Fiscal Impact:</b>	No cost to the City.

<b>Alternative/ Variations:</b>	None recommended. The Employee Insurance Advisory Committee is recommending the carrier change.
<b>Recommendations:</b>	To authorize staff to approve agreements with Cigna and Hartford for voluntary employee supplemental benefits effective 01/01/2023.



### Short Term Disability

*"works to pay the bills when you can't"*



#### What happens if I can't work for a month or two...or more?

A broken arm, surgery or having a baby could keep you out of commission and off the job for six to eight weeks or longer. Your medical insurance will help cover the cost of treatment. But what about other expenses-your mortgage or rent, car payment, groceries and utilities? Once you've used up your sick leave and vacation time, the paychecks stop. But the bills do not.

#### Think of Short-Term Disability insurance as income protection insurance

The chances of suddenly not being able to work are greater than you may realize, and the financial consequences can be serious:

- Within one year, one in 13 working people will suffer a short-term disability for more than one week.
- Over 90% of disabling illnesses or injuries are not work-related, so most disabled workers are not eligible for worker's compensation.
- Even a short disruption of income can be bad news because two-thirds of American families live from paycheck to paycheck.

Short-Term Disability insurance provides income assistance and a way to help you pay your bills and keep your life as normal as possible if you become sick or injured and cannot work. And through your employer, you can get this protection at an affordable group rate.



Integrity Employee Benefits  
651-437-7977  
866-437-7977  
[integrity@integrityeb.com](mailto:integrity@integrityeb.com)

Log-in to *Integrity Employee Benefits'* **HRconnection** website for much more information on these benefits. Download and print forms, use calculators to determine your financial need, watch videos explaining coverages and much more.

To Log-In Go to: [www.hrconnection.com](http://www.hrconnection.com)  
Guest Key: **Marshall**

(Enter username and password exactly as noted here)

## SHORT TERM DISABILITY

- Protect your income for the first 3 months of a disability with Short Term Disability insurance.
- Benefits begin on the 1st day of an injury or 8th day of a sickness and can be payable up to 13 weeks.
- You may **select your level of coverage** from weekly benefits of \$100 to \$2,000 in \$100 increments, not to exceed 60% of weekly gross earnings.
- **OPEN ENROLLMENT** – Employees may sign up or increase without providing proof of good health. The amount of benefit is subject to the normal 6/6/12 pre-existing condition limitation.
- **Forms and additional information may be found on the *HRconnection* website.**

		Monthly Premium Cost			
		Age on January 1			
If your <u>annual</u> salary is at least	You may select a maximum weekly benefit of	AGE 0-34	AGE 35-49	AGE 50-59	AGE 60+
\$8,667	\$100	\$7.47	\$4.67	\$7.98	\$11.43
\$17,333	\$200	\$14.94	\$9.34	\$15.96	\$22.86
\$26,000	\$300	\$22.41	\$14.01	\$23.94	\$34.29
\$34,667	\$400	\$29.88	\$18.68	\$31.92	\$45.72
\$43,333	\$500	\$37.35	\$23.35	\$39.90	\$57.15
\$52,000	\$600	\$44.82	\$28.02	\$47.88	\$68.58
\$60,667	\$700	\$52.29	\$32.69	\$55.86	\$80.01
\$69,333	\$800	\$59.76	\$37.36	\$63.84	\$91.44
\$78,000	\$900	\$67.23	\$42.03	\$71.82	\$102.87
\$86,667	\$1,000	\$74.70	\$46.70	\$79.80	\$114.30
\$95,333	\$1,100	\$82.17	\$51.37	\$87.78	\$125.73
\$104,000	\$1,200	\$89.64	\$56.04	\$95.76	\$137.16
\$112,667	\$1,300	\$97.11	\$60.71	\$103.74	\$148.59
\$121,333	\$1,400	\$104.58	\$65.38	\$111.72	\$160.02
\$130,000	\$1,500	\$112.05	\$70.05	\$119.70	\$171.45
\$138,667	\$1,600	\$119.52	\$74.72	\$127.68	\$182.88
\$147,333	\$1,700	\$126.99	\$79.39	\$135.66	\$194.31
\$156,000	\$1,800	\$134.46	\$84.06	\$143.64	\$205.74
\$164,667	\$1,900	\$141.93	\$88.73	\$151.62	\$217.17
\$173,333	\$2,000	\$149.40	\$93.40	\$159.60	\$228.60



Have you ever thought about what you would do if you or a family member were accidentally injured as a result of an accident? Accidents are unexpected and can strike any member of your family. The costs associated with treatment can mount quickly.

- One in six U.S. residents require medical treatment from an injury each year.
- Over 40 million Americans visit a physician's office for unintentional injuries each year.

The plan pays a fixed cash benefit amount. What you do with the money is all up to you.

- **Benefits** are paid directly to you to be spent any way you choose
- **Plan** is portable, you can take it with you at the same rates should you change jobs or retire.
- **Health Screening:** \$50 Wellness Benefit paid annually
- **Pays in addition to any other coverage you may have**
- **No health questions**
- **Fast and accurate claims service**

The additional financial protection you may need. Use the payment for what matters most. Everyone has different needs and different ways of coping with the unplanned. These benefits can help you pay for out-of-pocket medical and nonmedical costs such as:

- › Medical copays and deductibles
- › Travel to see a specialist
- › Child care
- › Help around the house
- › Alternative treatment



Integrity Employee Benefits  
651-437-7977  
866-437-7977  
[integrity@integrityeb.com](mailto:integrity@integrityeb.com)

## Group Accident - Example

### Consider this:

Jack and Lori have an active family. They love to play sports and go bike riding with their two kids, Tim and Emily. Of course, with four people always on the go, there have been more than a few spills – and more than a few trips to an urgent care clinic or emergency room. Like the time Jack fell off his bike and dislocated his knee and fractured his wrist. How do Jack and Lori pay for those unplanned medical bills? What will their out-of-pocket costs look like once their medical funds are depleted?

Jack signed up for the Accident “Medium Plan.” The premium cost was as follows:

#### Employee Only

\$16.95/month

x 12 months

= \$203.40/year

-\$50 Health Screening/Wellness benefit

Net=\$153.40/year

(Net = \$12.79/month)

The plan paid Jack this when he had an accident:

### JACK FELL OFF HIS BIKE. INJURY: DISLOCATED KNEE AND FRACTURED WRIST\*

#### Expenses

Medical Plan with a \$3,000 family deductible:

› Plan annual deductible	\$3,000
› Coinsurance amount due	\$100
› HRA employer contribution fund ›	(-\$1,500)
Other expenses not covered	\$250
<b>Total out-of-pocket</b>	<b>\$1,850</b>

#### Accidental Injury plan

Coverage paid:

› Doctor office visit	\$100
› Diagnostic exam (X-ray)	\$25
› Dislocated knee	\$1,000
› Fractured wrist	\$800
› Follow-up appointment	\$100
› Five physical therapy sessions	\$250

**Total Accidental Injury coverage paid = \$2,275**

The payment Jack and Lori received from their Accidental Injury policy helped to pay for those unexpected medical costs.

**Group Accidental Injury Proposal  
Summary of Benefits and Coverage**

Eligibility	All active, full-time Employees of the Employer regularly working a minimum of {20} hours per week, who are United States citizens and permanent resident aliens, regularly working in the United States.	
SUMMARY OF BENEFITS		
Benefit Waiting Period	None for Employee benefits unless otherwise stated.	
Employee Benefit Amount(s)	Employee benefits are payable at 100% of the Benefit Amount shown for the Eligible Employee unless otherwise stated	
Spouse /Domestic Partners Benefit Amount(s) (Spouse to age 70 is eligible for coverage if employee is enrolled)	Spouse/ Domestic Partners benefits are payable at 100% of the Benefit Amount shown for the Employee unless otherwise stated	
Dependent Child Benefit Amount(s) Child only eligible if employee is enrolled Birth to 26	Dependent Child (ren) benefits are payable at 100% of the Benefit Amount shown for the Employee unless otherwise stated	
Coverage	<p>Plan pays a lump sum cash benefit direct to the insured (Employee) for a broad range of accident treatments and conditions, based on the schedule below. Other enhancements will be defined in the policy.</p> <p>This is a group accident Off-the-job insurance policy. Benefits provided are not intended to cover all medical expenses. This is not a substitute for comprehensive health insurance.</p>	
Coverage and Benefit Amounts		
INITIAL CARE AND EMERGENCY CARE		
Benefit Type	Benefit Amount	
	Plan 1	Plan 2
Emergency Care Treatment	\$100	\$200
Physician Office Visit	\$50	\$100
Diagnostic Exam	\$10	\$25
Ground / Water Ambulance	\$100	\$200
Air Ambulance	\$300	\$600
HOSPITALIZATION		
If a benefit is payable under the Hospital Stay Benefit as well as under the Initial Intensive Care Unit Benefit, only 1 benefit will be paid for the same Covered Accident, which is the greater amount.		
Benefit Type	Benefit Amount	
	Plan 1	Plan 2
Hospital Admission	\$500	\$1,500
Benefit Waiting Period 0 days		
Hospital Stay	\$100 per day	\$300 per day
Benefit Waiting Period 0 days		
Maximum Benefit Period 365 days		
Intensive Care Unit Stay	\$200 per day	\$400 per day
Benefit Waiting Period 0 days		
Maximum Benefit Period up to 365 days		

## FRACTURES

Must be diagnosed and treated by a physician within **90** days of a Covered Accident

### Benefit Type

	<u>Plan 1</u>		<u>Plan 2</u>	
	<u>Benefit Amount</u>		<u>Benefit Amount</u>	
	<u>Non-Surgical</u>	<u>Surgical</u>	<u>Non-Surgical</u>	<u>Surgical</u>
<b>Skull</b>	\$1,000	\$2,000	\$2,000	\$4,000
<b>Hip or Thigh</b>	\$1,000	\$2,000	\$2,000	\$4,000
<b>Vertebrae or Pelvis</b>	\$1,000	\$2,000	\$1,500	\$3,000
<b>Upper Arm</b>	\$500	\$1,000	\$1,000	\$2,000
<b>Shoulder or Collarbone</b>	\$500	\$1,000	\$1,000	\$2,000
<b>Leg</b>	\$500	\$1,000	\$1,000	\$2,000
<b>Ankle</b>	\$400	\$800	\$800	\$1,600
<b>Kneecap</b>	\$400	\$800	\$800	\$1,600
<b>Lower Arm</b>	\$400	\$800	\$800	\$1,600
<b>Foot</b>	\$400	\$800	\$800	\$1,600
<b>Hand or Wrist</b>	\$400	\$800	\$800	\$1,600
<b>Upper Jaw</b>	\$300	\$600	\$600	\$1,200
<b>Lower Jaw</b>	\$300	\$600	\$600	\$1,200
<b>Bones of Face or Nose</b>	\$300	\$600	\$600	\$1,200
<b>Vertebral Processes</b>	\$300	\$600	\$600	\$1,200
<b>Rib</b>	\$100	\$200	\$200	\$400
More than 1 rib fracture pays 2 times the Benefit Amount				
<b>Coccyx</b>	\$100	\$200	\$200	\$400
<b>Finger</b>	\$50	\$100	\$100	\$200
More than 1 finger pays 2 times the Benefit Amount				
<b>Toe</b>	\$50	\$100	\$100	\$200
More than 1 toe fracture pays 2 times the Benefit				
<b>Sternum</b>	\$50	\$100	\$100	\$200
<b>Heel</b>	\$50	\$100	\$100	\$200
<b>Chip Fracture</b>	25% of closed fracture benefit	N/A	25% of closed fracture benefit	N/A
<b>Multiple Fractures</b>	200% of the single fracture benefit for multiple fractures to the same bone	N/A	200% of the single fracture benefit for multiple fractures to the same bone	N/A



**DISLOCATIONS**

Must be diagnosed and treated by a doctor within **90** days of a Covered Accident

Benefit Type

	<u>Plan 1</u>		<u>Plan 2</u>	
	<u>Benefit Amount</u>	<u>Benefit Amount</u>	<u>Benefit Amount</u>	<u>Benefit Amount</u>
	<u>Non-Surgical</u>	<u>Surgical</u>	<u>Non-Surgical</u>	<u>Surgical</u>
<b>Hip Joint</b>	\$1,000	\$2,000	\$2,000	\$4,000
<b>Knee Joint</b>	\$500	\$1,000	\$1,000	\$2,000
<b>Bones of Foot</b>	\$500	\$1,000	\$1,000	\$2,000
<b>Ankle</b>	\$500	\$1,000	\$1,000	\$2,000
<b>Wrist</b>	\$400	\$800	\$800	\$1,600
<b>Elbow</b>	\$300	\$600	\$600	\$1,200
<b>Shoulder</b>	\$200	\$400	\$400	\$800
<b>Hand</b>	\$200	\$400	\$400	\$800
<b>Collarbone</b>	\$200	\$400	\$400	\$800
<b>Lower Jaw</b>	\$200	\$400	\$400	\$800
<b>Finger or Toe</b>	\$50	\$100	\$100	\$200

More than 1 finger or toe pays **2** times the benefit

**FOLLOW UP CARE**Benefit TypeBenefit Amount

	<u>Plan 1</u>	<u>Plan 2</u>
<b>Follow up Physician Office Visit</b>	\$50	\$100
Benefit is limited to <b>10</b> treatments per Accident		
<b>Follow up Physical Therapy Visits</b>	\$25	\$50
Benefit is limited to <b>10</b> treatments per Accident		
Refer to the policy for definitions of terms and full conditions		

**Additional Benefits and Provisions****PORTABILITY**

Coverage may be continued upon employee's termination of employment with employer, or when employer terminates policy.

- Portable period is to age 100
- Coverage(s) may be ported on employee, spouse/Domestic Partner, and dependent child
- Maximum port age is 70

**ENHANCED ACCIDENT BENEFITS**Benefit TypeBenefit Amount

	<u>Plan 1</u>	<u>Plan 2</u>
<b>Small Burns</b>	\$100	\$300
<b>Large Burns</b>	\$300	\$900
<b>Skin-Graft Benefit</b>	50% of the applicable Benefit amount for Small Burns or Large Burns	50% of the applicable Benefit amount for Small Burns or Large Burns
<b>Small Lacerations</b>	\$50	\$100
<b>Large Lacerations</b>	\$100	\$200
<b>General Anesthesia Benefit</b>	\$100	\$200
<b>Medicine Benefit</b>	\$5	\$10
<b>Medical Supply Benefit</b>	\$5	\$10
<b>Abdominal or Thoracic Surgery</b>	\$1,000	\$1,500
<b>Tendon, Ligament, Rotator Cuff, or Knee</b>	\$200	\$400

<b>Surgery – Repair</b>		
<b>Tendon, Ligament, Rotator Cuff, or Knee</b>	\$100	\$200
<b>Surgery – Exploratory</b>		
<b>Ruptured Disc Surgery – repair</b>	\$500	\$750
<b>Eye Injury Surgery</b>	\$200	\$400
<b>Eye Injury - Removal of Foreign Object</b>	\$100	\$200
<b>Emergency Dental - Extraction</b>	\$100	\$150
<b>Emergency Dental - Broken Tooth</b>	\$50	\$75
<b>Concussion</b>	\$100	\$150
<b>Coma</b>	\$5,000	\$10,000
<b>Diagnostic Advanced</b>	\$50	\$75
<b>Appliance</b>	\$100	\$150
<b>Prosthesis</b>	\$200	\$500
<b>Paralysis - Paraplegia</b>	\$1,000	\$3,000
<b>Paralysis – Quadriplegia</b>	\$2,000	\$6,000
<b>Blood, plasma, platelets</b>	\$100	\$200
<b>Transportation</b>	\$100	\$200
<b>Family Lodging</b>	\$50 per day	\$75 per day

Refer to the policy for definitions of terms and full conditions.

#### WELLNESS BENEFIT

This benefit is payable for Wellness Visits, Health Screening Tests, and Preventive Care services once per calendar year per Covered Person. The Benefit Waiting Period is 30 days following the effective date of the Wellness rider.

<u>Benefit Type</u>	<u>Benefit Amount</u>	
	<u>Plan 1</u>	<u>Plan 2</u>
<b>Wellness</b>	\$50	\$50
<b>Wellness Visits Include:</b>	<ul style="list-style-type: none"> <li>• Well Child Care - Visits, Labs and Immunizations;</li> <li>• Osteoporosis screenings;</li> <li>• Routine gynecological exams;</li> <li>• Routine prostate exams;</li> <li>• General health exams;</li> <li>• Colorectal cancer screening;</li> <li>• Lead poisoning screening;</li> <li>• Cancer screenings; and</li> <li>• Adult immunizations</li> </ul>	
<b>Health Screening Tests Include:</b>	<ul style="list-style-type: none"> <li>• Mammography</li> <li>• Pap Smear for women over Age 18</li> <li>• Flexible Sigmoidoscopy</li> <li>• Hemocult Stool Specimen</li> <li>• Colonoscopy</li> <li>• Prostate Specific Antigen (for prostate cancer)</li> <li>• Stress test on a bicycle or treadmill</li> <li>• Fasting blood glucose test</li> <li>• Blood test for triglycerides</li> <li>• Serum cholesterol test to determine levels of HDL and LDL</li> <li>• Bone marrow testing</li> <li>• Breast ultrasound</li> <li>• CA 15-3 (blood test for breast cancer)</li> <li>• CA125 (blood test for ovarian cancer)</li> <li>• CEA (blood test for colon cancer)</li> <li>• Chest X-ray</li> <li>• Serum Protein Electrophoresis (blood test for myeloma)</li> <li>• Thermography</li> </ul>	

**Preventive Care Includes:**

Patient Protection and Affordable Care Act (PPACA) required preventive health services for the following preventive care services. Detailed information is available at:  
[www.healthcare.gov/center/regulations/prevention/recommendations.html](http://www.healthcare.gov/center/regulations/prevention/recommendations.html)

1. Evidence-based items or services that have in effect a rating of “A” or “B” in the current recommendations of the United States Preventive Services Task Force;
2. Immunizations that have in effect a recommendation from the Advisory Committee on Immunization Practices of the Centers for Disease Control and Prevention with respect to the Covered Person involved;
3. For infants, children, and adolescents, evidence-informed preventive care and screenings provided for in the comprehensive guidelines supported by the Health Resources and Services Administration;
4. For women, such additional preventive care and screenings not described in paragraph.

Refer to the policy for definitions of terms and full conditions.

**Health Advocacy Services**

Cigna offers customers and their family members access to health advocacy services through Health Advocate™, a health assistance and support company. “Personal Health Advocates” provide expert assistance with a wide range of healthcare and health insurance challenges – from coverage questions, locating a provider or second opinion, understanding a medical issue, to grievance or medical bill challenges... and more. These features are included as part of this Cigna proposal and coverage extends to spouse, dependent children, parents and parents-in-law. This offering may not supersede the terms and conditions of any existing contract the client has with Health Advocate. Health Advocate reserves the right to refuse any client group through Cigna if the client group cancels a pre-existing contract with Health Advocate prior to expiration date of the contract.

**RATE SUMMARY****Quoted Number of Eligible Lives**

**Rate Guarantee** 36 months

**Rates Per Insured Class****Monthly****EE Paid**

	<b>Plan 1</b>	<b>Plan 2</b>
<b>Employee</b>	\$9.70	\$16.95
<b>Employee + Spouse</b>	\$16.40	\$28.75
<b>Employee + Child(ren)</b>	\$16.10	\$28.20
<b>Family</b>	\$22.80	\$39.75

Premium rates are guaranteed for 36 months provided that the first year participation is 10 enrolled employees or greater and Guaranteed Issue benefits are included.

Rate guarantee is subject to all exceptions stated in the policy and the policy's termination provisions.



### Group Critical Illness



Can your finances survive a serious illness? Maybe it's happened to someone you know. A sudden illness such as a heart attack, cancer or stroke with devastating physical and financial consequences.

- For those suffering a critical illness prior to age 65, the probability of surviving is almost twice that of dying.
- 1.5 million families lose their homes due to foreclosure every year due to unaffordable medical costs.
- One in three Americans are expected to get cancer in their lifetime.

How can critical illness insurance help? For many, a critical illness can expose an individual to an unexpected gap in protection. While health plans may help cover many of the direct costs associated with a critical illness, related expenses such as lost income, child care, travel to and from treatment, high deductibles and co-pays may quickly diminish savings. Critical illness insurance pays a fixed benefit upon diagnosis of a covered critical illness while you are living and when you may need it most.

**The plan pays a fixed cash benefit amount. What you do with the money is all up to you.**

- **Benefits** are paid directly to you to be spent any way you choose
- **Plan** is portable, you can take it with you at the same rates should you change jobs or retire.
- **Health Screening:** \$75 Wellness Benefit can be paid to you annually
- **Pays in addition to any other coverage you may have**
- **No health questions**
- **Fast and accurate claims service**

**The additional financial protection you may need. Use the payment for what matters most. Everyone has different needs and different ways of coping with the unplanned. These benefits can help you pay for out-of-pocket medical and nonmedical costs such as:**

- › Medical copays and deductibles
- › Travel to see a specialist
- › Child care
- › Help around the house
- › Alternative treatment



Integrity Employee Benefits  
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[integrity@integrityeb.com](mailto:integrity@integrityeb.com)

## Group Critical Illness - Example

### Consider this:

When Marco had a heart attack, he was grateful that the doctors were able to stabilize his condition. But he learned that there was some permanent damage to his heart. Marco began to see his costs adding up quickly. Things such as medical deductibles, coinsurance and payments for his doctor visits were his responsibility. How does Marco pay his medical bills and other expenses?

Marco signed up for the Critical Illness plan and it cost him this per year:

#### Employee Only – Example age 43

\$15.00/month

x 12 months

= \$180 /yr

-\$75 Health Screening/Wellness benefit

Net=\$105 /yr

(Net = \$8.75 /month)

The plan paid Marco this much when he had a critical illness event:

### MARCO HAD A HEART ATTACK\*

#### Expenses

Medical Plan with a \$1,500 individual deductible:

› Plan annual deductible	\$1,500
› Coinsurance amount due	\$1,500
› HRA employer contribution fund	(-\$750)
› Other expenses not covered	\$500
<b>Total out-of-pocket</b>	<b>\$2,750</b>

#### Critical Illness plan

Lump-sum payment can be utilized for direct medical expenses or other indirect costs such as: ›

Transportation

› Room and board

› Day care

› Medical copays and deductibles

**Total Critical Illness coverage paid = \$10,000**

Marco had signed up for Critical Illness coverage and received a lump-sum payment as a result of his heart attack. This decision allowed Marco to focus more on his recovery and less on how he was going to pay his medical bills.



Offered by Life Insurance Company of North America, a Cigna company

Employee-Paid

## CRITICAL ILLNESS INSURANCE

### SUMMARY OF BENEFITS

**Critical Illness insurance provides a cash benefit when an insured person is diagnosed with a covered critical illness or event after coverage is in effect.**

#### Who Can Elect Coverage?:

You: All active, full-time Employees of the Employer regularly working a minimum of 20 hours per week, who are United States citizens and permanent resident aliens, regularly working in the United States. Late applications require medical evidence of insurability.

You will be eligible for coverage immediately.

Your Spouse\*: Up to age 70, as long as you apply for and are approved for coverage yourself.

Your Child(ren): Is eligible as long as you apply for and are approved for coverage yourself.

#### Available Coverage:

The benefit amounts shown in this summary will be paid regardless of the actual expenses incurred. Benefits are only payable when all policy terms and conditions are met. Please read all the information in this summary to understand terms, conditions, exclusions and limitations applicable to these benefits. See your Certificate of Insurance for more information.

	Benefit Amount	Guaranteed Issue Amount
Employee	\$10,000	Up to \$10,000
Spouse	50% of employee amount	Up to \$5,000
Children	25% of employee amount	All guaranteed issue

Coverage and Benefit Amounts Series 2.1		
CRITICAL ILLNESS COVERAGE LIST OF COVERED CONDITIONS		
<u>Cancer Conditions</u>	<u>Option 1 % of Initial Benefit Amount</u>	<u>Recurrence % of Initial Benefit Amount</u>
Invasive Cancer	100%	100%
Carcinoma in Situ	25%	25%
	<u>Benefit Amount</u>	
Skin Cancer	\$250 1x per lifetime	Not Available
<u>Vascular Conditions</u>	<u>Option 1 % of Initial Benefit Amount</u>	<u>Recurrence % of Initial Benefit Amount</u>
Heart Attack	100%	100%
Stroke	100%	100%
Coronary Artery Disease	25%	25%
<u>Nervous System Conditions</u>	<u>Option 1 % of Initial Benefit Amount</u>	<u>Recurrence % of Initial Benefit Amount</u>
Advanced Alzheimer's Disease	25%	Not Available
Amyotrophic Lateral Sclerosis (ALS)	25%	Not Available
Parkinson's Disease	25%	Not Available
Multiple Sclerosis	25%	Not Available
<u>Other Specified Conditions</u>	<u>Option 1 % of Initial Benefit Amount</u>	<u>Recurrence % of Initial Benefit Amount</u>
Benign Brain Tumor	100%	100%
Blindness	100%	Not Available
Coma	25%	25%
End-Stage Renal (Kidney) Disease	100%	100%
Major Organ Failure	100%	100%
Paralysis	100%	100%

### Additional Benefits

Health Screening Benefit	Examples include (but are not limited to) mammography, bone marrow testing, pap smear (for women over age 18), breast ultrasound, colonoscopy, and certain blood tests. \$75
Additional Critical Illness Benefit	Benefit for the diagnosis of a subsequent and different covered condition. Payable after a 6 month Separation Period from diagnosis of 1st covered illness.
Recurrence Benefit	Benefit for the diagnosis of a subsequent and same covered condition. Payable after a 12 month Separation Period from diagnosis of previous covered illness.

### Monthly Cost of Coverage:

**Benefit Amount: \$10,000**

	Employee (EE)	Employee + Spouse (EE+SP)	Employee + Children (EE+CH)	Employee + Family (EE+F)
Age	Uni-Smoker	Uni-Smoker	Uni-Smoker	Uni-Smoker
<25	\$5.82	\$10.39	\$6.19	\$10.76
25 to 29	\$6.59	\$11.55	\$6.97	\$11.92
30 to 34	\$8.52	\$14.30	\$8.90	\$14.68
35 to 39	\$11.73	\$19.18	\$12.10	\$19.55
40 to 44	\$15.00	\$24.18	\$15.37	\$24.55
45 to 49	\$21.57	\$34.27	\$21.94	\$34.64
50 to 54	\$29.49	\$47.60	\$29.87	\$47.97
55 to 59	\$39.41	\$64.34	\$39.79	\$64.72
60 to 64	\$50.53	\$82.90	\$50.90	\$83.27
65 to 69	\$62.42	\$100.39	\$62.79	\$100.76
70 to 74	\$87.29	\$138.29	\$87.66	\$138.67
75 to 79	\$121.61	\$182.09	\$121.99	\$182.46
80 to 84	\$153.67	\$223.14	\$154.04	\$223.51
85 to 89	\$189.66	\$293.71	\$190.04	\$294.09
90 to 94	\$189.66	\$293.71	\$190.04	\$294.09
95+	\$189.66	\$293.71	\$190.04	\$294.09

*Costs are subject to change, and may be different if certain benefits or riders are not available in certain resident states.*

*Benefits reduce by age according to the Age Based Reductions schedule.*

*Actual per pay period premiums may differ slightly due to rounding.*

### Important Definitions and Policy Provisions:

**\* Domestic Partner** is defined in the Group Policy. For purposes of this brochure, wherever the term Spouse appears, it shall also include Domestic Partner registered under any state which legally recognizes Domestic Partnerships or Civil Unions. Additional information is available from your Benefit Services Representative.

**Covered Person:** An eligible person who is enrolled for coverage under this Policy.

**Covered Loss:** A loss that is one of the Covered Conditions suffered by the Covered Person within the applicable time period described in the Policy.

**When your coverage begins:** Coverage begins on the later of the program's effective date, the date you become eligible, the date we receive your completed enrollment form, the date you authorize any necessary payroll deductions., or if evidence of insurability is required, after we have approved you (or your dependent) for coverage in writing. Your coverage will not begin unless you are actively at work on the effective date. Dependent coverage will not begin for any dependent who on the effective date is hospital or home confined; receiving chemotherapy or radiation treatment; or disabled and under the care of a physician.

**When your coverage ends:** Coverage ends on the earliest of the date you and your dependents are no longer eligible, the date the group policy is no longer in force, or the date for the last period for which required premiums are paid. For your dependent, coverage also ends when your coverage ends, when their premiums are not paid or when they are no longer eligible. (Under certain circumstances, your coverage may be continued if you stop working. Be sure to read the Continuation of Insurance provisions in your Certificate.)

## Important Definitions and Policy Provisions — continued

**30 Day Right To Examine Certificate:** If an insured person is not satisfied with the Certificate of Insurance for any reason, it may be returned to us within 30 days after receipt. We will return any premium that has been paid and the Certificate will be void as if it had never been issued.

**Portability Feature:** You, your spouse, and child(ren) can continue 100% of your coverage at the time your coverage ends. You must be covered under the policy for at least 12 months and be under the age of 70 in order to continue your coverage. Rates may change and all coverage ends at age 100.

## Benefit Reductions, Exclusions and Limitations:

**Benefit Limits:** No more than one Benefit Amount will ever be paid per Covered Person (unless Additional Critical Illness Benefit or Recurrence coverage is also provided).

**Pre-Existing Condition Limitation:** In addition to any benefit-specific limitations, we will not pay benefits for a covered Critical Illness caused or contributed to by, or resulting from, a Pre-existing Condition. The term "Pre-existing Condition" means any Sickness or Injury for which an insured person received medical treatment, advice, care or services including diagnostic measures, took prescribed drugs or medicines or for which a reasonable person would have consulted a Physician within 12 months before the insured person's most recent effective date of insurance, and the most recent effective date of any added or increased amount of insurance.

The Pre-Existing Condition Limitation will apply to any added benefits or increases in benefits. This Limitation will not apply to a covered Critical Illness for which the Date of Diagnosis occurs after the insured person is insured under this Policy for at least 12 months after the insured person's most recent effective date of insurance, and effective date of any added or increased amount of insurance.

**Exclusions:** In addition to any benefit-specific exclusions, benefits will not be paid for any covered Critical Illness that is caused directly or indirectly, in whole or in part by any of the following: • intentionally self-inflicted Injury, suicide or any attempt thereat while sane or insane; • commission or attempt to commit a felony or an assault; • declared or undeclared war or act of war; • a covered Critical Illness that results from active duty service in the military, naval or air force of any country or international organization (upon our receipt of proof of service, we will refund any premium paid for this time; Reserve or National Guard active duty training is not excluded unless it extends beyond 31 days); • voluntary ingestion of any narcotic, drug, poison, gas or fumes, unless prescribed or taken under the direction of a Physician and taken in accordance with the prescribed dosage; • operating any type of vehicle while under the influence of alcohol or any drug, narcotic or other intoxicant ("Under the influence of alcohol", for purposes of this exclusion, means intoxicated, as defined by the law of the state in which the Covered Loss occurred). *Actual policy terms may vary depending on your plan design and location.*

## Specific Benefit Exclusions and Limitations:

The date of diagnosis must occur while coverage is in force and the condition definition must be satisfied.

- **Invasive Cancer:** Excludes: skin cancers, unless metastatic disease develops or recurrence or metastasis of previously diagnosed cancers if Covered Person prior to be diagnosed while coverage is in force, has not gone 60 months of being treatment free.
- **Stroke:** Excludes: TIAs, brain injury from trauma/hypoxia/anoxia or hypotension, or eye and ear diseases/disorders.
- **Major Organ Transplant:** Limit: one benefit for multi-organ transplants.
- **Coronary Artery Disease (Surgery):** Excludes: angioplasty, stent implants, or related procedures. Limit: paid once per lifetime per Covered Person.
- **Carcinoma in Situ:** Excludes: skin cancers (basal/squamous cell carcinoma or melanoma / melanoma in situ). Limit: paid once per lifetime per Covered Person.
- **Health Screening Benefit:** Limit: 1 health screening per year per Covered Person. The Benefit Waiting Period is 30 days following the effective date of the Health Screening Benefit rider.
- **Additional Critical Illness Benefit:** Limit: No more than one Benefit Amount and one Additional Benefit Amount will ever be paid per Covered Person; benefits for Coronary Artery Disease and Carcinoma in Situ are limited to once per lifetime per Covered Person. Unless otherwise stated, no benefits will be paid for a Covered Critical Illness that occurs during the Separation Period.
- **Recurrence Benefit:** Excludes: Invasive Cancer, Carcinoma in Situ, and Coronary Artery Disease.

## Guaranteed Issue:

If you are a new hire and you apply within 31 days after you are eligible to elect coverage for yourself, you are entitled to choose any coverage offered up to the Guaranteed Issue Amount, without providing evidence of good health. If you apply for an amount of coverage greater than the Guaranteed Issue Amount, coverage in excess of the Guaranteed Issue Amount will not be issued until the insurance company approves acceptable evidence of good health. If you apply for coverage for yourself more than 31 days from the date you become eligible to elect coverage under this plan, the Guaranteed Issue Amount will not apply, unless Guaranteed Issue has been approved by your employer for a specific period of time. Coverage will not be issued until the insurance company approves acceptable evidence of good health. Benefits may reduce by age. Pre-existing condition limitations may apply.

These are summarized definitions only. To be eligible for coverage, the covered illness or event must meet the definitions and other terms and conditions set forth in the group policy.





With nearly 3/4 of Americans living paycheck-to-paycheck, hospital expenses can be difficult for a family. Cigna Hospital Care insurance can help. Cigna Hospital Care insurance pays a fixed benefit for hospital stays resulting from a covered injury or illness, including:

- Hospital admission
- Daily hospital and ICU stays
- Hospital admissions for chronic condition
- Hospital observation stays

A hospital stay can happen at any time. It may be unexpected and expensive. The average inpatient hospital stay in the U.S. Costs \$2,271 per day and lasts an average of 6.1 days. Cigna Hospital Care, helps provide employees and their families with the additional financial protection they may need. It can help cover these unexpected events – so they can focus on getting better.

**The plan pays a fixed cash benefit amount. What you do with the money is all up to you.**

- **Benefits** are paid directly to you to be spent any way you choose
- **Plan** is portable, you can take it with you at the same rates should you change jobs or retire.
- **Health Screening:** \$50 Wellness Benefit can be paid to you annually
- **Pays in addition to any other coverage you may have**
- **No health questions and no Pre-existing conditions limitations**
- **Fast and accurate claims service**

**The additional financial protection you may need. Use the payment for what matters most. Everyone has different needs and different ways of coping with the unplanned. These benefits can help you pay for out-of-pocket medical and nonmedical costs such as:**

- › Medical copays and deductibles
- › Travel to see a specialist
- › Child care
- › Help around the house
- › Alternative treatment



Integrity Employee Benefits  
651-437-7977  
866-437-7977  
[integrity@integrityeb.com](mailto:integrity@integrityeb.com)

## Group Hospital Care - Example

### Consider this:

While traveling to a relative's house, Susan had a car accident and required hospitalization.

Susan signed up for the Hospital Care plan. The premium cost was as follows:

#### Employee Only

\$19.78/month

x 12 months

= \$237.36/year

-\$50 Health Screening/Wellness benefit

Net=\$187.36/year

(Net = \$15.62/month)

The plan paid Susan this when she had this hospital stay:

Hospital admission	\$1,000
Hospital ICU stay (1 day)	\$200
Hospital stay (3 days)	<u>\$300</u>
Total coverage paid:	\$1,500

These extra dollars helped Susan with these expenses:

Health plan with a \$3,000 deductible:

Annual deductible and coinsurance \$3,000

Indirect expenses (family hotel, gas etc.) \$500

Total out-of-pocket: \$3,500

## SUMMARY OF BENEFITS

<b>Employee Benefit Amount(s)</b>	100% of the Benefit Amount shown
<b>Spouse /Domestic Partner Benefit Amount(s)</b> (Spouse to age 70 is eligible for coverage if employee is enrolled)	100% of the Benefit Amount shown
<b>Dependent Child Benefit Amount(s)</b> Child only eligible if employee is enrolled (Birth to 26; 26+ if disabled)	100% of the Benefit Amount shown
<b>Age Based Reductions</b>	None on base plan.
<b>Coverage</b>	Fixed benefits per schedule below.

### HOSPITALIZATION BENEFITS<sup>1</sup>

<u>Benefit Type</u>	<u>Benefit Amount</u>
	<b><u>HC Plan 1</u></b>
<b>Hospital Admission</b> No elimination period. Limited to 1 day, 1 benefit(s) every 90 days.	\$1,000 per day
<b>Hospital Chronic Condition Admission</b> No elimination period. Limited to 1 day, 1 benefit(s) every 90 days.	\$50 per day
<b>Hospital Stay</b> No elimination period. Limited to 30 days, 1 benefit(s) every 90 days.	\$100 per day
<b>Hospital Intensive Care Unit Stay</b> No elimination period. Limited to 30 days, 1 benefit(s) every 90 days.	\$200 per day
<b>Hospital Observation Stay</b> 1 hour elimination period. Limited to 72 hours.	\$100 per 24-hour period

### Benefit – Specific Conditions, Exclusions & Limitations

- **Hospital Admission:** Must be admitted as an Inpatient due to a Covered Injury or Covered Illness. Excludes: treatment in an emergency room, provided on an outpatient basis, or for re-admission for the same Covered Injury or Covered Illness (including chronic conditions).
- **Hospital Chronic Condition Admission:** Must be admitted as an Inpatient due to a covered chronic condition and treatment for the covered chronic condition must be provided by a specialist in that field of medicine. Excludes: treatment in an emergency room, provided on an outpatient basis, or for re-admission for the same Covered Injury or Covered Illness (including chronic conditions).
- **Hospital Stay:** Must be admitted as an Inpatient and confined to the Hospital, due to a Covered Injury or Covered Illness, at the direction and under the care of a physician. If also eligible for the ICU Stay Benefit, only 1 benefit will be paid for the same Covered Injury or Covered Illness, whichever is greater. Hospital stays within 90 days for the same or a related Covered Injury or Covered Illness is considered one Hospital Stay.
- **Intensive Care Unit (ICU) Stay:** Must be admitted as an Inpatient and confined in an ICU of a Hospital, due to a Covered Injury or Covered Illness, at the direction and under the care of a physician. If also eligible for the Hospital Stay Benefit, only 1 benefit will be paid for the same Covered Injury or Covered Illness, whichever is greater. ICU stays within 90 days for the same or a related Covered Injury or Covered Illness is considered one ICU stay.
- **Hospital Observation Stay:** Must be receiving treatment for a Covered Injury or Covered Illness in a Hospital, including an observation room, or ambulatory surgical center, for more than 23 hours following the 1 hour elimination period, on a non-Inpatient basis and a charge must be incurred. This benefit is not payable if a benefit is payable under the Hospital Stay Benefit or Hospital Intensive Care Unit Stay Benefit.



**WELLNESS TREATMENT, HEALTH SCREENING AND PREVENTATIVE CARE BENEFIT**

This coverage is payable if a Covered Person undergoes or receives for Wellness Treatment, Health Screening Tests, and/or Preventive Care as shown below.

<b>Benefit Waiting Period</b>	30 days
<b>Pre-Existing Condition Limitation</b>	Does not apply
<b>Employee Benefit</b>	100% of the Benefit Amount shown
<b>Spouse/Domestic Partner Benefit</b>	100% of the Benefit Amount shown
<b>Dependent Child(ren) Benefit</b>	100% of the Benefit Amount shown
<b>Age Based Reductions</b>	None

Benefit TypeBenefit Amount**Plan 1****Wellness Treatment, Health Screening and Preventive Care Benefit**

\$50 Per Covered Person  
per year

Up to 1 per year

*Examples include (but are not limited to)  
routine gynecological exams, general health  
exams, mammography, and certain blood tests*

**Included Cigna Programs and Services\*****Integration Services**

**Clinical Program Referrals** – leveraging authorized medical information to make referrals to suitable wellness programs.

**Proactive Coverage Review** – automatic review and reminder of hospital indemnity coverage if a claim is filed for other Cigna coverages.

**Automatic Claim Approach** – automatic submission of a hospital care claim if a qualifying Cigna short-term disability hospital claim has been filed.

**Healthy Rewards®** - provides discounts on a variety of health and wellness products and services.

**Identity Theft** - provides identity theft prevention and resolution services, including access to personal case managers who provide assistance and guidance as well as education and tools to help prevent identity theft in the future.

**CignaWillCenter.com** - online access to state-specific legal documentation for wills and powers of attorney, and valuable resources for estate and funeral planning.

**RATE SUMMARY****Rate Guarantee**

24 months

**Rates Per Insured Class****Monthly****EE Paid**

Attained Age	Employee	Employee & Spouse	Employee & Child(ren)	Employee & Family
Composite	\$19.78	\$40.87	\$35.30	\$56.39

## CITY OF MARSHALL AGENDA ITEM REPORT

<b>Meeting Date:</b>	Tuesday, October 11, 2022
<b>Category:</b>	CONSENT AGENDA
<b>Type:</b>	ACTION
<b>Subject:</b>	Consider approval of the bills/project payments
<b>Background Information:</b>	Staff encourages the City Council Members to contact staff in advance of the meeting regarding these items if there are questions. Construction contract questions are encouraged to be directed to Director of Public Works, Jason Anderson at 537-6051 or Finance Director, Karla Drown at 537-6764
<b>Fiscal Impact:</b>	
<b>Alternative/ Variations:</b>	
<b>Recommendations:</b>	The following bills and project payments be authorized for payment.



Marshall, MN

# Council Check Report

By Vendor Name

Date Range: 09/30/2022 - 10/13/2022

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: AP-REG AP						
5813	ACE HOME & HARDWARE	10/07/2022	EFT	0.00	191.70	10962
6128	ACTION CO LLC	09/30/2022	EFT	0.00	12,172.68	10936
6128	ACTION CO LLC	10/07/2022	EFT	0.00	461.80	10963
0560	AFSCME COUNCIL 65	10/07/2022	EFT	0.00	1,466.25	10964
6412	AG PLUS COOPERATIVE	10/07/2022	EFT	0.00	15.51	10965
0566	ALERT-ALL CORPORATION	10/07/2022	EFT	0.00	2,255.00	10966
0567	ALEX AIR APPARATUS, INC	09/30/2022	EFT	0.00	2,917.00	10937
0567	ALEX AIR APPARATUS, INC	10/07/2022	EFT	0.00	165.00	10967
5119	ALL FLAGS,LLC	09/30/2022	Regular	0.00	827.96	121806
7088	AMANDA TUBBS & SCOTT WILSON	10/07/2022	Regular	0.00	300.00	121821
3761	AMERICAN BOTTLING CO.	10/07/2022	Regular	0.00	166.56	121822
0581	AMERICAN ENGINEERING TESTING, INC	10/07/2022	EFT	0.00	1,244.00	10968
0583	AMERICAN FAMILY LIFE ASSURANCE COMPANY O	10/07/2022	EFT	0.00	2,312.10	10969
0599	ANCHOR INDUSTRIES INC.	09/30/2022	Regular	0.00	19,756.50	121807
5837	ANDERSON, JASON	10/07/2022	EFT	0.00	80.00	10970
6694	ARAMARK UNIFORM & CAREER APPAREL GROUP,	10/07/2022	EFT	0.00	100.76	10971
0630	ARCTIC GLACIER	10/07/2022	Regular	0.00	634.51	121823
5447	ARTISAN BEER COMPANY	10/07/2022	EFT	0.00	1,970.05	10972
0658	AWARDS PLUS, INC.	09/30/2022	EFT	0.00	645.40	10938
0674	BARGEN, INC.	09/30/2022	EFT	0.00	24,979.43	10939
5327	BAUMANN, ADAM	10/07/2022	EFT	0.00	30.00	10973
4925	BCD RENTAL LLC	09/30/2022	Regular	0.00	6,401.00	121808
0688	BELLBOY CORPORATION	10/07/2022	EFT	0.00	1,365.30	10974
0699	BEVERAGE WHOLESALERS, INC.	10/07/2022	Regular	0.00	41,379.82	121824
7090	BIRATH, THOMAS	10/07/2022	Regular	0.00	312.50	121826
0707	BISBEE PLUMBING AND HEATING INC	10/07/2022	Regular	0.00	338.72	121827
6867	BLANCHARD, PAUL & NANCY	10/07/2022	Regular	0.00	83.25	121828
7087	BOEGLER, JAMES & ANN	10/07/2022	Regular	0.00	300.00	121829
7055	BOERBOOM, WADE & JOY	10/07/2022	Regular	0.00	300.00	121830
0724	BOLTON & MENK INC	09/30/2022	EFT	0.00	9,219.00	10940
0018	BORDER STATES INDUSTRIES, INC.	10/07/2022	EFT	0.00	791.42	10975
3829	BRAU BROTHERS	09/30/2022	EFT	0.00	500.00	10941
3829	BRAU BROTHERS	10/07/2022	EFT	0.00	1,034.00	10976
4457	BREAKTHRU BEVERAGE	10/07/2022	Regular	0.00	7,986.13	121831
3568	BRUNSVOLD, QUENTIN	10/07/2022	EFT	0.00	30.00	10977
5005	BRUNSVOLD, RYAN	10/07/2022	EFT	0.00	798.80	10978
0728	BUFFALO RIDGE CONCRETE,INC	09/30/2022	EFT	0.00	1,134.49	10942
0728	BUFFALO RIDGE CONCRETE,INC	10/07/2022	EFT	0.00	103.55	10979
0378	BUYSSE, JASON	10/07/2022	EFT	0.00	30.00	10980
6744	C&L DISTRIBUTING	10/07/2022	EFT	0.00	616.15	10981
4236	C.E. SIGNS & DESIGNS	10/07/2022	EFT	0.00	60.13	10982
0380	CALLENS, DAVID	10/07/2022	EFT	0.00	30.00	10983
6791	CAPITAL ONE	09/30/2022	Regular	0.00	70.46	121809
6791	CAPITAL ONE	10/07/2022	Regular	0.00	298.28	121836
0802	CARLSON & STEWART REFRIGERATION, INC.	10/07/2022	EFT	0.00	2,441.48	10984
0818	CAUWELS, ROGER	10/07/2022	EFT	0.00	30.00	10985
5733	CLARITY TELECOM, LLC	09/30/2022	EFT	0.00	145.00	10943
0384	COUDRON, DEAN	10/07/2022	EFT	0.00	30.00	10986
0934	D & G EXCAVATING INC	09/30/2022	EFT	0.00	224.00	10944
0934	D & G EXCAVATING INC	10/07/2022	EFT	0.00	1,400.00	10987
3819	DACOTAH PAPER CO	09/30/2022	EFT	0.00	334.70	10945
3819	DACOTAH PAPER CO	10/07/2022	EFT	0.00	258.57	10988
5031	DASH MEDICAL GLOVES, LLC	10/07/2022	EFT	0.00	118.90	10989
7077	DAVID R. CANTU	09/30/2022	Bank Draft	0.00	9,523.76	DFT0002061

## Council Check Report

Date Range: 09/30/2022 - 10/13/2022

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
7075	DEMUTH, ROGER	10/07/2022	EFT	0.00	150.00	10990
6472	DEUTZ, LAUREN	10/07/2022	EFT	0.00	80.00	10991
5731	DOLL DISTRIBUTING	10/07/2022	EFT	0.00	35,458.47	10992
1020	DUININCK BROS., INC.	09/30/2022	EFT	0.00	50.00	10946
1020	DUININCK BROS., INC.	10/07/2022	EFT	0.00	258,343.14	10993
7089	EDWARDS, KEITH & LISA	10/07/2022	Regular	0.00	18.60	121837
6700	EYEMED VISION CARE	10/07/2022	Regular	0.00	520.16	121838
1090	FASTENAL COMPANY	09/30/2022	EFT	0.00	160.65	10947
1090	FASTENAL COMPANY	10/07/2022	EFT	0.00	1,209.91	10994
7073	FIXEN CHIROPRACTIC	10/07/2022	Regular	0.00	100.00	121841
1158	GALLS INC	10/07/2022	EFT	0.00	152.32	10995
1193	GOPHER	09/30/2022	Regular	0.00	207.20	121810
7074	GRABER MANUFACTURING, INC.	10/07/2022	Regular	0.00	3,300.00	121842
1199	GRAHAM TIRE AND AUTOMOTIVE SERVICES	09/30/2022	Regular	0.00	170.00	121811
1208	GREAT PLAINS NATURAL GAS COMPANY	09/30/2022	Regular	0.00	4,733.00	121812
1229	HABITAT FOR HUMANITY	10/07/2022	Regular	0.00	300.00	121843
1230	HACH COMPANY	10/07/2022	EFT	0.00	79.80	10996
1243	HARDWARE HANK	10/07/2022	EFT	0.00	936.08	10997
1256	HAWKINS INC	09/30/2022	EFT	0.00	9,220.89	10948
1256	HAWKINS INC	10/07/2022	EFT	0.00	9,210.05	10998
1288	HISKEN CONSTRUCTION INC	09/30/2022	Regular	0.00	5,435.00	121813
5515	HOFFMANN, RYAN	10/07/2022	EFT	0.00	30.00	10999
7091	HORNICK CONSTRUCTION LLC	10/07/2022	Regular	0.00	134.80	121844
1311	HYVEE FOOD STORES INC	09/30/2022	Regular	0.00	549.53	121814
1325	ICMA RETIREMENT TRUST #300877	09/30/2022	Regular	0.00	50.00	121815
5546	INDIAN ISLAND WINERY	10/07/2022	Regular	0.00	137.76	121845
1358	INTERNAL REVENUE SERVICE	09/30/2022	Bank Draft	0.00	59.06	DFT0002051
1358	INTERNAL REVENUE SERVICE	09/30/2022	Bank Draft	0.00	177.54	DFT0002052
1358	INTERNAL REVENUE SERVICE	09/30/2022	Bank Draft	0.00	13.80	DFT0002053
1358	INTERNAL REVENUE SERVICE	09/30/2022	Bank Draft	0.00	28,628.48	DFT0002065
1358	INTERNAL REVENUE SERVICE	09/30/2022	Bank Draft	0.00	27,049.72	DFT0002066
1358	INTERNAL REVENUE SERVICE	09/30/2022	Bank Draft	0.00	8,955.80	DFT0002067
6808	JM DEVELOPMENT	10/07/2022	Regular	0.00	300.00	121846
5333	JOHANSSON SALES & SERVICE	10/07/2022	Regular	0.00	50.98	121847
1399	JOHNSON BROTHERS LIQUOR COMPANY	10/07/2022	EFT	0.00	25,226.80	11000
1417	KENNEDY & GRAVEN, CHARTERED	10/07/2022	EFT	0.00	356.00	11001
3564	KESTELOOT ENTERPRISES, INC	10/07/2022	EFT	0.00	7.52	11002
5095	KIBBLE EQUIPMENT LLC	09/30/2022	EFT	0.00	85.01	10949
5095	KIBBLE EQUIPMENT LLC	10/07/2022	EFT	0.00	204.61	11003
0450	KOPITSKI, JASON	10/07/2022	EFT	0.00	30.00	11004
5377	KRUK, CHRISTOPHER	10/07/2022	EFT	0.00	30.00	11005
6629	KURITA AMERICA INC	09/30/2022	EFT	0.00	5,594.40	10950
7092	LABAT, DENNIS	10/07/2022	Regular	0.00	500.00	121848
1480	LAW ENFORCEMENT LABOR SERVICE INC	10/07/2022	EFT	0.00	1,300.00	11006
6183	LEE, JERRED	10/07/2022	EFT	0.00	30.00	11007
5606	LEGALSHIELD	10/07/2022	Regular	0.00	105.65	121849
1507	LOCHER BROTHERS INC	10/07/2022	EFT	0.00	990.00	11008
1508	LOCKWOOD MOTORS INC.	09/30/2022	EFT	0.00	441.84	10951
1508	LOCKWOOD MOTORS INC.	10/07/2022	EFT	0.00	22.32	11009
6323	LUTHER, ERIC	10/07/2022	EFT	0.00	30.00	11010
6858	LYNCH, MICHAEL	09/30/2022	Regular	0.00	600.00	121816
1548	LYON COUNTY LANDFILL	09/30/2022	EFT	0.00	41.58	10952
1571	MADISON NATIONAL LIFE INSURANCE COMPANY	10/07/2022	EFT	0.00	1,108.23	11011
1575	MAILBOXES & PARCEL DEPOT	09/30/2022	EFT	0.00	14.03	10953
4246	MARK DEUTZ CONSTRUCTION, INC.	10/07/2022	Regular	0.00	370.40	121850
1616	MARSHALL CONVENTION & VISITORS BUREAU	10/07/2022	EFT	0.00	27,840.22	11012
1623	MARSHALL INDEPENDENT, INC	09/30/2022	Regular	0.00	812.26	121817
1635	MARSHALL NORTHWEST PIPE FITTINGS INC	10/07/2022	EFT	0.00	98.99	11013
0460	MARSHALL, JAMES	10/07/2022	EFT	0.00	80.00	11014
1658	MASS	10/07/2022	Regular	0.00	25.00	121851
6586	MCDYER TOOLS	10/07/2022	Regular	0.00	154.00	121852

## Council Check Report

Date Range: 09/30/2022 - 10/13/2022

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
1695	MEIER ELECTRIC INC	09/30/2022	EFT	0.00	3,536.21	10954
6025	MELLENTHIN, CODY	10/07/2022	EFT	0.00	30.00	11015
4980	MENARDS INC	09/30/2022	EFT	0.00	135.40	10955
4980	MENARDS INC	10/07/2022	EFT	0.00	535.15	11016
3971	MEULEBROECK, ANDY	10/07/2022	EFT	0.00	30.00	11017
0466	MEULEBROECK, THOMAS	10/07/2022	Regular	0.00	500.00	121853
1818	MINNESOTA DEPARTMENT OF REVENUE	10/07/2022	Regular	0.00	50.00	121854
1818	MINNESOTA DEPARTMENT OF REVENUE	09/30/2022	Bank Draft	0.00	87.21	DFT0002054
1818	MINNESOTA DEPARTMENT OF REVENUE	09/30/2022	Bank Draft	0.00	12,740.36	DFT0002068
3555	MINNESOTA DEPARTMENT OF TRANSPORTATION	09/30/2022	Regular	0.00	7,088.66	121818
3669	MINNESOTA STATE RETIREMENT SYSTEM	09/30/2022	Bank Draft	0.00	56,796.14	DFT0002063
1839	MINNESOTA VALLEY TESTING LABS INC	09/30/2022	EFT	0.00	498.40	10956
1757	MN CHILD SUPPORT PAYMENT CENTER	09/30/2022	Bank Draft	0.00	386.70	DFT0002058
1757	MN CHILD SUPPORT PAYMENT CENTER	09/30/2022	Bank Draft	0.00	222.88	DFT0002059
1757	MN CHILD SUPPORT PAYMENT CENTER	09/30/2022	Bank Draft	0.00	546.74	DFT0002060
1824	MN STATE FIRE CHIEFS ASSOCIATION	10/07/2022	Regular	0.00	975.00	121855
6955	MOBERG, E.J.	10/07/2022	EFT	0.00	80.00	11018
1864	MONTES ELECTRIC INC	09/30/2022	Regular	0.00	1,568.49	121819
2512	NATIONWIDE RETIREMENT	09/30/2022	Bank Draft	0.00	375.00	DFT0002049
2512	NATIONWIDE RETIREMENT	09/30/2022	Bank Draft	0.00	1,217.75	DFT0002050
2512	NATIONWIDE RETIREMENT	09/30/2022	Bank Draft	0.00	230.77	DFT0002055
1923	NCPERS MN GROUP LIFE INS.	10/07/2022	EFT	0.00	240.00	11019
1945	NORM'S GTC	09/30/2022	Regular	0.00	187.46	121820
1945	NORM'S GTC	10/07/2022	Regular	0.00	417.61	121856
1986	NORTH CENTRAL INTERNATIONAL, INC	09/30/2022	EFT	0.00	37.20	10957
5891	ONE OFFICE SOLUTION	10/07/2022	EFT	0.00	25.98	11020
6864	ORANGE CRUSH RUNNING CLUB	10/07/2022	Regular	0.00	270.00	121857
3809	O'REILLY AUTOMOTIVE STORES, INC	09/30/2022	EFT	0.00	223.30	10958
5117	PARSONS, DAVE	10/07/2022	EFT	0.00	765.26	11021
2019	PAUSTIS WINE COMPANY	10/07/2022	EFT	0.00	7,239.84	11022
2026	PEPSI COLA BOTTLING OF PIPESTONE MN INC	10/07/2022	EFT	0.00	119.50	11023
2028	PERA OF MINNESOTA REG	09/30/2022	Bank Draft	0.00	57,012.62	DFT0002062
2036	PHILLIPS WINE AND SPIRITS INC	10/07/2022	EFT	0.00	18,638.91	11024
2049	PLUNKETTS PEST CONTROL INC	10/07/2022	EFT	0.00	43.97	11026
3557	POMP'S TIRE SERVICE, INC.	09/30/2022	EFT	0.00	418.38	10959
2064	POWERPLAN	10/07/2022	Regular	0.00	255.48	121858
0477	PRZYBILLA, SCOTT	10/07/2022	EFT	0.00	30.00	11027
6166	PULVER MOTOR SVC, LLC	10/07/2022	EFT	0.00	80.00	11028
2096	QUARNSTROM & DOERING, PA	10/07/2022	EFT	0.00	11,369.41	11029
2112	R AND G CONSTRUCTION COMPANY	10/07/2022	EFT	0.00	19,912.00	11030
5965	R&R SPECIALTIES OF WISCONSIN INC	10/07/2022	EFT	0.00	2,507.00	11031
6267	RATWIK, ROSZAK & MALONEY, PA	10/07/2022	EFT	0.00	74.00	11032
4826	RIEKE, BENJAMIN	10/07/2022	EFT	0.00	30.00	11033
0481	ROKEH, JASON	10/07/2022	EFT	0.00	30.00	11034
5867	ROUND LAKE VINEYARDS & WINERY	10/07/2022	EFT	0.00	184.50	11035
2201	RUNNING SUPPLY, INC	10/07/2022	EFT	0.00	326.85	11036
5556	SANDGREN, KAYLYNN	10/07/2022	EFT	0.00	30.00	11037
3495	SMSU	10/07/2022	EFT	0.00	250.00	11038
4855	SOUTHERN GLAZER'S	10/07/2022	EFT	0.00	15,556.47	11039
2311	SOUTHWEST GLASS CENTER, INC	09/30/2022	EFT	0.00	583.00	10960
2311	SOUTHWEST GLASS CENTER, INC	10/07/2022	EFT	0.00	16.00	11040
5922	SRF CONSULTING GROUP, INC.	10/07/2022	EFT	0.00	3,023.40	11041
0491	ST AUBIN, GREGORY	10/07/2022	EFT	0.00	30.00	11042
3808	STELTER, GEOFFREY	10/07/2022	EFT	0.00	30.00	11043
4134	STENSRUD, PRESTON	10/07/2022	EFT	0.00	30.00	11044
6706	SUN LIFE FINANCIAL	10/07/2022	EFT	0.00	1,576.73	11045
0495	SWANSON, GREGG	10/07/2022	EFT	0.00	30.00	11046
6890	THE CINCINNATI INSURANCE COMPANY	09/30/2022	EFT	0.00	58,491.00	10961
6890	THE CINCINNATI INSURANCE COMPANY	10/07/2022	EFT	0.00	58,491.00	11047
5329	TRI-STATE POWER SOLUTIONS, INC.	10/07/2022	EFT	0.00	160.20	11048
3342	TRUEDSON, SCOTT	10/07/2022	EFT	0.00	30.00	11049



## Council Check Report

Date Range: 09/30/2022 - 10/13/2022

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
3538	TURFWERKS	10/07/2022	EFT	0.00	255.02	11050
2499	US BANK	10/07/2022	EFT	0.00	1,100.00	11051
3443	VALIC DEFERRED COMP	09/30/2022	Bank Draft	0.00	941.61	DFT0002056
3443	VALIC DEFERRED COMP	09/30/2022	Bank Draft	0.00	1,405.77	DFT0002057
6092	VANDERMILLEN, SCOTT	10/07/2022	EFT	0.00	80.00	11052
0512	VANLEEUEWE, SARA J.	10/07/2022	EFT	0.00	70.00	11053
2538	VIKING COCA COLA BOTTLING COMPANY	10/07/2022	EFT	0.00	634.90	11054
4594	VINOCOPIA INC	10/07/2022	EFT	0.00	1,138.25	11055
6085	VOYA - INVESTORS CHOICE	09/30/2022	Bank Draft	0.00	1,734.21	DFT0002064
6512	WEBB, BRADY & JEN	10/07/2022	Regular	0.00	700.00	121859
2605	WINE MERCHANTS	10/07/2022	EFT	0.00	1,993.05	11056
6379	WINEBOW	10/07/2022	EFT	0.00	960.09	11057

## Bank Code AP Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	88	47	0.00	109,742.73
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	20	20	0.00	208,105.92
EFT's	228	121	0.00	662,015.40
	<b>336</b>	<b>188</b>	<b>0.00</b>	<b>979,864.05</b>

## All Bank Codes Check Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	88	47	0.00	109,742.73
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	20	20	0.00	208,105.92
EFT's	228	121	0.00	662,015.40
	<b>336</b>	<b>188</b>	<b>0.00</b>	<b>979,864.05</b>

## Fund Summary

Fund	Name	Period	Amount
999	POOLED CASH FUND	9/2022	388,366.43
999	POOLED CASH FUND	10/2022	591,497.62
			<b>979,864.05</b>

**CITY OF MARSHALL, MINNESOTA**  
**PRIOR AND CURRENT YEARS CONSTRUCTION CONTRACTS**  
10/11/2022

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	6,940.50	382,599.60			109,320.20		243,828.63	18,586.78	10,863.99	97.16%
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	2,500.00	1,649,998.69			1,089,938.71		57,365.20	502,694.78		69.53%
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			679,886.34	256,390.89	49,277.77	198,328.38		83.25%
ST-006 (Z79)	495-43300-55130	5/10/2022	School Pedestrian Crossing Improvements	Duininck, Inc	480,250.35		480,250.35			280,728.96	1,952.25	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	1,161.35	410,806.45			361,468.25	19,912.00	20,072.65	9,353.55		97.72%
ST-024	480-43300-55170	7/12/2022	Baldwin Parking Lot Reconstruction	R & G Construction Co.	159,515.77		159,515.77						159,515.77		0.00%
					27,282,585.14	809,420.46	28,092,005.60	4,099,265.87	9,958,646.10	8,510,402.34	278,255.14	204,526.18	983,001.67		

## CITY OF MARSHALL AGENDA ITEM REPORT

<b>Meeting Date:</b>	Tuesday, October 11, 2022
<b>Category:</b>	NEW BUSINESS
<b>Type:</b>	ACTION
<b>Subject:</b>	Consider a quote to upgrade the camera system and recording server at Tall Grass Liquor
<b>Background Information:</b>	<p>Liquor Store Manager discussed proposed security upgrades and additions with Director of Administrative Services in September. Six additional cameras would added to the existing system. The upgrades would allow better image quality, more storage capacity and increased coverage inside and outside the store.</p> <p>The proposal received on 10/05 is noted as only being good for 20 days from the date due to the fluctuating pricing, availability of product, and shipping costs.</p>
<b>Fiscal Impact:</b>	The quote would be paid in 2022 from available cash and investments.
<b>Alternative/ Variations:</b>	None recommended
<b>Recommendations:</b>	Accept a quote from Living Connected for up to \$26,830.81 for a recorder server, additional cameras, licenses, hardware mounts, other materials, and labor at Tall Grass Liquor.



# LIVING CONNECTED L&A SYSTEMS, LLC

902 WEST COLLEGE DRIVE + MARSHALL, MN 56258  
PH. 507-337-0057 + FAX 507-423-5621 + SCOTT@LIVINGCONNECTED.NET

October 5, 2022

Tall Grass Liquor Store  
1405 Boyer Drive  
Marshall MN, 56258

Eric Luther

Living Connected is pleased to offer you the following quote for a up Grade your Vicon camera System adding new Recording server and 6 New Cameras to the Vicon Camera you have

## Features Recorder, Cameras and Licenses

▶ (1) VPRA-2A29TD-N01 Recorder Server 32TB		<u>Total \$6,931.71</u>
▶ (3) V2360 W-12 (Inside)	\$ 932.74 Each	<u>Total \$2,798.22</u>
▶ (2) V2000-WIR-360 (Outside)	\$ 2,455.49 Each	<u>Total \$4,910.97</u>
▶ (1) V2008D-w310MR (Outside)	\$743.07 Each	<u>Total \$743.07</u>
▶ (6) Valerus Pro Licenses, For the Cameras	\$118.67 Each	<u>Total \$711.99</u>

## Hardware Mounts

▶ (4) V2000D-PM Pendent caps	\$ 63.65 Each	<u>Total \$254.61</u>
▶ (3) V1001-WM Arm	\$103.51 Each	<u>Total \$310.53</u>
▶ (3) V1001-ADAPT Plate	\$ 74.67 Each	<u>Total \$224.01</u>
▶ (2) V-24CMB-4 Wall corner Bracket	\$ 113.97 Each	<u>Total \$227.94</u>
▶ Cat 6 wire and Ends piping Mounts and Miscellaneous parts		<u>Total \$1,926.09</u>

## Total Sum Of labor and Material

▶ Materials	<u>Total \$19,039.14</u>
▶ Labor	<u>Total \$7,791.67</u>
<b>Total</b>	<b>Sum of \$26,830.81</b>



# LIVING CONNECTED L&A SYSTEMS, LLC

902 WEST COLLEGE DRIVE + MARSHALL, MN 56258  
PH. 507-337-0057 + FAX 507-423-5621 + SCOTT@LIVINGCONNECTED.NET

**This proposal is only good for 20 days from the date above Because of the  
fluctuating pricing Availability of product and shipping Cost**

This proposal ***DOES NOT*** (Data routing or IT or switching work to the system)  
include work by other trades in association with the CCTV system and is valid for thirty  
days from the above date.

***Please see reverse side for our Warranty and Terms and Conditions of sale. Terms for this  
project will be 50% due when the equipment is ordered and 25% due at substantial completion  
of install. At acceptance of this proposal, please sign and return one copy.***

Proposal Accepted by \_\_\_\_\_ Date \_\_\_\_\_

Printed Name \_\_\_\_\_

Proposal by Scott Wernimont

Living Connected

## Terms and Conditions of Sale

**Offer and Acceptance.** By accepting this proposal, Purchaser agrees to be bound by the following terms and conditions. Seller's acceptance of any offer by Buyer to purchase the products and services is expressly conditional upon the Buyer's assent to all of the terms and conditions herein, including any terms additional to or different from those contained on the offer to purchase.

**Scope of Work.** This proposal is based upon the Buyer allowing five (5) working day's notice for the Seller to commence work and for the use of straight time labor only. Unless otherwise included, plastering, painting, papering etc. are excluded. Buyer agrees to provide Seller with required utilities including electricity, toilet, heat, lighting etc. without charge. Seller agrees to keep the jobsite clean of debris arising out of its own operations. Buyer shall not back charge Seller for any costs or expenses without the written consent of Seller.

**Invoice and Payment.** Unless otherwise provided on the reverse hereof, Buyer shall pay Seller at the time Buyer signs this agreement an advance payment of 10% of the contract price, which advance payment shall be credited against the final payment (but not any progress payment) due hereunder and purchaser agrees to pay Seller additional amounts invoiced upon receipt of the invoice. Waivers of lien will be furnished upon request as the work progresses; to the extent payments are received. Payments shall be due ten days from the date of each invoice, without discount. All payments made after the due date will be subject to a service charge of the maximum allowable by applicable law.

**Warranty.** All components installed into the system will be warranted by their respective manufacturers. Seller will remove and replace any components requiring service by manufactures for a nominal charge unless covered by a service contract or extended warranty.

The installation services provided by Seller are warranted for one (1) year from date of installation.

These warranties do not extend to equipment or installations which have been altered or repaired by others, abused or misused, or which have not been properly and reasonably maintained.

Seller specifically disclaims any other warranties, including the warranties of merchantability and fitness for a particular purpose. There are no other warranties, express or implied.

**Liability.** Seller shall not be liable for any special, indirect, or consequential damages arising in any manner from the equipment or material furnished or the work performed pursuant to this agreement.

**Delays.** Seller shall not be liable for any delay in the performance of the work resulting from or attributed to acts or circumstances beyond Seller's control, including but not limited to acts of God, fire, riots, labor disputes, conditions of the premises, acts or omissions of the Buyer, owner or other contractors or delays caused by suppliers or subcontractors of Seller etc.

**Additional Work.** Any additional work performed by Seller for Buyer, beyond the scope of this contract, shall be performed in accordance with these general terms and conditions, and Buyer shall pay Seller for the same at Seller's then current rate for such services, or as may be otherwise negotiated by the parties.

**Title.** The products furnished under this contract shall remain the property of Seller until paid for, and the Buyer agrees to perform all acts which may be necessary to perfect and assure retention of title to such products by Seller.

The product and services provided by Seller under this contract constitutes improvements to real estate.

*Any person or company supplying labor or materials for this improvement to your (Buyers) property may file a lien against your (Buyers) property if that person or company has not been paid for the contributions.*

*Under Minnesota Law, you (Buyer) have the right to pay persons who supplied labor or materials for this improvement directly and deduct this amount from our contract price or withhold the amounts due them from us (Seller) until 120 days after completion of the improvement unless we (Seller) give you (Buyer) a lien waiver signed by persons who supplied any labor or material for the improvement and who gave you (Buyer) timely notice.*

**Disputes.** All disputes involving more than \$10,000.00 shall be resolved by arbitration in accordance with the rules of the American Arbitration Association. The prevailing party shall recover all legal costs and attorneys fees incurred as a result. Nothing here shall limit any rights under construction lien laws.

**Insurance.** Seller shall supply to Buyer upon request a Certificate of Insurance indicating the level of coverage.

**Governing Law.** The validity, interpretation and performance of the terms and conditions of this contract shall be governed and construed in accordance with the laws of the State of Minnesota.

**Entire Agreement.** This proposal, upon acceptance, shall constitute the entire agreement between parties and supersedes any prior representations or understandings.

**Changes.** No change or modification if any of the terms and conditions stated herein shall be binding upon Seller unless accepted by Seller in writing.

## CITY OF MARSHALL AGENDA ITEM REPORT

<b>Meeting Date:</b>	Tuesday, October 11, 2022
<b>Category:</b>	NEW BUSINESS
<b>Type:</b>	ACTION
<b>Subject:</b>	Consider Appointments to Various Boards, Commission, Bureaus, and Authorities.
<b>Background Information:</b>	<p>The City of Marshall has various openings on the Boards, Commissions, Bureaus, and Authorities.</p> <p>Benjamin Blomme – EDA</p> <p>Interviews were conducted on September 27 for an opening on the Economic Development Authority.</p>
<b>Fiscal Impact:</b>	
<b>Alternative/ Variations:</b>	None recommended
<b>Recommendations:</b>	To approve and appoint to the various Boards, Commissions, Bureaus, and Authorities.



**City of Marshall**  
**Boards and Commissions**  
**10/07/2022**

<b>Adult Community Center Commission</b>	Incumbent	New Applications
Open - Term Expired 5/31/22		

<b>Airport Commission</b>	Incumbent	New Applications
Open - Term Expired 5/31/22		

<b>Cable Commission</b>	Incumbent	New Applications
Open - Term Expired 5/31/22		
Vacant - Terms Expire 5/31/24 & 5/31/25		

<b>Charter Commission</b>	Incumbent	New Applications
No Openings		

<b>Community Services Advisory Board</b>	Incumbent	New Applications
Vacant - Terms Expire 2/28/25		

<b>Diversity, Equity, and Inclusion Commission</b>	Incumbent	New Applications
No Openings		

<b>Economic Development Authority</b>	Incumbent	New Applications
Opening - Term Expires 5/31/23		Benjamin Blomme 5/31/23

<b>Library Board</b>	Incumbent	New Applications
2 Expiring - 12/31/22		

<b>MMU Commission</b>	Incumbent	New Applications
No Openings		

<b>MERIT Center Commission</b>	Incumbent	New Applications
At Large - 3 Expiring 12/31/22		
At Large - 1 Vacant Expiring 12/31/23		

<b>Planning Commission</b>	Incumbent	New Applications
2 Vacant - Terms Expiring 5/31/23 & 5/31/25		

<b>Police Advisory Board</b>	Incumbent	New Applications
No openings		

<b>Public Housing Commission</b>	Incumbent	New Applications
Vacant - Term Expiring 5/31/26		

## CITY OF MARSHALL AGENDA ITEM REPORT

<b>Meeting Date:</b>	Tuesday, October 11, 2022
<b>Category:</b>	COUNCIL REPORTS
<b>Type:</b>	INFO
<b>Subject:</b>	Commission/Board Liaison Reports
<b>Background Information:</b>	<p><b>Byrnes</b> - Fire Relief Association and Regional Development Commission</p> <p><b>Schafer</b> – Airport Commission, Joint LEC Management Committee, MERIT Center Commission, SW Amateur Sports Commission</p> <p><b>Meister</b> – Cable Commission, Community Services Advisory Board, Economic Development Authority</p> <p><b>Schroeder</b> - Planning Commission</p> <p><b>DeCramer</b> – Economic Development Authority, Marshall Municipal Utilities Commission, Diversity, Equity, and Inclusion Commission, Public Housing Commission</p> <p><b>Labat</b> – Adult Community Center Commission, Convention &amp; Visitors Bureau, Library Board, Marshall Area Transit Committee</p> <p><b>Lozinski</b> – Joint LEC Management Committee, Police Advisory Board</p>
<b>Fiscal Impact:</b>	
<b>Alternative/ Variations:</b>	
<b>Recommendations:</b>	

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

FROM: Sharon Hanson, City Administrator

DATE: October 11, 2022

SUBJECT: Administrative Brief

**CITY ATTORNEY**

- I am continuing to work with Staff and legal counsel and Paul Schierholz regarding Broadmoor Valley legal matters. Mediation with the Attorney General's Office, the City of Marshall and Paul Schierholz and his legal counsel has been scheduled for Friday October 14<sup>th</sup> in St. Paul.
- Fairview Township has agreed to the annexation of N 7<sup>th</sup> St. property. The Minnesota Boundary Adjustment Unit has approved the annexation, and all documents related to this matter have been sent to the county for recording.
- I am continuing to work with Staff and legal counsel regarding the purchase of Helena property. The Quonset building has been cleaned up, and demolition is complete. It is now under the review of the Minnesota Department of Agriculture.
- We received an initial purchase agreement proposal for the Aquatic Center location. Purchase agreement is under review and modification are being made.
- Sale of HRA owned property to Jim Brock Trucking Real Estate, LLC is progressing and moving towards closing prior to November 1, 2022.
- Criminal prosecution numbers for September are as follows:

**September:**

	ASSAULT	OPF VIOL.	DWI	OTHER ALCOHOL	TRAFFIC	THEFT	OTHER	TOTAL 2022	2021 Comparison
Prosecution	2		5		3	1	5	16	13
Dismissed									
Non-Prosecution	6						2	8	3
Refer to County							1	1	

**ADMINISTRATOR**

This past month work and meetings include the following:

- Continue to discuss the 2023 budget and levy with staff. We have two upcoming work sessions prior to Truth in Taxation: October 11th Health/Dental Insurance review and November 22nd general overview. Bonding schedule for 2023 is still being reviewed and concerns over the 2024 levy impacts. The previous ARPA funding suggestions still seem to be a good path forward in potential uses and with some impacts on lowering the 2023 and 2024 levy. Soon the 3rd Quarter

budget for 2022 will be released and a good indicator of how we will fare for expenditures versus revenues by the end of the year. In addition, discussion on capital equipment in relation to bonding is still on the table, including the proposal for Council to consider fire truck purchase that was recently presented to the Equipment Review Committee.

- The City/YMCA Indoor Recreation study kicked up on September 26th with meetings with various stakeholders-sports associations, the Marshall School District, SMSU and the YMCA. A follow-up meeting has been scheduled for the week of October 10th to discuss further input and next steps.
- A committee of Division Directors and Chair Pro-Tem DeCramer have been reviewing the submitted City Attorney proposals with interviews being conducted of three of the four RFP respondents. The committee met with the Mayor to discuss and give a recommendation. The Mayor will consider and give his recommendation near the end of October to the full Council.
- The Charter Commission plans on meeting October 19th as part of their annual requirement per MN Statutes, but also to consider Charter amendments to the City Attorney language and terms of office, both which have some conflicting language. A recommendation from the Charter Commission will be forthcoming to the Council prior to the end of the year.
- This past month also had several conversations on signage placement in the City, crafting and coordinating responses with other staff. Public Safety has greatly improved compliance and concerns expressed have been reduced, although not entirely. We will continue to respond as necessary, including educating on proper sign placement.
- The EDA Board met and discussed the mall property and heard a presentation from a potential interested developer. The developer requested an analysis of the building as well as analysis of potential tenants and uses. This analysis was approved by the EDA Board and we expect the analysis to be completed in the near future.
- This past month also included the following meeting and events: meeting with Knochenmus Enterprises and staff regarding the upper room event center space, MMUA Rodeo welcoming, Border States Open House, various economic development meetings, Adult Community Center Director Barb Lipinski retirement reception, health insurance committee meetings.

#### **Economic Development Authority**

- **Shopko** - Staff continues to work with Woodcrest Capital on filling the former Shopko building. To date, Woodcrest is finalizing lease agreements for two tenants and seeking a third to complete the space.
- **Block 100** - CBC Fischer Group has started construction on Phase I of development. The developer has submitted an initial site plan for Phase II featuring one commercial tenant.
- **Market Street Mall** – ISG is hosting community stakeholder meetings to complete a feasibility study for redevelopment of the property which is currently under contract.
- **Project Horizon** – Staff continues to work with industrial development interested in locating in Marshall.

#### **Human Resources**

- Staffing update:
  - The application period for our Assistant City Engineer position is “open until filled”. Due to a lack of qualified candidates, staff are reviewing alternative options to fill this position.
  - Applications are being accepted for a part-time Program Specialist position to support the Adult Community Center. This is a part-time opening due to the promotion of Katie Brusven.
  - Applications are being accepted for our temporary/seasonal positions at this time including positions in Community Education, Community Recreation, and Public Works.

- Safety: all employees received training on Emergency Preparedness/Fire Safety—OSHA requires this training to be performed annually. The Safety Committee continues to work with our MMUA Safety Consultant on the training plan for 2023.
- HR Staff continue to prepare for the annual benefits open enrollment period. Our benefits vendors will be on-site to meet with employees on October 31. Open enrollment is scheduled for November 1-14.
- Staff are reviewing the temporary/seasonal employee wage schedule. The Minnesota minimum wage will increase effective 01/01/2023 from \$10.33 to \$10.59. A recommendation on changes to the existing schedule will be brought to the Personnel Committee and then the Council for consideration.

#### **Clerk**

- Liquor license renewals have been sent out and are being processed as they come in.
- Tobacco license renewals have been sent out and are being processed as they come in.
- Taxicab license renewals were sent out.
- Recruitment of a few more election judges is on-going.
- Garbage bids for City of Marshall facilities were received and being analyzed.

#### **Finance**

- Insurance: Finance staff met with North Risk Partners to discuss transition items (auto insurance cards, etc.), policy delivery, communication sign ups and a tentative service timeline.
- Provided required supplemental information regarding 2022 and 2023 budgets for truth-in-taxation notices to Lyon County in September. County plans to have the additional (new) summary data presented on the County website.

#### **Assessing**

- No report.

#### **Liquor Store**

- September Financials: Sales \$603,155.74 +16%, Ticket Count 17,808 +8.09%, Ticket Average \$33.38 + 5.69%. Overall, a strong month for sales heading into the holiday season. We are seeing some impact of higher top line retail prices causing ticket average to trend higher.
- Online sales using our new City Hive platform has been well received. Over this past month we have pushed through 100+ orders. We will continue to focus on this area with present customers and also attracting new customers.

### **COMMUNITY PLANNING**

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

- About 250 open permits.
- Ralco, two Avera projects, Block 11 apartment building, and Dollar General are the largest projects under construction.
- New permit software is open for applicants since May and is being refined.
- Sign Ordinance is going to L&O Committee.

## **PUBLIC WORKS DIVISION**

### **Engineering**

- PK-001 Independence Park Trail Replacement Project – Project is substantially complete; awaiting contractor approval of final project paperwork.
- Project ST-002-2022: Overlays and ADA Improvements –Project is complete.
- Project ST-003: South 1<sup>st</sup>, Greeley, and Williams Street Reconstruction – R&G has installed all underground utilities. Gravel and curb & Gutter have been installed on all streets. Hess Concrete is expected to pour concrete sidewalk and driveways.
- Project ST-004: Halbur Road reconstruction –Musch Construction has completed the curb and gutter and concrete paving work on Halbur Road. Will need to black dirt and seed the project.
- Project ST-006: SRTS School Pedestrian Crossing Improvements – All concrete work is complete and the sign bases have been installed. Duinick Inc. is still waiting for RRFB and speed limit signs to be delivered; signage is not expected for delivery until October 14, 2022. Signs will be installed after they are shipped and received.
- Project ST-007: UCAP Bus Shelter Installations – Project plans are complete. Staff is waiting on final contract requirements from UCAP Transit for their MnDOT grant. Once received, staff will recommend advertisement for bids.
- Project ST-008: Channel Parkway Resurfacing –Plans are available, bids to be received October 20<sup>th</sup> with Council award on October 25<sup>th</sup>.
- Project ST-009: N. 3<sup>rd</sup> St./W. Lyon St. Reconstruction –Plans are being designed.
- Project ST-023: W. Lyon St. (College to 1<sup>st</sup>) Reconstruction – R&G Construction has completed all of their work; we are waiting on the bituminous to be patched.
- Project ST-024: Baldwin Parking Lot Reconstruction – R&G Construction plans to start the last week in September or the first week in October, weather permitting.
- Project SWM-002: Legion Field Stormwater Project – Phase II (Parkway Basin) – Staff is working with BNSF to obtain permitting for this project. Project plans are at the 99% stage currently.

### **Building Maintenance**

- No report.

### **Street Department**

- Yearly street painting. Hoping to finish this week or next with all painting.
- Removing the island on Jefferson Circle
- Street patching. Several areas around town.
- Replacing two storm lines and four catch basin structures on Mercedes Dr.
- Repairing a sinkhole and storm pipe on Hahn Rd.
- Tree trimming and removal.
- Crack filling. East Lyon from Bruce St to Hwy 23
- Crack filling bike path from Kossuth St to Hwy 23 / Stadium Dr.
- Sussner Construction is insulating the cold storage building getting ready to install radiant heat and new overhead doors. Working with Great Plains Gas to get piping to the building.
- Street sweeping.

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

- Getting ready to start crack filling the runways, taxiways, apron areas and parking lots.
- Building maintenance.

- Nav-aid maintenance.
- General turf maintenance at the airport and city owned parcels around town.
- Resided the MALSR building due to graffiti painted on it.
- Repaired the rubber roof on the WPA shop that came loose but not leaking.
- Getting quotes for a new maintenance equipment fuel tank that failed inspection due to bad anodes and spill containment. The current tank is an underground tank that was installed in 1997. Therefore, it's five years from its life expectancy. We are looking to go with an above-ground system which won't have all the regulations tied to it and hopefully a lot less expensive.
- Working with Enterprise to install a new counter for them.

## **Wastewater**

- Staff has completed 257 preventative maintenance work orders in the last 30 days.
- Working through MESERB concerning the MPCA's PFAS Memorandum of Understanding (MOU). The second version of the MOU should be released ~~mid-~~ late September for the city's review.
- Working on contacting local businesses to promote the water softener rebate program.\
- Assisting our local water softening companies with chloride grant requirements.
- Working on our NPDES permit reissuance.
- Talking with our Significant Industrial Users about future chloride, and sulfate limits.
- Various sanitary Manhole repairs.
- Collection system preventive maintenance on lift stations. Completed for the year
- Continuing with summer jetting of sanitary lines.
- Preparing equipment for the upcoming Biosolids application season.
- Biosolids have been thickened and tested in preparation for application.
- The primary clarifiers have been cleaned and inspected.
- The MPCA has given us a written response to our new limits letter. Working with Bolton & Menk to address their response.
- Fall preventive maintenance is underway.

## **PUBLIC SAFETY DIVISION**

### **FIRE DEPARTMENT**

- The Fire Department responded to thirteen (13) calls for service. Total calls for service included:
  - Fire/CO2 Alarm (4)
  - Fire; Structure (9)
  - Medical Assist (0)
  - Vehicle Accident (0)
  - Other (0)

The Marshall Fire Department submitted an RFP for the continued funding of the Southwest Chemical Assessment Team through the State Fire Marshal's Office. The past state contract provided funding through September 30<sup>th</sup>, 2022. Emergency authorization to continue with staffing and response is in place until current RFPs are negotiated, and contracts signed.

### **POLICE DEPARTMENT**

- The Marshall Police Department responded to a total of 947 calls for the month of September. Eighty-one (81) criminal offenses were reported with a total number of twenty-five (25) adults arrested.

## OFFICER'S REPORT

- Alarms (32)
- Accidents (31)
- Alcohol involved incidents (3)
- Assaults (5)
- Domestic Assaults (13)
- Burglaries (4)
- Criminal Sexual Conduct (7)
- Damage to Property (7)
- Keys Locked in Vehicles (22)
- Loud Party (9)/ Public Disturbances (13)
- Thefts (29)
- Traffic Related Complaints (201)
- Vandalism (5)
- Warrant Pickups (12)
- Welfare Checks/Mental Health (56)

Officer Connor Roth successfully completed his 14-week Field Training program and has begun solo patrol duties.

Officer Aaron Furth official resigned from his role as a police officer and has started his new employment with the Tea Police Department in South Dakota. Aaron represented the City of Marshall well and will be missed.

Tannyr Curry has been hired to replace the vacancy left by Aaron Furth and started the Field Training Program with the MPD. Officer Curry is originally from Marshall.

EQUIPMENT: Our current body camera system company (Watchguard) has been purchased by the Motorola Company. We have received notification that our current cameras will have limited warranty coverage and these models will be discontinued. We will be working close with Lyon County as this transition will impact both departments. New style cameras will be phased in and improvements to our current server and docking stations will need to be completed. Preliminary up-front costs could exceed \$20,000 for the police department.

## DETECTIVE REPORT

- A 29-year-old Marshall man was arrested for criminal sexual conduct at the completion of an investigation. As part of the investigation a search warrant was executed on a Marshall residence. During the search narcotics were found. Additional drug charges are pending.
- A 35-year-old Redwood Falls man was arrested for auto theft and domestic assault. The stolen vehicle was recovered in Redwood Falls.
- Six additional cases of criminal sexual conduct were investigated during the month of September.
- A missing person case is under investigation. The missing person was last known to be in Cass County.
- The theft of money from a Marshall business is under investigation.
- A case of financial transaction card fraud where a missing/stolen credit card was used without authorization at multiple Marshall businesses and throughout Southwest Minnesota is under investigation.
- Thirteen theft related cases and four cases of theft by swindle involving scams were investigated.
- Fifteen child protection reports and six reports from the Minnesota Adult Abuse Reporting Center were investigated jointly with Southwest Health and Human Services.



## **MERIT CENTER**

- The Department of Public Safety continues to utilize the driving track and skills pad for CDL exam testing. There were 13 exams completed on the track in September.
- In September MN West conducted a Motorcycle Safety course, Steam & Hot Water Boiler Course, a CPR/AED course, Dental Continuing Ed class, and continues to use the driving track for CDL training.
- In September Emergency Management for Lyon and Lincoln counties conducted a FEMA applicant briefing meeting, communications truck training as well as Region Five Emergency Operation Center training.
- On Sept 1 the MN State Patrol conducted DIAP training at the MERIT Center for 21 officers.
- The Mankato Police Department conducted EVOC training on Sept 9 for 18 of their officers utilizing the driving track.
- On Sept 20 the Marshall Police Department provide a presentation/tour of the MERIT Center and law enforcement simulators for 22 attendees.
- ADM utilized classroom space as well as the Rescue Tower and Confined Space tank for their Industrial Safety course on Sept 22 for 25 employees.
- On Sept 26 Meier Electric held their employee safety training at the MERIT Center. 21 participants attended.
- The Regional Communication Board held their board meeting at the MERIT Center on Sept 28. 23 people attended this meeting.
- On Sept 29 SWEMS held an EVOC class for 14 ambulance drivers.
- The MERIT Center was utilized 23 out of 30 days in September with 314 people attending.

**MONTHLY REPORT OF ACTIVITY FOR MARSHALL POLICE For Month and Year ending September 2022 (YTD TOTALS)**

**OFFENSE/ARREST DATA**

	Offenses		Actual	Total Arrests/Excluding traffic	
	Reported	Unfounded	Offenses	Adult	Juvenile
January	69	0	69	20	0
February	109	0	109	35	1
March	85	0	85	29	1
April	67	0	67	21	0
May	101	0	101	36	0
June	67	0	67	25	0
July	68	1	67	27	0
August	78	0	78	32	1
September	81	0	81	25	0
October	0	0	0	0	0
November	0	0	0	0	0
December					

<b>YTD 2022</b>	<b>725</b>	<b>1</b>	<b>724</b>	<b>250</b>	<b>3</b>
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**Averages for all Activities (Calls for Service)**

	#Calls	Time in Hrs
	Total	Spent
January	721	373
February	630	457
March	812	354
April	675	304
May	843	431
June	770	375
July	760	354
August	833	421
September	947	416
October	0	0
November	0	0
December		
<b>YTD 2022</b>	<b>6991</b>	<b>3485</b>

<b>Accidents</b>	<b>Jan.</b>	<b>Feb.</b>	<b>Mar.</b>	<b>April</b>	<b>May</b>	<b>June</b>	<b>July</b>	<b>Aug.</b>	<b>Sep</b>	<b>Oct.</b>	<b>Nov.</b>	<b>Dec.</b>	<b>YTD</b>
Hit and Run	2	9	3	5	8	8	5	10	5	0	0		55
Property Damage	29	21	23	19	23	21	16	31	26	0	0		209
Personal Injury	2	3	3	2	2	2	4	4	0	0	0		22
Fatalities	0	0	0	0	0	0	0	0	0	0	0		0
<b>TOTAL 2022</b>	<b>33</b>	<b>33</b>	<b>29</b>	<b>26</b>	<b>33</b>	<b>31</b>	<b>25</b>	<b>45</b>	<b>31</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>286</b>

<b>CITATIONS</b>	<b>Jan.</b>	<b>Feb.</b>	<b>Mar</b>	<b>Apr</b>	<b>May</b>	<b>June</b>	<b>July</b>	<b>Aug</b>	<b>Sept</b>	<b>Oct.</b>	<b>Nov.</b>	<b>Dec.</b>	<b>YTD</b>
Citations	70	38	49	45	41	38	34	52	60	0	0		427
Parking Tickets	38	11	11	5	0	0	1	4	7	0	0		77

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

	<b>Jan.</b>	<b>Feb</b>	<b>Mar</b>	<b>Apr</b>	<b>May</b>	<b>June</b>	<b>July</b>	<b>Aug</b>	<b>Sept</b>	<b>Oct.</b>	<b>Nov.</b>	<b>Dec.</b>	<b>YTD</b>
Alarms	15	17	24	11	24	27	22	7	32				179

Alcohol	2	2	4	2	9	2	1	1	3				26
Animal Bite	1	1	2	2	2	2	2	4	5				21
Animal Complaint	22	21	47	14	40	49	26	31	28				278
Assault	4	8	1	10	10	5	4	2	5				49
Assists	52	43	54	55	55	52	53	46	50				460
Auto Theft	3	2	1	3	0	0	3	4	0				16
Bike Found	3	2	1	1	4	2	2	6	7				28
Bike Theft	0	0	1	1	1	2	3	6	10				24
Burglary	5	1	3	1	6	0	1	2	4				23
Bus Violation	3	4	6	10	5	1	3	0	4				36
Check Forgery	0	1	0	0	0	0	0	0	0				1
Check Fraud	3	0	0	3	1	0	0	2	1				10
Civil Matters	19	8	10	15	16	11	21	18	19				137
Criminal Sex	3	2	7	3	2	2	1	5	7				32
Damage to Prp	2	1	9	6	9	3	5	5	7				47
Death Investigation	1	4	2	0	1	0	4	4	0				16
Domestics	9	10	7	10	15	11	13	16	13				104
Drug Court Check	0	1	0	0	0	0	0	0	0				1
Drugs/Narcotics	4	5	3	2	2	0	2	0	2				20
Ambulance	1	1	0	1	0	0	1	0	0				4
Family Matters	6	9	8	8	5	9	9	8	4				66
Fire Alarm	1	0	0	0	0	0	0	0	0				1
Gas Meal Assist	2	2	1	0	2	1	4	3	0				15
Gun Permits	11	6	19	15	2	9	9	12	14				97
Harassment	5	3	1	8	9	12	8	9	7				62
Intoxicated/Detox	0	1	0	2	4	4	0	4	2				17
Keys Locked In vehicles	33	26	29	27	36	23	30	24	22				250
Mental Health	17	29	24	24	32	25	21	8	36				216
Fraud	4	4	4	2	1	5	3	1	5				29
Parking Complaints	71	12	31	9	11	13	11	28	22				208
Party Loud Party	4	0	6	3	10	9	5	5	9				51
Pred - Sex Offender	1	2	1	2	4	1	3	1	1				16
Property Found	5	9	6	8	10	8	11	9	9				75
Public Disturbance	10	16	12	12	13	13	15	0	13				104
Pursuit	0	3	0	0	0	0	0	0	0				3
Residence Check	0	1	0	0	0	1	0	0	0				2
Runaway	1	2	3	2	3	3	5	8	4				31
Escort Funeral,other	5	10	7	6	17	10	15	19	16				105
Search Warrant	0	1	0	0	0	0	0	0	0				1
Suspicious Anything	43	49	54	36	62	55	56	77	85				517
Suspicious Vehicle	3	3	5	4	9	9	17	10	6				66
Tobacco Violation	0	1	1	0	0	0	0	0	2				4
Theft	15	17	19	12	18	19	13	22	29				164
Trains	0	1	1	0	1	1	1	0	1				6
Transport (Marshall PD etc)	0	1	1	2	3	3	1	2	1				14
Transport-Juveniles	0	0	0	0	0	0	0	0	0				0
Trespassing	5	12	8	6	4	1	1	0	15				52
Traffic Related Complaints	130	68	200	153	123	111	132	145	201				1263
Unsecured Building	1	0	1	0	4	3	0	1	1				11
Vandalism	0	11	0	3	4	5	4	4	5				36
Violation of OFP	3	5	4	4	6	4	5	6	5				42
Warrant Pickups	9	8	15	6	11	12	12	13	12				98
Welfare Checks	24	23	17	22	23	28	17	31	20				205

Welfare Fraud	0	0	0	0	0	0	0	0	0				0
Weather Activity	0	0	0	1	6	0	0	1	0				8
Dead Body	0	0	0	0	0	0	0	0	0				0
ERU Activated	0	0	0	0	0	0	0	0	1				1
Weapons Involved	0	1	1	1	0	0	0	0	1				4
<b>YTD 2022</b>	<b>561</b>	<b>470</b>	<b>661</b>	<b>528</b>	<b>635</b>	<b>566</b>	<b>575</b>	<b>610</b>	<b>746</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>5352</b>

#### OFFENSE ACTIVITY BY DAY OF WEEK

	Mon	Tues	Wed	Thur	Fri	Sat	Sun
January	13	6	9	10	12	12	7
February	12	22	11	19	11	16	18
March	11	18	16	15	13	12	0
April	17	5	6	13	14	8	4
May	10	8	7	10	31	8	27
June	1	8	20	8	12	11	7
July	4	12	8	10	8	12	14
August	12	12	7	13	17	11	6
September	7	4	10	10	20	15	15
October							
November							
December							
<b>YTD 2022</b>	<b>87</b>	<b>95</b>	<b>94</b>	<b>108</b>	<b>138</b>	<b>105</b>	<b>98</b>

#### DETECTIVE / INVESTIGATIONS ACTIVITIES

	Jan.	Feb.	Mar	Apr	May	June	July	Aug	Sept	Oct.	Nov.	Dec.	YTD
Felonies	23	28	26	24	28	25	19	28	35				236
Gross Misdemeanors	19	22	33	16	27	15	14	15	14				175
Misdemeanors	13	12	19	18	17	15	9	15	17				135

Applicant	Location Address	Description of Work	Valuation
HEARTLAND MECHANICAL INC	302 OSLO AV	Plumbing - New building	0
HEARTLAND MECHANICAL INC	304 OSLO AV	Plumbing - New building	0
BISBEE PLUMBING & HEATING	103 LYON ST W	Plumbing - New building	0
JASON R & MOLLI R ANDERSON JT	402 ELIZABETH ST	Plumbing - Water heater	3300
B WEISS PLUMBING LLC	801 COLLEGE DR E	Plumbing - New building	0
JD PLUMBING AND HEATING	301 JEWETT ST	Plumbing - Interior remodeling	0
RONALD E & PATRICIA K BIGGAR	504 REDWOOD ST W	Plumbing - Water heater	300
LEE R & JASMINE STEFFEN JT	109 SOUTHVIEW DR W	Plumbing - Water heater	1000
HEARTLAND MECHANICAL INC	608 ANDREW ST	Both - New building AND Air Conditioning, Furnace	0
FRANKS ELECTRIC PLUMBING & HEATING	1211 PARKSIDE DR	Plumbing - New building	0
KEVIN GOSLAR TRIO PLUMBING & HEATING	402 GENESIS AV	HVAC - Air Conditioning, Furnace	7000

Applicant Name	Location	Description of Work	Valuation
AP Design	1411 COLLEGE DR E	Wall Mounted Sign	3100

Applicant Name	Location Address	Description of Work	Valuation
Jason Weitzel	801 COLLEGE DR E	New Building/House	1093000
KOREY KESTELOOT	1635 HIGHWAY 59 N	New Building/House	42000
ROBERT J & ROXANNE H JAHN JT	406 HILL ST S	Doors	1400
YOUR HOME IMPROVEMENT COMPANY	309 HIGH ST N	Windows	9500
INDEPENDENT LUMBER OF MARSHALL	612 SOUTHVIEW DR W	Re-Siding	8000
MINNESOTA CABINETS INC	401 CHURCH ST	Windows	700
Joel	202 O'CONNELL #3	Windows	2500
BRELAND ENTERPRISES INC	1114 BRUCE CR	Other	17585.79
GESKE BUILDING & SUPPLY COMPAN	607 PLEASANT ST	Windows	2100
Joel Oolman	202 O'CONNELL #1	Windows	2800
Michael Buysse	227 MAIN ST W	Windows	17000
DARIN F & DIANE A REINSMA	201 THOMAS AV E	Other	300
Dan Schaefer	301 JEWETT ST	Interior Remodeling	40000
GESKE BUILDING & SUPPLY COMPAN	200 MARSHALL ST E	Windows	700
MIKE BUYSSE CONSTRUCTION INC	1238 PATRICIA CT	Re-Siding	25000
ADAM POOLE & JEET SAUSEN JT	118 REDWOOD ST E	Interior Remodeling	6000
INDEPENDENT LUMBER OF MARSHALL	1008 SILVERVINE DR	Deck	18000
INDEPENDENT SCHOOL DIST #413	601 SOUTHVIEW DR E	Accessory Building	44579

# 2022 Regular Council Meeting Dates

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

5:30 P.M.

City Hall, 344 West Main Street

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## **January**

1. January 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

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## **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.





## Upcoming Meetings

### October

- 10/11 Legislative and Ordinance Committee, 12:45 PM, City Hall
- 10/11 Work Session, 4:00 PM, City Hall
  - Health & Dental Insurance
- 10/11 Regular Meeting, 5:30 PM, City Hall
- 10/12 Planning Commission, 5:30 PM, City Hall
- 10/19 Charter Commission, 5:00 PM, City Hall
- 10/25 Regular Meeting, 5:30 PM, City Hall

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### November

- 11/03 Diversity, Equity, and Inclusion Commission, 3:00 PM, City Hall
- 11/07 Regular Meeting, 5:30 PM, City Hall
  - Note this meeting is on a Monday
  - Tuesday the 8<sup>th</sup> is the General Election
- 11/22 Regular Meeting, 5:30 PM, City Hall
- 11/22 Budget Work Session, 7:00 PM, City Hall