

**CITY OF MARSHALL
CITY COUNCIL MEETING
M I N U T E S
Tuesday, July 08, 2025**

The regular meeting of the Common Council of the City of Marshall was held July 08, 2025, 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: See Moua-Leske, James Lozinski, Craig Schafer, Amanda Schroeder, John Alcorn and Amanda Schwartz. Absent: None. Staff present included: Sharon Hanson; City Administrator; Pamela Whitmore, City Attorney; Jason Anderson, Director of Public Works/ City Engineer; James Marshall, Director of Public Safety; E.J. Moberg, Director of Administrative Services; Preston Stensrud, Park and Rec Supervisor; Ilya Gutman, Plans Examiner; Katies Brusven, Adult Community Center Coordinator; and Steven Anderson, City Clerk.

Consider Approval of the Minutes of the Meetings Held on June 24

There were no amendments to the minutes from the meetings held on June 24, 2025.

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

Approval of the Consent Agenda

There were no requests to remove an item from the consent agenda for additional discussion.

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

- Introduction of an Ordinance Amending Section 86-1 Definitions to Address Sober Houses
- Introduction of an Ordinance Amending Section 86-248 Outside Storage to Clarify Commercial Display and Sales Lots Requirements
- Introduction of an Ordinance Amending Sections 86-96, 104, 106 and 107 to Update Billboard Requirements
- Consider Approval to Allow Alcoholic Beverages at the Marshall Aquatic Center for Adult Night
- Consider Approval to Declare Eats and Beats on Third Street a Community Festival
- Consider a Temporary Extension of Alcohol License Area for Crazy Days
- Consider Authorization to Declare Bicycles as Surplus Property for the Marshall Police Department
- Grant Agreement from Southwest Health and Human Services - Opioid Settlement Funding
- Vacation of Right-of-Way on Paul Street (Subdivision of Outlots 4 and 5, Country Club Addition) - Receive Petition for Vacation and Call for Public Hearing
- Consider Approval of the Data Practice Policies
- Consider Approval of the Bills/Project Payments

Consider 2026 Requests of Shades of the Past Car Club – 6/5/2026 (Fri) Cruise and 6/6/2026 (Sat) Car Show

Director Anderson explained that prior to 2021, Shades of the Past Car Club had requested and received city permits for use of Baseline Road between Susan Drive and Nwakama Street for the annual event. Since 2021, the car club had requested to use Susan Drive between Baseline Road and Clarice Avenue in addition to Baseline Road. In 2025, the Shades of the Past Car Club discussed their event with the Stone Meadow Apartments ownership, and they agreed that the event can occur in front of their property. Also in 2025, there was some concern from an area business regarding parking and access for their business during this event. Due to lack of public parking surrounding the event area, patrons utilized the parking lots of nearby businesses to attend. Due to the concerns being brought forward at the March 25, 2025, meeting, the City Council authorized the 2025 Car Show and asked City staff to notify the Car Club that they should consider alternative locations. After the 2025 Shades of the Past Car Show occurred in June the Shades leadership team met with City staff, as well as nearby business owners to continue the event at the new

location for 2026. Councilmember Schafer commented on the event and appreciated how well organized the 2025 event went.

Motion made by Councilmember Schafer, Seconded by Councilmember Schroeder to authorize the closure of Susan Drive and Baseline Road from June 5, 2026, from 4:30PM – 9:00PM and June 6, 2026, from 7:00AM- 4:00PM for the Shades of the Past Car Show. Voting Yea: Mayor Byrnes, Councilmember Alcorn, Councilmember Lozinski, Councilmember Moua-Leske, Councilmember Schafer, Councilmember Schroeder, Councilmember Schwartz. The motion **Carried. 7-0.**

Memorandum of Understanding for Maintenance of the Camden Regional Trail (Lyon County, City of Marshall, City of Lynd, Camden State Park/Minnesota Department of Natural Resources)

The purpose of the Memorandum of Understanding (MOU) was to establish a mutual understanding and cooperative agreement amongst the Parties for the ongoing operation, inspection, maintenance, and general upkeep of the Camden Regional Trail. The trail connects the City of Marshall, Camden State Park, Lyon County, and the City of Lynd. The MOU would become effective upon signed execution by all Parties and any party may terminate their participation in the agreement at any time upon providing ninety (90) days prior written notice. As the trail expands, more parties may be added to the agreement. The responsibilities of the City of Marshall are as follows:

1. Maintain the trail surface, signage, and amenities in the city-administered segments of the trail.
2. Remove debris, snow, and other hazards in the city-administered segments of the trail.
3. Support trail user outreach and public education through City resources.
4. Conduct annual trail condition inspection on city administered segments of the trail.

Chris Webb, Transportation Planner for the Southwest Regional Development Commission, briefly explained the need for the MOU.

Motion made by Councilmember Moua-Leske, Seconded by Councilmember Alcorn to authorize execution of the Memorandum of Understanding for Maintenance of the Camden Regional Trail. Voting Yea: Mayor Byrnes, Councilmember Alcorn, Councilmember Lozinski, Councilmember Moua-Leske, Councilmember Schafer, Councilmember Schroeder, Councilmember Schwartz. The motion **Carried. 7-0.**

Adult Community Center Annual Update

Katie Brusven gave a presentation on the recent events at the Adult Community Center which included information on projects, volunteer work, and donations.

Approval of Special Law Extending the Authority of the City of Marshall to Use Transferred Increment to December 31, 2027

The City of Marshall requested the Minnesota Legislature to temporarily extend the use of increment funds that were collected from TIF Districts 1-1, 1-7 and 2-1. EDA Director Lauren Deutz and Mayor Byrnes both testified to the legislature regarding the request. The special law was approved by the state legislature and was signed into law on June 14th by Governor Walz. Under Minnesota Statute §645.021 subd. (2) and (3) the city council must adopt a resolution approving the special law and the city clerk must certify and file the approval with the Minnesota Secretary of State before the law becomes effective.

Motion made by Councilmember Lozinski, Seconded by Councilmember Schafer to adopt Resolution 25-053 Approving Minnesota Laws, 2025, First Special Session, Chapter 13, Article 5, Section 14. Voting Yea: Mayor Byrnes, Councilmember Alcorn, Councilmember Lozinski, Councilmember Moua-Leske, Councilmember Schafer, Councilmember Schroeder, Councilmember Schwartz. The motion **Carried. 7-0.**

Introduction of an Ordinance Amending Section 66-102 Public Sites and Open Spaces

In early 2024, City Administrator Hanson requested the City Attorney to review the Public Sites and Open Spaces ordinance. Starting in 2024, staff also reviewed the internal process of notification, with a change to notify those who needed to pay the parkland fee at the time of building permit application rather than later which had caused confusion. Since early 2024, staff had been reviewing Public Sites and Open Space Ordinance revisions and presented them on May 27th to the L&O Committee for recommendation to the full Council. Whitmore provided background on parkland fees and explained recent court cases which further prompted the need to revise the ordinance. Hanson went over the history of Marshall's parkland fee and how the current fee is calculated. Councilmember Lozinski spoke on how he was pleased to see that the process was being better implemented.

Motion made by Councilmember Lozinski, Seconded by Councilmember Moua-Leske to introduce an ordinance amending Section 66-102 Public Sites and Open Spaces. Voting Yea: Mayor Byrnes, Councilmember Alcorn, Councilmember Lozinski, Councilmember Moua-Leske, Councilmember Schafer, Councilmember Schroeder, Councilmember Schwartz. The motion **Carried. 7-0.**

Salaries and Compensation of Mayor and Councilpersons

Chapter 2, Sec. 2.07 of the City of Marshall Charter required the salaries of the Councilmembers and Mayor to be discussed as an agenda item at the first council meeting of July. After said discussions, the council shall set and determine said salaries in accordance with the applicable state law. Minnesota State Statute 415.11 allows for the governing body to fix their own salaries by ordinance in such amount as they deem reasonable. No change in salary shall take effect until after the next succeeding municipal election. In 2024 the City Council adopted Ordinance 24-015, setting council salaries for 2025 and 2026 using a 3% increase. As such, the Councilmembers did not offer additional comments on the salary that was set for 2025 and 2026.

No action was taken on the matter.

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

The Mayor and Councilmembers met prior to the Regular Meeting to conduct interviews for open board and commission positions. Mayor Byrnes appointed the following:

Thomas Meulebroeck to the Adult Community Center Commission with a term to expire May 31, 2028.

Amber Kinner-Alahakoon to the Diversity, Equity, and Inclusion Commission with a term to expire May 31, 2028.

Motion made by Councilmember Moua-Leske, Seconded by Councilmember Lozinski to affirm the appointments made by Mayor Byrnes. Voting Yea: Mayor Byrnes, Councilmember Alcorn, Councilmember Lozinski, Councilmember Moua-Leske, Councilmember Schafer, Councilmember Schroeder, Councilmember Schwartz. The motion **Carried. 7-0.**

Commission/Board Liaison Reports

Byrnes	No report.
Alcorn	No report.
Lozinski	No report.
Moua-Leske	No report.
Schafer	No report.
Schroeder	No report.

Schwartz No report.

Councilmember Individual Items

Councilmember Moua-Leske commented on the Fourth of July Celebration.

Councilmember Alcorn mentioned an update to the Aquatic Center Commission on July 9, 2025.

Mayor Byrnes, Administrator Hanson and Attorney Whitmore attended the League of Minnesota Cities Annual Conference.

City Administrator

The Strategic Plan update and major projects were provided in the information only items.

Director of Public Works/City Engineer

Commented on the road closure and the upcoming railroad crossing closure on Main Street.

City Attorney

Updated the council on the legal action against Schierholz and Associates. Schierholz filed a counterclaim against the city which triggered the insurance for the city. Because the insurance claim had taken place, LMCIT has hired an attorney and would be taking over the proceedings instead of Kennedy and Graven.

Administrative Brief

There were no questions about the Administrative Brief.

Information Only

There were no questions about the Information Only items.

Upcoming Meetings

There were no questions or comments about the Upcoming Meetings.

Adjournment

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

Attest:

City Clerk

Mayor