

**CITY OF MARSHALL
WORK SESSION
M I N U T E S
Tuesday, January 14, 2025**

The work session of the Common Council of the City of Marshall was held January 14, 2025, at City Hall, 344 West Main Street. The meeting was called to order at 4:00 PM by Mayor Robert Byrnes. In addition to Byrnes the following members were in attendance: Craig Schafer, Amanda Schroeder, Amanda Schwartz, John Alcorn and See Moua-Leske. Absent: James Lozinski. Staff present included: Sharon Hanson, City Administrator; E.J. Moberg, Director of Administrative Services; Jason Anderson, Director of Public Works/City Engineer; Eric Hanson, Asst. City Engineer; Dean Coudron, Public Ways Supervisor; Preston Stensrud, Park and Rec Supervisor; and Steven Anderson, City Clerk.

City Attorney Presentation on Competitive Bidding

City Attorney Whitmore provided a presentation on the competitive bidding process and the requirements related to Minnesota Statute Section 471.345. During the presentation Whitmore reviewed the dollar threshold amounts, \$175,000 must be competitively bid, \$25,000 - \$175,000 may be competitively bid or by direct negotiation if at least two quotes are received and contracts under \$25,000 can be by quote or through the open market. Whitmore also reviewed the five types of procurement methods that can be used through bidding and that the City of Marshall almost always uses the lowest responsible bidder method. Councilmembers ask for more information on “lowest responsible bidder”, which Whitmore provided further clarification. Staff and council members asked various questions regarding bid submission, rejection and rebidding.

At 4:56 PM Mayor Byrnes adjourned the meeting.

Attest:

City Clerk

Mayor