

**CITY OF MARSHALL
CITY COUNCIL MEETING
M I N U T E S
Tuesday, December 16, 2025**

The regular meeting of the Common Council of the City of Marshall was held December 16, 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: Craig Schafer, Amanda Schroeder, See Moua-Leske, Amanda Schwartz and James Lozinski. Absent: John Alcorn. Staff present included: Sharon Hanson; City Administrator; Pamela Whitmore, City Attorney (remote); Jason Anderson, Director of Public Works/ City Engineer; E.J. Moberg, Director of Administrative Services; Lauren Deutz, Economic Development Director; Preston Stensrud, Park and Recreation Superintendent; and Steven Anderson, City Clerk.

Consider Approval of the Minutes of the Meeting Held on December 9th

There were no requests to amend the minutes.

Motion made by Councilmember Schafer, Seconded by Councilmember Schwartz to approve the minutes from the meeting held on December 9 ,2025. Voting Yea: Mayor Byrnes, Councilmember Lozinski, Councilmember Moua-Leske, Councilmember Schafer, Councilmember Schroeder, Councilmember Schwartz. The motion **Carried. 6-0.**

Project WW-046: Main Lift Station Renovation Project – Consider Award of Bid

The Main Lift Station is located on Kossuth Street, in Justice Park. The facility was constructed in 1972 and continues to operate with the original pumps. The lift station had served for over 50 years without major rehabilitation. Bids were received on December 10, 2025, and a did evaluation memorandum from the City’s consultant, Bolton & Menk, Inc. recommended that the City award the contract to R&R Excavating, Inc. for \$1,552,931.38. The contract had a substantial completion date of September 30, 2026, with contract completion and ready for final payment date of October 30, 2026. The Wastewater capital improvement plan included \$1,625,000 for the project, including engineering fees. Councilmember Lozinski questioned if a weather event was to occur during the renovation project if a plan was in place to ensure pumping capacity and who would be responsible if a backup occurred. Director Anderson said that backup pumps would be placed by the contractor and that typically the contractor would be responsible during the project but would need to look at the language of the documents.

Motion made by Councilmember Schwartz, Seconded by Councilmember Schafer to authorize the award of bid for Project WW-046 to R&R Excavating of Hutchinson in the amount of \$1,552,931.38. Voting Yea: Mayor Byrnes, Councilmember Lozinski, Councilmember Moua-Leske, Councilmember Schafer, Councilmember Schroeder, Councilmember Schwartz. The motion **Carried. 6-0.**

Consider Approval of the Consent Agenda

Councilmember Lozinski requested that Consider Approval to Allow Alcoholic Beverages at the Red Baron Arena for the Boys High School Alumni Game be removed for additional discussion.

Motion made by Councilmember Moua-Leske, Seconded by Councilmember Schroeder to approve the remaining items on the consent agenda. Voting Yea: Mayor Byrnes, Councilmember Lozinski, Councilmember Moua-Leske, Councilmember Schafer, Councilmember Schroeder, Councilmember Schwartz. The motion **Carried. 6-0.**

- Consider Approval of Tobacco License Renewal for 2026
- Consider Approval of Liquor License Renewal for 2026
- Consider Approval of Taxicab License Renewals
- Consider Approval of the Annual Service Contract and Lease Agreement with the Marshall CVB
- Approval of Defense and Indemnification Agreement Between City of Marshall and Splashtacular, L.L.C.
- Consider resolution delegating authority to the city to make electronic fund transfers
- Consider Approval of 2026 Workers Compensation Insurance and Volunteer-Accident Plan
- Consider Authorization to Accept Donations Made to the Marshall Police Department

- Consider Authorization to Accept Donations Made to the Marshall Fire Department
- Consider Authorization to Accept Donations Made to the Adult Community Center
- Consider Lease Agreement between Vishay Hirel Systems LLC and the City of Marshall
- Approve Release of Claims and Waiver Related to Farm Lease
- Consider Approval of the Bills/Project Payments

Consider Approval to Allow Alcoholic Beverages at the Red Baron Arena for the Boys High School Alumni Game

Councilmember Lozinski sought additional clarification about the item regarding the age of the players. It was confirmed that the players were Alumni and above drinking age.

Motion made by Councilmember Lozinski, Seconded by Councilmember Schafer to approve the permit to Allow Alcoholic Beverages at the Red Baron Arena on December 26, 2025. Voting Yea: Mayor Byrnes, Councilmember Lozinski, Councilmember Moua-Leske, Councilmember Schafer, Councilmember Schroeder, Councilmember Schwartz. The motion **Carried. 6-0.**

Economic and Development Authority Project Update

Lauren Deutz provided an update on upcoming projects within the city. The updates included a childcare house initiative, single family housing projects, multi-family housing projects, Solugen, and the Rebound hotel project near the Red Baron Arena.

No action was taken as the item was informational only.

Acceptance of Donations Made to the Marshall Parks and Recreation Department for FY 2025

Stensrud said the Parks and Recreation Department was honored to receive numerous generous donations each year to help improve our facilities and programming. In 2025, the department received over \$475,000 in donations and another \$400,000 in commitments while continuing to work on grant projects with more than \$1,100,000 awarded and \$498,000 pending for the bandshell at Liberty Park. Park staff were very appreciative of the continued support of our community donors, and the generous donations received each year that allow staff to enhance our community.

Motion made by Councilmember Schafer, Seconded by Councilmember Lozinski to adopt Resolution 25-097 Accepting Donations to the City of Marshall Parks & Recreation Department. Voting Yea: Mayor Byrnes, Councilmember Lozinski, Councilmember Moua-Leske, Councilmember Schafer, Councilmember Schroeder, Councilmember Schwartz. The motion **Carried. 6-0.**

Authorize the Establishment of the Bandshell Advisory Committee

City of Marshall was recently notified of receiving a grant award from Commemorative Statues, Memorials, and Historic Preservation (CSMHP) Grant Program in the amount of \$498,000. The city opted for the 2027 grant funding cycle as per grant guidelines. Based on the timeline, the city wished to take the next step in the process by authorizing staff to prepare a Request for Proposals for the Bandshell project and authorize staff to select an architectural/civil engineering firm. Hanson and Stensrud explained some additional details about the proposed project and the need to replace the bandshell instead of refurbishing or renovating it. Staff would also like to have an advisory board be created with local stakeholders to help guide the project. The following was the suggested composition of the advisory board: 2 City Councilmembers; 1 MAFAC-Marshall Area Fine Arts Council; 1 (with alternates) City Band Director; 1 SMSU Music Program; 1 SMSU Theatre; 1 MASC-Marshall Area Stage Company; 1 Convention and Visitors Bureau; and 1 Neighborhood Resident. Mayor Byrnes had recommended Councilmembers Moua-Leske and Lozinski for the Councilmember positions and Ron Halgerson for Neighborhood Resident.

Motion made by Councilmember Lozinski, Seconded by Councilmember Moua-Leske to authorize staff to prepare a Request for Proposals for the Bandshell project and authorize staff to recommend an architect/civil engineering firm to conduct work contingent upon City Attorney review of the services agreement. Voting Yea: Mayor Byrnes,

Councilmember Lozinski, Councilmember Moua-Leske, Councilmember Schafer, Councilmember Schroeder, Councilmember Schwartz. The motion **Carried. 6-0.**

Motion made by Councilmember Schafer, Seconded by Councilmember Schroeder to establish a Bandshell Advisory Committee for the purpose to provide input on the design and project. Voting Yea: Mayor Byrnes, Councilmember Lozinski, Councilmember Moua-Leske, Councilmember Schafer, Councilmember Schroeder, Councilmember Schwartz. The motion **Carried. 6-0.**

Consider Approval of the 5 Year Capital Improvement Plan (CIP)

The five-year CIP serves as a guide that laid out capital expenditure over the next five years by department as well as by the funding sources. The CIP was meant as a guide for Council and Management and does not give authorization for the projects until formally approved based on the City’s Purchasing Policy. The five-year CIP is a fluid document that is updated on an annual basis. Some projects get pushed back to later years, some projects drop off and some projects move up in years depending on priorities. Ultimately, the funding was a major factor in determining which projects within the 5-year CIP get completed.

Motion made by Councilmember Schwartz, Seconded by Councilmember Schafer to approve and adopt the five-year Capital Improvement Plan. Voting Yea: Mayor Byrnes, Councilmember Lozinski, Councilmember Moua-Leske, Councilmember Schafer, Councilmember Schroeder, Councilmember Schwartz. The motion **Carried. 6-0.**

Consider Resolution Adopting Tax Levy for 2026

At the August 26th Council work session, staff requests showed a need for a property tax levy increase of 13.96%. The main contributing factors for the increase were: increased payroll, insurance & fringe benefit costs of over 11.3% of the 2025 total levy; and an increase in debt related levies from 2025 to 2026 of over 1.0% of the 2025 total levy. Staff continued work to reduce the increase for the preliminary levy which was set on September 23rd. The 2026 preliminary levy was set at \$10,610,168, which was an increase of 7.5% from the 2025 levy. Staff recommended additional changes to the final levy to be set at \$10,519,510, which was an increase of 6.59% from the 2025 levy.

Motion made by Councilmember Lozinski, Seconded by Councilmember Schwartz to adopt Resolution 25-099 Approving 2026 Tax Levy. Voting Yea: Mayor Byrnes, Councilmember Lozinski, Councilmember Moua-Leske, Councilmember Schafer, Councilmember Schroeder, Councilmember Schwartz. The motion **Carried. 6-0.**

Resolution Adopting 2026 Budget

The budget had been reviewed at multiple work sessions throughout the year, and no additional questions were asked.

Motion made by Councilmember Schafer, Seconded by Councilmember Lozinski to adopt Resolution 25-098 Adopting a Budget for 2026. Voting Yea: Mayor Byrnes, Councilmember Lozinski, Councilmember Moua-Leske, Councilmember Schafer, Councilmember Schroeder, Councilmember Schwartz. The motion **Carried. 6-0.**

Commission/Board Liaison Reports

Byrnes	SWRD received a clean audit for the previous year. Transportation Committee reviewed the 10-year plan with MnDOT.
Alcorn	No report.
Lozinski	No report.
Moua-Leske	No report.

Schafer	No report.
Schroeder	EDA received a presentation from MN Employment and Economic Development.
Schwartz	No report.

Councilmember Individual Items

Members wished safe travels and holiday greetings.

City Administrator

No report.

Director of Public Works/City Engineer

The airport went through their 5010 inspections through the FAA that occurs every three years.

City Attorney

No report.

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 6:21 PM Motion made by Councilmember Schafer, Seconded by Councilmember Schwartz to adjourn the meeting. Voting Yea: Mayor Byrnes, Councilmember Lozinski, Councilmember Moua-Leske, Councilmember Schafer, Councilmember Schroeder, Councilmember Schwartz. The motion **Carried. 6-0.**

Attest:

City Clerk

Mayor