

**CITY OF MARSHALL  
CITY COUNCIL MEETING  
M I N U T E S  
Tuesday, March 28, 2023**

The regular meeting of the Common Council of the City of Marshall was held March 28, 2023, 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: Amanda Schroeder, Craig Schafer, Steve Meister, John Alcorn, See Moua-Leske and James Lozinski. Absent: None. Staff present included: Sharon Hanson, City Administrator; Pamela Whitmore, City Attorney (via zoom); Jason Anderson, Director of Public Works/City Engineer; E.J. Moberg, Director of Administrative Services; Jim Marshall, Director of Public Safety; Sheila Dubs, Human Resource Manager; Scott Truedson, Wastewater Superintendent and Steven Anderson, City Clerk.

The Pledge of Allegiance was recited at this time.

**Consider Approval of the Minutes from the Regular Meeting and Work Session Held on March 14, 2023**

There were no requested changes or amendments to the minutes.

Motion made by Councilmember Meister, Seconded by Councilmember Lozinski to approve the minutes from March 14, 2023. Voting Yea: Mayor Byrnes, Councilmember Schafer, Councilmember Meister, Councilmember Schroeder, Councilmember Alcorn, Councilmember Moua-Leske, Councilmember Lozinski. The motion **Carried. 7-0.**

**Approval of the Consent Agenda**

There were no requests from Councilmembers to remove an item for additional discussion.

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

- Vacation of Utility Easements in Stonebridge Estates - Receive Petition and Call for Public Hearing.
- Consider Requests of Shades of the Past Car Club -- June 2, 2023, Cruise and June 3, 2023, Car Show.
- Consider Approval of Memorandums of Agreement Between the City and LELS Local 245 Approving Juneteenth as a Holiday
- Consider Resolution to Approve Allonge to Note – Proposed Amendment to Series 2005 SMSU Foundation Note
- Consider Resolution Accepting Nathan Holden as a Member of the PERA Public Employees Police and Fire Plan
- Consider Resolution Calling Public Hearings on Street Reconstruction Plan, Tax Abatements, and Issuance of GO Bonds
- Consider Approval of the Bills/Project Payments

**Consider Authorization to Advertise for Bids for Wastewater Highway 23 Lift Station Improvements Project**

Bolton & Menk, Inc. has prepared bidding documents for the Highway 23 Lift Station Improvements project that is included in the 2023 capital improvement plan for the Wastewater Department. The general scope of the project includes the following major components: Removal of four submersible pumps; wet well piping and guide rails; Renovation of wet well structure with concrete repair as needed, and new coating system; Installation of four new submersible pumps; Installation of new piping in wet well structure; Installation of new VFDs in the existing motor control center; Installation of new automatic transfer switch (furnished by City) in existing lift station building; Installation of new conduit and junction box; and Bypass pumping of the lift station while renovation work is being completed. The project construction cost estimate is \$580,000. City Engineering staff is proposing engineering fees of 8% for this project. The rate is reduced from our typical 16% because it is anticipated that the Wastewater Department will provide significant project inspection for this project, reducing the need for engineering staff presence on site during construction. The project cost estimate is \$626,400, including 8% engineering fees. The 2023 CIP includes \$350,000 for this project. This project is now estimated to cost more than the allocated budget amount, the Wastewater Department has seen other items come in under budget that result in cost savings or otherwise incoming funds.

The council requested that staff provide a more detailed breakout of bids that were under/over budget to ensure better decision making in the future. Scott Truedson explained the timeline for the project and council discussed by-pass pumping and its associated costs.

Motion made by Councilmember Schafer, Seconded by Councilmember Alcorn to authorize advertisement for bids. Voting Yea: Mayor Byrnes, Councilmember Schafer, Councilmember Schroeder, Councilmember Alcorn, Councilmember Moua-Leske, Councilmember Lozinski. Voting Nay: Councilmember Meister. The motion **Carried. 6-1.**

**Project ST-006 / SP# 139-591-001 / MINN Project No. STPF 4222(149): School Pedestrian Crossing Signage & Improvements Project - Consider Change Order No. 3 (Final) and Acknowledgement of Final Pay Request (No. 4)**

The project consisted of installation of Rectangular Rapid Flashing Beacon (RRFB) School Pedestrian Crossing Improvements at the Marshall Middle School, Southview Elementary School, Parkside Elementary School, and True Light Christian School. All work has been completed in accordance with the specifications. Change Order No. 3 (Final) results in a contract increase in the amount of \$19,828.32. Final Pay request No. 4 in the amount of \$118,595.91 results in a total contract amount of \$495,278.67, a net increase of \$15,028.32 from the original contract amount of \$480,250.35. No proposed general fund impact. The city and schools have agreed to cost sharing the local match amount of the project, based on project estimate. The total local cost is \$120,063, with \$43,427 collected from the participating schools. The City's portion of the local match would be funded through the MSAS account utilizing an advance request.

Motion made by Councilmember Schroeder, Seconded by Councilmember Moua-Leske to approve Change Order No. 3 (Final) and Final Pay Request No.4 to Duininck. Voting Yea: Mayor Byrnes, Councilmember Schafer, Councilmember Meister, Councilmember Schroeder, Councilmember Alcorn, Councilmember Moua-Leske, Councilmember Lozinski. The motion **Carried. 7-0.**

**Consider Approval of Proposal for Questica Budget Software**

Finance staff explored governmental budgeting software attempting to find a software to house our operating, personnel and capital budgets in the same platform, that allows multi-year budgeting , and that can improve our budgeting processes and functionality. Proposals were received from two companies. Staff recommend a 5-year agreement with Questica with a year-one cost of \$24,625, which includes \$10,000 in one-time fees for professional services for installation, accounting integration, training, and project management. The Questica product has unlimited license seats for operating, personnel planning, and capital modules and unlimited read-only licenses. In addition, the proposal includes OpenBook to foster transparency, enabling information to be visualized in an array of charts, tables, bars and graphs, and GIS mapping for capital planning. Councilmembers asked if staff had reached out to any current customers of Questica for their opinion and potential saving that could be had.

Motion made by Councilmember Schafer, Seconded by Councilmember Alcorn to approve Resolution 23-028 authorizing the City Administrator or her delegee to negotiate terms and execute the agreement with Questica. Voting Yea: Mayor Byrnes, Councilmember Schafer, Councilmember Alcorn, Councilmember Moua-Leske. Voting Nay: Councilmember Meister, Councilmember Schroeder, Councilmember Lozinski. The motion **Carried. 4-3.**

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

Interviews were held prior to the regular meeting with Sara Runchey from the Marshall Independent School District 413 School Board. Mayor Byrnes made the following recommendations to appoint to the Community Services Advisory Board and the school board will make the same recommendation during their meeting on April 3rd:

Josh Scholten with a term to expire 2/28/2025.

Erin VanderVeen with a term to expire 2/28/2025.

Heather Anderson with a term to expire 2/28/2026.

Amanda Schwartz with a term to expire 2/28/2026.

Kaitlyn Giles with a term to expire 2/28/2026.

Motion made by Councilmember Meister, Seconded by Councilmember Schafer to affirm and appoint the recommendations to the Community Services Advisory Board. 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**

- |            |   |
|------------|---|
| Brynes     | No report.  |
| Schafer    | The Public Improvement & Transportation Committee will be meeting tomorrow to discuss projects and budgetary concerns.  |
| Meister    | <u>EDA</u> : Talked about renovations to the former ShopKo building. A daycare appreciation event was held at Brau Brothers. Discussion about methods of attracting businesses and activities into the area. A community video project is in the works with collaboration from Community Services.        |
| Schroeder  | <u>EDA</u> : Listening sessions took place for the Main Street/College Dr. revitalization grant.  |
| Alcorn     | <u>MMU</u> : Created a new mutual aid policy, presented a 2022 year end report, construction of the solar farm near ADM is scheduled for completion in fall 2024. MMU also received a sales tax refund from the water treatment plant and a portion of the refund was given back to the City of Marshall. |
| Moua-Leske | No report.  |
| Lozinski   | No report.  |

**Councilmember Individual Items**

Mayor Byrnes mentioned that the legislature plans to increase local government aid and the new formula sees an increase in LGA for Marshall. Staff recently met to converse about the spring flood outlook. Jim Marshall spoke about the mitigations that are in place and planning is ongoing for severe weather.

**City Administrator**

Met with Schwan's and Dennis Simpson to talk about a potential land purchase for the proposed aquatic center location. Community Services Advisory Board will be meeting, and topic will be methods of donations to go towards the aquatic center.

**Director of Public Works/City Engineer**

The bid opening for the Airport SRE building will be on April 3<sup>rd</sup> and brought to council on April 11<sup>th</sup>. A pre-construction meeting is scheduled for the Lyon/3<sup>rd</sup> Street reconstruction project and before the pre-construction meeting is an information session for the downtown businesses. Planned start date for the project is April 17<sup>th</sup>.

**City Attorney**

No report.

**Information Only**

There were no questions on the Upcoming Meetings.

**Upcoming Meetings**

There were no questions on the Upcoming Meetings.

**Adjourn**

At 6:13 PM Motion made by Councilmember Schroeder, Seconded by Councilmember Schafer to adjourn. Voting Yea: Mayor Byrnes, Councilmember Schafer, Councilmember Meister, Councilmember Schroeder, Councilmember Alcorn, Councilmember Moua-Leske, Councilmember Lozinski. The motion **Carried. 7-0.**

---

Mayor

Attest:

---

City Clerk