

**CITY OF MARSHALL
CITY COUNCIL MEETING
M I N U T E S
Tuesday, April 14, 2020**

The regular meeting of the Common Council of the City of Marshall was held April 14, 2020, at the Minnesota Emergency Response and Industrial Training (MERIT) Center, 1001 West Erie Road. 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, Steven Meister (5:35 P.M.), Glenn Bayerkohler, John DeCramer, Russ Labat and James Lozinski. Absent: None. Staff present included: Sharon Hanson, City Administrator; Dennis Simpson, City Attorney; Jason Anderson, Director of Public Works/ City Engineer; Annette Storm, Director of Administrative Services; Jim Marshall, Director of Public Safety; Sheila Dubs, Human Resource Manager; Bob VanMoer, Wastewater Treatment Facility Superintendent and Kyle Box, City Clerk.

The Pledge of Allegiance was recited at this time.

There was a consensus to operate under the current agenda.

Consider approval of the minutes of the special meeting held on March 20, 2020 and regular meeting held on March 24, 2020.

Motion made by Councilmember Schafer, Seconded by Councilmember Labat that the minutes of the special meeting held on March 20, 2020 and regular meeting held on March 24, 2020 be approved as filed with each member and that the reading of the same be waived. Voting Yea: Mayor Byrnes, Councilmember Schafer, Councilmember Bayerkohler, Councilmember DeCramer, Councilmember Labat, Councilmember Lozinski. The motion **Carried. 6-0**

Project Z76: South 1st Street Reconstruction Project - 1) Continuation of Public Hearing on Improvement; 2) Resolution Ordering Improvement and Preparation of Plans.

Director of Public Works/City Engineer Jason Anderson provided the background information on the agenda item. Written responses in regard to the project.

This project consists of reconstruction and utility replacement on South 1st Street generally between Southview Drive and George Street. Water, sanitary sewer, and storm sewer catch basins will be replaced along South 1st Street in this area. Sidewalk is proposed to be installed along the west side of South 1st Street from Southview Drive to a point approximately 215 ft. north of George Street. In addition to the utility replacement and street reconstruction on South 1st Street, sanitary sewer force main improvements are proposed at the intersection of South 1st Street and DeSchepper Street.

A public informational meeting was held on March 12, 2020 at 6:30 p.m. at Marshall Municipal Utilities. Property owners affected by the above-referenced project have been notified that a hearing would be held on March 24, 2020.

Due to the ongoing developments resulting from the COVID-19 (coronavirus) and the resultant recommendations to limit the size of public gatherings, an updated notice was sent to property owners indicating the City is encouraging input for the public hearing on improvement for the Project Z76: South 1st Street Reconstruction Project to be provided by phone, e-mail, or by mail. To provide enough time for residents to offer input, the public hearing on improvement was initiated at the March 24, 2020 City Council meeting and continued to the April 14, 2020 City Council meeting.

In order to proceed with this project, adoption requires a “super-majority” vote, meaning the council can only adopt the resolution by a four-fifths vote of all members of the council.

If the City Council decides to proceed with the project, the attached resolution has been prepared ordering the improvement and the preparation of plans.

The engineer’s estimate for the construction portion of the project is \$780,000.00. The total estimated project cost, including 10% allowance for contingencies and 16% for engineering and administrative costs is \$995,300.00. All improvements will be assessed according to the current Special Assessment Policy including, but not limited to, participation from Marshall Municipal Utilities, Wastewater Department, Surface Water Management Utility Fund and Ad Valorem participation. Final approval of the project must include determination of funding sources.

Councilmember Labat is opposed the specifications to the project. Member Labat commented that the residents are opposed to the narrowing of the street and the sidewalks but are in favor of the infrastructure needs.

Director Anderson commented that the input received by his office from the community is in line with Member Labat’s comments. Director Anderson also mentioned that drainage will be improved in the project area.

Councilmember Meister mentioned that his views align with member Labat.

Councilmember DeCramer made a point for the council to address sidewalk ordinance and policy. Member DeCramer also commented in favor of the road width reduction.

Councilmember Schafer discussed sidewalk ordinance and policy.

Councilmember Bayerkohler discussed the sidewalks within the project area and that there are already existing sidewalks to the north and south of the project area. Member Bayerkohler recommended that the City stay consistent with sidewalks throughout the whole project.

Councilmember Lozinski commented that he was also in favor of connecting sidewalks

Mayor Byrnes provided the history on sidewalks project throughout the Marshall.

Motion made by Councilmember Schafer, Seconded by Councilmember Lozinski to close the public hearing. Voting Yea: Mayor Byrnes, Councilmember Schafer, Councilmember Meister, Councilmember Bayerkohler, Councilmember DeCramer, Councilmember Labat, Councilmember Lozinski. The motion **Carried. 7-0**

Motion made by Councilmember Lozinski, Seconded by Councilmember Schafer that the Council adopt RESOLUTION NUMBER XXXX, SECOND SERIES, which is the “Resolution Ordering Improvement and Preparation of Plans” for Project Z76: South 1st Street Reconstruction Project, modifying the width of the street to 40 feet and only having a sidewalk on the west side.

There was further discussion on the motion by council and staff

Voting Yea: Councilmember Schafer, Councilmember Bayerkohler, Councilmember Lozinski. Voting NAY: Mayor Byrnes, Councilmember Meister, Councilmember DeCramer, Councilmember Labat. The motioned **Failed. 3-4**

Motion made by Councilmember DeCramer that the Council adopt RESOLUTION NUMBER XXXX, SECOND SERIES, which is the "Resolution Ordering Improvement and Preparation of Plans" for Project Z76: South 1st Street Reconstruction Project, modifying the width of the street to 36 feet, leave existing sidewalks and not add any additional sidewalks.

The motion dies due to the lack of a Second.

Motion made by Councilmember Labat, Seconded by Councilmember Meister that the Council adopt RESOLUTION NUMBER XXXX, SECOND SERIES, which is the "Resolution Ordering Improvement and Preparation of Plans" for Project Z76: South 1st Street Reconstruction Project, modifying the width of the street to 40 feet and not to place a sidewalk on the west side. Voting Yea: Councilmember Meister, Councilmember DeCramer, Councilmember Labat. Voting Nay: Mayor Byrnes, Councilmember Schafer, Councilmember Bayerkohler, Councilmember Lozinski. The motioned **Failed. 3-4**

Motion made by Councilmember Lozinski, Seconded by Councilmember Bayerkohler that the Council adopt RESOLUTION NUMBER XXXX, SECOND SERIES, which is the "Resolution Ordering Improvement and Preparation of Plans" for Project Z76: South 1st Street Reconstruction Project, modifying the width of the street to 36 feet and with a sidewalk on the west side. Voting Yea: Mayor Byrnes, Councilmember Schafer, Councilmember Bayerkohler, Councilmember DeCramer, Councilmember Lozinski. Voting Nay: Councilmember Meister, Councilmember Labat. The motion **Fail. 5-2**

Motion made by Councilmember Meister, Seconded by Councilmember Schafer that the Council adopt RESOLUTION NUMBER XXXX, SECOND SERIES, which is the "Resolution Ordering Improvement and Preparation of Plans" for Project Z76: South 1st Street Reconstruction Project, modifying the width of the street to 36 feet and not to place a sidewalk on the west side. Voting Yea: Mayor Byrnes, Councilmember Schafer, Councilmember Meister, Councilmember DeCramer. Voting Nay: Councilmember Bayerkohler, Councilmember Labat, Councilmember Lozinski. The motion **Failed. 4-3**

Motion made by Councilmember DeCramer, Seconded by Councilmember Meister to table until the April 28 council meeting. Voting Yea: Mayor Byrnes, Councilmember Schafer, Councilmember Meister, Councilmember Bayerkohler, Councilmember DeCramer, Councilmember Labat, Councilmember Lozinski. The motion **Carried. 7-0**

Consider Resolution Number 4721, Second Series, a Resolution Approving Property Tax Abatement to Finance Certain Public Improvements in the City.

On Tuesday, March 10, 2020 the Council awarded a bid for construction of a new restroom facility at Freedom Park to Sussner Construction and demolition of existing facility to D&G Excavating.

This public hearing is the first step to ensure funding for the Freedom Park Bathroom Project. An Abatement Bond is the funding mechanism that Minnesota State Statutes, Sections 469.1812 through 469.1815 allow the City to utilize.

Tax Levy impact for this project will be roughly 21,667 (principal only) for tax years 2021-2026 for a total of \$130,000.

Director of Administrative Services, Annette Storm provided the background information on the agenda item.

Councilmember Lozinski asked for historical information regarding a similar project and how it was funded and was in favor of paying with cash instead of bonding. Director Storm mentioned that the previous project was financed in a different method with cash on hand.

Councilmember Labat conquered with member Lozinski that this project should be paid for in cash instead of bonding. Member Labat mentioned that it may be appropriate to hold off on this project until the economy has stabilized.

City Administrator Hanson commented on the budget and the affects COVID-19 has taken globally.

Mayor Byrnes commented that this contract has already been awarded and it would not be appropriate to withdraw the contract.

Councilmember Schafer discussed that government budgets operate a year behind a normal business.

There was further discussion by the Council on the funding of the bathrooms.

Motion made by Councilmember DeCramer, Seconded by Councilmember Schafer to close the public hearing. Voting Yea: Mayor Byrnes, Councilmember Schafer, Councilmember Meister, Councilmember Bayerkohler, Councilmember DeCramer, Councilmember Labat, Councilmember Lozinski. The motion **Carried. 7-0**

Motion made by Councilmember DeCramer, Seconded by Councilmember Schafer Approve Resolution Number 4721, Second Series Approving Property Tax Abatement to Finance Certain Public Improvements in the City. Voting Yea: Mayor Byrnes, Councilmember Schafer, Councilmember Meister, Councilmember Bayerkohler, Councilmember DeCramer. Voting Nay: Councilmember Labat, Councilmember Lozinski. The motion **Passed. 5-2**

Consider Resolution Number 4722, Second Series, a Resolution Approving a Street Reconstruction Plan and Giving Preliminary Approval to the Issuance of Street Reconstruction Bonds.

This public hearing is the first step in the bonding process to finance certain street reconstruction projects proposed for 2020. There are two projects described in the Street Reconstruction Plan for 2020, which are, S 4th Street and S 1st Street Reconstructions.

The overall tax levy impact for these two projects is an estimated 150,000 (principal), which will be spread out over 10 years (annual principal amount of 15,000).

This Street Reconstruction Plan must be approved by a vote of a two-thirds majority of the members of the City Council present at the meeting.

Motion made by Councilmember Schafer, Seconded by Councilmember DeCramer to close the public hearing. Voting Yea: Mayor Byrnes, Councilmember Schafer, Councilmember Meister, Councilmember Bayerkohler, Councilmember DeCramer, Councilmember Labat, Councilmember Lozinski. The motion **Carried. 7-0**

Motion made by Councilmember Schafer, Seconded by Councilmember DeCramer to approve Resolution Number 4722, Second Series, a Resolution Approving a Street Reconstruction Plan and Giving Preliminary Approval to the Issuance of Street Reconstruction Bonds. Voting Yea: Mayor Byrnes, Councilmember Schafer, Councilmember Meister, Councilmember Bayerkohler, Councilmember DeCramer, Councilmember Labat, Councilmember Lozinski. The motion **Carried. 7-0**

Project Z75 / SAP 139-124-004: South 4th Street Reconstruction Project –1) Resolution Declaring Official Intent Regarding the Reimbursement of Expenditures with The Proceeds of Tax-Exempt Bonds; 2) Resolution Accepting Bid (Awarding Contract).

This project consists of the following: Reconstruction and utility replacement on South 4th Street from the intersection of Elaine Avenue and South 4th Street to the intersection of Country Club Drive and South 4th Street; Sanitary sewer, watermain, and storm sewer replacement on entire road. This project will also include new curb & gutter, new 5-ft. sidewalk on the west side of the street, driveway aprons, water services, and sewer services to the right-of-way.

On April 10, 2020, bids were received for the above-referenced project. Three bids were received as shown on the attached Resolution Accepting Bid. The low bid was from R&G Construction Co. of Marshall, Minnesota, in the amount of \$2,583,754.90. The engineer's estimate was \$2,626,000.00.

Motion made by Councilmember Schafer, Seconded by Councilmember Labat that the Council adopt RESOLUTION NUMBER 4723, SECOND SERIES which provides for Resolution Declaring Official Intent Regarding the Reimbursement of Expenditures with the Proceeds of Tax-Exempt Bonds for Project Z75 / SAP 139-124-004: South 4th Street Reconstruction Project. Voting Yea: Mayor Byrnes, Councilmember Schafer, Councilmember Meister, Councilmember Bayerkohler, Councilmember DeCramer, Councilmember Labat, Councilmember Lozinski. The motion **Carried. 7-0**

Motion made by Councilmember Schafer, Seconded by Councilmember Labat that the Council adopt RESOLUTION NUMBER 4724, SECOND SERIES, which provides for the Resolution Accepting Bid (Awarding Contract) and authorizing entering into an agreement R&G Construction Co. of Marshall, Minnesota, in the amount of \$2,583,754.90 for Project Z75 / SAP 139-124-004: South 4th Street Reconstruction Project. Voting Yea: Mayor Byrnes, Councilmember Schafer, Councilmember Meister, Councilmember Bayerkohler, Councilmember DeCramer, Councilmember Labat, Councilmember Lozinski. The motion **Carried. 7-0**

Consider Approval of the Consent Agenda.

Councilmember requested that item number 9, Consider approval of Temporary COVID-19 Employee Leave Policies, be removed for further discussion.

Councilmember Lozinski requested that item number 8, Wastewater Treatment Facilities Improvement Project – Consider Application for Payment No. 9 to Magney Construction, Inc.; 2) Consider Payment of Invoice 0248176 to Bolton & Menk, Inc., be removed for further discussion.

Motion made by Councilmember Meister, Seconded by Councilmember Labat to approve the consent agenda. Voting Yea: Mayor Byrnes, Councilmember Schafer, Councilmember Meister, Councilmember Bayerkohler,

Councilmember DeCramer, Councilmember Labat, Councilmember Lozinski

Approval of Addendum towards the National Highway Traffic Safety Grant.

Approval of an amendment to farm lease between the City of Marshall, Lessor and Mortier Farm, Inc., Lessee.

Approval of the bills/project payments

Wastewater Treatment Facilities Improvement Project – Consider Application for Payment No. 9 to Magney Construction, Inc.; 2) Consider Payment of Invoice 0248176 to Bolton & Menk, Inc.

- 1) Application for Payment No. 9 to Magney Construction, Inc. of Chanhassen, Minnesota, in the amount of \$858,630.46.
- 2) Invoice 0248176 to Bolton & Menk, Inc., of Mankato, Minnesota, in the amount of \$19,803.40.

As this project is financed with a Public Facilities Authority low interest loan through the State of Minnesota, pay applications are required to be placed on the City Council agenda for approval.

Councilmember Lozinski pulled the item for a status update on the project in regard to change orders. Director Anderson commented that there haven't been any change orders to this project.

Motion made by Councilmember Meister, Seconded by Councilmember Lozinski that the Council authorize Application for Payment No. 9, per the recommendation of the City's consultant, Bolton & Menk, Inc., to Magney Construction, Inc. of Chanhassen, Minnesota, in the amount of \$858,630.46 and that the Council authorize payment of Invoice 0248176 to Bolton & Menk, Inc., of Mankato, Minnesota, in the amount of \$19,803.40. Voting Yea: Mayor Byrnes, Councilmember Schafer, Councilmember Meister, Councilmember Bayerkohler, Councilmember DeCramer, Councilmember Labat, Councilmember Lozinski. The motioned **Carried. 7-0**

Consider approval of Temporary COVID-19 Employee Leave Policies

Councilmember Labat asked a clarifying question in regard to the policy.

Motion made by Councilmember Labat, Seconded by Councilmember Schafer that the Council approves the Temporary COVID-19 Employee Leave Policies. Voting Yea: Mayor Byrnes, Councilmember Schafer, Councilmember Meister, Councilmember Bayerkohler, Councilmember DeCramer, Councilmember Labat, Councilmember Lozinski. The motion **Carried. 7-0**

Conditional Use Permit - Former Hotel Adjacent to City Hall-Main Street

Motion made by Councilmember Schafer, Seconded by Councilmember Meister to remove from the table. Voting Yea: Mayor Byrnes, Councilmember Schafer, Councilmember Meister, Councilmember Bayerkohler, Councilmember DeCramer, Councilmember Labat, Councilmember Lozinski. The motion **Carried. 7-0**

On March 26, 2020 the City Hall Committee met on the site of City Hall and inspected the roof lines in addition the walls of both 348 West Main and the former hotel buildings.

On April 8, 2020 the City Hall Committee met and reviewed the attached field reports from March 26th in addition to photos from the on-site observations. Conclusion based on the April 8th discussion was that repairs to the hotel were greater than originally known, financial incentives for the hotel redevelopment were in a tougher support position from the council and the public due to the recent business climate environment as a result of COVID and concerns related to water intrusion from roof line/wall "light well" to City Hall would be too great to ignore.

The City Hall Committee therefore approved unanimously the recommendation to the City Council to formally withdraw the Conditional Use Permit (CUP) for the development of the hotel for apartments and retail/commercial use based on the March 26, 2020 observations and reports; and direct staff to begin development of specifications for demolition of the hotel; and direct staff to immediately begin discussions with the architect on steps necessary for needed City Hall project construction adjustments as a result of the hotel being demolished.

City Administrator Sharon Hanson provided the background information on the agenda item.

Councilmember Bayerkohler asked a clarifying question in that if the condition of the hotel wall was not found until the demolition of the current city hall building.

City Hall Owners Representative Glenn Olson provided additional information on the project.

Motion made by Councilmember Labat, Seconded by Councilmember Meister to withdraw the Conditional Use Permit (CUP) for the development of the hotel for apartments and retail/commercial use.

Voting Yea: Mayor Byrnes, Councilmember Schafer, Councilmember Meister, Councilmember Bayerkohler, Councilmember DeCramer, Councilmember Labat, Councilmember Lozinski. **Carried. 7-0**

Motion made by Councilmember Schafer, Seconded by Councilmember Meister to direct staff to begin discussions with the architect on steps necessary for needed City Hall project construction adjustments as a result of the hotel being demolished. Voting Yea: Mayor Byrnes, Councilmember Schafer, Councilmember Meister, Councilmember Bayerkohler, Councilmember DeCramer, Councilmember Labat, Councilmember Lozinski.

Carried. 7-0

Consider Authorization to Advertise for Bids for Demolition of Structure located at 326 West Main Street.

In 2009, the City initiated a process for acquisition of the Marshall Hotel building. At that time, the building was considered a blighted structure within in downtown Marshall. Over the past 11 years, the City has considered many options and worked with multiple developers for the improvement of the building, including redevelopment, demolition, or combinations of those alternatives.

During the process of the renovation of City Hall, the existing condition of the adjacent wall of the Marshall Hotel was exposed and found to be in significant disrepair requiring substantial reconstruction costs if the building was to be renovated.

Prior to the April 8th City Hall Committee meeting, some of the committee members visited the site and pictures were taken of the existing walls of the adjacent Marshall Hotel building.

At the April 8th City Hall Committee meeting, discussion was held concerning alternatives for the hotel. After considerable discussion, a motion was made to recommend to City Council the demolition and removal of the Marshall Hotel building structure, foundation and materials of the building.

The ultimate use of the property is unknown at this time but could be reused for open greenspace, parking, or other uses as recommended by a future downtown committee or redevelopment group.

The approval of the demolition will necessitate a change to the construction plans of the southeast wall of City Hall, as well as some potential of improvement to the existing wall of the Main Stay Cafe.

If authorization to advertise for the demolition is approved, the project would include removal the building structure and materials at 326 West Main Street in Marshall, Minnesota, including removal of structure and foundation.

Bids are to be received on May 5, 2020 with anticipated award on May 12, 2020 and project completion within 60 days after issuance of the Notice to Proceed. \$400,000 has been discussed as an amount proposed to be utilized for demolition and anticipation of other expenses involved with the demolition.

Motion made by Councilmember Meister, Seconded by Councilmember Schafer that the Council authorize advertisement for bids for demolition of structure located at 326 West Main Street.

Voting Yea: Mayor Byrnes, Councilmember Schafer, Councilmember Meister, Councilmember Bayerkohler, Councilmember DeCramer, Councilmember Labat, Councilmember Lozinski. The motion **Carried. 7-0**

COVID-19 Planning Update.

Director of Public Safety, Jim Marshall provided an update on COVID-19 and the City of Marshall's emergency preparedness.

Consider ratification of the Economic Development Authority Emergency Loan Program.

On Wednesday April 8, the Economic Development Authority approved an COVID-19 Emergency Loan Program for small businesses located within Marshall. Qualifications, availability, and procedure can be found in the supporting documents.

Fund 214 Revolving currently has \$255,632.36 Fund Balance at the end of March 31, 2020.

Economic Development Director, Lauren Deutz provided the background information on the agenda item.

There was further discussion by council.

Motion made by Councilmember Lozinski, Seconded by Councilmember Schafer to ratify the Economic Development Authority Emergency Loan Program from Fund 214 EDA Revolving Fund and allow the Economic Development Authority to modify the program as they see fit. Voting Yea: Mayor Byrnes, Councilmember Schafer, Councilmember Meister, Councilmember Bayerkohler, Councilmember DeCramer, Councilmember Labat, Councilmember Lozinski. The motion **Carried. 7-0**

SP 4210-56: TH 68 Ultra-Thin Bond Wear Course (UTBWC) Project – Consider Resolution Approving No Parking Along TH 68 (Channel Parkway to T.H. 59 North).

MnDOT design engineers approached City Engineering staff with a proposal to restripe West Main Street (TH 68) to include a center left turn lane between Channel Parkway and T.H. 59 North. The work would occur in 2022 in concurrence with an Ultra-Thin Bond Wear Course (UTBWC) project on T.H. 68 from Minnesota to the junction of T.H. 59 North in Marshall.

Currently, the road is striped as a two-lane street with parking allowed on both sides. In its current condition, there is some on-street parking that occurs between T.H. 59 and 10th Street, which is a residential portion of the corridor. In the proposed striping, MnDOT includes a two-way center turn lane to go along with the two through lanes. There are two 6.5-ft shoulders that remain. MnDOT is proposing that no parking be allowed between Channel Parkway and T.H. 59 North. The attached resolution has been prepared for Council consideration of said no parking segment.

This information was presented to the Public Improvement/Transportation Committee at their meeting on February 6, 2020.

Motion made by Councilmember Labat, Seconded by Councilmember Meister to table the item until the next council meeting. Voting Yea: Mayor Byrnes, Councilmember Schafer, Councilmember Meister, Councilmember Bayerkohler, Councilmember DeCramer, Councilmember Labat, Councilmember Lozinski. The motion **Carried. 7-0**

Project Z72: Hahn Road Storm Sewer Reconstruction Project - Consider Change Order No. 4 (Final) and Acknowledgement of Final Pay Request No. 5.

The project consisted of storm sewer replacement and new storm sewer on Hahn Road at the intersection of CSAH33/Erie Road & Hahn Road. This project also included ditch cleaning and shaping along BNSF railroad and Schwan's rail spur. This was a utility only project not road reconstruction.

The items on Change Order No. 4 (Final Reconciling Change Order) for the above project are the result of final measurements and changes in item quantities during construction. Each individual line item is shown on the spreadsheet attached to the change order. All work has been completed in accordance with the specifications.

Motion made by Councilmember Meister, Seconded by Councilmember Lozinski that the Council approve Change Order No. 4 (Final), resulting in a contract decrease in the amount of \$20,865.11 and acknowledge Final Pay Request (No. 5) in the amount of \$12,150.00 for the above-referenced project to A&C Excavating, LLC of Marshall, Minnesota. Voting Yea: Mayor Byrnes, Councilmember Schafer, Councilmember Meister, Councilmember Bayerkohler, Councilmember DeCramer, Councilmember Labat, Councilmember Lozinski. The motion **Carried. 7-0**

Consider Appointments to the Various Boards, Commissions, Bureaus and Authorities.

Mayor Byrnes made the following recommendations:

Community Services Advisory Board:

Renee Suby to an unexpired term set to expire on 2/28/2023

Tom Bolin to an unexpired term set to expire on 2/28/2023

Marly Wagner to an unexpired term set to expire on 2/28/2023

Sue Versaevel to an unexpired term set to expire on 2/28/2022

Marshall Municipal Utilities Commission:

Jeff Haukom to an unexpired term set to expire on 5/31/2025

MERIT Center Commission:

Andrew Suby to an unexpired term set to expire on 12/31/2022

Motion made by Councilmember Schafer, Seconded by Councilmember Meister to approve the recommended appointments to various boards and commissions. Voting Yea: Mayor Byrnes, Councilmember Schafer, Councilmember Meister, Councilmember Bayerkohler, Councilmember DeCramer, Councilmember Labat, Councilmember Lozinski. The motion **Carried. 7-0**

Commission/Board Liaison Reports

Byrnes Southwest Regional Development Commission met and discussed their emergency operation plans and the use of their revolving loan fund.

Schafer No Report

Meister No Report

Bayerkohler No Report

DeCramer Economic Development Authority met and reviewed the loan program.

Labat Library Board update their response and daily actions regarding the COVID-19 Pandemic.

Lozinski No Report

Councilmember Individual Items

Councilmember DeCramer thanked staff for their updates related to COVID-19.

Councilmember Schafer thanked all staff for their work regarding COVID-19 for the city of Marshall and the region.

Councilmember Meister read a letter from the Somali community within Marshall. The Somali community raised and donated \$3,000 for the City of Marshall to use in whatever way it sees fit in response to COVID-19. Council member Lozinski thanked all essential workers that are continuing to go to work every day.

Mayor Byrnes initiated the discussion with the council of a 10% reduction in the mayor and councilmember salaries for the remainder of 2020.

Motion made by Councilmember Meister, Seconded by Councilmember Schafer to take a 10% reduction in salary beginning in the next pay cycle until the end of 2020. Voting Yea: Mayor Byrnes, Councilmember Schafer, Councilmember Meister, Council member Bayerkohler, Council member Decramer, Councilmember Labat, Councilmember Lozinski. The motion **Carried. 7-0**

City Administrator

City Administrator Sharon Hanson provided an update on COVID-19 preparedness within Marshall. Administrator Hanson also mentioned that the new city website was now live.

Director of Public Works

Director of Public Works/City Engineer Jason Anderson provided an update on a MnDOT demonstration project on East College Drive and mentioned that an Assistant City Engineer has been hired.

City Attorney

No Report

Administrative Brief

There were no questions regarding the Administrative Brief.

Information Only

There were no questions regarding the Information Items.

Upcoming Meetings

There were no questions regarding the Upcoming Meetings.

At 8:12 PM, Mayor Byrnes adjourned the meeting.

Mayor

Attest:

City Clerk