



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

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

OPENING ITEMS

1. Call to Order/Pledge of Allegiance

APPROVAL OF AGENDA

APPROVAL OF MINUTES

2. Consider approval of the minutes of the regular meeting held on February 26, 2019

PUBLIC HEARING

3. Foley Addition – 1) Public Hearing on Preliminary Plat.
4. Foley Addition – 2) Approval of Preliminary Plat.
5. Foley Addition – 3) Consider Resolution Adopting the Final Plat.
6. Vacation of Utility Easements in Carr Estates Fourth Addition -- 1) Public Hearing on Resolution Granting Petition to Vacate Utility Easements.
7. Vacation of Utility Easements in Carr Estates Fourth Addition -- 2) Consider Resolution Granting Petition to Vacate Utility Easements.

CONSENT AGENDA

8. Approval of Consent Agenda
9. Consider authorization to declare vehicles as surplus property for the Marshall Police Department.
10. Consider approval for a Transient Merchant License for TNT Fireworks.
11. Consider renewal of the Minnesota Municipal Utility Association (MMUA) Service Agreement for Safety Management Program services for 2019.
12. City Farm Leases Parcel 2 Lease Extension and Parcel 7 Addendum
13. Consider approval of the bills/project payments

AWARD OF BIDS

APPROVAL OF ITEMS PULLED FROM CONSENT

OLD BUSINESS

TABLED ITEM

NEW BUSINESS

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.

- [14.](#) Consider a letter of support for United Community Action Partnership
- [15.](#) Reject Farm Bid and Authorize Advertising to Re-bid Farm Lease
- [16.](#) Project Z69: East Lyon Street Reconstruction Project - Consider Resolution Receiving Report and Calling for Hearing on Improvement.
- [17.](#) Project Z74: Huron Road/Superior Road Reconstruction Project - Consider Resolution Receiving Report and Calling for Hearing on Improvement.
- [18.](#) Consider approval of the proposed Police Department organizational structure and amended 2019 wage schedule.
- [19.](#) Revised procedure to calculate special assessment amounts due for public infrastructure projects.
- [20.](#) Consider Resolution Amending the 2019 Fee Schedule

COUNCIL REPORTS

- [21.](#) Commission/Board Liaison Reports
- 22. Councilmember Individual Items

STAFF REPORTS

- 23. City Administrator
- 24. Director of Public Works
- 25. City Attorney

ADMINISTRATIVE REPORTS

- [26.](#) Administrative Report

INFORMATION ONLY

- [27.](#) Information Only

ADJOURN TO CLOSED SESSION

MEETINGS

- [28.](#) Upcoming Meetings

ADJOURN

- 29. Adjourn Meeting

RULES OF CONDUCT

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



CITY OF MARSHALL AGENDA ITEM REPORT

Meeting Date:	Tuesday, March 12, 2019
Category:	APPROVAL OF MINUTES
Type:	ACTION
Subject:	Consider approval of the minutes of the regular meeting held on February 26, 2019
Background Information:	Enclosed are the minutes of the regular meeting held on February 26, 2019
Fiscal Impact:	None
Alternative/ Variations:	Staff encourages City Council Members to provide any suggested corrections to the minutes in writing to City Clerk Kyle Box, prior to the meeting. We then could potentially incorporate proposed amended minutes at the meeting.
Recommendations:	that the minutes of the regular meeting held on February 26, 2019 be approved as filed with each member and that the reading of the same be waived.

CITY OF MARSHALL
CITY COUNCIL MEETING
M I N U T E S
Tuesday, February 26, 2019

The regular meeting of the Common Council of the City of Marshall was held February 26, 2019 in the Professional Development Room at the Marshall Middle School, 401 South Saratoga Street. The meeting was called to order at 5:30 P.M. by Mayor Robert Byrnes. In addition to Byrnes the following members were in attendance: Craig Schafer, Steven Meister, Glenn Bayerkohler, John DeCramer, Russ Labat and James Lozinski. Absent: None. Staff present included: Sharon Hanson, City Administrator; Dennis Simpson, City Attorney; Glenn Olson, Director of Public Works/City Engineer; Jim Marshall, Director of Public Safety; Annette Storm, Director of Administrative Services; Sheila Dubs, Human Resource Manager and Kyle Box, City Clerk.

The Pledge of Allegiance was recited at this time.

There was a consensus to operate under the presented agenda.

Consider approval of the minutes of the regular meeting held on February 12, 2019.

Motion made by Councilmember Schafer, Seconded by Councilmember Labat that the minutes of the regular meeting held on February 12, 2019 be approved as filed with each member and that the reading of the same be waived. Voting Yea: Mayor Byrnes, Councilmember Schafer, Councilmember Meister, Councilmember Bayerkohler, Councilmember DeCramer, Councilmember Labat, Councilmember Lozinski. The motion **Carried**.
7-0

Marshall Hotel – Consider Award of Proposal for Removal of Hazardous Materials and Miscellaneous Debris.

The project includes the removal and disposal of all hazardous building materials and miscellaneous debris within the Marshall Hotel located at 326 West Main Street.

Bids were received on February 19, 2019 for the above-referenced project. One bid was received from Advanced Health, Safety and Security of Balaton, Minnesota.

A cashier's check was included with the bid for 1% of the bid amount (\$724.68) rather than the required 10% (\$7,246.85). I spoke with the owner concerning the discrepancy, and he indicated that he could replace the cashier's check with the correct amount if required.

The Council is allowed to waive irregularities in our normal bid procedures, and I would recommend the irregularity be noted and waived.

Per the proposal, project completion is within 60 days after issuance of the Notice to Proceed.

Director of Public Works/City Engineer Glenn Olson introduced the item to Council. There was further discussion on the process of the removal procedures by Council and Staff.

Motion made by Councilmember Lozinski, Seconded by Councilmember Labat that the Council waive the irregularity of the amount of bid bond and award the proposal for Removal of Hazardous Materials and Miscellaneous Debris at the Marshall Hotel located at 326 West Main Street to Advanced Health, Safety and Security of Balaton, Minnesota, in the amount of \$72,468.53. Voting Yea: Mayor Byrnes, Councilmember Schafer, Councilmember Meister, Councilmember Bayerkohler, Councilmember DeCramer, Councilmember

Labat, Councilmember Lozinski. The motion **Carried. 7-0**

Approval of Consent Agenda.

Councilmember Labat pulled item number 7, Project Z70: South High Street/South Whitney Street (100 & 200 Block) Alley Improvement Project - Consider Resolution Declaring Adequacy of Petition and Ordering Preparation of Report, for further discussion.

Motion made by Councilmember DeCramer, Seconded by Councilmember Meister to approve the consent agenda. Voting Yea: Mayor Byrnes, Councilmember Schafer, Councilmember Meister, Councilmember Bayerkohler, Councilmember DeCramer, Councilmember Labat, Councilmember Lozinski. The motion **Carried. 7-0**

Approval of the Marshall Area Chamber of Commerce for St. Patrick's Day Parade - March 16, 2019.

Approval of the Vacation of Utility Easements in Carr Estates Fourth Addition - Receive Petition for Vacation of Utility Easements and Call for Public Hearing.

Approval of a maintenance agreement for the driving simulator currently at the MERIT Center

Approval of the bills/project payments

Project Z70: South High Street/South Whitney Street (100 & 200 Block) Alley Improvement Project - Consider Resolution Declaring Adequacy of Petition and Ordering Preparation of Report.

Per Minn. Stat. 429.031, subd. 1(f), if the council chooses to proceed with an improvement based on a petition, said petition must have the signatures of the owners of at least 35 percent in frontage of the property bordering the proposed improvements. City staff has determined that the signatures on the attached petition are of at least 35 percent of the property owners.

Councilmember Labat pulled the item for further discussion on the item. Director of Public Works/City Engineer Glenn Olson provided background information on the agenda item.

Motion made by Councilmember Schafer, Seconded by Councilmember Labat that the Council adopt Resolution Number 4590, Second Series, which is the "Resolution Declaring Adequacy of Petition and Ordering Preparation of Report" for Alley Improvements for the 100 & 200 Blocks of South High Street/South Whitney Street. Voting Yea: Mayor Byrnes, Councilmember Schafer, Councilmember Meister, Councilmember Bayerkohler, Councilmember DeCramer, Councilmember Labat, Councilmember Lozinski. The motion **Carried. 7-0**

Enterprise Fleet Management for City of Marshall.

Division Directors, City Clerk and City Administrator reviewed information on a fleet management program for the City of Marshall. Regular cost-benefit analysis and scheduling of replacement vehicles can result in overall savings for the City of Marshall. Staff recommended a review by full Council.

Senior Account Executive, Wong Nystrom presented the agenda item to Council via PowerPoint. There was consensus by Council to have the Equipment Review and Ways and Means Committee's review the item with staff.

Consider Appointments to the Various Boards, Commissions, Bureaus and Authorities.

Mayor Byrnes introduced the following applicants and recommended their appointments to the following Boards.

Community Services Advisory Board – Term to expire 2/28/2022

Jennifer Andries
Dr. Dwight Watson
Nathan Doose

Library Board – Term to expire 12/31/2019

Aimee Shouse

Motion made by Councilmember Meister, Seconded by Councilmember Labat to approve the appointments to the various boards, commissions, bureaus and authorities. Voting Yea: Mayor Byrnes, Councilmember Schafer, Councilmember Meister, Councilmember Bayerkohler, Councilmember DeCramer, Councilmember Labat, Councilmember Lozinski. The motion **Carried. 7-0**

Preliminary Plat of Foley Addition - Introduce Plat and Call for Public Hearing.

As the property has not been platted before, the property needs to be subdivided prior to the subdivision and sale of a portion of the property.

The owner of the property has requested a subdivision of his parcel to allow the sale of the southwesterly portion of the property.

The property lines will be reviewed to ensure proper setbacks of the existing buildings within the proposed platted lots.

At the Planning Commission meeting on February 13, 2019, Steen made a motion, seconded by Knieff to recommend approval of the preliminary plat to the City Council with the easements as requested by the utility companies and to call for public hearing to be held on March 13, 2019. All voted in favor.

Motion made by Councilmember Schafer, Seconded by Councilmember Lozinski that the Council call for public hearing on the Preliminary Plat of Foley Addition to be held at the March 12, 2019 City Council meeting, as per the recommendation of the Planning Commission. Voting Yea: Mayor Byrnes, Councilmember Schafer, Councilmember Meister, Councilmember Bayerkohler, Councilmember DeCramer, Councilmember Labat, Councilmember Lozinski. The motion **Carried. 7-0**

Consider Resolution for Traffic Control Signage at the Intersection of South 1st Street and Greeley Street.

A resident had requested a review of the traffic control signage in the area shown on the attached map, specifically involving sight distance issues when vehicles are parked adjacent to the southwest corner of the intersection on Greeley Street.

Director of Public Works/City Engineer Glenn Olson presented the item to Council. There was further discussion by council to take no action at this time and to speak with the property owner to make them aware of the issue and/or to address the concern.

Commission/Board Liaison Reports

Byrnes No Report

Schafer MERIT Center Commission met and discussed the number of classes held.

Meister No Report

Bayerkohler No Report

DeCramer Economic Development Authority discussed the sale of land belonging to the Housing and Redevelopment Authority as wells as the annual report.

Marshall Municipal Utilities Commission met and discussed delay in funding sources for the Water Softening project. MMU will also be permanently installing their Energy Efficiency program.

Labat Library Board met and introduced its new board member.

Lozinski No Report

Councilmember Individual Items.

Councilmember Lozinski discussed several items that included the future flood projections, special assessments and the investment made by the community, discussion of an operating agreement between the City of Marshall and the Convention and Visitors Bureau and to hold town hall style meetings.

Councilmember DeCramer provided discussion from the Ways and Means Committee and its recommendation to the full council at the March 12 regular meeting.

Councilmember Schafer commented on the infrastructure within the City of Marshall and its investment made by the community.

Mayor Byrnes commented on the potential spring flooding, League of Cities legislative update and mentioned a transportation hearing that was attended by David Sturrock representing the Marshall Area Transportation group.

City Administrator

City Administrator Sharon Hanson discussed two events that she and the Mayor will be attending; Fireside Chat, at the Adult Community Center and the State of the City which will be held at SMSU. Administrator Hanson commented on the Ways and Means Committee’s work on Special Assessment. Staff have also been discussing their preparation for any future emergency events.

Director of Public Works

Director of Public Works discussed several items such as removing snow from roofs, sewer vents and mentioned that snow removal crews have will continue their efforts to widen streets and remove snow from intersections.

City Attorney

No Report.

Information Only

There were no questions on the information items.

Upcoming Meetings

There were no questions on the upcoming meetings.

Adjourn Meeting

At 7:20 P.M., Motion made by Councilmember Schafer, Seconded by Councilmember Meister to adjourn.
Voting Yea: Mayor Byrnes, Councilmember Schafer, Councilmember Meister, Councilmember Bayerkohler, Councilmember DeCramer, Councilmember Labat, Councilmember Lozinski

Mayor

Attest:

City Clerk



CITY OF MARSHALL AGENDA ITEM REPORT

Meeting Date:	Tuesday, March 12, 2019
Category:	PUBLIC HEARING
Type:	INFO/ACTION
Subject:	Foley Addition – 1) Public Hearing on Preliminary Plat.
Background Information:	<p>Attached please find a copy of the preliminary plat of Foley Addition in Marshall, Minnesota.</p> <p>As the property has not been platted before, the property needs to be subdivided prior to the subdivision and sale of a portion of the property.</p> <p>The owner of the property has requested a subdivision of his parcel to allow the sale of the southwesterly portion of the property.</p> <p>The property lines will be reviewed to ensure proper setbacks of the existing buildings within the proposed platted lots.</p> <p>Attached please find a copy of the Engineer’s Report of Preliminary Plat Review. Copies of the proposed subdivision were sent to the local utility companies for their review and comments.</p> <p>At their meeting on February 13, 2019, the Planning Commission recommended approval of the preliminary plat to the City Council with adjustments to be made to the following: property lines to accommodate existing buildings, required setbacks, and required utility easements.</p>
Fiscal Impact:	The applicant will be billed for all direct costs relating to the platting process.
Alternative/ Variations:	No alternative actions recommended.
Recommendations:	that the Council close the public hearing on the Preliminary Plat of Foley Addition.

Preliminary Plat of FOLEY ADDITION

LAND DESCRIPTION

All that portion of the Northeast Quarter of Section Five (5), Township One Hundred Eleven (111), Range Forty-One (41), lying within the following boundary lines: Beginning at the intersection of the southerly line of Main Street extended in the City of Marshall Ten (10) feet northwesterly from the intersection of the southerly line of said Main Street extended in the City of Marshall with the east line of Section Five (5), running thence northwesterly along said southerly line of Main Street extended in the City of Marshall a distance of 100 feet, thence southwesterly at right angles a distance of 264 feet to a point distant northeasterly one hundred (100) feet from center line of main track of the Winona and St Peter Railroad Company's right of way as measured at right angles thereto, thence southeasterly and parallel with said center line of the main track to intersection of line drawn southwesterly and at right angles to said southerly line of said Main Street extended from point of beginning; thence northeasterly in a direct line to said point of beginning, EXCEPT the southwesterly half thereof.

AND

The Southwesterly Half of the following described property, to wit:

All that portion of the Northeast Quarter of Section Five (5), Township One Hundred Eleven (111), Range Forty-One (41), lying within the following boundary lines, viz: Beginning at a point on the Southerly line of Main Street extended in the City of Marshall Ten (10) feet Northwesterly from the intersection of the Southerly line of said Main Street extended in the City of Marshall with the East line of said Section Five (5), and running thence Northwesterly along said Southerly line of said Main Street extended in the City of Marshall a distance of One Hundred (100) feet, thence Southwesterly at right angles a distance of 264 feet to a point distant Northeasterly One Hundred (100) feet from center line of main track of the Winona and St Peter Railroad Company's right-of-way as measured at right angles thereto, thence Southeasterly and parallel with said center line of the main track to intersection of line drawn Southwesterly and at right angles to said Southerly line of said Main Street extended from point of beginning, thence Northeasterly in a direct line to said point of beginning.

OWNERS:

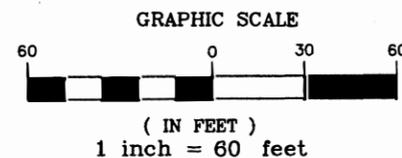
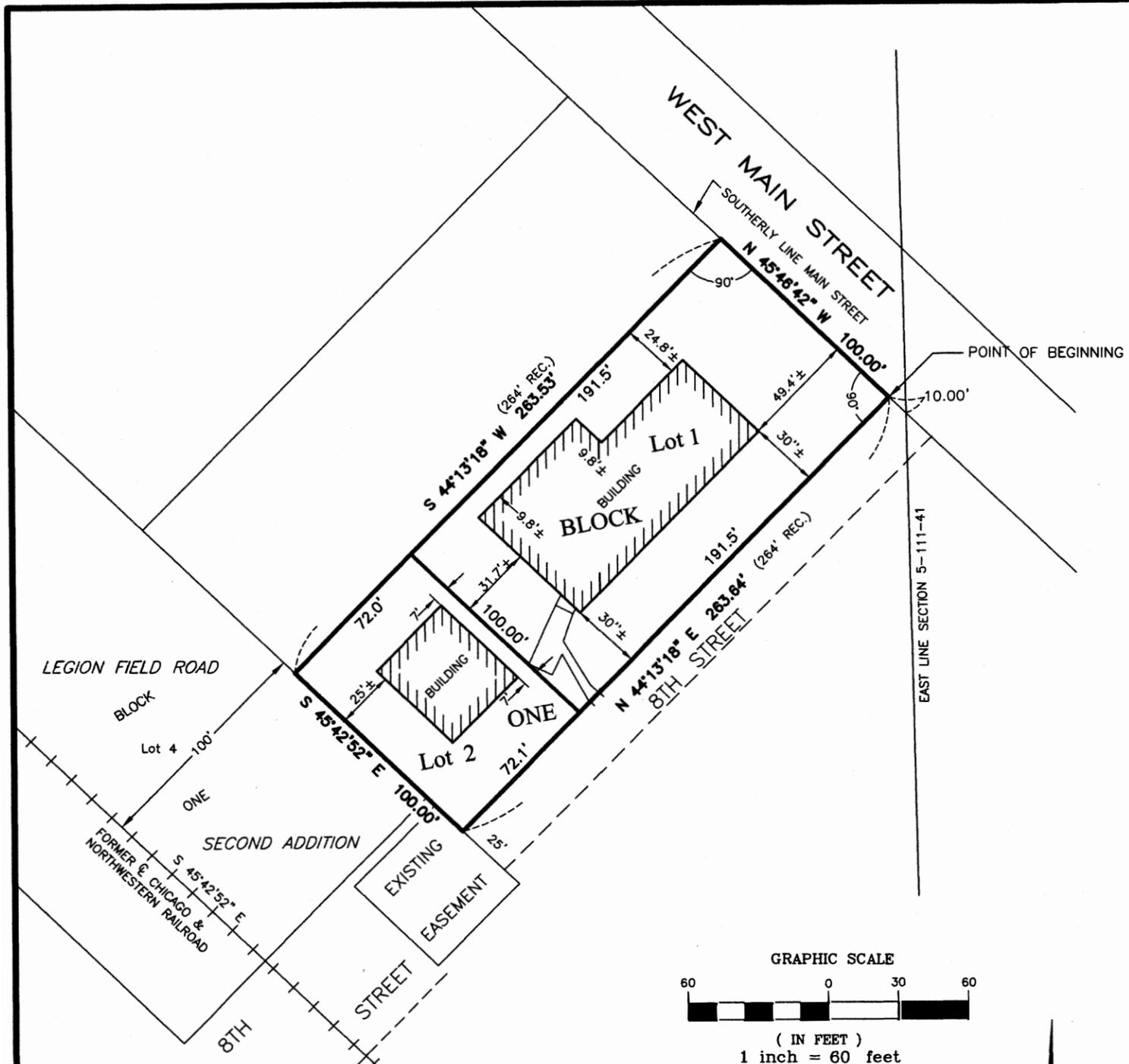
Patrick E. Foley Revocable Living Trust
and
Doris M. Foley Revocable Living Trust

AREAS:

TOTAL = 26359± SQ. FT.
LOT 1 = 19150± SQ. FT.
LOT 2 = 7209± SQ. FT.

ZONING:

B3 - GENERAL BUSINESS



BEARINGS BASED ON LYON COUNTY
COORDINATE SYSTEM (1996 ADJ.)

LEGEND

These standard symbols will
be found in the drawing.

- MONUMENTS FOUND
- MONUMENTS SET- 5/8" IRON
W/SEAL #43844

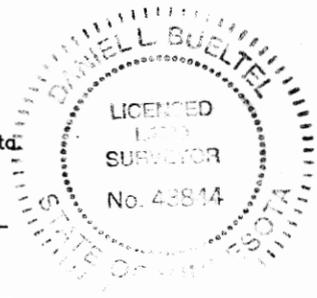


SURVEYOR'S CERTIFICATION

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

DANIEL L. BUELTEL LICENSE NO: 43844

DATE: DECEMBER 17, 2018



Prepared by
Bueltel-Moseng Land Surveying, Inc.
Marshall, MN 56258 Ph. 507-532-9043
PROJECT NO. 18-5483

**ENGINEER'S REPORT
 PRELIMINARY PLAT REVIEW**

Subdivision Name: Foley Addition

Quarter NE¹/₄ Section 5 Township 111N Range 41W

Owner's Name: Patrick E. Foley & Doris M. Foley Revocable Living Trust

Surveyor: Daniel L. Beultel Reg. No. 43844

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

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

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

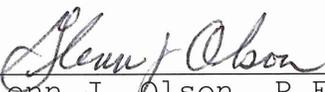
CITY ENGINEER'S RECOMMENDATIONS:

Approve.

DATE RECEIVED: January 29, 2019

DATE REVIEWED: February 6, 2019

PLANNING COMMISSION REVIEW DATE: February 13, 2019



 Glenn J. Olson, P.E.
 Director of Public Works/City Engineer

Copies to: City Administrator
 Building Official
 Senior Engineering Technician



CITY OF MARSHALL AGENDA ITEM REPORT

Meeting Date:	Tuesday, March 12, 2019
Category:	PUBLIC HEARING
Type:	INFO/ACTION
Subject:	Foley Addition – 2) Approval of Preliminary Plat.
Background Information:	<p>Attached please find a copy of the preliminary plat of Foley Addition in Marshall, Minnesota.</p> <p>As the property has not been platted before, the property needs to be subdivided prior to the subdivision and sale of a portion of the property.</p> <p>The owner of the property has requested a subdivision of his parcel to allow the sale of the southwesterly portion of the property.</p> <p>The property lines will be reviewed to ensure proper setbacks of the existing buildings within the proposed platted lots.</p> <p>Attached please find a copy of the Engineer’s Report of Preliminary Plat Review. Copies of the proposed subdivision were sent to the local utility companies for their review and comments.</p> <p>At their meeting on February 13, 2019, the Planning Commission recommended approval of the preliminary plat to the City Council with adjustments to be made to the following: property lines to accommodate existing buildings, required setbacks, and required utility easements.</p>
Fiscal Impact:	The applicant will be billed for all direct costs relating to the platting process.
Alternative/ Variations:	No alternative actions recommended.
Recommendations:	that the Council approve the Preliminary Plat of Foley Addition.

Preliminary Plat of FOLEY ADDITION

LAND DESCRIPTION

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OWNERS:

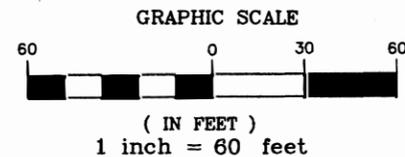
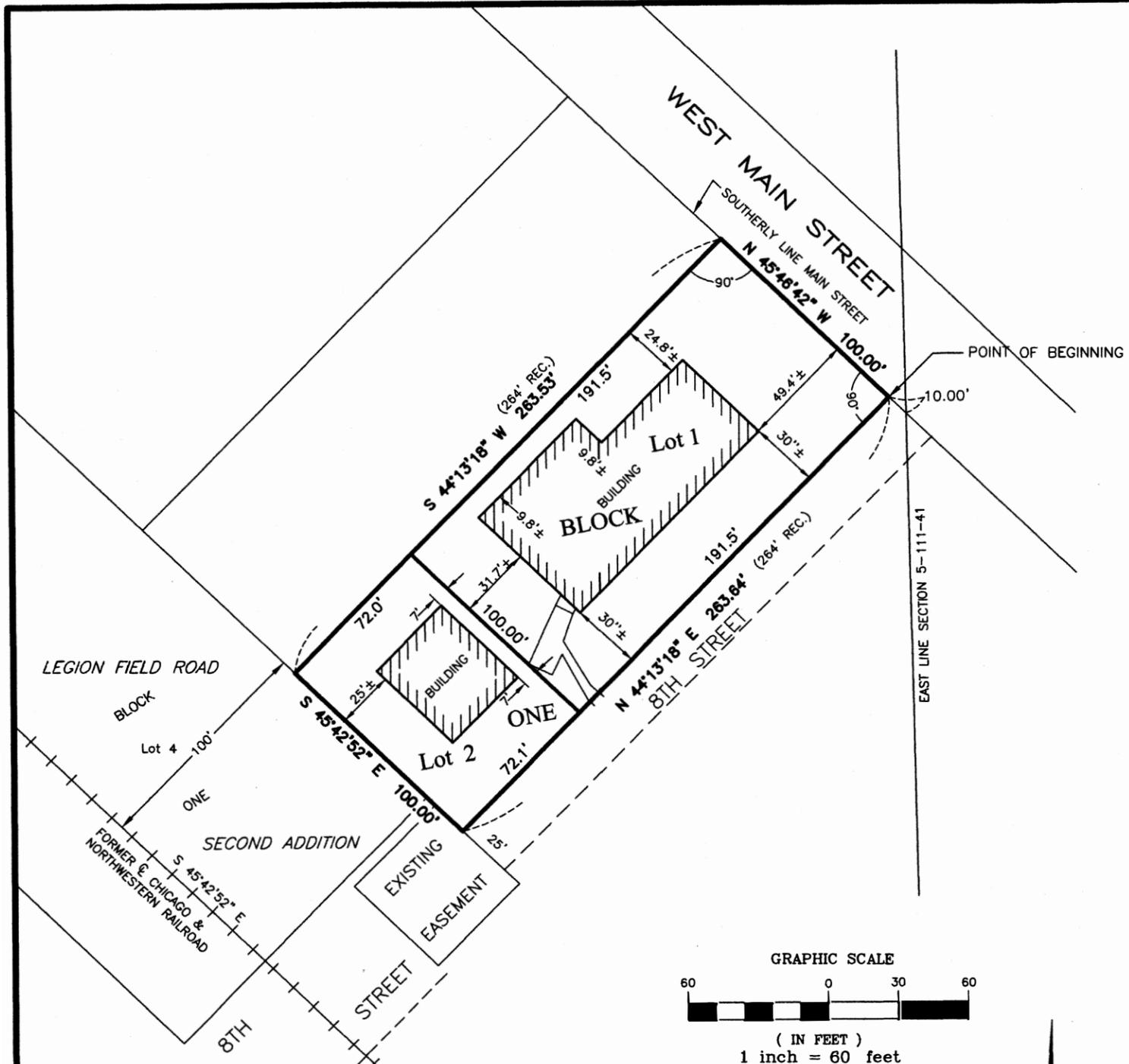
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and
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AREAS:

TOTAL = 26359± SQ. FT.
LOT 1 = 19150± SQ. FT.
LOT 2 = 7209± SQ. FT.

ZONING:

B3 - GENERAL BUSINESS



BEARINGS BASED ON LYON COUNTY
COORDINATE SYSTEM (1996 ADJ.)

LEGEND

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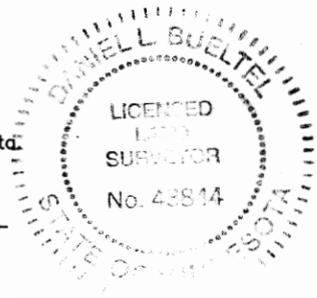


SURVEYOR'S CERTIFICATION

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

Daniel L. Bueltel
DANIEL L. BUELTEL LICENSE NO: 43844

DATE: DECEMBER 17, 2018



Prepared by
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PROJECT NO. 18-5483

**ENGINEER'S REPORT
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Owner's Name: Patrick E. Foley & Doris M. Foley Revocable Living Trust

Surveyor: Daniel L. Beutel Reg. No. 43844

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

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

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

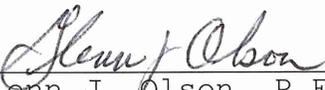
CITY ENGINEER'S RECOMMENDATIONS:

Approve.

DATE RECEIVED: January 29, 2019

DATE REVIEWED: February 6, 2019

PLANNING COMMISSION REVIEW DATE: February 13, 2019



 Glenn J. Olson, P.E.
 Director of Public Works/City Engineer

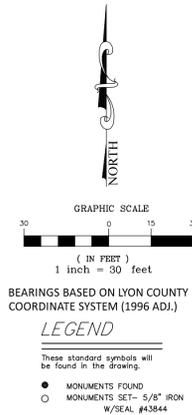
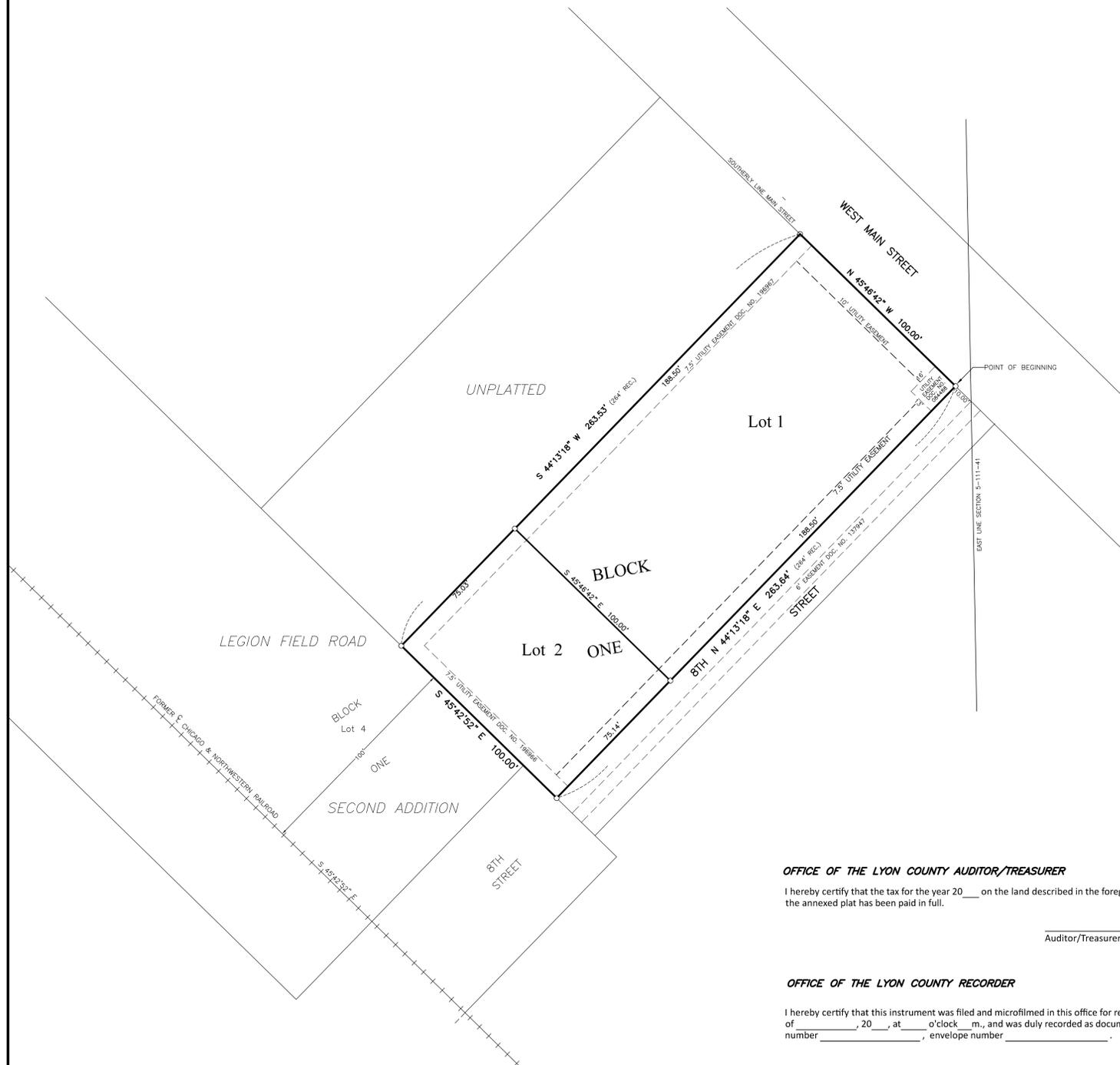
Copies to: City Administrator
 Building Official
 Senior Engineering Technician



CITY OF MARSHALL AGENDA ITEM REPORT

Meeting Date:	Tuesday, March 12, 2019
Category:	PUBLIC HEARING
Type:	INFO/ACTION
Subject:	Foley Addition – 3) Consider Resolution Adopting the Final Plat.
Background Information:	<p>Attached please find a copy of the final plat of Foley Addition in Marshall, Minnesota.</p> <p>As the property has not been platted before, the property needs to be subdivided prior to the subdivision and sale of a portion of the property.</p> <p>The owner of the property has requested a subdivision of his parcel to allow the sale of the southwesterly portion of the property.</p> <p>The property lines have been reviewed and adjusted to ensure proper setbacks of the existing buildings within the proposed platted lots.</p> <p>Attached please find a copy of the Final Plat Checklist. Copies of the proposed subdivision were sent to the local utility companies for their review and comments. An additional utility easement has been placed along West Main Street.</p>
Fiscal Impact:	The applicant will be billed for all direct costs relating to the platting process.
Alternative/ Variations:	No alternative actions recommended.
Recommendations:	that the Council adopt RESOLUTION NUMBER XXXX, which is the Resolution Adopting the Final Plat of Foley Addition, subject to City Attorney review of abstract of title and title opinion.

FOLEY ADDITION



KNOW ALL PEOPLE BY THESE PRESENTS: That Patrick E. Foley Revocable Living Trust and Doris M. Foley Revocable Living Trust, fee owners of the following described property:

All that portion of the Northeast Quarter of Section Five (5), Township One Hundred Eleven (111), Range Forty-One (41), lying within the following boundary lines: Beginning at the intersection of the southerly line of Main Street extended in the City of Marshall Ten (10) feet northwesterly from the intersection of the southerly line of said Main Street extended in the City of Marshall with the east line of Section Five (5), running thence northwesterly along said southerly line of Main Street extended in the City of Marshall a distance of 100 feet, thence southwesterly at right angles a distance of 264 feet to a point distant northeasterly one hundred (100) feet from center line of main track of the Winona and St Peter Railroad Company's right of way as measured at right angles thereto, thence southeasterly and parallel with said center line of the main track to intersection of line drawn southwesterly and at right angles to said southerly line of said Main Street extended from point of beginning; thence northeasterly in a direct line to said point of beginning, EXCEPT the southwesterly half thereof.

AND
The Southwesterly Half of the following described property, to wit:
All that portion of the Northeast Quarter of Section Five (5), Township One Hundred Eleven (111), Range Forty-One (41), lying within the following boundary lines, viz: Beginning at a point on the Southerly line of Main Street extended in the City of Marshall Ten (10) feet Northwesterly from the intersection of the Southerly line of said Main Street extended in the City of Marshall with the East line of said Section Five (5), and running thence Northwesterly along said Southerly line of said Main Street extended in the City of Marshall a distance of One Hundred (100) feet, thence Southwesterly at right angles a distance of 264 feet to a point distant Northeasterly One Hundred (100) feet from center line of main track of the Winona and St Peter Railroad Company's right-of-way as measured at right angles thereto, thence Southeasterly and parallel with said center line of the main track to intersection of line drawn Southwesterly and at right angles to said Southerly line of said Main Street extended from point of beginning, thence Northeasterly in a direct line to said point of beginning.

Have caused the same to be surveyed and platted as FOLEY ADDITION, and do hereby donate and dedicate to the public for public use forever the utility easements as shown on this plat.

PATRICK E. FOLEY
REVOCABLE LIVING TRUST

DORIS M. FOLEY
REVOCABLE LIVING TRUST

by
Patrick E. Foley, its trustee

by
Doris M. Foley, its trustee

STATE OF MINNESOTA
COUNTY OF LYON

The foregoing instrument was acknowledged before me on this _____ day of _____, 20____, by Patrick E. Foley, trustee of the Patrick E. Foley Revocable Living Trust.

Notary Public,
My Commission Expires _____

STATE OF MINNESOTA
COUNTY OF LYON

The foregoing instrument was acknowledged before me on this _____ day of _____, 20____, by Doris M. Foley, trustee of the Doris M. Foley Revocable Living Trust.

Notary Public,
My Commission Expires _____

SURVEYOR'S CERTIFICATE

I hereby certify that I have surveyed and platted the property described on this plat as FOLEY ADDITION, that this plat is a correct representation of said survey; that all distances are correctly shown on the plat; that all monuments have been correctly placed in the ground as shown on the plat; that the outside boundary lines are correctly designated on the plat and that there are no wetlands or public highways to be designated on this plat other than as shown.

Daniel L. Bueltel
Minnesota License Number 43844

STATE OF MINNESOTA
COUNTY OF LYON

The Surveyor's Certificate was acknowledged before me on this _____ day of _____, 20____, by Daniel L. Bueltel, a licensed land surveyor.

Notary Public,
My Commission Expires _____

CITY COUNCIL

This plat of FOLEY ADDITION was approved and accepted, by resolution, at a meeting of the City Council of Marshall, Minnesota, held this _____ day of _____, 20____.

Mayor

City Clerk

OFFICE OF THE LYON COUNTY AUDITOR/TREASURER

I hereby certify that the tax for the year 20____ on the land described in the foregoing instrument and as shown on the annexed plat has been paid in full.

Auditor/Treasurer, Lyon County

OFFICE OF THE LYON COUNTY RECORDER

I hereby certify that this instrument was filed and microfilmed in this office for record on the _____ day of _____, 20____, at _____ o'clock _____ m., and was duly recorded as document number _____, envelope number _____.

Recorder, Lyon County

RESOLUTION NUMBER _____, SECOND SERIES

RESOLUTION APPROVING THE FINAL PLAT OF FOLEY ADDITION

WHEREAS, the developer has filed with the City Council, a Preliminary Plat identified Foley Addition situated in the City of Marshall, County of Lyon, State of Minnesota, described as follows, to-wit:

FOLEY ADDITION BLOCK ONE LOTS 1-2

more particularly described as attached Exhibit A.

WHEREAS, the Final Plat of Foley Addition was presented to the City Council on March 12, 2019.

NOW THEREFORE BE IT FURTHER RESOLVED, that said Final Plat of Foley Addition has been duly found to be in conformity with Chapter 66 of the Code of Ordinances and State Statutes.

NOW THEREFORE BE IT FURTHER RESOLVED THAT the City Council hereby authorizes and directs the Mayor and City Clerk to certify their approval on the plat.

NOW THEREFORE BE IT FURTHER RESOLVED THAT this resolution shall become void 90 days after adoption and fulfillment of all contingencies of approval, if any, unless the plat is filed for record within such time.

Passed and adopted by the City Council this 12th day of March, 2019.

ATTEST:

City Clerk

Mayor of the City of Marshall, MN

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

EXHIBIT A

LAND DESCRIPTION

All that portion of the Northeast Quarter of Section Five (5), Township One Hundred Eleven (111), Range Forty-One (41), lying within the following boundary lines: Beginning at the intersection of the southerly line of Main Street extended in the City of Marshall Ten (10) feet northwesterly from the intersection of the southerly line of said Main Street extended in the City of Marshall with the east line of Section Five (5), running thence northwesterly along said southerly line of Main Street extended in the City of Marshall a distance of 100 feet, thence southwesterly at right angles a distance of 264 feet to a point distant northeasterly one hundred (100) feet from center line of main track of the Winona and St Peter Railroad Company's right of way as measured at right angles thereto, thence southeasterly and parallel with said center line of the main track to intersection of line drawn southwesterly and at right angles to said southerly line of said Main Street extended from point of beginning; thence northeasterly in a direct line to said point of beginning, EXCEPT the southwesterly half thereof.

AND

The Southwesterly Half of the following described property, to wit: All that portion of the Northeast Quarter of Section Five (5), Township One Hundred Eleven (111), Range Forty-One (41), lying within the following boundary lines, viz: Beginning at a point on the Southerly line of Main Street extended in the City of Marshall Ten (10) feet Northwesterly from the intersection of the Southerly line of said Main Street extended in the City of Marshall with the East line of said Section Five (5), and running thence Northwesterly along said Southerly line of said Main Street extended in the City of Marshall a distance of One Hundred (100) feet, thence Southwesterly at right angles a distance of 264 feet to a point distant Northeasterly One Hundred (100) feet from center line of main track of the Winona and St Peter Railroad Company's right-of-way as measured at right angles thereto, thence Southeasterly and parallel with said center line of the main track to intersection of line drawn Southwesterly and at right angles to said Southerly line of said Main Street extended from point of beginning, thence Northeasterly in a direct line to said point of beginning.

FINAL PLAT CHECKLIST CHAPTER 66 - SUBDIVISIONS

Subdivision Name: Foley Addition

Quarter NE¼ Section 5 Township 111N Range 41W

Owner's Name: Patrick E. Foley Revocable Living Trust and Doris M. Foley Revocable Living Trust

Surveyor: Daniel L. Beultel Reg. No. 43844

		Yes	No	N/A	Comments
Sec. 66-71. Final plans.					
a.	<i>Generally.</i> Following the approval of the preliminary plat, if the developer wishes to proceed, five copies of the final utility, drainage, grading and erosion control plans shall be submitted to the city engineer for review and approval for the entire development phase as shown on the preliminary plan. Any or all of these plans may be deleted at the city engineer's discretion.	X			
b.	<i>Final site grading plan.</i> The drainage and grading plans shall show the contours with intervals of one foot. The minimum ground/garage floor elevation shall be shown for buildings on lots. The site grading plan shall also show drainage arrows for each lot and lot corner elevations.			X	
c.	<i>Final street grading plan.</i> The street grading plan shall show percent slope for all proposed streets. Where the developer owns only half the property which makes up a street, and this is the first request for development along the street, the developer shall establish the street grades for the street for approval by the city engineer.			X	
d.	<i>Final drainage and surface water management plan.</i> An overall drainage plan showing proposed drainageways and storm sewer systems will be required along with 100-year drainageway elevations. The plan shall include calculations of the rainfall duration and intensity and the acreage and proposed volume of flow for the development area and the surrounding drainage basin in accordance with design and development criteria established by the city. The final drainage plan shall provide information for drainageway and detention pond dedication as indicated in section 66-111. The proposed channel and/or pipe sizes with grades and proposed inlet locations and outlet connections shall be shown. All plans for drainage shall be based on and comply with the comprehensive surface water management plan and ordinance of the city.			X	

		Yes	No	N/A	Comments
e.	<i>Final utility plan.</i> The utility plan shall show:				
	(1) The final sewer system layout showing the proposed sizes and the direction of flow, the manhole locations and their approximate depth.			X	
	(2) The final water system layout showing the location of existing water lines and the proposed pipe sizes, hydrant and valve locations.			X	
	(3) The final approved street lighting layout in accordance with city policy			X	
f.	<i>Erosion control plan.</i> The erosion control plan shall show the following:				
	(1) All proposed land disturbances including areas of excavation, grading, filling, removal or destruction of topsoil, and spreading of earth material.			X	
	(2) Provisions for erosion control during construction. Such provisions shall include the sequence of the operations listed above, with an estimated time of exposure. The proposed temporary measures to control erosion shall be designed to withstand the two-year rain and be shown on the plan.			X	
Sec. 66-72. Procedure.					
a.	The final plat, in form and number required by state statutes, together with two paper copies and supplementary data and documents, and an abstract of title, registered property certificate, or both, as the case may be, certified within the preceding 30 days, shall be filed with the city engineer. The plats required for filing shall bear the fully executed certificates of the subdivider and surveyor. The supplementary documents shall be in final form and shall be fully executed by the subdivider at the time of such filing.	X			
b.	The city engineer shall forward the official plat and one paper copy and supplementary engineering documents and data to the city clerk, and one paper copy and supplementary legal and title documents to the city attorney.		X		City Attorney is working directly with the property owner concerning title issues.
c.	The city engineer shall examine the plat to determine whether or not it conforms to the preliminary plat and is consistent with the action taken by the council and with the requirements of this chapter. The city attorney or his assistant, shall examine the title and determine whether or not the proper parties have subdivided the land and whether or not the title is without defects. They shall forward their respective opinions to the council.		X		City Attorney is working directly with the property owner.

		Yes	No	N/A	Comments
d.	If the final plat and supplementary data and documents are found to be consistent with the action taken by the council and in conformity with this chapter and state statutes, and after payment of plat review charges, the council shall adopt an approving resolution which shall also authorize and direct the city clerk to certify his approval on the plat. When he has so certified, the city clerk shall return the official plat and copies required for filing to the subdivider, together with a certified copy of resolution of approval which must be filed with the official plat. An approving resolution shall become void 90 days after adoption, unless the plat is filed for record within such time, provided that the time limitation shall be stated therein. If the final plat and supplementary data and documents are not in conformance with prior council action, this chapter or state statutes, the council shall forthwith return the executed plats and documents and state the requirements necessary for approval of the final plat.		X		To be completed after Council approval of the final plat.
Sec. 66-73. Supplementary data and documents.					
	Every final plat shall be in strict accordance with the state statutes and shall contain the following:				
(1)	The proposed name of the subdivision. The name shall not duplicate, be the same in spelling or alike in pronunciation with the name of any other recorded subdivision, unless it is an extension of or adjacent to such subdivision.	X			
(2)	The names of all adjacent subdivisions, all lot and block lines, types of easements, and rights-of-way. Adjoining unplatted property shall be labeled as such.	X			
(3)	A systematic lot and block numbering pattern, lot lines and street/road names, and the square footage of all lots.	X			
(4)	The location and width of all proposed and existing rights-of-way, alleys and easements, as well as the location of any parks and dedicated drainageways.	X			
(5)	The boundary lines of the area being subdivided with accurate angles or bearings and distances tying the perimeter boundaries to the nearest established street/road line, section corner, other previously described subdivision, or other recognized permanent monuments which shall be accurately described on the plat.	X			
(6)	Location of all monuments and permanent control points, and all survey pins, either set or located.	X			
(7)	The identification of any portions of the property intended to be dedicated or granted for public use such as school or park land.			X	

FINAL PLAT CHECKLIST
 SUBDIVISION NAME: FOLEY ADDITION
 PAGE 4 of 5

		Yes	No	N/A	Comments
(8)	All dimensions, both linear and angular, necessary for locating the boundaries of the subdivision lots, streets/roads, alleys, easements, and other areas for public or private use. Linear dimensions are to be given to the nearest 1/100 of a foot.	X			
(9)	The radii, chords, length of curves, points of tangency, and central angles for all curvilinear streets/roads and radii for all rounded corners.			X	
(10)	The boundary delineation of the floodway and flood zones, along with the base flood elevation on each lot as determined from the flood insurance rate maps.			X	
(11)	The certificate of the surveyor attesting to the accuracy of the survey and the correct location of all pins and monuments shown.	X			
(12)	Acknowledgement of the owner of the plat of any restrictions, including dedication to public use of all streets/roads, alleys, parks, or other open spaces shown thereon and the granting of easements required.			X	
(13)	All formal irrevocable offers of dedication for all streets/roads, alleys, parks, and other uses as required.	X			
(14)	Certificates of approval for endorsement by the city engineer, the city clerk, the city planning commission, and the city council.	X			
(15)	Protective covenants, if any.			X	
(16)	Letters of approval for highway access points and frontage roads from the commissioner of highways and county engineer, where applicable.			X	
Sec. 66-74 – 66-95. Reserved.					

	Yes	No	N/A	Comments
ARTICLE III. DESIGN STANDARDS AND REQUIRED IMPROVEMENTS.				
Sec. 66-96 – 66-114. SEE ATTACHED.				
Sec. 66-115. Assurances for the completion of minimum improvements.				
(a) <i>Assurances for subdivisions within the city limits.</i> No plats of any subdivision shall be approved unless the improvements required by this chapter have been installed prior to such approval or unless the developer shall have signed an assurance agreement to establish the responsibility for the construction of such improvements in a satisfactory manner and within a period specified by the city council, such period not to exceed one year. An extension to that one year period may be granted at the discretion of the city council. This assurance agreement shall be recorded with the registrar of deeds at the time of filing the plat			X	
(b) <i>Assurances for rural subdivisions.</i> No plat of any rural subdivision shall be approved unless the improvements required by this chapter have been installed prior to such approval, or unless the developer shall have posted a surety bond or irrevocable letter of credit or acceptable cash deposit assuring completion of all required improvements. No building permits shall be issued until assurances have been filed or all required road improvements have been completed.			X	



 Glenn J. Olson, P.E.
 Director of Public Works/City Engineer

3/8/19

 Date



CITY OF MARSHALL AGENDA ITEM REPORT

Meeting Date:	Tuesday, March 12, 2019
Category:	PUBLIC HEARING
Type:	INFO/ACTION
Subject:	Vacation of Utility Easements in Carr Estates Fourth Addition -- 1) Public Hearing on Resolution Granting Petition to Vacate Utility Easements.
Background Information:	<p>A signed petition for vacation of the utility easements located between Lot 3 and Lot 4 of Carr Estates Fourth Addition, except for the northerly 7.5 ft. and southerly 7.5 ft. of said easements, was submitted from the owner(s) of the property where the easements are proposed to be vacated.</p> <p>A map of the petitioned vacation area is attached.</p> <p>The purpose of the vacation is to construct a dwelling on the property, including a portion of the area to be vacated.</p> <p>A copy of the procedure for vacation of streets by resolution, included in Sec. 62-4 of the Marshall Code of Ordinances, is also attached.</p>
Fiscal Impact:	Property owner to reimburse the City for all costs associated with the vacation.
Alternative/ Variations:	No alternative actions recommended.
Recommendations:	that the Council close the public hearing.

PETITION FOR VACATION OF A UTILITY EASEMENT

Marshall, Minnesota

February, 2019

Month

To the City Council of Marshall, Minnesota:

We, the undersigned, owners of all the real property abutting the utility easement on 806 Scott Circle, hereby petition that such utility easement be vacated.

	PARCEL # / ADDRESS	OWNER(S)	OWNER(S) SIGNATURE(S)
1.	27-137-003-0 806 Scott Circle	Warren Regnier Rita Regnier	<i>Warren Regnier</i> <i>Rita Regnier</i>
2.			
3.			
4.			
5.			

Purpose of Vacation: To build a house across the adjoining properties.

Application Fee: \$100.00 -- I hereby submit this Petition for Vacation. I agree to pay the application fee upon filing. In addition, I understand I will be billed for any direct costs related to this application, which are due and payable regardless of approval or denial by the City Council. These direct costs include, but are not limited to, postage, publication/advertising and recording fees (Per current Resolution of Fees & Rates).

Warren Regnier
Signature

Warren Regnier
Printed Name

Examined, checked, and found to be in proper form and to be signed by the required number of owners of property affected by the making of the improvement petitioned for.

City Clerk

Rec 2-19-2019 / 30 3746
Rec # 1900 350

TRUNK HIGHWAY 23

CEDAR LN

LILAC DR

TIMBERLANE DR

MAPLE LN

GENESIS AVENUE

STREET

SIENA

IMPALA CT

COUGAR CT

SCOTT STREET

WINDSTAR STREET

SOUTH SARATOGA

JAGUAR CT

SCOTT CIRCLE

THUNDERBIRD ROAD

VIPER CIRCLE

COUNTY STATE AID HIGHWAY 67

DENALI STREET

MERCEDES DR

CADILLAC ROAD

CONTINENTAL ST

CONTINENTAL STREET

THUNDERBIRD ROAD



Not To Scale



CITY ENGINEERS OFFICE
344 WEST MAIN STREET
MARSHALL, MINNESOTA
56258

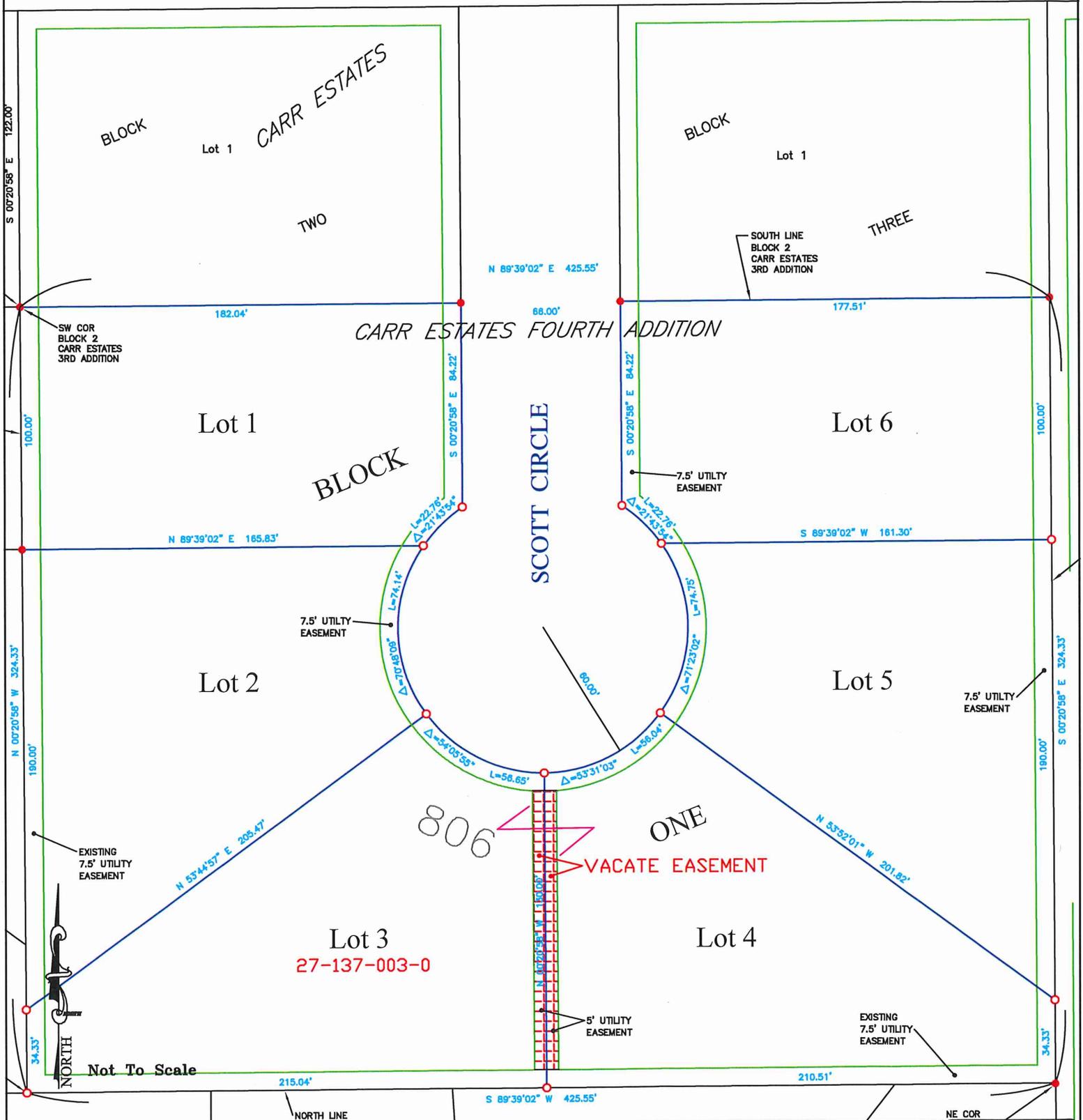
Exhibit A Area Map

DATE
02/20/19

Vacate Easement
Carr Estates 4

SHEET 31
1 OF 2

WINDSTAR STREET



CITY ENGINEERS OFFICE
 344 WEST MAIN STREET
 MARSHALL, MINNESOTA
 56258

Exhibit A

Vacate Easement

DATE
 02/20/19

SHEET
 32
 2 OF 2

Sec. 62-4. - Vacation of streets, alleys, thoroughfares, public grounds, easements, or any other interest in real estate, or any part.

- (a) No public grounds or streets or other interest in real estate shall be vacated except upon the council's own motion or upon the petition directed to the council of a majority of the owners of property on the line of such property interest residing within the city, and completion of the procedure specified in this section. Such petition shall set forth the reasons for such desired vacation, accompanied by a plat of such property interest proposed to be vacated, and such petition shall be verified by the oath of a majority of the petitioners residing within the city.
- (b) If, in the discretion of the council, it is expedient that the matter be proceeded with, it may order the petition filed for record with the city administrator, order a hearing on such petition and fix the time and place of such hearing.
- (c) The city administrator shall give notice of such hearing by publication once at least ten days in advance of such hearing, and by mail to the last known address of all of the owners of property on the line of such property interest proposed to be vacated at least ten days in advance of such hearing. Such last known addresses shall be obtained from the office of the county auditor. Such notice shall in brief state the object of such hearing; the time, place and purpose of such hearing; and the fact that the council, or a board or commission designated by them shall hear the testimony and examine the evidence of the parties interested.
- (d) The council, after hearing the same, or upon the report of such board or commission designated to hold such hearings, may by resolution, passed by affirmative vote of at least five members, declare such property interest vacated, or deny such petition. The resolution, if granting the petition, shall be certified by the city administrator and shall be filed for record and duly recorded in the office of the registrar of deeds (county recorder) in and for the county.

(Code 1976, § 7.07)



CITY OF MARSHALL AGENDA ITEM REPORT

Meeting Date:	Tuesday, March 12, 2019
Category:	PUBLIC HEARING
Type:	INFO/ACTION
Subject:	Vacation of Utility Easements in Carr Estates Fourth Addition -- 2) Consider Resolution Granting Petition to Vacate Utility Easements.
Background Information:	<p>A signed petition for vacation of the utility easements located between Lot 3 and Lot 4 of Carr Estates Fourth Addition, except for the northerly 7.5 ft. and southerly 7.5 ft. of said easements, was submitted from the owner(s) of the property where the easements are proposed to be vacated.</p> <p>A map of the petitioned vacation area is attached.</p> <p>The purpose of the vacation is to construct a dwelling on the property, including a portion of the area to be vacated.</p> <p>A copy of the procedure for vacation of streets by resolution, included in Sec. 62-4 of the Marshall Code of Ordinances, is also attached.</p>
Fiscal Impact:	Property owner to reimburse the City for all costs associated with the vacation.
Alternative/Variations:	No alternative actions recommended.
Recommendations:	that the Council adopt RESOLUTION NUMBER XXXX, which is the Resolution Granting Petition to Vacate Utility Easements.

RESOLUTION NUMBER _____, SECOND SERIES

**RESOLUTION GRANTING A PETITION FOR VACATION OF UTILITY EASEMENTS
IN THE CITY OF MARSHALL**

WHEREAS, a petition for vacation of utility easements was submitted from the owner(s) of the property where the easements are proposed to be vacated in the City of Marshall, County of Lyon, State of Minnesota; legally described and shown on the maps, as per attached Exhibit A, to-wit;

AND WHEREAS, such petition was ordered to be filed for record with the City Administrator and a hearing ordered on such petition;

AND WHEREAS, a public hearing was held on March 12, 2019 before the City Council on such petition after due published and posted notice had been given on March 1, 2019, as well as personal notice mailed to affected property owners by the clerk on March 1, 2019, and all persons interested were given an opportunity to be heard.

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

1. The Mayor and City Clerk/Financial Director hereby resolve the granting of the petition for vacation of the utility easements located in the City of Marshall, County of Lyon, State of Minnesota, as legally described above.
2. A copy of this resolution, after the same shall go into effect, duly certified by the City Administrator, shall be filed for record and duly recorded in the office of the Registrar of Deeds in and for Lyon County, Minnesota.

Passed and adopted by the Council this 12th day of March, 2019.

Robert J. Byrnes, Mayor

ATTEST:

City Clerk

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

EXHIBIT A

That portion of utility easements located on the easterly side of Lot 3 and the westerly side of Lot 4, Block One, Carr Estates Fourth Addition, excepting the northerly 7.5 ft. and southerly 7.5 ft. of said easements

TRUNK HIGHWAY 23

CEDAR LN

LILAC DR

TIMBERLANE DR

MAPLE LN

GENESIS AVENUE

STREET

SIENNA

IMPALA CT

COUGAR CT

SCOTT STREET

WINDSTAR STREET

SOUTH SARATOGA

JAGUAR CT

SCOTT CIRCLE

THUNDERBIRD ROAD

VIPER CIRCLE

COUNTY STATE AID HIGHWAY 67

DENALI STREET

MERCEDES DR

CADILLAC ROAD

CONTINENTAL ST

CONTINENTAL STREET

THUNDERBIRD ROAD



Not To Scale



CITY ENGINEERS OFFICE
344 WEST MAIN STREET
MARSHALL, MINNESOTA
56258

Exhibit A Area Map

DATE
02/20/19

Vacate Easement
Carr Estates 4

SHEET 37
1 OF 2

WINDSTAR STREET

BLOCK
Lot 1 CARR ESTATES
TWO

BLOCK
Lot 1
THREE

CARR ESTATES FOURTH ADDITION

Lot 1

Lot 6

BLOCK

SCOTT CIRCLE

Lot 2

Lot 5

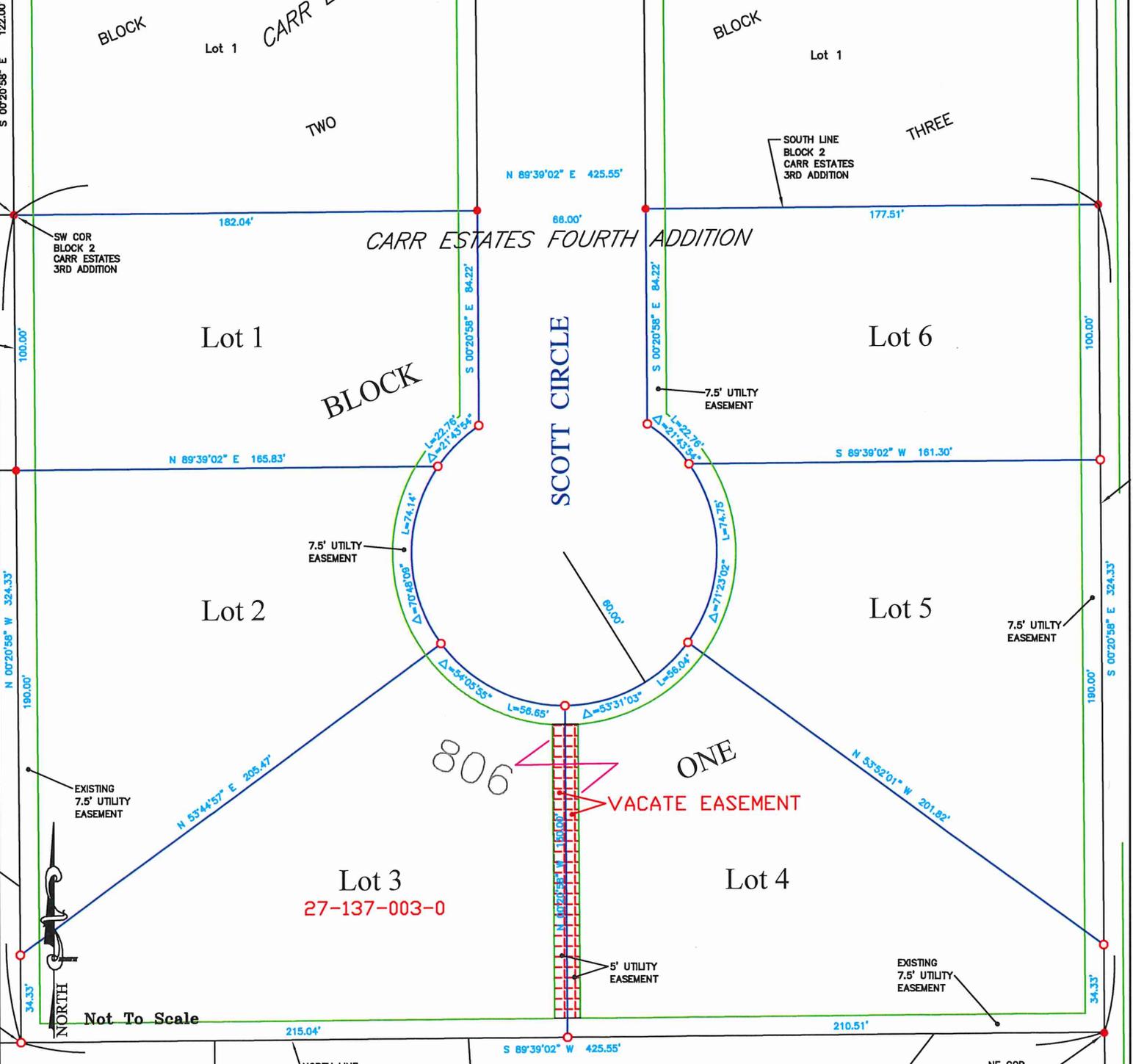
806

ONE

VACATE EASEMENT

Lot 3
27-137-003-0

Lot 4



CITY ENGINEERS OFFICE
344 WEST MAIN STREET
MARSHALL, MINNESOTA
56258

Exhibit A

Vacate Easement

DATE
02/20/19

SHEET
38
2 OF 2

PETITION FOR VACATION OF A UTILITY EASEMENT

Marshall, Minnesota
February, 2019
 Month

To the City Council of Marshall, Minnesota:

We, the undersigned, owners of all the real property abutting the utility easement on 806 Scott Circle, hereby petition that such utility easement be vacated.

	PARCEL # / ADDRESS	OWNER(S)	OWNER(S) SIGNATURE(S)
1.	27-137-003-0 806 Scott Circle	Warren Regnier Rita Regnier	<i>Warren Regnier</i> <i>Rita Regnier</i>
2.			
3.			
4.			
5.			

Purpose of Vacation: To build a house across the adjoining properties.

Application Fee: \$100.00 -- I hereby submit this Petition for Vacation. I agree to pay the application fee upon filing. In addition, I understand I will be billed for any direct costs related to this application, which are due and payable regardless of approval or denial by the City Council. These direct costs include, but are not limited to, postage, publication/advertising and recording fees (Per current Resolution of Fees & Rates).

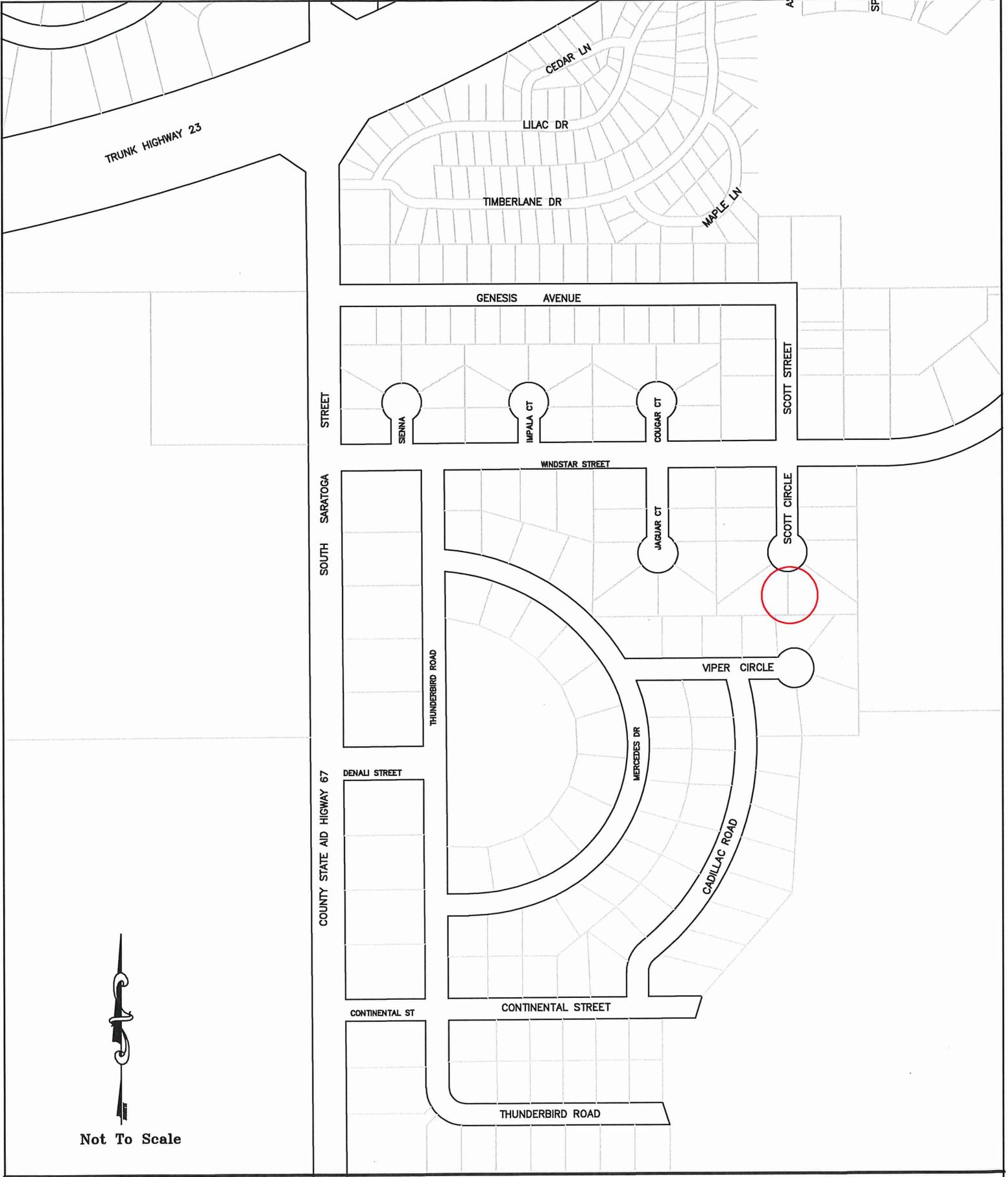
Warren Regnier
Signature

Warren Regnier
Printed Name

Examined, checked, and found to be in proper form and to be signed by the required number of owners of property affected by the making of the improvement petitioned for.

City Clerk

REC 2-19-2019 /
 Rec # 1900 350



TRUNK HIGHWAY 23

STREET

SOUTH SARATOGA

COUNTY STATE AID HIGHWAY 67

CONTINENTAL ST

CEDAR LN

LILAC DR

TIMBERLANE DR

GENESIS AVENUE

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THUNDERBIRD ROAD

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CONTINENTAL ST

CONTINENTAL STREET

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MAPLE LN

SCOTT STREET

JAGUAR CT

SCOTT CIRCLE

VIPER CIRCLE

CADILLAC ROAD

MERCEDES DR

IMPALA CT

COUGAR CT



Not To Scale



CITY ENGINEERS OFFICE
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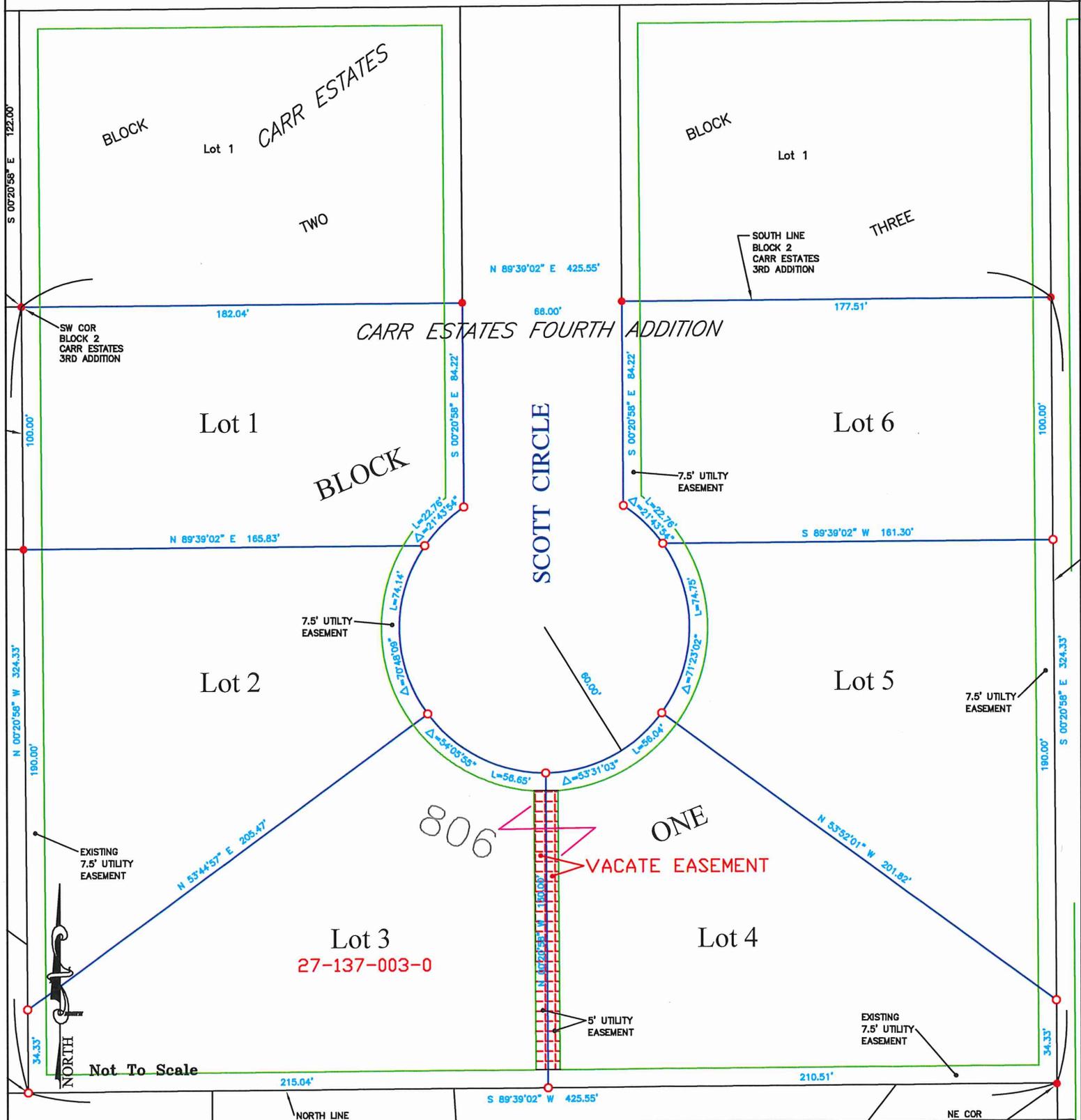
Exhibit A Area Map

Vacate Easement
 Carr Estates 4

DATE
 02/20/19

SHEET 40
 1 OF 2

WINDSTAR STREET



806
 VACATE EASEMENT
 Lot 3
 27-137-003-0



CITY ENGINEERS OFFICE
 344 WEST MAIN STREET
 MARSHALL, MINNESOTA
 56258

Exhibit A

Vacate Easement

DATE
 02/20/19

SHEET
 41
 2 OF 2

Sec. 62-4. - Vacation of streets, alleys, thoroughfares, public grounds, easements, or any other interest in real estate, or any part.

- (a) No public grounds or streets or other interest in real estate shall be vacated except upon the council's own motion or upon the petition directed to the council of a majority of the owners of property on the line of such property interest residing within the city, and completion of the procedure specified in this section. Such petition shall set forth the reasons for such desired vacation, accompanied by a plat of such property interest proposed to be vacated, and such petition shall be verified by the oath of a majority of the petitioners residing within the city.
- (b) If, in the discretion of the council, it is expedient that the matter be proceeded with, it may order the petition filed for record with the city administrator, order a hearing on such petition and fix the time and place of such hearing.
- (c) The city administrator shall give notice of such hearing by publication once at least ten days in advance of such hearing, and by mail to the last known address of all of the owners of property on the line of such property interest proposed to be vacated at least ten days in advance of such hearing. Such last known addresses shall be obtained from the office of the county auditor. Such notice shall in brief state the object of such hearing; the time, place and purpose of such hearing; and the fact that the council, or a board or commission designated by them shall hear the testimony and examine the evidence of the parties interested.
- (d) The council, after hearing the same, or upon the report of such board or commission designated to hold such hearings, may by resolution, passed by affirmative vote of at least five members, declare such property interest vacated, or deny such petition. The resolution, if granting the petition, shall be certified by the city administrator and shall be filed for record and duly recorded in the office of the registrar of deeds (county recorder) in and for the county.

(Code 1976, § 7.07)



CITY OF MARSHALL AGENDA ITEM REPORT

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



CITY OF MARSHALL AGENDA ITEM REPORT

Meeting Date:	Tuesday, March 12, 2019
Category:	CONSENT AGENDA
Type:	ACTION
Subject:	Consider authorization to declare vehicles as surplus property for the Marshall Police Department.
Background Information:	These vehicles have been abandoned or seized by the Marshall Police Department and have gone through the notification processes and required periods for disposal.
Fiscal Impact:	These vehicles will be auctioned on-line at the state site or will be taken to Alters for disposal.
Alternative/ Variations:	
Recommendations:	That the vehicles be declared as surplus property by the City of Marshall.

18-22385	03 Nissan Altima	617 RUL	1N4AL11D93C146439	Abandoned	PD	LEC	General
18-22385	06 Infiniti G35	116 UBE	JNKCV51E66M502503	Abandoned	Pulvers	No Keys	General
12-22385	06 Chev Impala	SD 1Z2975	2G1WT58K769232431	Abandoned	PD	No Keys	General
18-21620	02 Chrysler Newport	SD 48R738	2C3HE66G52H283381	Abandoned	PD	LEC	General



CITY OF MARSHALL AGENDA ITEM REPORT

Meeting Date:	Tuesday, March 12, 2019
Category:	CONSENT AGENDA
Type:	ACTION
Subject:	Consider approval for a Transient Merchant License for TNT Fireworks.
Background Information:	Attached is a Transient Merchant License from TNT Fireworks to sell Minnesota approved Safe and Sane Fireworks in the WalMart parking lot located at 1221 East Main Street. This license will expire on December 31, 2019. Their application indicated that they will be selling fireworks from June 20, 2018 to July 5, 2019.
Fiscal Impact:	The fee for this license is \$315.00
Alternative/ Variations:	
Recommendations:	approve a Transient Merchant License for TNT Fireworks to operate in Marshall, MN for 2019.



STATEMENT OF PURPOSE

American Promotional Events dba TNT Fireworks is submitting for approval for the attached application.

Location address: 1221 East Main Street, Marshall, MN 56258

The purpose is to sell Minnesota State approved fireworks in a temporary tent from, approximately, June 20th 2019 - July 5th 2019. The tent will be erected about three days prior to the sale and removed within two to five days of completion of the sale. The hours of operation will be from 8am-10pm, or as dictated by local location ordinances.

There will be two fire extinguishers readily accessible. "No Smoking," age limit signs, as well as "No Discharging Fireworks within 300ft" signs will be posted and enforced. There will be a minimum of two people onsite at all times and the product will be secured 24/7 to ensure safety.

If you have any questions, please do not hesitate to call me at 256-740-6158.

Sincerely,

Virginia Hightower

Permitting Coordinator

hightowerv@tntfireworks.com

APPLICATION FOR TRANSIENT MERCHANT LICENSE
CITY OF MARSHALL, MINNESOTA
THROUGH

Due With Application: Minimum Bond Requirement: \$5,000 and License Fee: \$315 Receipt # _____ (3.2128)

1) Name of Applicant HIGHTOWER VIRGINIA DANIEL
Address of Applicant 4003 HELTON DRIVE, FLORENCE, AL 35630
Phone Number: 256.764.6131
Date of Birth of Applicant _____ Social Security Number _____
Drivers License Number _____ TENNESSEE
Name of Business (Trade Name) TNT FIREWORKS
Address 4003 HELTON DRIVE FLORENCE AL 35630
Phone Number (256)764.6131

2) Person(s) to be employed in municipality during the period for which application is made:

a) ULMER CHRISTOPHER JON 10.25.1982
1 6922 21ST STREET FARGO, ND 58104
Drivers License Number _____ Street _____ City _____ State _____ Zip Code _____

b) _____
Last _____ First _____ Middle _____ Date of Birth _____ Social Security No. _____
Drivers License Number _____ Street _____ City _____ State _____ Zip Code _____

If additional employees, list on separate sheet of paper.

3) Description of Business RETAIL SALE OF MN STATE APPROVED
FIREWORKS
Methods of soliciting _____
Goods to be sold MN STATE APPROVED FIREWORKS
Dates of Soliciting 06.22 - 07.05

4) Place or places in Marshall where applicant will be engaging in their business.

a) WAL-MART PARKING LOT; 1221 EAST MAIN STREET
b) _____
c) _____

5) License number or numbers of vehicles transporting applicants and their goods:

a) _____ c) _____
Number State Number State
b) _____ d) _____
Number State Number State

6) References - including at least one bank or lending institution:

a) WELLS FARGO BANK 877.805.7744
Name (If person give First, Middle and Last Name) Telephone Number

420 MONTGOMERY STREET SAN FRANCISCO, CA 94104
Street City State Zip Code

b) TOMMY GLASGOW 256.764.6131
Name (If person give First, Middle and Last Name) Telephone Number

4003 HELTON DRIVE FLORENCE, AL 35630
Street City State Zip Code

c) BO CASTLE 256.764.6131
Name (If person give First, Middle and Last Name) Telephone Number

4003 HELTON DRIVE FLORENCE, AL 35630
Street City State Zip Code

7) List 3 municipalities in which applicant has conducted business in the past 12 months:

a) WEST ST. PAUL MINNESOTA
City State

b) ST. CLOUD MINNESOTA
City State

c) SARTELL MINNESOTA
City State

COMMENTS: _____

Payment
Due With
Application

TITLE OF APPLICANT: PERMITTING COORDINATOR

SIGNATURE OF APPLICANT: Virginia Hightower

Received by the City Clerk on this _____ day of _____, 20____

Signature of the City Clerk _____

REPORT OF DIRECTOR OF PUBLIC SAFETY: _____

DIRECTOR OF PUBLIC SAFETY



CITY OF MARSHALL AGENDA ITEM REPORT

Meeting Date:	Tuesday, March 12, 2019
Category:	CONSENT AGENDA
Type:	ACTION
Subject:	Consider renewal of the Minnesota Municipal Utility Association (MMUA) Service Agreement for Safety Management Program services for 2019.
Background Information:	<p>The City has partnered with the Minnesota Municipal Utility Association (MMUA) on safety management program services since 2000.</p> <p>Attached for your consideration is a renewal agreement for services. This agreement reflects an increase of \$850 on an annual basis over the 2018 agreement. Staff continue to be pleased with the safety services provided by MMUA.</p> <p>The renewal rate is for January-December 2019. The costs are allocated across the General Fund, Wastewater, Library, Red Baron Arena & Expo, MERIT Center, and Tall Grass Liquor operations.</p> <p>Staff recommend approval.</p>
Fiscal Impact:	Increase of \$850 from the 2018 agreement; \$19,700 annually for comprehensive safety program services.
Alternative/ Variations:	
Recommendations:	To approve the renewal service agreement between the City and Minnesota Municipal Utility Association (MMUA) for 2019

Minnesota Municipal Utilities Association
AMENDMENT TO SERVICES AGREEMENT

Safety Management Program

Contract Number: 79-2019

The services agreement entered into between Minnesota Municipal Utilities Association (MMUA) and City of Marshall (Marshall) is amended as follows:

PART II, Section 1.

1. DURATION: This Agreement shall remain in force from January 1, 2019 until December 31, 2019 (the "expiration date").

PART III, Section 1.

1. COMPENSATION: For the services covered by this Agreement, Marshall shall pay MMUA an annual fee of nineteen thousand seven hundred dollars and 00 cents (\$19,700.00) for the 2019 annual period. Such compensation shall be due and payable according to the selected payment terms below.

Payment terms for the fee agreed to above shall be based on one of the following options (select one):

- Annual Payment (\$19,700.00)
- Quarterly Payments (\$4,925.00 each)

For any term of less than twelve full calendar months, the fee shall be a portion of the annual fee, pro-rated based on the number of calendar months or partial calendar months in which the services were provided as a percentage of twelve (12).

The parties hereby accept the terms of the Agreement as modified.

City of Marshall

Minnesota Municipal Utilities Association

By _____

By  _____

Title _____

Title Executive Director

Date _____

Date 3/4/19

Purchase Order # _____



CITY OF MARSHALL AGENDA ITEM REPORT

Meeting Date:	Tuesday, March 12, 2019
Category:	CONSENT AGENDA
Type:	ACTION
Subject:	City Farm Leases Parcel 2 Lease Extension and Parcel 7 Addendum
Background Information:	<p>The City of Marshall has a number of City owned properties that are leased on an annual basis for agricultural production purposes. Generally City receives bids and does lease property pursuant to bids for a three year term. Amendments need to be made to two of the parcels and lease extensions and amendments are proposed as follows:</p> <ol style="list-style-type: none"> 1. Farm lease extension Parcel 2 9.47 acres. City of Marshall has previously leased the Parcel 2 9.47 acres to Paul & Fran Deutz, Inc., a Minnesota corporation at a rate of \$140 per acre. While it was intended that the lease would be for a three year period of time, the lease as drafted was only for a one year 2018 time period. It is proposed that the terms of that lease would be extended for a two year period of time for farming years 2019 and 2020. That would then make this lease comply with the same time periods for lease of the other City owned properties. Attached is farm lease extension for two year period of time, containing the same terms as the one year 2018 lease contained. The annual lease payments of \$1,325.80 are due April 16, 2019 and 2020. 2. Farm lease amendment Parcel 7. On October 24, 2017, City of Marshall entered into a three year lease with tenant Paul Wambeke. Lease pertained to parcels 5, 6, 7, 8 and 9 for three year lease term for payments of \$180 per acre per year for each of the five parcels. <p>Parcel 7 was property identified as Parkway III Addition. A portion of that property (8.26 acres) was conveyed to Unique Opportunities for apartment development. 0.57 acres was conveyed to Charles Hess (Hess Concrete) for expansion of their property. Therefore, 7.27 acres remain for agricultural production. The lease does provide that the amount of acres to be farmed can be reduced if property is sold by the City. Therefore, it is necessary to amend the acres to be farmed and payments to be made regarding that parcel. It is recommended that Parcel 7 be reduced to 7.27 acres to be placed in agricultural production. The remainder of the land has limited access and is of poor quality land than remainder of agricultural property. It is recommended that the 7.27 acres be leased at a rate of \$100 per acre for each of 2019 and 2020. Rental payments due would total \$727 per year due March 15th of each year. Addendum to said lease is attached.</p>
Fiscal Impact:	Rental rates to be paid as negotiated.
Alternative/Variations:	None recommended.
Recommendations:	That the City approve lease extension with Paul & Fran Deutz, Inc. and that the City approve an amendment to the lease regarding the reduction of acres in Parcel 7 to be farmed by tenant Paul Wambeke.

FARM LEASE ADDENDUM

THIS FARM LEASE ADDENDUM, amends Farm Lease Agreement dated October 24, 2017, by and between the City of Marshall, a municipal corporation, Lessor, and Paul Wambeke, of the County of Lyon, State of Minnesota, Lessee.

Parcel 7 (Parkway III) has had two portions conveyed by the City of Marshall and as such, City of Marshall does not have authority to lease the entirety of Parcel 7. Therefore, the Lessee hereby leases Parcel 7 as follows:

Parcel 7 (Parkway III):			
2019	7.27 acres	\$100.00/acre	\$727.00 due on March 15, 2019
2020	7.27 acres	\$100.00/acre	\$727.00 due on March 15, 2020

All other terms and conditions of the Farm Lease Agreement dated October 24, 2017 hereby remain in full force and effect and are not amended other than as set forth herein addressing acres to be farmed and payments to be made for Parcel 7 herein.

LESSEE

LESSOR

By: _____
Paul Wambeke

By: _____
Mayor

By: _____
City Administrator

By: _____
City Clerk

STATE OF MINNESOTA)
)ss
COUNTY OF LYON)

On this ____ day of _____, 2019, before me, a notary public within and for said County and State, personally appeared Paul Wambeke, Lessee, to me known to be the person described in and who executed the foregoing instrument, and acknowledged that he executed the same as his free act and deed.

Notary Public

STATE OF MINNESOTA)
)ss
COUNTY OF LYON)

On this ____ day of _____, 2019, before me, a notary public within and for said County and State, personally appeared Robert J. Byrnes, Mayor; Sharon Hanson, City Administrator; and Kyle Box, City Clerk of the City of Marshall, a municipal corporation, on behalf of the municipality, to me known to be the persons described in and who executed the foregoing instrument, and acknowledged that they executed the same as their free act and deed.

Notary Public

This Instrument Drafted by:
QUARNSTROM & DOERING, P.A.
By: Dennis H. Simpson, Marshall City Attorney
109 South Fourth Street
Marshall, MN 56258
(507)537-1441

FARM LEASE EXTENSION

THIS AGREEMENT, Made this ___ day of March, 2019, by and between the City of Marshall, a municipal corporation, Lessor, and Paul & Fran Deutz Inc., a Minnesota Corporation, of the County of Lyon, State of Minnesota, Lessee.

WITNESSETH, That the said Lessor, in consideration of the rents and covenants hereinafter mentioned, does hereby Remise, Lease and Let unto the said Lessee, and the said Lessee does hereby hire and take from the said Lessor, the following described premises situated in the County of Lyon, State of Minnesota, to-wit:

Parcel 2: 9.47 acres of farm land in the Southeast Quarter (SE¼) of Section Thirty-four (34), Fairview Township, as described and shown on the attached map, a copy of which is attached and made a part of this Agreement.

To Have and to Hold, the above rented premises unto the said Lessee, their heirs and assigns, subject to the conditions and limitations hereinafter mentioned for and during the full term of two (2) year from and after the 1st day of January, 2019, the term of this lease ending the 31st day of December, 2020.

And the said Lessee agrees to and with the said Lessor to pay as rent for the above-mentioned premises, for and during the full term of this lease, rent as follows:

2019	9.47 acres	\$140.00/acre	\$1,325.80 due on April 16, 2019
2020	9.47 acres	\$140.00/acre	\$1,325.80 due on April 16, 2020

And it is Further Agreed, By and between the parties as follows:

Lessee shall maintain positive weed control on land being rented, including adjacent township roadways, at their own expense.

Lessee shall furnish all materials necessary for crop production at their own expense.

If said land is located near the airport, access to land not to be across runways, taxiways, or other areas that will interfere with air traffic.

Any subsequent Lessees shall have access to said premises. After current Lessee has finished with fall harvest which includes removal of crops and crop residue (residue to be removed within two weeks of crop removal), so as to allow for fall application of chemicals, if subsequent Lessee desires to apply fall chemicals.

Animal manure, if applied, must be incorporated into the soil within eight (8) hours of application. If not incorporated within said eight hours, City reserves right to terminate lease.

If said land is located near the airport, Lessee shall not leave equipment unattended in areas adjacent to runways or taxiways.

Equipment, bales and crop products shall not be stored or remain on the site for more than a "normal" operations period of time.

That should the said Lessee fail to make the above-mentioned payments as herein specified, or to pay any of the rent aforesaid when due, or fail to fulfill any of the covenants herein contained, then and in that case said Lessor may re-enter and take possession of the above-rented premises, and hold and enjoy the same without such re-entering working a forfeiture of the rents to be paid by the said Lessee for the full term of this Lease.

That if said Lessee remains in possession of said premises after the expiration of the term for which they are hereby leased, such possession shall not be construed to be renewal of this Lease, but to be a tenancy at the will of the said Lessor, which may be terminated upon ten days' notice, given by the said Lessor in writing, either delivered to Lessee or sent to Lessee in a sealed envelope, duly stamped and directed to Lessee at Lessee's normal mailing address.

And the said Lessee also covenants and agrees to and with the said Lessor, not to assign this Lease or underlet the above-rented premises or any part thereof, and that he will, at the expiration of the time as herein recited, quietly yield and surrender the aforesaid premises to the said Lessor, his heirs or assigns, in as good condition and repair as when taken, reasonable wear and tear and damage by the elements alone excepted. Said Lessee also covenants and agrees to cultivate the hereby leased premises in a careful and husband-like manner, and to protect the fruit and shade trees thereon and to cut no green trees and to commit no waste or damage on said real estate and to suffer none to be done.

The Lessee is also to destroy all Russian Thistles and other noxious weeds growing on said land, declared by statute to be common nuisances, within the times prescribed by law, and shall keep all roadways and other parts of the land, not in crop, mowed and free from growing weeds. And the Lessor or its agent shall have the right to enter upon said premises at any time, without injury to the standing crops, for the purpose of making any improvements, or to prepare for the succeeding crop, or for any other purpose whatsoever.

City of Marshall, Lessor reserves the right to develop all or part of the above described premises for commercial or industrial purposes. If some or all of the land is developed, the Lessor shall attempt to do the development so as to minimize damage done to current year's crops. However, if crops are damaged, the Lessor shall reimburse Lessee for crop damage. If land is taken for development purposes, the subsequent years of the lease shall include an adjustment of the acres so that the Lessee would pay less overall rent and the rental herein would subsequently be adjusted accordingly.

And the said Lessor covenants that the said Lessee, on paying the rent and performing the covenants aforesaid, shall peaceably and quietly have, hold and enjoy the said rented premises and the said Lessee agrees to reside and occupy the buildings thereon for the term aforesaid. In the event of any rents due hereon being collected by suit, the Lessee further agrees to pay all expenses which may be incurred hereby including reasonable attorneys fees.

Lessee has no right to an extension of this Lease unless negotiated prior to the expiration thereof.

Any improvements done to the property (i.e. tiling) shall be done at Lessee's expense. Said improvements, if at all, shall stay with the land upon expiration of this lease.

IN WITNESS WHEREOF, We have hereunto set our hands the day and year first above written.

LESSEE
Paul & Fran Deutz Inc.,
a Minnesota Corporation

LESSOR

By: _____

By: _____
Mayor

Its: _____

By: _____
City Administrator

By: _____
City Clerk

STATE OF MINNESOTA)
)ss
COUNTY OF LYON)

On this ____ day of _____, 2019, before me, a notary public within and for said County and State, personally appeared _____, the _____ of Paul & Fran Deutz Inc., a Minnesota Corporation under the laws of the State of Minnesota, Lessee, and on behalf of the corporation.

Notary Public

STATE OF MINNESOTA)
)ss
COUNTY OF LYON)

On this ____ day of _____, 2019, before me, a notary public within and for said County and State, personally appeared Robert J. Byrnes, Mayor; Sharon Hanson, City Administrator; and Kyle Box, City Clerk of the City of Marshall, a municipal corporation, on behalf of the municipality, to me known to be the persons described in and who executed the foregoing instrument, and acknowledged that they executed the same as their free act and deed.

Notary Public

This Instrument Drafted by:
QUARNSTROM & DOERING, P.A.
By: Dennis H. Simpson, Marshall City Attorney
109 South Fourth Street
Marshall, MN 56258
(507)537-1441



CITY OF MARSHALL AGENDA ITEM REPORT

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

PACKET: 06726 02/22/2019 Payroll Entrie

VENDOR SET: 01 City of Marshall

**** CHECK LISTING ****

BANK: AP REG AP

VENDOR	I.D.	NAME	CHECK TYPE	CHECK DATE	DISCOUNT	AMOUNT	CHECK NO#	CHECK AMOUNT
1325	I-31 201902213201	ICMA RETIREMENT TRUST #300877 ICMA DEFERRED COMP	R	2/27/2019		300.00	112063	300.00
1480	I-80 201902213201	LAW ENFORCEMENT LABOR SERVICE I LELS UNION DUES	R	2/27/2019		918.00	112064	918.00
1757	I-C12201902213201	MN CHILD SUPPORT PAYMENT CENTER #0014992937	R	2/27/2019		356.25	112065	356.25
0159	I-66C201902213201	US DEPARTMENT OF EDUCATION GARN # 1029741183	R	2/27/2019		231.84	112066	231.84

VENDOR	I.D.	NAME	ITEM TYPE	ITEM DATE	DISCOUNT	AMOUNT	ITEM NO#	ITEM AMOUNT
4805		FURTHER						
	I-5FH201902213201	EMPLOYER CONTRIB FAM HSA 5000	D	2/27/2019		4,083.66	000789	
	I-5FV201902213201	EMPLOYER CONT FAM VEBA 5000	D	2/27/2019		750.00	000789	
	I-5SH201902213201	EMPLOYER CONTRIB SNGL HSA 5000	D	2/27/2019		1,750.00	000789	
	I-5SV201902213201	EMPLOYER CONT SINGL VEBA 5000	D	2/27/2019		729.19	000789	
	I-HEC201902213201	EMPLOYEE HSA CONTRIBUTION	D	2/27/2019		8,401.64	000789	15,714.49
1358		INTERNAL REVENUE SERVICE						
	I-T1 201902213201	FEDERAL W/H	D	2/27/2019		22,246.45	000790	
	I-T3 201902213201	SOCIAL SECURITY W/H	D	2/27/2019		25,168.28	000790	
	I-T4 201902213201	MEDICARE W/H	D	2/27/2019		7,510.34	000790	54,925.07
3669		MINNESOTA STATE RETIREMENT SYST						
	I-27A201902213201	HEALTH CARE SAVINGS PLAN	D	2/27/2019		958.96	000791	
	I-27B201902213201	HEALTH CARE SAVINGS PLAN	D	2/27/2019		170.00	000791	
	I-27L201902213201	HEALTH CARE SAVINGS PLAN	D	2/27/2019		1,200.00	000791	
	I-27N201902213201	HEALTH CARE SAVINGS PLAN	D	2/27/2019		2,283.63	000791	
	I-27S201902213201	HEALTH CARE SAVINGS PLAN	D	2/27/2019		200.00	000791	
	I-27T201902213201	HEALTH CARE SAVINGS PLAN-TERM	D	2/27/2019		11,053.05	000791	
	I-36 201902213201	MNDP - DEFERRED COMP	D	2/27/2019		870.00	000791	
	I-36R201902213201	MNDP - ROTH	D	2/27/2019		340.00	000791	17,075.64
1818		MN REVENUE						
	I-T2 201902213201	STATE W/H	D	2/27/2019		11,378.19	000792	11,378.19
2512		NATIONWIDE RETIREMENT						
	I-33 201902213201	USCM	D	2/27/2019		1,125.00	000793	1,125.00
2513		NATIONWIDE RETIREMENT-FIRE						
	I-34 201902213201	USCM FIRE DEPT	D	2/27/2019		1,000.17	000794	1,000.17
2028		PERA OF MINNESOTA REG						
	I-11 201902213201	PERA COUNCIL	D	2/27/2019		340.90	000795	
	I-12 201902213201	PERA POLICE AND FIRE	D	2/27/2019		16,820.89	000795	
	I-13 201902213201	PERA COORDINATED	D	2/27/2019		29,914.18	000795	47,075.97
3443		VALIC DEFERRED COMP						
	I-35 201902213201	VALIC DEFERRED COMP	D	2/27/2019		997.00	000796	
	I-35F201902213201	VALIC - FIRE DEPARTMENT	D	2/27/2019		144.84	000796	
	I-35R201902213201	VALIC ROTH	D	2/27/2019		950.00	000796	2,091.84
6085		VOYA - INVESTORS CHOICE						
	I-37D201902213201	VOYA DEFERRED	D	2/27/2019		300.00	000797	
	I-37R201902213201	VOYA ROTH PLAN	D	2/27/2019		615.00	000797	915.00

PACKET: 06726 02/22/2019 Payroll Entrie

VENDOR SET: 01 City of Marshall

*** DRAFT/OTHER LISTING ***

BANK: AP REG AP

VENDOR	I.D.	NAME	ITEM TYPE	ITEM DATE	DISCOUNT	AMOUNT	ITEM NO#	ITEM AMOUNT
--------	------	------	--------------	--------------	----------	--------	-------------	----------------

* * B A N K T O T A L S * *	NO#	DISCOUNTS	CHECK AMT	TOTAL APPLIED
REGULAR CHECKS:	4	0.00	1,806.09	1,806.09
HANDWRITTEN CHECKS:	0	0.00	0.00	0.00
PRE-WRITE CHECKS:	0	0.00	0.00	0.00
DRAFTS:	9	0.00	151,301.37	151,301.37
VOID CHECKS:	0	0.00	0.00	0.00
NON CHECKS:	0	0.00	0.00	0.00
CORRECTIONS:	0	0.00	0.00	0.00
BANK TOTALS:	13	0.00	153,107.46	153,107.46

PACKET: 06726 02/22/2019 Payroll Entry
VENDOR SET: 01 City of Marshall
BANK: ALL

*** DRAFT/OTHER LISTING ***

** REGISTER GRAND TOTALS *

* * T O T A L S * *	NO#	DISCOUNTS	CHECK AMT	TOTAL APPLIED
REGULAR CHECKS:	4	0.00	1,806.09	1,806.09
HANDWRITTEN CHECKS:	0	0.00	0.00	0.00
PRE-WRITE CHECKS:	0	0.00	0.00	0.00
DRAFTS:	9	0.00	151,301.37	151,301.37
VOID CHECKS:	0	0.00	0.00	0.00
NON CHECKS:	0	0.00	0.00	0.00
CORRECTIONS:	0	0.00	0.00	0.00
REGISTER TOTALS:	13	0.00	153,107.46	153,107.46

** POSTING PERIOD RECAP **

FUND	PERIOD	AMOUNT
101	2/2019	117,390.28CR
211	2/2019	10,079.25CR
258	2/2019	3,194.33CR
270	2/2019	1,012.74CR
602	2/2019	16,177.98CR
609	2/2019	5,252.88CR
=====		
ALL		153,107.46CR

TOTAL ERRORS: 0

TOTAL WARNINGS: 0

VENDOR	NAME / I.D.	DESC	CHECK TYPE	CHECK DATE	DISCOUNT	AMOUNT	CHECK NO#	CHECK AMOUNT
5813	ACE HOME & HARDWARE							
	I-86580	WAX RING	R	2/28/2019		4.59CR	112067	
	I-86736	GAS METER PROTECTOR	R	2/28/2019		29.90CR	112067	
	I-86763	COUPLERS	R	2/28/2019		24.31CR	112067	
	I-86780	SUPPLIES	R	2/28/2019		3.99CR	112067	
	I-86866	SUPPLIES	R	2/28/2019		57.54CR	112067	
	I-86901	SHOVEL/BATTERY	R	2/28/2019		24.58CR	112067	144.91
0583	AMERICAN FAMILY LIFE ASSURANCE CO							
	I-41 201902113176	AMERICAN FAMILY INSURANCE	R	2/28/2019		607.05CR	112068	
	I-41 201902213201	AMERICAN FAMILY INSURANCE	R	2/28/2019		607.05CR	112068	1,214.10
5880	AMERITAS LIFE INSURANCE CORP							
	I-29 201902213201	VISION INSURANCE	R	2/28/2019		338.69CR	112069	338.69
0630	ARCTIC GLACIER							
	I-1946902914	.	R	2/28/2019		128.21CR	112070	128.21
5447	ARTISAN BEER COMPANY							
	C-449907	.	R	2/28/2019		7.38	112071	
	I-3326318	.	R	2/28/2019		38.60CR	112071	
	I-3326319	.	R	2/28/2019		870.50CR	112071	901.72
0688	BELLBOY CORPORATION							
	I-0068240300	.	R	2/28/2019		3,230.20CR	112072	
	I-0068439700	.	R	2/28/2019		2,484.80CR	112072	
	I-0098999900	.	R	2/28/2019		535.96CR	112072	
	I-0099067000	.	R	2/28/2019		437.06CR	112072	6,688.02
0689	BEND RITE FABRICATION INC							
	I-41084	REPAIR LIGHTING	R	2/28/2019		35.00CR	112073	35.00
0699	BEVERAGE WHOLESALERS							
	I-047602	.	R	2/28/2019		5,906.16CR	112074	
	I-047825	.	R	2/28/2019		13,379.08CR	112074	19,285.24
0726	BORCHS SPORTING GOODS							
	I-AAK105449-AK0	EMPLOYEE RECOGNITION	R	2/28/2019		650.00CR	112075	650.00
0018	BORDER STATES ELECTRIC SUPPLY							
	I-917114664	FLASHLIGHT STRAPS	R	2/28/2019		109.83CR	112076	
	I-917135975	EAR MUFFS	R	2/28/2019		66.09CR	112076	
	I-917157977	10" SLIDING MITER SAW	R	2/28/2019		549.00CR	112076	724.92

VENDOR	NAME / I.D.	DESC	CHECK TYPE	CHECK DATE	DISCOUNT	AMOUNT	CHECK NO#	CHECK AMOUNT
4457	BREAKTHRU BEVERAGE							
	I-1080931836	.	R	2/28/2019		3,204.64CR	112077	
	I-1080931837	.	R	2/28/2019		980.00CR	112077	
	I-1080934712	.	R	2/28/2019		5,228.35CR	112077	
	I-1080934713	.	R	2/28/2019		216.00CR	112077	9,628.99
0810	CARROWS MARSHALL CLEANERS							
	I-172120	ALTERATIONS	R	2/28/2019		17.26CR	112078	17.26
0815	CATTOOR OIL COMPANY INC							
	I-116	#6 DEF	R	2/28/2019		14.68CR	112079	
	I-2052	1 TON DEF	R	2/28/2019		22.42CR	112079	
	I-2165	#6 DEF	R	2/28/2019		11.00CR	112079	48.10
0875	COMPUTER MAN INC							
	I-280391	STUDIO 1 COMPUTER	R	2/28/2019		2,456.00CR	112080	2,456.00
0934	D & G EXCAVATING INC							
	I-81033	01/29/19 SOW HAULING	R	2/28/2019		400.00CR	112081	
	I-81052	01/31/19 PUSHUP SNOW DUMO	R	2/28/2019		480.00CR	112081	
	I-81071	02/05/19 SNOW HAULING	R	2/28/2019		500.00CR	112081	
	I-81103	02/08/19 SNOW REMOVAL	R	2/28/2019		675.00CR	112081	
	I-81150	02/11/19 SNOW HAULING	R	2/28/2019		425.00CR	112081	
	I-81153	02/06/19 SNOW HAULING	R	2/28/2019		1,400.00CR	112081	
	I-81154	02/07/19 SNOW HAULING	R	2/28/2019		675.00CR	112081	
	I-81155	02/08/19 SNOW HAULING	R	2/28/2019		75.00CR	112081	
	I-81177	02/12/19 SNOW HAULING	R	2/28/2019		950.00CR	112081	
	I-81178	02/13/19 SNOW HAULING	R	2/28/2019		600.00CR	112081	
	I-81203	02/14/19 SNOW REMOVAL	R	2/28/2019		1,725.00CR	112081	
	I-81273	02/20/19 SNOW REMOVAL	R	2/28/2019		1,375.00CR	112081	
	I-81295	02/15/19 PUSH UP SNOW DUMP	R	2/28/2019		960.00CR	112081	10,240.00
VOID	VOID CHECK		V	2/28/2019			112082	**VOID**
3819	DACOTAH PAPER CO							
	I-27074	SUPPLIES	R	2/28/2019		182.31CR	112083	
	I-27321	SUPPLIES	R	2/28/2019		252.20CR	112083	434.51
6205	DESMET, JASMINE							
	I-201902263225	02/10/19 EMER MGT CLASS	R	2/28/2019		142.32CR	112084	142.32
5731	DOLL DISTRIBUTING							
	C-618236	.	R	2/28/2019		28.80	112085	
	I-618235	.	R	2/28/2019		5,291.85CR	112085	
	I-619818	.	R	2/28/2019		4,723.70CR	112085	9,986.75

VENDOR	NAME / I.D.	DESC	CHECK TYPE	CHECK DATE	DISCOUNT	AMOUNT	CHECK NO#	CHECK AMOUNT
1006	DOMINOS PIZZA I-201902283234	HVAC MTG	R	2/28/2019		61.23CR	112086	61.23
1029	EAGLE ENGRAVING I-2019-1061 I-2019-1062	UNIFORM INSIGNIA UNIFORM INSIGNIA/BADGES	R	2/28/2019		373.75CR 1,189.00CR	112087 112087	1,562.75
4753	ENTERPRISE LEASING CO I-20137406	02/06/19 R HENRIKSON	R	2/28/2019		238.05CR	112088	238.05
1090	FASTENAL COMPANY I-95814 I-95820 I-95839	CHAIN HOIST SUPPLIES SUPPLIES	R	2/28/2019		462.41CR 10.63CR 14.27CR	112089 112089 112089	487.31
3760	GROWMARK INC. I-58518270100	BULK OIL/GREASE	R	2/28/2019		576.20CR	112090	576.20
4718	GUTMAN, ILYA I-201902263226	02/05/19 ICC, CHASKA	R	2/28/2019		123.93CR	112091	123.93
1243	HARDWARE HANK I-61240	DOG PARK SHOVEL	R	2/28/2019		18.99CR	112092	18.99
1256	HAWKINS INC I-4448189	FERRIC CHLORIDE	R	2/28/2019		5,131.01CR	112093	5,131.01
5515	HOFFMANN, RYAN I-02 19-CELLPHONE	HOFFMANN, RYAN	R	2/28/2019		30.00CR	112094	30.00
1280	HP INC I-60863759 I-60863761 I-90849291	COMPUTERS COMPUTERS COMPUTERS	R	2/28/2019		3,360.00CR 1,045.00CR 722.42CR	112095 112095 112095	5,127.42
6073	IDEAL SERVICE, INC I-9745	PUMP#3 VFD MAIINLIFT	R	2/28/2019		7,075.00CR	112096	7,075.00
1399	JOHNSON BROTHERS LIQUOR COMPANY C-527498 C-528229 I-1224306 I-1224307 I-1224308 I-1224309	. JOHNSON BROTHERS LIQUOR COMPAN	R	2/28/2019		176.00 98.07 244.00CR 3,122.50CR 15,058.25CR 4,306.99CR	112097 112097 112097 112097 112097 112097	22,457.67

VENDOR	NAME / I.D.	DESC	CHECK TYPE	CHECK DATE	DISCOUNT	AMOUNT	CHECK NO#	CHECK AMOUNT
3564	KESTELOOT ENTERPRISES, INC I-IN36025	SNOWBLOWER PARTS	R	2/28/2019		87.99CR	112098	87.99
0450	KOPITSKI, JASON I-02 19-CELL PHON	KOPITSKI, JASON	R	2/28/2019		30.00CR	112099	30.00
5377	KRUK, CHRISTOPHER I-201902223221	2019 BOOT REIMBURSEMENT, C KRU	R	2/28/2019		150.00CR	112100	150.00
5138	L & A SYSTEMS, LLC I-4282	CHG CODES IN DOORS	R	2/28/2019		80.00CR	112101	80.00
1481	LEAGUE OF MINNESOTA CITIES I-289286	2019 LEG CONF, B BYRNES	R	2/28/2019		99.00CR	112102	99.00
5606	LEGALSHIELD I-45 201902213201	LEGALSHIELD	R	2/28/2019		145.51CR	112103	145.51
1508	LOCKWOOD MOTORS INC. I-201902263228	2019 RAM TRUCK #07050	R	2/28/2019		25,158.37CR	112104	25,158.37
6323	LUTHER, ERIC I-02 19-CELLPHONE	LUTHER, ERIC	R	2/28/2019		30.00CR	112105	30.00
1545	LYON COUNTY HIGHWAY DEPARTMENT I-201902283237	01/19 FUEL	R	2/28/2019		15,367.75CR	112106	15,367.75
VOID	VOID CHECK		V	2/28/2019			112107	**VOID**
1546	LYON COUNTY HISTORICAL SOCIETY I-2.21.2019	ASP PROGRAM	R	2/28/2019		56.00CR	112108	56.00
1552	LYON COUNTY RECORDER I-4083241	12/19 LAREDO SUBSCRIPTION	R	2/28/2019		57.70CR	112109	
	I-4083256	VANUDEN PLAT COPY	R	2/28/2019		10.00CR	112109	
	I-4083288	VANUDEN PLAT COPY	R	2/28/2019		10.00CR	112109	
	I-4083289	VANUDEN PLAT COPY	R	2/28/2019		10.00CR	112109	87.70
1565	MACQUEEN EQUIPMENT INC. I-P17768	OSHKOSH BLOWER CHAIN DRIVE	R	2/28/2019		312.56CR	112110	312.56
1570	MADDEN UPHOLSTERY & HOME DECORATING INC I-0018500	TENT CANOPY REPAIR	R	2/28/2019		150.00CR	112111	150.00

VENDOR	NAME / I.D.	DESC	CHECK TYPE	CHECK DATE	DISCOUNT	AMOUNT	CHECK NO#	CHECK AMOUNT
1571	MADISON NATIONAL LIFE	INSURANCE COMPANY						
	I-1333449	03/19 LIFE -	R	2/28/2019		23.87CR	112112	
	I-24 201902113176	LONG TERM DISABILITY	R	2/28/2019		470.51CR	112112	
	I-24 201902213201	LONG TERM DISABILITY	R	2/28/2019		470.51CR	112112	964.89
VOID	VOID CHECK		V	2/28/2019			112113	**VOID**
VOID	VOID CHECK		V	2/28/2019			112114	**VOID**
VOID	VOID CHECK		V	2/28/2019			112115	**VOID**
VOID	VOID CHECK		V	2/28/2019			112116	**VOID**
VOID	VOID CHECK		V	2/28/2019			112117	**VOID**
VOID	VOID CHECK		V	2/28/2019			112118	**VOID**
VOID	VOID CHECK		V	2/28/2019			112119	**VOID**
VOID	VOID CHECK		V	2/28/2019			112120	**VOID**
1616	MARSHALL CONVENTION & VISITORS BUREAU							
	I-201902283235	12/18 LODGING TAX	R	2/28/2019		11,516.82CR	112121	11,516.82
5962	MARSHALL FRAME SHOP LLC							
	I-2125	FRAMES	R	2/28/2019		75.00CR	112122	75.00
1623	MARSHALL INDEPENDENT, INC							
	I-050624	01/19 CLASSIFIEDS & LEGALS	R	2/28/2019		2,441.68CR	112123	2,441.68
0460	MARSHALL JAMES							
	I-02 19-CELL PHON	MARSHALL JAMES	R	2/28/2019		80.00CR	112124	
	I-201902223222	02/13/19 MPERLA CONF, PLYMOUTH	R	2/28/2019		172.71CR	112124	252.71
4980	MENARDS INC							
	I-35280	CABINET PULLS	R	2/28/2019		46.95CR	112125	
	I-35384	SNOWMELT	R	2/28/2019		26.97CR	112125	
	I-35407	HARDWARE	R	2/28/2019		73.97CR	112125	147.89
3971	MEULEBROECK, ANDY							
	I-02 19-CELL PHON	MEULEBROECK, ANDY	R	2/28/2019		30.00CR	112126	30.00

VENDOR	NAME / I.D.	DESC	CHECK TYPE	CHECK DATE	DISCOUNT	AMOUNT	CHECK NO#	CHECK AMOUNT
1839	MINNESOTA VALLEY TESTING LABS INC I-961696	SALTY DISCHARGE TESTING	R	2/28/2019		117.60CR	112127	117.60
1877	MOTION INDUSTRIES INC I-MN01-170122 I-MN01-170123	SOLIDS CONTACT MIXER REPAIR SOLIDS CONTACT MIXER REPAIR	R	2/28/2019 2/28/2019		112.72CR 116.92CR	112128 112128	229.64
3932	MOTOROLA I-16037439	RADIO BATTERIES	R	2/28/2019		855.00CR	112129	855.00
1923	NCPERS MN GROUP LIFE INS. I-42 201902213201	NCPERS MINNESOTA - 614000	R	2/28/2019		416.00CR	112130	416.00
1945	NORMS GTC C-7480-92255 I-7480-92053 I-7480-92088 I-7480-92127 I-7480-92249	RETURN RESISTOR SKIDLOADER BLOWER SKIDLOADER STOP LEAK #1-2 SNOWBLOWERS BATTERY, BLOWER MOTOR, RESISTOR	R	2/28/2019 2/28/2019 2/28/2019 2/28/2019 2/28/2019		25.99 5.98CR 5.79CR 42.56CR 286.97CR	112131 112131 112131 112131 112131	315.31
1986	NORTH CENTRAL INTERNATIONAL, INC I-119181	#12 SAND TRUCK	R	2/28/2019		1,301.65CR	112132	1,301.65
5891	ONE OFFICE SOLUTION C-0863270-0 I-1863270-1 I-1871511-0 I-1871513-0 I-1872288-0 I-1874157-0 I-1874158-0 I-1874564-0	DUPL PYMT SUPPLIES INK PENS SUPPLIES SUPPLIES SUPPLIES SUPPLIES	R	2/28/2019 2/28/2019 2/28/2019 2/28/2019 2/28/2019 2/28/2019 2/28/2019 2/28/2019		125.97 11.01CR 6.17CR 4.71CR 37.97CR 5.98CR 30.00CR 33.89CR	112133 112133 112133 112133 112133 112133 112133 112133	3.76
2015	PATCHIN MESSNER APPRAISALS INC I-21880	Z67 CONSULTING WORK	R	2/28/2019		2,000.00CR	112134	2,000.00
2026	PEPSI COLA BOTTLING OF PIPESTONE MN INC I-0002176221	.	R	2/28/2019		71.10CR	112135	71.10
2036	PHILLIPS WINE AND SPIRITS INC C-321427 I-2507995 I-2507996	. . .	R	2/28/2019 2/28/2019 2/28/2019		56.00 9,052.55CR 1,361.32CR	112136 112136 112136	10,357.87

VENDOR	NAME / I.D.	DESC	CHECK TYPE	CHECK DATE	DISCOUNT	AMOUNT	CHECK NO#	CHECK AMOUNT
0475	POLFLIET, LAWRENCE I-02 19-CELL PHON	POLFLIET, LAWRENCE	R	2/28/2019		30.00CR	112137	30.00
3557	POMP'S TIRE SERVICE, INC. I-680042028	OSHKOSH SPARE TIRE	R	2/28/2019		73.00CR	112138	73.00
2064	POWERPLAN I-P58439 I-P58445	JD 644K JD LOADER/ BLADE	R R	2/28/2019 2/28/2019		36.91CR 323.10CR	112139 112139	360.01
1533	PRAIRIE PRIDE COOPERATIVE I-1-66651 I-120829	TIRE DISPOSAL BULK FUEL	R R	2/28/2019 2/28/2019		25.00CR 2,222.35CR	112140 112140	2,247.35
6166	PULVER MOTOR SVC, LLC I-154170 I-155017	ICR# 19-1832 ICR#19-2506	R R	2/28/2019 2/28/2019		495.00CR 235.00CR	112141 112141	730.00
6135	SCHUELKE, JOSEPH dba I-67	02/18/19 SNOW HAULING	R	2/28/2019		356.25CR	112142	356.25
2143	THOOFT ENTERPRISES LLC I-4198	RED BARON HANGAR HEATER	R	2/28/2019		42.30CR	112143	42.30
6365	RJM DISTRIBUTING, INC I-IND018018	.	R	2/28/2019		439.60CR	112144	439.60
1	ROBIN STELTER I-201902273231	CLASS REFUND	R	2/28/2019		100.00CR	112145	100.00
2186	ROGGE EXCAVATING I-6048	02/19 SNOW HAULING/SNOW DUMP	R	2/28/2019		4,880.00CR	112146	4,880.00
0481	ROKEH, JASON I-02 19-CELL PHON	ROKEH, JASON	R	2/28/2019		30.00CR	112147	30.00
5867	ROUND LAKE VINEYARDS & WINERY I-1653	.	R	2/28/2019		144.00CR	112148	144.00
2201	RUNNINGS SUPPLY INC I-4592673 I-4593842 I-4594549	#2 BLOWER PLOW LIFT CHAIN SUPPLIES	R R R	2/28/2019 2/28/2019 2/28/2019		39.99CR 134.99CR 3.98CR	112149 112149 112149	178.96

VENDOR	NAME / I.D.	DESC	CHECK TYPE	CHECK DATE	DISCOUNT	AMOUNT	CHECK NO#	CHECK AMOUNT
4855	SOUTHERN GLAZER'S OF MN							
	I-1787639	.	R	2/28/2019		3,074.78CR	112150	
	I-1787640	.	R	2/28/2019		20.08CR	112150	
	I-1787641	.	R	2/28/2019		949.00CR	112150	4,043.86
2328	SPECIAL OPERATIONS TRAINING ASSOCIATION							
	I-201902223224	ERU TRAINING, J BUYSSE	R	2/28/2019		915.00CR	112151	915.00
6040	STEP SAVER INC.							
	I-125695	SOFTENER SALT	R	2/28/2019		400.27CR	112152	400.27
0495	SWANSON, GREGG							
	I-02 19-CELL PHON	SWANSON, GREGG	R	2/28/2019		30.00CR	112153	30.00
0503	TOMASEK, TIM							
	I-02 19-CELL PHON	TOMASEK, TIM	R	2/28/2019		30.00CR	112154	30.00
4423	TREASURED TIMES SCRAPBOOKING AND GIFTS							
	I-201902273232	TIPS/TOOLS CLASS	R	2/28/2019		67.50CR	112155	67.50
6156	TRUE BRANDS							
	I-455949	.	R	2/28/2019		47.97CR	112156	47.97
3875	TYLER TECHNOLOGIES							
	I-025-250791	04/19-03/20 OUTPUT PROCESSOR	R	2/28/2019		1,172.81CR	112157	1,172.81
6370	VANKEULEN, KURTIS							
	I-201902223223	02/06/19 ICC REGION III	R	2/28/2019		297.26CR	112158	297.26
5733	VAST BROADBAND							
	I-015038501-0219	02/08-03/07/19	R	2/28/2019		61.94CR	112159	
	I-2152019ERDC-1	PED REPAIRS C ST	R	2/28/2019		266.08CR	112159	328.02
4594	VINOQUIA							
	I-0227299-IN	.	R	2/28/2019		4,079.50CR	112160	4,079.50
0518	WENKER, JEFFREY							
	I-02 19-CELL PHON	WENKER, JEFFREY	R	2/28/2019		30.00CR	112161	30.00
2605	WINE MERCHANTS							
	I-7223201	.	R	2/28/2019		760.00CR	112162	760.00

VENDOR	NAME / I.D.	DESC	CHECK TYPE	CHECK DATE	DISCOUNT	AMOUNT	CHECK NO#	CHECK AMOUNT
2632	ZIEGLER INC							
	I-04C361638	GENERATOR FILTERS	R	2/28/2019		108.76CR	112163	
	I-A6711901	SKIDLOADER TIRES	R	2/28/2019		1,000.00CR	112163	
	I-PC040324091	RENTAL BLADE	R	2/28/2019		39.01CR	112163	
	I-PC040324092	RENTAL BLADE	R	2/28/2019		124.60CR	112163	
	I-PC040324517	BLOWER #1	R	2/28/2019		201.79CR	112163	
	I-PC040324603	WIPER BLADE	R	2/28/2019		24.91CR	112163	
	I-PC040324604	CAT 140 WING HOSE	R	2/28/2019		50.66CR	112163	
	I-PC040324675	SKIDLOADER BLOWER	R	2/28/2019		137.40CR	112163	1,687.13

*** DRAFT/OTHER LISTING ***

VENDOR	NAME / I.D.	DESC	ITEM TYPE	ITEM DATE	DISCOUNT	AMOUNT	ITEM NO#	ITEM AMOUNT
0966	DELTA DENTAL OF MINNESOTA							
	I-22F201902113176	DENTAL FAMILY	D	2/28/2019		4,271.76CR	000798	
	I-22F201902213201	DENTAL FAMILY	D	2/28/2019		4,271.76CR	000798	
	I-22S201902113176	DENTAL SINGLE	D	2/28/2019		452.20CR	000798	
	I-22S201902213201	DENTAL SINGLE	D	2/28/2019		452.20CR	000798	9,447.92
2321	SOUTHWEST WEST CENTRAL SERVICE COOPERATI							
	I-FH5201902113176	FAMILY HSA 5000	D	2/28/2019		41,613.25CR	000799	
	I-FH5201902213201	FAMILY HSA 5000	D	2/28/2019		41,613.25CR	000799	
	I-FV5201902113176	FAMILY VEBA 5000	D	2/28/2019		3,397.00CR	000799	
	I-FV5201902213201	FAMILY VEBA 5000	D	2/28/2019		3,397.00CR	000799	
	I-SH5201902113176	SINGLE HSA 5000	D	2/28/2019		8,939.00CR	000799	
	I-SH5201902213201	SINGLE HSA 5000	D	2/28/2019		8,939.00CR	000799	
	I-SV5201902113176	SINGLE VEBA 5000	D	2/28/2019		2,234.75CR	000799	
	I-SV5201902213201	SINGLE VEBA 5000	D	2/28/2019		2,234.75CR	000799	112,368.00

* * T O T A L S * *

	NO#	DISCOUNTS	CHECK AMT	TOTAL APPLIED
REGULAR CHECKS:	87	0.00	202,306.89	202,306.89
HANDWRITTEN CHECKS:	0	0.00	0.00	0.00
PRE-WRITE CHECKS:	0	0.00	0.00	0.00
DRAFTS:	2	0.00	121,815.92	121,815.92
VOID CHECKS:	10	0.00	0.00	0.00
NON CHECKS:	0	0.00	0.00	0.00
CORRECTIONS:	0	0.00	0.00	0.00
REGISTER TOTALS:	99	0.00	324,122.81	324,122.81

TOTAL ERRORS: 0 TOTAL WARNINGS: 0

*** DRAFT/OTHER LISTING ***

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

FUND	PERIOD	AMOUNT
101	2/2019	161,727.76CR
211	2/2019	6,330.21CR
258	2/2019	6,418.09CR
270	2/2019	2,110.23CR
401	2/2019	7,500.00CR
493	2/2019	855.00CR
495	2/2019	313.50CR
602	2/2019	29,195.62CR
609	2/2019	91,976.79CR
630	2/2019	17,695.61CR
=====		
ALL		324,122.81CR

PACKET: 06740 EFT Payments

VENDOR SET: 01

VENDOR SEQUENCE

VENDOR	ITEM NO#	DESCRIPTION	BANK	EFT DATE/#	STAT	DUE DT DISC DT	GROSS BALANCE	PAYMENT DISCOUNT	OUTSTANDING

01-0560	AFSCME COUNCIL 65								
I 83	201902113176	UNION DUES AFSCM	AP		E	2/08/2019	684.00 684.00	684.00CR	
I 83	201902213201	UNION DUES AFSCM	AP		E	2/22/2019	684.00 684.00	684.00CR	
I 85	201902113176	UNION DUES AFSCM	AP		E	2/08/2019	28.23 28.23	28.23CR	
I 85	201902213201	UNION DUES AFSCM	AP		E	2/22/2019	28.23 28.23	28.23CR	
				EFT			1,424.46 1,424.46	1,424.46CR 0.00	0.00

01-5837	ANDERSON, JASON								
I 02	19-CELL PHON	ANDERSON, JASON	AP		E	2/01/2019	70.00 70.00	70.00CR	
				EFT			70.00 70.00	70.00CR 0.00	0.00

01-3568	BRUNSVOLD, QUENTIN								
I 02	19-CELL PHON	BRUNSVOLD, QUENTIN	AP		E	2/01/2019	30.00 30.00	30.00CR	
I	201902263227	MEAL FOR DRILL	AP		E	2/23/2019	114.86 114.86	114.86CR	
				EFT			144.86 144.86	144.86CR 0.00	0.00

01-0378	BUYASSE, JASON								
I 02	19-CELL PHON	BUYASSE, JASON	AP		E	2/01/2019	30.00 30.00	30.00CR	
				EFT			30.00 30.00	30.00CR 0.00	0.00

PACKET: 06740 EFT Payments

VENDOR SET: 01

VENDOR SEQUENCE

VENDOR	ITEM NO#	DESCRIPTION	BANK	EFT DATE/#	STAT	DUE DT DISC DT	GROSS BALANCE	PAYMENT DISCOUNT	OUTSTANDING

01-0380	CALLENS, DAVID								
I 02	19-CELL PHON	CALLENS, DAVID	AP		E	2/01/2019	30.00 30.00	30.00CR	
			EFT				30.00 30.00	30.00CR 0.00	0.00

01-0384	COUDRON, DEAN								
I 02	19-CELL PHON	COUDRON, DEAN	AP		E	2/01/2019	30.00 30.00	30.00CR	
			EFT				30.00 30.00	30.00CR 0.00	0.00

01-0430	HENRIKSEN, RAY								
I	201902223220	02/06/19 ICC REGION III	AP		E	3/16/2019	297.26 297.26	297.26CR	
			EFT				297.26 297.26	297.26CR 0.00	0.00

01-6183	LEE, JERRED								
I 02	19-CELL PHON	LEE, JERRED	AP		E	2/01/2019	30.00 30.00	30.00CR	
			EFT				30.00 30.00	30.00CR 0.00	0.00

01-1633	MARSHALL MUNICIPAL UTILITIE								
I 9654		SMARTNET	AP		E	2/02/2019	4,132.86 4,132.86	4,132.86CR	
I 9692		2019 NETWORK ADMINISTRATION	AP		E	3/22/2019	13,000.00 13,000.00	13,000.00CR	
I 9716		VAST 01/28-02/27/19	AP		E	3/22/2019	834.24 834.24	834.24CR	
			EFT				17,967.10 17,967.10	17,967.10CR 0.00	0.00

VENDOR SEQUENCE

VENDOR	ITEM NO#	DESCRIPTION	BANK	EFT DATE/#	STAT	DUE DT DISC DT	GROSS BALANCE	PAYMENT DISCOUNT	OUTSTANDING

01-6025	MELLENTHIN, CODY								
I 02	19-CELL PHON	MELLENTHIN, CODY	AP		E	2/01/2019	30.00 30.00	30.00CR	
				EFT			30.00 30.00	30.00CR 0.00	0.00

01-5688	MINNESOTA LIFE								
I 201902273230	01/19 LIFE-		AP		E	2/27/2019	229.29 229.29	229.29CR	
I 23F201902113176	LIFE INSURANCE FAMILY		AP		E	2/08/2019	121.66 121.66	121.66CR	
I 23F201902213201	LIFE INSURANCE FAMILY		AP		E	2/22/2019	121.66 121.66	121.66CR	
I 23S201902113176	LIFE INSURANCE SINGLE		AP		E	2/08/2019	11.05 11.05	11.05CR	
I 23S201902213201	LIFE INSURANCE SINGLE		AP		E	2/22/2019	11.05 11.05	11.05CR	
I 44 201902113176	VOLUNTARY SUPPLEMENTAL LIFE		AP		E	2/08/2019	518.27 518.27	518.27CR	
I 44 201902213201	VOLUNTARY SUPPLEMENTAL LIFE		AP		E	2/22/2019	518.27 518.27	518.27CR	
				EFT			1,531.25 1,531.25	1,531.25CR 0.00	0.00

01-0473	OLSON, GLENN								
I 02	19-CELL PHON	OLSON, GLENN	AP		E	2/01/2019	80.00 80.00	80.00CR	
I 201902283236	02/22/19CEAM CONFERENCE		AP		E	3/23/2019	191.40 191.40	191.40CR	
				EFT			271.40 271.40	271.40CR 0.00	0.00

PACKET: 06740 EFT Payments

VENDOR SET: 01

VENDOR SEQUENCE

VENDOR	ITEM NO#	DESCRIPTION	BANK	EFT DATE/#	STAT	DUE DT DISC DT	GROSS BALANCE	PAYMENT DISCOUNT	OUTSTANDING

01-3441		PROUTY, MICHELLE							
	I 02	19-CELL PHON	AP		E	2/01/2019	30.00 30.00	30.00CR	
				EFT			30.00 30.00	30.00CR 0.00	0.00

01-4826		RIEKE, BENJAMIN							
	I 02	19-CELL PHON	AP		E	2/01/2019	30.00 30.00	30.00CR	
				EFT			30.00 30.00	30.00CR 0.00	0.00

01-0491		ST AUBIN, GREGORY							
	I 02	19-CELL PHON	AP		E	2/01/2019	30.00 30.00	30.00CR	
				EFT			30.00 30.00	30.00CR 0.00	0.00

01-4134		STENSRUD, PRESTON							
	I 02	19-CELL PHON	AP		E	2/01/2019	30.00 30.00	30.00CR	
				EFT			30.00 30.00	30.00CR 0.00	0.00

01-5491		STORM, ANNETTE							
	I 02	19-CELL PHON	AP		E	2/01/2019	80.00 80.00	80.00CR	
				EFT			80.00 80.00	80.00CR 0.00	0.00

PACKET: 06740 EFT Payments

VENDOR SET: 01

VENDOR SEQUENCE

VENDOR	ITEM NO#	DESCRIPTION	BANK	EFT DATE/#	STAT	DUE DT DISC DT	GROSS BALANCE	PAYMENT DISCOUNT	OUTSTANDING

01-3342		TRUEDSON, SCOTT							
	I 02	19-CELL PHON	AP		E	2/01/2019	30.00 30.00	30.00CR	
				EFT			30.00 30.00	30.00CR 0.00	0.00

01-6092		VANDERMILLEN, SCOTT							
	I 02	19-CELL PHON	AP		E	2/01/2019	80.00 80.00	80.00CR	
				EFT			80.00 80.00	80.00CR 0.00	0.00

01-0512		VANLEEUEWE, SARA J.							
	I 02	19-CELL PHON	AP		E	2/01/2019	70.00 70.00	70.00CR	
				EFT			70.00 70.00	70.00CR 0.00	0.00

01-0513		VANMOER, ROBERT							
	I 02	19-CELL PHON	AP		E	2/01/2019	30.00 30.00	30.00CR	
				EFT			30.00 30.00	30.00CR 0.00	0.00

PACKET: 06740 EFT Payments

VENDOR SET: 01

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

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

FUND NO#	FUND NAME	AMOUNT
101	GENERAL FUND	21,076.70CR
211	LIBRARY FUND	225.94CR
258	ASC ARENA	157.74CR
270	MERIT	26.41CR
602	WASTEWATER OPERATING	604.39CR
609	LIQUOR	105.15CR
630	SURFACE WATER MGT UTILITY	70.00CR
** TOTALS **		22,266.33CR

TYPE OF CHECK TOTALS

	NUMBER	GROSS BALANCE	PAYMENT DISCOUNT	OUTSTANDING
HAND CHECKS		0.00	0.00	0.00
		0.00	0.00	
DRAFTS		0.00	0.00	0.00
		0.00	0.00	
REG-CHECKS		0.00	0.00	0.00
		0.00	0.00	
EFT		22,266.33	22,266.33CR	0.00
		22,266.33	0.00	
NON-CHECKS		0.00	0.00	0.00
		0.00	0.00	
ALL CHECKS		22,266.33	22,266.33CR	0.00
		22,266.33	0.00	

TOTAL CHECKS TO PRINT: 0

ERRORS: 0 WARNINGS: 0

VENDOR	I.D.	NAME	ITEM TYPE	ITEM DATE	DISCOUNT	AMOUNT	ITEM NO#	ITEM AMOUNT
4805		FURTHER						
	I-5FH201903073270	EMPLOYER CONTRIB FAM HSA 5000	D	3/08/2019		4,167.00	000800	
	I-5FV201903073270	EMPLOYER CONT FAM VEBA 5000	D	3/08/2019		750.00	000800	
	I-5SH201903073270	EMPLOYER CONTRIB SNGL HSA 5000	D	3/08/2019		1,875.00	000800	
	I-5SV201903073270	EMPLOYER CONT SINGL VEBA 5000	D	3/08/2019		729.19	000800	
	I-HEC201903073270	EMPLOYEE HSA CONTRIBUTION	D	3/08/2019		8,283.18	000800	15,804.37
1358		INTERNAL REVENUE SERVICE						
	I-T1 201903073270	FEDERAL W/H	D	3/08/2019		25,454.85	000801	
	I-T3 201903073270	SOCIAL SECURITY W/H	D	3/08/2019		28,135.66	000801	
	I-T4 201903073270	MEDICARE W/H	D	3/08/2019		8,150.50	000801	61,741.01
3669		MINNESOTA STATE RETIREMENT SYST						
	I-27A201903073270	HEALTH CARE SAVINGS PLAN	D	3/08/2019		1,081.07	000802	
	I-27B201903073270	HEALTH CARE SAVINGS PLAN	D	3/08/2019		170.00	000802	
	I-27L201903073270	HEALTH CARE SAVINGS PLAN	D	3/08/2019		1,200.00	000802	
	I-27N201903073270	HEALTH CARE SAVINGS PLAN	D	3/08/2019		2,275.01	000802	
	I-27S201903073270	HEALTH CARE SAVINGS PLAN	D	3/08/2019		200.00	000802	
	I-36 201903073270	MNDPC - DEFERRED COMP	D	3/08/2019		1,160.00	000802	
	I-36R201903073270	MNDPC - ROTH	D	3/08/2019		340.00	000802	6,426.08
1818		MN REVENUE						
	I-T2 201903073270	STATE W/H	D	3/08/2019		12,634.80	000803	12,634.80
2512		NATIONWIDE RETIREMENT						
	I-33 201903073270	USCM	D	3/08/2019		650.00	000804	650.00
2513		NATIONWIDE RETIREMENT-FIRE						
	I-34 201903073270	USCM FIRE DEPT	D	3/08/2019		29.20	000805	29.20
2028		PERA OF MINNESOTA REG						
	I-12 201903073270	PERA POLICE AND FIRE	D	3/08/2019		16,996.83	000806	
	I-13 201903073270	PERA COORDINATED	D	3/08/2019		32,970.13	000806	49,966.96
3443		VALIC DEFERRED COMP						
	I-35 201903073270	VALIC DEFERRED COMP	D	3/08/2019		997.00	000807	
	I-35F201903073270	VALIC - FIRE DEPARTMENT	D	3/08/2019		43.16	000807	
	I-35R201903073270	VALIC ROTH	D	3/08/2019		1,250.00	000807	2,290.16
6085		VOYA - INVESTORS CHOICE						
	I-37D201903073270	VOYA DEFERRED	D	3/08/2019		350.00	000808	
	I-37R201903073270	VOYA ROTH PLAN	D	3/08/2019		790.00	000808	1,140.00

PACKET: 06745 03/08/2019 Payroll Entrie

VENDOR SET: 01 City of Marshall

*** DRAFT/OTHER LISTING ***

BANK: AP REG AP

VENDOR	I.D.	NAME	ITEM TYPE	ITEM DATE	DISCOUNT	AMOUNT	ITEM NO#	ITEM AMOUNT
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* * B A N K T O T A L S * *	NO#	DISCOUNTS	CHECK AMT	TOTAL APPLIED
REGULAR CHECKS:	0	0.00	0.00	0.00
HANDWRITTEN CHECKS:	0	0.00	0.00	0.00
PRE-WRITE CHECKS:	0	0.00	0.00	0.00
DRAFTS:	9	0.00	150,682.58	150,682.58
VOID CHECKS:	0	0.00	0.00	0.00
NON CHECKS:	0	0.00	0.00	0.00
CORRECTIONS:	0	0.00	0.00	0.00
BANK TOTALS:	9	0.00	150,682.58	150,682.58

PACKET: 06745 03/08/2019 Payroll Entry
VENDOR SET: 01 City of Marshall
BANK: ALL

*** DRAFT/OTHER LISTING ***

** REGISTER GRAND TOTALS *

* * T O T A L S * *	NO#	DISCOUNTS	CHECK AMT	TOTAL APPLIED
REGULAR CHECKS:	0	0.00	0.00	0.00
HANDWRITTEN CHECKS:	0	0.00	0.00	0.00
PRE-WRITE CHECKS:	0	0.00	0.00	0.00
DRAFTS:	9	0.00	150,682.58	150,682.58
VOID CHECKS:	0	0.00	0.00	0.00
NON CHECKS:	0	0.00	0.00	0.00
CORRECTIONS:	0	0.00	0.00	0.00
REGISTER TOTALS:	9	0.00	150,682.58	150,682.58

** POSTING PERIOD RECAP **

FUND	PERIOD	AMOUNT
101	3/2019	113,869.49CR
211	3/2019	9,912.16CR
258	3/2019	3,776.50CR
270	3/2019	1,000.68CR
602	3/2019	16,789.07CR
609	3/2019	5,334.68CR
=====		
ALL		150,682.58CR

TOTAL ERRORS: 0

TOTAL WARNINGS: 0

VENDOR SEQUENCE

VENDOR	ITEM NO#	DESCRIPTION	BANK	EFT DATE/#	STAT	DUE DT DISC DT	GROSS BALANCE	PAYMENT DISCOUNT	OUTSTANDING

01-5837		ANDERSON, JASON							
	I 03/19-CELL PHON		AP		E	3/01/2019	70.00 70.00	70.00CR	
				EFT			70.00 70.00	70.00CR 0.00	0.00

01-3568		BRUNSVOLD, QUENTIN							
	I 03/19-CELL PHON		AP		E	3/01/2019	30.00 30.00	30.00CR	
				EFT			30.00 30.00	30.00CR 0.00	0.00

01-0378		BUYSSE, JASON							
	I 03/19-CELL PHON		AP		E	3/01/2019	30.00 30.00	30.00CR	
				EFT			30.00 30.00	30.00CR 0.00	0.00

01-0380		CALLENS, DAVID							
	I 03/19-CELL PHON		AP		E	3/01/2019	30.00 30.00	30.00CR	
				EFT			30.00 30.00	30.00CR 0.00	0.00

01-0384		COUDRON, DEAN							
	I 03/19-CELL PHON		AP		E	3/01/2019	30.00 30.00	30.00CR	
				EFT			30.00 30.00	30.00CR 0.00	0.00

PACKET: 06753 EFT Payments

VENDOR SET: 01

VENDOR SEQUENCE

VENDOR	ITEM NO#	DESCRIPTION	BANK	EFT DATE/#	STAT	DUE DT DISC DT	GROSS BALANCE	PAYMENT DISCOUNT	OUTSTANDING

01-6269	HANSON, SHARON								
I	201903063253	REIM FOR 05/19 MCMA CONF	AP		E	3/05/2019	253.42 253.42	253.42CR	
				EFT			253.42 253.42	253.42CR 0.00	0.00

01-6183	LEE, JERRED								
I	03/19-CELL PHON		AP		E	3/01/2019	30.00 30.00	30.00CR	
I	201903053242	02/25/19 MNDOT TECH CERT-AR	AP		E	2/25/2019	420.22 420.22	420.22CR	
				EFT			450.22 450.22	450.22CR 0.00	0.00

01-1633	MARSHALL MUNICIPAL UTILITIE								
I	9709	SOFTENING IMP PROJECT	MMU AP		E	3/16/2019	1,701.00 1,701.00	1,701.00CR	
I	9725	STREET LIGHTS	AP		E	3/29/2019	2,028.48 2,028.48	2,028.48CR	
I	9726	VEEM BACKUP LICENSE	AP		E	3/29/2019	1,711.07 1,711.07	1,711.07CR	
I	9728	03/19 WW BILLING	AP		E	4/04/2019	7,052.08 7,052.08	7,052.08CR	
				EFT			12,492.63 12,492.63	12,492.63CR 0.00	0.00

01-6025	MELLENTHIN, CODY								
I	03/19-CELL PHON		AP		E	3/01/2019	30.00 30.00	30.00CR	
I	201903063267	REIM FOR BOILER LICENSE	AP		E	3/01/2019	30.00 30.00	30.00CR	
				EFT			60.00 60.00	60.00CR 0.00	0.00

PACKET: 06753 EFT Payments

VENDOR SET: 01

VENDOR SEQUENCE

VENDOR	ITEM NO#	DESCRIPTION	BANK	EFT DATE/#	STAT	DUE DT DISC DT	GROSS BALANCE	PAYMENT DISCOUNT	OUTSTANDING
01-0473	OLSON, GLENN								
	I 03/19-CELL PHON		AP		E	3/01/2019	80.00 80.00	80.00CR	
				EFT			80.00 80.00	80.00CR 0.00	0.00
01-3441	PROUTY, MICHELLE								
	I 03/19-CELL PHON		AP		E	3/01/2019	30.00 30.00	30.00CR	
				EFT			30.00 30.00	30.00CR 0.00	0.00
01-4826	RIEKE, BENJAMIN								
	I 03/19-CELL PHON		AP		E	3/01/2019	30.00 30.00	30.00CR	
				EFT			30.00 30.00	30.00CR 0.00	0.00
01-0491	ST AUBIN, GREGORY								
	I 03/19-CELL PHON		AP		E	3/01/2019	30.00 30.00	30.00CR	
				EFT			30.00 30.00	30.00CR 0.00	0.00
01-4134	STENSRUD, PRESTON								
	I 03/19-CELL PHON		AP		E	3/01/2019	30.00 30.00	30.00CR	
				EFT			30.00 30.00	30.00CR 0.00	0.00

VENDOR SEQUENCE

VENDOR	ITEM NO#	DESCRIPTION	BANK	EFT DATE/#	STAT	DUE DT DISC DT	GROSS BALANCE	PAYMENT DISCOUNT	OUTSTANDING

01-5491		STORM, ANNETTE							
	I 03/19-CELL PHON		AP		E	3/01/2019	80.00 80.00	80.00CR	
				EFT			80.00 80.00	80.00CR 0.00	0.00

01-3342		TRUEDSON, SCOTT							
	I 03/19-CELL PHON		AP		E	3/01/2019	30.00 30.00	30.00CR	
				EFT			30.00 30.00	30.00CR 0.00	0.00

01-6092		VANDERMILLEN, SCOTT							
	I 03/19-CELL PHON		AP		E	3/01/2019	80.00 80.00	80.00CR	
	I 201903063264	02/20/19 MCEA- ST CLOUD	AP		E	2/27/2019	440.10 440.10	440.10CR	
				EFT			520.10 520.10	520.10CR 0.00	0.00

01-0512		VANLEEUEWE, SARA J.							
	I 03/19-CELL PHON		AP		E	3/01/2019	70.00 70.00	70.00CR	
				EFT			70.00 70.00	70.00CR 0.00	0.00

01-0513		VANMOER, ROBERT							
	I 03/19-CELL PHON		AP		E	3/01/2019	30.00 30.00	30.00CR	
				EFT			30.00 30.00	30.00CR 0.00	0.00

PACKET: 06753 EFT Payments

VENDOR SET: 01

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

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

FUND NO#	FUND NAME	AMOUNT
101	GENERAL FUND	5,433.29CR
258	ASC ARENA	60.00CR
602	WASTEWATER OPERATING	7,112.08CR
630	SURFACE WATER MGT UTILITY	1,771.00CR
** TOTALS **		14,376.37CR

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

	NUMBER	GROSS BALANCE	PAYMENT DISCOUNT	OUTSTANDING
HAND CHECKS		0.00 0.00	0.00 0.00	0.00
DRAFTS		0.00 0.00	0.00 0.00	0.00
REG-CHECKS		0.00 0.00	0.00 0.00	0.00
EFT		14,376.37 14,376.37	14,376.37CR 0.00	0.00
NON-CHECKS		0.00 0.00	0.00 0.00	0.00
ALL CHECKS		14,376.37 14,376.37	14,376.37CR 0.00	0.00

TOTAL CHECKS TO PRINT: 0

ERRORS: 0 WARNINGS: 0

VENDOR	NAME / I.D.	DESC	CHECK TYPE	CHECK DATE	DISCOUNT	AMOUNT	CHECK NO#	CHECK AMOUNT
4549	A & B BUSINESS, INC							
	I-IN592348	CT7726-01, 02/14-03/13/19	R	3/07/2019		73.21CR	112196	
	I-IN594029	CT6544-01, 03/01-03/31/19	R	3/07/2019		329.21CR	112196	402.42
5813	ACE HOME & HARDWARE							
	I-86081	SUPPLIES	R	3/07/2019		16.99CR	112197	
	I-86274	SUPPLIES	R	3/07/2019		25.77CR	112197	42.76
0575	ALPHA WIRELESS							
	I-1065-MN	MOBILE RADIOS	R	3/07/2019		1,316.00CR	112198	1,316.00
0581	AMERICAN ENGINEERING TESTING INC							
	I-905425	MPCA REPORTING-SARATOGA	R	3/07/2019		1,731.00CR	112199	
	I-905426	PHASE I ESA-COMM IND PK	R	3/07/2019		2,200.00CR	112199	3,931.00
0658	AP DESIGN							
	I-70030	PROGRAMMING	R	3/07/2019		71.85CR	112200	71.85
5447	ARTISAN BEER COMPANY							
	I-3327810	.	R	3/07/2019		313.94CR	112201	
	I-3327811	.	R	3/07/2019		123.80CR	112201	437.74
5612	BELLO CUCINA OF MARSHALL							
	I-201903053238	VALENTINE WINE TESTING-FOOD	R	3/07/2019		464.30CR	112202	464.30
0689	BEND RITE FABRICATION INC							
	I-41153	BOSS PLOW	R	3/07/2019		239.88CR	112203	
	I-41184	BOSS PLOW	R	3/07/2019		78.91CR	112203	318.79
0699	BEVERAGE WHOLESALERS							
	I-048588	.	R	3/07/2019		6,558.75CR	112204	
	I-048589	.	R	3/07/2019		563.20CR	112204	7,121.95
0724	BOLTON & MENK INC							
	I-0229554	01/19 LEGION FIELD RD STORMWAT	R	3/07/2019		1,217.50CR	112205	
	I-0229641	01/19 WW IMPROVEMENT & DESIGN	R	3/07/2019		137,295.00CR	112205	138,512.50
0018	BORDER STATES ELECTRIC SUPPLY							
	I-917185645	SWITCH/CABLE TIES	R	3/07/2019		7.66CR	112206	
	I-917212480	HEATER FOR MECHANICAL ROOM	R	3/07/2019		285.00CR	112206	
	I-917231506	HEAT BULBS	R	3/07/2019		83.88CR	112206	376.54

VENDOR	NAME / I.D.	DESC	CHECK TYPE	CHECK DATE	DISCOUNT	AMOUNT	CHECK NO#	CHECK AMOUNT
2431	BUELTEL-MOSENG LAND SURVEYING, INC							
	I-18-2761FP	PLAT-COMMERCE PK 2ND ADD	R	3/07/2019		2,675.00CR	112207	2,675.00
0815	CATTOOR OIL COMPANY INC							
	I-160645	GENERATOR FUEL	R	3/07/2019		840.00CR	112208	
	I-160716	FUEL ON ROAD	R	3/07/2019		877.50CR	112208	
	I-2833	#12 DEF	R	3/07/2019		12.00CR	112208	1,729.50
0836	CHARTER COMMUNICATIONS							
	I-201903053239	03/01-03/31/19	R	3/07/2019		91.09CR	112209	91.09
0934	D & G EXCAVATING INC							
	I-81315	02/21/19 SNOW HAULING	R	3/07/2019		1,050.00CR	112210	
	I-81316	02/21/19 SNOW HAULING	R	3/07/2019		1,375.00CR	112210	
	I-81317	02/21/19 PUSH UP SNOW DUMP SIT	R	3/07/2019		1,120.00CR	112210	
	I-81355	02/25/19 SNOW HAULING	R	3/07/2019		850.00CR	112210	
	I-81415	02/26/19 SNOW REMOVAL	R	3/07/2019		3,230.00CR	112210	
	I-81423	02/27/19 SNOW HAULING, PUSH UP	R	3/07/2019		3,185.00CR	112210	
	I-81435	02/28/19 HAUL SNOW/PUSH UP SNO	R	3/07/2019		2,730.00CR	112210	13,540.00
3819	DACOTAH PAPER CO							
	I-30060	SCRUBBER, SQUEEGIES	R	3/07/2019		42.46CR	112211	
	I-30443	GARBAGE BAGS	R	3/07/2019		49.84CR	112211	
	I-30444	DUST PANS	R	3/07/2019		71.76CR	112211	164.06
5441	DESAER OUTDOOR CREATIONS, LLC							
	I-1871	01/19-02/19 SNOW REMOVAL	R	3/07/2019		1,350.00CR	112212	1,350.00
5731	DOLL DISTRIBUTING							
	I-622910	.	R	3/07/2019		4,975.90CR	112213	4,975.90
4126	DOOM & CUYPER CONSTRUCTION							
	I-201903053240	JUSTICE PK BATHROOM #4	R	3/07/2019		8,059.80CR	112214	8,059.80
4753	ENTERPRISE LEASING CO							
	I-20181589	02/13/19 G OLSON	R	3/07/2019		48.83CR	112215	48.83
5938	ESCAPE SPA							
	I-200	MOM'S EXPO	R	3/07/2019		40.00CR	112216	40.00
1090	FASTENAL COMPANY							
	I-95851	MATERIALS	R	3/07/2019		30.98CR	112217	
	I-95865	TOOLS	R	3/07/2019		795.47CR	112217	826.45

VENDOR	NAME / I.D.	DESC	CHECK TYPE	CHECK DATE	DISCOUNT	AMOUNT	CHECK NO#	CHECK AMOUNT
5739	FIELD TRAINING SOLUTIONS I-8738	FTO BASIC TRAINING	R	3/07/2019		885.00CR	112218	885.00
1158	GALLS INC I-011952126 I-011972369 I-011992221	UNIFORM PANTS UNIFORM PANTS UNIFORM PANTS	R R R	3/07/2019 3/07/2019 3/07/2019		72.00CR 169.98CR 66.00CR	112219 112219 112219	307.98
1	GARY FROILAND I-201903063252	MUSICAL PERFORMA	R	3/07/2019		110.00CR	112220	110.00
1199	GRAHAM TIRE AND AUTOMOTIVE SERVICES I-2209.38	OSHKOSH BLOWER TIRES	R	3/07/2019		2,209.38CR	112221	2,209.38
4837	GTS I-201903063258	2019 MCMA CONF-S HANSON	R	3/07/2019		520.00CR	112222	520.00
1243	HARDWARE HANK I-30431 I-41180 I-41480 I-61442	SVC POWER CLEANER CARB KIT NOZZLE BATTERIES	R R R R	3/07/2019 3/07/2019 3/07/2019 3/07/2019		202.80CR 33.32CR 3.45CR 4.99CR	112223 112223 112223 112223	244.56
1271	HENLE PRINTING COMPANY I-158664 I-158691	FLYERS SALES TAX MAILINGS	R R	3/07/2019 3/07/2019		5.60CR 634.38CR	112224 112224	639.98
5515	HOFFMANN, RYAN I-03/19-CELLPHONE		R	3/07/2019		30.00CR	112225	30.00
1322	ICC I-201903053241	2019 DUES	R	3/07/2019		135.00CR	112226	135.00
1325	ICMA RETIREMENT TRUST #300877 I-31 201903073270	ICMA DEFERRED COMP	R	3/07/2019		300.00CR	112227	300.00
1399	JOHNSON BROTHERS LIQUOR COMPANY I-1229666 I-1229667 I-1229668 I-1229669 I-1229670	R R R R R	3/07/2019 3/07/2019 3/07/2019 3/07/2019 3/07/2019		6,485.32CR 1,105.35CR 585.25CR 10,805.50CR 9,770.88CR	112228 112228 112228 112228 112228	28,752.30

VENDOR	NAME / I.D.	DESC	CHECK TYPE	CHECK DATE	DISCOUNT	AMOUNT	CHECK NO#	CHECK AMOUNT
5095	KIBBLE EQUIPMENT							
	I-1761912	SKIDLOADER	R	3/07/2019		246.33CR	112229	
	I-1763493	1445 BLOWER CHUTE CABLE	R	3/07/2019		61.22CR	112229	307.55
0450	KOPITSKI, JASON							
	I-03/19-CELL PHON		R	3/07/2019		30.00CR	112230	30.00
4140	KRUSE FORD-LINCOLN-MERCURY, INC							
	I-32176	TIRE ALIGNMENT SQUAD #4	R	3/07/2019		103.44CR	112231	103.44
3513	L.E.A. DATA TECHNOLOGIES							
	I-05-0259-07	TRAINING DB UPGRADE	R	3/07/2019		100.00CR	112232	100.00
3653	LANGUAGE LINE SERVICES							
	I-4519670	02/19 SVC	R	3/07/2019		144.34CR	112233	144.34
1483	LEAGUE OF MINNESOTA CITIES INS TRUST							
	I-13785	CLM NO 00071192	R	3/07/2019		329.06CR	112234	
	I-201903063265	CLM # 00073478	R	3/07/2019		1,758.99CR	112234	
	I-201903063266	CLM NO 00076406	R	3/07/2019		288.59CR	112234	
	I-287303	MN STORMWATER COALITION	R	3/07/2019		783.00CR	112234	3,159.64
0457	LIPINSKI, BARB							
	I-201903063254	REIM LODGING 04/19 STATE CONF	R	3/07/2019		225.24CR	112235	225.24
6323	LUTHER, ERIC							
	I-03/19-CELLPHONE		R	3/07/2019		30.00CR	112236	30.00
1541	LYON COUNTY FAIRGROUNDS							
	I-201903053245	FAIRGROUND RENTAL	R	3/07/2019		225.00CR	112237	225.00
1545	LYON COUNTY HIGHWAY DEPARTMENT							
	I-201903053244	HAHN STORM UTILITY PRMT	R	3/07/2019		450.00CR	112238	450.00
1546	LYON COUNTY HISTORICAL SOCIETY							
	I-201903063255	Q1 2019 PYMT	R	3/07/2019		5,250.00CR	112239	5,250.00
1568	MACTA							
	I-3000000250	2019 MACTA DUES	R	3/07/2019		315.00CR	112240	315.00
1574	MAGIC WATER							
	I-201903053246	03/19 SVC	R	3/07/2019		39.50CR	112241	39.50

VENDOR	NAME / I.D.	DESC	CHECK TYPE	CHECK DATE	DISCOUNT	AMOUNT	CHECK NO#	CHECK AMOUNT
1604	MARSHALL AREA CHAMBER OF COMMERCE I-201903063257	03/19 SW MN PART AGREEMENT	R	3/07/2019		9,400.00CR	112242	9,400.00
1616	MARSHALL CONVENTION & VISITORS BUREAU I-201903063256	03/19 SRASC SERV AGREEMENT	R	3/07/2019		7,000.00CR	112243	7,000.00
0460	MARSHALL JAMES I-03/19-CELL PHON		R	3/07/2019		80.00CR	112244	80.00
1635	MARSHALL NORTHWEST PIPE FITTINGS INC I-429920	MATERIALS	R	3/07/2019		32.48CR	112245	
	I-429979	BUSHING BRASS	R	3/07/2019		6.58CR	112245	
	I-430053	LOAD OUT STAND VALVE	R	3/07/2019		181.74CR	112245	220.80
1637	MARSHALL PUBLIC SCHOOLS I-201903053247	01/19-02/19 ECFE FEES	R	3/07/2019		2,314.58CR	112246	2,314.58
5139	MATHESON TRI-GAS INC I-19235776	TORCH SUPPLIES	R	3/07/2019		35.04CR	112247	35.04
1680	MCEA EXECUTIVE OFFICE I-201903053248	2019 LEADERSHIP DUES	R	3/07/2019		209.00CR	112248	209.00
1688	MCOA I-201903053249	2019 DUES	R	3/07/2019		150.00CR	112249	150.00
1794	MEI TOTAL ELEVATOR SOLUTIONS I-791258	03/19 SVC	R	3/07/2019		147.64CR	112250	147.64
4980	MENARDS INC I-35617	SUPPLIES	R	3/07/2019		106.35CR	112251	106.35
3971	MEULEBROECK, ANDY I-03/19-CELL PHON		R	3/07/2019		30.00CR	112252	
	I-201903053250	2019 SAFETY SHOES- A MEULEBROE	R	3/07/2019		175.00CR	112252	205.00
1757	MN CHILD SUPPORT PAYMENT CENTER I-C12201903073270	#0014992937	R	3/07/2019		356.25CR	112253	356.25
1787	MN STATE BOARD OF ASSESSORS I-201903063259	LICENSE RENEWAL-C RUNHOLT	R	3/07/2019		125.00CR	112254	
	I-201903063260	LICENSE RENEWAL- D HUBER	R	3/07/2019		85.00CR	112254	210.00

VENDOR	NAME / I.D.	DESC	CHECK TYPE	CHECK DATE	DISCOUNT	AMOUNT	CHECK NO#	CHECK AMOUNT
1877	MOTION INDUSTRIES INC I-MN01-170389	CONN FITTINGS	R	3/07/2019		56.40CR	112255	56.40
1945	NORMS GTC C-7480-92283 I-7480-91921 I-7480-92182 I-7480-92246 I-7480-92273 I-7480-92306 I-7480-92364 I-7480-92398	RETURN SOCKET SUPPLIES JD SKIDLOADER BLOWER WASHER FLUID BLOWERMOTOR RESISTOR WIPERS SNOW BLOWER GREG F250 FILTER	R	3/07/2019		37.99 36.97CR 22.58CR 17.94CR 56.99CR 19.98CR 63.97CR 4.14CR	112256 112256 112256 112256 112256 112256 112256 112256	184.58
5891	ONE OFFICE SOLUTION I-1876356-0 I-1876546-0	TONER NOTE BOOKS	R	3/07/2019		335.96CR 14.60CR	112257 112257	350.56
6132	ORMBERG, JASON I-201903063268	REIM FOR BOILER LICENSE	R	3/07/2019		20.00CR	112258	20.00
2019	PAUSTIS WINE COMPANY I-42385	.	R	3/07/2019		3,206.00CR	112259	3,206.00
2036	PHILLIPS WINE AND SPIRITS INC I-2511700 I-2511701	.	R	3/07/2019		10,865.63CR 3,151.66CR	112260 112260	14,017.29
0475	POLFLIET, LAWRENCE I-03/19-CELL PHON		R	3/07/2019		30.00CR	112261	30.00
3557	POMP'S TIRE SERVICE, INC. I-680042103	TIRE REPAIR	R	3/07/2019		20.00CR	112262	20.00
1533	PRAIRIE PRIDE COOPERATIVE I-1-66802	TIRES FOR 2WD CHEVY	R	3/07/2019		553.08CR	112263	553.08
2096	QUARNSTROM & DOERING, PA I-201903063261 I-M007-047,S71425 I-M007-055,S71428 I-M1951-100,S71432 I-M2309-100,S71437 I-M2311-100,S71438	03/19 SVC BLOCK 11 DEVELOPMENT ACTION MANUFACTURING MARSHALL HOTEL Z64 SARATOGA RECON Z67 MICH/SUPERIOR RECON	R	3/07/2019		10,532.33CR 96.25CR 1,748.25CR 611.00CR 800.00CR 2,518.00CR	112264 112264 112264 112264 112264 112264	16,305.83

VENDOR	NAME / I.D.	DESC	CHECK TYPE	CHECK DATE	DISCOUNT	AMOUNT	CHECK NO#	CHECK AMOUNT
6135	SCHUELKE, JOSEPH dba I-68	02/19/19 SNOW HAULING	R	3/07/2019		736.25CR	112265	736.25
2156	RH SEALCOATING & . I-201903063262 I-201903063269	02/19 SNOW HAULING 03/01/19 SNOW HAULING	R R	3/07/2019 3/07/2019		5,605.00CR 712.50CR	112266 112266	6,317.50
0481	ROKEH, JASON I-03/19-CELL PHON		R	3/07/2019		30.00CR	112267	30.00
6373	SAWUNNO, ROLAND I-201903063263	ICR# 19-2770	R	3/07/2019		100.00CR	112268	100.00
6251	SHRED RIGHT I-330656	02/21/19 SVC	R	3/07/2019		15.00CR	112269	15.00
4855	SOUTHERN GLAZER'S OF MN I-1790150 I-1790151	. .	R R	3/07/2019 3/07/2019		6,822.43CR 1,694.00CR	112270 112270	8,516.43
6202	SUNDANCE AUTO REPAIR I-10098	06 CHEV FRONT END #25232	R	3/07/2019		1,854.11CR	112271	1,854.11
0495	SWANSON, GREGG I-03/19-CELL PHON		R	3/07/2019		30.00CR	112272	30.00
1366	TELEDYNE ISCO INC I-S020310552	PARTS FOR SAMPLER	R	3/07/2019		233.00CR	112273	233.00
2428	TITAN MACHINERY I-1001313CL I-999601CL	321 F-RIDE CONTROL VALVE 321F WIPER MOTOR	R R	3/07/2019 3/07/2019		1,137.89CR 781.47CR	112274 112274	1,919.36
0503	TOMASEK, TIM I-03/19-CELL PHON		R	3/07/2019		30.00CR	112275	30.00
4423	TREASURED TIMES SCRAPBOOKING AND GIFTS I-201903063251	01/19 CRAFT CLASSES	R	3/07/2019		108.75CR	112276	108.75
5023	US GEOLOGICAL SURVEY I-90702794	2019 Q1 REDWOOD GAGING	R	3/07/2019		2,112.50CR	112277	2,112.50

VENDOR	NAME / I.D.	DESC	CHECK TYPE	CHECK DATE	DISCOUNT	AMOUNT	CHECK NO#	CHECK AMOUNT
1	VAST BROADBAND I-2152019ERDC-1	PETESTAL REPAIR	R	3/07/2019		266.08CR	112278	266.08
5733	VAST BROADBAND I-001575601-0219 I-015038501-1a I-015038701-0219	02/22-03/21/19 02/08-03/07/19 02/24-03/23/19	R R R	3/07/2019 3/07/2019 3/07/2019		122.68CR 61.94CR 13.04CR	112279 112279 112279	197.66
4489	VERIZON WIRELESS I-9823326523 I-9823745918	01/02-02/01/19 01/09-02/08/19	R R	3/07/2019 3/07/2019		49.04CR 719.57CR	112280 112280	768.61
2538	VIKING COCA COLA BOTTLING COMPANY C-92288003 C-92288003-1 I-2299863	. . .	R R R	3/07/2019 3/07/2019 3/07/2019		15.30 15.30 512.24CR	112281 112281 112281	481.64
4118	WALMART BUSINESS I-902200513464 I-902200610291 I-902200780227 I-902300022368 I-902800293084 I-903200071684 I-903500121224 I-903900455737 I-903900660089 I-904100445175 I-905000056973	SUPPLIES ASP SUPPLIES SUPPLIES SUPPLIES ASP SUPPLIES SUPPLIES SUPPLIES ROCK ON ICE BATTERIES SUPPLIES SUPPLIES	R R R R R R R R R R R	3/07/2019 3/07/2019 3/07/2019 3/07/2019 3/07/2019 3/07/2019 3/07/2019 3/07/2019 3/07/2019 3/07/2019 3/07/2019		22.20CR 40.16CR 14.83CR 12.38CR 65.52CR 8.63CR 21.09CR 21.05CR 44.82CR 32.36CR 2.82CR	112282 112282 112282 112282 112282 112282 112282 112282 112282 112282 112282	285.86
4220	WEBTOMIX I-51699 I-51723 I-51724 I-51726	01/19 WEBSITE MAINTNANCE 02/19 WEBSITE MAINTENANCE 02/19 WEBSITE MAINTENANCE DISCOVER MARSHALL	R R R R	3/07/2019 3/07/2019 3/07/2019 3/07/2019		1,006.25CR 977.50CR 196.25CR 42.50CR	112283 112283 112283 112283	2,222.50
0518	WENKER, JEFFREY I-03/19-CELL PHON		R	3/07/2019		30.00CR	112284	30.00
2605	WINE MERCHANTS I-7224092	.	R	3/07/2019		2,836.00CR	112285	2,836.00

VENDOR	NAME / I.D.	DESC	CHECK TYPE	CHECK DATE	DISCOUNT	AMOUNT	CHECK NO#	CHECK AMOUNT
2632	ZIEGLER INC							
	I-PC040324742	CAT 140 BLADE	R	3/07/2019		1.47CR	112286	
	I-PC040325001	GENERATR BATTERIES	R	3/07/2019		604.25CR	112286	
	I-PC040325002	CAT 140 AIR DRYER	R	3/07/2019		751.09CR	112286	
	I-SW050314077	GENERATOR THERMOSTAT	R	3/07/2019		161.03CR	112286	1,517.84

* * T O T A L S * *	NO#	DISCOUNTS	CHECK AMT	TOTAL APPLIED
REGULAR CHECKS:	91	0.00	316,797.88	316,797.88
HANDWRITTEN CHECKS:	0	0.00	0.00	0.00
PRE-WRITE CHECKS:	0	0.00	0.00	0.00
DRAFTS:	0	0.00	0.00	0.00
VOID CHECKS:	0	0.00	0.00	0.00
NON CHECKS:	0	0.00	0.00	0.00
CORRECTIONS:	0	0.00	0.00	0.00
REGISTER TOTALS:	91	0.00	316,797.88	316,797.88

ERROR LISTING

CHECK #	VENDOR	NAME	PAGE	ERROR MESSAGE	NOTES
112227	01-1325	ICMA RETIREMENT TRUST #30087	3	CHECK DATE < ITEM DATE	TRAN NO#: I-31 201903073
112253	01-1757	MN CHILD SUPPORT PAYMENT CEN	5	CHECK DATE < ITEM DATE	TRAN NO#: I-C12201903073
TOTAL ERRORS: 0		TOTAL WARNINGS: 2			

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

FUND	PERIOD	AMOUNT
101	3/2019	59,300.73CR
208	3/2019	11,426.25CR
258	3/2019	10,074.03CR
260	3/2019	1,748.25CR
270	3/2019	1,402.16CR
456	3/2019	634.38CR
462	3/2019	2,200.00CR
475	3/2019	13,108.80CR
495	3/2019	707.25CR
602	3/2019	139,739.02CR
609	3/2019	71,894.01CR
630	3/2019	4,563.00CR
=====		
ALL		316,797.88CR

CITY OF MARSHALL, MINNESOTA
 PRIOR AND CURRENT YEARS CONSTRUCTION CONTRACTS
 3/12/2019

PROJECT #:	Coding	DATE	CONTRACTOR:	ORIGINAL CONTRACT AMOUNT:	CHANGE ORDERS	CURRENT CONTRACT AMOUNT	2017 PRIOR PAYMENTS	2018 Prior Payments	2019 Prior Payments	PYMTS THIS MEETING:	RETAINAGE	BALANCE:	PERCENT COMPLETE	
Z47	475-70276-5520		Justice Park Bathroom	Doom & Cuypers Construction	117,867.00	460.00	118,327.00	0.00	46,762.80	9,466.75	8,059.80	2,959.45	51,078.20	56.83%
Z67	462-60211-5570	10/3/2017	Commerce Industrial Park/Michigan Road Imp	Midwest Contracting	4,004,847.25	26,544.00	4,031,391.25	1,644,399.13	1,598,388.75		170,673.05	617,930.32		84.67%
Z67	475-60211-5570	6/12/2018	Michigan Road/Superior Road Reconsctruction	D & G Excavating	1,022,427.60	2,050.00	1,024,477.60	-	959,481.14		50,499.01	14,497.45		98.58%
Z64	475-60211-5570	6/1/2018	Saratoga Street Recon (4th - Southview)	R & G Construction	2,846,784.60	42,077.45	2,888,862.05	-	2,721,729.47	21,800.66	144,396.32	935.60		99.97%
					<u>7,991,926.45</u>	<u>71,131.45</u>	<u>8,063,057.90</u>	<u>1,644,399.13</u>	<u>5,326,362.16</u>		<u>8,059.80</u>	<u>368,527.83</u>	<u>684,441.57</u>	



CITY OF MARSHALL AGENDA ITEM REPORT

Meeting Date:	Tuesday, March 12, 2019
Category:	CONSENT AGENDA
Type:	ACTION
Subject:	Consider a letter of support for United Community Action Partnership
Background Information:	United Community Action Partnership (UCAP) is applying for funds to begin the planning process for a Regional Transportation Coordination Council (RTCC) in Southwest Minnesota. The full brief is within the packet.
Fiscal Impact:	NA
Alternative/ Variations:	None recommended.
Recommendations:	To approve a letter of support for United Community Action Partnership to apply for funds for a Regional Transportation Coordinating Council.



Helping People. Changing Lives.

Dear Stakeholder,

This letter is to inform you that United Community Action Partnership (UCAP) is applying for funds to begin the planning process for a Regional Transportation Coordinating Council (RTCC) in Southwest Minnesota.

Seamless transportation across Minnesota has long been a goal for MNDOT and other transportation stakeholders. MNDOT is looking at RTCCs as a large part of the answer. "Regional Transportation Coordination Councils would be responsible for coordinating transportation services through a network of existing public, private and non-profit transportation providers," explains a MNDOT handout on the project.

UCAP has been leading efforts toward greater coordination for many years, and hopes to leverage the strong relationships we've built with other transportation practitioners and service organizations into a successful RTCC.

We are targeting a start date of July 1, 2019 for our planning phase. During the first year of grant funding, we will shape how a Southwest Minnesota RTCC functions. Our target region will be the 9 counties that are currently served under UCAP's Southwest Mobility Management Initiative: Cottonwood, Jackson, Lincoln, Lyon, Murray, Nobles, Pipestone Redwood and Rock counties. Part of shaping the RTCC will be reaching out to stakeholders in these counties and engaging them in conversations about the transportation needs of their residents, and how an RTCC could serve to meet those needs. Together, the committed stakeholders will determine the specifics of the RTCC, including membership requirements, by laws, and functions that will do the greatest good for our region. We will move into implementation at the end of the planning phase based on the recommendations of the stakeholder group.

The application for RTCC planning funds are open to a wide range of municipalities and organizations. If your organization would also like to submit application, you are encouraged to contact MNDOT for specific requirements.

As an important transportation stake holder, UCAP also welcomes your comments on our application, and your thoughts and involvement in the formation of an RTCC in Southwest Minnesota. Please send comments to Shelly at shelly.pflaum@unitedcapmn.org. If you have no comment at this time, an email stating your support for UCAP would be helpful in our application process. Thank you for your time.

Sincerely,

A handwritten signature in black ink that reads "Shelly Pflaum".

Shelly Pflaum



**Office of
THE MAYOR
344 West Main Street
Marshall, MN 56258
507-537-6760**

March 12, 2019

Shelly Pflaum
United Community Action Partnership (UCAP)
Community Transit Access Coordinator
1400 South Saratoga Street
Marshall, MN 56258

Dear Ms. Pflaum,

On behalf of the City Council, we support your application for funds to begin the planning process for a Regional Transportation Coordinating Council in Southwest Minnesota.

As a regional center, Marshall believes that cooperation among private and public entities across a broad spectrum and geographic area will enhance the viability and success of regional transit in Marshall and the surrounding area. We appreciate the work and leadership provided by UCAP in this area and we look forward to being a continued partner in providing important and critical transportation to our residents through the UCAP system.

Please let us know if we can do anything in addition to the letter of support to begin this important process.

Respectfully,

Robert Byrnes
Mayor, City of Marshall

CC: Marshall City Council



CITY OF MARSHALL AGENDA ITEM REPORT

Meeting Date:	Tuesday, March 12, 2019
Category:	NEW BUSINESS
Type:	ACTION
Subject:	Reject Farm Bid and Authorize Advertising to Re-bid Farm Lease
Background Information:	<p>The City is the owner of property located in Commerce Industrial Park. Significant work has been done on that property. The City did advertise for and solicit bids for the lease of Commerce Industrial Park for agricultural purposes. Bid was properly advertised and one bid was received on the bidding date. Bid was for a 5 year period of time with bid of \$10 per acre for years 2019 and 2020, \$15 per acre for 2021, \$20 per acre for 2022 and \$25 per acre for 2023.</p> <p>City staff has deemed the bid received to be insufficient. Because the property is held for rent, the City does have to pay real estate taxes for this property. City estimates that the taxes to be paid for 2019 would be approximately \$3,100.</p> <p>City staff has also considered that the City could apply a cover crop to control weeds. Such internal costs are estimated to be approximately \$50 per acre for material and labor to have a cover crop to eliminate noxious weeds.</p> <p>City staff is recommending that the one bid received be rejected. Staff recommends rebidding the property with the requirement that a minimum bid of \$30 per acre per year be required. Additionally, staff is recommended that notice of the bidding procedure be provided to each of the existing tenants in an attempt to solicit additional interest in this property.</p>
Fiscal Impact:	Set forth above.
Alternative/Variations:	Council could agree to accept the one bid. Acceptance of the bid is not recommended.
Recommendations:	Council reject the submitted bid and authorize staff to re-bid this parcel for agricultural purposes.

FARM LEASE

THIS AGREEMENT, Made this ____ day of March, 2019, by and between the City of Marshall, a municipal corporation, Lessor, and _____, of the County of _____, State of Minnesota, Lessee.

WITNESSETH, That the said Lessor, in consideration of the rents and covenants hereinafter mentioned, does hereby Remise, Lease and Let unto the said Lessee, and the said Lessee does hereby hire and take from the said Lessor, the following described premises situated in the County of Lyon, State of Minnesota, to-wit:

Parcel 12: 127.7 acres of farm land in the as described and shown on the attached map, a copy of which is attached and made a part of this Agreement.

To Have and to Hold, the above rented premises unto the said Lessee, their heirs and assigns, subject to the conditions and limitations hereinafter mentioned for and during the full term of five (5) year from and after the 1st day of January, 2019, the term of this lease ending the 31st day of December, 2023.

And the said Lessee agrees to and with the said Lessor to pay as rent for the above-mentioned premises, for and during the full term of this lease, rent as follows:

2019	127.7 acres	\$ _____/acre	\$ _____ due on April 1, 2019
2020	127.7 acres	\$ _____/acre	\$ _____ due on March 15, 2020
2021	127.7 acres	\$ _____/acre	\$ _____ due on March 15, 2021
2022	127.7 acres	\$ _____/acre	\$ _____ due on March 15, 2022
2023	127.7 acres	\$ _____/acre	\$ _____ due on March 15, 2023

And it is Further Agreed, By and between the parties as follows:

Lessee shall maintain positive weed control on land being rented, including adjacent township roadways, at their own expense.

Lessee shall furnish all materials necessary for crop production at their own expense.

If said land is located near the airport, access to land not to be across runways, taxiways, or other areas that will interfere with air traffic.

Any subsequent Lessees shall have access to said premises. After current Lessee has finished with fall harvest which includes removal of crops and crop residue (residue to be removed within two weeks of crop removal), so as to allow for fall application of chemicals, if subsequent Lessee desires to apply fall chemicals.

Animal manure, if applied, must be incorporated into the soil within eight (8) hours of application. If not incorporated within said eight hours, City reserves right to terminate lease.

If said land is located near the airport, Lessee shall not leave equipment unattended in areas adjacent to runways or taxiways.

Equipment, bales and crop products shall not be stored or remain on the site for more than a "normal" operations period of time.

That should the said Lessee fail to make the above-mentioned payments as herein specified, or to pay any of the rent aforesaid when due, or fail to fulfill any of the covenants herein contained, then and in that case said Lessor may re-enter and take possession of the above-rented premises, and hold and enjoy the same without such re-entering working a forfeiture of the rents to be paid by the said Lessee for the full term of this Lease.

That if said Lessee remains in possession of said premises after the expiration of the term for which they are hereby leased, such possession shall not be construed to be renewal of this Lease, but to be a tenancy at the will of the said Lessor, which may be terminated upon ten days' notice, given by the said Lessor in writing, either delivered to Lessee or sent to Lessee in a sealed envelope, duly stamped and directed to Lessee at Lessee's normal mailing address.

And the said Lessee also covenants and agrees to and with the said Lessor, not to assign this Lease or underlet the above-rented premises or any part thereof, and that he will, at the expiration of the time as herein recited, quietly yield and surrender the aforesaid premises to the said Lessor, his heirs or assigns, in as good condition and repair as when taken, reasonable wear and tear and damage by the elements alone excepted. Said Lessee also covenants and agrees to cultivate the hereby leased premises in a careful and husband-like manner, and to protect the fruit and shade trees thereon and to cut no green trees and to commit no waste or damage on said real estate and to suffer none to be done.

The Lessee is also to destroy all Russian Thistles and other noxious weeds growing on said land, declared by statute to be common nuisances, within the times prescribed by law, and shall keep all roadways and other parts of the land, not in crop, mowed and free from growing weeds. And the Lessor or its agent shall have the right to enter upon said premises at any time, without injury to the standing crops, for the purpose of making any improvements, or to prepare for the succeeding crop, or for any other purpose whatsoever.

City of Marshall, Lessor reserves the right to develop all or part of the above described premises for commercial or industrial purposes. If some or all of the land is developed, the Lessor shall attempt to do the development so as to minimize damage done to current year's crops. However, if crops are damaged, the Lessor shall reimburse Lessee for crop damage. If land is taken for development purposes, the subsequent years of the lease shall include an adjustment of the acres so that the Lessee would pay less overall rent and the rental herein would subsequently be adjusted accordingly.

And the said Lessor covenants that the said Lessee, on paying the rent and performing the covenants aforesaid, shall peaceably and quietly have, hold and enjoy the said rented premises and the said Lessee agrees to reside and occupy the buildings thereon for the term aforesaid. In the event of any rents due hereon being collected by suit, the Lessee further agrees to pay all expenses which may be incurred hereby including reasonable attorneys fees.

Lessee has no right to an extension of this Lease unless negotiated prior to the expiration thereof.

Any improvements done to the property (i.e. tiling) shall be done at Lessee's expense. Said improvements, if at all, shall stay with the land upon expiration of this lease.

IN WITNESS WHEREOF, We have hereunto set our hands the day and year first above written.

LESSEE

By: _____

Its: _____

LESSOR

By: _____
Mayor

By: _____
City Administrator

By: _____
City Clerk

STATE OF MINNESOTA)
)ss
COUNTY OF LYON)

On this ____ day of _____, 2019, before me, a notary public within and for said County and State, personally appeared _____, Lessee.

Notary Public

STATE OF MINNESOTA)
)ss
COUNTY OF LYON)

On this ____ day of _____, 2019, before me, a notary public within and for said County and State, personally appeared Robert J. Byrnes, Mayor; Sharon Hanson, City Administrator; and Kyle Box, City Clerk of the City of Marshall, a municipal corporation, on behalf of the municipality, to me known to be the persons described in and who executed the foregoing instrument, and acknowledged that they executed the same as their free act and deed.

Notary Public

This Instrument Drafted by:
QUARNSTROM & DOERING, P.A.
By: Dennis H. Simpson, Marshall City Attorney
109 South Fourth Street
Marshall, MN 56258
(507)537-1441



PARCEL 12
64.1 ACRES ±

PARCEL 12
34.4 ACRES ±

PARCEL 12
29.2 ACRES ±



Not To Scale



CITY ENGINEERS OFFICE
344 WEST MAIN STREET
MARSHALL, MINNESOTA
56258

127.7 TOTAL ACRES ±

Farm Lease
Parcel # 12

DATE
10/08 107

SHEET NO.
1 OF 1



CITY OF MARSHALL AGENDA ITEM REPORT

Meeting Date:	Tuesday, March 12, 2019
Category:	NEW BUSINESS
Type:	INFO/ACTION
Subject:	Project Z69: East Lyon Street Reconstruction Project - Consider Resolution Receiving Report and Calling for Hearing on Improvement.
Background Information:	<p>The project consists of the reconstruction of East Lyon Street from TH 23 east approximately 800 feet to near the city limits.</p> <p>This Feasibility Report as authorized by the City Council covers the proposed improvements including scope, background/existing conditions, proposed improvements, probable costs, proposed assessments, feasibility and proposed project schedule.</p> <p>The proposed improvements as described in the report are necessary, cost-effective, and feasible from an engineering standpoint.</p> <p>Property owners will be contacted and a meeting held with each/all of the owners concerning the proposed improvements and potential costs.</p>
Fiscal Impact:	<p>The engineer's estimate for the construction portion of the project is \$180,400. The total estimated project cost, including 10% allowance for contingencies and 16% for engineering and administrative costs is \$230,190.</p> <p>All improvements will be assessed according to the current Special Assessment Policy, including but not limited to participation from Wastewater Department, Surface Water Management Utility Fund and Ad Valorem participation. Final approval of each project must include determination of funding sources.</p>
Alternative/Variations:	No alternative actions recommended.
Recommendations:	that the Council adopt RESOLUTION NUMBER XXXX, SECOND SERIES, which is the Resolution Receiving Feasibility Report and Calling Hearing on Improvement for the above-referenced project and setting the public hearing on improvement date for March 26, 2019.

RESOLUTION NO. _____, SECOND SERIES

**RESOLUTION RECEIVING FEASIBILITY REPORT
AND CALLING HEARING ON IMPROVEMENT**

WHEREAS, pursuant to resolution of the Council adopted January 23, 2019, a report has been prepared by Director of Public Works/City Engineer Glenn J. Olson with reference to:

Project Z69: East Lyon Street Reconstruction Project – The project consists of the reconstruction of East Lyon Street from TH 23 east approximately 800 feet to near the city limits.

AND WHEREAS, this report was received by the Council on March 12, 2019.

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

1. The Council will consider the improvements in accordance with the report and the assessment of the properties for all or a portion of the cost of the improvements pursuant to Minnesota Statutes, Chapter 429 at an estimated total cost of the improvements of \$230,190.
2. A Public Hearing shall be held on such proposed improvements on the 26th day of March, 2019 at 5:30 p.m. in the Professional Development Room of the Marshall Middle School located at 401 South Saratoga Street and the City Clerk shall give mailed and published notice of such hearing and improvements as required by the law.

Passed and adopted by the Council this 12th day of March, 2019.

Mayor

ATTEST:

City Clerk

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



FEASIBILITY REPORT

PROJECT Z69

EAST LYON STREET

RECONSTRUCTION PROJECT

CITY OF

MARSHALL, MINNESOTA

March 12, 2019

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

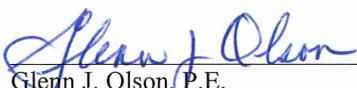
By: 
Glenn J. Olson, P.E.
Registration No. 41557

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FEASIBILITY REPORT
PROJECT Z69
EAST LYON STREET RECONSTRUCTION PROJECT
CITY OF
MARSHALL, MINNESOTA

1.0 SCOPE

This Feasibility Report as authorized by the City Council, covers the following proposed improvements: Reconstruction of East Lyon Street from TH 23 east approximately 800 feet to near the city limits. Minor sanitary sewer manhole adjustments will be necessary.

2.0 BACKGROUND / EXISTING CONDITIONS

Street

East Lyon Street is currently a 24'-33' wide gravel surfaced roadway adjacent to two commercial businesses, one residential property, and properties located outside the city limits on the south side East Lyon Street.

TH 23 was recently modified to include a J-turn intersection with an asphalt surface extending to near the right-of-way of TH 23 on East Lyon Street.

No hard surface improvements have ever been constructed on East Lyon Street past the TH 23 right-of-way. Portions of the gravel roadway near the east end of the project have organic material located within 4' of depth of the finished surface.

There is no sidewalk adjacent to the street and, in accordance with the requirements for Complete Streets, we have reviewed and are not proposing sidewalks there at this time. Sidewalks may be installed at a future time, if adjacent property owners request.

The existing gravel surface has become a nuisance for both dust control and corduroy surface requiring frequent chloride dust control application and blading.

Utilities

There are two existing sanitary sewer manholes on the trunk sewer line that must be adjusted during the construction project.

Marshall Municipal Utilities currently has a watermain near the south right-of-way line of East Lyon Street. It is relatively new PVC pipe and in good condition.

Storm sewer includes minor approach culverts with drainage from west to east in the existing ditch.

3.0 PROPOSED IMPROVEMENTS

Street

American Engineering Testing (AET) has completed soil borings within the project area and has provided a geotechnical engineering review to City staff that provides recommendations for roadway section design. A copy of the report is attached to this feasibility report.

As this is a roadway providing access to commercial properties, the recommended roadway section will be 6" of bituminous pavement over 12" of Class 5 gravel, over 12" of select granular fill with a width of 28' with 2' gravel shoulders.

The residential cost will be based upon 4" of bituminous surfacing and 12" of Class 5 gravel.

Utilities

There are two existing sanitary sewer manholes on the trunk sewer line that must be adjusted during the construction project.

No improvements necessary for the watermain.

A new culvert at the existing driveway to the communications tower will be necessary.

4.0 STATEMENT OF PROBABLE COST

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

Street and Curb and Gutter	\$171,940.00
Sanitary Sewer Replacement	\$1,000.00
Storm Sewer Replacement	<u>\$7,460.00</u>
Subtotal Estimated Construction Cost	\$180,400.00
Contingencies (10%)	<u>\$18,040.00</u>
Total Estimated Construction Cost	\$198,440.00
Estimated Engineering, & Administration (16%)	<u>\$31,750.00</u>
Total Estimated Project Cost	<u>\$230,190.00</u>

5.0 PROPOSED ASSESSMENTS

The adjustments to the sanitary sewer main manholes will be funded by the Wastewater Department.

Costs for the street replacements and storm sewer drainage replacements will be partially assessed, partially funded by the Surface Water Management Utility fund, with the remaining costs funded by ad valorem.

A preliminary assessment roll showing the estimated assessments for each benefiting parcel and City participation will be prepared at a later date for consideration by the City Council in accordance with the most recent special assessment policy.

The portion of the project adjacent to properties located outside of the city limits will be funded by ad valorem with the potential of reimbursement for a portion of the project from future connection fees to that property.

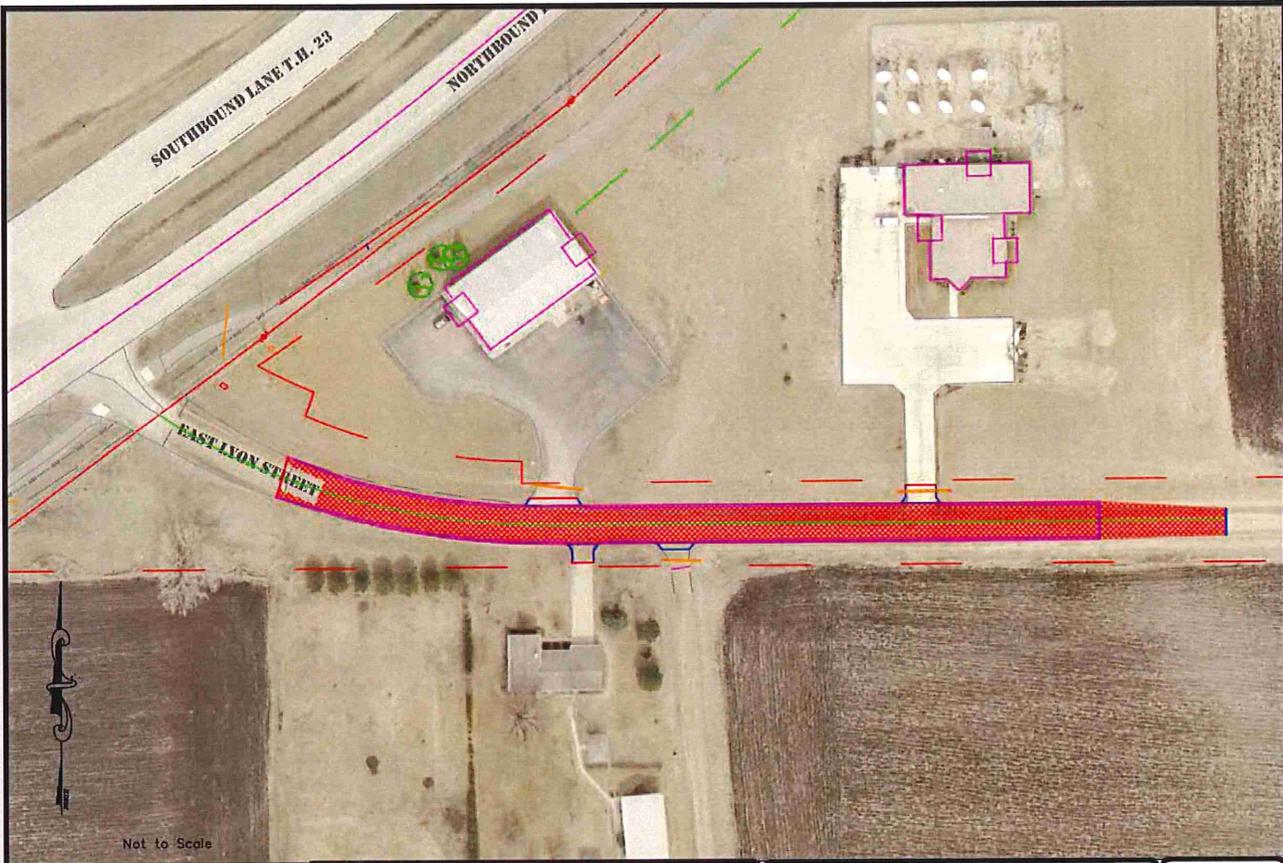
6.0 FEASIBILITY/CONDITIONS/QUALIFICATIONS

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

7.0 PROPOSED PROJECT SCHEDULE

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

March 26, 2019	Public Hearing on Improvement/Authorize Call for Bids
March 27 & April 5, 2019	Advertise for Bids
April 17, 2019	Bid Opening Date
April 23, 2019	Award Contract
May 2019	Notice to Proceed
May 2019	Begin Construction
August 27, 2019	Public Hearing on Assessment/Adopt Assessment
September 2019	End Construction



Not to Scale

	<p>CITY ENGINEERS OFFICE 344 WEST MAIN STREET MARSHALL, MINNESOTA 56258</p>	Z69 East Lyon Street	DATE 1/17/19
		Proposed Grading & Paving Area	SHEET NO. 1 OF 1

American Engineering Testing, Inc.
Report



CONSULTANTS
• ENVIRONMENTAL
• GEOTECHNICAL
• MATERIALS
• FORENSICS

February 13, 2018

City of Marshall
344 West Main
Marshall, Minnesota 56258

RE: Proposal for Geotechnical Services
Proposed East Lyon Street Reconstruction
Marshall, Minnesota
AET #13-06543

Dear Mr. Kim Jergenson:

American Engineering Testing, Inc. is pleased to offer you subsurface exploration and geotechnical review services for the above referenced project. This proposal is being submitted per your request of February 8, 2018. This letter is intended to define our scope of work, and to present you with an estimate of our fee, the anticipated schedule and other information regarding our services.

Purpose

The purpose of this geotechnical work is to explore the subsurface conditions at the site, and based on our characterization of the obtained data, to prepare a geotechnical engineering report presenting comments and recommendations to assist you and your design team in planning and construction.

Project Information

We understand that you are planning to reconstruction portions of East Lyon Street in Marshall. We understand the reconstruction will include installation/replacement of subsurface utilities including new watermain, sanitary sewer, and storm sewer. The proposed pavement will be a bituminous mat/aggregate base 10 ton design.

Scope

Field Work

As requested by you, our subsurface exploration program will consist of the following:

- Perform two (2) standard penetration test borings (ASTM:D1586) to a depth of 14 ½ feet each.
- Arrange clearance of underground public utilities through the Gopher State One Call System. Any private utilities will have to be located by the property owner. A private locator can be hired at an additional cost.

- Seal the boreholes per Minnesota Department of Health requirements.
- Dimension and document boring locations based on the existing surface features.
- Obtain surface elevations at each boring location based on provided/assumed benchmarks.

We have not had an opportunity to observe the project site; we understand that the proposed boring locations will be accessible to our truck mounted equipment.

Soil Laboratory Testing

Our services will include index laboratory testing of selected soil samples to aid in judging engineering properties of the soils. The requested laboratory testing is as follows:

<u>Test</u>	<u>Quantity</u>	<u>Unit Price</u>	<u>Cost</u>
Moisture Content (ASTM:D2216)	15	\$15.00	\$120.00
		<u>Total Cost</u>	\$120.00

Engineering Report

Following the field and laboratory work, a formal engineering report will be prepared and submitted. This report will include logs of the test borings, the laboratory test results, a review of engineering properties of the on-site soils, and our geotechnical engineering opinions and recommendations regarding the following:

- Preparation of the subgrade for pavements
- Pavement section thickness designs
- Recommendations for support of new utilities installed within the streets
- Comments on other items which may affect final performance or constructability, such as frost heave and drainage considerations

The scope of work defined in this proposal is intended for geostructural purposes only. This scope is not intended to explore for the presence or extent of environmental contamination at the site.

Insurance

For the mutual protection of you and American Engineering Testing, we maintain both general and professional liability insurance. Certificates of such insurance can be provided at your request.

Project Direction

Services we perform on your project will be done under the direction of an experienced geotechnical engineer registered in the State of Minnesota.

Fees

The scope of work defined in this proposal will be performed on a time and materials basis in accordance with the attached schedule of fees. For the scope of work described above, the estimated cost will be as follows:

<u>Task</u>	<u>Cost</u>
Mobilization/Demobilization	No Charge
Clear Utilities (Site Meet)	\$100.00
Soil Borings	\$560.00
Laboratory Testing	\$120.00
Report and Project Management	\$600.00
TOTAL	\$1,380.00

We would not exceed \$1,380.00 without prior authorization. If additional drilling is required for proper soil evaluation it would be charged at a unit rate of \$20/foot.

In the event the scope of our work needs to be revised due to unanticipated conditions or for proper evaluation, we will review such adjustments and the associated fees with you, and receive your approval before proceeding.

Minnesota Department of Health Fees

Effective July 1, 2017, the Minnesota Department of Health (MDH) has changed the borehole sealing and notification requirements. For sites where borings are drilled to a depth of 15 feet or deeper, all licensed drilling companies are required by law to submit written notification to the MDH prior to drilling along with a fee of \$75. If one or more of the boring depths vary by 25 feet, or more, the MDH requires an additional written notification and fee of \$75 per boring. Projects that span multiple properties will require multiple notifications. The MDH also requires that these borings be grouted and that a Sealing Record be submitted to the MDH, with a copy to you, after the borings are completed. The above fee estimate for our geotechnical services includes the MDH fee for the proposed scope of drilling; however, because final boring depths can change, for example, due to possible unanticipated poor soil conditions, the final MDH fee (including an administrative charge of \$65 per notification) will be added, if necessary, to our final invoice to you.

The MDH Sealing Record requires the Property Owner name and mailing address (the Property Owner will also receive a copy of the Sealing Record). Please provide this information below.

Property Owner's name/company name:

Property Owner's mailing address:

Performance Schedule

Weather permitting; we anticipate drilling operations can begin within about one (1) to two (2) weeks after receiving authorization to proceed. Verbal results of the drilling activities can be obtained shortly after completion of the drilling. We anticipate the geotechnical report can be prepared within about one (1) week after completion of the field work. We are available to review special schedule needs with you.

Terms and Conditions

All AET Services are provided subject to the Terms and Conditions set forth in the Master Service Agreement.

Acceptance

AET requests written acceptance of this proposal in the Proposal Acceptance box below, but the following actions shall constitute your acceptance of this proposal together with the Terms and Conditions and Amendments: 1) issuing an authorizing purchase order for any of the Services described above, 2) authorizing AET's presence on site or 3) written or electronic notification for AET to proceed with any of the Services described in this proposal. Please indicate your acceptance of this proposal by signing below and returning a copy to us. When you accept this proposal, you represent that you are authorized to accept on behalf of the Client.

Remarks

We appreciate the opportunity to submit this proposal to you and look forward to working with you on this project. If you have any questions regarding our services, or need additional information, please do not hesitate to contact me.

Sincerely,
American Engineering Testing, Inc.



Tom James
Manager – Marshall
Phone: (507) 532-0771
Fax: (507) 532-0776
tjames@amengtest.com

City of Marshall
Page 5 of 5
February 13, 2018
AET #13-06543



Gregory A. Guyer, PE
Manager – Mankato
Phone: 507-387-2222
Fax: 507-387-6999
Email: gguyer@amengtest.com

Attachments
Geotechnical Service Agreement – Terms and Conditions

PROPOSAL ACCEPTANCE	
Signature _____	Date _____
Typed/Printed Name: _____	
Email Address: _____	
Company _____	



CITY OF MARSHALL AGENDA ITEM REPORT

Meeting Date:	Tuesday, March 12, 2019
Category:	NEW BUSINESS
Type:	INFO/ACTION
Subject:	Project Z74: Huron Road/Superior Road Reconstruction Project - Consider Resolution Receiving Report and Calling for Hearing on Improvement.
Background Information:	<p>The project consists of watermain replacement on Huron Road between Superior Road and TH 59 and reconstruction on Superior Road from Huron Road to CSAH 33. All utilities will be replaced, including watermain, sanitary sewer, and storm sewer on Superior Road and watermain replacement only on Huron Road.</p> <p>This Feasibility Report as authorized by the City Council covers the proposed improvements including scope, background/existing conditions, proposed improvements, probable costs, proposed assessments, feasibility and proposed project schedule.</p> <p>The proposed improvements as described in the report are necessary, cost-effective, and feasible from an engineering standpoint.</p> <p>A public informational meeting will be held with the affected property owners to discuss proposed improvements and potential costs.</p>
Fiscal Impact:	<p>The engineer's estimate for the construction portion of the project is \$1,038,787. The total estimated project cost, including 10% allowance for contingencies and 16% for engineering and administrative costs is \$1,325,490.</p> <p>All improvements will be assessed according to the current Special Assessment Policy, including but not limited to participation from Marshall Municipal Utilities, Wastewater Department, Surface Water Management Utility Fund and Ad Valorem participation. Final approval of each project must include determination of funding sources.</p>
Alternative/Variations:	No alternative actions recommended.
Recommendations:	that the Council adopt RESOLUTION NUMBER XXXX, SECOND SERIES, which is the Resolution Receiving Feasibility Report and Calling Hearing on Improvement for the above-referenced project and setting the public hearing on improvement date for March 26, 2019.

RESOLUTION NO. _____, SECOND SERIES

**RESOLUTION RECEIVING FEASIBILITY REPORT
AND CALLING HEARING ON IMPROVEMENT**

WHEREAS, pursuant to resolution of the City Council adopted January 23, 2019, a report has been prepared by Director of Public Works/City Engineer Glenn J. Olson with reference to:

Project Z74: Huron Road/Superior Road Reconstruction Project – The project consists of watermain replacement on Huron Road between Superior Road and TH 59 and reconstruction on Superior Road from Huron Road to CSAH 33. All utilities will be replaced, including watermain, sanitary sewer, and storm sewer on Superior Road and watermain replacement only on Huron Road.

AND WHEREAS, this report was received by the City Council on March 12, 2019.

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

1. The City Council will consider the improvements in accordance with the report and the assessment of the properties for all or a portion of the cost of the improvements pursuant to Minnesota Statutes, Chapter 429 at an estimated total cost of the improvements of \$1,325,490.
2. A Public Hearing shall be held on such proposed improvements on the 26th day of March, 2019 at 5:30 p.m. in the Professional Development Room of the Marshall Middle School located at 401 South Saratoga Street and the City Clerk shall give mailed and published notice of such hearing and improvements as required by the law.

Passed and adopted by the City Council this 12th day of March, 2019.

Mayor

ATTEST:

City Clerk

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



FEASIBILITY REPORT

PROJECT Z74 HURON ROAD/SUPERIOR ROAD WATERMAIN REPLACEMENT/ RECONSTRUCTION PROJECT

CITY OF
MARSHALL, MINNESOTA

March 12, 2019

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

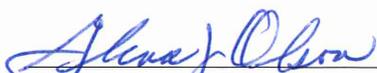
By: 
Glenn J. Olson, P.E.
Registration No. 41557

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FEASIBILITY REPORT
PROJECT Z74
HURON ROAD/SUPERIOR ROAD
WATERMAIN REPLACEMENT/RECONSTRUCTION PROJECT
CITY OF
MARSHALL, MINNESOTA

1.0 SCOPE

This Feasibility Report as authorized by the City Council, covers the following proposed improvements: Watermain replacement on Huron Road between Superior Road and TH 59 and reconstruction on Superior Road from Huron Road to CSAH 33. All utilities will be replaced, including watermain, sanitary sewer, and storm sewer on Superior Road and watermain replacement only on Huron Road.

2.0 BACKGROUND / EXISTING CONDITIONS

Street

Huron Road and Superior Road were originally constructed in 1969-1970. The street sections typically consist of approximately 5" of bituminous surfacing and 12"-16" of aggregate base. The existing street width is 45-FT as measured from back of curb to back of curb. The streets in the industrial park area do not have sidewalk. There is currently no sidewalk in the City of Marshall north of the Diversion Channel.

The existing pavement surface is beginning to show its age and is exhibiting considerable block cracking, transverse cracking, and fatigue cracking. The surface distress is most likely the result of heavy truck traffic, poor subsurface drainage, and pavement age.

Utilities

The existing watermain is 8" cast iron pipe (CIP) on both Huron Road and Superior Road. The water system in this area is starting to fail, resulting in costly repairs for Marshall Municipal Utilities and potential for outages for industries that demand a reliable water source.

The existing sanitary sewer main is 12" vitrified clay pipe (VCP) along Superior Road. The sewer main pipe is in fair condition, with some offset joints and pipe cracking. There are many abandoned or never utilized sanitary sewer service "stubs" into this main. Most of the manholes are in need of replacement.

The existing storm sewer main line is located outside west of Superior Road and runs parallel to Superior Road. The main line is 30"-36" reinforced concrete pipe (RCP) that is in good condition. The manholes are block manholes and are not in good condition and will be replaced. The storm sewer catch basin leads are 12" RCP.

3.0 PROPOSED IMPROVEMENTS

Street

American Engineering Testing (AET) has completed soil borings within the project area and has provided a geotechnical engineering review to City staff that provides recommendations for roadway section design for both bituminous pavement surfacing and concrete pavement surfacing. A copy of the report is attached to this feasibility report.

Concrete pavement will be specified for this project on Superior Road to accommodate the high level of truck traffic and be consistent with recent Michigan/Superior concrete paving project. Staff is proposing a street section comprised of 7" of concrete pavement, 6" of Class 5 aggregate base, and 12" of granular subbase. A geotextile fabric will be placed on the subgrade prior to the placement of the granular subbase. A 6" perforated drain tile shall be installed at the back of the curb below the granular subbase to provide subsurface drainage for the street section.

The proposed roadway will be 38.3 feet and measured from the back of curbs. The proposed section will be 7 feet narrower than the existing section. The purpose for the narrowing is to reduce project costs. The road carries a low traffic volume and it is the opinion of staff that a narrower road will adequately accommodate the traffic. To better facilitate truck turning movements, the radius at the intersection of Huron and Superior will be increased in size from 25 feet to 50 feet. City staff has had communication with Schwan's staff to discuss the roadway width and requirements for their operations.

After discussions with adjacent property owners and review of special assessment procedures, it is recommended to eliminate total street reconstruction on Huron Road and proceed with watermain replacement only on this section.

Utilities

The proposed utility improvements include replacing existing VCP sanitary sewer, existing CIP watermain, and existing storm sewer manholes, catch basins and catch basin leads on Superior Road.

The watermain improvements will consist of replacing all CIP watermain with Polyvinyl Chloride (PVC) watermain pipe. The existing 8" pipe along Superior will be increased in size to 12" to better meet MMU water system goals. The existing 8" CIP watermain along Huron Road will be replaced with 8" PVC pipe.

The sanitary sewer system improvements will include replacing all manholes, sewer main, and sewer services along Superior Road. Sewer service lines that are not currently being used will be disconnected from the system. The 12" VCP main will be replaced with 12" PVC main. All sewer services will be replaced to the right-of-way (ROW) with a minimum 6" pipe size.

The storm sewer system improvements will include replacing all existing manholes, catch basins and catch basin leads. An improvement project may occur at a future date to address replacement of the street, storm sewer main and manholes when a project is warranted on Huron Road.

4.0 STATEMENT OF PROBABLE COST

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

Street and Curb and Gutter	\$664,000.00
Watermain Replacement	\$195,223.00
Sanitary Sewer Replacement	\$117,519.00
Storm Sewer Replacement	<u>\$62,045.00</u>
Subtotal Estimated Construction Cost	\$1,038,787.00
Contingencies (10%)	<u>\$103,878.00</u>
Total Estimated Construction Cost	\$1,142,665.00
Estimated Engineering, & Administration (16%)	<u>\$182,825.00</u>
Total Estimated Project Cost	<u>\$1,325,490.00</u>

5.0 PROPOSED ASSESSMENTS

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

The sanitary sewer main replacement will be funded by the Wastewater Department and only service lines will be assessed to the adjacent property owners according to current sanitary sewer replacement assessment procedures.

Costs for the street replacements will be partially assessed and partially funded by the Wastewater fund, MMU, and Surface Water Management Utility fund.

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

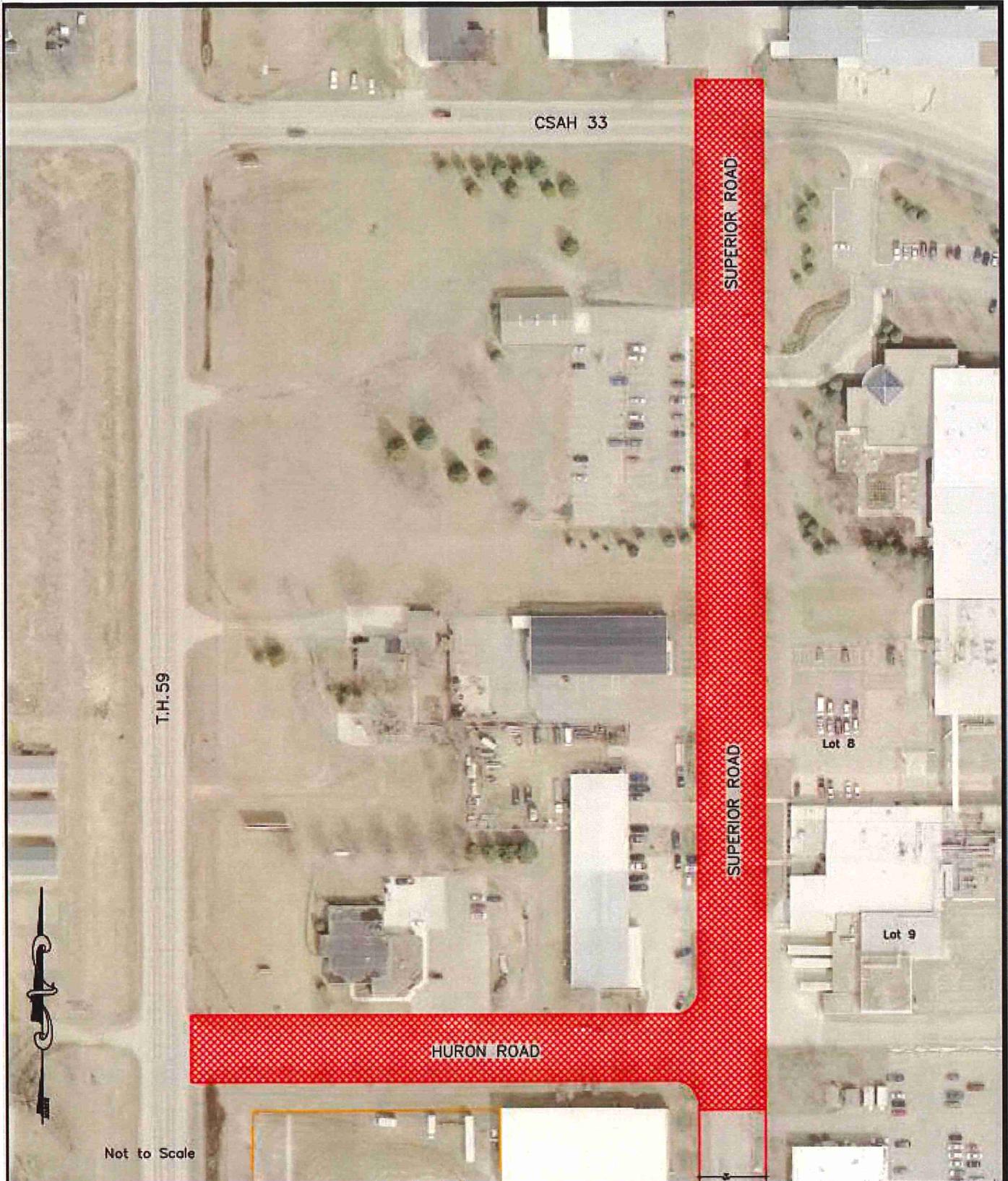
6.0 FEASIBILITY/CONDITIONS/QUALIFICATIONS

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

7.0 PROPOSED PROJECT SCHEDULE

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

March 26, 2019	Public Hearing on Improvement/Authorize Call for Bids
March 27 & April 5, 2019	Advertise for Bids
April 17, 2019	Bid Opening Date
April 23, 2019	Award Contract
May 2019	Notice to Proceed
May 2019	Begin Construction
August 27, 2019	Public Hearing on Assessment/Adopt Assessment
October 2019	End Construction



**CITY ENGINEERS OFFICE
344 WEST MAIN STREET
MARSHALL, MINNESOTA
56258**

Z74 Huron & Superior

Proposed Reconstruction & Utilities

**DATE
1/17/19**

**SHEET NO.
1 OF 1**

American Engineering Testing, Inc.
Report



AMERICAN
ENGINEERING
TESTING, INC.

February 13, 2018

CONSULTANTS
• ENVIRONMENTAL
• GEOTECHNICAL
• MATERIALS
• FORENSICS

City of Marshall
344 West Main
Marshall, Minnesota 56258

RE: Proposal for Geotechnical Services
Proposed Michigan Road, Huron Road and Superior Road Reconstruction
Marshall, Minnesota
AET #13-06545

Dear Mr. Kim Jergenson:

American Engineering Testing, Inc. is pleased to offer you subsurface exploration and geotechnical review services for the above referenced project. This proposal is being submitted per your request of February 8, 2018. This letter is intended to define our scope of work, and to present you with an estimate of our fee, the anticipated schedule and other information regarding our services.

Purpose

The purpose of this geotechnical work is to explore the subsurface conditions at the site, and based on our characterization of the obtained data, to prepare a geotechnical engineering report presenting comments and recommendations to assist you and your design team in planning and construction.

Project Information

We understand that you are planning to reconstruction portions of Michigan Road, Huron Road, and Superior Road within the industrial park in Marshall, Minnesota. We understand the reconstruction will include installation/replacement of subsurface utilities including new watermain, sanitary sewer, and storm sewer. The proposed pavement will be either concrete pavement or bituminous mat/aggregate base 10-ton design.

Scope

Field Work

As requested by you, our subsurface exploration program will consist of the following:

- Perform eight (8) standard penetration test borings (ASTM:D1586) to a depth of 14 ½ feet each.
- Arrange clearance of underground public utilities through the Gopher State One Call System. Any private utilities will have to be located by the property owner. A private locator can be hired at an additional cost.
- Seal the boreholes per Minnesota Department of Health requirements.

Rev -Jan 21/14

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1603 Halbur Road • Marshall, MN 56258-1673

Phone 507-532-0771 • Toll Free 800-972-6364 • Fax 507-532-0776 • www.amengtest.com

Offices throughout Florida, Minnesota, South Dakota & Wisconsin
AN AFFIRMATIVE ACTION AND EQUAL OPPORTUNITY EMPLOYER

- Dimension and document boring locations based on the existing surface features.
- Obtain surface elevations at each boring location based on provided/assumed benchmarks.

We have not had an opportunity to observe the project site; we understand that the proposed boring locations will be accessible to our truck mounted equipment.

Soil Laboratory Testing

Our services will include index laboratory testing of selected soil samples to aid in judging engineering properties of the soils. The requested laboratory testing is as follows:

<u>Test</u>	<u>Quantity</u>	<u>Unit Price</u>	<u>Cost</u>
Moisture Content (ASTM:D2216)	25	\$15.00	\$375.00
		<u>Total Cost</u>	<u>\$375.00</u>

Engineering Report

Following the field and laboratory work, a formal engineering report will be prepared and submitted. This report will include logs of the test borings, the laboratory test results, a review of engineering properties of the on-site soils, and our geotechnical engineering opinions and recommendations regarding the following:

- Preparation of the subgrade for pavements
- Pavement section thickness designs
- Recommendations for support of new utilities installed within the streets
- Comments on other items which may affect final performance or constructability, such as frost heave and drainage considerations

The scope of work defined in this proposal is intended for geotechnical purposes only. This scope is not intended to explore for the presence or extent of environmental contamination at the site.

Insurance

For the mutual protection of you and American Engineering Testing, we maintain both general and professional liability insurance. Certificates of such insurance can be provided at your request.

Project Direction

Services we perform on your project will be done under the direction of an experienced geotechnical engineer registered in the State of Minnesota.

Fees

The scope of work defined in this proposal will be performed on a time and materials basis in accordance with the attached schedule of fees. For the scope of work described above, the estimated cost will be as follows:

<u>Task</u>	<u>Cost</u>
Mobilization/Demobilization	No Charge
Clear Utilities (Site Meet)	\$200.00
Soil Borings	\$2,240.00
Laboratory Testing	\$375.00
Report and Project Management	\$1,000.00
TOTAL	\$3,815.00

We would not exceed \$3,815.00 without prior authorization. If additional drilling is required for proper soil evaluation it would be charged at a unit rate of \$20/foot.

In the event the scope of our work needs to be revised due to unanticipated conditions or for proper evaluation, we will review such adjustments and the associated fees with you, and receive your approval before proceeding.

Minnesota Department of Health Fees

Effective July 1, 2017, the Minnesota Department of Health (MDH) has changed the borehole sealing and notification requirements. For sites where borings are drilled to a depth of 15 feet or deeper, all licensed drilling companies are required by law to submit written notification to the MDH prior to drilling along with a fee of \$75. If one or more of the boring depths vary by 25 feet, or more, the MDH requires an additional written notification and fee of \$75 per boring. Projects that span multiple properties will require multiple notifications. The MDH also requires that these borings be grouted and that a Sealing Record be submitted to the MDH, with a copy to you, after the borings are completed. The above fee estimate for our geotechnical services includes the MDH fee for the proposed scope of drilling; however, because final boring depths can change, for example, due to possible unanticipated poor soil conditions, the final MDH fee (including an administrative charge of \$65 per notification) will be added, if necessary, to our final invoice to you.

The MDH Sealing Record requires the Property Owner name and mailing address (the Property Owner will also receive a copy of the Sealing Record). Please provide this information below.

Property Owner's name/company name:

City of Marshall
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February 13, 2018
AET #13-06545

Property Owner's mailing address:

Performance Schedule

Weather permitting; we anticipate drilling operations can begin within about one (1) to two (2) weeks after receiving authorization to proceed. Verbal results of the drilling activities can be obtained shortly after completion of the drilling. We anticipate the geotechnical report can be prepared within about one (1) week after completion of the field work. We are available to review special schedule needs with you.

Terms and Conditions

All AET Services are provided subject to the Terms and Conditions set forth in the Master Service Agreement.

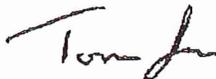
Acceptance

AET requests written acceptance of this proposal in the Proposal Acceptance box below, but the following actions shall constitute your acceptance of this proposal together with the Terms and Conditions and Amendments: 1) issuing an authorizing purchase order for any of the Services described above, 2) authorizing AET's presence on site or 3) written or electronic notification for AET to proceed with any of the Services described in this proposal. Please indicate your acceptance of this proposal by signing below and returning a copy to us. When you accept this proposal, you represent that you are authorized to accept on behalf of the Client.

Remarks

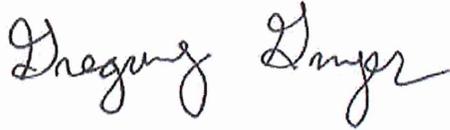
We appreciate the opportunity to submit this proposal to you and look forward to working with you on this project. If you have any questions regarding our services, or need additional information, please do not hesitate to contact me.

Sincerely,
American Engineering Testing, Inc.



Tom James
Manager – Marshall
Phone: (507) 532-0771
Fax: (507) 532-0776
tjames@amengtest.com

City of Marshall
Page 5 of 5
February 13, 2018
AET #13-06545



Gregory A. Guyer, PE
Manager – Mankato
Phone: 507-387-2222
Fax: 507-387-6999
Email: gguyer@amengtest.com

Attachments
Geotechnical Service Agreement – Terms and Conditions

PROPOSAL ACCEPTANCE

Signature _____ Date _____
Typed/Printed Name: _____
Email Address: _____
Company _____

RESOLUTION NO. _____, SECOND SERIES

**RESOLUTION RECEIVING FEASIBILITY REPORT
AND CALLING HEARING ON IMPROVEMENT**

WHEREAS, pursuant to resolution of the City Council adopted January 23, 2019, a report has been prepared by Director of Public Works/City Engineer Glenn J. Olson with reference to:

Project Z74: Huron Road/Superior Road Reconstruction Project – The project consists of watermain replacement on Huron Road between Superior Road and TH 59 and reconstruction on Superior Road from Huron Road to CSAH 33. All utilities will be replaced, including watermain, sanitary sewer, and storm sewer on Superior Road and watermain replacement only on Huron Road.

AND WHEREAS, this report was received by the City Council on March 12, 2019.

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

1. The City Council will consider the improvements in accordance with the report and the assessment of the properties for all or a portion of the cost of the improvements pursuant to Minnesota Statutes, Chapter 429 at an estimated total cost of the improvements of \$1,325,490.
2. A Public Hearing shall be held on such proposed improvements on the 26th day of March, 2019 at 5:30 p.m. in the Professional Development Room of the Marshall Middle School located at 401 South Saratoga Street and the City Clerk shall give mailed and published notice of such hearing and improvements as required by the law.

Passed and adopted by the City Council this 12th day of March, 2019.

Mayor

ATTEST:

City Clerk

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



CITY OF MARSHALL AGENDA ITEM REPORT

Meeting Date:	Tuesday, March 12, 2019
Category:	NEW BUSINESS
Type:	ACTION
Subject:	Consider approval of the proposed Police Department organizational structure and amended 2019 wage schedule.
Background Information:	<p>City Administrator Hanson and Director of Public Safety Marshall have evaluated and are recommending amendments to the organizational structure for the Police Department.</p> <p>The Personnel Committee reviewed the proposal on March 1, 2019 and recommended unanimously to approve the proposed organizational structure and amended 2019 wage schedule.</p> <p>Director Marshall has provided a background memo included in the attachments that explains the proposal and financial impact. The proposed organizational structure, proposed amendments to the 2019 employee wage schedule, and draft job descriptions are also attached.</p> <p>Two job descriptions have been submitted for evaluation of points by our Consultant, Wayne Brede.</p> <ul style="list-style-type: none"> • Captain—recommended at 588 points; exempt (not eligible for overtime) position • Sergeant—recommended decrease from 441 to 421 points; remains a non-exempt (eligible or overtime) position. Positions pointed at 421 and 441 are within the same pay band, and therefore, have the same pay range. <p>Director Marshall will review the restructuring proposal in more detail at the Council meeting.</p>
Fiscal Impact:	The overall financial impact is estimated at \$2,704 to \$6,365. The proposal does not add additional personnel; rather, it involves changes to rank and command structure.
Alternative/ Variations:	
Recommendations:	approval of the proposed Police Department organizational structure and amended 2019 wage schedule.



Department of Public Safety / Police Department Law Enforcement Center

MARSHALL POLICE DEPARTMENT PROPOSAL TO RESTRUCTURE February 1st, 2019

OBJECT OF REPORT

To seek the City Council's approval to the Marshall Police Department's organizational restructuring proposal which will be a cohesive and efficient structure that enhances communication, assignment of responsibilities and provides opportunities for advancement within the organization.

BACKGROUND

Police organizations have traditionally followed a more vertical organizational structure that is steep in rank. In the 1970's, the Marshall Police Department under new leadership, placed an emphasis on creating a more horizontal structure that followed business models at that time. Under the direction of the Director of Public Safety, four sergeant positions existed that provided supervision to police personnel. In the 1990's, under new leadership, two (2) corporal positions were added to provide front line supervision and one (1) sergeant position was eventually eliminated.

In 2005, the police department initiated a staffing survey under the belief that deficiencies existed in our organizational structure. Several recommendations were made regarding increasing command structure that would provide a clear delineation of roles, strengthen the chain of command and provide for stronger field duties. Options to create lieutenants and a goal of creating a captain position were researched and discussed. The difficult fiscal environment at that time, made the decision to change the command structure challenging. The current command structure of three (3) sergeants and two (2) corporals has existed since the late 1990's.

CURRENT PROPOSALS

1. The proposal is to change the current vacant sergeant position into a captain position. This change strengthens the command structure and provides for a clear delineation of duties. This change also creates a clear "2nd in command" which is found in every city within our comparable study group.
2. In addition, a corporal position would be added to provide front line supervision as well as provide leadership opportunities within the organization that would help in the retention of good police officers. This promotion would come from within our police department. (A current organizational chart and the current reorganization proposal is attached.)

FINANCIAL IMPACT

The overall annual financial impact is approximately \$2,704 to \$6,365 dollars. The proposal does not add additional personnel but involves changes to rank and command structure. The captain position would be an EXEMPT position that would not be eligible for overtime compensation. The proposed salary range identified for the captain position aligns with the sergeant's regular plus overtime wages. The addition of a corporal position would be the difference in hourly wage between a patrol officer and corporal. (currently step 5 is \$1.30 hour – step 6 is \$3.06 an hour)

CITIES STAFFING COMPARISON

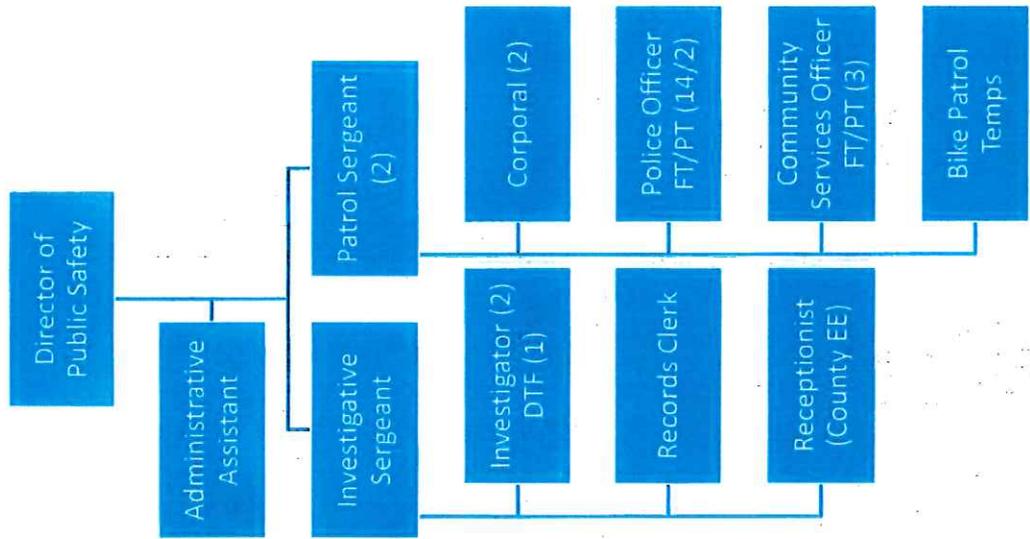
Population	City	FT/PT Sworn employees	Non-sworn employees	Total employees	2nd in Command	2nd in Command Earnings	Sworn per 1000 population
10,247	Fairmont	18/2	3	23	Captain	\$83,336 - \$95,638	1.75
23,648	Faribault	35/0	7	42	Captain	\$85,252 - \$116,926	1.48
13,804	Hutchinson	23/3	12	38	Lieutenant	\$62,462 - \$93,704	1.66
13,195	New Ulm	19/2	3	24	Commander	\$88,836	1.43
20,430	Northfield	23/0	4	27	Deputy Chief	\$98,196 - \$124,488	1.12
25,643	Owatonna	37/0	3	40	Captain	\$83,595 - \$108,680	1.44
9,237	Waseca	16/0	2	18	Captain	\$79,310 - \$99,138	1.73
19,558	Willmar	35/0	10	45	Captain	\$92,310**	1.78
12,969	Worthington	24/0	12	36	Captain	\$65,257 - \$88,289	1.85
13,680	Marshall	22/2	5	29	Captain	\$71,656 - \$95,534	1.60

**Salary of current Captain after 3 years in position

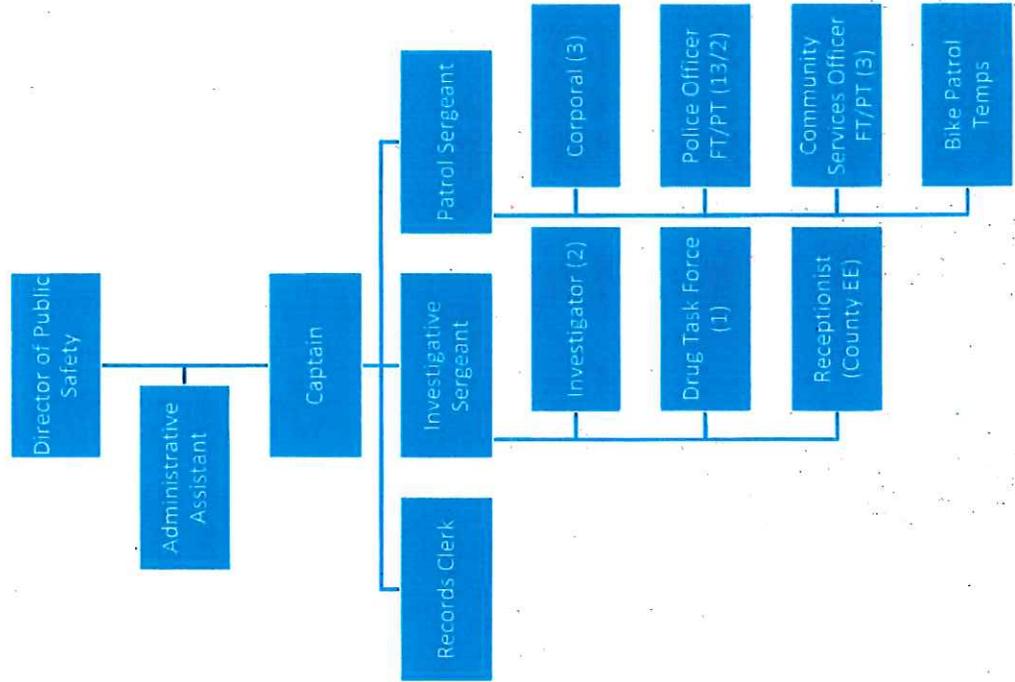


Organizational Chart—Public Safety City of Marshall, Minnesota

Current Structure

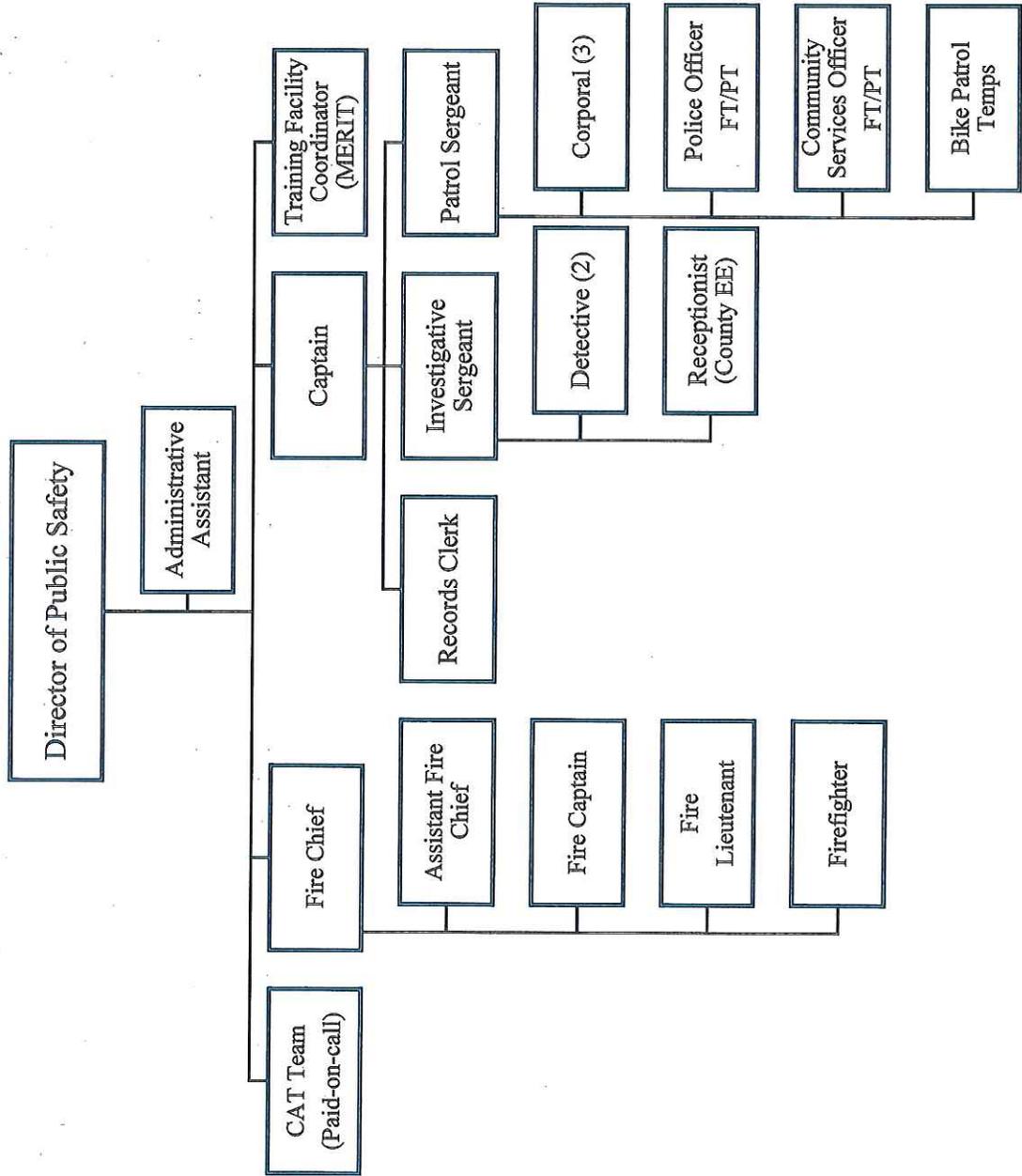


Proposed Structure





Organizational Chart—Public Safety---DRAFT City of Marshall, Minnesota



CITY OF MARSHALL Job Description

POSITION TITLE: Police Captain	DATE: DRAFT
DIVISION: Public Safety	FLSA STATUS: Exempt
ACCOUNTABLE TO: Director of Public Safety	UNION STATUS: Not applicable

SUMMARY OF POSITION

Provide leadership and supervision in the delivery of public safety services to the City of Marshall. These services include: police, emergency management, and animal control operations. Under general administrative direction of the Director, manage the day-to-day operations of the Department. Ensure that department services are utilizing best practices for the respective industries, and that they are compliant with internal operational guidelines and with applicable local, State, and Federal laws and regulations.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Assist the Director of Public Safety in planning, coordinating, supervision, directing, and evaluation of overall police, emergency management, and animal control operations.
2. Assist the Director in determining selection procedures and in the selection of department personnel.
3. Participate in the administration and supervision of the Patrol and Support Services Divisions; supervise Sergeants, and Records personnel directly, and others through subordinate supervisors.
4. Assume operational responsibilities for police, emergency management, and animal control operations in the absence of the Director of Public Safety.
5. Perform duties of subordinate supervisors and police officers, when needed.
6. Assist in the development, communication, and enforcement of Department and City policies and procedures and ensure that proper corrective action is taken, when needed.
7. Assist the Director of Public Safety in ensuring that laws and ordinances are enforced and that the public peace and safety are maintained.
8. Ensure proper investigative follow-up and coordinate prosecution in compliance with judicial and Departmental rules, as needed; prepare and/or review field reports, case-file reports, and other operational records and reports for completeness and accuracy, as needed.
9. Supervise the Records Clerk and department personnel in the handling, maintenance, and storage of all departmental records; assure compliance with the Minnesota Government Data Practices Act and other data privacy laws as appropriate. Supervise and maintain the Department's computer records and hardware inventory is a part of these duties. Coordinate record retention/destruction in compliance with state and federal retention schedules.
10. Oversee the need and utilization of all equipment and vehicles; ensure that vehicles are in proper repair and routine maintenance schedules are followed. Develop specifications to purchase vehicles and major equipment, as directed.
11. Assist in the oversight, review, and maintenance of the City's Emergency Operational Plans (EOP) and assist the Director in the event of a disaster or serious emergency within the City. Serve as Emergency Manager in the absence of the Director.
12. Assist in the development and administration of the budget(s) for police, emergency management, and animal control.
13. Direct, facilitate, monitor, and document the training needs of department personnel to ensure state requirements are met and employee proficiencies are maintained; facilitate individual employee training and development in accordance with department needs.
14. Accept and mediate citizen complaints against peace officers; assist the Director in the completion of formal complaint investigations and Internal Affairs investigations, as directed.
15. Prepare and disseminate media reports, public service announcements, weather alerts, and press releases; ensure compliance with data privacy requirements.
16. Generate reports and crime/departmental analysis, as needed or directed.
17. Promote, direct, and supervise community policing, problem-oriented and pro-active policing, and actively promote these concepts to all employees. Meet with and engage the community and community/business leaders to promote safety and deterrence of crime within the City.
18. In the absence of the Director, approve, deny, or recommend or not recommend a variety of administrative requests, including, but not limited to: handgun purchase permits, alcohol and special event permits, special vehicle permits, etc.
19. Represent the department at a variety of meetings, functions, events, and related activities. Serve on community boards or committees, as assigned.

20. Perform other job-related responsibilities as apparent or directed by the Public Safety Director.
21. Attendance is an essential function of the position.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

MINIMUM QUALIFICATIONS

- A. Associate Degree in Law Enforcement/Criminal Justice.
- B. Seven (7) years full time law enforcement experience with three (3) years employed full-time with the Marshall Police Department.
- C. Maintain MN Police Officer's Standards & Training (POST) license through continuing education.
- D. Two (2) years supervisory experience or equivalent combination of education and experience sufficient to successfully perform in a supervisory capacity.
- E. Attain the Minnesota Emergency Management Certification within three (3) years of hire.

DESIRABLE QUALIFICATIONS

- A. Bachelor's degree is preferred.

ESSENTIAL KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of city ordinances, departmental procedures, and State & Federal laws.
- Knowledge in the administration of union contracts and general labor practices.
- Knowledge in the concepts of emergency management and incident command.
- Knowledge of the geography of the city and local areas.
- Knowledge of budget development and administration.
- Skill in conflict resolution.
- Ability to articulate in a clear and concise manner in both oral and written communication.
- Ability to deal with hostile people and to mediate and reconcile complaints against employees.
- Ability to demonstrate attention to detail, effective time management, and initiative.
- Ability to complete major tasks, duties and directives simultaneously.
- Ability to manage, monitor, and conduct major criminal investigations.
- Ability to deal tactfully but firmly with offenders, suspects, and witnesses, and to establish and maintain effective working relationships with other employees, enforcement agency representatives and the general public.
- Ability to conduct and assist with periodic in-service and departmental training.
- Ability to manage the day-to-day operations of the Police Department.

SUPERVISION EXERCISED

Direct supervisory responsibility for the following departmental personnel: Sergeants, Records Clerk(s), and others through subordinate supervisors.

SUPERVISION RECEIVED

General supervision by the Director of Public Safety.

PUBLIC CONTACTS

Considerable contacts are county, city, state and federal law enforcement agencies, department personnel, city staff, general public, city and county attorneys, court officials, MMU, Southwest Minnesota State University personnel, public and private organizations, businesses, and news media.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT

The physical demands and work environment characteristics described here are representative of those an employee encounters and must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Performing the duties of this job require the use of equipment including but not limited to: computers, motor vehicles, Police radios, Police Emergency Vehicle Equipment, Mobile Digital Video Recording Equipment, Firearms (handgun, shotgun,

rifle), Tasers, Chemical Aerosols, Audio Recording Devices, Radar (moving and laser), Undercover Audio and Video Surveillance Equipment, Varda Alarm Systems, Telephone (desk and cellular), and Evidence/Crime Scene Processing.

Critical incidents often occur without warning and require this position to perform the needed tasks with limited staff, under an adverse working environment, and in conditions that are dangerous to personal safety, the safety of staff and the community at large.

See attached Physical Requirements and Working Conditions form.

NON-DISCRIMINATION POLICY/EEO POLICY

The City of Marshall provides equal employment opportunity in accordance with applicable state and federal laws, directives, and regulations. The City will not discriminate against any employee or applicant for employment on the basis of any class protected by state or federal law.

Physical Requirements and Working Conditions
Supplemental Job Description Information

Position Title: Captain

Department: Public Safety

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the position. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Weight to be Lifted Or force to be Exerted

	None	up to 1/3	1/3 to 2/3	2/3 & up
Up to 10 pounds of force	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Up to 25 pounds of force	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Up to 50 pounds of force	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Up to 100 pounds of force	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
In excess of 100 pounds of force	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Physical Activities

	None	up to 1/3	1/3 to 2/3	2/3 & up
Stand	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Walk	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sit	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Speak or hear	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Use hands to finger, handle or feel	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Climb or balance	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Stoop, kneel, crouch or crawl	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reach with hands and arms	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Taste or smell	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Push or pull	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lifting	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Repetitive Motions	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Exposure to Environmental Conditions

	None	up to 1/3	1/3 to 2/3	2/3 & up
Wet, humid conditions (non-weather)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Work near moving mechanical parts	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Work in high, precarious places	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fumes or airborne particles	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Toxic or caustic chemicals	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Outdoor weather conditions	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Extreme cold (non-weather)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Extreme heat (non-weather)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Risk of electrical shock	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Work with explosives	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Vibration	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Breathing apparatus	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Exposure to blood borne pathogens	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Visual Acuity

No special vision requirements	<input type="checkbox"/>
Close vision	<input checked="" type="checkbox"/>
Distance vision	<input checked="" type="checkbox"/>
Ability to adjust focus	<input checked="" type="checkbox"/>
Depth perception.....	<input checked="" type="checkbox"/>
Color perception	<input checked="" type="checkbox"/>
Night vision.....	<input checked="" type="checkbox"/>
Peripheral vision	<input checked="" type="checkbox"/>

Vocal Communication

Expressing or exchanging ideas by means of the spoken word.....	<input checked="" type="checkbox"/>
Detailed or loud talking to convey detailed or important spoken instructions to others accurately, loudly or quickly.....	<input checked="" type="checkbox"/>

Hearing Perception

Ability to recognize information at normal spoken word levels.....	<input checked="" type="checkbox"/>
Ability to receive detailed information through oral communications and/or to make fine distinctions in sound.....	<input checked="" type="checkbox"/>

Sensory Utilization

Preparing and analyzing written or computer data.....	<input checked="" type="checkbox"/>
Visual inspection involving small defects and/or small parts	<input checked="" type="checkbox"/>
Use of measuring devices	<input checked="" type="checkbox"/>
Assembly or fabrication of parts within arms length	<input checked="" type="checkbox"/>
Operating machines.....	<input checked="" type="checkbox"/>
Operating motor vehicles or equipment.....	<input checked="" type="checkbox"/>
Observing general surroundings and activities.....	<input checked="" type="checkbox"/>

Typical Noise Level

Very Quiet (e.g. park trail, storage or file room).....	<input type="checkbox"/>
Quiet (e.g. library, private offices).....	<input type="checkbox"/>
Moderate Noise (e.g. business office with typewriters and/or computer printers, light traffic).....	<input checked="" type="checkbox"/>
Loud Noise (e.g. heavy traffic, large earth-moving equipment)	<input type="checkbox"/>
Very Loud Noise (e.g. jack hammer work, garbage recycle plant.....	<input type="checkbox"/>

CITY OF MARSHALL
Job Description

POSITION TITLE: Police Sergeant	DATE: Draft
DIVISION: Public Safety	FLSA STATUS: Non-exempt
ACCOUNTABLE TO: Police Captain	UNION STATUS: LELS

SUMMARY OF POSITION

Supervise, assign, review, and participate in the work of law enforcement staff responsible for providing traffic and field patrol, investigations, crime prevention, community relations, training and/or related services and activities. Ensure work quality and adherence to established policies and procedures, participate in community-based police activities and programs, and perform a variety of technical and administrative tasks in support of law enforcement services and activities.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Supervise law enforcement personnel, coordinate their schedules, activities and special assignments; recommend, through chain of command, the transfer, promotion, discipline, discharge, and assignments of subordinates; assist in the evaluation of employees.
2. Coordinate and supervise the 14-week Field Training Program for all new employees. Conduct weekly evaluations to ensure employee development.
3. Monitor and conduct major criminal investigations to ensure policy compliance, utilization of cooperative agencies, and case completion. Develop, monitor, and manage cooperating individuals. Prepare and execute search warrants.
4. Coordinate alcohol and tobacco compliance investigations, as directed.
5. Ensure proper handling and storage of department evidence, seized and/or forfeited vehicles, cash, drugs, and valuables.
6. Conduct public notifications upon release of registered high-risk predatory sex offenders and monitor registered sex offenders living in the community. Maintain appropriate records.
7. Accept/mediate citizen complaints against department personnel, recommend further investigation as necessary, and conduct employee internal investigations based on citizen complaint, officer complaints and/or observed infractions.
8. Prepare and/or review field reports, case-file reports, and other operational records and reports as needed.
9. Assist in the development, review, replacement, modification, implementation and enforcement of Departmental policies and procedures.
10. Monitors changes in laws, court decisions, regulations and technology advancements.
11. Prepare and disseminate media reports, public service announcements, weather alerts, and press releases while ensuring compliance with the Minnesota Government Data Privacy Act. Coordinate and monitor the department's social media sites and ensure compliance with City of Marshall social media policies.
12. Generate month-end and annual reports; Officer activity reports, Community Service Officer Summary, Detective Division Activity Summary, MN State Auditor Report, NCIC Audit Report, Vehicle Fleet Maintenance Report, Training Summary, School Resource Officer Summary, Animal Impound Inventory, BLR Gang and Drug Activity Report, Pursuit Summary, Bias Crime Report.
13. Review and sign criminal complaints and petitions from County and City Attorneys.
14. Participate in the selection of law enforcement personnel; interview applicants and conduct extensive background investigations; coordinate and administer various examinations including: written, physical agility, and other related tests as needed.
15. Ensure evidence and found property is properly gathered, documented, stored and disposed of. Forfeited and surplus property is properly documented and disposed of.
16. Assist in the development review and maintenance of the City's Emergency Operation Plans (EOP) and assist the Director or serve as Emergency Manager in the absence of the Director during an event of a disaster or serious emergency within the City.
17. Attendance is an essential function of this position.
18. Perform other duties as assigned.

NON-ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Assign, monitor and maintain security for departmental network systems assuring state and federal compliance requirements for monthly/annual reporting are met.
2. Participate in and provide leadership to non-police organizations serving in a liaison role or staff support capacity.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

MINIMUM QUALIFICATIONS

- A. Associate Degree in Law Enforcement/Criminal Justice.
- B. Five (5) years full time law enforcement experience with two (2) years employed full time with the Marshall Police Department.
- C. Maintain MN Police Officers Standards & Training (POST) license through continuing education.
- D. Valid MN Class D Driver's License.

DESIRABLE QUALIFICATIONS

- A. Bachelor's degree is preferred.
- B. Supervisory experience or and/or supervisory training is preferred.

ESSENTIAL KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of city ordinances, departmental procedures, and State & Federal statutes.
- Knowledge in the administration of union contracts and general labor practices.
- Knowledge in the concepts of emergency management and incident command.
- Knowledge of the geography of the city and local areas.
- Skill in conflict resolution.
- Ability to articulate in a clear and concise manner in both oral and written communication.
- Ability to deal with hostile people and to mediate and reconcile complaints against employees.
- Ability to demonstrate attention to detail, effective time management, and initiative.
- Ability to complete multiple tasks, duties and directives simultaneously.
- Ability to manage, monitor, and conduct major criminal investigations.
- Ability to deal tactfully but firmly with offenders, suspects, and witnesses, and to establish and maintain effective working relationships with other employees, enforcement agency representatives and the general public.
- Ability to conduct and assist with periodic in-service and departmental training.
- Ability to work with minimal supervision in the day-to-day operations of the Police Department.

SUPERVISION EXERCISED

Direct supervisory responsibility for the following departmental personnel: Corporals, Detectives, Police Officers, and Community Service Officers; shared work direction for the Lyon County Receptionist.

SUPERVISION RECEIVED

General supervision by the Captain.

PUBLIC CONTACTS

Considerable and continuous contact with the city, county, state and federal law enforcement agencies, department personnel, city and county attorneys, court officials, City staff, MMU, Southwest Minnesota State University personnel, public and private organizations, businesses, media, and the general public.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT

The physical demands and work environment characteristics described here are representative of those an employee encounters and must be met by an employee to successfully perform the essential functions of this job.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Performing the duties of this job require the use of equipment including but not limited to: computers, motor vehicles, Police radios, Police emergency Equipment (red lights, siren, etc), Mobile Digital Video Recording Equipment, Firearms (handgun, shotgun, rifle), Chemical Aerosols, Audio Recording Devices, Dubbing Equipment, Radar (moving & laser), Clandestine Lab Equipment: Self-contained Breathing Apparatus (SCBA), Tyvex protective suits, gloves, masks, boots, etc., Undercover

Audio & Video Surveillance Equipment, Varda Alarm Systems, Telephones (desk & cellular), Evidence Processing Chemicals, Automatic External Defibrillators (AED), Car Battery Jump packs, Tint Meters, Digital & 35mm Cameras, Tasers, Intoxilyzer/AlcoSensor, and Fire Extinguishers.

Critical incidents often occur without warning and require this position to perform the needed tasks with limited staff, under an adverse working environment, and in conditions that are dangerous to personal safety, the safety of staff and the community at large.

See attached Physical Requirements and Working Conditions form.

NON-DISCRIMINATION POLICY/EEO POLICY

The City of Marshall provides equal employment opportunity in accordance with applicable state and federal laws, directives, and regulations. The City will not discriminate against any employee or applicant for employment on the basis of any class protected by state or federal law.

Physical Requirements and Working Conditions
Supplemental Job Description Information

Position Title: Sergeant **Department:** Public Safety

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the position. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Weight to be Lifted Or force to be Exerted

	None	up to 1/3	1/3 to 2/3	2/3 & up
Up to 10 pounds of force	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Up to 25 pounds of force	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Up to 50 pounds of force	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Up to 100 pounds of force	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
In excess of 100 pounds of force	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Physical Activities

	None	up to 1/3	1/3 to 2/3	2/3 & up
Stand	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Walk	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sit	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Speak or hear	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Use hands to finger, handle or feel	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Climb or balance	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Stoop, kneel, crouch or crawl	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reach with hands and arms	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Taste or smell	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Push or pull	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lifting	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Repetitive Motions	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Exposure to Environmental Conditions

	None	up to 1/3	1/3 to 2/3	2/3 & up
Wet, humid conditions (non-weather)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Work near moving mechanical parts	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Work in high, precarious places	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fumes or airborne particles	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Toxic or caustic chemicals	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Outdoor weather conditions	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Extreme cold (non-weather)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Extreme heat (non-weather)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Risk of electrical shock	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Work with explosives	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Vibration	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Breathing apparatus	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Exposure to blood borne pathogens	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Visual Acuity

No special vision requirements	<input type="checkbox"/>
Close vision	<input checked="" type="checkbox"/>
Distance vision	<input checked="" type="checkbox"/>
Ability to adjust focus	<input checked="" type="checkbox"/>
Depth perception.....	<input checked="" type="checkbox"/>
Color perception	<input checked="" type="checkbox"/>
Night vision.....	<input checked="" type="checkbox"/>
Peripheral vision	<input checked="" type="checkbox"/>

Vocal Communication

Expressing or exchanging ideas by means of the spoken word	<input checked="" type="checkbox"/>
Detailed or loud talking to convey detailed or important spoken instructions to others accurately, loudly or quickly.....	<input checked="" type="checkbox"/>

Hearing Perception

Ability to recognize information at normal spoken word levels.	<input checked="" type="checkbox"/>
Ability to receive detailed information through oral communications and/or to make fine distinctions in sound.....	<input checked="" type="checkbox"/>

Sensory Utilization

Preparing and analyzing written or computer data.....	<input checked="" type="checkbox"/>
Visual inspection involving small defects and/or small parts	<input checked="" type="checkbox"/>
Use of measuring devices	<input checked="" type="checkbox"/>
Assembly or fabrication of parts within arms length	<input checked="" type="checkbox"/>
Operating machines	<input checked="" type="checkbox"/>
Operating motor vehicles or equipment.....	<input checked="" type="checkbox"/>
Observing general surroundings and activities.....	<input checked="" type="checkbox"/>

Typical Noise Level

Very Quiet (e.g. park trail, storage or file room)	<input type="checkbox"/>
Quiet (e.g. library, private offices).....	<input type="checkbox"/>
Moderate Noise (e.g. business office with typewriters and/or computer printers, light traffic).....	<input checked="" type="checkbox"/>
Loud Noise (e.g. heavy traffic, large earth-moving equipment)	<input type="checkbox"/>
Very Loud Noise (e.g. jack hammer work, garbage recycle plant).....	<input type="checkbox"/>

CITY OF MARSHALL Job Description

POSITION TITLE: Sergeant	DATE: May-2009-Draft
DIVISION: Public Safety	FLSA STATUS: Non-exempt
ACCOUNTABLE TO: Director of Public Safety Captain	UNION STATUS: LELS

SUMMARY OF POSITION

~~This position is responsible to s~~Supervise, assign, review, and participate in the work of law enforcement staff responsible for providing traffic and field patrol, investigations, crime prevention, community relations, training and/or related services and activities. ~~This position e~~Ensures work quality and adherence to established policies and procedures, participates in community-based police activities and programs, and performs a variety of technical and administrative tasks in support of law enforcement services and activities.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Supervise law enforcement ~~and records management~~ personnel, coordinate their schedules, activities and special assignments; recommend, through chain of command, the transfer, promotion, discipline, discharge, and assignments of subordinates; ~~supervise school crossing guards~~; assist in the evaluation of employees; ~~coordinate record retention/destruction in compliance with state and federal retention schedules.~~
2. Coordinate and supervise the 14-week Field Training Program for all new employees. Conduct weekly evaluations to ensure employee development.
- ~~2. Direct, facilitate, monitor and document the on-going training needs of the department and the individual employee to ensure state requirements/employee development needs are met.~~
3. Monitor and conduct major criminal investigations to ensure policy compliance, utilization of cooperative agencies, and case completion. Develop, monitor, and manage cooperating individuals. Prepare and execute search warrants.
4. -Coordinate alcohol and tobacco compliance investigations, ~~as directed.~~
5. ~~Ensure proper handling and storage of~~ Monitor department evidence, seized and/or forfeited vehicles, cash, drugs, and valuables.
- ~~3-6.~~ Conduct public notifications upon release of registered high-risk predatory sex offenders and monitor registered sex offenders living in the community. Maintain appropriate records.
- ~~4. Assume departmental responsibility as the Chief of Police in the absence of the Director of Public Safety.~~
- ~~5-7.~~ Accept/mediate citizen complaints against ~~employees department personnel~~, recommend further investigation as necessary, and conduct employee ~~internal~~ investigations based on citizen complaint, officer complaints and/or observed infractions.
- ~~6-8.~~ ~~Prepare and/or R~~review ~~daily field~~ reports, case-file reports, and ~~other operational records and reports as needed-First Report of Injury forms.~~
9. Assist in the development, review, replacement, modification, implementation and enforcement of Departmental policies and procedures.
- ~~7-10.~~ ~~Monitors changes in laws, court decisions, regulations and technology advancements.~~
- ~~8-11.~~ Prepare and disseminate media reports, public service announcements, weather alerts, and press releases while ensuring compliance with the ~~Minnesota Government d~~Data pPrivacy aAct. ~~Coordinate and monitor the all department's social media sites and also ensure compliance with City of Marshall social media policies.~~
- ~~9.~~ ~~Process departmental expenditures and submit purchase orders; order equipment and supplies; reconcile and approve employee time and attendance records. Research, compile specifications, and prepare bid sheets for departmental vehicles purchased.~~
- ~~10-12.~~ Generate month-end and annual reports; Officer activity -reports, Community Service Officer Summary, Detective Division Activity Summary, MN State Auditor Report, NCIC Audit Report, Vehicle Fleet Maintenance Report, Training Summary, School Resource Officer Summary, Animal Impound Inventory, BLR Gang and Drug Activity Report, Pursuit Summary, Bias Crime Report.
- ~~11-13.~~ ~~Review and Sign-sign~~ criminal complaints and petitions ~~from County and City Attorneys.~~ ~~Responsible for the transport and security of prisoners to and from required court appearances.~~
14. Participate in the selection of law enforcement personnel; interview applicants and conduct extensive background investigations; coordinate and administer various examinations including: written, physical agility, and other related tests as needed.
- ~~15.~~ ~~Monitor and conduct major criminal investigations to ensure proper protocols were utilized, coordination with other agencies and prosecutors was utilized, and case completion.~~ ~~Ensure~~Management of evidence and found property is

properly gathered, documented, stored and disposed of. Forfeited and surplus property is properly documented and disposed of.

16. Assist in the development review and maintenance of the City's Emergency Operation Plans (EOP) and assist the Director or serve as Emergency Manager in the absence of the Director during an event of a disaster or serious emergency within the City.

~~12. Community notifications and alcohol/compliance checks are completed as needed.~~

~~13-17.~~ Attendance is an essential function of this position.

~~14-18.~~ Perform other duties as assigned.

NON-ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Assign, monitor and maintain security for departmental network systems assuring state and federal compliance requirements for monthly/annual reporting are met.
2. Participate in and provide leadership to non-police organizations serving in a liaison role or staff support capacity.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

MINIMUM QUALIFICATIONS

- A. Associate Degree in Law Enforcement/Criminal Justice.
- B. Five (5) years full time law enforcement experience with two (2) years employed full time with the Marshall Police Department.
- C. Maintain MN Police Officers Standards & Training (POST) license through continuing education.
- D. Valid MN Class D Driver's License.

DESIRABLE QUALIFICATIONS

- A. Bachelor's degree is preferred.
- B. Supervisory experience or and/or supervisory training is preferred.

ESSENTIAL KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of city ordinances, departmental procedures, and State & Federal statutes.
- Knowledge in the administration of union contracts and general labor practices.
- Knowledge in the concepts of emergency management and incident command.
- Knowledge of the geography of the city and local areas.
- Skill in conflict resolution.
- Ability to articulate in a clear and concise manner in both oral and written communication.
- Ability to deal with hostile people and to mediate and reconcile complaints against employees.
- Ability to demonstrate attention to detail, effective time management, and initiative.
- Ability to complete multiple tasks, duties and directives simultaneously.
- Ability to manage, monitor, and conduct major criminal investigations.
- Ability to deal tactfully but firmly with offenders, suspects, and witnesses, and to establish and maintain effective working relationships with other employees, enforcement agency representatives and the general public.
- Ability to conduct and assist with periodic in-service and departmental training.
- Ability to work with minimal supervision in the day-to-day operations of the Police Department.

SUPERVISION EXERCISED

Direct supervisory responsibility for the following departmental personnel: Corporals, Detectives, Police Officers, ~~a and~~ Community Service Officers, ~~s,~~ Records Clerk, shared work direction for the Lyon County Receptionist, and Crossing Guards.

SUPERVISION RECEIVED

General supervision by the ~~Director of Public Safety~~ Captain.

PUBLIC CONTACTS

Considerable and continuous contact with the city, county, state and federal law enforcement agencies, ~~and~~ department personnel, city and county attorneys, court officials, City staff, MMU, Southwest Minnesota State University personnel, public and private organizations, businesses, media, and the general public.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT

The physical demands and work environment characteristics described here are representative of those an employee encounters and must be met by an employee to successfully perform the essential functions of this job.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Performing the duties of this job require the use of equipment including but not limited to: computers, motor vehicles, Police radios, Police emergency Equipment (red lights, siren, etc), Mobile Digital Video Recording Equipment, Firearms (handgun, shotgun, rifle), Chemical Aerosols, Audio Recording Devices, Dubbing Equipment, Radar (moving & laser), Clandestine Lab Equipment: Self-contained Breathing Apparatus (SCBA), Tyvex protective suits, gloves, masks, boots, etc., Undercover Audio & Video Surveillance Equipment, Varda Alarm Systems, Telephones (desk & cellular), Evidence Processing Chemicals, Automatic External Defibrillators (AED), Car Battery Jump packs, Tint Meters, Digital & 35mm Cameras, Tasers, Intoxilyzer/AlcoSensor, and Fire Extinguishers.

Critical incidents often occur without warning and require this position to perform the needed tasks with limited staff, under an adverse working environment, and in conditions that are dangerous to personal safety, the safety of staff and the community at large.

See attached Physical Requirements and Working Conditions form.

CITY OF MARSHALL WAGE SCHEDULE

2019 Schedule--Proposed

FULL-TIME EMPLOYEES

JOB CLASSIFICATION	Points	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6
City Administrator	1142	51.80	55.26	58.71	62.16	65.62	69.07
Dir. of Public Works/City Engineer	920	43.10	45.97	48.84	51.71	54.59	57.46
Director of Community Services	654	42.19	45.00	47.81	50.63	53.44	56.25
Director of Public Safety	864	40.79	43.51	46.23	48.95	51.67	54.39
Director of Administrative Services	830	40.79	43.51	46.23	48.95	51.67	54.39
WWT Facility Superintendent	611	34.45	36.74	39.04	41.34	43.63	45.93
City Assessor	588	34.45	36.74	39.04	41.34	43.63	45.93
Finance Director	588	34.45	36.74	39.04	41.34	43.63	45.93
Assistant City Engineer/Zoning Adm	588	34.45	36.74	39.04	41.34	43.63	45.93
Police Captain	588	34.45	36.74	39.04	41.34	43.63	45.93
Liquor Store Manager	551	32.05	34.18	36.32	38.46	40.59	42.73
Public Ways Superintendent	496	32.05	34.18	36.32	38.46	40.59	42.73
Human Resource Manager	464	30.24	32.26	34.27	36.29	38.30	40.32
Police Sergeant (C)	441	27.92	29.78	31.65	33.51	35.37	37.23
Police Sergeant (C)	421	27.92	29.78	31.65	33.51	35.37	37.23
Parks Superintendent	421	28.48	30.38	32.27	34.17	36.07	37.97
WWT Facility Asst. Superintendent	388	26.99	28.79	30.59	32.39	34.19	35.99
Training Facility Coordinator (MERIT)	382	26.99	28.79	30.59	32.39	34.19	35.99
Senior Engineering Specialist (A)	382	26.99	28.79	30.59	32.39	34.19	35.99
Plans Examiner/Asst Zoning Adm (A)	382	26.99	28.79	30.59	32.39	34.19	35.99
Building Services Coordinator (A)	382	26.99	28.79	30.59	32.39	34.19	35.99
Police Corporal (B)	382	26.46	28.22	29.99	31.75	33.52	35.28
Police Detective (B)	382	26.46	28.22	29.99	31.75	33.52	35.28
Facility Maintenance Supervisor	342	25.70	27.42	29.13	30.84	32.56	34.27
WWT Collection Sys. Asst. Superintenden	329	24.90	26.56	28.22	29.88	31.54	33.20
Lead Maintenance Worker (A)	327	24.90	26.56	28.22	29.88	31.54	33.20
Police Officer (B)	317	24.17	25.78	27.39	29.00	30.61	32.22
Appraiser	310	23.93	25.52	27.12	28.71	30.31	31.90
Media Communications Specialist	308	23.93	25.52	27.12	28.71	30.31	31.90
Adult Community Center Coordinator	298	23.93	25.52	27.12	28.71	30.31	31.90
Executive Assistant	291	23.93	25.52	27.12	28.71	30.31	31.90
Engineering Specialist (A)	289	23.93	25.52	27.12	28.71	30.31	31.90
City Clerk	289	23.93	25.52	27.12	28.71	30.31	31.90
Community Education Coordinator	282	22.50	24.00	25.50	27.00	28.50	30.00
WWT Laboratory Specialist (A)	281	22.50	24.00	25.50	27.00	28.50	30.00
Accounting Specialist	275	22.50	24.00	25.50	27.00	28.50	30.00
Payroll/Benefits Specialist	275	22.50	24.00	25.50	27.00	28.50	30.00
Building Maintenance Supervisor	261	22.50	24.00	25.50	27.00	28.50	30.00
Recreation Coordinator	261	22.50	24.00	25.50	27.00	28.50	30.00
Building Inspector II (A)	257	24.90	26.56	28.22	29.88	31.54	33.20
Assessing Technician	252	21.90	23.36	24.82	26.28	27.74	29.20
WWT Technical Operator (A)	251	22.50	24.00	25.50	27.00	28.50	30.00
Administrative Assistant	247	21.90	23.36	24.82	26.28	27.74	29.20
WWT Plant Operator II (A)	239	21.90	23.36	24.82	26.28	27.74	29.20
WWT Senior Maintenance Operator (A)	238	21.90	23.36	24.82	26.28	27.74	29.20
Mechanic (A)	237	21.90	23.36	24.82	26.28	27.74	29.20
Engineering Technician (A)	215	20.86	22.25	23.64	25.03	26.42	27.81
Building Inspector I (A)	206	21.90	23.36	24.82	26.28	27.74	29.20
Police Records Clerk	203	20.86	22.25	23.64	25.03	26.42	27.81
Senior Maintenance Worker (A)	200	20.86	22.25	23.64	25.03	26.42	27.81
WWT Maintenance Operator (A)	200	20.86	22.25	23.64	25.03	26.42	27.81
Media Production Technician	199	20.86	22.25	23.64	25.03	26.42	27.81
WWT Plant Operator I (A)	192	20.86	22.25	23.64	25.03	26.42	27.81
Maintenance Technician (A)	181	20.86	22.25	23.64	25.03	26.42	27.81
Maintenance Worker (A)	172	19.28	20.57	21.85	23.14	24.42	25.71
Office Assistant/Receptionist	171	19.28	20.57	21.85	23.14	24.42	25.71
Community Service Officer	153	18.38	19.61	20.83	22.06	23.28	24.51
Liquor Sales Associate	149	18.38	19.61	20.83	22.06	23.28	24.51
Building Maintenance Worker	132	18.02	19.22	20.42	21.62	22.82	24.02
Building Custodian (Arena) (A)	119	10.59	11.30	12.00	12.71	13.41	14.12

Union Contract Positions

- (A) AFSCME
- (B) LELS 190 Patrol
- (C) LELS 245 Police Supervisors

2019 Wage Rates
2018 Wage Rates
2018 Wage Rates

Approved Proposed
Effective Proposed 03/13/2019



CITY OF MARSHALL AGENDA ITEM REPORT

Meeting Date:	Tuesday, March 12, 2019
Category:	NEW BUSINESS
Type:	ACTION
Subject:	Revised procedure to calculate special assessment amounts due for public infrastructure projects.
Background Information:	<p>The development of special assessment policies and the implementation of special assessments procedures have been complicated processes undertaken by municipalities in an attempt to comply with Minnesota Statutes Chapter 429. City of Marshall has been involved in special assessments policies and procedures for a period of time. The City of Marshall has developed and implemented a procedure which has been fairly successful for special assessment projects implemented by the City of Marshall since 2006. Numerous court cases undertaken in 2006 have developed the process to calculate special assessment amounts due for residential improvement projects.</p> <p>City of Marshall staff (Administration, Engineering, Legal and Finance) have spent considerable time analyzing and reviewing special assessment policies for numerous municipalities within the State of Minnesota. The findings of that analysis have been reviewed with Ways & Means Committee members. In addition, Council Member Bayerkohler as Ways & Means Committee member has also conducted his own analysis and review of state municipality policies and procedures for calculation of special assessment amounts due for public improvement projects.</p> <p>The analysis of Minnesota Statutes, Minnesota case law and review of additional municipality procedures has led to the proposal for a new procedure to calculate special assessment amounts. Attached is draft of the procedure to be used by City of Marshall to calculate special assessments. The first application of the new procedure will impact the public improvement Project Z67 Michigan Road/Superior Road construction project.</p> <p>The review of Minnesota Statutes and case law has revealed that there are numerous procedures used by municipalities to calculate special assessment to be levied for public improvement projects. I believe that the most important ruling from Minnesota Supreme Court regarding establishment of special assessment policies is the following statement from the case entitled <i>Continental Sales & Equip. Co. v. Town of Stuntz</i>, 257 N.W.2d 546, 550 (Minn. 1977). The Minnesota Court stated as follows: “<u>Any method</u> resulting in a fair approximation of the increase in market value for each benefited parcel may be used. A method which on its face appears to be a fair approximation will be presumed valid with the burden resting upon the objector to show its invalidity.” (emphasis added)</p> <p>The term “any method” has been substantiated to support special assessments based upon front footage calculation of the lots. Any method as supported calculation of actual costs for the project based upon front foot cost. Other cities have used a conversion factor converting a general residential lot size compared to a commercial property. All of those various methods have been supported by Supreme Court action. Attached is the proposed procedure to be used by the City of Marshall on Project Z67 Michigan/Superior Road. You will note that there are three calculations that must be run for the determination of the special assessment to be levied on a lot by lot</p>

The property will receive the lesser of the various calculations done to determine the appropriate calculation for special assessment for each lot. The procedure as proposed (assuming a fee increase for residential lots to \$5,700 maximum) would indicate that the special assessments to be recommended for Project Z67 at the March 26, 2019 public hearing will be as follows:

	Parcel #	Owner	Proposed/Revised total	(For reference) Original \$166.08/LF	Difference
1.	27-383006-0 1507 Superior Rd.	Schwan's Sales Enterprises	\$35,720.06	\$54,414.50	(\$18,694.44)
1.1	27-383006-1 1509 Superior Rd.	Pete, LLC	\$28,938.95	\$44,051.40	(\$15,112.45)
2.	27-383015-0 600 Michigan Rd.	SFC Global Supply Chain, LLC	\$72,402.46	\$107,587.94	(\$35,185.47)
3.	27-383017-0 602 Michigan Rd.	Schwan's Shared Services, LLC	\$17,185.95	\$25,261.30	(\$8,075.35)
5.	27-383020-0 604 Michigan Rd.	Jackson Acquisition Corp.	\$47,577.74	\$98,548.08	(\$50,970.35)
8.	27-383027-0 1500 Superior Rd.	Schwan's Food Manufacturing	\$148,786.21	\$222,300.78	(\$73,514.57)
		TOTAL	\$350,611.37	\$552,164.00	(\$201,552.63)

You will note that the amounts to be levied are approximately 63% of the amounts initially discussed and considered previously. The new policy to be implemented does considerably lessen the amounts due by the property owners. City Attorney will be presenting and discussing this matter at the Council meeting.

Fiscal Impact:	Proposed procedure decreases the special assessment to the property owners.
Alternative/Variations:	None recommended.
Recommendations:	Approve City Council direction to staff to implement the new procedure to calculate special assessments.

LEGAL REQUIREMENTS FOR VALID SPECIAL ASSESSMENTS

1. Special assessment requirements:
 - (a) Land must receive a special benefit from the improvement being constructed,
 - (b) Assessment must be uniform upon the same class of property, and
 - (c) **Assessment may not exceed the special benefit.**
2. Value of special benefit from an improvement should be calculated based on the market value of the land before and after improvement.
3. Four methods traditionally used by court are:
 - (a) Market-data approach based on comparable sales,
 - (b) Income-capitalization approach,
 - (c) Reproduction-cost, less depreciation, approach, and
 - (d) Development-cost approach.**THERE FOUR METHODS ARE NOT EXCLUSIVE.**
4. **Any method resulting in fair approximation of the increase in market value for a benefited parcel may be used. A method which on its face appears to be a fair approximation will be presumed valid. Burden on objector to show its invalidity.**
5. MN law clearly states that the front-footage method of assessment is valid as long as it is based on the cost of the municipal improvement. Front-footage method of assessment meets constitutional and statutory requirements.
6. Benefits which may be demonstrated by a mathematical exactness are not always required in order to support an assessment. Precise accuracy has never been required and the determination of the extent of benefits has constitutionally and by legislation been committed to the city council as the assessment board.
7. MN case law has never required that only expert testimony is sufficient to overcome the presumption that the city's assessment is valid.
8. Apportionment of assessment among the various properties is a legislative function on the part of the council and will not be overturned except on a showing that it was clearly erroneous.
9. Assessment may not be arbitrary, capricious or unreasonable.
10. Assessment void as arbitrary where the front-footage calculation did not consider the cost of the improvement. (Assessment was based on previous three-years average construction costs.)
11. Special assessments may be based on a combination of projects, they may not be based on projects undertaken in different years.
12. Municipality's assessment roll generally constitutes prima facie proof that the assessment does not exceed special benefit.
13. Burden of demonstrating amount of assessment exceeds increase in value of property is on the property owner. To meet burden, owner must submit evidence demonstrating assessment exceeds increase in value as result of improvement.

SPECIAL ASSESSMENT AMOUNT CALCULATION PROCEDURES

STEPS

1. Actual cost amount

- (a) Engineering staff shall calculate the estimated cost of the proposed project. The assessable costs of the project will be allocated to each of the benefited property parcels on a frontage-foot basis.

Assessable Cost Per Frontage-foot = (Total Assessable Project Cost)/(Total Frontage-feet of All Parcels in Project)

Actual Costs Assess to Parcel "A" = (Assessable Cost Per Frontage-foot) X (Front-feet of Parcel "A")

2. Maximum assessable amount

- (a) A maximum assessable amount for each parcel will be calculated. The maximum assessable amount per parcel will be the lesser of the amounts in (1) or (2):

(1) Fixed amount per parcel

(a) Residential parcels

- i. \$5700/Parcel

(b) Commercial/Industrial parcels

- i. \$5700 X (Equivalent Number of Residential Parcels*)

(2) Fixed frontage-foot amount

- (a) (Standard Frontage-foot Rate**) X (Street Width Factor***) X (Street Strength Factor****) X (Frontage Feet)

3. The amount assessed against a particular parcel will be the lesser of the actual cost amount calculated in step 1 or the maximum assessable amount calculated in steps 2a(1) or 2a(2).
4. The maximum assessed amount in step 3 does not include the individual improvements for the sanitary sewer service line, sidewalk walk-ups, or new, additional driveway improvements within City right-of-way. The cost of any ad-ons to the project that are requested by the property owner shall be assessed to that particular property parcel in addition to the amount calculated in step 3 above.

NOTES

*Equivalent Number of Residential Parcels = (Square Feet of Parcel)/(10,000 Square Feet)

**Standard Frontage-foot Rate = (Maximum Fixed Amount Per Residential Parcel)/(Average Frontage-feet of Residential Parcel)

***Street Width Factor = (Width of Proposed Street)/(36 Feet)

****Street Strength Factor = (Strength of Proposed Street in Tons)/(7 Tons)

The fixed amount per parcel and the fixed amount per frontage-foot shall be adjusted on an annual basis.

ASSUMPTIONS

1. Average residential parcel area is 10,000 square feet.
2. Average frontage per parcel is 80 feet.
3. Average street width is 36 feet.
4. Average street is a 7-ton street.

SPECIAL ASSESSMENT AMOUNT CALCULATION PROCEDURES

STEPS

1. Actual cost amount

- (a) Engineering staff shall calculate the estimated cost of the proposed project. The assessable costs of the project (less the amounts in Step 4 below) will be allocated to each of the benefited property parcels on a frontage-foot basis.

$$\text{Assessable Cost Per Frontage-foot} = (\text{Total Assessable Project Cost}) / (\text{Total Frontage-feet of All Parcels in Project})$$

$$\text{Actual Costs Assessed to Parcel "A"} = (\text{Assessable Cost Per Frontage-foot}) \times (\text{Frontage-feet of Parcel "A"})$$

2. Maximum assessable amount

- a. A maximum assessable amount for each parcel will be calculated. The maximum assessable amount per parcel will be the lesser of the amounts in (1) or (2):

(1) Fixed amount per parcel

(a) Residential parcels

- i. \$5,700/Parcel

(b) Commercial/industrial parcels

- i. \$5,700 X (Equivalent Number of Residential Parcels*)

(2) Fixed frontage-foot amount

- (a) (Standard Frontage-foot Rate**) X (Street Width Factor***) X (Street Strength Factor****) X (Frontage-feet)

3. The amount assessed against a particular parcel will be the lesser of the actual cost amount calculated in Step 1 or the maximum assessable amount calculated in Steps 2a.(1) or 2a.(2).
4. The maximum assessed amount in Step 3 does not include the individual improvements for the sanitary sewer service line, sidewalk walk-ups, or new, additional driveway improvements within City right-of-way. The cost of any ad-ons to the project that are requested by the property owner shall be assessed to that particular property parcel in addition to the amount calculated in Step 3 above.

NOTES

*Equivalent Number of Residential Parcels = (Square Feet of Parcel)/(Square Feet of Average Residential Parcel)

**Standard Frontage-foot Rate = (Maximum Fixed Amount Per Residential Parcel)/(Average Frontage-feet of Residential Parcel)

***Street Width Factor = (Width of Proposed Street)/(Width of Average Street)

****Street Strength Factor = (Strength of Proposed Street in Tons)/(Strength of Average Street in Tons)

The fixed amount per parcel and the fixed frontage-foot amount shall be adjusted on an annual basis.

ASSUMPTIONS

1. Average residential parcel area is 10,000 square feet.
2. Maximum assessable fixed amount per residential parcel is \$5,700.
3. Average frontage per residential parcel is 80 feet.
4. Average street width is 36 feet.
5. Average street is a 7-ton street.

RESIDENTIAL PARCEL "A" ILLUSTRATION

ASSUMPTIONS

1. Average residential parcel area = 10,000 square feet
2. Maximum assessable amount per residential parcel = \$5,700
3. Average frontage per residential parcel = 80 feet
4. Standard frontage-foot rate = \$5,700/(80 feet) = \$71.25/frontage-foot
5. Average street width = 36 feet
6. Average street = 7-ton street

FACTS FOR THIS PARCEL

1. Parcel "A" is a residential parcel
2. Frontage feet of this parcel = 60 feet
3. Total frontage feet for all parcel in this project = 3,000 feet
4. Total assessable cost of proposed project = \$210,000
5. Street width = 36 feet
6. Street strength = 7-ton

STEPS

1. Actual cost amount

$$\begin{aligned}\text{Assessable Cost Per Frontage-foot} &= (\text{Total Assessable Project Cost})/(\text{Total Frontage-feet of All Parcels in Project}) \\ &= \$210,000/(3,000 \text{ frontage-feet}) = \$70/\text{frontage-foot}\end{aligned}$$

$$\begin{aligned}\text{Actual Costs Assessed to Parcel "A"} &= ((\text{Assessable Cost Per Frontage-foot}) \times (\text{Frontage Feet of Parcel "A"})) \\ &= (\$70/\text{frontage-foot}) \times (60 \text{ frontage-feet}) = \underline{\$4,200}\end{aligned}$$

2. Maximum assessable amount

- a.(1) Fixed amount per parcel

$$\underline{\$5,700} \text{ (residential parcel)}$$

- a.(2) Fixed frontage-foot amount

$$\begin{aligned}\text{Fixed Frontage-foot Amount} &= (\text{Standard Frontage-foot Rate}) \times (\text{Street Width Factor}) \times (\text{Street Strength Factor}) \times (\text{Frontage-feet}) \\ &= (\$71.25/\text{frontage-foot}) \times (36 \text{ feet})/(36 \text{ feet}) \times (7 \text{ tons})/(7 \text{ tons}) \times (60 \text{ frontage-feet}) \\ &= (\$71.25/\text{frontage-foot}) \times 1.00 \times 1.00 \times (60 \text{ frontage-feet}) \\ &= \underline{\$4,275}\end{aligned}$$

3. Final assessment amount for Parcel "A" = \$4,200 (lesser of the three amounts listed above)

RESIDENTIAL PARCEL "B" ILLUSTRATION

ASSUMPTIONS

1. Average residential parcel area = 10,000 square feet
2. Maximum assessable amount per residential parcel = \$5,700
3. Average frontage per residential parcel = 80 feet
4. Standard frontage-foot rate = \$5,700/(80 feet) = \$71.25/frontage-foot
5. Average street width = 36 feet
6. Average street = 7-ton street

FACTS FOR THIS PARCEL

1. Parcel "B" is a residential parcel
2. Frontage feet of this parcel = 100 feet
3. Total frontage feet for all parcel in this project = 3,000 feet
4. Total assessable cost of proposed project = \$210,000
5. Street width = 36 feet
6. Street strength = 7-ton

STEPS

1. Actual cost amount

$$\begin{aligned}\text{Assessable Cost Per Frontage-foot} &= (\text{Total Assessable Project Cost})/(\text{Total Frontage-feet of All Parcels in Project}) \\ &= \$210,000/(3,000 \text{ frontage feet}) = \$70/\text{frontage-foot}\end{aligned}$$

$$\begin{aligned}\text{Actual Costs Assessed to Parcel "B"} &= ((\text{Assessable Cost Per Frontage-foot}) \times (\text{Frontage-feet of Parcel "B"})) \\ &= (\$70/\text{frontage-foot}) \times (100 \text{ frontage-feet}) = \underline{\$7,000}\end{aligned}$$

2. Maximum assessable amount

- a.(1) Fixed amount per parcel

$$\underline{\$5,700} \text{ (residential parcel)}$$

- a.(2) Fixed frontage-foot amount

$$\begin{aligned}\text{Fixed Frontage-foot Amount} &= (\text{Standard Frontage-foot Rate}) \times (\text{Street Width Factor}) \times (\text{Street Strength Factor}) \times (\text{Frontage-feet}) \\ &= (\$71.25/\text{frontage-foot}) \times (36 \text{ feet})/(36 \text{ feet}) \times (7 \text{ tons})/(7 \text{ tons}) \times (100 \text{ frontage-feet}) \\ &= (\$71.25/\text{frontage-foot}) \times 1.00 \times 1.00 \times (100 \text{ frontage-feet}) \\ &= \underline{\$7,125}\end{aligned}$$

3. Final assessment amount for Parcel "B" = \$5,700 (lesser of the three amounts listed above)

RESIDENTIAL PARCEL "C" ILLUSTRATION

ASSUMPTIONS

1. Average residential parcel area = 10,000 square feet
2. Maximum assessable amount per residential parcel = \$5,700
3. Average frontage per residential parcel = 80 feet
4. Standard frontage-foot rate = \$5,700/(80 feet) = \$71.25/frontage-foot
5. Average street width = 36 feet
6. Average street = 7-ton street

FACTS FOR THIS PARCEL

1. Parcel "C" is a residential parcel
2. Frontage feet of this parcel = 76 feet
3. Total frontage feet for all parcel in this project = 3,000 feet
4. Total assessable cost of proposed project = \$240,000
5. Street width = 36 feet
6. Street strength = 7-ton

STEPS

1. Actual cost amount

$$\begin{aligned}\text{Assessable Cost Per Frontage-foot} &= (\text{Total Assessable Project Cost})/(\text{Total Frontage-feet of All Parcels in Project}) \\ &= \$240,000/(3,000 \text{ frontage feet}) = \$80/\text{frontage-foot}\end{aligned}$$

$$\begin{aligned}\text{Actual Costs Assessed to Parcel "C"} &= ((\text{Assessable Cost Per Frontage-foot}) \times (\text{Frontage-feet of Parcel "C"})) \\ &= (\$80/\text{frontage-foot}) \times (76 \text{ frontage-feet}) = \underline{\$6,080}\end{aligned}$$

2. Maximum assessable amount

- a.(1) Fixed amount per parcel

$$\underline{\$5,700} \text{ (residential parcel)}$$

- a.(2) Fixed frontage-foot amount

$$\begin{aligned}\text{Fixed Frontage-foot Amount} &= (\text{Standard Frontage-foot Rate}) \times (\text{Street Width Factor}) \times (\text{Street Strength Factor}) \times (\text{Frontage-feet}) \\ &= (\$71.25/\text{frontage-foot}) \times (36 \text{ feet})/(36 \text{ feet}) \times (7 \text{ tons})/(7 \text{ tons}) \times (76 \text{ frontage-feet}) \\ &= (\$71.25/\text{frontage-foot}) \times 1.00 \times 1.00 \times (76 \text{ frontage-feet}) \\ &= \underline{\$5,415}\end{aligned}$$

3. Final assessment amount for Parcel "C" = \$5,415 (lesser of the three amounts listed above)

COMMERCIAL/INDUSTRIAL PARCEL "D" ILLUSTRATION

ASSUMPTIONS

1. Average residential parcel area = 10,000 square feet
2. Maximum assessable amount per residential parcel = \$5,700
3. Average frontage per residential parcel = 80 feet
4. Standard frontage-foot rate = \$5,700/(80 feet) = \$71.25/frontage-foot
5. Average street width = 36 feet
6. Average street = 7-ton street

FACTS FOR THIS PARCEL

1. Parcel "D" is a commercial/industrial parcel
2. Frontage feet of this parcel = 300 feet
3. Total frontage feet for all parcel in this project = 3,000 feet
4. Total square feet of Parcel "D" = 200,000
5. Total assessable cost of proposed project = \$360,000
6. Street width = 38 feet
7. Street strength = 10-ton

STEPS

1. Actual cost amount

$$\begin{aligned}\text{Assessable Cost Per Frontage-foot} &= (\text{Total Assessable Project Cost})/(\text{Total Frontage-feet of All Parcels in Project}) \\ &= \$360,000/(3,000 \text{ frontage-feet}) = \$120/\text{frontage-foot}\end{aligned}$$

$$\begin{aligned}\text{Actual Costs Assessed to Parcel "D"} &= ((\text{Assessable Cost Per Frontage-foot}) \times (\text{Frontage-feet of Parcel "D"})) \\ &= (\$120/\text{frontage-foot}) \times (300 \text{ frontage-feet}) = \underline{\$36,000}\end{aligned}$$

2. Maximum assessable amount

- a.(1) Fixed amount per parcel

$$\begin{aligned}\text{Equivalent \# of Residential Lots} &= (\text{Square Feet of Parcel})/(\text{10,000 Square Feet}) \\ &= 200,000/10,000 \\ &= 20 \text{ Residential Lots}\end{aligned}$$

$$\begin{aligned}\text{Fixed Amount Per Parcel} &= \$5,700 \times (\text{Equivalent \# of Residential Lots}) \\ &= \$5,700 \times 20 \\ &= \underline{\$114,000}\end{aligned}$$

- a.(2) Fixed frontage-foot amount

$$\begin{aligned}\text{Fixed Frontage-foot Amount} &= (\text{Standard Frontage-foot Rate}) \times (\text{Street Width Factor}) \times (\text{Street Strength Factor}) \times (\text{Frontage-feet}) \\ &= (\$71.25/\text{frontage-foot}) \times (38 \text{ feet})/(36 \text{ feet}) \times (10 \text{ tons})/(7 \text{ tons}) \times (300 \text{ frontage-feet}) \\ &= (\$71.25/\text{frontage-foot}) \times 1.056 \times 1.429 \times (300 \text{ frontage-feet}) \\ &= \underline{\$32,232}\end{aligned}$$

3. Final assessment amount for Parcel "D" = \$32,232 (lesser of the three amounts listed above)

COMMERCIAL/INDUSTRIAL PARCEL "E" ILLUSTRATION

ASSUMPTIONS

1. Average residential parcel area = 10,000 square feet
2. Maximum assessable amount per residential parcel = \$5,700
3. Average frontage per residential parcel = 80 feet
4. Standard frontage-foot rate = \$5,700/(80 feet) = \$71.25/frontage-foot
5. Average street width = 36 feet
6. Average street = 7-ton street

FACTS FOR THIS PARCEL

1. Parcel "E" is a commercial/industrial parcel
2. Frontage feet of this parcel = 500 feet
3. Total frontage feet for all parcel in this project = 3,000 feet
4. Total square feet of Parcel "E" = 80,000
5. Total assessable cost of proposed project = \$360,000
6. Street width = 38 feet
7. Street strength = 10-ton

STEPS

1. Actual cost amount

$$\begin{aligned}\text{Assessable Cost Per Frontage-foot} &= (\text{Total Assessable Project Cost})/(\text{Total Frontage-feet of All Parcels in Project}) \\ &= \$360,000/(3,000 \text{ frontage-feet}) = \$120/\text{frontage-foot}\end{aligned}$$

$$\begin{aligned}\text{Actual Costs Assessed to Parcel "E"} &= ((\text{Assessable Cost Per Frontage-foot}) \times (\text{Frontage-feet of Parcel "E"})) \\ &= (\$120/\text{frontage-foot}) \times (500 \text{ frontage-feet}) = \underline{\$60,000}\end{aligned}$$

2. Maximum assessable amount

- a.(1) Fixed amount per parcel

$$\begin{aligned}\text{Equivalent \# of Residential Lots} &= (\text{Square Feet of Parcel})/(10,000 \text{ Square Feet}) \\ &= 80,000/10,000 \\ &= 8 \text{ Residential Lots}\end{aligned}$$

$$\begin{aligned}\text{Fixed Amount Per Parcel} &= \$5,700 \times (\text{Equivalent \# of Residential Lots}) \\ &= \$5,700 \times 8 \\ &= \underline{\$45,600}\end{aligned}$$

- a.(2) Fixed frontage-foot amount

$$\begin{aligned}\text{Fixed Frontage-foot Amount} &= (\text{Standard Frontage-foot Rate}) \times (\text{Street Width Factor}) \times (\text{Street Strength Factor}) \times (\text{Frontage-feet}) \\ &= (\$71.25/\text{frontage-foot}) \times (38 \text{ feet})/(36 \text{ feet}) \times (10 \text{ tons})/(7 \text{ tons}) \times (500 \text{ frontage-feet}) \\ &= (\$71.25/\text{frontage-foot}) \times 1.056 \times 1.429 \times (500 \text{ frontage-feet}) \\ &= \underline{\$53,720}\end{aligned}$$

3. Final assessment amount for Parcel "E" = \$45,600 (lesser of the three amounts listed above)

COMMERCIAL/INDUSTRIAL PARCEL "F" ILLUSTRATION

ASSUMPTIONS

1. Average residential parcel area = 10,000 square feet
2. Maximum assessable amount per residential parcel = \$5,700
3. Average frontage per residential parcel = 80 feet
4. Standard frontage-foot rate = \$5,700/(80 feet) = \$71.25/frontage-foot
5. Average street width = 36 feet
6. Average street = 7-ton street

FACTS FOR THIS PARCEL

1. Parcel "F" is a commercial/industrial parcel
2. Frontage feet of this parcel = 300 feet
3. Total frontage feet for all parcel in this project = 4,000 feet
4. Total square feet of Parcel "F" = 80,000
5. Total assessable cost of proposed project = \$360,000
6. Street width = 38 feet
7. Street strength = 10-ton

STEPS

1. Actual cost amount

$$\begin{aligned}\text{Assessable Cost Per Frontage-foot} &= (\text{Total Assessable Project Cost})/(\text{Total Frontage-feet of All Parcels in Project}) \\ &= \$360,000/(4,000 \text{ frontage-feet}) = \$90/\text{frontage-foot}\end{aligned}$$

$$\begin{aligned}\text{Actual Costs Assessed to Parcel "F"} &= ((\text{Assessable Cost Per Frontage-foot}) \times (\text{Frontage-feet of Parcel "F"})) \\ &= (\$90/\text{frontage-foot}) \times (300 \text{ frontage-feet}) = \underline{\underline{\$27,000}}\end{aligned}$$

2. Maximum assessable amount

- a.(1) Fixed amount per parcel

$$\begin{aligned}\text{Equivalent \# of Residential Lots} &= (\text{Square Feet of Parcel})/(\text{10,000 Square Feet}) \\ &= 80,000/10,000 \\ &= 8 \text{ Residential lots}\end{aligned}$$

$$\begin{aligned}\text{Fixed Amount Per Parcel} &= \$5,700 \times (\text{Equivalent \# of Residential Lots}) \\ &= \$5,700 \times 8 \\ &= \underline{\underline{\$45,600}}\end{aligned}$$

- a.(2) Fixed frontage-foot amount

$$\begin{aligned}\text{Fixed Frontage-foot Amount} &= (\text{Standard Frontage-foot Rate}) \times (\text{Street Width Factor}) \times (\text{Street Strength Factor}) \times (\text{Frontage-feet}) \\ &= (\$71.25/\text{frontage-foot}) \times (38 \text{ feet})/(36 \text{ feet}) \times (10 \text{ tons})/(7 \text{ tons}) \times (300 \text{ frontage-feet}) \\ &= (\$71.25/\text{frontage-foot}) \times 1.056 \times 1.429 \times (300 \text{ frontage-feet}) \\ &= \underline{\underline{\$32,232}}\end{aligned}$$

3. Final assessment amount for Parcel "F" = **\$27,000** (lesser of the three amounts listed above)

SPECIAL ASSESSMENTS REPORT

For many months, the Ways and Means Committee, city staff, and the city attorney have worked together to refine and improve the methods the city uses to calculate special assessments for commercial/industrial and residential properties. In our efforts, we have reviewed special assessment methods used by various Minnesota cities. In addition, numerous Minnesota court cases were studied and analyzed. Attached to this report is a document that provides steps to be used in calculating special assessment amounts for both residential and commercial/industrial properties. The attached document has the support of the Ways and Means Committee, city staff, and the city attorney, and it is recommended that the City Council formally approve the proposed special assessment calculation procedures.

Special assessments are charges levied by local governments against real property to defray the costs of public work or improvements which benefit such property. The theory behind special assessments is that those who benefit from improvements should pay for those improvements. Because only those properties which specially benefit from the improvement bear the cost of the improvement, the general property tax is not burdened. Special assessments are a fee and the rates for special assessments are included in the City's fee schedule.

Under Minnesota law, special assessments must meet the following three requirements: (1) land must receive a special benefit from the improvement being constructed, (2) assessments must be uniform upon the same class of property, and (3) assessments may not exceed the special benefit. Of these three requirements, the most difficult one to meet is that special assessments may not exceed the special benefit to the property. A special assessment that exceeds the special benefit is a taking of property without fair compensation and violates both the Fourteenth Amendment of the United States Constitution and the Minnesota Constitution.

How do we measure the special benefit from an improvement? The special benefit from the improvement is calculated based on the market value of the land before and after the improvement. Four methods are traditionally used by courts to measure the special benefit. These methods are: (1) market-data approach based on comparable sales, (2) income-capitalization approach, (3) reproduction-cost, less depreciation, approach, and (4) development-cost approach. However, these four methods are not exclusive. Any method resulting in a fair approximation of the increase in market value for a benefited parcel may be used. Minnesota law clearly states that the front-footage method of assessment is valid as long as it is based on the cost of the improvement. Whichever method is used, the special assessment may not be arbitrary, capricious or unreasonable.

As indicated before, the Committee and city staff reviewed special assessment policies and procedures for a number of Minnesota cities. Some cities use the front-footage method, some use a per lot method, and some allocate assessments based upon square footage. Of those cities using the front-footage method, the highest commercial/industrial assessment rate was \$190 per frontage-foot and the highest residential assessment rate was \$110 per frontage-foot.

The special assessment calculation procedure developed by the Committee and city staff is basically a front-footage method. However, one of the calculation steps (Step 2.a.(1)) is based upon square footage.

In 2006, the City of Marshall was a party in a court case involving special assessments. As a result of that court case, the City adopted a policy that the maximum special assessment amount per residential parcel would be \$4720. Throughout the years, that maximum special assessment amount for residential property has been increased because of inflation and currently it is at \$5500 per parcel. The special assessment

amount calculation procedures that are being proposed include a provision for a maximum assessable amount.

Under Minnesota law, the special assessment amount may not exceed the lesser of the following amounts: (1) the actual cost of the improvement, or (2) the special benefit realized because of the improvement. Various steps in our proposal are used is to make sure that the requirements of Minnesota law are satisfied.

Step 1 of our proposal allocates the actual cost of the improvement to a particular parcel based on its frontage feet. This step ensures the requirement that the assessment does not exceed the actual cost of the improvement is met.

The purpose of Step 2 to measure the special benefits realized by a particular parcel. Step 2.a.(1) is based upon a maximum fixed amount per parcel. This step incorporates the maximum assessment amount that the City has been using for years for special assessments regarding residential parcels. The policy of having a maximum fixed amount per parcel (currently \$5500) has worked very well for the City in past years. We want to continue this policy for residential parcels and expand it so that we can also use it for commercial/industrial parcels. Under this proposal, Step 2 has been modified so that it now also includes a maximum provision for commercial/industrial parcels. Commercial/industrial parcels are generally larger in size than residential parcels. In order to compensate for the difference in size, a formula was developed to convert commercial/industrial parcels into an equivalent number of residential parcels based upon square feet calculations. The attached procedures document provides further information regarding this step.

In addition to the fixed amount per parcel step (Step 2a.(1)), an additional step (Step 2a.(2)) has been added that is a fixed frontage-foot amount. The purpose of this step is to adjust the maximum amount for such factors as the width of the street and the strength of the street. Having wider streets and stronger streets adds cost to a construction project. On the other hand, it is generally true that commercial/industrial parcels receive benefits from having wider streets and stronger streets. This step helps ensure that those that benefit from wider and stronger streets also pay for the additional costs of the wider and stronger streets.

As indicated before, the law requires that the special assessment may not exceed the lesser of the actual cost amount or the special benefit amount. The purpose of Step 3 is to ensure that the lesser of those two amounts is assessed against the property.

In various improvement projects, it is not unusual for property owners to request that certain improvements be made to their specific property. The purpose of Step 4 is to provide official notification that the cost of any ad-ons requested by certain property owners will be assessed to that particular property in addition to the amount calculated in Step 3.

There is no perfect special assessment calculation procedure. It is a subjective process and it is virtually impossible to measure the exact special benefits derived by the property because of the improvements. The courts have stated that benefits which may be demonstrated by a mathematical exactness are not always required in order to support an assessment. Precise accuracy has never been required.

Attached to this report are illustrations showing how the proposed special assessment procedures would work under a variety of different scenarios. The first three illustrations relate to residential parcels and the last three relate to commercial/industrial parcels. The purpose of these illustrations is to show that there are three possible assessment amounts and that the lowest of the three amounts is always chosen as the

final assessment amount. Again, the law requires that the special assessment may not exceed the lesser of the actual cost of the improvement or the benefit derived by the improvements.

The second recommendation from the Ways & Means Committee relates to the maximum fixed amount per parcel for residential parcels. As stated before, that amount is currently at \$5500. The Committee is proposing that the rate be increased to \$5700. There are a variety of reasons for this recommendation. First of all, it has been a number of years since the rate was last increased. We believe that due to the effects of inflation, that rate should be increased again. The \$200 increase would be a 3.6% increase. Again, it has been a number of years since the rate was last adjusted.

Sometime various levels of government have a policy that tax legislations should be revenue neutral. A revenue neutral policy means that if government lowers taxes in one manner, that they need to increase taxes in another manner so that the total tax revenue collected by the government does not decrease. Special assessments are not taxes. However, the same idea of a revenue neutral policy could be applied to special assessments. In our proposal, we are increasing the maximum fixed amount per parcel from \$5500 to \$5700. However, under our old policy we had one maximum assessable amount. Under the new procedures, we have added a step and we will now have two possible maximum assessable amounts. We will have a fixed amount per parcel (Step 2a.(1)) and a fixed frontage-foot amount (Step 2.a.(2)). By adding this additional step, some property owners will now have a maximum assessable amount less than the current \$5500 amount if the fixed frontage-foot amount step applies. Based upon our calculations, property owners with a frontage of more than 77 feet will end up with a maximum greater than \$5500 while property owners with a frontage of less than 77 feet will have a maximum of less than \$5500 under the proposed assessment procedures. Simply stated, if the assessment procedure is changed and if the maximum assessment amount is increased from \$5500 to \$5700, some property owners will see their special assessment amount go up and some will see it go down. It needs to be pointed out that any decrease in total special assessments will need to be paid out of general property tax revenues.

In the City's special assessment court case, efforts were made to measure the benefit received by property because of street improvements. In its efforts to measure the benefit, the court looked at the values of various properties located in the City of Hutchinson and various properties located in the City of Marshall. At the present time, the City of Hutchinson's special assessment rate is \$80/frontage-foot. For the City of Marshall, we estimate the average frontage-feet for a residential parcel is 80 feet. Based upon its rates, a parcel located in Hutchinson that has a frontage of 80 feet would have a special assessment of \$6400 (\$80/foot X 80 feet). That special assessment amount for a Hutchinson parcel would exceed the \$5700 maximum that we are proposing for the City of Marshall.

An important consideration in any construction project is the financing. For our street projects, we issue Chapter 429 special assessments bonds. Minnesota law specifically states that an election shall be required for Chapter 429 special assessment bonds if less than 20% of the cost of the improvement to the city is to be assessed against benefited property. In other words, if property owners are not assessed for at least 20% of the project cost, the City is required to hold an election and the majority of voters would have to approve the issuance of the bonds. Holding an election would increase the cost of the project and could also cause a delay in the start of construction. In developing our special assessment procedures, the Committee has done its best to try to develop formulas that will have ensure that the 20% requirement will be satisfied so that special elections will not be needed for our various projects. Increasing the maximum amount from \$5500 to \$5700 will help us in those efforts.

Again, the theory behind special assessments is the principle that those who benefit from improvements should help pay for those improvements.



CITY OF MARSHALL AGENDA ITEM REPORT

Meeting Date:	Tuesday, March 12, 2019
Category:	NEW BUSINESS
Type:	ACTION
Subject:	Consider Resolution Amending the 2019 Fee Schedule
Background Information:	<p>Attached is the proposed amendments to the 2019 Fee Schedule. The Ways & Means Committee reviewed the amendments to the Fee Schedule at their meeting on February 26, 2019. Staff and Ways & Means Committee are recommending Council approval of amendments.</p> <p>Amendments are pertaining to the street special assessment fees. The amendments are shown in the redlined Fee Schedule.</p>
Fiscal Impact:	
Alternative/ Variations:	
Recommendations:	Approve Resolution Number XXXX, Second Series approving specific fees to be charged by the City of Marshall.

RESOLUTION NUMBER _____, SECOND SERIES

RESOLUTION APPROVING SPECIFIC FEES TO BE CHARGED
BY THE CITY OF MARSHALL

WHEREAS, several sections of the City Code permit the Common Council to adopt by resolution, rules, regulations and permit fees which will be effective in the City.

NOW THEREFORE, BE IT RESOLVED, the 2019 amended fee schedule is hereby approved for the designated services of the City of Marshall and shall be effective March 12, 2019.

Passed and adopted by the City Council this 12th day of March 2019.

Robert J. Byrnes
Mayor of the City of Marshall

ATTEST:

Kyle Box
City Clerk



2019 FEE SCHEDULE

Approved ~~1/23/2019~~ 3/12/2019

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Finance charge: 1.5% per month on unpaid balance of City bills after 30 days from date of 1st billing

ASSESSING DEPARTMENT

	<u>Fee/Charge</u>
Copies	\$ 0.25 per side
Sales Summary	\$ 10.00 each
Apartment List	\$ 15.00
Ownership Searches	\$ 4.00 per parcel
Yearly Subscription Rate	\$ 75.00

CLERK

	<u>Fee/Charge</u>
Brewer Tap Room	\$ 500.00 Annual
Club License	\$ 275.00 Annual
Consumption & Display	\$ 130.00 Annual
	\$ 25.00 1 Day
Growlers License	\$ - Annual
On-Sale Liquor License	\$ 3,000.00 Annual
Financial Background (on-sale liquor)	Charged at rate of 3rd Party Vendor
Off-Sale 3.2% Malt Liquor	\$ 90.00 Annual
On-Sale 3.2% Malt Liquor	\$ 250.00 Annual
Sunday Liquor	\$ 200.00 Annual
Temporary On-Sale Liquor	\$ 30.00 Per Day
Temporary On-Sale 3.2% Malt Liquor	\$ 30.00 Per Day
	\$ 50.00 Month
Tobacco License	\$ 150.00 Annual
Wine License	\$ 600.00 Annual
Dangerous Animals	\$ 150.00 Annual
Dog or Cat License	
Male/Female	\$ 16.00 Annual
Unisex	\$ 8.00 Annual
Replacement of tag	\$ 1.00
Pick-up (Animal at large)	\$ 10.00
Board	\$ 10.00 Per Day
Animal at Large	\$ 90.00
No City License	\$ 90.00
Rabies Vaccination not current	Court
Disturbing the Peace	Court
Garbage & Refuse Haulers	\$ 160.00 Annual
Special Vehicle Permit	\$ 35.00 Annual
Non-profits Exempt (must provide certification)	
Taxicabs	\$ 100.00 Annual
	\$ 25.00 Per Additional Vehicle
Transient Merchant	\$ 30.00 Per Month
	\$ 160.00 Bi-Annual
	\$ 315.00 Annual
Refunding of License Fee	20% of fee up to a maximum of \$100.00

ADMINISTRATION & HUMAN RESOURCES

	<u>Fee/Charge</u>
W-2 - Duplicate	\$ 15.00
ACA Form/1095-C - Duplicate	\$ 15.00
Deposit Notice – Duplicate	\$ 5.00
Copies	\$ 0.25
Administrator Fee for Retiree Insurance (<i>Health/Dental/Life</i>)	2% of total cost to the City

FINANCE

	<u>Fee/Charge</u>
Assessment Searches	\$ 15.00
Returned check for all City departments	\$ 30.00
Budget Reports	\$ 25.00
Audit Reports	\$ 25.00
Business Tax Abatement Application	\$ 750.00

COMMUNITY SERVICES

	<u>Fee/Charge</u>	<u>Deposit</u>
Shelter Permits	\$ 25.00	\$25.00
Park Gazebo Permit	\$ 25.00	\$25.00
Moving Liberty Park Benches for Events	\$ 100.00	
Collapsible Picnic Tables (Min:6/Max:50)	\$ 10.00 Per Table/Per Day	
Tents 20 x 20	\$ 200.00 Weekend	\$200.00
	\$ 100.00 Per Day	\$200.00
Tents 20 x 30	\$ 200.00 Weekend	\$200.00
	\$ 100.00 Per Day	\$200.00
Band Shell	\$ 150.00 Per Day	\$50.00
Channel Parkway Complex	\$ 100.00 Per Day	\$100.00
	\$ 150.00 2 Days	\$100.00
Amateur Sports Complex	\$ 250.00 Per Day	\$100.00
	\$ 200.00 2 Days	\$100.00
One Ballfield	\$ 75.00 Per Day	\$100.00
Independence Park Youth Ballfields	\$ 50.00 Per Day/Per Field/Without Lights	
(2 Fields: 1 Lighted & 1 Not Lighted)	\$ 75.00 Per Day/One Field With Lights	
	\$ 125.00 Per Day/Both Fields/One Field With Lights	
American Legion Field Ballfield	\$ 150.00 Per Day/Without Lights	
	\$ 200.00 Per Day/With Lights	
Legion Field Park Youth Ballfields	\$ 25.00 Per Day	
Justice Park Youth Baseball/Softball Field	\$ 25.00 Per Day	
Marshall Aquatic Center (Minimum 25 people)	\$ 100.00 Per Hour &	
	\$ 3.00 Per Person	

Cable

	<u>Fee/Charge</u>	
DVD	\$ 11.00	Includes Tax
CD	\$ 3.00	
CD w/Printed Cover	\$ 5.00	
Filming w/Certification	\$ 50.00	Per Day
Editing w/Certification	\$ 10.00	Per Hour
Certification Training	\$ 100.00	
Student (high school and full-time post secondary)	\$ 25.00	Per Hour

Stage

	<u>Fee/Charge</u>	
Damage Deposit	\$ 500.00	
Call-Back	\$ 50.00	Per Hour
Basic Unit; 24x20 ft., set-up and take down		
Marshall non-profit business or agency	\$ 250.00	
Marshall for profit business or agency	\$ 350.00	
All others	\$ 600.00	

Basic Unit; plus additional 16x4 ft., set-up and take down

Marshall non-profit business or agency	\$ 350.00	
Marshall for profit business or agency	\$ 500.00	
All others	\$ 1,200.00	

Park Land Development

	<u>Fee/Charge</u>	
For any residential or commercial subdivision of property after March 10, 2009, upon initial sale		
Residential Lot	\$ 500.00	Per Lot
Commercial Lot		2% Of gross unimproved value per commercial lot

Telecommunication

	<u>Fee/Charge</u>	
Application	\$ 1,000.00	
Annual Permit	\$ 1.00	Per Lineal Foot from point of initiation to point of termination for the use of City owned right-of-way

Adult Community Center

	<u>Fee/Charge</u>	
Meeting Room (24 chairs only or 16 with tables)	\$ -	Per Hour
	\$ 20.00	Per Hour
Dining Hall (140 chairs with tables)	\$ -	Per Hour
	\$ 30.00	Per Hour
	\$ 75.00	Per Hour

Groups A , B

Group C

Groups A , B

Groups A , B**

Group C

The kitchen is not available for use. This applies to all caterers and renters.
(This includes the refrigerator, stove, freezer, sink, dishwashers, etc.)

Group A: Seniors/City of Marshall sponsored events.

Any group of seniors meeting during regular scheduled hours (9-4), depending on space assignment.

Group B: Local public agencies and non-profit organizations.

Group C: Private/Commercial/State of Minnesota Groups

** Meeting after regular scheduled hours (after 4:00 p.m.)

Rentals will be made as follows based on space availability:

1. Senior Center Programs/Activities
2. Marshall Area Senior Citizens, Inc. Members (receive a \$5/hr. discount)
3. Seniors (age 55 & older)
4. All others

Red Baron Arena and Expo Center

	<u>Fee/Charge</u>
Video Board usage for events	\$ 300.00 Per Event
Plus Staff time	\$ 25.00 Per Hour Per Staff
Advertising Fees	Contractual Agreement

Ice Rink

	<u>Fee/Charge</u>
Open Rate	\$ 125.00 Per Hour
10 or more hours booked at one time	\$ 115.00 Per Hour
30 or more hours booked at one time	\$ 100.00 Per Hour
Marshall Community Services	\$ 75.00 Per Hour
Marshall High School	\$ 75.00 Per Hour
(Marshall High School will not be charged ice time during high school games or tournaments)	
Southwest Figure Skating Club	\$ 75.00 Per Hour
Marshall Area Hockey Association (MAHA)	\$ 65.00 Per Hour (1st 450 hrs.) \$40.00 Per Hour thereafter
Off season (June 1–August 31)(Saturday and Sunday)	\$ 80.00 Per Hour
Ice Painting Equipment	\$ 250.00 Per Day

Expo/Meeting Room

	<u>Fee/Charge</u>
Full day expo floor rental	\$ 1,050.00 Per Day
Event SETUP	\$ 50.00 Per Hour after 5pm
Event CLOSURE	\$ 50.00 Per Hour after 5pm
Club Room	\$ 400.00 Per Day or Event
	\$ 80.00 Per Hour
Lower level meeting Room	\$ 30.00 Per Hour

FIRE DEPARTMENT

	<u>Fee/Charge</u>
Fire/Rescue Calls (Outside city limits)	\$ 1,000.00
Fire/Rescue Calls (Within city limit)	\$ 750.00
After 5 hours, incident billing will follow the Southwest/West Central Fire Department Association Mutual Aid Agreement	
Hazardous Materials Trailer	\$ 750.00 Plus supplies & materials used
Pumping Fuel or Gas (48 hours to pick up)	\$ 1.00 Per Gallon in and out (48 hours to pick up)
If not picked up within 48 hours, owner will be assessed cost of Hazardous waste disposal contractor to dispose of waste.	
Natural Gas Hits	\$ 750.00 Per Call
Automatic fire alarm activation	\$ 750.00 Per Call
(3rd call and after, within 72 hour period OR 3 business days, until functional)	
Education Trailer (to all departments)	\$ 150.00 Per Day
Fire Chief's call for service (officer's pages)	\$ 100.00 Per Hour
Each firefighter responding to the call for service	\$ 17.50 Per Hour

Calls that are caused by negligence will be billed out on cost basis of equipment and manpower:

<u>Fire Equipment</u>	<u>Fee/Charge</u>
Rescue Van	\$ 125.00 Per Hour
1500 GPM Engine	\$ 295.00 Per Hour
1000 GPM Engine	\$ 200.00 Per Hour
Ladder Truck	\$ 750.00 For Initial First Hour
	\$ 250.00 Per Hour thereafter
Tanker	\$ 160.00 Per Hour
Grass Rig	\$ 125.00 Per Hour
Haz-Mat Trailer	\$ 125.00 Per Hour
Water Auger with Engine or Tanker	\$ 150.00 Per Hour
UTV	\$ 85.00 Per Hour
Mileage to organizations outside the Southwest/West Central Fire Department Mutual Aid	\$ 1.75 Per Mile

Any equipment/tools damaged/destroyed due to the call for service will be assessed at actual cost to the owner or responsible party of the call for service.

Supplies: (Billed out at cost incurred)

AFFF Foam	\$ 150.00 Per Pail
AR-AFFF Foam	\$ 200.00 Per Pail
Floor Dry	\$ 15.00 Per Bag
55 Gallon steel barrel with metal lid	\$ 135.00 Per Barrel
8"x10' absorbent boom	\$ 145.00 Per Boom

PUBLIC SAFETY DEPARTMENT

	<u>Fee/Charge</u>
Police Records	\$ 0.25 Per Sheet of six pages or more
DVD/CD of Photos, Videos and Audio	\$ 20.00 Each
False Alarm Call (after 3rd)	\$ 60.00
Residence Check	
First three checks	\$ 40.00
After 3rd check	\$ 10.00
Towing Administration Fee	\$ 15.00
Storage	\$ 25.00 Per Day
Opening Car Door	\$ 35.00
In-house Background Check	\$ 20.00
Funeral Escorts (3 or more Officers)	\$ 150.00
Bank Escorts	\$ 50.00

Parking Violations

	<u>Fee/Charge</u>	<u>After 10 Days</u>
Prohibited Parking	\$ 15.00	\$ 30.00
Double Parking	\$ 15.00	\$ 30.00
Blocking Driveway	\$ 15.00	\$ 30.00
No Parking Zone	\$ 15.00	\$ 30.00
Blocking Alley	\$ 15.00	\$ 30.00
Parking in Alley	\$ 15.00	\$ 30.00

MERIT CENTER

<u>Classroom</u>	Room A or B	Room A or B	Room A & B	Room A & B
	<u>1/2 Day</u>	<u>Full Day</u>	<u>1/2 Day</u>	<u>Full Day</u>
Public Safety	\$ 10.00	\$ 10.00	\$ 20.00	\$ 20.00
Government/Non-Profit	\$ 30.00	\$ 50.00	\$ 45.00	\$ 75.00
Business	\$ 50.00	\$ 75.00	\$ 75.00	\$ 100.00

Props & Simulators

	<u>Fee/Charge</u>	
Public Safety	\$ 35.00	Per Item Per Day
Government/Non-Profit	\$ 35.00	Per Item Per Day
Business	\$ 50.00	Per Item Per Day

Driving Course

	<u>1/2 Day</u>	<u>1/2 Day Hourly</u>	<u>Full Day</u>	<u>Full Day Hourly</u>
Government/Non-Profit	\$ 120.00	\$ 20.00	\$ 200.00	\$ 35.00
Business	\$ 200.00	\$ 30.00	\$ 300.00	\$ 50.00

Rate Categories

Public Safety: training of police, fire, ambulance, hazardous material teams, etc.

Government/Non-Profit: training for entities such as civic, charitable, service clubs, government organizations, etc.

Business: training for private individuals, organizations, and businesses of any kind.

* *Marshall Community Services Drivers Education Program Fees and Rates set by separate agreement.*

PUBLIC WORKS DEPARTMENTS

Airport

	<u>Fee/Charge</u>	
Hangar Rent		
Single Engine	\$ 80.00	Per Month
Twin Engine	\$ 100.00	Per Month
Winch	\$ 10.00	Per Month
Electric service for Heater	\$ 5.00	Per Month

(These rates are for governmental agencies only. For non-governmental entities, multiply rate by 1.5.; With Operator)

Oshkosh/FWD 24' Snow Plow with Batwings	\$ 130.00	Per Hour
Oshkosh Blower	\$ 130.00	Per Hour
Oshkosh Airport Runway Broom (18-ft.)	\$ 130.00	Per Hour
Dump Truck	\$ 115.00	Per Hour
Skid Loader	\$ 110.00	Per Hour

Building Inspection

NOTE: Building Permit Applications are subject to Minnesota State Surcharge per Minnesota Statute.

Building Permit Application

	<u>Fee/Charge</u>
<u>Total Valuation</u>	
\$1.00 - \$500.00	\$ 20.50
\$501.00 - \$2,000.00	\$ 20.50 First \$500 +
	\$ 3.10 Each Add 'l \$100 or fraction thereof
\$2,001.00 - \$25,000.00	\$ 67.00 First \$2,000 +
	\$ 11.25 Each Add 'l \$1,000 or fraction thereof
\$25,001.00 - \$50,000.00	\$ 325.75 First \$25,000+
	\$ 8.20 Each Add 'l \$1,000 or fraction thereof
\$50,001.00 - \$100,000.00	\$ 530.75 First \$50,000+
	\$ 6.10 Each Add 'l \$1,000 or fraction thereof
\$100,001.00 - \$500,000.00	\$ 835.75 First \$100,000+
	\$ 4.85 Each Add 'l \$1,000 or fraction thereof
\$500,001.00 - \$1,000,000.00	\$ 2,775.75 First \$500,000+
	\$ 4.40 Each Add 'l \$1000 or fraction thereof
\$1,000,000.00 and up	\$ 4,975.75 First \$1,000,000+
	\$ 3.30 Each Add 'l \$1000 or fraction thereof

Community Planning Department staff reserves the right to establish construction valuation based on the Building Permit Valuation Policy

Investigation Fee (when work is started prior to obtaining Building Permit)

First Violation	25% of building permit fee OR
	\$ 50.00 whichever is greater
Consecutive Violations	50% of building permit fee OR
	\$ 100.00 whichever is greater
Demolition Permit	35% of calculated fees
Re-inspection	\$ 50.00
Copy of Prior Permit	\$ 5.00
Plan Review	
Commercial Projects	65% of building permit fee
New one & two Family Dwelling	35% of building permit fee

WWTF Sanitary Sewer Connection Permit Application

Nominal Size of Sanitary Sewer Pipe	Connect +	Inspection =	Total
Exiting the Building	(WWTF)	(Bldg. Insp.)	
4"	200.00	50.00	\$ 250.00
6"	575.00	50.00	\$ 625.00
> 6"	2,000.00	50.00	\$ 2,050.00

Planning Commission Action Request Application

Escrow will be used for direct costs incurred by the City of Marshall. The difference will be refunded if OVER \$5 or billed if OVER \$50.

	<u>Fee/Charge</u>	<u>Escrow</u>
Variance Adjustment Permit	\$ 300.00	\$ 300.00
Conditional Use Permit	\$ 300.00	\$ 300.00
Map Amendment (Rezoning) Application	\$ 300.00	\$ 300.00

Direct costs include but are not limited to:

1) Administration Fee \$10; 2) Publications; 3) Postage; 4) Recording (Excludes Staff Cost)

Subdivision Platting

Preliminary Plat	\$	70.00	Per Acre	+ Direct Costs
Final Plat	\$	50.00	Per Acre	+ Direct Costs
Planned Unit Development (PUD) (excludes platting fee)	\$	200.00	Per Acre	+ Direct Costs
Base Map Updating (whichever is greater)	\$	5.00	Per Lot	
	\$	15.00	Per Acre	
Zoning Letter	\$	25.00		

Engineering

Fee/Charge

Overweight Load Permit

Single Trip	\$	50.00	Per Vehicle	
Annual from application date				
<= 6 Axles/90,000 lbs.	\$	300.00	Per Vehicle	
> 6 Axles/90,000 lbs.	\$	500.00	Per Vehicle	

Direct costs include but are not limited to:

1) Administration Fee \$10; 2) Publications; 3) Postage; 4) Recording (Excludes Staff Cost)

Annexation Application	\$	100.00	+ Direct Costs
Vacation of Public Rights of Way/Public Easements Application	\$	100.00	+ Direct Costs

Moving In-Town Permit Application	\$	200.00
Moving on Public Right of Way Permit Application	\$	50.00

Copying/Plotting/Printing (No Charge if under \$5)

Fee/Charge

Small Scale Copies (8½ x 11, 8½ x 14, 11 x 17)	\$	0.25	Per Sheet
Small Scale Plots/Prints (8½ x 11, 8½ x 14, 11 x 17)	\$	0.60	Per Sheet
Large Scale (18 x 24 and larger)	\$	3.00	Per Square Foot

Aerial Photo Printing/CD Copies (No charge if under \$5)

Fee/Charge

8½ x 11	\$	2.00	
11 x 17	\$	5.00	
Large Scale Prints	\$	4.00	Per Square Foot

Excavation Permit Application within City Right of Way **Fee/Charge**

Deposit is refundable less costs for repair- Billed extra if direct costs exceed deposit

Utility Companies-Post Yearly	\$	5,000.00	Bond
Excavation	\$	400.00	Deposit plus
	\$	50.00	Inspection
Driveway Permit	\$	300.00	Deposit plus
	\$	50.00	Inspection
Sidewalk Permit	\$	50.00	Inspection
Investigation Fee (when work is started prior to obtaining Permit)	\$	50.00	

Special Projects

	<u>Fee/Charge</u>
Standard Engineering for Special Assessment Projects	16% (Construction Cost + Contingencies)
Engineer (Registered)	\$ 100.00 Per Hour
Assistant Engineer	\$ 75.00 Per Hour
Senior Engineering/Specialist	\$ 60.00 Per Hour
Engineering Technician/Specialist	\$ 50.00 Per Hour
Building Official	\$ 70.00 Per Hour
Building Inspector	\$ 55.00 Per Hour
Administrative Assistant	\$ 50.00 Per Hour
Office Assistant/Receptionist	\$ 35.00 Per Hour
GPS Survey	\$ 100.00 Per Hour

Watermain Tapping & Water Meters (Refer to Marshall Municipal Utilities for application and fees.)
(Equipment hourly rate/not including operator). Add \$30.00/hour for operator.

Storm Sewer Connection Permits

(Inside Diameter of Sewer Service Pipe Entering the Building)	<u>Connect +</u>	<u>Inspection =</u>	<u>Total</u>
4" Gravity	100.00	30.00	\$ 130.00
6" Gravity	120.00	30.00	\$ 150.00
8" Gravity	200.00	60.00	\$ 260.00
10" Gravity	360.00	60.00	\$ 420.00
12" or > Gravity	500.00	90.00	\$ 590.00
1 1/2" Force	100.00	30.00	\$ 130.00
2" Force	120.00	30.00	\$ 150.00
3" Force	140.00	60.00	\$ 200.00
4" Force	160.00	60.00	\$ 220.00

Municipal Separate Storm Sewer System (MS4)**Surface Water Management MS4 Construction Plan Review****Drainage/Land Disturbance Application**

	<u>Fee/Charge</u>
Site more than 2,000 sq. ft. and less than 5,000 sq. ft.	\$ 35.00
Site 5,000 sq. ft. to one (1) acre	\$ 100.00
Site one (1) acre to five (5) acres	\$ 200.00
Site greater than five (5) acres	\$ 300.00

Administrative Fines for Violations of City Code Chapter 30 Environment**Administrative Offense**

	<u>Fee/Charge</u>
<u>Illicit Discharges and Connections</u>	
Illicit Discharge to Storm water System (Minor)	\$ 50.00
Illicit Discharge to Storm water System (Major)	\$ 1,000.00
Illicit Connection to Storm water System (Minor)	\$ 30.00
Illicit Connection to Storm water System (Major)	\$ 1,000.00
Failure to Report a Spill	\$ 300.00
Failure to Cleanup a Spill	\$ 300.00

Failure to Respond to a Notice of Violation \$ 100.00

Construction Site Erosion/Sediment Control Violations

Site Dewatering \$ 200.00
 Waste and Material Disposal \$ 100.00
 Tracking (Minor) \$ 100.00
 Tracking (Major) \$ 500.00
 Drain Inlet Protection \$ 100.00
 Site Erosion Control (Minor) \$ 500.00
 Site Erosion Control (Major) \$ 1,000.00
 Failure to Provide/Maintain Concrete Washout Facility \$ 200.00
 Failure to Respond to a Notice of Violation \$ 100.00
 Failure to Conduct/Document Site inspections \$ 100.00
 Failure to Maintain SWPPP/Inspection Documents \$ 100.00

Post Construction Structural Storm water BMP Violations

Failure to Perform Proper Maintenance (Minor) \$ 500.00
 Failure to Perform Proper Maintenance (Major) \$ 1,000.00
 Unauthorized Removal or Alterations to BMPs (Minor) \$ 500.00
 Unauthorized Removal or Alterations to BMPs (Major) \$ 1,000.00
 Failure to Submit/Maintain Maintenance Records \$ 100.00

SURFACE WATER MANAGEMENT UTILITY

Fee/Charge

Minimum fee or below, whichever is greater \$ 5.28 Per Month
 Single Family Residential (Classification 1) Flat rate \$ 5.28 Household Per Month
 Two-Family Residential (Classification 2) \$ 23.72 Per Acre Per Month
 Manufactured Housing (Classification 3) \$ 33.60 Per Acre Per Month
 Industrial, Multi-Family, Railroad Right-of-Way (Classification 4) \$ 40.76 Per Acre Per Month
 Commercial/Office/Parking (Classification 5) \$ 52.25 Per Acre Per Month
 Vacant (Classification 7) \$ 2.85 Per Acre Per Month
 Agricultural (Classification 8) \$ 0.71 Per Acre Per Month
 *Five-Year Rate Projections (See Appendix A attached)

Street

Fee/Charge

Weed/Mowing/Snow/Nuisance Enforcement \$ 50.00 + Direct Costs

(These rates are for governmental agencies only. For non-governmental entities, multiply rate by 1.5.)

*(Equipment hourly rate/not including operator). Generally we will use City employees. Add \$50.00/hour for operator.

*Elgin Sweeper \$ 105.00 Per Hour
 *Cat/John Deere Front-End Loader \$ 95.00 Per Hour
 *Tractor-Loader Backhoe \$ 85.00 Per Hour
 *Motor Grader \$ 95.00 Per Hour
 *Cat Loader w/Snow-Go Blower \$ 115.00 Per Hour
 *Truck with Vactor (Catch Basin Cleaning Unit) \$ 80.00 Per Hour
 *Truck with Snowplow \$ 80.00 Per Hour

*Skid Loader	\$	70.00	Per Hour
*Dump Truck	\$	75.00	Per Hour
*Boom Truck	\$	75.00	Per Hour
*1-Ton	\$	70.00	Per Hour
*Pick Up	\$	60.00	Per Hour
Brush Chipper	\$	70.00	Per Hour
Portable Pumps	\$	60.00	Per Hour
Barricades - Type II	\$	5.00	Per Day
Barricades - Type III	\$	10.00	Per Day
Traffic Control Devices (12 Cones)	\$	5.00	Per Day Minimum
Operator	\$	50.00	Per Hour

WASTEWATER

	<u>Fee/Charge</u>		
Residential/Commercial (includes \$1.00 Phosphorus Surcharge)	\$	22.43	Per Month Base Charge
Violation under Sec. 78-73, Marshall Code of Ordinance	\$	50.00	Monthly Surcharge
Violation under Sec. 78-74, Marshall Code of Ordinance	\$	100.00	Monthly Surcharge
Domestic	\$	4.42	Per 1,000 Gallons
Industrial	\$	2.82	Per 1,000 Gallons
(Surcharge by strength as follows):			
Excess CBOD	\$	308.57	Per 1,000 Pounds
Excess Suspended Solids	\$	308.39	Per 1,000 Pounds
Excess Phosphorus (industrial)	\$	2.18	Per Pound

*Five-Year Rate Projections (See Appendix B attached)

<u>Pretreatment of Industrial Wastewater Violations (Sec. 78-48)</u>	<u>Fee/Charge</u>		
Failure to meet Preliminary Treatment Requirements	\$	500.00	

* The City has the right to charge and assess violators for all costs to the City for damages from any discharge or other action in violation of the City ordinance or in violation of a permit issued by the City, including all attorney's fees, court costs, sampling and monitoring expenses, and other expenses associated with enforcement of this section. Administrative fines or other enforcement actions are not considered to be payment of these costs.

When distinguishing between a Major violation and a Minor violation the following considerations shall be used:

1. Potential critical impact on public health or the environment.
2. Potential danger to human life or safety.
3. Continuing nature of violation.
4. Cost of restitution, repair, or remediation exceeds \$1,000.00.
5. Knowing performance of unpermitted activities.

Existence of one or more of the above criteria supports a finding of a Major violation. Enforcement officials must specifically describe the conditions observed to support this determination.

The administrative fine imposed for a second or subsequent violation of the same type by the same person or entity within a 24-month period may double the amount of the previous fine up to a maximum of \$,1000.00

	<u>Fee/Charge</u>
Call-Out	
During Business Hours	\$ 50.00 Per Hour
After Business Hours	\$ 120.00 Per Hour
Biosolids Application	\$ 100.00 Per Acre
Porta Potty Waste	\$ 72.86 Per 1,000 Gallons

Equipment Rental

Fee/Charge

(These rates are for governmental agencies only. For non-governmental entities, multiply rate by 1.5.)

*(Equipment hourly rate/not including operator.)

Operator	\$ 50.00 Per Hour
*Skid Loader	\$ 70.00 Per Hour
*Water Truck 3,000 Gal.	\$ 60.00 Per Hour
*Dump Truck	\$ 75.00 Per Hour
*Semi Tractor Tanker Trailers	\$ 100.00 Per Hour
*Pickup	\$ 60.00 Per Hour
*Crane Truck	\$ 75.00 Per Hour
Jet Vac Truck	\$ 150.00 Per Hour With Operator
Sludge Applicator Vac/Pressure Sys.	\$ 150.00 Per Hour With Operator
Sewer Camera	\$ 150.00 Per Hour With Operator
6" Portable Pumps	\$ 60.00 Per Hour
6" Hose 100'	\$ 30.00 Per Day
Mileage	\$ 1.50 Per Mile Includes Operator

Laboratory Testing Services

Fee/Charge

(Minnesota Pollution Control Agency Permit #0022179)

CBOD	\$ 24.00
TSS	\$ 12.00
Ph	\$ 6.00
Ammonia	\$ 20.00
Total Phosphorus	\$ 16.00
Fecal Coliform	\$ 19.00
Chlorides	\$ 15.00
Dissolved Oxygen	\$ 10.00

Sump Pump Connections

Fee/Charge

Place seal on valve preventing discharge into sanitary sewer system	\$ 25.00 Service Charge
Breaking seal on valve to allow discharge to flow into sanitary sewer system	\$ 25.00 Service Charge
Discharge fee when seal is broken on valve	\$ 25.00 November 1 - March 31

Unpermitted discharge fee \$ 300.00

Residential Street Assessment

Fee/Charge

Maximum ~~20-Year~~ \$ 5,700.00 ~~\$ 5,500.00~~

Commercial/Industrial Street Assessment

Maximum amount formula: $(\$71.25/\text{Frontage foot}) \times (\text{Street width factor}) \times (\text{Street strength factor}) \times \text{Frontage feet}$

Maximum does NOT include individual improvements for sanitary sewer service line, removal and replacement of private driveway, sidewalk walk-ups, or new/additional driveway improvements within City right-of-way.

ECONOMIC DEVELOPMENT DEPARTMENT

Fee/Charge

(Government and Non-profit only)

Advertising Kiosk Space (as per agreement) \$ 250.00 Per Year; 7/1-6/30 (may pro rate)

SPRINGSTED INCORPORATED - UTILITY PLANNING MODEL
STORM WATER UTILITY FUND PROJECTIONS

SURFACE WATER UTILITY PROJECTIONS

		4.00%					
Projected Surface Water Rate Adjustment	Projected Change 2020-2024	2019	4.00% 2020	4.00% 2021	3.00% 2022	3.00% 2023	3.00% 2024
	growth in volume						
Operating Revenues	0.00%	1,188,061	1,235,583	1,285,006	1,323,557	1,363,263	1,404,161
Operating Expenses							
Salaries and benefits	3.00%	-	-	-	-	-	-
Supplies	3.00%	23,850	24,566	25,302	26,062	26,843	27,649
Equipment Repair & Maintenance	3.00%	-	-	-	-	-	-
Other Repairs and Maintenance	5.00%	20,000	21,000	22,050	23,153	24,310	25,526
Other services and charges	3.00%	375,468	386,732	398,334	410,284	422,593	435,270
Insurance	3.00%	-	-	-	-	-	-
Utilities	5.00%	-	-	-	-	-	-
Depreciation - Existing		426,094	404,789	384,550	365,322	347,056	329,703
Depreciation - New			62,093	102,141	118,808	125,474	132,141
Total Operating Expenses		845,412	899,180	932,377	943,628	946,277	950,289
Operating Income (Loss)		342,649	336,403	352,629	379,929	416,987	453,872
Nonoperating Revenues (Expenditures)							
Interest	0.50%	2,000	5,816	5,275	5,020	5,548	6,216
Refunds and reimbursements		5,725					
Rents		-					
Gain/(loss) on disposal of assets		-					
Interest Expense - existing debt		(75,168)	(61,642)	(51,719)	(43,458)	(36,820)	(29,324)
Interest Expense - new debt			(36,248)	(51,988)	(59,518)	(55,917)	(52,207)
Total Nonoperating Revenues (Expenditures)		(67,443)	(92,073)	(98,432)	(97,957)	(87,189)	(75,316)
Income (Loss) Before Transfers		275,205	244,329	254,198	281,972	329,798	378,557
Transfers							
Transfers In		-					
Transfers (Out)	0.00%	-	-	-	-	-	-
Total Transfers		-	-	-	-	-	-
Net Income (Loss)		275,205	244,329	254,198	281,972	329,798	378,557
Beginning Cash & Investments		1,190,347	1,163,224	1,055,048	1,003,934	1,109,686	1,243,162
Net Income		275,205	244,329	254,198	281,972	329,798	378,557
Depreciation		426,094	466,883	486,691	484,130	472,530	461,844
Acquisition and Construction of Assets		(1,523,370)	(862,000)	(500,000)	(200,000)	(200,000)	-
Proceeds from Long-Term Debt		1,241,370	590,000	300,000	-	-	-
Principal Payments on Long-Term Debt - New			(67,137)	(100,819)	(119,336)	(122,937)	(126,647)
Principal Payments on Long-Term Debt - Existing		(446,422)	(480,252)	(491,183)	(341,014)	(345,915)	(284,352)
Ending Cash & Investment Balance		1,163,224	1,055,048	1,003,934	1,109,686	1,243,162	1,672,564
Minimum Cash & Investment Balance							
Restricted for Capital Improvements - Beginning		72,000	188,631	236,259	398,489	559,866	717,376
Annual Capital Reserve Funding (1/3 Deprec.)	1/3	142,031	155,628	162,230	161,377	157,510	153,948
Capital Reserve Used for Improvements/Expansion		(97,400)	(180,000)	-	-	-	-
Adjustment to Capital Reserve		72,000	72,000				
Restricted for Capital Improvements - Ending		188,631	236,259	398,489	559,866	717,376	871,324
Net Operating Cash		974,593	818,789	605,445	549,820	525,786	801,240
Operating Reserve (25% of expenditures)		224,795	233,094	235,907	236,569	237,572	237,572
Restricted for Revenue Bonds (following yrs DS)		645,278	695,709	563,326	561,589	492,530	470,717
Required Minimum Cash & Investment Balance		870,073	928,803	799,233	798,158	730,103	708,289
Amount Over (Under) Goal		104,520	(110,014)	(193,788)	(248,338)	(204,316)	92,951

SPRINGSTED INCORPORATED - UTILITY PLANNING MODEL
WASTEWATER UTILITY FUND PROJECTIONS

WASTEWATER UTILITY PROJECTIONS

Projected Wastewater Rate Adjustment	Projected Change	2.75%					
		2019	2020	2021	2022	2023	2024
	growth in volume						
Operating Revenues							
Surcharge Revenues	0.00%	-	-	-	-	-	-
Utility Sewer Charges	0.00%	5,567,621	5,720,730	5,878,050	6,054,392	6,236,024	6,423,104
Pretreatment Charges	0.00%	-	-	-	-	-	-
Other Services and Charges	0.00%	-	-	-	-	-	-
Total Operating Revenues		5,567,621	5,720,730	5,878,050	6,054,392	6,236,024	6,423,104
Operating Expenses							
Salaries and benefits	3.00%	1,201,965	1,238,024	1,275,165	1,313,420	1,352,822	1,393,407
Supplies	4.00%	306,500	318,760	331,510	344,771	358,562	372,904
Repair and maintenance	4.00%	181,250	188,500	196,040	203,882	212,037	220,518
Other services and charges	2.50%	449,751	460,995	472,520	484,333	496,441	508,852
Insurance	1.00%	32,405	32,729	33,056	33,387	33,720	34,058
Utilities	5.00%	325,200	341,460	358,533	376,460	395,283	415,047
Depreciation-Existing		1,757,473	1,669,599	1,586,119	1,506,813	1,431,473	1,359,899
Depreciation-New		236,522	323,932	323,932	368,000	388,381	406,992
Total Operating Expenses		4,254,544	4,486,589	4,576,875	4,631,065	4,668,719	4,711,677
Operating Income		1,313,077	1,234,141	1,301,176	1,423,327	1,567,305	1,711,427
Non-Operating Revenue (Expenses)							
Special Assessments		-	-	-	-	-	-
Other income		-	-	-	-	-	-
Investment earnings (loss)	1.10%	37,500	76,172	80,695	84,777	97,293	110,524
Refunds and reimbursements		20,000	20,000	20,000	20,000	20,000	20,000
Rents		15,282	15,282	15,282	15,282	15,282	15,282
Gain (Loss) on Disposal of Assets - Net		-	-	-	-	-	-
Bond (discount) premium amortization		-	-	-	-	-	-
Bond issuance costs		(60,000)	(25,000)	-	(25,000)	(25,000)	-
Interest Expense - existing debt		(278,594)	(242,144)	(208,800)	(180,027)	(153,487)	(124,888)
Interest Expense - new debt		(226,248)	(274,061)	(274,061)	(276,982)	(269,298)	(259,486)
Total Non-Operating Revenues		(265,812)	(381,938)	(366,884)	(361,949)	(315,210)	(238,569)
Income (Loss) Before Transfers		1,047,265	852,203	934,292	1,061,378	1,252,095	1,472,858
Operating Transfers							
Transfers In		-	-	-	-	-	-
Transfers Out		(38,294)	-	-	-	-	-
Total Operating Transfers		(38,294)	-	-	-	-	-
Net Income (Loss)		1,008,971	852,203	934,292	1,061,378	1,252,095	1,472,858
Beginning Cash & Investments		6,177,424	6,924,748	7,335,891	7,707,010	8,844,777	10,047,628
Net Income		1,008,971	852,203	934,292	1,061,378	1,252,095	1,472,858
Depreciation		1,757,473	1,906,122	1,910,051	1,874,814	1,819,854	1,766,892
Acquisition and Construction of Assets		(6,635,810)	(2,163,000)	(973,200)	(526,000)	(535,000)	-
Proceeds from Long-Term Debt		6,114,810	1,590,000	451,200	200,000	200,000	-
Principal Payments on Long-Term Debt - New		(211,819)	(211,819)	(355,191)	(406,522)	(438,255)	(471,512)
Principal Payments on Long-Term Debt - Existing		(1,498,119)	(1,562,363)	(1,596,033)	(1,065,903)	(1,095,844)	(1,130,859)
Ending Cash & Investment Balance		6,924,748	7,335,891	7,707,010	8,844,777	10,047,628	11,685,007
Minimum Cash Balance							
Restricted for Capital Improvements - Beginning		3,789,899	4,375,723	5,011,097	5,647,781	6,272,719	6,879,337
Annual Capital Reserve Funding (1/3 Deprec.)	1/3	585,824	635,374	636,684	624,938	606,618	588,964
Capital Reserve Used for Improvements/Expansion		-	-	-	-	-	-
Adjustment to Capital Reserve		-	-	-	-	-	-
Restricted for Capital Improvements - Ending		4,375,723	5,011,097	5,647,781	6,272,719	6,879,337	7,468,301
Net Operating Cash		2,549,025	2,324,794	2,059,229	2,572,058	3,168,291	4,216,706
Operating Reserve (50% of expenditures)		2,243,295	2,288,437	2,315,532	2,334,359	2,355,839	2,355,839
Restricted for Revenue Bonds (following yrs DS)		2,242,574	2,434,085	1,929,433	1,956,883	1,986,746	1,818,975
Recommended Minimum Operating Cash		4,485,869	4,722,522	4,244,965	4,291,242	4,342,584	4,174,813
Amount Over (Under) Goal		(1,936,844)	(2,397,728)	(2,185,736)	(1,719,184)	(1,174,293)	41,893



CITY OF MARSHALL AGENDA ITEM REPORT

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



TO: Honorable Mayor and Members of the City Council; City Staff
FROM: Sharon Hanson, City Administrator
DATE: March 12, 2019
SUBJECT: Administrative Brief

CITY ATTORNEY

- No report.

ADMINISTRATION

General Administration

- On February 11 visited Brookings, South Dakota to look at the City's mixed-use property developments and discuss with City Planner and City Manager their economic development work.
- Was part of Women's Leadership panel on February 14th sponsored by Women's Connect, Marshall Area Chamber.
- Discussed and have been working with staff on building security enhancements for City Hall. Prevention has been added in certain areas and additional work will be done in the coming weeks. The City's Safety Committee also review building security and made recommendations to improve security.
- Met with Library Director to discuss general City and Library topics.
- The City received over twenty (20) Branding Request for Proposals (RFPs) A branding/marketing committee reviewed the RFP's and has recommended four (4) of the proposal submitters be interviewed for eventual recommendation to the City Council.
- On February 22nd met with Tim, Donna and Jim Swenson regarding their history in Marshall and their current business operations. Tim and Donna provided me a tour of Action Trackchair Manufacturing. The current and future potential of this business is sizeable.
- Ways and Means continued to meet to discuss special assessment policy and procedure. A recommendation to Council has been submitted for consideration at the March 12th Council meeting.
- Met with MMUA Safety Program Mike Willetts, HR Director Sheila Dubs, Safety Committee Chair David Parsons to discuss the City's safety program.
- On February 28th, Luverne City Administrator John Call visited the City of Marshall. We discussed tru-Shrimp, economic development and shared interests. He was very impressed with Marshall's industry and businesses as well as future potential.
- HR Director Dubs, Chief Jim Marshall and I met with LELS Union for further negotiation. A proposal will be brought forward to their membership for ratification vote.
- On March 1st Mayor Byrnes and I participated in Senior Citizen's event called "Fireside Chat" that described the City of Marshall's current outlook in all areas of City operations.
- Met with Marshall Area Hockey Association representatives to discuss future Red Baron facilities where goals and funding can be collaboratively achieved.

Economic Development Authority

- **Parkway III**
 - Herzog Project: Samuel Herzog said they plan to “aggressively start framing by the middle of February” depending on weather.
- **Furniture Mart Co-Tenant Update**
 - Announcement of Hobby Lobby is coming to Marshall! Confirming their announcement reached over 91,000 people on social media, not to mention the radio and newspaper coverage as well.
- **Commerce Park**
 - Staff working on Shovel Ready Certification designation. Staff placing an ad in Connect Business Magazine to achieve regional awareness. This will be the first ad of three. Marketing efforts will continue – looking into videos, other site selector sites, etc. to make sure we are positioned for success.
- **Block 11**
 - Asbestos inspections complete. RFP’s for Redevelopment are due in April. Information on RFP is on Discover SW website homepage, Discover SW social media page, was emailed out to representatives and developers, and we are also working on putting an ad in the Marshall Independent. Sign is in, waiting for nice day to install. Glenn Olson coordinating demolition estimates to get a better picture of timeline and cost of redevelopment.
- **Sonstegard Subdivision**
 - Staff working with Action Manufacturing to purchase the adjacent lot for future expansion. Delineation site evaluation is done, waiting on word from Army Corps of Engineers to see if they will claim jurisdiction over this wetland. Wetland purchase is lined up and ready to go, pending signed purchase agreement.
- **Small Cities Development Program Grant Update**
 - UCAP will be holding a grant informational and kick off meeting on Wednesday, March 6th at the local Marshall Lyon County Library, 201 C St, Marshall, MN 56258. UCAP will be going over the SCDP grant application and eligibility requirements as well as the construction process.
- **EDA Annual Report**
 - Staff is finalizing the EDA Annual Report.

Human Resources

- Staffing update: applications are being accepted for a wide variety of seasonal/temporary positions. Police Officer—7 candidates will undergo oral testing on March 14 for two full-time and two part-time position vacancies. The City welcomes the following new employees: Laura Wing (Payroll/Benefits Specialist), Nathan Wallenstein (part-time Checkout Clerk) and Muhannad Ilyas (paid-on-call Hazardous Materials Technician on the CAT team). Interviews for the position of Fire Captain and Fire Lieutenant were March 5th—Preston Stensrud has been promoted to Fire Captain and Mark Adelman has been promoted to Fire Lieutenant.
- Safety Training: selected employees were trained in Respiratory Protection and Excavation/Trenching.
- Administration Staff met with the LELS Patrol Unit to continue contract negotiations.
- The Personnel Committee met to review a Police Department organizational structure proposal—the committee recommendation will be presented at the March 12th meeting.

Clerk

- A 2020 Census Work Shop will be held at South Central Services Cooperative on Wednesday, March 6. This work shop will help prep for organizing for Marshall’s Complete Count.
- The first (of several) of our Race Equity Cohort trainings will take place on Thursday, March 7. The objectives from this first meeting are to:
 - Gain understanding of the role of government in relation to racial equity.
 - Develop a shared racial equity analysis, including definitions of terminology (racial equity / inequity, implicit / explicit bias, individual / institutional / structural racism).
 - Gain an introductory understanding of operationalizing and organizing for racial equity.
 - Develop relationships so that your team can work within government to advance racial equity.

Finance

- Work continues with the 2018 audit process and the auditor's will be on site for some initial testing in early March.
- Migration has started to move our financial software (InCode) from version 9 to version 10. This process will take approximately 1 year to complete.

Assessing

- Staff has been busy wrapping up the 2019 pay 2020 assessment, we have sent our file to Lyon County and are in the proofing stages. In recent conversations with the Lyon Co. Assessor she has stated that her hopes are to have the file to the outsourcer for printing/mailing by March 8th, this would put the valuation notices in mailboxes around March 18th. I am optimistic about this date as it seems there are always some issues that arise that delay the process. However, between an earlier submission date and a later LBAE meeting date, property owners should have ample time to review their valuation notices and contact our office with any questions.
- Reminder –Tuesday, March 12th at 4:00pm prior to the Council Meeting we will have our “Pre-LBAE” workshop to discuss the LBAE process. If you are unable to attend, please contact our office after March 12th and we can go over the material.

Liquor Store

- Sales have been strong for the month of February despite weather conditions being poor.
- Our team is continuing to focus on inventory and organization of warehouse.
- Completed our 1st annual Valentine wine tasting event February 12th. We had close to 100 people in attendance with many positive comments about the event. We saw an increase in sales of the wines that were tasted and purchased at the store. We hope to make this an annual event.

COMMUNITY SERVICES

- Seasonal part-time positions are posted and applications have begun to come in. MCS will hire approximately 150+ staff for summer programming.
- The inaugural Adult Mixed Bonspiel tournament will be hosted at the Red Baron Arena & Expo on Sunday, March 9th (weather permitting)! This is a curling tournament for those of you not familiar with the Scottish term bonspiel.
- Staff continues to work on summer programming offerings for the community. Those offerings will be made available to the public on Wednesday, May 1st.
- Our SW Adult Basic Education and Community Education staffs have partnered to present a Culture Conference on Saturday, May 11th. This event is geared towards educating the community on various cultures. Two grants have been secured to fund the entire event.
- MCS will present Marshall's 7th Annual Mom's Expo on Thursday, March 21st at Marshall High School. About 30 participants have pre-registered.
- Removal of the ICE on the Reinhart Rink at the Red Baron Arena will begin the end of next week in preparation for the annual Home Show that is scheduled to begin March 22nd.
- Our Parks Department received some additional DNR grant funds for trees. The funding comes to nearly \$20,000 with a match from the City of 12.5%. These dollars will allow staff to purchase and plant approximately 200 larger caliper trees and began experimenting with tree watering bags as a more efficient way to provide moisture.
- Despite the inclement weather, Studio 1 TV staff have covered 20+ community events in the past month. Staff also made time to install 10 new speakers in the Lockwood Rink at the Arena. A donation from MAHA made this upgrade possible.
- Community Education staff continues discussions with the Public Library on implementing a Toy Library. Toy Libraries are used to get toys in the hands of children regardless of their financial challenges.
- Our Advisory Board and staff will (hopefully) meet next week with the consulting firm for the assessment of the Aquatic Center. The Kickoff Meeting has been rescheduled twice due to the inclement weather.

COMMUNITY PLANNING

Building Services / Planning & Zoning

- Over 200 open job files. Menards warehouse/remodeling, Unique Opportunities 36-unit apartment building, Grace Life Church, Bus Garage, and Ashley Furniture are the largest commercial projects under construction.
- Currently revising zoning ordinances as they relate to conditional use permits to ensure compliance with state statute.
- City of Marshall Tree Policy is complete and is being reviewed by the Parks Department. The tree policy is cited in the recently revised landscaping section of our ordinances.
- Beginning stages of reviewing all city buildings for ADA-compliance; part of a self-evaluation process for inclusion in a city ADA Transition Plan.
- Annual meeting with general contractors was canceled due to weather and meeting with HVAC/Plumbing contractors took place last week.

PUBLIC WORKS DIVISION

Engineering

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

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

Building Maintenance

- No report.

Street Department

- Cleaning up after the significant snowfalls.

Airport/Public Ways Maintenance

- No report.

Wastewater

- Electrical repairs.
- Cleaning sewers.
- Pump maintenance.
- Plant Upgrade project. Bid opening was rescheduled from February 28th to April 9th at 2:00 p.m. to ensure complete plans for review to avoid any unnecessary change orders. Potential award would be April 23rd.
- MMU's funding for the Water Treatment Plant is on hold. The State of Minnesota has had a lawsuit issued against them for the funding source approved to fund PSIG Grants this year. The Legislature approved funding from the Environmental and Natural Resources Fund. The group suing the State says this is unconstitutional and that fund was not set up for this style of program. We are hoping the Legislature takes this up right away and bonds for these projects in 2019. Still waiting for word on legislation.
- Snow removal.
- Helping Street Department snow removal.

PUBLIC SAFETY DIVISION

FIRE DEPARTMENT

- The Fire Department responded to twenty-five (25) calls for service. Total calls for service included:
 - Fire/CO2 Alarm (9)
 - Fire/Structure/Other (9):
 - Medical Assist (1)
 - Vehicle Accident (6)

POLICE DEPARTMENT

- The Marshall Police Department responded to 793 calls of service for the month of February. 133 criminal offenses were reported with a total number of 49 adults and 1 juvenile arrest's being made.
- Beginning February 1st, 2019, the police department has updated the software programs used to track call information and status of cases. This update is a mandate from the BCA and FBI to begin using NIBRS (National Incident Based Reporting System) which tracks all the crimes on a national basis with more detail at the time the call is received and entered into CIS.

OFFICER'S REPORT (FEBRUARY)

- Accidents (53)
 - Alarms, Fire (19)
 - Alcohol involved incidents (5)
 - Assaults (6)
 - Assault, Domestic (11)
 - Burglaries (7)
 - Criminal Sexual Conduct (1)
 - Damage to Property (5)
 - Keys Locked in Vehicles (35)
 - Loud Party (5)/ Public Disturbances (6)
 - Thefts (6)
 - Traffic Related Complaints (140)
 - Vandalism (0)
 - Warrant Pickups (17)
 - Welfare Checks (18)
- Eight DWI arrests were made during the month of February.
 - In two of the reported domestic assault calls, the female victims were transported to the ER for treatment of injuries.

PERSONNEL/OTHER

- Officer Ben Kelly is in phase 3 of the Field Training Program and nearing completion of the course to be able to start solo patrol. Currently, the police department has 2 full-time police officer openings with a possible 2 part-time positions. Applications have been received and the written and physical agility tests were completed on March 2nd, 2019. Interviews have been scheduled for seven potential candidates.

DETECTIVE REPORT (FEBRUARY)

- A Marshall resident reported that someone had entered his apartment and stolen 4 USB flash drives. No leads.

- An apartment complex manager reported that someone broke into a vacant apartment that stole property left behind by a former renter. There was also some minor damage done to the apartment fixtures and door.
- A reported pickpocket incident was reported at a Marshall bar. A man reported being on the dance floor at the bar when he felt someone brush up against him. He later noticed his wallet, which had been in his hip pocket, was missing. It contained a small amount of cash and several credit cards.
- Counterfeit currency in a business deposit was found at a local bank. The bill was one of the novelty “For Motion Picture Use Only” bills that can be purchased on-line and have been passed in numerous areas around the country. I attended a recent Marshall Chamber of Commerce meeting and reminded attending merchants to make sure their employees visually inspect bills before accepting them.
- A case of Financial Exploitation of a Vulnerable Adult is under investigation. The VA, currently a nursing home resident, is in arrears for over \$6,000.00 which his son, who is the Power of Attorney, is refusing to pay. The case remains under investigation.
- Another case of neglect, maltreatment, and financial exploitation of a Vulnerable Adult is under investigation. The VA reportedly signed over his house to one of his adult sons. The son also put a padlock on the refrigerator, so the VA can’t get to the food when he’s hungry. The VA suffers from incontinence and the son refuses to change his diaper. The home also, reportedly has no running water due to a water line breaking. The case is under investigation.
- A Marshall woman reported being extorted by someone claiming to have installed pornographic websites on her computer and then hijacking her webcam and recording video of her. The suspect was demanding a payment in Bitcoin or they were going public with the video. Investigation showed that none of this happened and it was a scam.
- A nine-year-old Marshall girl reported to school staff that her step-father slept with her and touched her vaginal area. The suspect was interviewed he did touch the girl’s vagina and breasts. He was subsequently arrested and is currently in Lyon County Jail on felony charges.
- A Marshall business was broken into, but nothing appeared to have been taken. This is believed to be connected to the burglary the same night as City Hall. In that burglary, someone pried open a desk and file cabinet drawers and stole cash.
- An attempted burglary was reported at a Marshall apartment. The resident came home to find that someone had attempted to pry open her door. It did not appear access was gained.

15 Child Abuse cases were reported by Human Services.

4 Vulnerable Adult cases were reported by Human Services.

Sgt. Tomasek, along with Director of Public Safety Marshall, attended a meeting with the Marshall Chamber of Commerce and presented to the attending merchants about counterfeit currency and shoplifting.

Sgt. Tomasek attended two meetings of the Avera Facilities Readiness Committee and presented a report on monthly officer activities at Avera.

Det. Hoffmann attended a three-day class on conducting Internal Affairs Investigations.

CHEMICAL ASSESSMENT TEAM (CAT)

- CAT Team members participated in the TAC/CAT meeting held in Baxter, MN. The two-day training includes the MN State Fire Marshal’s Office, HSEM, MN Fusion Center and discussion on State Team Responses.

- Because of discussion that took place during a conference call with the state Director of Homeland Emergency Management, a meeting is being held at Camp Ripley for all Chiefs that provide oversight to the state CAT Teams. This meeting is being held on March 18th, 2019.

MERIT CENTER

- In the last month, the MERIT Center hosted a variety of training/events. These events included a two-day Steam & Hot Water boiler training, CPR/First Aid training, Driver's Education, state CDL exams, regional training for MN West, an Employer Group meeting, a CDL event planning meeting and a community risk reduction course.
- The U of M extension office hosted private pesticide training at the MERIT Center on Feb. 11th with 74 people in attendance.
- MERIT hosted a Community Risk Reduction course instructed by Burnsville Fire Chief and Building Inspection supervisor on March 1st. Sixteen people attended this course with representation from five city entities.
- The MERIT Center was utilized 26 of the last 30 business days with 604 people attending these training/events.



BUILDING PERMIT LIST

March 12, 2019

APPLICANT	LOCATION ADDRESS	DESCRIPTION OF WORK	VALUATION
AMERICAN WATERWORKS	108 WHITNEY ST S	INTERIOR REMODEL	22,200.00
Regnier Electric	402 WOODLAND WY	HVAC	3,000.00
AMERICAN WATERWORKS	1202 WESTWOOD DR	INTERIOR REMODEL	33,000.00
Werner Bros., Inc	507 PLEASANT ST	HVAC	4,900.00
MICHAEL SLAGEL CONSTRUCTION LLC	611 VIKING DR	OVERHEAD GARAGE DOOR	2,000.00
FURN USA MN MARSHALL LLC	1001 HIGHWAY 23 N	INTERIOR REMODEL	180,000.00
Regnier Electric	807 WOODFERN DR	HVAC	2,900.00
TRIO PLUMBING & HEATING	704 4TH ST S	HVAC	3,000.00
TRIO PLUMBING & HEATING	1122 HORIZON CIR	HVAC	3,000.00
AMERICAN WATERWORKS	109 PARK AVE	INTERIOR REMODEL	10,000.00
ServPro of Wright County	308 MAIN ST E	INTERIOR & EXTERIOR REMC	24,000.00



PLUMBING PERMIT LIST
March 12, 2019

APPLICANT	LOCATION ADDRESS	DESCRIPTION OF WORK	VALUATION
VENZKE, THOMAS J	507 COLLEGE DR E	INTERIOR REMODEL	100.00
TRIO PLUMBING & HEATING	1122 HORIZON CIR	INTERIOR REMODEL	0.00



SIGN PERMIT LIST

March 12, 2019

APPLICANT	LOCATION ADDRESS	DESCRIPTION OF WORK	VALUATION
SCENIC SIGN CORPORATION	1001 HIGHWAY 23 N	N/A	41,600.00
Allen Industries	1001 COLLEGE DR E	N/A	15,000.00

March 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5 4:30 p.m. Airport Commission	6 4:45 p.m. Community Services Advisory Board	7	8	9
10	11 3:30 p.m. Public Housing Commission 4:00 p.m. Library Board	12 5:30 p.m. Regular City Council Meeting	13 12:00 p.m. Adult Community Center 5:30 p.m. Planning Commission	14	15	16
17	18	19 4:30 p.m. Marshall Municipal Utilities Commission	20 12:00 p.m. EDA	21 2:00 p.m. CVB Board Meeting	22	23
24	25	26 5:30 p.m. Regular City Council Meeting	27	28	29	30
31						

April 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2 4:30 p.m. Airport Commission	3	4	5	6
7	8 3:30 p.m. Public Housing Commission 4:00 p.m. Library Board	9 5:30 p.m. Regular City Council Meeting	10 5:30 p.m. Planning Commission	11	12	13
14	15 5:30 PM Local Board of Appeal and Equalization	16 4:30 p.m. Marshall Municipal Utilities Commission	17 12:00 p.m. EDA	18 2:00 p.m. CVB Board Meeting	19	20
21	22	23 5:30 p.m. Regular City Council Meeting	24	25	26	27
28	29	30				

May 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1 4:45 p.m. Community Services Advisory Board	2	3	4
5	6	7 4:30 p.m. Airport Commission	8 5:30 p.m. Planning Commission	9	10	11
12	13 3:30 p.m. Public Housing Commission 4:00 p.m. Library Board	14 5:30 p.m. Regular City Council Meeting	15 12:00 p.m. EDA	16 2:00 p.m. CVB Board Meeting	17	18
19	20	21 4:30 p.m. Marshall Municipal Utilities Commission	22	23	24	25
26	27 City Hall Closed – Memorial Day	28 5:30 p.m. Regular City Council Meeting	29	30	31	