

CITY OF MARSHALL
CITY COUNCIL MEETING
M I N U T E S
Tuesday, February 26, 2019

The regular meeting of the Common Council of the City of Marshall was held February 26, 2019 in the Professional Development Room at the Marshall Middle School, 401 South Saratoga 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, Steven Meister, Glenn Bayerkohler, John DeCramer, Russ Labat and James Lozinski. Absent: None. Staff present included: Sharon Hanson, City Administrator; Dennis Simpson, City Attorney; Glenn Olson, Director of Public Works/City Engineer; Jim Marshall, Director of Public Safety; Annette Storm, Director of Administrative Services; Sheila Dubs, Human Resource Manager and Kyle Box, City Clerk.

The Pledge of Allegiance was recited at this time.

There was a consensus to operate under the presented agenda.

Consider approval of the minutes of the regular meeting held on February 12, 2019.

Motion made by Councilmember Schafer, Seconded by Councilmember Labat that the minutes of the regular meeting held on February 12, 2019 be approved as filed with each member and that the reading of the same be waived. Voting Yea: Mayor Byrnes, Councilmember Schafer, Councilmember Meister, Councilmember Bayerkohler, Councilmember DeCramer, Councilmember Labat, Councilmember Lozinski. The motion **Carried**.
7-0

Marshall Hotel – Consider Award of Proposal for Removal of Hazardous Materials and Miscellaneous Debris.

The project includes the removal and disposal of all hazardous building materials and miscellaneous debris within the Marshall Hotel located at 326 West Main Street.

Bids were received on February 19, 2019 for the above-referenced project. One bid was received from Advanced Health, Safety and Security of Balaton, Minnesota.

A cashier's check was included with the bid for 1% of the bid amount (\$724.68) rather than the required 10% (\$7,246.85). I spoke with the owner concerning the discrepancy, and he indicated that he could replace the cashier's check with the correct amount if required.

The Council is allowed to waive irregularities in our normal bid procedures, and I would recommend the irregularity be noted and waived.

Per the proposal, project completion is within 60 days after issuance of the Notice to Proceed.

Director of Public Works/City Engineer Glenn Olson introduced the item to Council. There was further discussion on the process of the removal procedures by Council and Staff.

Motion made by Councilmember Lozinski, Seconded by Councilmember Labat that the Council waive the irregularity of the amount of bid bond and award the proposal for Removal of Hazardous Materials and Miscellaneous Debris at the Marshall Hotel located at 326 West Main Street to Advanced Health, Safety and Security of Balaton, Minnesota, in the amount of \$72,468.53. Voting Yea: Mayor Byrnes, Councilmember Schafer, Councilmember Meister, Councilmember Bayerkohler, Councilmember DeCramer, Councilmember

Labat, Councilmember Lozinski. The motion **Carried. 7-0**

Approval of Consent Agenda.

Councilmember Labat pulled item number 7, Project Z70: South High Street/South Whitney Street (100 & 200 Block) Alley Improvement Project - Consider Resolution Declaring Adequacy of Petition and Ordering Preparation of Report, for further discussion.

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

Approval of the Marshall Area Chamber of Commerce for St. Patrick's Day Parade - March 16, 2019.

Approval of the Vacation of Utility Easements in Carr Estates Fourth Addition - Receive Petition for Vacation of Utility Easements and Call for Public Hearing.

Approval of a maintenance agreement for the driving simulator currently at the MERIT Center

Approval of the bills/project payments

Project Z70: South High Street/South Whitney Street (100 & 200 Block) Alley Improvement Project - Consider Resolution Declaring Adequacy of Petition and Ordering Preparation of Report.

Per Minn. Stat. 429.031, subd. 1(f), if the council chooses to proceed with an improvement based on a petition, said petition must have the signatures of the owners of at least 35 percent in frontage of the property bordering the proposed improvements. City staff has determined that the signatures on the attached petition are of at least 35 percent of the property owners.

Councilmember Labat pulled the item for further discussion on the item. Director of Public Works/City Engineer Glenn Olson provided background information on the agenda item.

Motion made by Councilmember Schafer, Seconded by Councilmember Labat that the Council adopt Resolution Number 4590, Second Series, which is the "Resolution Declaring Adequacy of Petition and Ordering Preparation of Report" for Alley Improvements for the 100 & 200 Blocks of South High Street/South Whitney Street. Voting Yea: Mayor Byrnes, Councilmember Schafer, Councilmember Meister, Councilmember Bayerkohler, Councilmember DeCramer, Councilmember Labat, Councilmember Lozinski. The motion **Carried. 7-0**

Enterprise Fleet Management for City of Marshall.

Division Directors, City Clerk and City Administrator reviewed information on a fleet management program for the City of Marshall. Regular cost-benefit analysis and scheduling of replacement vehicles can result in overall savings for the City of Marshall. Staff recommended a review by full Council.

Senior Account Executive, Wong Nystrom presented the agenda item to Council via PowerPoint. There was consensus by Council to have the Equipment Review and Ways and Means Committee's review the item with staff.

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

Mayor Byrnes introduced the following applicants and recommended their appointments to the following Boards.

Community Services Advisory Board – Term to expire 2/28/2022

Jennifer Andries

Dr. Dwight Watson

Nathan Doose

Library Board – Term to expire 12/31/2019

Aimee Shouse

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

Preliminary Plat of Foley Addition - Introduce Plat and Call for Public Hearing.

As the property has not been platted before, the property needs to be subdivided prior to the subdivision and sale of a portion of the property.

The owner of the property has requested a subdivision of his parcel to allow the sale of the southwesterly portion of the property.

The property lines will be reviewed to ensure proper setbacks of the existing buildings within the proposed platted lots.

At the Planning Commission meeting on February 13, 2019, Steen made a motion, seconded by Knieff to recommend approval of the preliminary plat to the City Council with the easements as requested by the utility companies and to call for public hearing to be held on March 13, 2019. All voted in favor.

Motion made by Councilmember Schafer, Seconded by Councilmember Lozinski that the Council call for public hearing on the Preliminary Plat of Foley Addition to be held at the March 12, 2019 City Council meeting, as per the recommendation of the Planning Commission. Voting Yea: Mayor Byrnes, Councilmember Schafer, Councilmember Meister, Councilmember Bayerkohler, Councilmember DeCramer, Councilmember Labat, Councilmember Lozinski. The motion **Carried. 7-0**

Consider Resolution for Traffic Control Signage at the Intersection of South 1st Street and Greeley Street.

A resident had requested a review of the traffic control signage in the area shown on the attached map, specifically involving sight distance issues when vehicles are parked adjacent to the southwest corner of the intersection on Greeley Street.

Director of Public Works/City Engineer Glenn Olson presented the item to Council. There was further discussion by council to take no action at this time and to speak with the property owner to make them aware of the issue and/or to address the concern.

Commission/Board Liaison Reports

Byrnes No Report

Schafer MERIT Center Commission met and discussed the number of classes held.

Meister No Report

Bayerkohler No Report

DeCramer Economic Development Authority discussed the sale of land belonging to the Housing and Redevelopment Authority as wells as the annual report.

Marshall Municipal Utilities Commission met and discussed delay in funding sources for the Water Softening project. MMU will also be permanently installing their Energy Efficiency program.

Labat Library Board met and introduced its new board member.

Lozinski No Report

Councilmember Individual Items.

Councilmember Lozinski discussed several items that included the future flood projections, special assessments and the investment made by the community, discussion of an operating agreement between the City of Marshall and the Convention and Visitors Bureau and to hold town hall style meetings.

Councilmember DeCramer provided discussion from the Ways and Means Committee and its recommendation to the full council at the March 12 regular meeting.

Councilmember Schafer commented on the infrastructure within the City of Marshall and its investment made by the community.

Mayor Byrnes commented on the potential spring flooding, League of Cities legislative update and mentioned a transportation hearing that was attended by David Sturrock representing the Marshall Area Transportation group.

City Administrator

City Administrator Sharon Hanson discussed two events that she and the Mayor will be attending; Fireside Chat, at the Adult Community Center and the State of the City which will be held at SMSU. Administrator Hanson commented on the Ways and Means Committee's work on Special Assessment. Staff have also been discussing their preparation for any future emergency events.

Director of Public Works

Director of Public Works discussed several items such as removing snow from roofs, sewer vents and mentioned that snow removal crews have will continue their efforts to widen streets and remove snow from intersections.

City Attorney

No Report.

Information Only

There were no questions on the information items.

Upcoming Meetings

There were no questions on the upcoming meetings.

Adjourn Meeting

At 7:20 P.M., Motion made by Councilmember Schafer, Seconded by Councilmember Meister to adjourn.
Voting Yea: Mayor Byrnes, Councilmember Schafer, Councilmember Meister, Councilmember Bayerkohler, Councilmember DeCramer, Councilmember Labat, Councilmember Lozinski

Mayor

Attest:

City Clerk