

REGULAR MEETING – FEBRUARY 22, 2011

The regular meeting of the Common Council of the City of Marshall was held on February 22, 2011 in the Professional Room at the 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: Doom, Sanow, DeCramer and Ritter. Absent: Hulsizer and Boedigheimer. Staff present included: Ben Martig, City Administrator; Dennis Simpson, City Attorney; Glenn Olson, Director of Public Works/City Engineer; Rob Yant, Director of Public Safety; Harry Weilage, Director of Community Services; Kim Jergenson, Engineer Technician; Thomas M. Meulebroeck, Finance Director/City Clerk; and Jane DeVries, Deputy City Clerk.

The Pledge of Allegiance was recited at this time.

APPROVAL OF THE AGENDA:

It was the general consensus of the council that the agenda be approved as recommended.

APPROVAL OF MINUTES:

Ritter moved, Sanow seconded, that the minutes of the regular meeting held on February 8, 2011 be approved as filed with each member and that the reading of the same be waived. All voted in favor of the motion.

RESOLUTION OF APPRECIATION FOR TOM POLFLIET, PARKS DEPARTMENT:

Doom moved Decramer seconded, the adoption of RESOLUTION NUMBER 3552, SECOND SERIES. Resolution Number 3552, Second Series is a resolution expressing the City of Marshall's Appreciation to Thomas Polfliet, Park Superintendent. Ben Martig, City Administrator, read the resolution. Mayor Byrnes thanked Tom for his 40 years of service to the City. Tom took this opportunity to thank everyone for their help and support for the past 40 years of employment with the City of Marshall. All voted in favor of the motion.

PUBLIC HEARING ON IMPROVEMENT AND CONSIDER RESOLUTION ORDERING IMPROVEMENT AND PREPARATION OF PLANS FOR PROJECT Y76: TRAVIS ROAD EXTENSION PROJECT (WATER PLANT ENTRANCE ROAD):

This was the date and time set for a public hearing on Travis Road Extension Project (Water Plant Entrance Road) Project Y76. Glenn Olson, Director of Public Works/City Engineer, indicated Travis Road, a newly-dedicated public right-of-way, is a section of public roadway extending southward from T.H. 23 adjacent to the water plant and Southwest Coaches. The intent of the project is to reconstruct the existing private driveway as a public street with 10-ton design characteristics. The project includes reconstruction of the roadway, installation of a new sanitary sewer service for Southwest Coaches and driveway installations. The project begins at the southerly right-of-way of T.H. 23 and ends approximately 300 feet southerly. A concern was expressed with the road being concrete versus asphalt. Mr. Olson did indicate they could get bids for both concrete and asphalt but the decision would be based on Marshall Municipal Utilities recommendation since they would be paying for a majority of the improvement. Sanow moved, DeCramer seconded, that the public hearing be closed. All voted in favor of the motion.

Doom moved, DeCramer seconded, the adoption of RESOLUTION NUMBER 3553, SECOND SERIES and that the reading of the same be waived. Resolution Number 3553, Second Series is a resolution Ordering the Improvement and Preparation of Plans. This resolution provides for the improvements for Project Y76 Travis Road Extension Project (Water Plant Entrance Road). All voted in favor of the motion.

PUBLIC HEARING ON IMPROVEMENT AND CONSIDER RESOLUTION ORDERING IMPROVEMENT AND PREPARATION OF PLANS FOR PROJECT Y90 SARA CIRCLE RECONSTRUCTION PROJECT:

This was the date and time set for a public hearing on Sara Circle Reconstruction Project Y90. Glenn Olson, Director of Public Works/City Engineer, indicated that Project Y90 Sara Circle Reconstruction Project involves the replacement of watermain and sanitary sewer and street reconstruction. The proposed project will reconstruct Sara Circle and described utilities north of and including the Elaine Avenue intersection.

Kevin Schroeder, 800 Elaine Avenue, asked about connection to drainage improvements and wanted to know if his property would be assessed. Mr. Olson indicated that home owners would only be assessed if their sump pumps are pumping into the new storm sewer.

Carol Lorenz, 708 Sara Circle, questioned the cost assessed to each property.

Doom moved, Sanow seconded, that the public hearing be closed. All voted in favor of the motion.

Doom moved, DeCramer seconded, the adoption of RESOLUTION NUMBER 3554, SECOND SERIES and that the reading of the same be waived. Resolution Number 3554, Second Series is a resolution Ordering the Improvement and Preparation of Plans. This resolution provides for the improvements for Project Y90 Sara Circle Reconstruction Project. All voted in favor of the motion.

PUBLIC HEARING ON IMPROVEMENT AND CONSIDER RESOLUTION ORDERING IMPROVEMENT AND PREPARATION OF PLANS FOR PROJECT Y73 PEARL AVENUE RECONSTRUCTION PROJECT:

This was the date and time set for a public hearing on Pearl Avenue Reconstruction Project Y73. Glenn Olson, Director of Public Works/City Engineer, indicated that Project Y73 Pearl Avenue Reconstruction Project involves the replacement of watermain and sanitary sewer and street reconstruction. The proposed project will reconstruct Pearl Avenue and described utilities southerly from Country Club Drive. Sanow moved, Ritter seconded, that the public hearing be closed. All voted in favor of the motion.

DeCramer moved, Doom seconded, the adoption of RESOLUTION NUMBER 3555, SECOND SERIES and that the reading of the same be waived. Resolution Number 3555, Second Series is a resolution Ordering the Improvement and Preparation of Plans. This resolution provides for the improvements for Project Y73 Pearl Avenue. All voted in favor of the motion.

PUBLIC HEARING ON IMPROVEMENT AND CONSIDER RESOLUTION ORDERING IMPROVEMENT AND PREPARATION OF PLANS FOR PROJECT Y80 WALKER LANE/PARK AVENUE RECONSTRUCTION PROJECT:

This was the date and time set for a public hearing on Walker Lane/Park Avenue Reconstruction Project Y80. Glenn Olson, Director of Public Works/City Engineer, indicated that Project Y80 Walker Lane/Park Avenue Reconstruction Project involves the replacement of watermain and sanitary sewer and street reconstruction. The proposed project will reconstruct Walker Lane and Park Avenue and described utilities from East Redwood Street to East Marshall Street. Mr. Olson indicated that Walker Lane was once a privately developed street and is much narrower than city streets. This is a complicated project and it will be difficult to get construction equipment into parts of the project area. Comments on this project included:

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Council Member Sanow asked about sidewalks and was told that there are no new sidewalks included in this project, but they would replace the sidewalks that are removed.

Joe Amato, 202 Park Avenue, had several questions. Mr. Amato asked what this project would cost him. He also wanted to know why Walker Lane and Park Avenue are included in the same project or if they should be considered as 2 separate projects. Mr. Olson indicated that by combining these two projects the City should be able to get a better bid for the work.

Mr. Amato asked what the procedure will be from this point. Mr. Olson indicated that the next hearing will be the assessment hearing after the bids have been received. Mr. Olson indicated that there will be information meetings held with the contractors and residents to keep everyone up to date on the project. Mr. Amato was also concerned with several houses being for sale in this area and if the assessment is based on the value of property. Mr. Olson briefly reviewed the City of Marshall's Assessment Policy.

Scott Kindschi, 110 East Redwood, asked if the walk bridge is part of this project. Mr. Olson indicated that the bridge is not included in this project but is still on the list for future projects.

Jim Baune, 105 Walker Lane, was concerned with there not being enough room for the bridge at the end of Walker Lane.

Mr. Olson indicated that letters will be sent to all of the property owners to come in and discuss the project with city staff.

Pat Bauman, 106 Walker Lane, was also concerned with the bridge.

Mr. Olson indicated that this project would not affect the bridge.

Council Member DeCramer asked if one half of Walker Lane would be done at a time and Mr. Olson indicated that the whole street would have to be done at the same time.

Sanow moved, DeCramer seconded, that the public hearing be closed. All voted in favor of the motion.

Ritter moved, Doom seconded, the adoption of RESOLUTION NUMBER 3556, SECOND SERIES and that the reading of the same be waived. Resolution Number 3556, Second Series is a resolution Ordering Improvement and Preparation of Plans. This resolution provides for the improvements for Project Y80 Walker Lane/Park Avenue Reconstruction Project. The motion also included that each street be bid separate under this project. All voted in favor of the motion.

**PUBLIC HEARING ON ORDINANCE AMENDING SECTION 42-89 LOUD NOISES;
ADDING SECTION (C) EXCESSIVE VEHICLE NOISES:**

This was the date and time set for a public hearing on an ordinance amending Section 42-89 Loud Noises; adding Section (C) Excessive Vehicle Noises. Ben Martig, City Administrator, indicated that Councilmember Boedigheimer raised concerns over vehicle noise – in particular what is known as “jake braking” on Highway 23 - from residents. Council Member Boedigheimer suggested a possible amendment to the City Code that other cities have implemented that would allow for enforcement and prosecution in an effort to discourage this practice. Councilmember Boedigheimer brought this forward for discussion at the Legislative and Ordinance Committee meeting. The Committee reviewed and is unanimously recommending adoption of the ordinance

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amendments and installation of signs. The proposed amendments to the local ordinance are consistent with existing city ordinances from other communities within the State of Minnesota based on a template created by the League of Cities.

Rob Yant, Director of Public Safety indicated that the City of Marshall does not currently have a vehicle noise ordinance. However, there are state statutes related to vehicle maintenance that apply in some cases. Locally, the police department has enforced violations related to mufflers that create loud noises. Mr. Yant indicated this is not a typical violation and *jake braking* is not currently considered a violation. If passed by the Council, the Public Safety Director has suggested that they could issue violations as well as conduct periodic target enforcement or based on complaints received.

City Attorney Simpson has indicated that this ordinance would provide substantiation for prosecution of *jake braking*. However, he has suggested that it would be a difficult law to enforce as noise is subjective creating some degree of doubt.

Council Member Ritter asked if the police department has the proper equipment required to measure noise. Mr. Yant indicated that they did not.

Council Member Sanow indicated that the main issue is "Jake Breaking".

Sanow moved, Ritter seconded, that the public hearing be closed. All voted in favor of the motion, except Doom who voted no.

Sanow moved, Ritter seconded, the adoption of ORDINANCE NUMBER 631, SECOND SERIES and that the reading of the same be waived. Ordinance Number 631, Second Series is an ordinance Amending Section 42-89 of the Code of Ordinances of the City of Marshall; adding Section (C) Excessive Vehicles Noises. All voted in favor of the motion, except Doom who voted no.

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

**AWARD OF BIDS - PROJECT Y85 NORTHWEST INDUSTRIAL PARK AREA
SANITARY SEWER LIFT STATION AND FORCEMAIN IMPROVEMENT PROJECT
A. RESOLUTION DECLARING OFFICIAL INTENT REGARDING THE
REIMBURSEMENT OF EXPENDITURES WITH THE PROCEEDS OF TAX EXEMPT
BONDS; B. RESOLUTION ACCEPTING BID; C. CONSIDER ROADWAY AND UTILITY
EASEMENT:**

Bids were received, opened and read for Industrial Park Area Sanitary Sewer Lift Station and Forcemain Improvement Project Y85 on January 21, 2011. The bids received, opened and read were from:

Bidder	Base Bid Amount	Alternate Bid Amount	Total Bid Amount Including Alternate Bid
Voss Plumbing & Heating, Inc. Paynesville, Minnesota	\$967,042.50	\$31,991.00	\$999,033.50
Duininck Bros., Inc. Prinsburg, Minnesota	\$1,090,342.90	\$33,609.00	\$1,123,951.90
GM Contracting, Inc. Lake Crystal, Minnesota	\$1,108,712.65	\$45,265.22	\$1,153,977.87
Kuechle Underground, Inc. Kimball, Minnesota	\$1,135,530.90	\$35,864.78	\$1,171,395.68
Northwest Asphalt, Inc. Shakopee, Minnesota	\$1,172,039.64	\$36,767.90	\$1,208,807.54

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Geislinger & Sons, Inc. Watkins, Minnesota	\$1,187,136.50	\$42,446.00	\$1,229,582.50
Northdale Const. Co., Inc. Albertville, Minnesota	\$1,244,450.22	\$34,471.71	\$1,278,921.93
B.H. Hesselton Company Faribault, Minnesota	\$1,403,269.20	\$34,996.00	\$1,438,265.20
H&W Contracting, LLC Sioux Falls, South Dakota	\$1,531,146.40	\$35,464.00	\$1,566,610.40

Sanow moved, DeCramer seconded, the adoption of RESOLUTION NUMBER 3557, SECOND SERIES and that the reading of the same be waived. Resolution Number 3557, Second Series is a resolution Declaring the Official Intent Regarding the Reimbursement of Expenditures with the Proceeds of Tax-Exempt Bonds for Industrial Park Area Sanitary Sewer and Lift Station Improvement Project Y85. All voted in favor of the motion.

Doom moved, Sanow seconded, the adoption of RESOLUTION NUMBER 3558, SECOND SERIES and that the reading of the same be waived. Resolution Number 3558, Second Series is a resolution Accepting Bid (Award Contract) for Industrial Park Area Sanitary Sewer and Lift Station Improvement Project Y85. This contract was awarded to Voss Plumbing & Heating, Inc., Paynesville, Minnesota in the amount of \$999,033.50. All voted in favor of the motion.

Per Dennis Simpson, City Attorney, item C which is to consider roadway and utility easement was removed from the agenda.

CONSENT AGENDA – A. LG220 APPLICATION FOR EXEMPT PERMIT FOR RMEF SOUTHWEST GREAT DIVIDE CHAPTER FOR A RAFFLE ON APRIL 2, 2011 AT THE RAMADA; B. APPROVAL OF AN EQUIPMENT LEND/LEASE CONTRACT FROM BUREAU OF CRIMINAL APPREHENSION (BCA); C. INTRODUCTION OF ORDINANCE FOR MAP AMENDMENT TO CONFIRM THE THOROUGHFARE SYSTEM THROUGHOUT THE CITY OF MARSHALL; D. INTRODUCTION ORDINANCE TO PLACE ALL UN-ZONED AREAS WITHIN THE OFFICIAL ORDERLY ANNEXATION AREA INTO THE A-AGRICULTURAL DISTRICT; E. CONSIDER APPROVAL OF AGREEMENT FOR SOFTWARE FOR THE POLICE DEPARTMENT; F. APPROVAL BILLS/PROJECT PAYMENTS:

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

BE IT RESOLVED, that the proper City personnel be authorized to advise the State of Minnesota Charitable Gambling Control Board that they have approved the Application for Exempt Permit – LG220 for the S.W. Great Divide Chapter Rocky Mountain Elk Foundation for a raffle to be held at the Ramada, 1500 East College Drive, Marshall, Minnesota on April 2, 2011 and that the 30 day waiting period be waived.

The proper city personnel be authorized to enter into a Lend/Lease Agreement between the Minnesota Bureau of Criminal Apprehension (BCA) and the City of Marshall Police Department for the use of a new breath test instrument, the DataMaster DMG – G manufactured by National Patent Analytical Systems, Inc.

The introduction of an ordinance to approve the request by the City of Marshall to confirm the thoroughfare system throughout the City of Marshall and include it as part of the official City of Marshall Zoning Map.

The introduction of an ordinance to approve the request to place all current un-zoned orderly annexation areas into A – Agricultural District.

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The proper city personnel be authorized to enter into a contract with West Government Services, A Thomson Reuters Business, for an on-line subscription, Consolidated Lead Evaluation and Reporting (CLEAR).

The following bills and project payments be authorized for payment: ACCOUNTS PAYABLE, Voucher no. 73342 through 73556.

All voted in favor of the motion.

CONSIDER THE REQUEST OF TYLER HANSEN FOR A CONDITIONAL USE PERMIT TO KEEP 3 ROOMERS AT 907 PINE AVENUE:

Glenn Olson, Director of Public Works/City Engineer, reviewed the request of Tyler Hansen for a Conditional Use Permit to keep 3 roomers at 907 Pine Avenue. Mr. Olson indicated that keeping two roomers is a permitted accessory use but keeping three roomers is a conditional use and requires a conditional use permit. The major problem with this arrangement is parking. The house has a single car attached garage and driveway that seems long and wide enough to accommodate four cars. Therefore, to avoid on-street parking problems, the staff recommends limiting parking for all house residents to the garage and driveway.

Council Member Sanow indicated that he cannot justify a conditional use permit based on several of the conditions of the City Code regulating conditional use permits. Mr. Olson indicated that this home has 5 bedrooms. It was also indicated that if there are only 2 roomers the city cannot place any requirements on parking.

Council Member DeCramer, asked what incentive there is for the property owner to apply for a conditional use permit. It was indicated that there is a financial issue to having 3 roomers vs. 2 roomers.

Mr. Hansen indicated that he applied for a conditional use permit because of the concern from his neighbors and a letter he received from the City of Marshall. Mr. Hansen was not aware that a conditional use permit was required for 3 roomers. Mr. Hansen asked if one vehicle could be parked on the street. He also stated that if he only had 2 roomers everyone could park on the street. Mr. Hansen indicated that the roomers are students at SMSU and that 2 of them will be moving out at the end of the school year. Mr. Hansen is not going to be getting new roomers at that time.

Council Member Sanow was concerned with setting a precedent for other home owners, which could become a big issue.

Council Member DeCramer asked if there was a time limit on conditional use permits. Council Member Doom indicated that conditional use permits are issued for 1 year and after that time a renewal needs to be applied for. Mr. Olson indicated that conditions set on a conditional use permit can be adjusted at the time of renewal.

Travis Holmquist, 909 Pine Street, indicated that he was not in favor of this rental property and the cars parking on the street.

Al Dale, 904 Pine Street, indicated that he was concerned about safety with the additional cars being parked on the street. Mr. Dale was also concerned what would happen to the area if other home owners would start renting out their homes. Mr. Dale indicated that this is a single family resident area and would like it to remain that way.

Muriel VanUden, 903 Pine Street, indicated that her only concern is the parking issue. She indicated that the renters are not a problem.

Ritter moved, Sanow seconded, to deny the request of Mr. Tyler Hansen for a Conditional Use Permit to keep 3 roomers at 907 Pine Avenue. All voted in favor of the motion, except Doom who voted no.

APPROVAL OF \$55,000 STATE HOMELAND SECURITY GRANT FOR THE CAT TEAM:

Rob Yant, Director of Public Safety, indicated that the \$55,000 State Homeland Security Grant is intended to supplement the annual \$45,000 state funded operating contract. Allocated funds meet federal grant requirements, such as for planning and training. The main intent by the state for the use of the grant is to fund equipment that the State, in consultation with state team members, believe would improve the team's safety and response capabilities but is too expensive to fund through the operating contract. Funds that aren't committed towards those uses are available for the individual team to spend on areas that the team believes it needs. The administering agency for the teams, HSEM, is trying to standardize the equipment that each team has both to improve team interoperability for responses and to have better coordination in determining future equipment costs.

Doom moved, DeCramer seconded, to accept the \$55,000 State Homeland Security Grant that the City Council authorized the Southwest Minnesota Chemical Assessment Team to apply for in November, 2010 and to also approve Rob Yant, Director of Public Safety, as the administrator of this grant. All voted in favor of the motion.

CONSIDER APPROVAL TO PURCHASE POLICE RADIOS AND EQUIPMENT:

Rob Yant, Director of Public Safety, reviewed the request to purchase police radios and equipment. Mr. Yant indicated that radio communications are crucial for effective communication; especially in a critical event. The FCC is mandating that all local governmental radios go to a narrow band operation by 2013. The State of Minnesota is working towards that goal along with promoting radio interoperability through the establishment of the ARMER 800 MHz radio system. An organization with a Regional Radio Board (RRB) and Regional Advisory Committee (RAC) for the Southwest Region has been set up. Funds have been allocated equally for each member in this region for initial ARMER funding; 13 counties and the Cities of Marshall and Worthington.

Mr. Yant indicated that as a member of the RRB/RAC there are now three grants that the City of Marshall can receive funding for that total \$30,767.19. Two of these grants have a 25 percent match requirement and one has none. DeCramer moved, Sanow seconded, that the proper city personnel be authorized to purchase Police Radios and Equipment for the City of Marshall, to be funded by grants allocated to the SW Minnesota RRB/RAC. All voted in favor or the motion.

CONSIDER APPROVAL OF MERIT CENTER HAZARDOUS MATERIAL/ASBESTOS REMOVAL:

Rob Yant, Director of Public Safety, indicated that a trailer was donated to the City of Marshall for the M.E.R.I.T. Center to simulate fire fighting training in a mobile home many years ago. The trailer has been a training prop for Minnesota West for many years, but the trailer never had a good foundation and has sunk into the soil. Also, as a result of the training, smoke and some burning has occurred in it. Due to these factors, the trailer has been unusable for training in recent years and has become an eye sore at the Center. In order to dispose of the trailer a required asbestos inspection was needed. In 2010 M.A.A.C. did an inspection and found asbestos in the trailer. The asbestos needs to be removed before disposal/burning of the trailer. M.A.A.C. is the only area company that does this removal and estimates it will cost \$1,360 for the removal. The Marshall Fire

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Department has agreed to burn the trailer and use it as a training exercise in the future.

Ritter moved, Sanow seconded, the proper city personnel be authorized to enter into a contract with M.A.A.C. of Montevideo for the removal of asbestos-containing material from a mobile home at 1001 West Erie Road (the M.E.R.I.T. Center). The estimated cost for this is \$1,360. All voted in favor of the motion.

APPROVAL FOR POLICE DEPARTMENT FORFEITURE STANDARD OPERATING GUIDELINES:

Rob Yant, Director of Public Safety, indicated that there was controversy around the handling of evidence and forfeited property by the former Minnesota Gang Strikeforce in the past. As a result of this the Minnesota Peace Officer Standards and Training (P.O.S.T.) board was directed by the Minnesota legislature to develop a model policy on forfeitures and added them to the list of mandated policies effective March 1, 2011. The Marshall Police Department has drafted an operating guide or S-O-G for this that incorporates the State requirements. This draft has been reviewed and approved by the Marshall Police Advisory Board. This guide updates our existing Forfeiture Guideline and incorporates the mandates from the State.

Sanow moved, Ritter seconded, the approval of the Standard Operating Guideline, O-1, for the Marshall Police Department outlining the process for Administrative and Judicial Forfeiture of Property. All voted in favor of the motion.

MARSHALL ECONOMIC DEVELOPMENT AUTHORITY 2010 ANNUAL REPORT:

Ben Martig, City Administrator, reviewed the 2010 EDA Annual Report with the City Council. Mr. Martig briefly reviewed the following:

- Business Retention & Expansion Program
- Business Expansions of Titan Machinery and Ralco Nutrition
- CRIF Loans for Turkey Valley Farms
- EDA Reorganization
- Small Cities Development Grant in the amount of \$522,500
- Website Maintenance & Analytics

Mr. Martig also provided a copy of the consolidated balance sheet as of December 31, 2010.

CONSIDER APPOINTMENTS TO THE LIBRARY BOARD:

Per the recommendation of Mayor Byrnes, Doom moved, DeCramer seconded, and it was unanimously approved that the following appointment be made:

Library Board – William Thomas be appointed for a 3-year term to expire on December 31, 2013

Library Board – Marissa Knude be appointed for a 3-year term to expire on December 31, 2013

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 Regional Development Commission met earlier this month; Regional Radio Board item was acted on earlier in the meeting.

Doom Planning Commission item was acted on earlier in the meeting.

Sanow No report.

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DeCramer Utilities Commission met on Wednesday, February 16th.

Ritter No report.

STAFF REPORTS:

Ben Martig, City Administrator, indicated that the Parkway issued would be discussed at the 2nd meeting in March. Mr. Martig indicated that the Greater Minnesota Cities has called for the loans in regard to the Parkway Addition. There will be a hearing on March 9, 2011 at the State Legislature on the Sales Tax Bill for the City of Marshall. There is discussion on a TIF Bill in regard to financing the Songestard infrastructure. There will be a Council Work Session on March 15, 2011 to discuss uses for the existing library. Mr. Martig is working on the EDA Service Agreement between the City of Marshall and the Marshall Area Chamber of Commerce. There is discussion on the possible expansion of the Ambulance Facility. Staff is working with FEMA on reimbursement for expenses from the 2010 flooding. Discussion is also taken place on the possible flooding for 2011. Mr. Martig will be on vacation from March 1 through March 9th.

Glenn Olson, Director of Public Works/City Engineer, provided an update on the current snow removal procedure. He indicated that heavy snowfall like Marshall received this past weekend makes travel in residential areas very difficult for smaller vehicles. He discussed whether the city snow removal crew should start doing multiple passes with plows in all parts of the city for snow accumulations of more than six inches. The problem with this is that it would increase costs and require more work for the seven personnel doing snow removal. Mr. Olson indicated that for safety and insurance reasons the heavy equipment operators should not work more than 12 hours per day.

Mr. Olson also discussed the procedure for dealing with snow and ice removal on sidewalks. He indicated that by the time the property owner receives notice of a complaint several days have passed. The city ordinance does not require that notices be sent to the property owners. Mr. Olson indicated that he was looking for suggestions from the City Council and staff.

Dennis Simpson, City Attorney, indicated that he is working on the transfer of HRA Property to the Housing Commission.

COUNCIL MEMBER INDIVIDUAL ITEMS:

Mayor Byrnes and City Administrator Ben Martig will be attending the Coalition meeting in St. Paul. The League of Minnesota Cities Legislative meeting will be held on March 24, 2011 in St. Paul. Glenn Olson, Director of Public Works/City Engineer, indicated that the City has sand bags available for sale for personal use @ \$0.16 per bag, not including sand.

REVIEW OF PENDING AGENDA ITEMS:

There were no questions or concerns on the pending agenda items:

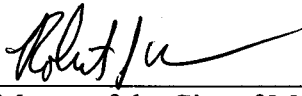
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INFORMATION ONLY:

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

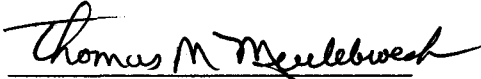
Applicant	Location Address	Description of Work	Valuation
Sussner Construction, Inc.	900 East Main Street	Install Wall	\$2,900
Chris Anderson	501 Donita Avenue	Revising stairs to basement and a window	\$6,000
Bakke's Home Repair & Construction	602 Kennedy Street	Interior Remodel	\$15,000

Doom moved, Sanow seconded, the meeting be adjourned at 9:00 P.M. All voted in favor of the motion.



Mayor of the City of Marshall

ATTEST:



Finance Director/City Clerk