

**CITY OF MARSHALL  
WORK SESSION  
M I N U T E S  
Tuesday, March 10, 2020**

Attendance – Mayor Robert Byrnes, Councilmembers Craig Shaefer, Steven Meister, Glenn Bayerkohler, John DeCramer, Russ Labat, James Lozinski. City Administrator, Sharon Hanson; City Assessor, David Parsons; Appraiser Carolyn Runholt; Lyon County Assessor, Mark Buysse and City Clerk, Kyle Box.

**2020 Local Board of Appeal and Equalization Training**

Meeting called to order by Byrnes at 2:00 p.m. at the Middle School Professional Development Room. Parsons reviewed information sent to the council regarding property sales, valuation and classification adjustments for the 2020 assessment and the upcoming Local Board of Appeal and Equalization (LBAE) meeting. Discussion followed.

On-Line LBAE training was discussed. Currently, councilmember Byrnes is a certified LBAE member through 7/1/2020 and councilmembers Labat and DeCramer are certified through 7/1/2022. Councilmember Shaefer is certified through 7/1/2023. Discussed the requirement for at least one certified member to be in attendance at the LBAE meeting. If a certified member is not in attendance, the LBAE reverts to an open book meeting and the Local Board loses its meeting authority for the current and the following year.

Parsons reviewed the City of Marshall's quintile plan and reviewed the LBAE Handbook.

At 2:50 p.m., Mayor Byrnes adjourned the meeting.

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Mayor

ATTEST:

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City Assessor