

**CITY OF MARSHALL  
CITY COUNCIL MEETING  
M I N U T E S  
Monday, August 08, 2022**

The regular meeting of the Common Council of the City of Marshall was held August 08, 2022, at City Hall, 344 West Main Street. The meeting was called to order at 5:30 P.M. by Mayor Robert Byrnes. In addition to Byrnes the following members were in attendance: Craig Schafer, Steve Meister, Russ Labat, John DeCramer, and James Lozinski. Absent: None. Staff present included: Sharon Hanson, City Administrator; Dennis Simpson, City Attorney; Jason Anderson, Director of Public Works/City Engineer; E.J. Moberg, Director of Administrative Services and City Clerk Steven Anderson.

The Pledge of Allegiance was recited at this time.

**Consider approval of the minutes from the regular meeting held on July 26, 2022.**

Motion made by Councilmember Lozinski, Seconded by Councilmember DeCramer that the minutes from the regular meeting held on July 26, 2022, 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 DeCramer, Councilmember Labat, Councilmember Lozinski. The motion **Carried. 6-0.**

**Floodplain Management Ordinance Amendment – Chapter 38, Article II – Reschedule Public Hearing.**

Director of Public Works/City Engineer Jason Anderson presided over the public hearing. Due to pending changes to formatting, City staff is requesting a reschedule of the public hearing date to August 23, 2022. The content of the proposed ordinance revisions as introduced on July 26, 2022, has not substantially changed.

Motion made by Councilmember Meister, Seconded by Councilmember Schafer to reschedule the Floodplain Management Ordinance Amendment public hearing. Voting Yea: Mayor Byrnes, Councilmember Schafer, Councilmember Meister, Councilmember DeCramer, Councilmember Labat, Councilmember Lozinski. The motion **Carried. 6-0.**

**Consider Approval of the Consent Agenda**

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

- Consider Liability Coverage – Waiver for 2022-2023 League of Minnesota Cities Insurance Trust Property/Casualty and Liability Insurance
- Consider approval of the bills/project payments

**Consider Proposal Indoor Recreation Facility and YMCA Collaboration Feasibility**

City Administrator Sharon Hanson introduced the proposal for the Indoor Recreation Facility and YMCA collaboration feasibility study. Steven Rassier, Marshall Area YMCA Board Chair and Mark Wentzell, 292 Design Group Planner were also present. The City of Marshall in January of 2022 approved a resolution requesting sales tax authorization for an aquatic center and an indoor recreation facility. Since that time, current proposed legislation does not include an indoor recreation facility due the sentiment that additional information would be needed to garner legislature and public support. Recently the city received a request from the Marshall Area YMCA to study financial viability and future recreation needs as a community and YMCA. In MN and nationwide, YMCAs and the communities in which they are located have explored or have existing arrangements with cities. One proposal was received from 292 Design Group the same group that had done the Marshall aquatic center study. The cost of the study would amount to \$42,500 and the YMCA would be contributing up to \$10,000. Wentzell expects the study to begin in the fall and could possibly take 5-7 months to complete.

Motion made by Councilmember Labat, Seconded by Councilmember Schafer to proceed with the proposal and for the Marshall Area YMCA to consider additional contributions. Voting Yea: Mayor Byrnes, Councilmember Schafer,

Councilmember Meister, Councilmember DeCramer, Councilmember Labat, Councilmember Lozinski. The motion **Carried. 6-0.**

**Project ST-005: Rose Parking Lot Reconstruction Project - Consider Change Order No. 2 (Final) and Acknowledgement of Final Pay Request No. 2.**

Change Order No. 2 (Final) results in a base bid pay item increase in the amount of \$7,218.57 and Final Pay Request No. 2 results in a total contract amount of \$159,778.08. The original contract amount was \$140,177.51.

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

**Project ST-009: N. 3<sup>rd</sup>/W. Lyon Reconstruction Project – Review/Recommend Final Street Layout.**

Director of Public Works/City Engineer Jason Anderson presented Project ST-009. The layout includes a one-way N. 3rd Street from W. Main Street to W. Lyon Street, a two-way W. Lyon Street from E. College Drive to N. 5th Street with angle parking on the “north” side and parallel parking on the “south” side and a two-way N. 3rd Street from W. Lyon Street to W. Redwood Street with angle parking on the “east” side and parallel parking on the “west” side. Because the traffic signal isn’t needed for N. 3rd Street, the signal heads that face N. 3rd Street today would be removed. The signal heads that face W. Main Street would remain, and the signal would remain in place to serve pedestrians that would like to cross W. Main Street from either side of the N. 3rd Street intersection. A median is being proposed on W. Main Street on the “south” side of the intersection to provide for additional pedestrian safety.

The streetscaping included in the layout is currently for visual presentation and is not part of the design being currently discussed. This final street layout is for the curb locations, street widths, and traffic control. The Public Improvement & Transportation Committee met on 08/08/2022 and approved the layout contingent on support from the Downtown Business Association. The Downtown Business Association did provide a letter of support for the current layout minus the streetscaping elements.

Motion made by Councilmember Lozinski, Seconded by Councilmember Labat to move forward with the recommended street layout for N. 3<sup>rd</sup>/W. Lyon Street reconstruction. Voting Yea: Mayor Byrnes, Councilmember Schafer, Councilmember Meister, Councilmember DeCramer, Councilmember Labat, Councilmember Lozinski. The motion **Carried. 6-0.**

**Enterprise Update**

Director of Administrative Services presented an update to the city council regarding the City of Marshall’s fleet cars managed through Enterprise Fleet Management. Vehicles on order from 2022 are still awaiting fulfillment. Discussion was had between councilmembers regarding the original terms. Councilmembers also entertained the idea of creating an internal program for trading and updating vehicles in a timely manner.

Motion made by Councilmember Schafer, Seconded by Councilmember Lozinski to refer Enterprise Fleet Management to the Equipment Review and Ways and Means Committees. Voting Yea: Mayor Byrnes, Councilmember Schafer, Councilmember Meister, Councilmember DeCramer, Councilmember Labat, Councilmember Lozinski. The motion **Carried. 6-0.**

**Commission/Board Liaison Reports**

Byrnes

No report.

Schafer

Airport Commission met and discussed long term issues, and zoning ordinances.

- Meister Community Services Advisory Board met and received updates on the aquatic center. The Community Services Brochure will be sent out to the community on August 23<sup>rd</sup>. The aquatic center will be closing the week after Sounds of Summer. Ribbon cutting for the 150<sup>th</sup> community art piece and Independence Park trail rededication is on August 18<sup>th</sup> at 11:30am. Bluepeak, formerly Vast Communications, is in talks with Marshall Community Services to provide free WIFI to various city parks.
- DeCramer Diversity, Equity and Inclusion Committee met and discussed the World Café.
- Labat No report.
- Lozinski No report.

### **Councilmember Individual Items**

Councilmember Lozinski commented on a letter regarding the state of the City of Marshall.

Councilmember Labat requested an update on the school zone project from the Director of Public Works. Filing for city council ends on August 16<sup>th</sup> at 5:00pm and can be done at City Hall with the City Clerk. Councilmember Labat will not be rerunning for his position.

Councilmember DeCramer wanted to remind the community that Tuesday August 9<sup>th</sup> is the State Primary and City Special Election for Ward 1.

Mayor Brynes, City Administrator Sharon Hansen, and Economic Development Director Lauren Deutz toured the mercantile building on Friday August 5<sup>th</sup>. Mayor Brynes was appointed to a League of Minnesota Cities Task force for hemp derived THC edible products.

### **City Administrator**

City Attorney request for proposals is tentatively scheduled for review on August 17<sup>th</sup>. Budget and levy discussions are ongoing with the Director of Administrative Services. Two bids were received for insurance brokerage service for workers comp, property, and liability.

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

Director of Public Works Anderson gave an update on the Rectangular Rapid Flashing Beacons (RRFB) project requested by Councilmember Labat. Updates were also given on seal coat projects, mill and overlay project, South 1<sup>st</sup> St. project, and the Baldwin Parking lot behind city hall will begin after Sounds of Summer. BNSF will begin replacing panels at various crossings.

### **City Attorney**

Helena is in the process of hiring a contractor to demolish the dry fertilizer building. Broadmoor Valley has submitted three repair permits for troubled manufactured homes and an engineer consultant has hired by the owner. Fairview Township has rejected the North 7<sup>th</sup> Street annexation joint resolution.

### **Administrative Brief**

There were no questions on the Administrative Brief.

### **Information Only**

There were no questions on the information items.

### **Upcoming Meetings**

There were no questions on the upcoming meetings.

**ADJOURN**

At 6:41pm Motion made by Councilmember Schafer, Seconded by Councilmember Lozinski to adjourn. Voting Yea: Mayor Byrnes, Councilmember Schafer, Councilmember Meister, Councilmember DeCramer, Councilmember Labat, Councilmember Lozinski. The motion **Carried. 6-0.**

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Mayor

Attest:

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City Clerk