

**CITY OF MARSHALL  
LEGISLATIVE & ORDINANCE COMMITTEE**

**M I N U T E S**

**Tuesday, November 22, 2022**

MEMBERS PRESENT: John DeCramer, James Lozinski, and Steve Meister (via zoom)  
MEMBERS ABSENT: None  
STAFF PRESENT: Sharon Hanson, City Administrator; Jason Anderson, Director of Public Works/ City Engineer; Ilya Gutman, Plans Examiner; Amanda Beckler, Community Education Coordinator; and Steven Anderson, City Clerk.

At 12:30 PM Chairman DeCramer called the meeting to order. Member Meister arrived at 12:34 via zoom. Member Meister left via zoom at 1:45pm.

**Consider Approval of the Minutes**

Chairman DeCramer asked to have member Meister moved from Absent to Present in the minutes from October 11 and called for approval of the minutes from the October 11, 2022, meeting with the noted change. Motion by Lozinski, Seconded by DeCramer to approve the minutes. All voted in favor.

**Ordinance Amendment to Chapter 82, Article 82-I, Section 82-1 Grass, and Weeds on Private Property**

Ilya Gutman talked about the revisions being requested regarding grass and weeds. The intent is to slowly introduce areas for pollinator habitats without causing too much disruption to residential areas. Amanda Becker, Community Education Coordinator also spoke about the initiatives the city has taken towards the Minnesota GreenStep Cities program and this ordinance change is the next achievement being worked on. Discussion was had amongst members regarding areas to begin pollinator habitats and the idea of no mow May being spread in the city. Staff brought up they mostly wanted to focus on less populated and less residential areas to gradually get citizens used to the idea. Motion by Lozinski, Seconded by Meister to bring the recommended changes to city council. All voted in favor.

**Board, Commissions, and Authorities Non-Resident Restriction Amendment**

Steven Anderson and member DeCramer communicated that this change was brought up by city council during a commission interview and wanted it reviewed by the L&O committee. Members discussed the pros and cons of limiting membership to Marshall residents only for some of the boards. Motion made by Lozinski, Seconded by Meister to restrict membership residing outside of city limits to twenty-five percent (25%) of the members and to round up to the nearest whole number. All voted in favor.

**CVB Member Revisions**

Cassi Weiss from Visit Marshall/Convention and Visitors Bureau told members that the CVB met and brought up suggestions that they believe would be more beneficial than the current member positions. The current board of 3 hotels, 1 chamber and 5 at large would be changed to 3 hotels, 1 SMSU, 1 food and beverage and reduce at large to 4. A question was brought up on why the loss of the chamber position. Weiss indicated that Visit Marshall sits on the Downtown Business Association board and having that position would be redundant. Motion by Lozinski, Seconded by Meister to approve the new suggested membership make-up. All voted in favor.

**Floodplain Management Ordinance Amendment – Chapter 38, Article II of the City Code of Ordinances**

Jason Anderson stated that his ordinance amendment had previously been approved on August 23, 2022 but after further review the Minnesota Department of Natural Resources advised some language in the ordinance can be considered optional. The extra language complicated land use decision making in the community and makes it more difficult for citizens, developers, and staff to understand development limitations in our community. Staff recommends to simplify the ordinance and change the board of adjustment to City Council instead of the planning commission. Motion by Lozinski, Seconded by Meister to approve the ordinance changes as presented. All voted in favor.

**Ordinance amending Chapter 66 Subdivisions, Article 66-II Plat approval, Division 66-II-2 Preliminary Plat, Section 66-55 Procedures**

The current ordinance requires mailing notice prior to the planning commission meeting; however, the meeting is not a public hearing nor is it required by statute. To simplify and better streamline the process of plat approval staff is suggesting changing the mailing to be more in line with other public hearing processes. Motion by Lozinski, Seconded by DeCramer. All voted in favor.

**Sign Ordinance Amendment- Chapter 86, Division 86-VI-2-Signs, Sec. 86-180 through 86-187**

Ilya Gutman briefly went over the changes that were suggested from the last time the ordinance was brought up. Discussion was had amongst members about the various changes that were requested. The ordinance was found to be less restrictive than comparable cities. Motion by Decramer, Seconded by Lozinski to recommend the ordinance be brought to city council. All voted in favor.

**Rental Ordinance**

Ilya and Jason talked about the meetings that were held with landlords and the feedback that was received. After feedback staff revised the ordinance to become a registration program only. Mandatory registration with a nominal one-time fee and no mandatory regular inspections will reduce owner's expenses. The registration process will require property owners to sign a statement that their properties meet current Housing Code. Only valid concerns about Housing Code and have been brought to the attention of the owner/manager will be investigated by staff. The inspection will review the entire unit not just the point of concern. The license term is proposed to be two years. Members suggested possibly having the Minnesota Attorney General Landlords and Tenants: Rights and Responsibilities pamphlet or website information available. Members also wanted to strike language regarding tenant modifications. Information on the city website will be available to landowners and tenants, but not necessarily a list of registered properties. Discussion was also had about the location of the certificate that must be posted that provides information on who to contact regarding the unit/building. Talks led to the certificate being posted in a "conspicuous" location. Motion made by DeCramer, Seconded by Lozinski to move forward with the rental ordinance to have the public hearing held during the last meeting in January. All voted in favor.

Respectfully Submitted,

Steven Anderson  
City Clerk