

**CITY OF MARSHALL**  
**CITY COUNCIL MEETING**  
**M I N U T E S**  
**Tuesday, August 12, 2025**

The regular meeting of the Common Council of the City of Marshall was held August 12, 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, Craig Schafer, Amanda Schroeder, John Alcorn and Amanda Schwartz. Absent: James Lozinski. Staff present included: Sharon Hanson; City Administrator; McKaia Dykema, filling in for 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; Eric Luther, Liquor Store Manager; and Steven Anderson, City Clerk.

**Consider Approval of the Minutes of the Meetings Held on July 22**

There were no amendments to the minutes from the meetings held on July 22, 2025.

Motion made by Councilmember Schroeder, Seconded by Councilmember Alcorn to approve the minutes as presented. Voting Yea: Mayor Byrnes, Councilmember Alcorn, Councilmember Moua-Leske, Councilmember Schafer, Councilmember Schroeder, Councilmember Schwartz. The motion **Carried. 6-0.**

**Authorization of Roof Replacement at Independence Park**

Stensrud informed the council that the roof replacement for the concessions/restroom building near the baseball fields at Independence Park was included in the 2025 Building Maintenance Budget for the Parks Department. Quotes for the project were received from two local contractors for the removal and installation of the new roofing material:

James Lozinski Construction - \$5,325.00

Adelmann Construction LLC - \$5,950.00

The city would purchase the materials needed for the project and provide them to the contractor, these quotes were for labor only. Stensrud and Hanson explained that pursuant to Minnesota statutes, the governing body of any city may contract for goods or services that do not exceed the competitive bidding threshold with a council member if the council member discloses the conflict and it is approved by a unanimous vote. Dykema noted that in addition to these requirements the contracted councilmember was not allowed to comment or vote but with Councilmember Lozinski absent there shouldn't be an issue. The total cost of the project, if awarded, would be \$10,650.25. \$14,000 was budgeted for the completion of this project.

Motion made by Councilmember Schafer, Seconded by Councilmember Schroeder to adopt Resolution 25-060 To Contract with a City Official and accept the quote of \$5,325.00 from James Lozinski Construction for the roof replacement of the concession/restroom building at Independence Park. Voting Yea: Mayor Byrnes, Councilmember Alcorn, Councilmember Moua-Leske, Councilmember Schafer, Councilmember Schroeder, Councilmember Schwartz. The motion **Carried. 6-0.**

**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 Schroeder to approve the items on the consent agenda. Voting Yea: Mayor Byrnes, Councilmember Alcorn, Councilmember Moua-Leske, Councilmember Schafer, Councilmember Schroeder, Councilmember Schwartz. The motion **Carried. 6-0.**

- Consider Approval of a Raffle Permit for the SMSU Foundation
- Consider Approval of a Raffle Permit for Holy Redeemer Church
- Consider Approval of a Temporary Liquor License for the Marshall Area Chamber of Commerce
- Consider Approval to Declare Two Vehicles as Surplus for Marshall PD
- Introducing an Ordinance Amending Chapter 22 Article VIII Licensing and Registration Requirements for the Sale of Intoxicating Cannabinoid Products

- Consider Liability Coverage – Waiver for 2025-2026 League of Minnesota Cities Insurance Trust Property/Casualty and Liability Insurance
- Consider Quote for Auditing Services for Year-Ends 2025, 2026 and 2027
- Consider Approval for Consent for Clarity Telecom (Bluepeak) for Proposed Pro Forma Asset Transfer
- Consider Approval of the Bills/Project Payments

#### **Tall Grass Liquor Annual Report**

Liquor Store Manager, Eric Luther, reviewed the 2024 Tall Grass Liquor annual report. Highlights included: \$42,547 increase of total sales and an income before transfers increase of \$85,827 compared to 2023. Overall sales of operations were \$7,418,591. The largest category of sales were beer (43%) and spirits (38%) but the highest gross profit came from THC beverages. Luther also highlighted the store's online ordering platform City Hive, which includes a website and phone companion application to make orders faster and more convenient for customers. Gross Profit was targeted for around 29% for 2026 and the store was looking at upgrading surveillance equipment.

#### **Adoption of Ordinance for the Request to Rezone Property Located at 201 Legion Field Road from R-1 Low Density Residence District to R-4 Higher Density, Multiple-Family Residence District**

This was a request by the City of Marshall to rezone property located at 201 Legion Field Road from R-1 Low Density Residential District to R-4 Higher Density, Multiple Family Residence District for potential future residential development. The new Comprehensive Plan showed the entire area as a high-density residential use, meaning over 12 dwelling units per acre. A large apartment complex was already located just south of the proposed rezone property. The Planning Commission held a public hearing on July 9, 2025. Councilmember Schroeder noted that one resident attending the hearing and spoke about the possibility of increased traffic on Legion Field Road.

Motion made by Councilmember Schroeder, Seconded by Councilmember Schafer to adopt Ordinance 25-009 Rezoning Property Located at 201 Legion Field Road from R-1 Low Density Residence District to R-4 Higher Density, Multiple-Family Residence District. Voting Yea: Mayor Byrnes, Councilmember Alcorn, Councilmember Moua-Leske, Councilmember Schafer, Councilmember Schroeder, Councilmember Schwartz. The motion **Carried. 6-0.**

#### **Project ST-002-2025: Bituminous Overlay on Various City Streets - Consider Change Order No. 2 (Final) and Final Pay Request (No. 3)**

The project was the annual street mill and overlay project that also included ADA improvements at sidewalk ramp crossings. The City Council authorized entering into an agreement with Central Specialties Inc. of Alexandria, Minnesota, for the project in the amount of \$464,044.96 and authorized staff to resurface the alternate streets, with a maximum expenditure of \$650,000.00. The items in Change Order No. 2 (Final Reconciling Change Order) for the project are the result of final measurements and changes in item quantities during construction. Change Order No. 2 (Final) resulted in a contract increase in the amount of \$49,866.99, and a final contract amount of \$511,923.33. The original contract amount was \$464,044.96, resulting in a net contract increase of \$47,878.37. The authorized maximum expenditure (2024 Capital budget) was \$650,000.00, resulting in an unexpended amount of (\$138,076.67). Locations included in the project: Southview Court, Deschepper Court, Commerce Circle, Mall Street, Jefferson Avenue, Jefferson Circle, Lawrence Street, Gray Place West, Marvin Schwan Memorial Drive, and South First Street. Alternate streets: Continental Street, Denali Street, Impala Court, and Cougar Court.

Motion made by Councilmember Schafer, Seconded by Councilmember Alcorn to approve Change Order No. 2 (Final), resulting in an increase in the amount of \$49,866.99 and Final Pay Request (No. 3) in the amount of \$25,596.17 for Project ST-002-2025 to Central Specialties Inc. of Alexandria, Minnesota, contingent upon receipt of Form IC-134 Withholding Affidavits from the contractor. Voting Yea: Mayor Byrnes, Councilmember Alcorn, Councilmember Moua-Leske, Councilmember Schafer, Councilmember Schroeder, Councilmember Schwartz. The motion **Carried. 6-0.**

#### **Commission/Board Liaison Reports**

Byrnes

No report.

Alcorn	No report.
Lozinski	No report.
Moua-Leske	No report.
Schafer	Airport Commission heard reports on the ILS replacement project and fuel tank replacement grant. Pool Committee received updates on the aquatic center and above ground construction will begin soon.
Schroeder	No report.
Schwartz	Community Service catalog will be in the mail on August 22 <sup>nd</sup> and registration opens on August 27th.

#### **Councilmember Individual Items**

Councilmember Schafer voiced his concern with the number of electric scooters and the users not obeying traffic laws.

Mayor Byrnes commented on the National Night Out event and thanked staff for the wonderful event.

#### **City Administrator**

A survey for the Parks Master Park Planning was available for community members to provide input. The court case against Schierholz and Associates will take the remainder of 2025 to go through discovery and gather information. Hanson also commented on the relief recovery from the flooding that occurred in July.

#### **Director of Public Works/City Engineer**

Project updates were given on the following: Airport fuel tank replacement grant, Highway 19, Charles & Hill Street, RRFD pedestrian crossing at Main Street and A Street.

#### **City Attorney**

No report.

#### **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 6:16 PM Motion made by Councilmember Schwartz, Seconded by Councilmember Moua-Leske to adjourn the meeting. Voting Yea: Mayor Byrnes, Councilmember Alcorn, Councilmember Moua-Leske, Councilmember Schafer, Councilmember Schroeder, Councilmember Schwartz. The motion **Carried. 6-0.**

Attest:

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City Clerk

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Mayor