

**CITY OF MARSHALL  
CITY COUNCIL MEETING  
M I N U T E S  
Tuesday, December 09, 2025**

The regular meeting of the Common Council of the City of Marshall was held December 9, 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, John Alcorn, See Moua-Leske, Amanda Schwartz and James Lozinski. Absent: None. Staff present included: Sharon Hanson; City Administrator; Ronald Batty, filling in for City Attorney (remote); Jason Anderson, Director of Public Works/ City Engineer; E.J. Moberg, Director of Administrative Services; David Parsons, City Assessor; Preston Stensrud, Park and Recreation Superintendent; and Steven Anderson, City Clerk.

Mayor Byrnes noted that the Truth-in-Taxation public hearing was noticed to start at 6:00PM. At 6:00 PM the council would finish whatever item was currently being discussed and then switch to the public hearing.

**Consider Approval of the Minutes of the Meetings Held on November 25th**

There were no amendments to the minutes as presented.

Motion made by Councilmember Lozinski, Seconded by Councilmember Schroeder to approve the minutes from November 25, 2025. Voting Yea: Mayor Byrnes, Councilmember Alcorn, Councilmember Lozinski, Councilmember Moua-Leske, Councilmember Schafer, Councilmember Schroeder, Councilmember Schwartz. The motion **Carried. 7-0.**

**Charter Amendments 1) Public Hearing 2) Consider an Ordinance Amending the City Charter**

Clerk Anderson described that most of the recommended changes to the City Charter were requested by the Charter Commission to follow State Law changes. One such change under modified how a local government must publish notices when a local newspaper closes. If a designated qualified newspaper was discontinued, a municipality may satisfy publication requirements by posting required notices on both their own website and on the Minnesota Newspaper Association's website until an alternate qualified newspaper was available. There were inconsistencies with the Charter and State law regarding Open Meeting Law. Under Section 3.01 of the Charter, members of the council could call a special meeting with twelve hours' written notice for members of the council. Under Open Meeting Law, notice was required to be given at least three days prior to the meeting. The Charter was also silent on emergency meetings and that language was added at the request of City Attorney Whitmore. Sections 5.16 and 5.24 allowed the council to set up a special election not less than thirty nor more than forty-five days after approval. State law, however, only allowed special elections to be held on five specific dates (Second Tuesday of February, April, May, August and the First Tuesday after the first Monday in November). Therefore, staff are recommending that these sections be changed to match the requirements in statute. The last recommended amendment was to allow the city to sell real property by resolution in addition to by ordinance. The uncodified ordinance process adds extra cost and time to the buyer. Councilmember Schroeder was also a member of the Charter Commission and reported that the commissioners felt the changes were acceptable and made sense to comply with State Statutes.

Motion made by Councilmember Schafer, Seconded by Councilmember Schroeder to close the public hearing. Voting Yea: Mayor Byrnes, Councilmember Alcorn, Councilmember Lozinski, Councilmember Moua-Leske, Councilmember Schafer, Councilmember Schroeder, Councilmember Schwartz. The motion **Carried. 7-0.**

Motion made by Councilmember Schroeder, Seconded by Councilmember Alcorn to adopt Ordinance 25-017 Amending the City Charter and authorizing its publication. Voting Yea: Mayor Byrnes, Councilmember Alcorn, Councilmember Lozinski, Councilmember Moua-Leske, Councilmember Schafer, Councilmember Schroeder, Councilmember Schwartz. The motion **Carried. 7-0.**

### **Approval of the Consent Agenda**

There were no requests to remove an item from the consent agenda for additional discussion.

Motion made by Councilmember Schafer, Seconded by Councilmember Alcorn to approve the items on the consent agenda. Voting Yea: Mayor Byrnes, Councilmember Alcorn, Councilmember Lozinski, Councilmember Moua-Leske, Councilmember Schafer, Councilmember Schroeder, Councilmember Schwartz. The motion **Carried. 7-0.**

- Project ST-020: South 5th Street (Saratoga to Main) Reconstruction Project - Consider Resolution Ordering Preparation of Report on Improvement
- Consider Approval of Employee Retirement Resolutions
- Consider Approval of the Bills/Project Payments

### **Red Baron Arena Annual Update**

Adri DeBoer, Senior Sales Manager of Visit Marshall, presented the Red Baron Arena and Expo annual report. Highlights included: a recap of major events that took place at the arena such as the National Guard sent off, Bike MS Minnesota and Hmong New Year; digital marketing campaigns to increase visibility of Marshall; and short and long-term goals for the arena and expo. Councilmember Lozinski asked for clarification on off-season events and how difficult it would be to put ice back onto the floor. Stensrud confirmed that the cost and time were high.

No action was taken as the item was informational only.

### **Transportation Alternatives (TA) 2030 Grant Program Trails: TH 59 (TH 23 to Boyer Drive) and Country Club Drive (Southview Drive to S 4th Street) -- 1) Consider Resolution Authorizing Agent of Sponsoring Agency for Transportation Alternatives Project; 2) Consider Resolution Identifying Responsibility for Operation and Maintenance for Transportation Alternatives Project**

The Transportation Alternatives grant program was a reliable source of federal funding for bike trail projects. The program administered by MnDOT District 8 Area Transportation Partnership, and there was often around \$1M available within our MnDOT district. The City of Marshall has had good success with accessing these grants in recent years and intends to continue to pursue these funds. The grant allows for up to 80% cost participation and the funds were typically not available until 5 years from the application date. City staff identified two trail segments to submit for the upcoming competitive grant round for 2030 TA dollars. Trunk Highway 59 from Truck Highway 23 to Boyer Drive and Country Club Drive from Southview Drive to South Fourth Street. Staff wanted the City Council to offer their support for the grant application and requested that two resolutions to be approved for each project. One resolution identifies the City as the grant sponsoring agency and the entity responsible for managing the grant. The other resolution identifies the City as the party responsible for continued operation and maintenance of the shared use path. Councilmember Moua-Leske questioned how a portion of the trail along Country Club Drive could be better marked as it runs into a shared driveway space and occasionally the trail was inaccessible because of vehicles. Director Anderson stated he would work with Stensrud to look at that portion of the trail to have clearer separation between the trail and driveway space.

Motion made by Councilmember Moua-Leske, Seconded by Councilmember Schafer to adopt Resolution 25-087 Authorizing Agent of Sponsoring Agency for Transportation Alternatives Project for TH 59 and Resolution 25-088 Identifying Responsibility for Operation and Maintenance for Transportation Alternatives Project for TH 59 Trail. Voting Yea: Mayor Byrnes, Councilmember Alcorn, Councilmember Lozinski, Councilmember Moua-Leske, Councilmember Schafer, Councilmember Schroeder, Councilmember Schwartz. The motion **Carried. 7-0.**

Motion made by Councilmember Schroeder, Seconded by Councilmember Alcorn to adopt Resolution 25-089 Authorizing Agent of Sponsoring Agency for Transportation Alternatives Project for Country Club Drive Trail and Resolution 25-090 Identifying Responsibility for Operation and Maintenance for Transportation Alternatives Project Country Club Drive. Voting Yea: Mayor Byrnes, Councilmember Alcorn, Councilmember Lozinski, Councilmember Moua-Leske, Councilmember Schafer, Councilmember Schroeder, Councilmember Schwartz. The motion **Carried. 7-0.**

**Project ST-014 (SP 139-122-009 /SP 139-124-005): South 4<sup>th</sup> Street/Country Club Drive Intersection Reconfiguration Project - Resolution of Support for Local Road Improvement Program (LRIP) Grant Application**

The Minnesota Department of Transportation (MnDOT) announced the opening of the Local Road Improvement Program (LRIP) solicitation period on September 16, 2025. The 2025 LRIP appropriation was \$47 million in general obligation (GO) bonds to be awarded to local units of government on a competitive basis. The City of Marshall received LRIP funding for the Channel Parkway resurfacing project in 2023. The city was awarded \$1.25M RIP award from the 2020 solicitation. For 2025, City Engineering staff wanted to submit an LRIP grant application for Project ST-014 South Fourth Street/Country Club Drive Intersection Reconfiguration and Reconstruction project. The proposed project would eliminate the stop light at the intersection and replace the skewed intersection with a “split T” type of intersection that featured a mini roundabout. Additionally, South Fourth Street would be reconstructed between Country Club Drive and West College Drive, and Country Club Drive would be reconstructed between South Fourth Street and South Second Street. Project ST-014 was identified on the 2027 Capital Improvement Plan, and staff had already secured a combined \$824,000 of 2027 and 2028 LRBP (federal) grant dollars for the project. The project was estimated at \$3.15M, which included a concrete surface to tie into the concrete-surfaced College Drive corridor, with roughly \$2M of costs being eligible. Councilmember Schafer added that the Public Improvement and Transportation Committee had looked at a few options for the intersection and decided that the proposed layout would be the best fit for the cost. The intersection would also be one of the last set of stop lights owned by the city.

Motion made by Councilmember Schafer, Seconded by Councilmember Moua-Leske to adopt Resolution 25-091 Support for Project ST-014 South Fourth Street/Country Club Drive Intersection Reconfiguration Project LRIP Application and authorizing staff to submit an LRIP grant application for Project ST-014. Voting Yea: Mayor Byrnes, Councilmember Alcorn, Councilmember Lozinski, Councilmember Moua-Leske, Councilmember Schafer, Councilmember Schroeder, Councilmember Schwartz. The motion **Carried. 7-0.**

**Truth-in-Taxation Public Meeting at 6:00 PM**

Moberg explained that the purpose of the Truth-in-Taxation hearing was to discuss the proposed budget and property tax levy for 2026 and to give the public reasonable time to comment on the proposed budget and property tax levy. Market values were established in the spring and were not subject to be discussed during the hearing. Moberg provided details on net tax capacity, tax levy comparisons, levy history, impacts to the budget, average increase of comparable cities, and local government aid history. Ronald Labat spoke during the public comment period.

Motion made by Councilmember Schroeder, Seconded by Councilmember Schafer to close the Truth-in-Taxation public hearing. Voting Yea: Mayor Byrnes, Councilmember Alcorn, Councilmember Lozinski, Councilmember Moua-Leske, Councilmember Schafer, Councilmember Schroeder, Councilmember Schwartz. The motion **Carried. 7-0.**

**Project PK-013/SAP 139-590-001: 2024 Marshall AT Improvements Project (RRFB & Trail Extension) - Consider Change Order No. 2 (Final) and Acknowledgement of Final Pay Request (No. 3)**

The project consisted of construction of several city-wide pedestrian improvement projects including an enhanced pedestrian crossing (RRFB) at US Hwy 59/A Street; a shared use trail along US Hwy 59 between Boyer Drive & Windstar; and the re-alignment of the Camden Trail at County Road 7 along with an enhanced pedestrian crossing (RRFB). All work was completed in accordance with the specifications. Change Order No. 2 (Final) resulted in a contract decrease in the amount of -\$299.25. Final Pay request No. 3 in the amount of \$14,763.21 resulted in a total contract amount of \$290,600.70, a net increase of \$1,823.00 from the original contract amount of \$288,777.70.

Motion made by Councilmember Schafer, Seconded by Councilmember Moua-Leske to approve Change Order No. 2 (Final) and acknowledge Final Pay Request No. 3 in the amount of \$14,763.21 for Project PK-013 to R and G Construction Co. of Marshall. Voting Yea: Mayor Byrnes, Councilmember Alcorn, Councilmember Lozinski, Councilmember Moua-Leske, Councilmember Schafer, Councilmember Schroeder, Councilmember Schwartz. The motion **Carried. 7-0.**

**Project ST-012-2025: S Hill Street / S Minnesota Street / Charles Avenue Reconstruction Project - Consider Change Order No. 2 (Final) and Acknowledgement of Final Pay Request (No. 8)**

The project consisted of reconstruction and utility replacement on South Hill Street and South Minnesota Street from East College Drive to Charles Avenue. Two alleys from East College Drive to Charles Avenue and Charles Avenue from South Whitney Street to South Minnesota Street. All utilities were replaced, including watermain, sanitary sewer, and storm sewer. The project included new water and sewer services to the right-of-way. Other items of work included in the project were pavement removal; aggregate base; bituminous surfacing; concrete surfacing; sidewalks; curb and gutter; and other minor work. All work had been completed in accordance with the specifications. Change Order No. 2 (Final) resulted in a contract decrease in the amount of -\$22,085.15. Final Pay request No. 8 in the amount of \$48,812.16 resulted in a total contract amount of \$980,746.10, a net decrease of -\$14,949.15 from the original contract amount of \$995,695.25.

Motion made by Councilmember Lozinski, Seconded by Councilmember Schafer to approve Change Order No. 2 (Final) and acknowledge Final Pay Request No. 8 in the amount of \$48,812.16 for Project ST-012-2025 to D&G Excavating, Inc of Marshall with payment contingent upon receipt of Form IC-134 Withholding Affidavit from the contractor. Voting Yea: Mayor Byrnes, Councilmember Alcorn, Councilmember Lozinski, Councilmember Moua-Leske, Councilmember Schafer, Councilmember Schroeder, Councilmember Schwartz. The motion **Carried. 7-0.**

**Approve Prepayment of Unpaid Lease Revenue Bonds, Series 2015**

The Economic Development Authority (EDA) in and for the City of Marshall issued Lease Revenue Bonds, Series 2015, dated February 10, 2015, in the original aggregate principal amount of \$3,240,000. The sale proceeds were applied to the costs of acquisition, construction and equipping the municipal liquor store on land owned by the city and leased to the EDA pursuant to a ground lease dated February 1, 2015. Pursuant to a Lease-Purchase Agreement, dated February 1, 2015, between the EDA and City, the EDA leased the project and its leasehold interest in the land acquired pursuant to the ground lease to the city. Pursuant to Sections 8.1 and 8.2 of the lease, the City had the option to prepay unpaid lease payments, as a whole or in part upon notice to the EDA of its intention to exercise its prepayment option not less than 45 days in advance of the prepayment. Notice of any redemption also required 30-day notice to Old National Bank. An aggregate principal amount of \$1,020,000 remained on the bonds. Bonds due on or after December 1, 2023, became subject to optional redemption and prepayment on December 1, 2022, and on any day thereafter. City staff and Council discussed prepayment in previous years but opted not to prepay due to favorable interest earnings. Since interest rates have decreased in 2025, the remaining principal no longer earns more than interest paid. Tall Grass Liquor has available cash on hand for the prepayment. Councilmember Lozinski commented that he was a proponent of not paying off the bond early but after much discussion with Moberg had found that paying the bond off early would be a benefit to taxpayers.

Motion made by Councilmember Lozinski, Seconded by Councilmember Moua-Leske to adopt Resolution 25-092 Approving Prepayment of Unpaid Lease Payments Under Lease-Purchase Agreement Between EDA and City Relating to EDA's Lease Revenue Bonds, Series 2015 Issued to Finance Municipal Liquor Store Constructed on land Lease by EDA to City and Corresponding Optional Redemption of Such Series 2025 Bonds. Voting Yea: Mayor Byrnes, Councilmember Alcorn, Councilmember Lozinski, Councilmember Moua-Leske, Councilmember Schafer, Councilmember Schroeder, Councilmember Schwartz. The motion **Carried. 7-0.**

**Consider Appointments to Various Boards, Commission, Bureaus, and Authorities**

Interviews were held prior to the regular meeting. Mayor Byrnes appointed the following:

- Bryce Gorter to the Convention and Visitors Bureau with a second term to end December 31, 2028.
- Cathy Schlagel to the Convention and Visitors Bureau with a second term to end December 31, 2028.
- Krystl Louwagie to the Library Board with a first term to end December 31, 2028.

Motion made by Councilmember Schafer, Seconded by Councilmember Moua-Leske to confirm the appointments made by Mayor Byrnes. Voting Yea: Mayor Byrnes, Councilmember Alcorn, Councilmember Lozinski, Councilmember Moua-Leske, Councilmember Schafer, Councilmember Schroeder, Councilmember Schwartz. The motion **Carried. 7-0.**

**Commission/Board Liaison Reports**

Byrnes	No report.
Alcorn	No report.
Lozinski	No report.
Moua-Leske	The Adult Community Center had their annual holiday party and was well attended.
Schafer	No report.
Schroeder	No report.
Schwartz	The sneak peek for the Winter Community Services Brochure will be coming out December 10 <sup>th</sup> , and registration will be opening the following week on December 17 <sup>th</sup> . The Library Board reviewed several of their program offerings.

**Councilmember Individual Items**

Councilmember Schafer requested that citizens clear snow from their sidewalks after a snow event. If you have neighbors who are incapable of removing their own snow, please help for the good of everyone.

Mayor Byrnes requested that each member of the council nominate one person to be appointed by the Chief District Judge to the Charter Commission by the first regular meeting in January.

**City Administrator**

Working with the City Attorney on the request from the Marshall Area Fine Arts Council to lease space within City Hall. Talks were initiated with Dereck Deutz about the mural on Third Street that was located on the side of his building.

**Director of Public Works/City Engineer**

Bid opening for the Main Lift Renovation Project was to be held on December 10<sup>th</sup>.

**City Attorney**

No report.

**Administrative Brief**

There were no questions about the Administrative Brief.

**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 6:43 PM Motion made by Councilmember Schwartz, Seconded by Councilmember Schafer to adjourn the meeting. Voting Yea: Mayor Byrnes, Councilmember Alcorn, Councilmember Lozinski, Councilmember Moua-Leske, Councilmember Schafer, Councilmember Schroeder, Councilmember Schwartz. The motion **Carried. 7-0.**

Attest:

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

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Mayor