CITY OF MARSHALL
CITY COUNCIL MEETING
M I N U T E S
Tuesday, August 25, 2026

The regular meeting of the Common Council of the City of Marshall was held August 25, 2026, 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, James Lozinski, John Alcorn, See Moua-Leske and Amanda Schroeder. Absent: None. Staff present included: Sharon Hanson; City Administrator; Pamela Whitmore, City Attorney; E.J. Moberg, Director of Administrative Services; Jim Marshall, Director of Public Safety; Preston Stensrud, Park and Rec Supervisor; Ilya Gutman, Plans Examiner; and Steven Anderson, City Clerk.

Introduction of City Intern

Administrator Hanson introduced Eliza Holmgren, Community Services Intern, and Holmgren provided a brief thank you and farewell.

Approval of the Agenda

Item 2. Coalition of Greater Minnesota Cities Update was moved to the top of New Business.

Consider Approval of the Minutes of the Meeting Held on August 10th

There were no requests to amend the minutes.

Motion made by Councilmember Schafer, Seconded by Councilmember Lozinski to approve the minutes from August 10, 2026, as presented. Voting Yea: Mayor Byrnes, Councilmember Alcorn, Councilmember Lozinski, Councilmember Moua-Leske, Councilmember Schafer, Councilmember Schroeder. The motion **Carried. 6-0.**

Project AP-070: SW MN Regional Airport Aviation Fuel Facility Relocation Project - Award of Bids

MnDOT Aeronautics announced a one-time grant opportunity that was dedicated to airport fuel systems. These fuel systems can be grant-eligible through MnDOT's annual airport capital grant solicitation, but do not score well against other projects because they are "revenue generating facilities" and less of a priority when compared against other airfield projects. To be eligible for the grant the airport must be owned by a municipality, must be licensed for public use, must be in the State Airport System, and the airport must be zoned or in the process of zoning. Additionally, the grant gives priority to airports based on historical fuel sales. This one-time grant opportunity for fuel systems was determined to be a good opportunity to replace aging fuel systems at the Southwest Minnesota Regional Airport. The current fueling system was owned and operated by the City's Fixed Base Operator (FBO), Midwest Aviation. The current Jet A underground fuel tank was a 15,000-gallon tank that was installed in 1985 and was recertified with a 30-year warranty in 1992. The current 100LL tank was a 12,000-gallon tank installed in 1996 with a 30-year warranty. Both tanks are either past warranty or near warranty expiration. The tanks are located near the old Arrival/Departure (A/D) Building and were not placed in an ideal location. Airport Commission had determined that a better location would be closer to the current A/D Building. New fuel tanks would be the same size, but would be above ground tanks.

The project cost estimate at the time of bid was $1,300,000. The proposed 2026 city capital improvement plan included a total cost of $1,300,000 for the project with approximately $520,000 in bonding-levy and $780,000 of state participation. Provided that the state participated in the project cost at 60% cost share, the local portion of the project cost, including all engineering fees was expected to be $800,000. The city had local funding for airport projects from the 2026 CIP in the amount of $840,738. With the snowblower coming in well under budget and the PAPI light replacement project not being funded by MnDOT, the city does have the necessary funding to complete this project. The local cost for the purchase of the snow blower and the construction of the fueling system was $818,000 and the total funding available for airport projects was $840,738. Councilmember Schafer provided additional insight from discussions of the Airport Commission. Councilmember Lozinski sought clarification on the grant if the bids were rejected would the grant be in jeopardy. Director Anderson explained that the grant was a one-time, one-off opportunity as MnDOT Aeronautics typically didn't provide grants for fuel tank replacement. Chances of receiving a grant in the future if the bids were rejected would be very low. The new agreement with the fixed base operator also included a fuel flowage fee to help recoup some of the cost of relocating the fuel facility.

Motion made by Councilmember Schafer, Seconded by Councilmember Lozinski to award the bid to Minnesota Petroleum Service of Columbia Heights, Minnesota, in the amount of $1,806,829.40 for Project AP-070: SW MN Regional Airport Aviation Fuel Facility Relocation Project, per the recommendation from TKDA, contingent upon receipt of MnDOT grant funding. Voting Yea: Mayor Byrnes, Councilmember Alcorn, Councilmember Lozinski, Councilmember Moua-Leske, Councilmember Schafer, Councilmember Schroeder. 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 Schroeder, Seconded by Councilmember Alcorn. Voting Yea: Mayor Byrnes, Councilmember Alcorn, Councilmember Lozinski, Councilmember Moua-Leske, Councilmember Schafer, Councilmember Schroeder. The motion **Carried. 6-0.**

- State of MN Joint Powers Agreement & Amendment to Criminal Justice Data Network
- Consider Resolutions 1) Declaring Costs to be Assessed and Ordering Preparation 2) Calling for Public Hearing on Proposed Assessments for Unpaid Services, Ice, Snow and Weed Elimination
- Consider Resolution to Declare Vehicles as Surplus Property for the Marshall Police Department
- Declare Equipment from the Old Aquatic Center (400 W. College Dr.) as Surplus Property
- Consider Approval of a Raffle Permit for Ducks Unlimited
- Reject Bid for Legion Field Dugout/Restroom Project
- Introduction of Ordinance Amendment to Section 86-1 Definitions
- Introduction of Ordinance Amendment to Section 86-164 Accessory Equipment
- Introduction of Ordinance Amendment to Section 86-248 Exterior Storage
- Consider Approval of the Bills/Project Payments

Coalition of Greater Minnesota Cities Update

Marty Seifert, Senior Lobbyist for Flaherty and Hood, provided a brief presentation of the highlights that the Coalition of Greater Minnesota Cities had accomplished during the 2026 legislative session. Main topics included housing availability, bond bill advancements, and lead service line replacement funding. Seifert also noted the CGMC was looking at combining their summer and fall conferences into one larger more comprehensive conference in the future.

Airport Clear Zone Action Plan (CZAP) - 1) Agreement with TKDA; 2) Resolution Approving State Airport Fund Grant Agreement Number 1064048

MnDOT Aeronautics recommended that the City document existing land ownership and control within the existing and future MnDOT Clear Zones in accordance with standards established by the MnDOT Clear Zone Guidance Statement (2nd Revision). A Clear Zone Acquisition Plan (CZAP) would document Guidance exemptions to portions of the MnDOT Clear Zones that fee simple ownership would not be feasible and/or there was a partial clear zone fee simple ownership. Documentation of the CZAP would be provided to MnDOT Aeronautics for a written record of determination. The project was intended to be funded in part by a grant from MnDOT Aeronautics. Base services would be requested for SFY 2027 funding from MnDOT Aeronautics. TKDA was approached for professional planning services for the Clear Zone Action Plan project. The agreement would authorize TKDA to proceed with planning services in connection with the Clear Zone Acquisition Plan at the Airport, pursuant to the Professional Services Agreement with TKDA dated March 10, 2025, whereby individual projects require additional individual contracts to come before both the Airport Commission and City Council for approval.

Services provided by TKDA for this portion of the project are for a lump sum, not-to-exceed amount of $7,000.00. The agreement for Professional Planning Services would be contingent upon encumbered funds and a grant contract prepared by MnDOT Aeronautics. MnDOT would cover 70% of the cost of the proposal and the local cost share would be $2,100. Mayor Byrnes questioned if the former Helena Chemical building would be affected by the CZAP.

Motion made by Councilmember Schafer, Seconded by Councilmember Alcorn to approve the proposal from TKDA for Professional Planning Service for a lump sum not to exceed amount of $7,7000, contingent upon encumbered funds and a grant contract prepared by MnDOT Aeronautics. Voting Yea: Mayor Byrnes, Councilmember Alcorn, Councilmember Lozinski, Councilmember Moua-Leske, Councilmember Schafer, Councilmember Schroeder. The motion **Carried. 6-0.**

Motion made by Councilmember Schafer, Seconded by Councilmember Moua-Leske to adopt Resolution 26-056 Approving State Airport Fund Grant Agreement Number 1064048. Voting Yea: Mayor Byrnes, Councilmember Alcorn, Councilmember Lozinski, Councilmember Moua-Leske, Councilmember Schafer, Councilmember Schroeder. The motion **Carried. 6-0.**

Consider Resolution Approving Development Agreement for Wilke-Miller-Buesing Sixth Addition

At the meeting on March 10, 2026, the City Council approved Resolution 26-022 approving the Final Plat of Wilke-Miller-Buesing Sixth Addition. The plat identified six lots along the Canoga Park Pond for future development of Two-unit townhomes on each lot along the pond. The access drive for the homes would be private with the water and sewer infrastructure becoming publicly owned and operated once construct was completed to the satisfaction of the city. The development agreement was prepared by the City Attorney and City staff in consultation with Mr. Taylor. The proposed resolution states that the Development Agreement was in a draft form that may require limited revisions and authorizes the city to make needed revisions to the agreement and its exhibits prior to its execution and recording.

Motion made by Councilmember Schroeder, Seconded by Councilmember Lozinski to adopt Resolution 26-057 Approving the Development Agreement with Gregory and Nadine Taylor for Wilke-Miller-Buesing Sixth Addition. Voting Yea: Mayor Byrnes, Councilmember Alcorn, Councilmember Lozinski, Councilmember Moua-Leske, Councilmember Schafer, Councilmember Schroeder. The motion **Carried. 6-0.**

Commission/Board Liaison Reports

Byrnes	No report
Alcorn	No report.
Lozinski	MMU was working on implementing a new compensation study.
Moua-Leske	No report.
Schafer	No report.
Schroeder	No report.

Councilmember Individual Items

Councilmember Schafer thanked various city staff for the work that was doing during the summer that goes unnoticed or underappreciated.

Councilmember Lozinski brought his grandchildren to The Splash! Aquatic Center and to Sounds of Summer. Both were greatly approved. Lozinski also lamented the fact that another child was hit while riding an electric scooter.

Councilmember Moua-Leske wanted to remind citizens that school would be starting soon and citizens need to be aware of new traffic patterns and children in crosswalks.

Mayor Byrnes reported that over 12,000 people had attended the new aquatic center within its first twenty days of opening.

City Administrator

Briefly talked about AI data centers and Nobles County recently rejecting a proposal.

Director of Public Works/City Engineer

Project updates were given on the following: Manhole sewer lining, North High Street, Fifth Street and Legion Field Pond.

City Attorney

A new cannabis license was created so some ordinance amendments would be needed in the future. The Attorney Generals case against Broadmoor Valley was being granted a new case by the court of appeals. Minnesota Housing has a hearing on November 19th regarding Broadmoor Valley and City of Marshall case would have a summary judgement hearing on October 2nd with a possible trial set for late December.

Information Only

There were no questions about the Information Only items.

Upcoming Meetings

There were no questions on the Upcoming Meetings.

Adjournment

At 6:10 PM Motion made by Councilmember Moua-Leske, Seconded by Councilmember Schroeder. Voting Yea: Mayor Byrnes, Councilmember Alcorn, Councilmember Lozinski, Councilmember Moua-Leske, Councilmember Schafer, Councilmember Schroeder. The motion **Carried. 6-0.**

Attest:

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City Clerk	Mayor