

**CITY OF MARSHALL  
CITY COUNCIL MEETING  
M I N U T E S  
Tuesday, March 23, 2021**

The regular meeting of the Common Council of the City of Marshall was held March 23, 2021, at the Minnesota Emergency Response and Industrial Training (MERIT) Center, 1001 West Erie Road. 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 (5:35 PM), 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; Annette Storm, Director of Administrative Services; Director; Sheila Dubs, Human Resource Manager; Ilya Gutman, Plan Examiner/ Assistant Zoning Administrator; Bob VanMoer, Wastewater Treatment Facility Superintendent; Quentin Brunsvold, Fire Chief; Preston Stensrud, Parks Superintendent and Kyle Box, City Clerk.

The Pledge of Allegiance was recited at this time.

There was a consensus to operate under the current agenda.

**Consider approval of the minutes of the regular meeting held on March 9, 2021.**

Motion made by Councilmember Lozinski, Seconded by Councilmember Edblom that the minutes of the regular meeting held on March 9, 2021 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**

**Consider Resolution Approving a Street Reconstruction Plan and Giving Preliminary Approval to the Issuance of Street Reconstruction Bonds.**

This public hearing is the first step in the bonding process to finance certain street reconstruction projects for 2021. There are two projects described in the Street Reconstruction Plan for 2021, which are, S 1st Street (Main Street to Marshall Street) / West Marshall, W Redwood Street and James Avenue Reconstruction & Storm Outfall Improvements.

The overall tax levy impact for these two projects is an estimated 236,465 (principal), which will be spread out over 10 years (annual principal amount of 23,646.50).

This Street Reconstruction Plan must be approved by a vote of a two-thirds majority of the members of the City Council present at the meeting.

Annette Storm, Director of Administrative Services lead the public hearing and provided the background information on the agenda item.

Motion made by Councilmember DeCramer, Seconded by Councilmember Lozinski to close the public hearing. Voting Yea: Mayor Byrnes, Councilmember Meister, Councilmember Edblom, Councilmember DeCramer, Councilmember Labat, Councilmember Lozinski. **The motion Carried. 6-0.**

Motion made by Councilmember DeCramer, Seconded by Councilmember Lozinski to approve Resolution Number, 21-022, a Resolution Approving a Street Reconstruction Plan and Giving Preliminary Approval to the Issuance of Street Reconstruction Bonds. Voting Yea: Mayor Byrnes, Councilmember Meister, Councilmember Edblom, Councilmember DeCramer, Councilmember Labat, Councilmember Lozinski. **The motion Carried. 6-0**

At 5:35 Councilmember Schafer joined the meeting.

**Consider Resolution Approving Property Tax Abatement to Finance Certain Public Improvements in the City.**

On Tuesday, March 9, 2021 the Council awarded a bid for Construction of a Restroom Facility and Picnic Pavilion at Patriot Park to Bladholm Construction in the amount of \$188,886.00 and authorized D&G Excavating, Inc. to move forward with installation of sewer and water lines in the amount of \$19,685.00 at Patriot Park.

This public hearing is the first step to ensure funding for the Patriot Park Bathroom Project. An Abatement Bond is the funding mechanism that Minnesota State Statutes, Sections 469.1812 through 469.1815 allow the City to utilize.

Tax Levy impact for this project will be roughly 26,071 (principal only) for tax years 2022-2029 for a total of \$208,571 (not including bonding costs).

Annette Storm, Director of Administrative Services lead the public hearing and provided the background information on the agenda item.

Councilmember Lozinski asked a clarifying question that if the cost of the project will end up being the final cost of the bond.

Director Storm confirmed that was correct.

Motion made by Councilmember Edblom, Seconded by Councilmember Lozinski to close the public hearing. 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 Meister, Seconded by Councilmember Edblom to approve Resolution Number, 21-023, a Resolution Approving Property Tax Abatement to Finance Certain Public Improvements in the City Voting Yea: Mayor Byrnes, Councilmember Schafer, Councilmember Meister, Councilmember Edblom, Councilmember DeCramer, Councilmember Lozinski. Voting Nay: Councilmember Labat. The motion **Passed. 6-1**

**Consider Resolution Adopting a Five-Year Capital Improvement Plan and Authorizing the Issuance of Bonds Thereunder.**

On Tuesday, February 23, 2021 the Council awarded a bid for the Fire Hall Roof Replacement to Gag Sheet Metal, INC. in the base amount of \$108,300.

Tax Levy impact for this project will be roughly 13,537 (principal only) for tax years 2022-2029 for a total of \$108,300 (not including bonding costs).

The Resolution must be approved by a vote of at least two-thirds of the members of the City Council (regardless of how many are present).

Annette Storm, Director of Administrative Services lead the public hearing and provided the background information on the agenda item.

Councilmember Labat confirmed the listed bond amount was \$255,000 not \$275,000 as described in the background presentation

Motion made by Councilmember DeCramer, Seconded by Councilmember Lozinski to close the public hearing. 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 DeCramer, Seconded by Councilmember Schafer To Approve Resolution Number, a Resolution Adopting a Five-Year Capital Improvement Plan and Authorizing the Issuance of Bonds Thereunder Voting Yea: Mayor Byrnes, Councilmember Schafer, Councilmember Meister, Councilmember Edblom, Councilmember DeCramer, Councilmember Labat, Councilmember Lozinski. The motion **Carried. 7-0**

**Consider Award of Proposal for Wastewater Biosolids Storage Tanks Resealing Project.**

The Wastewater Department has \$125,000 included in the 2021 CIP for resealing one Biosolids Storage Tank at the Wastewater Treatment Facility (WWTF). There are two of these tanks that need resealing along with new cathodic anode protection replacement. The intent was to seal one tank in 2021, and one tank in 2022. After receiving quotes, it has been determined that we can seal both tanks for \$156,400 in 2021.

The Wastewater Department requested quotes from two contractors that specialize in this work. The Northern Steel Tank of Mounds View, Minnesota, quote was \$63,040.00 less expensive for both tanks. City staff proposes sealing both tanks in 2021. This would eliminate the need for \$125,000 expense in the capital budget for 2022. This is specialized work, but we have received two quotes to comply with the City Purchasing Policy. We believe it is advantageous to get both tanks done with one contract, and one contractor mobilization. We have verified with the Finance Department that the fiscal impact to the WWTF Fund would not be negatively affected by the two-year budgeting adjustments.

The 2021 WWTF budget has \$125,000 included for this project along with a 2022 proposed budget of \$125,000 for the second tank. This would eliminate the need for the 2022 proposed budgeted amount. Finance Department verified there will be no long-term impact on the WWTF operating budget by extending the 2021 budgeted amount and deleting the need for the 2022 capital expense.

Motion made by Councilmember Meister, Seconded by Councilmember Schafer that the Council approve acceptance of the quote from Northern Steel Tanks of Mounds View, Minnesota, in the amount of \$156,400.00 for the resealing of two Biosolids Storage tanks in 2021. Voting Yea: Mayor Byrnes, Councilmember Schafer, Councilmember Meister, Councilmember Edblom, Councilmember DeCramer, Councilmember Labat, Councilmember Lozinski. The motion **Carried. 7-0**

**Consider Award of Proposal for Wastewater Sanitary Manhole Sealing and Relining Project.**

The Wastewater Department has been annually relining some of the worst sanitary manholes that have become deteriorated due to age and hydrogen sulfide. These are in poor structural shape and leaking ground water into the sanitary system. We have found a relining system that is working very well and is much cheaper than replacing the manholes. Once relined, the manholes should have a life expectancy of 50 years again. Each year, an amount is budgeted to do several manholes out of the WWTF Equipment Repair & Maintenance line item.

Per the Finance Department, this project will be funded from Wastewater Equipment Repair & Maintenance (Account# 602-49500-53415). City staff would take care of traffic control on the project for a cost savings of \$6,500 for this item on the project.

Motion made by Councilmember Schafer, Seconded by Councilmember Lozinski that the Council approve acceptance of the quote from Hiperline of Cokato, Minnesota, in the amount of \$65,809.00 for the above-referenced project sealing and relining nine manholes in 2021 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**

Councilmember Lozinski and Labat requested that items number 8, 11 and 12 be removed for further discussion.

Motion made by Councilmember Edblom, Seconded by Councilmember DeCramer 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 a LG220 Application for Exempt Permit for the Lyon County Pheasants Forever.

Approval of a Temporary On-Sale Intoxicating Liquor License for Lyon County Pheasants Forever.

Approval of the bills/project payments

**Consider approval of the 2021-22 annual Refuse Haulers Licenses.**

Councilmember Lozinski commented on garbage blowing out of the back of their trucks. License holders will be made aware of the city and state requirements to have a tight packed truck.

Motion made by Councilmember Lozinski, Seconded by Councilmember Schafer to approve the 2021-22 Refuse Haulers Licenses. Voting Yea: Mayor Byrnes, Councilmember Schafer, Councilmember Meister, Councilmember Edblom, Councilmember DeCramer, Councilmember Labat, Councilmember Lozinski. The motion **Carried. 7-0**

**Consider authorization to declare a vehicle as surplus property for the City of Marshall.**

The 2005 Chevrolet Impala is currently listed as a motor pool vehicle for the City of Marshall. This vehicle is not scheduled to be replaced. Under Council direction staff will utilize rental vehicle services or personal vehicles for business outside of the Marshall area as determined by the personnel policy.

Councilmember Labat requested that the vehicle be placed on the action site rather than crushed.

Motion made by Councilmember Labat, Seconded by Councilmember Meister That the 2005 Chevrolet Impala be declared as surplus property by the City of Marshall. Voting Yea: Mayor Byrnes, Councilmember Schafer, Councilmember Meister, Councilmember Edblom, Councilmember DeCramer, Councilmember Labat, Councilmember Lozinski. The motion **Carried. 7-0**

**Approve Change Order-City Hall Project**

Councilmember Labat requested that letter F be removed from the recommendation for further discussion with the City Hall Committee.

The City Hall Committee reviewed and approved the following change order items at their March 16, 2021 Committee mtg:

- A. Price for additional materials to reroute hydronic lines due to existing conditions varying from original blueprints and demolition plans.
- B. Reviewed and coordinated electrical will owners Audio Visual designer
- C. Duct insulation at concrete chase, reused as fresh air intake. The original duct work was deleted in PR#4 when we consolidated two louvers on the north wall into one louver on the east wall. We reused an existing concrete chase as a fresh air supply.
- D. Credit for not painting the ceilings in the mechanical room
- E. Credit for not installing vinyl base in storage room in basement
- F. Reviewed; contractor to add one light in each stairwell and deduct the flagpole light Installation

As noted, this change order also included deductions:

- A. Brennan CR19 related to RFI 32 reroute hydronic lines \$3,810.00
- B. Brennan CR 25 as it relates to ASI 4 \$2,610.00
- C. Brennan CR 26 related to RFI 40 fresh air shaft \$10,066.00
- D. Brennan CR 28 credit for not painting ceilings in mechanical room (\$1,853.00)
- E. Brennan CR 29 credit for not installing base in lower level (\$553.00)
- F. PR 06 lighting in stairwells, CR31 Electrical lighting change, and ASI #7 \$656.00

Councilmember Labat requested that letter F be removed from the recommendation for further discussion with the City Hall Committee.

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

### **Independence Park Bike Trail Project - Approve Resolution of Support to Apply for Minnesota DNR Outdoor Recreation Grant**

Staff are seeking approval to apply for grant funds through the DNR via the Outdoor Recreation Grant to use towards the replacement of the bike trails at Independence Park.

The existing trails were installed in the late 1980's and into the 1990's and are in dire need of replacement. Currently, the Parks Department has approximately \$65,000 in the budget for bike trail maintenance but due to the size of this project using annual maintenance funds for replacement will not be effective and efficient.

The Outdoor Recreation Grant provides 50% matching funds up to a maximum amount of \$250,000 for awarded projects. Grants are due by March 31st and will be awarded by midsummer with a deadline to use the funds of June 2023.

The project would consist of removal of existing trail, installation of proper base material, installation of concrete paths, and grading to meet ADA standards.

Depending on the timing, staff is recommending use of reserves if expended in 2021 and consideration of bonding if expended beyond 2021.

Motion made by Councilmember DeCramer, Seconded by Councilmember Meister to approve Resolution Number 21-025, a resolution of support to apply for Minnesota DNR Outdoor Recreation Grant. Voting Yea: Mayor Byrnes, Councilmember Schafer, Councilmember Meister, Councilmember Edblom, Councilmember DeCramer, Councilmember Lozinski. Voting Nay: Councilmember Labat. The motion **Passed. 6-1**

### **Consider approval of a resolution establishing a Fire escrow account**

This resolution will allow the city of Marshall to obtain a portion of the insurance settlements from a fire or explosion and establish an escrow account for these funds in accordance with Mn. Stat. 65A.50 subd. 12 and 14.

This item addresses dangerous properties in buildings damaged by fire or explosion only. Bringing this to council for consideration isn't due to any one incident particularly. This protects the city financially in the event a property owner doesn't make the necessary repairs and if the responsibility of this property then falls on the city.

Within this packet, there is a memo from the LMCIT that gives guidance about dangerous properties and the only section that applies to this agenda item is #5, Buildings damaged by fire or explosion. Within this memo, it provides the city with the protocols to follow for repairing, securing, or demolishing abandoned, vacant or dangerous buildings that have been damaged by fire or explosion. First, would be to notify the Commissioner of Commerce that we've established the escrow account so they can add the City of Marshall to the list of cities that maintain these escrow accounts and distribute to insurance companies. Once the city has the escrow account set up, it cannot use it unless there is an insured building in the city that has been damaged by fire or explosion. Even then, the account is only used after the statutory process is followed. This account cannot be commingled with city funds, but the account may be interest bearing. Any interest earned on money placed in a trust or escrow account shall be retained by the city to defray expenses incurred.

How it works is after a property owner files a claim for a loss on their insured real property due to fire or explosion, the insurer must withhold from payment of the settlement the lesser of 25% of the actual cash value of the insured's real property at the time of the loss or 25% of the final settlement. There are a few instances where this doesn't apply, and it is described on page 7 and 8 of the memo from the LMCIT. If the property owner does not display reasonable proof of repair / demolition within 45 days after the funds were received by the city finance director, the city shall use the funds to secure, repair, or demolish the damaged or destroyed structure and clear the property in question, so that the structure and property are in compliance with local code requirements and applicable ordinances. Any unused portion of the retained funds must be returned to the insured.

Motion made by Councilmember Meister, Seconded by Councilmember DeCramer to approve Resolution Number 21-026, a resolution establishing a fire escrow account. Voting Yea: Mayor Byrnes, Councilmember Schafer, Councilmember Meister, Councilmember Edblom, Councilmember DeCramer, Councilmember Labat. Voting Nay: Councilmember Lozinski. The motion **Passed. 6-1**

### **Consider expiration of the COVID-19 Temporary Employee Leave Policies**

On January 12, 2021, the Council approved an extension of the two Temporary COVID-19 Employee Leave Policies. At that January meeting, the Council requested that these policies be brought back in March to determine whether to continue or expire them. As written, these policies expire today, March 23, 2021, unless an extension is approved by the Council.

Staff are recommending the Council consider expiration of the policies.

Employee utilization of these leave benefits has declined since 01/01/2021. Five (5) employees have required either sick leave time or a telework arrangement due to COVID-19. Of these, three (3) employees utilized the Emergency Paid Sick Leave (EPSL) benefit. No employees have requested to use the Public Health Emergency Leave (E-FMLA) since January 1st.

Employees working in our most customer-facing positions---police officers, firefighters, and liquor store employees, either have already had or are currently eligible to receive the vaccine. These employees make up 45% of our workforce. Some employees in other departments have also already had an opportunity to become vaccinated due to age or other health factors. Additionally, all governors in the U.S. have been ordered to make all adults eligible for the vaccination by May 1; therefore, it is anticipated that by May 30, all employees, as well as the general public over age 18, will have had an opportunity to be vaccinated.

In order to protect the health of our employees and customers, the City has been proactive in working with employees who are ill or are otherwise impacted by COVID-19. When the pandemic began, full-time employees were permitted to utilize their available sick leave accruals in the event of a school or daycare closing due to COVID-19. Staff intend to continue this practice, unless otherwise directed by the Council.

If, however, the Council desires to extend the policies, it is recommended no other language changes occur. If an extension is approved, the policies must be administered in accordance with the Families First Coronavirus Relief Act and American Rescue Plan Act.

No action taken by city council.

**Consider Entering into Agreement for City of Marshall 2021 Comprehensive Plan.**

At its November 24, 2020 meeting, the City Council authorized staff to advertise a request for proposal for the new City of Marshall Comprehensive Plan. The Request for Proposal was posted on the City's website and social media and advertised on the League of Minnesota Cities website.

At its January 26, 2021, the Council established the Comprehensive Plan Proposal Review Committee for review of proposals, which were due on February 3, 2021. The established Committee included two Council members (Dr. Steve Meister and Don Edblom), one Planning Commission member (Amanda Schroeder), one EDA Board member (Dan Herrmann), one Chamber of Commerce representative (Eric Eben), and two City staff (Lauren Deutz and Ilya Gutman). Five proposals were received by the due date as follows: Bolton & Menk, MSA Professional Services, Inc., Praxis Strategy Group, Short Elliott Hendrickson Inc. (SEH), and SRF Consulting Group. At this time only the names of the responders are considered public data; all other data in the proposals received are considered private and non-public until the City completes negotiations with the selected vendor. All proposals and the summary score sheet have been provided to the Council for review and considerations.

The Committee first met on February 19, 2021 and reviewed the scoring sheet compiled by staff. All proposals were sent out shortly thereafter and scored by the Committee members based on merit and technical issues only. Each firm included a separate cost envelope along with their proposals; however, these cost envelopes were not open until after the first round of scoring. At the next meeting on March 8, 2021, the Committee discussed all proposals and summarized all evaluations. Proposal from one firm was unanimously found to be too weak and not worth consideration. The other four proposals were all deemed very close; in fact, the difference in scores between them was within 3 percent. The next Committee meeting took place on March 10, 2021; this time discussion included costs considerations, but three proposals suggested almost identical cost and the fourth one was just slightly more expensive. The discussion centered on proposals' inclusions and additional costs. At the end, the decision was to limit consideration to just two firms, mostly based on the number of hours they included in their proposals and covered Plan components. Finally, at its March 17, 2021 meeting, the Committee decided to recommend SRF Consulting Group to the Council, mostly on the basis of cost and included hours.

In order to provide the City with flexibility, Request for Proposals requested to exclude certain Comprehensive Plan elements and provide separate costs for including them as alternates. Request for Proposal also asked for a separate cost of a meeting as a unit price in case the City would want to add more meetings to the contract. Staff believe that it may be beneficial to include the Ordinance review in the scope of work and revise at least several meetings from virtual to on-site format (proposal includes all meetings in virtual format). Other additional elements for the Council to consider are Housing, Utilities, and Transportation. The Request for Proposal included provisions allowing the City to negotiate with the respondents to contract terms acceptable to the City.

The last complete City of Marshall Comprehensive Plan was done in 1996. It was partially updated in 2004, and there have been no revisions nor updates since that time. General recommendation is to update comprehensive plans every 10 to 15 years, and the current Comprehensive Plan is over 16 years old even if we consider the 2004 partial update. Out of all comparable cities, Marshall seems to have the oldest Comprehensive Plan. It is becoming increasingly difficult to conduct zoning operations, development, and enforcement, considering how much the conditions in the city have changed since 1996 and even since 2004. According to the League of Minnesota Cities, a comprehensive plan is an expression of the community's vision for the future and a strategic map to reach that vision. It is an important tool to guide future development of land to ensure a safe, pleasant, and prosperous environment. The process of its adoption

also creates an extensive opportunity for residents to participate in guiding community's future and all proposals include extensive public participation provisions.

The schedule proposed by staff called for draft submittal by the end of November 2021 and final Plan ready by the end of February 2022. These dates may change slightly in the process of contract negotiations, but it should not be a significant change.

\$65,000 to include base Comprehensive Plan as proposed and any additional features found beneficial by staff and negotiated with the vendor. Project costs would be financed through General Fund reserves.

Motion made by Councilmember Edblom, Seconded by Councilmember Meister that the Council accepts the proposal for the new City of Marshall Comprehensive Plan from SRF Consulting Group with the base cost of \$59,923 and authorize staff to enter into contract negotiations with additional \$5,000 allowance to provide for flexibility with the type and number of meetings and some additional Plan inclusions. Voting Yea: Mayor Byrnes, Councilmember Schafer, Councilmember Meister, Councilmember Edblom, Councilmember DeCramer, Councilmember Labat, Councilmember Lozinski. The motion **Carried. 7-0**

**Consider Agreement for the Transfer of Airport Federal Entitlement Funds and Authorize Execution and Filing of FAA Form 5100-110.**

The Airport receives \$150,000 annually in FAA entitlement funding. Those funds may be accumulated for up to four years. This cap the availability of federal entitlements at \$600,000 unless entitlement transfers are utilized. The Airport currently has \$600,000 available in 2021, of which \$150,000 will expire if not used or transferred this year.

The City of Marshall desires to construct a new Snow Removal Equipment (SRE) and Maintenance Equipment Storage Building at the Southwest Minnesota Regional Airport. The existing building has outlived its useful life and does not adequately accommodate all airport maintenance equipment storage needs. The new facility is planned to be constructed on the East Building Area of the airport, as shown on the recently completed Airport Master Plan.

A joint city fire station and ARFF (Aircraft Rescue and Fire Fighting) facility is ultimately planned to be co-located on the site with the SRE/Maintenance Building. The facilities would share common use amenities and utilities. The Project has been identified on the airport CIP for several years. Below is the proposed timeline in the most recent airport CIP.

Project Timeline

Phase 1 – 2021: Preliminary Design Study and Funding Plan

Phase 2 – 2022: Design and Site Preparation

Phase 3 – 2023: Construction

Based on this timeline, the City's consultant, TKDA, is proposing that two entitlement transfers will be performed, one in 2021, and one in 2022, to ensure that those entitlements do not expire. These entitlement transfers will provide the City and TKDA with enough time to prepare the necessary pre-project planning documents to secure state aeronautics funding while also helping the City to secure enough FAA entitlement funds to facilitate the construction of this improvement in 2023. John Peterson of TKDA will be present at the meeting to help address questions from our Council.

Motion made by Councilmember Schafer, Seconded by Councilmember Lozinski that the Council authorize the execution of the "Agreement between the City of Marshall, Minnesota, and the City of Dodge Center, Minnesota" for the transfer of 150,000 of MML Airport 2021 Federal Entitlement Funds to Dodge Center in 2021 for use on reconstructing hangar taxi lanes. Dodge Center will in turn transfer back to Marshall \$150,000 in entitlements in 2023. 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 Meister, Seconded by Councilmember Schafer that the Council authorize the transfer of Airport Federal Entitlement Funds and authorize execution and filing of FAA Form 5100-110.

Voting Yea: Mayor Byrnes, Councilmember Schafer, Councilmember Meister, Councilmember Edblom, Councilmember DeCramer, Councilmember Labat, Councilmember Lozinski. The motion **Carried. 7-0**

**Approve Members of the City’s Sesquicentennial Committee**

The City of Marshall will be celebrating 150 years in 2022. A committee is needed to start planning for events. The following are members who have committed thus far:

**Community Members:**

- Jennifer Andries (LYON COUNTY MUSEUM)
- Jan Louwagie (LYON COUNTY MUSEUM BOARD)
- John Marshall (LYON COUNTY MUSUEM BOARD)
- Cathy Lee (RESIDENT)
- Norma Raske (RESIDENT)
- Harry Weilage (RESIDENT)
- Cassi Weiss (CVB)
- Paul Graupmann (COUNTY)
- Jacki Knigge (RESIDENT)
- Kayleigh Kontz (CHAMBER)
- Jim Tate (SMSU)

**City Staff Support:**

- Amy Acquard
- Amanda Beckler
- Kyle Box
- Alex Peterson
- Preston Stensrud
- Lauren Deutz

Motion made by Councilmember Schafer, Seconded by Councilmember Meister Appoint Councilmember to serve and approve Members of the City’s Sesquicentennial Committee. 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

Schafer MERIT Center provided and update on the year to date training numbers and future training events.

Meister Economic Development Authority met and discussed Parkway II addition, and daycare.

Community Services Advisory Board met and provided a review of the RFP’s for the Aquatic Center.

Edblom No Report

DeCramer Marshall Municipal Utilities Commission met and conducted a strategic planning session. The water treatment facility is active. MMU will provide public instruction on a new time of use rate that will take effect in 2023.

Diversity, Equity, and Inclusion Commission met with its full membership and held an introduction meeting.

- Labat Convention and Visitor Bureau met and assisted with the bridal extravaganza and traveling trivia. Labat commented on future events to be held out at the Red Baron Arena.
- Lozinski City Hall Committee met and discussed the council action item. The Committee also reviewed first designs of the pocket park in the open space next to city hall.

**Councilmember Individual Items**

Councilmember DeCramer commented to check sump pumps.

**City Administrator**

No Report

**Director of Public Works**

Director of Public Works/ City Engineer commented on a potential training to be held at the MERIT Center with the Concrete Paving Association of Minnesota. Director Anderson commented on the water treatment facility coming online as well as a general update with current construction projects.

**City Attorney**

City Attorney Dennis Simpson provided an update on the Helena Chemical property. Attorney Simpson mentioned he expects the property transfer to be complete by the end of the year.

**Information Only**

There were no questions on the information items.

**Upcoming Meetings**

There were no questions on the upcoming meetings.

**Adjourn**

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

Attest:

\_\_\_\_\_  
City Clerk

\_\_\_\_\_  
Mayor