

**CITY OF MARSHALL  
CITY COUNCIL MEETING  
M I N U T E S  
Tuesday, June 08, 2021**

The regular meeting of the Common Council of the City of Marshall was held June 8, 2021, at the Minnesota Emergency Response and Industrial Training (MERIT) Center, 1001 West Erie Road. The meeting was called to order at 5:30 P.M. by Mayor Robert Byrnes. In addition to Byrnes the following members were in attendance: Craig Schafer, Steve Meister, Don Edblom, John DeCramer, Russ Labat and James Lozinski. Absent: None. Staff present included: Sharon Hanson, City Administrator; Dennis Simpson, City Attorney; Jason Anderson, Director of Public Works/ City Engineer; Annette Storm, Director of Administrative Services; Jim Marshall; Director of Public Safety; Quentin Brunsvold, Fire Chief; Ilya Gutman, Plan Examiner/ Assistant Zoning Administrator; Lauren Deutz, Economic Development Director and Kyle Box, City Clerk.

The Pledge of Allegiance was recited at this time.

There was a consensus to operate under the current agenda.

**Consider approval of the minutes of the regular meeting held on May 25, 2021.**

Motion made by Councilmember Lozinski, Seconded by Councilmember Meister That the minutes of the regular meeting held on May 25, 2021 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 Edblom, Councilmember DeCramer, Councilmember Labat, Councilmember Lozinski

**600 Elizabeth St.– 1) Public Hearing regarding a home property tax abatement request 2) Consideration of a resolution approving home property tax abatement.**

On May 25, 2021 a public hearing was called for and to be held on June 8, 2021 regarding a home property tax abatement request. Per M.S 469.1813 sub 5 The governing body of the political subdivision may approve an abatement under sections 469.1812 to 469.1815 only after holding a public hearing on the abatement. The property is located at 600 Elizabeth St. with an estimated market value of \$346,200 with the difference of improvement being \$313,500.

The approximate amount of assistance is \$1,909 a year or \$3,818 over a maximum period of 2 years as a Homestead.

City Clerk Kyle Box conducted this public hearing. Councilmember Lozinski asked a clarifying question when the abatement program expired. City Clerk Kyle Box stated that the tax abatement program is scheduled to expire on December 31, 2022.

Motion made by Councilmember DeCramer, Seconded by Councilmember Labat to close the public hearing. Voting Yea: Mayor Byrnes, Councilmember Schafer, Councilmember Meister, Councilmember Edblom, Councilmember DeCramer, Councilmember Labat, Councilmember Lozinski. The motion **Carried. 7-0**

Motion made by Councilmember Schafer, Seconded by Councilmember Meister. To approve Resolution Number 21-045, a resolution approving home property tax abatement Voting Yea: Mayor Byrnes, Councilmember Schafer, Councilmember Meister, Councilmember Edblom, Councilmember DeCramer, Councilmember Labat, Councilmember Lozinski. The motion **Carried. 7-0**

**Consider Approval of the Consent Agenda.**

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

Approval of the Wastewater Treatment Facilities Improvement Project - Consider Application for Payment No. 23 to Magney Construction, Inc.

Approval of a Temporary On-Sale Intoxicating Liquor License for the Marshall Area Chamber of Commerce.

Approval of the bills/project payments

**Presentation of the 2020 Year-End Audit for the City of Marshall**

Finance Director Karla Brown introduced the agenda item covering the 2020-year end audit for the City of Marshall. The City Auditors, Nancy Schulzetenberg and Andrew Grice of Bergan KDV will present the 2020-year end audit. Ms. Schulzetenberg presented the 2020 Audit via PowerPoint.

Motion made by Councilmember Meister, Seconded by Councilmember DeCramer to approve the 2020-year end audit report for the City of Marshall Voting Yea: Mayor Byrnes, Councilmember Schafer, Councilmember Meister, Councilmember Edblom, Councilmember DeCramer, Councilmember Labat, Councilmember Lozinski. The motion **Carried. 7-0**

**Consider approval of the 2021 Service Agreement between the City of Marshall and Marshall Visitors and Convention Bureau.**

For Council consideration is the 2021 City of Marshall Schwan Regional Amateur Sports Center Service Agreement with Marshall Visitors and Convention Bureau. This agreement begins July 1, 2021 through the end of the year.

Motion made by Councilmember Schafer, Seconded by Councilmember Lozinski To approve the 2021 Service Agreement between the City of Marshall and Marshall Visitors and Convention Bureau. Voting Yea: Mayor Byrnes, Councilmember Schafer, Councilmember Meister, Councilmember Edblom, Councilmember DeCramer, Councilmember Labat, Councilmember Lozinski. The motion **Carried. 7-0**

**Consider approving the recommendation made by the Joint Law Enforcement Center Committee to accept the lowest quotes for the replacement of the carpeting, lighting, and ceiling tile in the Law Enforcement Center.**

In 2019, the Joint Law Enforcement Center Committee members agreed to a five-year plan that would address needed repairs to the mechanical systems and updates to the LEC building. The plan was for the county and city to each contribute \$25,000 annually for the costs of improvements over a five-year period.

In 2020, The LEC Committee decided, based on the cost of the projects, to complete the updates in two phases scheduled for 2020 and 2021. In 2020, the City Council approved expenses related to the public lobby area and records area totaling approximately \$18,100.00 (carpeting, lighting, ceiling tile & paint). The council was asked to consider carrying over unused funds from 2020 for the remaining portion of the building to be completed in 2021.

On May 7th, 2021, LEC Committee members met to discuss the upcoming projects and review quotes that had been received. City Council members that are part of the LEC Committee requested the county to solicit quotes from additional contractors interested in the project.

It is the request of the Joint LEC Committee to accept the lowest quotes from ACE Hardware (carpet), Amiret Electric (lighting) and Floor to Ceiling (ceiling tile). The approximate cost to the City of Marshall to complete the updates to the shared common office area and the police department offices is \$28,553.75. This project is dependent on the approval from the Lyon County Commissioners.

This Project was included in the 2021 Capital Improvement Plan. Fiscal Impact is anticipated to be \$28,553.75.

Motion made by Councilmember Lozinski, Seconded by Councilmember Schafer to approve the recommendation made by the Joint Law Enforcement Center Committee to accept the lowest quotes for the replacement of the carpeting, lighting, and ceiling tile in the Law Enforcement Center. Voting Yea: Mayor Byrnes, Councilmember Schafer, Councilmember Meister, Councilmember Edblom, Councilmember DeCramer, Councilmember Labat, Councilmember Lozinski. The motion **Carried. 7-0**

#### **Tiger Lake Lift Station Control System Upgrade.**

The Tiger Lake stormwater pond is a critical piece of flood control infrastructure for the City of Marshall. Tiger Lake serves as a flood control and water quality basin for approximately 500 acres of predominately residential city development. The elevations in this area require a lift station comprised of four pumps to transmit the water through a 42" concrete pipe from the pond to the Redwood River at Memorial Park.

As this is a critical piece of our stormwater management system, City staff would like to include this lift station in our supervisory control and data acquisition (SCADA) system. We already have fiber availability at this location and by upgrading the control panel for this lift station we can include this lift in our SCADA system. This will allow City staff to monitor and control pumps at this lift station remotely instead of having to physically visit the site.

The control panel upgrade is quoted at \$30,668. The Stormwater Management Utility (SWMU) recently received a refund from the US Army Corps of Engineers (USACE) in the amount of \$129,661.99 for electing to not participate in the Levee Improvements/Betterments project. City staff would propose to use some of these funds to cover this cost.

Motion made by Councilmember Schafer, Seconded by Councilmember Lozinski that the Council authorize the upgrade of the Tiger Lake Lift Station control system in the amount of \$30,668.00 with Automatic Systems Co. of St. Paul, Minnesota. Voting Yea: Mayor Byrnes, Councilmember Schafer, Councilmember Meister, Councilmember Edblom, Councilmember DeCramer, Councilmember Labat, Councilmember Lozinski. The motion **Carried. 7-0**

#### **Community Feedback on Funding of Future Needed Projects**

As a follow-up to the work session discussion on aquatic center financing and the potential to consider all financing options-including extension of the sales tax, community feedback on future projects and support for the type of financing is a good first step to assess success with one financing option over another.

Motion made by Councilmember DeCramer, Seconded by Councilmember Lozinski Approve Agreement with Baker Tilley to Conduct Community Survey. Voting Yea: Mayor Byrnes, Councilmember Schafer, Councilmember Meister, Councilmember Edblom, Councilmember DeCramer, Councilmember Lozinski. Voting Nay: Councilmember Labat. The motion **Passed. 6-1**

**Consider Termination of the Local State of Emergency.**

On Tuesday, March 17, 2020, Mayor Robert Byrnes declared a local state of emergency for the City of Marshall in response to COVID-19. On Friday March 20, 2020 the Marshall City Council continued the declaration of a local emergency as authorized by Minnesota Statute 12.29. The Local Emergency continues to be in effect. Pursuant to Minnesota Statute 12.29, any termination of a local emergency must be given prompt and general publicity.

Motion made by Councilmember Lozinski, Seconded by Councilmember Edblom To Terminate the Local State of Emergency for the City of Marshall. Voting Yea: Mayor Byrnes, Councilmember Schafer, Councilmember Meister, Councilmember Edblom, Councilmember DeCramer, Councilmember Labat, Councilmember Lozinski. The motion **Carried. 7-0**

**Commission/Board Liaison Reports**

Byrnes            No Report

Schafer            MERIT Center Commission met and reviewed the use of the facility such as vaccination clinics, National Fire Academy Courses, and Avera Leadership Meetings.

Meister            No Report

Edblom            No Report

DeCramer            Economic Development Authority met and took action on a promissory note for UCAP.

Labat                No Report

Lozinski            Joint LEC Management Committee met and took action on the LEC maintenance updates.

City Hall Committee met and reviewed the City Hall project.

**Councilmember Individual Items**

Councilmember Meister thanked the Marshall Police Department and First Responders for their continued work.

Councilmember Lozinski commented on the great turnout from the recent Shades of the Past event.

Councilmember Labat discussed tile coming off a building along main street and that city officials have been made aware. Labat also discussed the use and care of bathroom and park facilities.

Councilmember DeCramer commented on the 2020 audit and not having any findings.

Mayor Byrnes discussed the progress on the shelter and restroom facility at Patriot Park. Mayor Byrnes discussed the formation of the Marshall 150<sup>th</sup> Celebration Committee.

**City Administrator**

City Administrator Sharon Hanson provided additional information on the formation of the 150<sup>th</sup> Celebration Committee such as progress made on reviewing a logo and the formation of subcommittees.

Administrator Hanson commented on the City Hall project and that not all life safety issues have been addressed.

**Director of Public Works**

Director of Public Works/ City Engineer Jason Anderson discussed various construction projects and the award of a grant in the amount of \$1.25 million for a future channel parkway project.

**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**

At 7:04 P.M., Motion made by Councilmember Schafer, Seconded by Councilmember Lozinski to adjourn.

Voting Yea: Mayor Byrnes, Councilmember Schafer, Councilmember Meister, Councilmember Edblom, Councilmember DeCramer, Councilmember Labat, Councilmember Lozinski. The motion **Carried. 7-0**

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Mayor

Attest:

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City Clerk