

**CITY OF MARSHALL  
CITY COUNCIL MEETING  
M I N U T E S  
Tuesday, September 23, 2025**

The regular meeting of the Common Council of the City of Marshall was held September 23, 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: See Moua-Leske, Craig Schafer, Amanda Schroeder, 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; Sheila Dubs, Human Resource Manager; Lauren Deutz, Economic Development Director; Karla Drown, Finance Director; Quentin Brunsvold, Fire Chief; Ilya Gutman, Plans Examiner; and Steven Anderson, City Clerk.

**Introduction of Marshall Municipal Utilities General Manager**

Pete Wyffels introduced himself as the new General Manager for Marshall Municipal Utilities.

**Consider Approval of the Minutes of the Meetings Held on September 9th**

There were no requested amendments to the minutes from the meetings held on September 9, 2025.

Motion made by Councilmember Lozinski, Seconded by Councilmember Schwartz to approve the minutes as presented. Voting Yea: Mayor Byrnes, Councilmember Lozinski, Councilmember Moua-Leske, Councilmember Schafer, Councilmember Schwartz. Voting Abstaining: Councilmember Schroeder. The motion **Carried. 5-0-1.**

**Tax Abatement Application 1310 East College Drive - 1) Public Hearing; 2) Consider Resolution Granting Abatement**

EDA Director Deutz explained that Lock Prop LLC proposed expanding their current building which houses the Lockwood Motors service and sales area. The project would be adding an additional 19,000 square feet to the site, create approximately six to eight jobs and was estimated to increase the estimated market value for the property by two million dollars.

Motion made by Councilmember Schafer, Seconded by Councilmember Lozinski to close the public hearing. 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 Lozinski to adopt Resolution 25-066 Granting a Business Tax Abatement to Lock Prop LLC located at 1310 East College Drive for a period of four years in an amount not to exceed \$41,800.50. Voting Yea: Mayor Byrnes, Councilmember Lozinski, Councilmember Moua-Leske, Councilmember Schafer, Councilmember Schroeder, Councilmember Schwartz. The motion **Carried. 6-0.**

**Tax Abatement Application 1106 West Main Street - 1) Public Hearing; 2) Consider Resolution Granting Abatement**

Bend Rite Fabrication Inc. had applied for a business tax abatement for a 80'x80' expansion of their shop at 1310 E. College Drive. The expansion would house the largest cutting capacity laser in the state. With the increase in capacity additional staff would more than likely be needed. The proposed abatement is for the capital improvement to the property only, land value and the current base value are not eligible to be abated. The abatement would be over a period of four years and was estimated not to exceed \$9,710.00.

Motion made by Councilmember Lozinski, Seconded by Councilmember Schroeder to close the public hearing. 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 adopt Resolution 25-067 Granting a Business Tax Abatement to Bend Rite Fabrication at 1106 West Main Street for a period of four years in an amount not to exceed \$9,710.00. Voting Yea: Mayor Byrnes, Councilmember Lozinski, Councilmember Moua-Leske, Councilmember Schafer, Councilmember Schroeder, Councilmember Schwartz. The motion **Carried. 6-0.**

**Vacation of Right-of-Way on Paul Street (Subdivision of Outlots 4 and 5, Country Club Addition) – 1) Public Hearing; 2) Consider Resolution Granting Petition Vacating a Portion of Certain Unused Right-of-Way Known as Paul Street**

The purpose of the vacation was that the portion of the right-of-way to be vacated was not needed for current or future right-of-way purposes and to allow the vacated right-of-way to be transferred to abutting owner(s). Since this property abuts the public water of the Redwood River, the hearing notice was also mailed to the DNR Commissioner. All utility companies had been contacted regarding the proposed vacation and receipt of requirements, if any, have been incorporated as required. Upon successful vacation of the right of way, city staff would obtain a drainage easement over the existing stormwater pipe to ensure that the city held an easement to reasonably access public infrastructure. The stormwater pipe is the drainage outlet to the Redwood River for Paul Street.

Motion made by Councilmember Moua-Leske, Seconded by Councilmember Schafer to close the public hearing. 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 adopt Resolution 25-068 Granting Petition Vacating a Portion of Certain Unused Right-of-Way Known as Paul Street. Voting Yea: Mayor Byrnes, Councilmember Lozinski, Councilmember Moua-Leske, Councilmember Schafer, Councilmember Schroeder, Councilmember Schwartz. The motion **Carried. 6-0.**

**Assessment of Unpaid Fire Services 1) Public Hearing 2) Consider Resolution Accepting Special Assessments for Unpaid Services**

Minnesota Statute 429.101 allows various types of city charges to be assessed against property taxes as a special assessment. Notice was sent to affected property owners of the public hearing and the property owner at 808 North Sixth Street paid the past due invoice. Staff recommended that parcel 27-256025-0 be removed from the special assessment listing for certification. The remaining properties lie outside city limits and were for fire calls. Under the Fire Services agreements with Fairview and Sodus townships the townships authorized the City of Marshall to assess unpaid services to the Lyon County Auditor/Treasurer on properties in their townships.

Motion made by Councilmember Schafer, Seconded by Councilmember Lozinski to close the public hearing. Voting Yea: Mayor Byrnes, Councilmember Lozinski, Councilmember Moua-Leske, Councilmember Schafer, Councilmember Schroeder, Councilmember Schwartz. The motion **Carried. 6-0.**

Motion made by Councilmember Lozinski, Seconded by Councilmember Moua-Leske to adopt Resolution 25-069 Adopting Assessments for Unpaid Services and directed the City Clerk to certify the special assessments with the Lyon County Auditor/Treasurer for taxes payable in 2026. Voting Yea: Mayor Byrnes, Councilmember Lozinski, Councilmember Moua-Leske, Councilmember Schafer, Councilmember Schroeder, Councilmember Schwartz. 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 Schwartz to approve the 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 an Amendment to the Personnel Policy Manual—Appendices A and B--Maximum Allowable Reimbursement/Per Diem Rates
- Consider Approval of a Raffle Permit for Ducks Unlimited
- Consider Approval of a Temporary Liquor License for the SMSU Foundation

- Consider Resolution for Removal of Signage on McLaughlin Drive
- Approve Grant Agreement Between City of Marshall and SW Minnesota Arts Council; Approve Agreement Between City of Marshall and Artist SammyJo Miller for the “Drawn to Marshall” Art Project; and Authorize Appropriate Signatures
- Adoption of Ordinance Amending Sections 86-103 B-2 Central Business District, 86-104 B-3 General Business District, 86-106 I-1 Limited Industrial District, and 86-107 I-2 General Industrial District
- Consider Approval of the Bills/Project Payments

#### **Coalition of Greater Minnesota Cities Update**

Marty Seifer, Senior Lobbyist for Flaherty & Hood, presented an update of recent activities from the Coalition of Greater Minnesota Cities. Highlights included the CGMC fight to not cut local government aid, emergency medical services funding, a transportation bill, and advocating for cities against the “Yes to Homes” bill.

The presentation was information only and no motion was made.

#### **Consider Approval of a Voluntary Furlough Policy**

Staff proposed a Voluntary Furlough Policy for non-union regular full-time employees. Through the policy, employees would have the option of taking up to 80 hours of unpaid time off each calendar year with the approval of their supervisor. For employees that opt for voluntary furlough, which would in turn provide the city with budget savings, there would be no negative effect on the employees’ benefits or leave accruals. Staff are proposing the policy to be a pilot program to be effective after passage and would expire on December 31, 2026. If we have success with the voluntary furlough policy and employees remain interested, staff will come back to the Council in 2026 to consider incorporating the policy into city Personnel Policy manual. If approved, staff would connect with the AFSCME union business agent to see if AFSCME union members are interested. The city could not offer the voluntary furlough policy to the LELS union employees due to the inability/challenge of staffing the open shifts with current employees and the overtime compensation that would be necessary to staff an employee’s shift while on furlough leave.

Motion made by Councilmember Lozinski, Seconded by Councilmember Moua-Leske to approve a voluntary furlough policy. Voting Yea: Mayor Byrnes, Councilmember Lozinski, Councilmember Moua-Leske, Councilmember Schafer, Councilmember Schroeder, Councilmember Schwartz. The motion **Carried. 6-0.**

#### **Consider Approval of 2025-2026 Property/Casualty Insurance**

The League of Minnesota Cities Insurance Trust (LMCIT) changes the insurance rates January 1<sup>st</sup> but the renewal for the City of Marshall occurs October 1<sup>st</sup>. For 2025 the rates decreased by an average of 6.5%. Cincinnati Insurance informed staff that the company would no longer cover equipment breakdown coverage as a standalone plan. LMCIT would not cover the gas turbines for Marshall Municipal Utilities thus the city had to find an outside provider for the turbines. Quotes were received from three companies, with Hartford Steam coming in the lowest at \$44,043. The other two companies were quoted at over \$100,000. These coverages also include the Marshall-Lyon County Library and Marshall Municipal Utilities.

Motion made by Councilmember Schroeder, Seconded by Councilmember Schafer to approve the annual property, casualty, and liability insurance renewal. Voting Yea: Mayor Byrnes, Councilmember Lozinski, Councilmember Moua-Leske, Councilmember Schafer, Councilmember Schroeder, Councilmember Schwartz. The motion **Carried. 6-0.**

#### **Consider Resolution Adopting Preliminary 2026 Property Tax Levy**

The city’s 2026 budget process began in June and included work sessions on August 26th and September 9th. The proposed preliminary property tax levy for 2026 was \$10,610,168, which was an increase of 7.5%. The City Council must adopt its proposed property tax levy for taxes payable year 2026 and have staff certify that amount to the home county auditor on or before September 30th. The approved property tax levy cannot exceed the proposed property tax levy except because of one or more of the allowable “add-on” levies authorized within the state. The resolution

also states the city would hold the truth-in-taxation meeting at 6:00 PM on Tuesday, December 9th in Council Chambers at City Hall. Staff would continue to review the budget and tax levy. On December 16th staff will ask the Council to consider the final budget and tax levy.

Motion made by Councilmember Lozinski, Seconded by Councilmember Schafer to adopt Resolution 25-071 Approving Preliminary 2026 Property Tax Levy. Voting Yea: Mayor Byrnes, Councilmember Lozinski, Councilmember Moua-Leske, Councilmember Schafer, Councilmember Schroeder, Councilmember Schwartz. The motion **Carried. 6-0.**

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

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

Steven Thares to a partial term on the Community Services Advisory Board with a term to end February 28, 2026.

Pamela Kesteloot to a first term to the Adult Community Center Commission with a term to end May 31, 2026.

Quentin Fixen to a second term to the Airport Commission with a term to end May 31, 2026.

Motion made by Councilmember Schafer, Seconded by Councilmember Schwartz to confirm the appointment made by Mayor Byrnes. 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	Public Housing Commission received new garbage bids, and the current provider came in lower than previously.
Alcorn	Absent
Lozinski	No report.
Moua-Leske	The DEI received a presentation from the Red Cross and reviewed how well the Welcoming Week event was received. The Arts and Living History Festival would be taking place on September 27 <sup>th</sup> .
Schafer	No report.
Schroeder	Planning Commission held a public hearing on the ordinance adding a buffer zone from the aquatic center. The EDA held a hearing from the Marshall School District about the upcoming referendum.
Schwartz	Library board discussed budget items and reviewed their annual report.

#### **Councilmember Individual Items**

Councilmember Lozinski wanted to continue to remind citizens to stop for children at cross walks.

Councilmember Schafer shared that Visit Marshall Director Cassi Weiss was on Channel 5 news to promote the Arts and Living History Festival.

Mayor Byrnes wanted to highlight the Veteran Suicide Prevention and Awareness Day on October 4th at the Red Baron Arena.

**City Administrator**

United Way was able to secure some funds for citizens impacted by the July storms. Hanson was at a conference last week and learned quite a bit. Hanson had Clerk Anderson provide an update on open board/commission positions.

**Director of Public Works/City Engineer**

Updated were given on the following projects: Minnesota/Hill/Charles Street, College Drive, C Street/Southview Trail, bike trail near Aldi, and the Rectangular Rapid Flashing Beacons on Main Street.

**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 6:32 PM Motion made by Councilmember Lozinski, 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:

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City Clerk

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Mayor