

**CITY OF MARSHALL
CITY COUNCIL MEETING
M I N U T E S
Tuesday, February 08, 2022**

The regular meeting of the Common Council of the City of Marshall was held February 8, 2022, 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: Craig Schafer (5:32 P.M.), Steve Meister, Don Edblom, John DeCramer, Russ Labat, and James Lozinski. Absent: None. Staff present included: Sharon Hanson, City Administrator; Dennis Simpson, City Attorney; Jason Anderson, Director of Public Works/ City Engineer; Jim Marshall, Director of Public Safety ;Lauren Deutz, Economic Development Director; Karla Drown, Finance Director; Sheila Dubs, Human Resource Manager; Ilya Gutman, Plan Examiner/ Assistant Zoning Administrator, and Kyle Box, City Clerk.

The Pledge of Allegiance was recited at this time.

There was a general consensus to operate under the amended agenda.

Consider approval of the minutes from the regular meeting held on January 25, 2022.

Motion made by Councilmember Lozinski, Seconded by Councilmember Meister that the minutes from the regular meeting held on January 25, 2022 be approved as filed with each member and that the reading of the same be waived. Voting Yea: Mayor Byrnes, Councilmember Meister, Councilmember Edblom, Councilmember DeCramer, Councilmember Labat, Councilmember Lozinski. The motion **Carried. 6-0**

At 5:32 P.M., Councilmember Schafer joined the meeting.

Project Z82: North 1st Street / West Redwood Street / West Marshall Street Reconstruction Project - 1) Public Hearing on Assessment; 2) Consider Resolution Adopting Assessment.

The following is a breakdown of the proposed project funding. The costs shown below include 16% for engineering and administrative costs, for a total project cost of \$1,226,760.56.

Wastewater Fund	\$161,451
MMU	\$271,687
Surface Water Management Utility	\$210,851
City Participation (Ad Valorem)	\$304,316
<u>Assessed to Property Owners</u>	<u>\$278,455</u>
Total Project Amount	\$1,226,760

Per the current Fee Schedule, the assessment interest rate is calculated using the most recent bond interest rate and adding 2% for administrative costs. The 2021 GO Bond interest rate was 0.80% plus 2% results in a 2.80% assessment interest rate.

The term of the assessment repayment is proposed by staff to be 8 years. The City has no formal written policy on the term but has followed an administrative past practice to generally match the assessment repayment to the bond repayment term assuming a typical reconstruction project with assessments reaching near the maximum of the residential assessment rate. If the assessment is substantially higher in cases such as commercial assessments the term may be appropriate to increase. Alternatively, on smaller assessment projects consideration could be made to shorten the assessment term. One other item to note is that if

additional principal is paid each year the interest is recalculated annually to address the payments. Therefore, there is no penalty for individuals to repay on a more accelerated schedule if they so choose.

Motion made by Councilmember DeCramer, Seconded by Councilmember Edblom that the Council close the public hearing on assessments for Project Z82: North 1st Street / West Redwood Street / West Marshall Street Reconstruction Project. Voting Yea: Mayor Byrnes, Councilmember Schafer, Councilmember Meister, Councilmember Edblom, Councilmember DeCramer, Councilmember Labat, Councilmember Lozinski. The motion **Carried. 7-0**

Motion made by Councilmember Schafer, Seconded by Councilmember DeCramer that the Council adopt RESOLUTION NUMBER 22-027, SECOND SERIES, which is the “Resolution Adopting Assessment” for Project Z82: North 1st Street / West Redwood Street / West Marshall Street Reconstruction Project. Voting Yea: Mayor Byrnes, Councilmember Schafer, Councilmember Meister, Councilmember Edblom, Councilmember DeCramer, Councilmember Labat, Councilmember Lozinski. The motion **Carried. 7-0**

Project ST-002-2022: Bituminous Overlay on Various City Streets – Consider Resolution Accepting Bid (Awarding Contract).

This project consists of street mill and overlay project. Attached is the plan cover sheet that identifies each street that is scheduled to receive a mill and overlay treatment. Streets include:

Street	From-To
Westwood Drive (Mill All)	Country Club Drive to County Road 7
Ridgeway Road (Mill All)	Westwood Drive to Englewood Road
Englewood Road (Mill All)	Pinehurst Road to South dead end
Pinehurst Road (Mill All)	Cumberland Road to South dead end
Cumberland Road (Mill All)	Westwood Drive to South dead end
Adobe Road (Mill All)	East Lyon Street to Parkside Drive
Adobe Circle (Mill All)	All
Adobe Circle	Leveling for island removal
Prospect Circle (Mill All)	All
Prospect Circle	Leveling for island removal
Prospect Road (Mill All)	Adobe Road to Parkside Drive
Carlson Street (Mill All)	Parkside Drive to Jewett Street
Erie Ave (Mill All)	North of Erie Street (CR 33)

On February 2, 2022, bids were received for the above-referenced project. Two bids were received as shown on the attached Resolution Accepting Bid. The low bid was from Duinink, Inc., of Prinsburg, Minnesota, in the amount of \$560,573.35. In addition to the listed city streets, staff bid the majority of the Wastewater Treatment Facility (WWTF) ring road as an alternate. The Wastewater Department included \$60,000 in the Capital Improvement Plan (CIP) for this work. This alternate was proposed at \$53,442.50

The engineer's estimate for the project base bid was \$621,779, of which, \$94,802 was estimated for ADA sidewalk ramp or curb and gutter replacement work. \$685,000 has been included in the 2022 budget or funded as follows:

\$625,000 2022 budget for bituminous overlay on various city streets and will be funded under Account #495-43300-55170 (Public Improvement Revolving Fund-Street Department-Infrastructure)
\$60,000 WWTF 2022 capital improvement budget

The "Resolution Accepting Bid" awarding the contract to Duininck, Inc., of Prinsburg, Minnesota, in the amount of \$560,573.35, with a maximum of \$625,000.00. Staff intends to add an additional street or complete additional ADA sidewalk ramp work as funds are available, not to exceed \$625,000 for City streets and \$60,000 for Wastewater. Rainbow Drive from Madrid Street to the south has been identified as a likely street to be added to the overlay list.

Motion made by Councilmember Lozinski, Seconded by Councilmember Edblom that the Council adopt RESOLUTION NUMBER 22-022, which provides for the Resolution Accepting Bid (Awarding Contract) and authorizing entering into an agreement with Duininck, Inc., of Prinsburg, Minnesota, for the above-referenced project in the amount of \$560,573.35, with a maximum of \$625,000.00 for City streets and \$60,000 for Wastewater. Voting Yea: Mayor Byrnes, Councilmember Schafer, Councilmember Edblom, Councilmember DeCramer, Councilmember Labat, Councilmember Lozinski. Voting Nay: Councilmember Meister. The motion **Passed. 6-1**

Project ST-003: South 1st Street/Greeley Street/Williams Street Reconstruction Project - 1) Resolution Declaring Official Intent Regarding the Reimbursement of Expenditures with the Proceeds of TaxExempt Bonds; 2) Resolution Accepting Bid (Awarding Contract).

This project consists of reconstruction and utility replacement on South 1st Street from George Street to Greeley Street, on Greeley Street from West College Drive to Saratoga Street, and on Williams Street from Maple Street to George Street; sanitary sewer, watermain, and storm sewer will be replaced. This project will also include new curb & gutter, new 5-ft. sidewalk on one or both sides of the streets, driveway aprons, water services, and sewer services to the right-of-way.

On February 4, 2022, bids were received for the above-referenced project. Five bids were received as shown on the attached Resolution Accepting Bid. The low bid was from R&G Construction Co. of Marshall, Minnesota, in the amount of \$1,647,498.69. The engineer's estimate was approximately \$1,823,100.

The project, or a portion thereof, may be financed by the sale of bonds with repayment coming from assessments and Debt Service Fund Levy. It is required that action be authorized by City Council via Resolution Declaring Official Intent Regarding the Reimbursement of Expenditures with the Proceeds of Tax-Exempt Bonds.

The estimated total project cost including 5% allowance for contingencies and 16% for engineering and administrative costs is \$2,006,653.40.

All improvements will be assessed according to the current Special Assessment Policy, including but not limited to participation from Marshall Municipal Utilities, Wastewater Department, Surface Water Management Utility Fund and Ad Valorem participation.

The financing and cost participation will be forthcoming and addressed at the time of the Resolution Declaring Cost to be Assessed.

Councilmember Labat commented that he would support the bid but stated he did not support the placement of the sidewalk along 1 block on the east side of the project area.

Motion made by Councilmember Schafer, Seconded by Councilmember DeCramer that the Council adopt RESOLUTION NUMBER 22-023, which provides for Resolution Declaring Official Intent Regarding the Reimbursement of Expenditures with the Proceeds of Tax-Exempt Bonds for Project ST-003: South 1st Street/Greeley Street/Williams Street Reconstruction Project. Voting Yea: Mayor Byrnes, Councilmember Schafer, Councilmember Meister, Councilmember Edblom, Councilmember DeCramer, Councilmember Labat, Councilmember Lozinski. The motion **Carried. 7-0**

Motion made by Councilmember Schafer, Seconded by Councilmember Lozinski that the Council adopt RESOLUTION NUMBER 22-024, which provides for the Resolution Accepting Bid (Awarding Contract) and authorizing entering into an agreement with R&G Construction Co. of Marshall, Minnesota, in the amount of \$1,647,498.69 for Project ST-003: South 1st Street/Greeley Street/Williams Street Reconstruction Project. Voting Yea: Mayor Byrnes, Councilmember Schafer, Councilmember Meister, Councilmember Edblom, Councilmember DeCramer, Councilmember Labat, Councilmember Lozinski. The motion **Carried. 7-0**

Consider Approval of the Consent Agenda

Motion made by Councilmember Meister, Seconded by Councilmember Edblom to approve the consent agenda. Voting Yea: Mayor Byrnes, Councilmember Schafer, Councilmember Meister, Councilmember Edblom, Councilmember DeCramer, Councilmember Labat, Councilmember Lozinski. The motion **Carried. 7-0**

Approval of the 2022-2023 Township Fire Contract Rates.

Approval of Resolution Number 22-025, a Resolution Calling Public Hearings on Street Reconstruction Plan, Tax Abatements, and Issuance of GO Bonds

Approval of a LG220 Application for Exempt Permit for United Way of Southwest Minnesota.

Approval of a Tobacco License for Family Grocery Store.

Approval for the Wastewater Treatment Facilities Improvement Project – Consider Payment of Invoice 0283353 to Bolton & Menk, Inc.

Approval of a Lease Agreement between Vishay Hirel Systems LLC and the City of Marshall.

Approval of the bills/project payments

Project ST-006: RRFB School Pedestrian Crossing Improvements Project - Consider Authorization to Advertise for Bids.

Project ST-006: Rectangular Rapid Flashing Beacon (RRFB) School Pedestrian Crossing Improvements Project proposes the following improvements for select locations at the Marshall Middle School, Southview Elementary School, Parkside Elementary School, and True Light Christian School:

- Sidewalk ramp improvements and associated sidewalk improvements where necessary for ADA-compliance.
- Speed limit flasher system (DSD): includes a posted speed limit when flashing and a radar feedback sign to display driver speed. The DSD install will identify the school zone area on either side of the school crossing area, as well as identify the speed limit when the zone is in effect. The power requirements will be met with a solar array and battery.
- Pedestrian crosswalk flasher system (RRFB): includes a crosswalk sign with a pedestrian-activated rectangular rapid flashing beacon (RRFB). The crosswalk flasher system will be installed at select locations where the schools prefer to see crossing occur. The power requirements will be met with a solar array and battery.
- Concrete refuge island (median): because all locations have a two-way left turn lane (TWLTL) striping configuration, city staff believes it is prudent to install center islands for pedestrian refuge and safety. This also allows for a crosswalk flasher system (RRFB) to be installed in the center of the road in addition to behind perimeter curbs; this further attracts a driver's attention. The True Light Christian School location is the only location that is not proposed to receive a median with this project. MnDOT will install in 2025 with the College Drive Reconstruction project.

The project is included in the 2022 capital improvement plan (CIP). The City was awarded a Transportation Alternatives Grant (TA Grant) in the amount of \$339,840 for this project. The TA Grant consists of an 80-20 split; the local matching dollars are to be split by each participating school and the City of Marshall.

At the Public Improvement/Transportation Committee meeting on November 22, 2021, motion by Lozinski, seconded by Labat to recommend approval of the project to the City Council. All voted in favor.

Motion made by Councilmember DeCramer, Seconded by Councilmember Meister that the City Council authorize the advertisement for bids for Project ST-006: Rectangular Rapid Flashing Beacon (RRFB) School Pedestrian Crossing Improvements Project. Voting Yea: Mayor Byrnes, Councilmember Schafer, Councilmember Meister, Councilmember Edblom, Councilmember DeCramer, Councilmember Labat, Councilmember Lozinski. The motion **Carried. 7-0**

Project ST-009: W. Lyon Street/N. 3rd Street Reconstruction Project - Consider authorization to request for proposals for Intersection Control Evaluation (ICE) and Project ST-009 consultant services.

The above-referenced project is currently identified for 2023 in the City Capital Improvement Plan (CIP). The project limits include:

- W. Lyon Street (E. College Drive to N. 5th Street)
- N. 3rd Street (W. Main Street to W. Redwood Street).

The proposed project includes the complete reconstruction of the street, curb, sidewalk, driveways, watermain, sanitary sewer, and storm sewer collection system. The street pavement and utilities are in poor condition and City staff believes a reconstruction is necessary.

Brad Meulebroeck has expressed interest in making changes to the function of N. 3rd Street between W. Main Street and W. Lyon Street. After discussion with staff, his request would include Council considering of the following:

- Remove the signal light at the intersection of N. 3rd Street (City) and W. Main Street (MnDOT). This signal is currently owned and operated by MnDOT, and any changes would need to be approved by MnDOT Traffic.
- In lieu of traffic signal, the addition of an enhanced pedestrian crossing at the intersection of N. 3rd Street and W. Main Street, including a pedestrian refuge island and Rectangular Rapid Flashing Beacon (RRFB) signage. As this installation would be in MnDOT Right-of-Way, this installation would need to be approved by MnDOT Traffic.
- Reconfiguration of N. 3rd Street from the existing two-way travel into a one-way street moving from Main Street to Lyon Street.
- Narrowing of N. 3rd Street to accommodate several additional features including but not limited to landscaping, string lighting, artwork, and sitting areas.

Staff has also considered the possibility of including some aesthetic and/or landscaping/hardscaping upgrades to the remaining blocks of the downtown project. Some of these upgrades may or may not include planter boxes, vegetative strips along the curb and at corners, and tree planting.

With the scheduled timeline of construction in 2023, staff would like the Council to provide authorization to continue forward with the aid of an engineering consultant. Any proposed changes to W. Main Street/3rd intersection will require an Intersection Control Evaluation (ICE) report and coordination with the MnDOT District 8 office. Aesthetic features would likely require the services of a landscape architect to assist with the scoping and design of included features.

At the Public Improvement/Transportation Committee meeting on January 25, 2022, there was a consensus from the Committee for staff to have further discussion with the Downtown Business Association and request a letter of support. City staff intends to take this step in the coming weeks.

The purpose for this item coming to Council now is to receive full Council consideration for staff's process moving forward. If Council is agreeable to exploring the option of removing the traffic signal at Main/3rd Street, City staff believes that we need to begin this process as soon as possible. Staff is hopeful that changes could be made in 2023 if Council desired, but we are not entirely certain of MnDOT's timeframe for review, approval, and cost participation.

Further, hiring a firm to help with aesthetic options will be critical if the downtown business community or City Council want these types of enhancements. City staff would plan to work with the Downtown Business Association and Chamber to help us manage input.

Motion made by Councilmember Schafer, Seconded by Councilmember DeCramer that the Council authorize staff to request for proposals for ICE report at Main/3rd and consultant services for downtown aesthetic improvements. Voting Yea: Mayor Byrnes, Councilmember Schafer, Councilmember Edblom, Councilmember DeCramer, Councilmember Lozinski. Voting Nay: Councilmember Meister, Councilmember Labat. The motion **Passed. 5-2**

Project ST-023: W. Lyon Street (College to 1st) Reconstruction Project - Consider Resolution Ordering Preparation of Report on Improvement.

The project limits include W. Lyon Street (E. College Drive to N. 1st Street). The proposed project was originally included in the scope of the Z82 (N. 1st/Redwood/Marshall) Reconstruction Project constructed in 2021. In consideration of the unknown status regarding the potential development of the Block 11 property, the block of W. Lyon Street between E. College Drive and N. 1st Street was removed from the scope of the project. The intention was to bring this project forward once development of the Block 11 property was anticipated to ensure that the proposed street and utility reconstruction would adequately serve the Block 11 development. After discussion with City EDA staff, construction on the first phase of the redevelopment is still a possibility for the 2022 construction season.

The proposed project includes complete reconstruction of the street, curb, driveways, water system, and sanitary sewer collection system. This project will tie into the proposed limits of the MnDOT College Drive Reconstruction project (2025) on the northwest end and into where the Z82 Reconstruction project finished in 2021 on the other end. This block does not currently have water main. MMU has expressed their desire to extend new 6" PVC water main from N. 1st Street (stubbed out with the Z82 project) to E. College Drive to complete a water main loop. There is no existing sanitary sewer under this block also. The reconstruction project would install new PVC main, with new PVC services to adjacent vacant lot(s) for potential future development. Storm water would likely not be required on this project as this block is serviced by the new storm water facilities at N. 1st Street and E. College Drive.

City staff met with PI/T on January 25, 2022 to discuss the proposed layout and construction materials for this project. Once prepared, the Feasibility Report will include layouts and proposed materials to be used for construction. At this time, staff is identifying a street width for W. Lyon Street of 58-FT as measured from back of curb; this is 2 feet wider than the existing width of 56- FT. The additional width would provide for two 13-FT travel lanes and two 15.5-FT rows of 45° angle parking stalls. City staff is also proposing concrete surfacing at this time, but this will be reviewed and identified in the Feasibility Report.

Beginning the assessment project process by calling for this Feasibility Report does not guarantee or commit the City to completing a construction project. The purpose of beginning this process is to ensure that the City is ready to complete construction project in 2022 if the City Council determines the project is required. All improvements are proposed to be assessed according to the current Special Assessment Policy or Policy amended prior to certification of assessments including, but not limited to, Marshall Municipal Utilities, Wastewater Department, Surface Water Management Utility Fund and Ad Valorem participation. Final approval of the project must include determination of funding sources.

Motion made by Councilmember Lozinski, Seconded by Councilmember Edblom that the Council adopt RESOLUTION NUMBER 22-026, which is the "Resolution Ordering Preparation of Report on Improvement" for Project ST-023: W. Lyon Street (College to 1st) Reconstruction Project. Voting Yea: Mayor Byrnes, Councilmember Schafer, Councilmember Meister, Councilmember Edblom, Councilmember DeCramer, Councilmember Lozinski. Voting Nay: Councilmember Labat. The motion **Passed. 6-1**

Consider Proposal from SRF Consulting Group, Inc. for Design of City Utilities in MnDOT's 2025 College Drive Reconstruction Project.

For consideration is a proposal from SRF Consulting Group, Inc. (SRF) for professional services for the design of watermain and sanitary sewer relocations along TH 19 (College Drive). The design includes the relocation of approximately 2,800 feet of watermain and 3,600 feet of sanitary sewer in various segments along the proposed MnDOT TH 19 corridor. Scope of Services is shown in Attachment B of the enclosed proposal.

This item was presented to the Public Improvement/Transportation Committee at their meeting on January 25, 2022. Motion by Labat, seconded by Lozinski to recommend Council authorize execution of the attached SRF "Proposal for Professional Services for Watermain and Sanitary Relocation Design" associated with MnDOT's 2025 College Drive Reconstruction Project for a not-to-exceed amount of \$62,598. All voted in favor. Motion passed 3:0.

The proposal is for services as described for a not-to-exceed amount of \$62,598. This proposal did not include possible project expansion into the Bruce Street intersection. If the project scope changes, contract adjustments may be required. Costs for these services will be paid by MMU and the Wastewater Department.

Motion made by Councilmember Labat, Seconded by Councilmember Schafer that the Council authorize execution of the attached SRF "Proposal for Professional Services for Watermain and Sanitary Relocation Design" associated with MnDOT's 2025 College Drive Reconstruction Project for a not-to-exceed amount of \$62,598. Voting Yea: Mayor Byrnes, Councilmember Schafer, Councilmember Edblom, Councilmember DeCramer, Councilmember Labat, Councilmember Lozinski. Voting Nay: Councilmember Meister. The motion **Passed. 6-1**

Authorization to Advance Rental Ordinance by Obtaining Landlord Input

Several months ago, the City received a complaint about a VRBO rental property in town. The current ordinance does not address short-term rentals, such as VRBO's and Airbnb's. At the Council meeting discussing the situation, staff received direction to develop an ordinance addressing the short-term rentals. However, at the Legislation and Ordinance Committee meeting discussing the first draft, it was suggested that short-term rentals should be handled similar to most other cities, which regulate them through a rental ordinance along with other rental properties.

The City of Marshall is the only city among comparable cities (and one of very few cities of similar size in the State of Minnesota) that does not have a rental ordinance. It is home to a four-year college, which increases demand for rental properties, and with 44% of the population renting, Marshall is near the top of the list for such percentage in Minnesota. The City has a Housing Code that has been in place for several decades, but it is enforced on a complaint basis only without regular inspections.

The ordinance currently presented for consideration is generally based on similar ordinances from comparable cities. However, its main feature is that it does not introduce any new requirements and uses the existing Housing Code as a reference instead of creating a list of the new requirements. Further, a list of specific building features that would be inspected has been created (see attached) to limit the subjective factor of specific inspectors doing inspections. This list is limited to life safety features and a few obvious livability items, such as working toilets. It is staff's opinion that practically all multiple family rental buildings would meet all requirements with few exceptions. However, some single-family rentals may have to do some work. Additionally, some responsibilities, such as maintaining smoke alarms (except changing batteries every year),

will be placed on tenants rather than landlords. Short-term rentals are addressed as a separate section within this Ordinance. Staff would also recommend amending the ordinance by allowing renting to more than three unrelated adults with a Conditional Use Permit, which would expand rental opportunities for college students living in single family houses.

The proposed process for implementing this ordinance may include several phases and may be done in collaboration with our Fire Department. The City may start with voluntary registration and consider reducing or waiving a fee for this step as an incentive. Inspections will be conducted by current Community Planning department staff as time permits, mostly in the wintertime. All properties passing inspections will be issued a compliance certificate that they will be able to use as a marketing and promotional tool. The City will keep a list of certified properties and will be able to provide it upon request to prospective tenants or post on the City's website.

After a certain period, registration shall become mandatory. Again, inspections will be conducted as time permits by existing staff. At this stage, enforcement will be limited with ample time given to correct violations (with few exceptions for low cost and high danger items, such as smoke and CO alarms). Non-compliant properties will be permitted to continue operations until compliance will be required for issuing a license necessary for continuing operations as a rental property. The timeframe for implementation may be stretched for several years. Additional flexibility may be achieved by starting with certain types of properties and extending implementation to other types at a later stage.

The license term is currently proposed to be three years. The fee determination is currently open, but it will be based on actual time estimate for inspections and will be within the range of rental fees of comparable cities. Staff will discuss fees with the Ways and Means Committee at a later date.

The current ordinance was presented to the Legislation and Ordinance Committee in December and received generally positive review. Staff suggests that this draft be discussed with local landlords/property owners prior to presenting a final draft to the Council for introduction. Landlords' input, just like input from all interested parties, would be a valuable tool for finalizing this Ordinance.

At this time, staff is seeking Council's approval to continue forward with the proposed ordinance and proposed inspection list as written. Staff understands that the Council may wish to adjust some ordinance or inspection list language at a later date and/or incorporate some landlord input. As mentioned above, fees will be discussed later, but they will be comparable to other cities. The purpose of this Council authorization is to obtain Council approval to call for a meeting with our community's landlords.

Motion made by Councilmember Meister, Seconded by Councilmember DeCramer Staff recommends that the Council directs staff to seek input from local landlords for further development of the City Rental Ordinance before presenting a final draft to the Council committees and the full Council for Ordinance introduction. Voting Yea: Mayor Byrnes, Councilmember Schafer, Councilmember Meister, Councilmember Edblom, Councilmember DeCramer, Councilmember Labat, Councilmember Lozinski. The motion **Carried. 7-0**

Consider Appointments to the Various Boards, Commissions, Bureaus and Authorities.

Community Service Advisory Board:

Sue Versaevel to an unexpired term set to expire 2/28/2025

Raphael Onyeaghala to an unexpired term set to expire 2/28/2025

Library Board:

Anne Marie Vorbach to an expired unexpired term set to expire 12/31/2023

Motion made by Councilmember Meister, Seconded by Councilmember Schafer To approve the appointments to the various boards, commissions, bureaus and authorities. Voting Yea: Mayor Byrnes, Councilmember Schafer, Councilmember Meister, Councilmember Edblom, Councilmember DeCramer, Councilmember Labat, Councilmember Lozinski. The motion **Carried. 7-0**

Commission/Board Liaison Reports

Byrnes Fire Relief Association met to review the performance of the fund. The fund has performed well with approximately 11% return.

Schafer Airport Commission met and reviewed the repairs made to the Arrival/ Departure building and discussed future needs regarding refueling operations.

Meister No Report

Edblom No Report

DeCramer Diversity, Equity, and Inclusion Commission reviewed the upcoming World Café event with the Facilitator.

Labat No Report

Lozinski No Report

Councilmember Individual Items

Councilmember Meister asked for residents to take the opportunity with the warm weather to clear sidewalks.

Councilmember Edblom discussed the various openings to boards and commissions.

Councilmember DeCramer commented on Minnesota Housing grant to Broadmoor Valley. Member DeCramer stated that the grand submitted by Broadmoor Valley incorrectly stated on the application that the City of Marshall is considering assisting Broadmoor Valley with funding. The City of Marshall did not see the grant application and was not asked to assist with any funding.

Mayor Byrnes discussed the opening of the state legislative session and the number of items up for consideration that could affect the region. Byrnes commented that these items will call for advocacy from the City Council and Administrative staff.

City Administrator

City Administrator Sharon Hanson commented on a new City Committee for the Marshall Aquatic Center Committee. A future agenda item that the Committee will discuss is creating an advocacy group to discuss the advocate for the aquatic center.

Director of Public Works

Director of Public Works/ City Engineer reminded the council that the open house for the comprehensive plan will take place on Wednesday, February 16 from 4 – 6 PM. Director Anderson commented that both City and MMU staff have begun to meet to discuss the utility needs for Broadmoor Valley.

City Attorney

City Attorney, Dennis Simpson provided an update on various ongoing items including conversations with the Minnesota Department of Agriculture continues to review the action plan for Helena Chemical, the Minnesota Department of Labor and Industry regarding repair vs. replacement/removal of manufacture homes at Broadmoor Valley and with the Minnesota Housing Finance Agency regarding the grant awarded to Broadmoor Valley and the requirements and scope of work of the grant. Attorney Simpson also spoke with the Minnesota Boundary Adjustment Agency regarding future annexation.

Administrative Reports

There were no questions on the Administrative Brief.

Information Only

There were no questions on the information items.

Upcoming Meetings

There were no questions on the upcoming meetings.

Adjourn

At 6:32 P.M., Motion made by Councilmember Schafer, Seconded by Councilmember Meister to adjourn. Voting Yea: Mayor Byrnes, Councilmember Schafer, Councilmember Meister, Councilmember Edblom, Councilmember DeCramer, Councilmember Labat, Councilmember Lozinski. The motion **Carried. 7-0**

Mayor

Attest:

City Clerk