

REGULAR MEETING – AUGUST 11, 2009

The regular meeting of the Common Council of the City of Marshall was held on August 11, 2009 in the Professional Development Room at Marshall Middle School, 401 South Saratoga Street. The meeting was called to order at 5:30 P.M. by Mayor Byrnes. In addition to Byrnes the following members were present: Hulsizer, Doom, Sanow, DeCramer, and Boedigheimer. Absent: Ritter. Staff present included: Ben Martig, City Administrator; Dennis Simpson, City Engineer; Sheila Dubs, Assistant to City Administrator; Lorna Sandvik, City Assessor; Bob VanMoer, Wastewater Superintendent; Thomas M. Meulebroeck, Finance Director/City Clerk; and Jane DeVries, Deputy City Clerk. Shane Waterman, Assistant City Engineer arrived late.

The Pledge of Allegiance was recited at this time.

Thomas M. Meulebroeck, Financial Director/City Clerk, administered the Oath of Office to newly elected Council Member John DeCramer.

**APPROVAL OF THE AGENDA:**

It was the general consensus of the council that the agenda be approved with the addition of item number 15a, which is to consider adding the Rotary Club as an additional insured on the City of Marshall's insurance for the Fly-In Breakfast on August 22, 2009.

**APPROVAL OF THE MINUTES:**

Doom moved, Sanow seconded, that the minutes of the regular meeting held on July 28, 2009 and the minutes of the special meeting held on August 6, 2009 be approved as filed with each member and that the reading of the same be waived. All voted in favor of the motion.

**CONSENT AGENDA – A. AUTHORIZATION TO DECLARE BICYCLES AS SURPLUS PROPERTY; B. AUTHORIZATION FOR OUT-OF-STATE TRAVEL FOR BOB VANMOER; C. APPROVAL OF A TEMPORARY ON-SALE LIQUOR LICENSE FOR SOUTHWEST MINNESOTA STATE UNIVERSITY FOUNDATION FOR THE UNIVERSITY GALA BALL ON OCTOBER 9 TO 10, 2009 AT 400 MUSTANG TRAIL; D. INTRODUCTION OF AN ORDINANCE AMENDING CHAPTER 86 RELATING TO ZONING; E. APPROVAL OF BILLS/PROJECT PAYMENTS:**

Council Member Boedigheimer requested item d, which is the introduction of an ordinance amending chapter 86 relating to zoning be, removed from the consent agenda.

DeCramer moved, Sanow seconded, that the following consent agenda items be approved:

Authorization to declare bicycles from the Department of Public Safety as surplus City property. These bicycles will be donated to a positive program within Marshall, sold by the Police Department or crushed. Determination will be by the condition of the bike and the easiest most effective way to dispose of.

Authorization for Bob VanMoer, Wastewater Superintendent, to attend the Wisconsin Wastewater Operators Association Annual Conference from October 6 through October 9, 2009 in Green Bay, Wisconsin.

Approval of a Temporary On-Sale Liquor License for Southwest Minnesota State University Foundation for the University Gala Ball on October 9 to 10, 2009 at 400 Mustang Trail.

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That the following bills and project payments be authorized for payment: ACCOUNTS PAYABLE, Voucher No. 66117 through 66288.

All voted in favor of the motion.

Council Member Boedigheimer indicated that in the wording should be changed in Section 86-103, 86-104 and 86-105 from aloud to allowed. Ben Martig, City Administrator, indicated that this was the intent of the Legislative and Ordinance Committee. Boedigheimer moved, Sanow seconded, the introduction of an Ordinance Amending Chapter 86 of the City Code of the City of Marshall. This ordinance would add Veterinary Clinic and Hospital for small animals as a permitted use in a B-2 Central Business District, B-3 General Business District and B-4 Shopping Center Business District. The public hearing will be held at 5:30 P.M. on August 25, 2009. All voted in favor of the motion.

**CONSIDER PROPOSED WAGE SCHEDULE AMENDMENT:**

At the City Council meeting held on July 28, 2009 the Council requested additional information explaining the points and relationship between the part-time Police Officer and Appraiser positions.

Sheila Dubs, Assistant to the City Administrator, indicated that in 2006, Springsted, Inc. completed a compensation study that included the re-pointing of selected positions (24 of the City's 66 positions) as well as a market study of selected positions (27 positions), resulting in a fair and equitable compensation program. Although the full-time Police Officer position was submitted for re-pointing, the part-time officer position was not. At the time of the study, the City employed one part-time police officer who performed essentially the same duties as full-time police officers. The part-time police officer position and corresponding wage schedule reflects different, that is, lesser duties than those of the full-time officer. Springsted's, Inc. consultant recommended that the City retain a wage schedule for the position of part-time police officer if/when the need to hire was presented but compensates the existing part-time employee based on the full-time police officer wage schedule to coincide with the essential duties being performed. There is not currently a plan to hire a part-time Police Officer in the capacity for which the part-time wage schedule was intended. Therefore, staff recommend deleting the part-time Police Officer position from the part-time schedule in addition to the wage schedule modifications recommended at the last City Council meeting (i.e., approval of the part-time Appraiser wage schedule, and the Hazardous Materials Technician wage schedule).

Ms. Dubs also indicated that based on information provided by Lorna Sandvik, City Assessor, staff is recommending the same wage schedule for the part-time Appraiser position as the fulltime Appraiser, as the employee will be performing the same duties and responsibilities on a reduced schedule.

It was indicated that the paid on-call for Wastewater employees is not part of the pay plan, but is reflected in their union contract. The Paid-On-Call Employees part of the pay plans if for firemen and members of the CAT Team.

Doom moved, Sanow seconded, that the Amended 2009 Wage Schedule be approved. All voted in favor of the motion.

**CONSIDER VARIOUS POLICIES RELATED TO THE LIBRARY CONSTRUCTION PROJECT AND RELATED FUNDING:**

Ben Martig, City Administrator, indicated that staff has been facilitating discussions related to the proposed new library project following the Library Boards interest to approach the City Council for additional funding. Mr. Martig reviewed seven policy questions that could be used to determine the support of the Council. Following a discussion of the Council Members it was decided that a straw vote (not a formal vote) on the seven policy questions would provide city staff direction on policy and plans to finance the project and move to the construction document stage. The seven questions and straw vote include:

- A. Do you support the proposed current budget of \$5,000,000 for the library construction project? All voted in favor, except Doom who voted no.
- B. Assuming the library project proceeds under Council direction to go out for public bids, do you support a General Contractor bid with consideration made for a private donation factor within the bid proposal? Council Member Boedigheimer indicated that there may be only one bid and how does the city determine if it is a good bid. Council Member Sanow questioned if the City would receive competitive bids or not. City Attorney Dennis Simpson needs to provide more information on this request. It needs to be determined if the request is legal and if it is a good idea. Voting was based on the assumption that it is legal. All voted in favor, except Boedigheimer who voted no.
- C. Do you support the position that any additional City contributions require a special referendum vote of the residents of Marshall? Mayor Byrnes clarified that this would be for any additional amount over the \$1 million the council has already approved. Council Member Sanow indicated that during his time on the council they have spent over \$15 million of money that was bonded for and never required a vote of the residents. Voting in favor of the motion were: Boedigheimer and Doom. Voting no were: Sanow, Hulsizer, DeCramer and Byrnes.
- D. Do you support the sale of the existing library and dedicating the sale proceeds towards the project financing? All voted in favor, except Doom who voted no.
- E. Assuming the hospital sale closes in November as planned, would you support a contribution of \$1,000,000 of the undesignated "cash" from the sale be dedicated toward the Library Project? All voted no.
- F. Assuming the hospital sale closes in November as planned, would you support the establishment of a City Endowment fund with a substantial portion of the future interest revenue dedicated to the Library Project? Council Member DeCramer asked for substantial to be defined. It was determined that substantial would be between 50 % to 75%. All voted in favor except, Doom and Boedigheimer who voted no.
- G. Would you support a commitment of additional funds through a future debt service levy commitment if other sources are considered and an agreed upon budget is established? Voting in favor were: Sanow, Hulsizer and DeCramer. Voting no were: Byrnes, Boedigheimer and Doom.

**CONSIDER APPEAL OF THE DENIAL OF A SMALL CITIES DEVELOPMENT PROGRAM LOAN SUBORDINATION REQUEST:**

Ben Martig, City Administrator, indicated that Mr. Ron Schilling has filed an appeal in writing of the denied subordination request for a Small Cities Development Loans for 200 East College Drive and 408 West Saratoga Street.

The Southwest Minnesota Partnership (SWMHP) is contracted by the City to provide service to review these subordination requests. Mr. Schilling has met all of the conditions of the loan subordination request with the exception of #6 related to receiving application and approval prior to closing. The application was received on July 20, 2009 whereas the closing of the loan had already occurred on July 7, 2009. Ben indicated that he inquired to SWMHP whether they had received verbal contact and discussion prior to receiving the request and they indicated they do not recall. Mr. Schilling's letter suggests that he did have contact prior to the loan closing but he suggests that they were not informed that they needed prior approval. The Council may want to take this into consideration with the appeal. SWMHP indicated that "under regular banking protocol subordinations are never requested after a closing has occurred." Mr. Martig agreed that if the bank would require subordination for approval they would insure that this is completed prior to closing. Staff's recommendation of denial is based on the terms of the subordination policy that they did not meet under #6 of the policy.

Mr. Martig indicated that there are some other issues that you may notice in the discussion that are not directly related to the subordination request at hand. First, SWMHP was using an outdated policy. It has not been determined how this occurred but that it was possible the updated policy was missed with some staff transition at SWMHP. Secondly, the original subordination policy was created for single family residential loans. Staff will be discussing this with the Economic Development Authority at the next meeting on a possible amendment to the policy that will clarify different requirements and/or documentation for multi-family and commercial subordination requests

Mr. Martig indicated that upon further information and consideration, staff has amended its recommendation. Staff's amended recommendation is for Council to pass a motion to approve the appeal and authorize the subordination requests for the combination mortgage, security agreement, note and loan repayment agreement at 408 West Saratoga Street and a combination mortgage, security agreement and loan repayment agreement 200 East College Drive.

Staff contacted Mr. Schilling today to clarify an issue that is relevant to Council consideration of the appeal. As indicated the consultant hired to manage these subordinations was using a 2002 policy that was not current as it was amended in 2006. This is important to note as the amended 2006 policy includes the only policy provision that was not met in the request, the advance application and approval as illustrated in #6 of the 2006 policy. Mr. Martig indicated that during his conversation with Mr. Schilling today, he questioned whether he had contacted Southwest Minnesota Partnership prior to the loan closing date of July 7, 2009. Mr. Schilling indicated "yes he did." Mr. Martig then inquired whether they had indicated anything related to the requirement of application in advance of the closing. Mr. Schilling responded that "they did not or else they would have submitted it in advance." Mr. Martig indicated that he became aware of the subordination after the application was made on July 20, 2009. It was at that time he realized SWMHP was using the old subordination policy of 2002. Mr. Martig then sent the amended policy to the SWMHP staff and they subsequently denied the subordination

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policy request. The current policy that was amended in 2006 had a provision that was changed that included a requirement to receive prior approval for all loans and prior to closing.

Upon discussion with Mr. Schilling today and consideration of the outdated policy and related application timelines, Mr. Martig suggested that it is reasonable to give the benefit of the doubt to Mr. Schilling since he had not received notice prior to closing, and if he did, he would have made application in advance.

Sanow moved, Doom seconded, to approve the appeal of Mr. Schilling and authorize the subordination requests for the combination mortgage, security agreement, note and loan repayment agreement at 408 West Saratoga Street and a combination mortgage, security agreement and loan repayment agreement 200 East College Drive. All voted in favor of the motion.

**INTRODUCTION OF THE PROPOSED AMENDED PERSONNEL POLICY MANUAL:**

Sheila Dubs, Assistant to the City Administrator, indicated that the Council Personnel Committee began reviewing this document in July of 2008. The Personnel Committee and staff have met many times over the course of the past year, analyzing the policies, ensuring the City is following state and federal laws, and establishing policy direction on hiring practices, disciplinary procedures, leave time, travel and training, etc. This manual is a comprehensive document intended to provide supervisors and employees with employment expectations and guidance on applying employment laws. It is impossible to cover every possible scenario within a policy manual, so you will find that some of the policies are written in a more general format. The Employee Advisory Committee reviewed this document on July 24, 2009 and provided feedback on requested edits. Where the feedback resulted in a clarification of the policy, the feedback was incorporated. Other feedback was received that would have changed the intent of some policies. These changes were not incorporated; as in most instances the Personnel Committee had previously discussed these and provided staff with policy direction.

Ms. Dubs indicated that in determining which policies should be incorporated into the manual, she used the guidance provided by the LMC and other city models. Where ever possible and consistent with the committee's intention, Sheila indicated that she used LMC policy language. Language from the current policy manual that is now illegal has been omitted in the draft and language consistent with state and federal statute has been inserted.

The new policy manual presents new sections as well as modified language from our existing policies. The manual includes two Drug and Alcohol Policies; these are required because the City accepts federal grant funds and/or requires Commercial Driver's Licenses of selected personnel. One of these policies applies to all employees and the other applies only to those employees required to hold Commercial Driver's Licenses, which is regulated by the Department of Transportation. In addition, this draft incorporates several policies that were adopted as separate documents. These policies are: Harassment Policy, Travel Policy, Vacation Donation Policy, and the Employee Recognition Policy. It should be noted, where a policy reflects a term or condition of employment, those terms and conditions of employment must be negotiated with the City's bargaining units.

Mayor Byrnes thanked Ms. Dubs for all of her hard work on reviewing the Personnel Policy. Council Member DeCramer asked if the policy would be reviewed annually. Ms. Dubs indicated that has not been decided at this point. She indicated that other cities review their policy by sections. Ben Martig, City Administrator, indicated that staff will continue to review

as needed. Council Member Boedigheimer indicated that every time a new employee is hired the employee will review the policy and ask questions.

**REVIEW AMENDMENT TO THE CHEMICAL ASSESSMENT TEAM (CAT)  
OPERATING GRANT:**

Ben Martig, City Administrator, reviewed Amendment No. 1 to CFMS Contract No. B02342. This amendment to the Homeland Security Operating Grant will continue funding at \$45,000 a year for the next two years for the S.W.-MN C.A.T. Mr. Martig indicated that the State wishes to exercise its option to extend its current contracts with the City of Marshall, Division of Public Safety Chemical Assessment Team for an additional two-year period. This amendment also updates the requirement of the Contractor to comply with the Governor's Executive Order 08-01 which went into effect of January 29, 2008. There is no match requirement and nominal staff time for processing for the City of Marshall to provide.

Sanow moved, Doom seconded, that the proper city personnel be authorized to enter into Amendment No. 1 to the CFMS Contract No. B02342. The amendment to the Homeland Security Operating Grant will continue funding at \$45,000 a year for the next two years 2010 - 2011 for the S.W.-MN C.A.T. All voted in favor of the motion.

**CONSIDER CALLING A PUBLIC HEARING FOR AUGUST 25, 2009 RELATED TO  
RESIDENTIAL MOVING PERMIT APPLICATION AT 601 HERITAGE PLACE:**

Boedigheimer moved, Doom seconded, that a public hearing be scheduled for 5:30 P.M. on August 25, 2009 to consider the request of Ron Schilling to move a dwelling into a residential district at 601 Heritage Place. All voted in favor of the motion.

**CONSIDER MINNESOTA DEPARTMENT OF TRANSPORTATION (MN/DOT)  
GRANT AGREEMENT 95229 TO CONDUCT ENVIRONMENTAL ASSESSMENT (EA)  
FOR THE AIRPORT EAST AREA BUILDING AREA DEVELOPMENT AND UPDATE  
AIRPORT LAYOUT PLAN (ALP) AND AUTHORIZATION TO EXECUTE FAA  
GRANT AGREEMENT:**

Ben Martig, City Administrator, reviewed the Grant Agreement with FAA to conduct an Environmental Assessment (EA) for the East Area Development Area and Airport Layout Plan (ALP) Update. Mr. Martig indicated that the City of Marshall had previously entered into an agreement with TKDA for these project services in an amount not to exceed \$75,700, and these agreements will assist in offsetting local project costs. The EA and ALP are required documents for the development of this area within the airport. This east area is an important expansion area for commercial aviation related business and industry.

DeCramer moved, Boedigheimer seconded, the adoption of RESOLUTION NUMBER 3279, SECOND SERIES and that the reading of the same be waived. Resolution Number 3279, Second Series is a resolution providing Authorization to Execute Minnesota Department of Transportation Grant Agreement for Airport Improvement Excluding Land Acquisition. This grant provides for FAA to conduct an Environmental Assessment (EA) for the East Area Development Area and Airport Layout Plan (ALP) Update. The total project cost is not to exceed \$89,000 with a federal reimbursement of up to \$84,550, no State participation, and a local participation of up to \$4,450. This cost is included in the Airport 2009 budget. All voted in favor of the motion.

**CONSIDER RESTRICTING PARKING ON WEST MAIN STREET AND EAST COLLEGE DRIVE:**

Shane Waterman, Assistant City Engineer, indicated that currently parking is not restricted within the right turn lane on West Main Street from North 1<sup>st</sup> Street to College Drive. Parking restrictions should be clearly delineated in that right turn lane rather than to have uncertainty as to whether parking is allowed. Mn/DOT has indicated they would approve the restrictions to parking in that area, but requires the City adopt a resolution restricting parking on West Main Street from North 1<sup>st</sup> Street to College Drive prior to sign installation.

Council Member Boedigheimer was concerned with being able to get these parking spaces back if Block 11 was developed. Council Member DeCramer questioned whether the businesses in the area were notified of this proposed change. Mr. Waterman indicated that he did not know the answer to either question.

Doom moved, Sanow seconded, the adoption of RESOLUTION NUMBER 3280, SECOND SERIES and that the reading of the same be waived. Resolution Number 3280, Second Series is a resolution Restricting Parking. This resolution provides for “NO PARKING” on the northeast side of West Main Street (T.H. 59) from North 1<sup>st</sup> Street to College Drive (T.H. 19) and “NO PARKING” on the easterly side of East College Drive from West Main Street to approximately 66 feet north of the intersection. All voted in favor of the motion.

Mayor Byrnes called for a 5-minute recess at 7:00 P.M.

**CONSIDER RESOLUTION DESIGNATING ONE-WAY ALLEY FROM NORTH 5<sup>TH</sup> STREET TO EAST COLLEGE DRIVE:**

Shane Waterman, Assistant City Engineer, indicated that during the redevelopment of Main Street from College Drive to T.H. 59 North, the alleyway south of Main Street was reconstructed and designated as one-way. This one-way direction is from southeast to northwest from just west of College Drive to South 5<sup>th</sup> Street. During this development, it was indicated that the designation of a one-way alley directing traffic southeasterly north of Main Street would be discussed upon replacement of the alley north of Main Street. The City is now completing the replacement of the alley portions north of Main Street from North 3<sup>rd</sup> Street to North 5<sup>th</sup> Street.

Mr. Waterman indicated that there are considerable traffic issues when vehicles try to enter the alley in this area from both directions requiring one of the vehicles to reverse until the other vehicle goes through. Making this alley a one-way would help alleviate this issue, as well as some safety issues at the intersections with adjacent streets where parking is located next to the street curbs. Upon completion of this alley replacement, it is recommended that the alley be converted from two-way traffic to one-way traffic from North 5<sup>th</sup> Street to College Drive.

There were several comments and concerns on this request. They included:

Council Member Sanow was concerned with the parking lot on the corner of Lyon Street and West College Drive. He indicated that there is only one entrance into the lot off Lyon Street and if there is not parking stall available then they would be required to exit the lot and re-enter the lot off of 3<sup>rd</sup> Street to have access to the other part of the parking lot.

Council Member Boedigheimer indicated that he did not see the logic of exiting the alley on East College Drive.

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Council Member Doom indicated that the purpose of the back alley is for deliveries and the one-way will help with the congestion.

Council Member Hulsizer was informed that for deliveries to be made at 220 West Main (the former Bridal Impressions) the trucks needed to come from the opposite direction as proposed in order to be able to back up to this location.

Council Member DeCramer asked if the one-way designation could end at the Knights of Columbus building.

Al Greig from Greig-Gregerson indicated that he has talked with several business owners along the alley and indicated that they were not notified of this proposal and were not in favor of any changes at this time.

Sanow moved, Hulsizer seconded, that the request to designate the alley from North 5<sup>th</sup> Street to East College Drive as a one-way be denied. Council Member Sanow indicated that this request could come back to the council after there is an informational meeting with the business that will be affected by this. All voted in favor of the motion.

**PROJECT Y59 T.H. 23 PEDESTRIAN UNDERPASS PROJECT – PERMANENT AND TEMPORARY EASEMENT AGREEMENTS:**

Dennis Simpson, City Attorney, indicated that the City is in the process of the design of a pedestrian underpass under T.H. 23 linking pedestrian access from the west side of T.H. 23 (the University area) and the east side of T.H. 23 (the High School and future commercial and Amateur Sports Commission areas). In order to proceed with the bidding of the project, it is necessary to enter into an agreement with the University for both permanent and temporary easements. Our consultant, Bolton & Menk, Inc., have reviewed the content of both easements and recommends approval as to their relationships with the construction plans and specifications.

Boedigheimer moved, Doom seconded, that the proper city personnel be authorized to enter into a Permanent Easement for Pedestrian Underpass and Trail and a Temporary Easement with Southwest Minnesota State University. All voted in favor of the motion.

**REVIEW OF PROPOSED AGREEMENT FOR 108 “C” STREET FOR PURPOSES OF STORM WATER DRAINAGE RELATED TO THE PROJECT Y41 TIGER LAKE EXPANSION PROJECT:**

Dennis Simpson, City Attorney, indicated that the City of Marshall has previously commissioned a study to determine the City needs for storm water storage. Recommendation from that study indicates that the City should either expand Tiger Lake as it now exists, or acquire additional property for the construction of additional ponding in the Tiger Lake area. City staff initially negotiated with John Middleton for acquisition of his green space property immediately adjacent to the existing Tiger Lake pond. Discussions with additional neighbors have also resulted in the proposed acquisition of property from Nathan Peterson. Mr. Peterson owns 108 “C” Street which is immediately adjacent to City owned Tiger Lake property. This parcel of property is approximately 66 feet in width by 300 feet in depth. Nathan Peterson has been approached about a voluntary acquisition of his property by the City of Marshall. Those negotiations have resulted in proposed Purchase Agreement wherein the City of Marshall would acquire that property presently owned by Nathan Peterson for a total purchase price of \$65,000.



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Mr. Simpson indicated that staff is recommending that the City enter into an agreement for the acquisition of property at 108 "C" Street. Acquisition of that property is contingent upon clear title and further contingent upon the City's successful acquisition of the Middleton property. City staff believes that the negotiated price is fair and reasonable to both buyer and seller and would recommend proceeding to acquire property without the need to proceed through eminent domain proceedings by court action.

Council Member Sanow asked if the house would be moved or demolished. Mr. Simpson indicated that the house would have to be inspected before the City purchases the property.

Doom moved, Sanow seconded, the adoption of RESOLUTION NUMBER 3281, SECOND SERIES and that the reading of the same be waived. Resolution Number 3281, Second Series is a resolution Authorizing Acquisition of Real Property at 108 "C" Street, Marshall, Minnesota and Authorizing the Mayor and City Clerk/Finance Director to Sign Appropriate Document contingent upon the acquisition of the Middleton Property. All voted in favor of the motion.

**CONSIDER RESOLUTION TO APPOINT JOHN DECramer TO THE HOUSING AND REDEVELOPMENT AUTHORITY:**

Sanow moved, Doom seconded, the adoption of RESOLUTION NUMBER 3282, SECOND SERIES and that the reading of the same be waived. Resolution Number 3282, Second Series is a resolution Approving the Appointment of a Commissioner to the Housing and Redevelopment Authority in and for the City of Marshall. This resolution provides for John DeCramer to be appointed as a Commissioner to the Housing and Redevelopment Authority for a term to expire December 1, 2010. John DeCramer will replace Michael Reynolds. All voted in favor of the motion.

**CONSIDERATION OF MAYORAL APPOINTMENTS FOR COUNCIL MEMBERS TO BOARDS AND COMMISSIONS:**

Per the recommendation of Mayor Byrnes, Doom moved, DeCramer seconded, that Council Member DeCramer be appointed to the Personnel Committee, Ways and Means Committee, and as the City Council Liaison to the Utilities Commission and the EDA; and that Mayor Byrnes be appointed to the Hospital Board. All voted in favor of the motion.

**CONSIDERATION OF ADDING THE ROTARY CLUB AS AN ADDITIONAL INSURED ON THE CITY OF MARSHALL'S INSURANCE FOR THE FLY-IN BREAKFAST ON AUGUST 22, 2009:**

Thomas M. Meulebroeck, Financial Director/City Clerk, reviewed the request from the Rotary Club to be added as an additional insured on the City of Marshall's insurance for the Fly-In Breakfast on August 22, 2009. Mr. Meulebroeck indicated that in past years the Chamber of Commerce received a blanket insurance certificate for all of the Sounds of Summer Events, but this year the Sounds of Summer Committee only received insurance for specific events that they are sponsoring. Mr. Meulebroeck indicated that the Rotary Club can be added as an additional insured under the City of Marshall's insurance at no additional cost. Sanow moved, Boedigheimer seconded, that the Rotary Club be added as an additional insured on the City of Marshall's insurance for the Fly-In Breakfast to be held at the Southwest Minnesota Regional Airport Marshall – Ryan Field on August 22, 2009. All voted in favor of the motion.

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**COUNCIL MEMBER COMMISSION / BOARD LIAISON REPORTS:**

Reports by the Mayor and Council Members of the various Boards and Commissions were presented at this time:

Byrnes No report.

Hulsizer Library Board met on Monday and approved an offer for a new Director.

Doom Marshall Community Services Advisory Board met.

Sanow No report.

Boedigheimer No report.

**STAFF REPORTS:**

Ben Martig, City Administrator, indicated that the State Bonding Commission will be in Marshall on September 16, 2009. They will be at the MERIT Center at 3:45 P.M. for a presentation on their bonding requests and at the high school at 4:30 P.M. for a presentation on the Amateur Sports Center. They will then finish at SMSU with their requests. Mr. Martig indicated that a new phone system is being installed at the Law Enforcement Center which includes the Marshall Police Department. Mr. Martig indicated that there were very limited options for the new system. The cost for the new phones is approximately \$3,200 along with the monthly fee and long distance charges.

Other items included the tentative budget time line; need for meeting to be held to review zoning and proposals for the Jr. High Property; the DEED Grant is due by the end of September; the hospital audit is set for November 16<sup>th</sup>; a letter has been sent to the City of Ghent for Building Inspection Services; the City of Marshall will host a League of Minnesota Cities meeting in October at the Best Western; a history of Debt Service is attached to the agenda packet; Ben will interview Council Member DeCramer on the Radio Show; and the request of Council Member Sanow in regard to a Chaplin for the Police Department has been forwarded to Rob Yant, Director of Public Safety.

**COUNCIL MEMBER INDIVIDUAL ITEMS:**

There were no Council Member individual items.

**REVIEW OF PENDING AGENDA ITEMS:**

There were no questions on the pending agenda items.

**INFORMATION ONLY:**

The following building permits previously approved by the Building Official were confirmed:

|    | Applicant               | Location Address       | Description of Work            | Valuation |
|----|-------------------------|------------------------|--------------------------------|-----------|
| 1. | Curt Walter             | 708 West College Drive | Tower base & equipment shelter | \$54,000  |
| 2. | Alluvus, LLC            | 602 Heritage Place     | Garage                         | \$2,500   |
| 3. | Kanoa & Shannon Baynard | 1225 Patricia Court    | Porch Addition                 | \$5,600   |

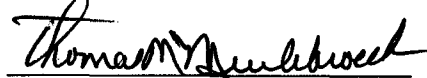
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|-----|------------------------------------|------|-------|-----------------|---------------------------|----------|
| 4.  | Stephan M. Vos-Feuerhelm           | 104  | F     | Street          | Entry Steps               | \$100    |
| 5.  | Dan & Melinda Meier                | 914  |       | Boxelder Avenue | Reroof                    | \$2,600  |
| 6.  | Daniel & Susan Schrunk             | 306  | East  | Marshall Street | Reroof and Porch Addition | \$12,000 |
| 7.  | Carew Properties                   | 1310 |       | Birch Street    | Doors                     | \$3,100  |
| 8.  | K-Designers Home Remodeling Center | 407  | West  | Saratoga Street | Partial Reside            | \$3,500  |
| 9.  | Katie Jo Blanchette                | 205  | North | 6th Street      | Garage                    | \$7,200  |
| 10. | Mike Slagel Construction           | 109  | West  | Thomas Avenue   | Deck                      | \$1,800  |
| 11. | Pride Neon, Inc.                   | 1106 | East  | Main Street     | Install Sign              | \$24,600 |
| 12. | Tyler Hansen                       | 907  |       | Pine Avenue     | Deck and Install Windows  | \$2,100  |
| 13. | Aaron Sanken                       | 421  | North | 6th Street      | Reside                    | \$2,500  |
| 14. | Dulas Construction, Inc.           | 2001 | South | Hwy 23          | Reroof                    | \$35,000 |
| 15. | Kesteloot Construction, Inc.       | 507  |       | Donita Avenue   | Garage Addition and Porch | \$40,000 |
| 16. | Rick Slagel Construction Inc       | 811  |       | Westmar Circle  | Reroof                    | \$6,000  |
| 17. | Rick Slagel Construction Inc       | 1306 |       | Horizon Drive   | Reroof                    | \$5,000  |

Upon motion by Doom, seconded by Sanow, the meeting was adjourned at 7:45 P.M. All voted in favor of the motion.

  
 Mayor of the City of Marshall

ATTEST:

  
 Financial Director/City Clerk