

**CITY OF MARSHALL  
CITY COUNCIL MEETING  
M I N U T E S  
Tuesday, June 11, 2024**

The regular meeting of the Common Council of the City of Marshall was held May 28, 2024, at City Hall, 344 West Main Street. The meeting was called to order at 5:30 P.M. by Mayor Robert Byrnes. In addition to Byrnes the following members were in attendance: Craig Schafer, Amanda Schroeder, Steve Meister, John Alcorn James Lozinski and See Moua-Leske. Absent: None. Staff present included: Sharon Hanson; City Administrator; Pamela Whitmore, City Attorney; Jason Anderson, Director of Public Works/ City Engineer; E.J. Moberg, Director of Administrative Services; Stephen Zimmer, Administrator Intern; and Steven Anderson, City Clerk.

**Consider Approval of the Minutes from the Regular Meeting Held on May 28th**

No amendments were made to the minutes from the Regular Meeting held on May 28, 2024.

Motion made by Councilmember Schafer, Seconded by Councilmember Schroeder to approve the minutes. Voting Yea: Mayor Byrnes, Councilmember Schafer, Councilmember Meister, Councilmember Schroeder, Councilmember Alcorn, Councilmember Lozinski. Voting Abstaining: Councilmember Moua-Leske. The motion **Carried. 7-0.**

**Approval of the Consent Agenda**

There were no requests for an item on the consent agenda to be pulled for additional discussion.

Motion made by Councilmember Meister, Seconded by Councilmember Schafer to approve the items on the consent agenda. Voting Yea: Mayor Byrnes, Councilmember Schafer, Councilmember Meister, Councilmember Schroeder, Councilmember Alcorn, Councilmember Moua-Leske, Councilmember Lozinski. The motion **Carried. 7-0.**

- Consider Approval to Allow SMSU to Hold a Raffle on October 12 for Homecoming
- Consider Resolution Authorizing Execution of MnDOT Grant Agreement No. 1057208 (S.P. A4201-111) for Airport Tractor/Loader Purchase
- Call for a Public Hearing on a Proposed Increase in Liquor License Fees
- Consider Approval of the Bills/Project Payments

**Project ST-009: W Lyon St. / N 3rd St. Reconstruction Project - 1) Resolution Declaring Cost to be Assessed and Ordering Preparation of Proposed Assessment; 2) Resolution for Hearing on Proposed Assessment**

The project consisted of reconstruction and utility replacement on West Lyon Street from East College Drive to North Fifth Street, and North Third Street from West Main Street to West Redwood Street. All utilities were replaced, including watermain, sanitary sewer, and storm sewer on West Lyon and North Third Streets. Other items of work included in the project were pavement removal, aggregate base, concrete surfacing, sidewalks, curb and gutter, streetscaping, and other minor work. The following is a breakdown of the proposed project funding. The costs include 16% for engineering and administrative costs, for a total project cost of \$4,381,637. The following was a proposed breakdown of the project funding:

Wastewater Fund \$320,206  
MMU \$698,740  
Surface Water Management Utility \$924,558  
City Participation (Ad Valorem) \$1,884,632  
Assessed to Property Owners \$553,501  
Total Project Amount \$4,381,637

Per the current Fee Schedule, the assessment interest rate was calculated using the most recent bond interest rate and adding 2% for administrative costs. Per the Finance Department, the 2023A Bonding had a True Interest Cost of 3.27% for

the Street Improvements, plus 2%, resulted in a 5.27% interest rate for Special Assessments. The term of the assessment repayment was proposed by staff to be 8 years. The City does not have a formal written policy on special assessment terms but had followed an administrative past practice to generally match the assessment repayment to the bond repayment term.

Motion made by Councilmember Schafer, Seconded by Councilmember Moua-Leske to approve Resolution 24-060 Declaring Cost to be Assessed and Ordering Preparation of Assessments. Voting Yea: Mayor Byrnes, Councilmember Schafer, Councilmember Meister, Councilmember Schroeder, Councilmember Alcorn, Councilmember Moua-Leske, Councilmember Lozinski. The motion **Carried. 7-0.**

Motion made by Councilmember Meister, Seconded by Councilmember Schroeder to approve Resolution 24-060 to set a hearing on the proposed assessments. Voting Yea: Mayor Byrnes, Councilmember Schafer, Councilmember Meister, Councilmember Schroeder, Councilmember Alcorn, Councilmember Moua-Leske, Councilmember Lozinski. The motion **Carried. 7-0.**

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

An interview was held prior to the regular meeting for an open position on the Planning Commission. Mayor Byrnes recommended that Dereck Deutz be appointed to the Planning Commission.

Motion made by Councilmember Meister, Seconded by Councilmember Schafer to appoint Dereck Deutz to the Planning Commission for a second term that would end on May 31, 2027. Voting Yea: Mayor Byrnes, Councilmember Schafer, Councilmember Meister, Councilmember Schroeder, Councilmember Alcorn, Councilmember Moua-Leske, Councilmember Lozinski. The motion **Carried. 7-0.**

**Commission/Board Liaison Reports**

Byrnes	No report.
Schafer	The Equipment Review Committee met and instructed staff to review vehicle procurement.
Meister	The Adult Community Center would be switching to a twice a year meeting and the meeting time would switch to 5:00 PM. Meister commented on the disrepair of the ACC building and that some of the rental fees should be reviewed.
Schroeder	No report.
Alcorn	No report.
Moua-Leske	No report.
Lozinski	No report.

**Councilmember Individual Items**

No comments from Councilmembers were given.

**City Administrator**

The city had taken a more active role for the Juneteenth celebration this year at Justice Park. Political sign placement was discussed for the upcoming election cycle.

**Director of Public Works/City Engineer**

Updated were given on the following projects: Minnesota Highway 23 lift station, Snow Removal Equipment building, mill and overlays, Independence Park parking lot, and Whitney Street reconstruction.

**City Attorney**

No report.

**Administrative Brief**

There were no questions on the Administrative Brief.

**Information Only**

There were no questions on the Upcoming Meetings.

**Upcoming Meetings**

There were no questions on the Upcoming Meetings.

**Adjournment**

At 5:53 PM Motion made by Councilmember Schafer, Seconded by Councilmember Schroeder. Voting Yea: Mayor Byrnes, Councilmember Schafer, Councilmember Meister, Councilmember Schroeder, Councilmember Alcorn, Councilmember Moua-Leske, Councilmember Lozinski. The motion **Carried. 7-0.**

Attest:

\_\_\_\_\_  
Steven Anderson, City Clerk

\_\_\_\_\_  
Robert Byrnes, Mayor