

**CITY OF MARSHALL
CITY COUNCIL MEETING
M I N U T E S
Tuesday, May 26, 2026**

The regular meeting of the Common Council of the City of Marshall was held May 26, 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: James Lozinski, John Alcorn, Craig Schafer, Amanda Schroeder, and See Moua-Leske. Absent: None. Staff present included: Sharon Hanson; City Administrator; Zachary Desautels, acting City Attorney (remote); Jason Anderson, Director of Public Works/ City Engineer; E.J. Moberg, Director of Administrative Services; Jim Marshall, Director of Public Safety; Preston Stensrud, Park and Rec Supervisor; Emilie Larson, City Administrator Intern; and Steven Anderson, City Clerk.

Recognize Outgoing League of MN Cities Board Member Sharon Hanson

Luke Fischer, Executive Director of the League of Minnesota Cities (LMC) and Courtney Johnson, Mayor of Carver and First Vice President of the League of Minnesota Cities gave recognition to City Administrator Sharon Hanson for her work while serving on the LMC Board.

Consider Approval of the Minutes from the Meeting Held on May 12th

There were no requests to amend the minutes.

Motion made by Councilmember Schroeder, Seconded by Councilmember Moua-Leske to approve the minutes from May 12, 2026, as presented. Voting Yea: Mayor Byrnes, Councilmember Alcorn, Councilmember Lozinski, Councilmember Moua-Leske, Councilmember Schafer, Councilmember Schroeder. The motion **Carried. 6-0.**

Project ST-012-2025: S Hill Street / S Minnesota Street / Charles Avenue Reconstruction Project - 1) Public Hearing on Assessment; 2) Consider Resolution Adopting Assessment

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 also 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. The following was a breakdown of the proposed project funding. The costs shown below include 16% for engineering and administrative costs, for a total project cost of \$1,137,665.

Wastewater Fund \$ 85,397
Marshall Municipal Utilities-Water 315,900
Surface Water Management Utility 14,179
City Participation (Ad Valorem) 532,890
Assessed to Property Owners 189,299
Total Project Amount \$1,137,665

Per the Fee Schedule, the assessment interest rate was calculated using the most recent bond interest rate and adding 2% for administrative costs. The 2025A Bond has a True Interest Cost of 3.78% for Street Improvements, plus 2%, resulting in a 5.78% interest rate for Special Assessments. The term of the assessment repayment was proposed by staff to be eight years.

Two members of the public commented during the public hearing. One person had questions regarding the cost of the alley improvement and the other had concerns about an unreported sewer backup and cleanup costs.

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

Motion made by Councilmember Lozinski, Seconded by Councilmember Moua-Leske to adopt Resolution 26-038 Adopting Assessments for Project ST-012-2025 South Hill Street/ South Minnesota Street and Charles Avenue Reconstruction Project. Voting Yea: Mayor Byrnes, Councilmember Alcorn, Councilmember Lozinski, Councilmember Moua-Leske, Councilmember Schafer, Councilmember Schroeder. The motion **Carried. 6-0.**

Project MC-017: MERIT Center-Phase III– Safety Training Structure/Firearms Range Project - Consider Award of Proposal

In 2023, the MERIT Center received \$2.25 million dollars from the State of Minnesota Management and Budget Office to aid in the construction of Phase III of the MERIT Center project. The funding received at that time was not enough to complete all aspects of Phase III of the project, which included the completion of a firearms training range and live burn prop. A recommendation from the State of Minnesota Management and Budget Office was to return to the legislature and change the language in the original bill to allow for the completion of the firearms training range with the awarded \$2.25 million dollars. In 2025, the original legislative bill was amended and approved. At the February 10, 2026, City Council meeting, the City Council recommended approval of a construction grant agreement for the MERIT Training Center Project. The purpose of the project would be to complete the firing range that was to be located on the MERIT training site, just north of the existing storage building near the driving track site. The project would include a building and associated range materials. Architectural and engineering services were included as eligible expenses with the grant. To assist with the design of this project, the Public Improvement and Transportation Committee (PI&T) authorized City staff to send out a request for proposals (RFP) to full-service firms that could provide architectural and engineering services. Proposals were received from Bolton & Menk and SEH. Staff and the PI&T Committee recommend that Bolton & Menk be awarded for the Phase III MERIT Center project.

Motion made by Councilmember Lozinski, Seconded by Councilmember Schafer to award the proposal for MERIT Center Phase III Safety Training Structure/Firearms Rang Project to Bolton & Menk, Inc. in the amount of \$172,000. Voting Yea: Mayor Byrnes, Councilmember Alcorn, Councilmember Lozinski, Councilmember Moua-Leske, Councilmember Schafer, Councilmember Schroeder. The motion **Carried. 6-0.**

Authorization to Purchase Shelter for Use at The Splash – Marshall Aquatic Park

Late in 2025, Council authorized the purchase of playground equipment as an added amenity to the new aquatic facility. Staff at the time mentioned that as construction continued there may be other additions based on funding and budget. Staff received state contract pricing on a 16' x 20' shelter to be added near the playground to provide additional shade year-round. The structure would be built just outside the aquatic center and would be accessible when the aquatic facility wasn't open. An estimate was received from St. Croix Recreation of Stillwater, MN with state contract pricing in the amount of \$29,073.64. Some additional costs for footings and assembly would be needed as well. Due to fundraising, contingencies, and current budget for the project, staff felt the shelter would be a worthwhile addition to the facility. Shaded areas continued to be highly supported throughout surveys as part of the city's parks master plan.

Motion made by Councilmember Moua-Leske, Seconded by Councilmember Schafer to authorize the purchase and installation of a shelter for use at The Splash Marshall Aquatic Park from St. Croix Recreation. 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 Schafer, Seconded by Councilmember Schroeder to approve the items on the consent agenda. Voting Yea: Mayor Byrnes, Councilmember Alcorn, Councilmember Lozinski, Councilmember Moua-Leske, Councilmember Schafer, Councilmember Schroeder. The motion **Carried. 6-0.**

- Consider Approval of a LG230 Off-Site Permit for the Tracy Eagles Aerie 3918
- Consider Approval of a LG230 Off-Site Permit for American Legion Post 113
- Consider Approval of a Temporary Liquor License for the Marshall Area Chamber of Commerce on June 17, 2026
- Consider Approval of the Bills/Project Payments

Declare a Vacancy on City Council and Call for Special Election

Under Marshall City Charter, Section 2.05, if the unexpired term of the vacated Councilmember was less than one hundred eighty (180) days, the City Council shall appoint, as soon as possible, a person eligible for election from the partially represented ward to serve until the next regular municipal election. Or if the unexpired term of such Councilmember or Mayor is one hundred eighty (180) days or more, the vacancy shall be filled by special election within the area to be represented. The vacant position created by former councilmember Schwartz expires on January 1, 2029. As this term had more than 180 days the vacancy would need to be filled by a special election per the Charter. State statute only allows certain days for an election to be held and to meet notice and publishing deadlines staff recommended that the special election be held concurrently with the November 3rd General Election. Filing for the special and general elections would begin on July 14 and end at 5:00 PM on July 28. Potential candidates may only run for one seat and must specify whether they are running for the four (4) year term or the remaining two (2) year term.

Motion made by Councilmember Moua-Leske, Seconded by Councilmember Alcorn to adopt Resolution 26-041 Declaring a Council Vacancy and Declaring a Special Election be held on November 3, 2026. Voting Yea: Mayor Byrnes, Councilmember Alcorn, Councilmember Lozinski, Councilmember Moua-Leske, Councilmember Schafer, Councilmember Schroeder. The motion **Carried. 6-0.**

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

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

Sam Jens to the Diversity, Equity and Inclusion Commission with a term to end May 31, 2029.

Motion made by Councilmember Moua-Leske, Seconded by Councilmember Schroeder to affirm the appointment to the Diversity, Equity and Inclusion Commission. Voting Yea: Mayor Byrnes, Councilmember Alcorn, Councilmember Lozinski, Councilmember Moua-Leske, Councilmember Schafer, Councilmember Schroeder. The motion **Carried. 6-0.**

Proposed 2027 Budget Timeline

Director of Administrative Services E.J. Moberg provided information on suggested dates for work sessions to go over budget items for 2027.

Commission/Board Liaison Reports

Byrnes	No report.
Alcorn	No report.
Lozinski	No report.
Moua-Leske	No report.
Schafer	No report.
Schroeder	EDA held public hearings and approved resolutions to sell lots in Parkway II Addition.

City Administrator

The bandshell advisory committee will meet on May 27. A community survey will be upcoming to collect feedback. The Juneteenth committee has many plans in motion for the Juneteenth celebration. The Fourth of July celebration would be bigger than in past years to celebrate our nations 250th.

Director of Public Works/City Engineer

Updates were given on the following project: Highway 19/College Drive and Legion Field Phase III.

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 6:12 PM Motion made by Councilmember Schafer, Seconded by Councilmember Lozinski to adjourn the meeting. Voting Yea: Mayor Byrnes, Councilmember Alcorn, Councilmember Lozinski, Councilmember Moua-Leske, Councilmember Schafer, Councilmember Schroeder. The motion **Carried. 6-0.**

Attest:

City Clerk

Mayor