

SPECIAL WORK SESSION – APRIL 28, 2015

The work session of the Common Council of the City of Marshall was held on April 28, 2015 in the Professional Development Room at the Marshall Middle School, 401 South Saratoga Street. The meeting was called to order at 4:05 P.M. by Mayor Byrnes. In addition to Byrnes the following members were present: Conyers, Sturrock, DeCramer, Doom and Schafer. Absent: Bayerkohler. Staff present included: Ben Martig, City Administrator; Dennis Simpson, City Attorney; Glenn Olson, Director of Public Works/City Engineer; and Thomas M. Meulebroeck, Finance Director/City Clerk. Others in attendance included: Mike Boedigheimer and Bill Ziegenhagen

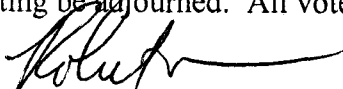
UPDATE ON BUILDING INSPECTIONS REPORT AND ACTION PLAN:

Ben Martig, City Administrator, provided open remarks on the Building Inspection Department Report prepared by David Unmacht, Springsted Inc. dated February 23, 2015.

A concerted effort is underway within the Building Inspections Department to enhance customer service perceptions and establish a continuous improvement philosophy. The following is a summary of some of the actions underway and plans in response to the study findings:

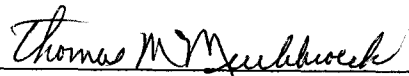
1. Incorporate a formal building code education campaign on state building code to inform on requirements and establish expectations.
2. Improve permit process in response to customer areas of concern.
3. Building official and staff personal engagement of significant applications.
4. PermitWorks – Permitting and Inspection Software.
5. Initiate weekly internal building department meetings (initiated prior to final presentation of study completion in February).
6. Introduced the use of display copy of permit onsite.
7. Continuing to pursue staff training regarding customer service, public relations and leadership training.
8. Review of inspection procedures.
9. Membership in Minnesota Southwest International Code Council.
10. Meetings with contractor's onsite or their offices anytime it is requested.
11. Revise website accessibility and information for permit applications.
12. Implemented credit card payment procedure for permit applications.
13. Customer improvements will be on a continuous review.

Schafer moved, DeCramer seconded, the meeting be adjourned. All voted aye.



Mayor

ATTEST:



Finance Director/City Clerk

REGULAR MEETING – APRIL 28, 2015

The regular meeting of the Common Council of the City of Marshall was held April 28, 2015 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 Byrnes. In addition to Byrnes the following members were in attendance: Ellayne Conyers, David Sturrock, John DeCramer, Larry Doom and Craig Schafer. Absent: Glenn Bayerkohler. Staff present included: Ben Martig, City Administrator; Dennis Simpson, City Attorney; Glenn Olson, Director of Public Works/City Engineer; Harry Weilage, Director of Community Services; Barb Lipinski, Adult Community Center Coordinator; Shane Waterman, Assistant City Engineer; Marc Klaith, Fire Chief; Preston Stensrud, Parks Superintendent; Jane DeVries, Deputy City Clerk; and Thomas M. Meulebroeck, Finance Director/City Clerk.

The Pledge of Allegiance was recited at this time.

APPROVAL OF AGENDA:

Member (**Larry Doom**) moved, Member (**David Sturrock**) seconded to approve the **ORIGINAL** motion 'to Approve the Agenda with the deletion of item number 12, which is Southwest Minnesota Regional Amateur Sports Center (SMASC) award of proposal for Professional Non-Design Services for Construction Phase Commissioning Services; and the addition of item number 24, which is to call for a Public Hearing for Private Use of Public Streets and Parking Lots for Sounds of Summer'. Upon a roll call vote being taken, the vote was: Aye: 6 Nay: 0. The motion **Carried 6 - 0**

ACKNOWLEDGEMENT OF MCOA 2014 PROJECT OF THE YEAR - KEY GENERAL AVIATION AIRPORT AWARD TO R&G CONSTRUCTION CO. OF MARSHALL, MINNESOTA:

Glenn Olson, Director of Public Works/City Engineer, indicated that the Southwest Minnesota Regional Airport (City of Marshall) was selected to receive a Key General Aviation Airport Award for 2014 Project of the Year for the Marshall Airpark East Building Area Project. At the banquet of the MCOA Airport Conference in St. Cloud, MCOA formally recognized the City; the consultant TKDA; and the contractor R&G Construction Co. as the recipient of this award. This project was the culmination of several phased project developments including: -Madrid Street Bridge Project -Water, sewer, storm sewer and electrical utilities -Paving -Aeronautic ramp construction -Taxiway. Construction Project participants included the FAA, Mn/DOT-Aeronautics, and the City of Marshall. These projects will allow the city to continue to expand services at the airport for both private and public developments. Glenn indicated that staff would arrange for a presentation and photo with the Marshall Independent at a later date.

RECOGNIZED ADULT COMMUNITY CENTER COORDINATOR BARB LIPINSKI FOR MASS AWARD:

Harry Weilage, Director of Community Services, indicated that Barb Lipinski, Adult Community Center Coordinator, received the Outstanding Achievement in the Field of Aging Award from the Minnesota Association of Senior Services (MASS). Barb has dedicated herself to the Marshall Area senior population. Barb has been at the Adult Community Center since April 1995. She is constantly striving to give seniors a better quality of life whether it is helping them with health, family or personal issues. Barb networks and collaborates with many different area organizations and also does a wonderful job organizing intergenerational activities between the

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seniors and the local schools. The award was presented at the MASS conference in St. Paul on April 16th.

CONSIDER APPROVAL OF THE MINUTES OF THE LOCAL BOARD OF APPEAL AND EQUALIZATION HELD ON APRIL 14, 2015 AND THE MINUTES OF THE REGULAR MEETING HELD ON APRIL 14, 2015:

Member (**Craig Schafer**) moved, Member (**Larry Doom**) seconded to approve the **ORIGINAL** motion 'that the minutes of the Local Board of Appeal and Equalization held on April 14, 2015 and be approved as corrected and the minutes of the regular meeting held on April 14, 2015 be approved as filed with each member and that the reading of the same be waived'. Upon a roll call vote being taken, the vote was: Aye: 6 Nay: 0. The motion **Carried 6 - 0**

CONSIDER REQUEST FOR STREET CLOSURE FROM REINHART FOODSERVICE FOR COMPANY TRUCK RODEO EVENT ON MAY 30, 2015 – 1. PUBLIC HEARING; 2. APPROVAL OF APPLICATION FOR PRIVATE USE OF PUBLIC STREETS:

This was the date and time set for a public hearing on the request for Private Use of Streets from Reinhart Foodservice for the closure of Fairview Street. Glenn Olson, Director of Public Works/City Engineer indicated that this is a date change from the original request submitted at the April 14, 2015 City Council meeting. On April 15, 2015, City staff was notified by the applicant that they requested the wrong day in error. It is their request to conduct the event on Saturday, May 30 (instead of Sunday, May 31, as originally requested). The notification time was sufficient in order to get the correct date in the publication of the hearing notice. In addition, a press release will be published notifying the public of the closure. The purpose of the closure is to enable Reinhart to provide an employee competition and fun event utilizing the private property and a portion of the street for a track for Reinhart's equipment rodeo. The street closure does not include Mn/DOT right-of-way. Alter Metal Recycling is not open for business on Saturday, including the date of this event. Reinhart is responsible for all traffic control as required by the Minnesota Manual of Uniform Traffic Control Devices (MMUTCD). Reinhart is also responsible for personally contacting adjacent businesses informing them of the closure.

Member (**Larry Doom**) moved, Member (**Craig Schafer**) seconded to approve the **ORIGINAL** motion 'that the Council close the public hearing'. Upon a roll call vote being taken, the vote was: Aye: 6 Nay: 0. The motion **Carried 6 - 0**

Member (**Larry Doom**) moved, Member (**John DeCramer**) seconded to approve the **NEW** motion 'that the Council approves the closure of West Fairview Street from just east of True Value's north driveway to just west of the Burlington Northern Railroad tracks from 8:00 a.m. to 3:00 p.m. on Saturday, May 30, 2015'. Upon a roll call vote being taken, the vote was: Aye: 6 Nay: 0. The motion **Carried 6 - 0**

TJL ADDITION VACATION OF EASEMENTS – 1. PUBLIC HEARING; 2. CONSIDER RESOLUTION GRANTING PETITION TO VACATE UTILITY EASEMENTS:

This was the date and time set for a public hearing on the Vacation of Easements. Glenn Olson, Director of Public Works/City Engineer, indicated that petitions for vacation of utility easements were submitted from the owners of all of the real property at 1416 and 1418 East College Drive. The purpose of the vacation is for the elimination of the existing utility easement located along

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the westerly, southerly and easterly sides of the car wash property, as well as the elimination of the existing easement along the north side of the southwest portion of the new bank property. These utility easements will be replaced by platted easements to be recorded in the final plat of the new TJL Addition. These vacations must be recorded prior to the recording of TJL Addition as these existing easements will not be shown on the final plat. All utility companies have been contacted and comments and requirements have been addressed.

Member (**Larry Doom**) moved, Member (**Craig Schafer**) seconded to approve the **ORIGINAL** motion 'that the Council close the public hearing'. Upon a roll call vote being taken, the vote was: Aye: **6** Nay: **0**. The motion **Carried 6 - 0**

Member (**John DeCramer**) moved, Member (**Larry Doom**) seconded to approve the **NEW** motion 'that the Council adopt RESOLUTION NUMBER 4158, SECOND SERIES, which is the Resolution Granting a Petition for the Vacation of Utility Easements at 1416 and 1418 East College Drive'. Upon a roll call vote being taken, the vote was: Aye: **6** Nay: **0**. The motion **Carried 6 - 0**

TJL ADDITION – 1. PUBLIC HEARING ON PRELIMINARY PLAT AND APPROVAL OF THE PRELIMINARY PLAT; 2. CONSIDER RESOLUTION ADOPTING THE FINAL PLAT:

This was the date and time set for a public hearing on the Preliminary Plat of TJL Addition. Glenn Olson, Director of Public Works/City Engineer, indicated that the property consists of two separate properties described by metes and bounds. In the redevelopment of the property, the owners intend to transfer a portion of one parcel to the other for development purposes. In order to accomplish this transfer and development, it is necessary to have the following procedures in place: (1) Determine any outstanding deferred assessments/special assessments; and (2) Pay all outstanding taxes on the properties. The intent would be to have documents ready to be recorded that will: (1) Transfer a portion (southwest portion of Parcel 1) of Parcel 1 to the owner of Parcel 2; (2) Record Resolution Granting Petition to Vacate Existing Easements; (3) Record Resolution Adopting Final Plat; and (4) Record Final Plat. A copy of the proposed subdivision has been sent to the local utility companies for their review and comments. Utility companies have reviewed the proposed plat and recommend the removal of the 10 ft. drainage and utility easement from the easterly side of Lot 2, Block 1 from the northeast corner to a point located 28 feet from the south line of said subdivision. MMU will work with the owner to provide separate easements with the owners for utility easements necessary for their installation.

Member (**Craig Schafer**) moved, Member (**David Sturrock**) seconded to approve the **ORIGINAL** motion 'that the Council close the public hearing and approve the Preliminary Plat of TJL Addition'. Upon a roll call vote being taken, the vote was: Aye: **6** Nay: **0**. The motion **Carried 6 - 0**

Member (**Larry Doom**) moved, Member (**Craig Schafer**) seconded to approve the **NEW** motion 'that the Council adopt RESOLUTION NUMBER 4159, SECOND SERIES, which is the Resolution Approving the Final Plat of TJL Addition, removing the 10-ft. drainage and utility easement from the easterly side of Lot 2, Block 1 from the northeast corner to a point located 28

feet from the south line of said subdivision'. Upon a roll call vote being taken, the vote was: Aye: 6 Nay: 0. The motion **Carried 6 - 0**

CONSIDER ORDINANCE AMENDING CHAPTER 30-ENVIRONMENT OF THE CODE OF ORDINANCES:

This was the date and time set for a public hearing on the proposed Ordinance Amending Chapter 30 – Environment. Shane Waterman, Assistant City Engineer, indicated that the City of Marshall has been required to participate in the MPCA Stormwater Program for Municipal Separate Storm Sewer Systems (MS4) Program since 2007. In 2013, the MPCA reissued the General Stormwater Permit Program to the MS4 cities extending coverage from August 1, 2013 to July 31, 2018. The permit establishes conditions for discharging stormwater and specific other related discharges to waters of the State. This permit requires the City to review, modify and establish the following: 1) MS4 Partnerships; 2) Regulatory Mechanisms (Reg Mech) (i.e., contracts, ordinances, permits, standards); 3) Enforcement Response Procedures (ERPs); 4) Storm Sewer Mapping and Inventory; 5) Minimum Control Measures (MCM) (i.e., Illicit Discharge Detection and Elimination (IDDE)) and 6) Meet Waste Load Allocations (WLA). It is the goal of the Public Works staff to revise or establish the City's ordinances, policies, and enforcement procedures to meet the minimum requirements of the MPCA MS4 Permit Program. The Legislative and Ordinance Committee is recommending the proposed ordinance revisions to Chapter 30-Environment to ensure compliance with the City's MS4 Permit. The ordinance further supports establishing the procedures and schedule for implementation of the updates required to comply with the MS4 Program by May 8, 2015.

Member (**John DeCramer**) moved, Member (**Larry Doom**) seconded to approve the **ORIGINAL** motion 'to close the public hearing'. Upon a roll call vote being taken, the vote was: Aye: 5 Nay: 0 Abstain: 1. The motion **Passed 5 – 0 – 1**, with Schafer abstaining.

Member (**John DeCramer**) moved, Member (**Ellayne Conyers**) seconded to approve the **NEW** motion 'to adopt ORDINANCE NUMBER 693, SECOND SERIES which is an Ordinance Amending Chapter 30-Environment of the City of Marshall Code of Ordinances'. Upon a roll call vote being taken, the vote was: Aye: 5 Nay: 0 Abstain: 1. The motion **Passed 5 – 0 – 1**, with Schafer abstaining.

Member (**Larry Doom**) moved, Member (**David Sturrock**) seconded to approve the **NEW** motion 'to adopt the summary ordinance amending Chapter 30-Environment for publication'. Upon a roll call vote being taken, the vote was: Aye: 5 Nay: 0 Abstain: 1. The motion **Passed 5 – 0 – 1**, with Schafer abstaining.

AWARD OF BIDS FOR PORTABLE RESTROOMS SUPPLY AND MAINTENANCE AT VARIOUS LOCATIONS:

A proposal was received on April 21, 2015 for providing portable restrooms and cleaning for various locations in the city of Marshall from Southwest Sanitation, Inc., Marshall, Minnesota:

Weekly Rates:

Liberty Park	May 4 – October 5	\$39.99
Legion Field Softball Fields	May 18 – August 25	\$41.33

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Patriot Park (formerly Windstar Park)	May 4 – October 5	\$45.09
Victory Park (formerly Wayside Park)	May 18 – October 5	\$40.23

Daily Rates:

Day Rate/Unit for Special Events \$26.50

Member (**Larry Doom**) moved, Member (**Craig Schafer**) seconded to approve the **ORIGINAL** motion 'that the Council award the quotations for Portable Restrooms supply and maintenance services to Southwest Sanitation, Inc. of Marshall, Minnesota for the period of May 4, 2015 to October 5, 2015'. Upon a roll call vote being taken, the vote was: Aye: **6** Nay: **0**. The motion **Carried 6 - 0**

AWARD OF BIDS FOR SEPTIC TANK SERVICES AT THE SOFTBALL COMPLEX:

Proposals were received on April 21, 2015 to provide for pumping and dumping of the softball complex septic tanks from:

Laleman Septic & Drain Ghent, Minnesota \$90.00 per tank per dump	Enviro Pump Plus Balaton, Minnesota \$125.00 per tank per dump
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Member (**Larry Doom**) moved, Member (**John DeCramer**) seconded to approve the **ORIGINAL** motion 'that the Council award the quotations Laleman Septic & Drain of Ghent, Minnesota, for septic tank services at the softball complex in the amount of \$90.00 per pumping and dumping per tank.'. Upon a roll call vote being taken, the vote was: Aye: **6** Nay: **0**. The motion **Carried 6 - 0**

**SOUTHWEST MINNESOTA REGIONAL AMATEUR SPORTS CENTER (SMASC) --
AWARD OF PROPOSAL FOR PROFESSIONAL NON-DESIGN SERVICES FOR
CONSTRUCTION PHASE COMMISSIONING SERVICES.**

This item was removed from the agenda.

CONSIDER APPROVAL OF CONSENT AGENDA:

Member (**Craig Schafer**) moved, Member (**Larry Doom**) seconded to approve the **ORIGINAL** motion 'Consider Approval of the Consent Agenda'. Upon a roll call vote being taken, the vote was: Aye: **6** Nay: **0**. The motion **Carried 6 - 0**

BE IT RESOLVED, that the City Council hereby (1) grants local unit of government approval to Holy Redeemer Church to hold a raffle on September 30, 2015, at Holy Redeemer Church Parish Center, 503 West Lyon Street, Marshall, Minnesota, (2) acknowledges the receipt of LG220 Application of Exempt Permit, (3) waives the 30-day waiting period, and (4) authorizes and directs the appropriate city personnel to complete and sign the LG220 Application for Exempt Permit on behalf of the City of Marshall.

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That the following items be declared as surplus property:

Roadmaster bass speaker	Large Speaker (3' x 2' x 2')
Car stereo equipment (02-18009)	Four (4) Aluminum car rims
Kustom Electronics (sign display)	Approximately 88 bikes
Items removed from seized vehicles (misc tools, vehicles accessories, cables)	
Truck vault from detective Dodge Ram; Item # CPGB485612PBK	

Approve the request of the Marshall Downtown Business Association for street closure from 6:00 A.M. to 7:00 P.M. for Crazy Days on Thursday, July 16, 2015, contingent on MN/DOT approval of the permit.

That the Council introduce the ordinance amending Sec. 86-106 I-1 Limited Industrial District and Sec. 86 107 I-2 General Industrial District by adding “Automobile and truck sales and used car lots” to (d) Conditional uses and call for public hearing to be held on May 12, 2015.

That the following bills and project payments be authorized for payment: ACCOUNTS PAYABLE, Voucher No. 93343 through 93545.

CONSIDER APPROVAL OF SPECIFICATIONS FOR MARSHALL FIRE DEPARTMENT NEW RURAL TANKER ENGINE AND INTERLOCAL CONTRACT FOR COOPERATIVE PURCHASING (HGAC CONTRACT FS12-13) WITH GENERAL SAFETY FIRE APPARATUS, INC. AND COUNTERSIGNED BY ROSENBAUER MINNESOTA LLC.

Marc Klaith, Fire Chief, indicated that the 2015 budget capital plan included the purchase of a new rural tanker to replace the existing 1978 Ford 2500 gallon engine/tanker. The Equipment Review Committee met on Monday, April 20, 2015 to review the plans and specifications for the proposed rural pumper truck and is recommending approval. Staff is requesting the use of the cooperative purchasing venture HGACBuy that is recognized through the Texas Interlocal Cooperation Act, Chapter 791, Texas Government Code. HGACBuy is a government-to-government cooperative purchasing program. It has operated under the local government authority of the Houston Galveston Area Council for 40 years. Its enabling legislation allows for HGACBuy to act nationwide on behalf of local governments, special districts and private non-profits providing a government service. Currently, over 5000 jurisdictions in 48 states have executed interlocal agreements (ILC) with HGAC. This allows them to use any of HGACBuy's competitively procured contracts for goods and services. Through this relationship, the purchaser is covered by the HGACBuy procurement. Numerous cities in Minnesota have used this particular code for the purchase of fire trucks. The vendor of the contract is Rosenbauer Minnesota, LLC of Wyoming, MN. They will be completing the body for the pumper. The Chassis will be purchased from Olson & Johnson locally through Rosenbauer.

Member (**Larry Doom**) moved, Member (**Craig Schafer**) seconded to approve the **ORIGINAL** motion 'to approve specifications for the rural tanker engine'. Upon a roll call vote being taken, the vote was: Aye: 6 Nay: 0. The motion **Carried 6 - 0**

Member (**Larry Doom**) moved, Member (**Craig Schafer**) seconded to approve the **NEW** motion 'to approve Interlocal Contract for Cooperative Purchasing (HGAC Contract FS12-13)

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with General Safety Fire Apparatus, Inc. and countersigned by Rosenbauer Minnesota LLC for a new Marshall Fire Department rural tanker engine'. Upon a roll call vote being taken, the vote was: Aye: 6 Nay: 0. The motion Carried 6 - 0

CONSIDERATION OF SOFTWARE, SERVICES AND EQUIPMENT WITH RETAIL INFORMATION TECHNOLOGY ENTERPRISES (RITE) FOR MARSHALL MUNICIPAL LIQUOR:

Proposals were received for a Point of Sale (Register) System for Marshall Municipal Liquor from:

LPA Retail Systems, Inc.

\$33,014.00

Dailey Data & Associates

Minneapolis, Minnesota

\$39,992.00

Zabinski Business Services, Inc.

Annandale, Minnesota

\$11,535.02

Total Register Systems

New Hope, Minnesota

\$13,522.38

Retail Information Technology Enterprises (RITE)

Sartell, Minnesota

\$13,070.81

Ben Martig, City Administrator, indicated that the City is proposing to replace its existing point of sale (register) system at the Marshall Municipal Liquor Store. The system will be installed then later moved to the new liquor store this fall. The current version with Total Register Systems is over eleven years old and is having significant problems. Staff had recommended replacement in April of 2014 but council did not approve on a split 3-3 vote. Since that time, TRS has pulled back on its original system upgrade due to software problems. Staff considered using TRS but felt that the ongoing issues were not demonstrated to be resolved to their satisfaction. Scott VanMoer, Liquor Store Manager, is advising installation in advance of the planned construction would be beneficial rather than waiting until after as it will provide a more seamless transition. Scott indicated that he has received similar recommendations from other liquor store managers and every vendor staff asked agreed. Current hardware/software is virtually "plug and go" so it was advised that with all the other issues with a store move it is ideal to have a consistent register system in the move rather than purchase new with the new location. This may have not been true historically but with new technology the decision and recommendations are clear. The upgrade will expand features and user functions as well as add additional credit/debit for each machine. Staff will add an additional register system once the move to the new store is complete. Liquor Store Manager VanMoer led the review process including demonstrations from each proposal and discussions. City Administrator Martig and Finance Director/City Clerk Meulebroeck were also involved in the review.

Member (**John DeCramer**) moved, Member (**Craig Schafer**) seconded to approve the **ORIGINAL** motion 'to approve complete retail solution (point of sale/registers) with Retail Information Technology Enterprises (RITE) in the amount of \$13,070.81'. This is to be paid

from the Liquor Store construction fund. Upon a roll call vote being taken, the vote was: Aye: 6
Nay: 0. The motion **Carried 6 - 0**

**SOUTHWEST MINNESOTA REGIONAL AMATEUR SPORTS CENTER (SMASC) --
CONSIDER CHANGE ORDER NO. 1 (3100/3300.001) FOR CONTRACT #3100/3300
EARTHWORK & SITE UTILITIES:**

Glenn Olson, Director of Public Works/City Engineer, reviewed Change Order No. 1 for Contract #3100/3300 Earthwork & Site Utilities for SW Minnesota Regional Amateur Sports Center (SMASC). The contractor moved onto the site for the excavation of materials for the SMASC arena. When the contractor was almost complete with the excavation, his next step was to excavate for the remainder of the site (parking, driveways, etc.). The contractor had his surveyor stake the cuts for the excavation and discovered a potential actual versus bid document grade discrepancy. After review, it was determined that there was a discrepancy and an additional 17,923 cubic yards of excavation was necessary with an additional 3,648 cubic yards of required fill resulting in a net excess excavation required to be hauled off-site of 14,275 cubic yards. The Construction Manager responded with a Request for Information (RFI) for the additional work and received a proposal for \$5.00/cubic yard, resulting in an increased proposed cost of \$71,375.00. The alternatives for the discrepancy would be to leave the existing material in place and raise the building approximately 2 feet or leave the building at its design elevation and excavate the additional material. After discussing the alternatives with the architect, it was determined the best alternative would be to leave the elevations of the building as designed and remove the excess soil.

Council Members asked where the discrepancy came from and Mr. Olson indicated the discrepancy was in the building design. The Council also asked for more frequent communication with Construction Manager. Administrator Martig suggested having the Construction Manager present regular updates to the Council.

Member (**Larry Doom**) moved, Member (**Craig Schafer**) seconded to approve the **ORIGINAL** motion 'that Council approve Change Order No. 1 (3100/3300.001) for Contract #3100/3300 Earthwork & Site Utilities with R&G Construction Co., resulting in a contract increase in the amount of \$71,375.00 for SW MN Regional Amateur Sports Center'. Upon a roll call vote being taken, the vote was: Aye: 6 Nay: 0. The motion **Carried 6 - 0**

**SOUTHWEST MINNESOTA REGIONAL AMATEUR SPORTS CENTER (SMASC) --
CONSIDER CHANGE ORDER NO. 1 (0840.001) FOR CONTRACT #0840 ALUMINUM
ENTRANCES/ STOREFRONTS/ WINDOWS/ CURTAINWALLS/ GLAZING:**

Glenn Olson, Director of Public Works/City Engineer, reviewed Change Order No. 1 for Contract #0840 Aluminum Entrances/ Storefronts/Windows/Curtainwalls/Glazing for SW MN Regional Amateur Sports Center.

This change order amends the description of the alternates awarded by the contract (clarification only).

Member (**Craig Schafer**) moved, Member (**Larry Doom**) seconded to approve the **ORIGINAL** motion 'that Council approve Change Order No. 1 (0840.001) for Contract #0840 Steel Supply

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with Southwest Glass Center, Inc. of Marshall, Minnesota, amending the description of the alternates awarded by the contract'. Upon a roll call vote being taken, the vote was: Aye: 6 Nay: 0. The motion **Carried 6 - 0**

CONSIDER OUT-OF-STATE TRAVEL REQUEST FOR DIRECTOR OF PUBLIC WORKS TO APWA INTERNATIONAL PUBLIC WORKS CONGRESS & EXPOSITION – PHOENIX, ARIZONA (AUGUST 30-SEPTEMBER 2, 2015):

Glenn Olson, Director of Public Works/City Engineer, reviewed the request for out-of-state to attend the APWA International Congress & Exposition in Phoenix, Arizona, on August 30-September 2, 2015. Attendance at previous APWA International Congress & Exposition events has been beneficial and authorization is requested for Director of Public Works/City Engineer Glenn Olson to travel out of state to attend this year's event. Mr. Olson provided an analysis of expenses showing three travel scenarios: drive, fly out of Minneapolis-St. Paul, or fly out of Sioux Falls. The lowest travel scenario is flying out of Sioux Falls. Authorization for travel is for any method with reimbursement up to the lowest travel scenario amount. The 2015 Engineering budget included \$2,255 for this event. The Council has previously authorized one international convention per year for the Director of Public Works. The last international convention attended was in 2013 in Chicago, Illinois.

Member (**John DeCramer**) moved, Member (**Craig Schafer**) seconded to approve the **ORIGINAL** motion 'that the Council authorize of out-of-state travel for Glenn Olson, Director of Public Works/City Engineer to attend the American Public Works Association (APWA) International Public Works Congress & Exposition in Phoenix, Arizona on August 30-September 2, 2015'. Upon a roll call vote being taken, the vote was: Aye: 6 Nay: 0. The motion **Carried 6 - 0**

CALL FOR PUBLIC HEARING FOR PRIVATE USE OF PUBLIC STREETS AND PARKING LOTS FOR SOUNDS OF SUMMER:

Glenn Olson, Director of Public Works/City Engineer, indicated that on April 27, 2015, Russ Labat and Doug Wing, Marshall Sounds of Summer Board Committee members, requested an additional closure for an additional concert during the Sounds of Summer Event. They are requesting permission for the following: -Closure of West College Drive from the corner of Main Street and West College Drive to Saratoga Street, and also Marvin Schwan Memorial Drive from West College Drive to South 1st Street on Friday, August 21, 2015 from 4:00 p.m. to 1:00 a.m. on Saturday, August 22, 2015 to allow adequate time for clean up after the Friday evening activities. Council has previously approved the following: -Closure of West College Drive from the corner of Main Street and West College Drive to Saratoga Street, and also Marvin Schwan Memorial Drive from West College Drive to South 1st Street on Thursday, August 20, 2015 from 3:00 p.m. to approximately 12:00 midnight, and again on Saturday, August 22, 2015 from 12:00 noon to Sunday, August 23, 2015 to approximately 3:00 a.m. to allow adequate time for clean up after the Saturday evening activities. In accordance with Section 62-6 of the Marshall City Code, any private use of public streets and parking lots on either a temporary or permanent basis should be considered by the Marshall City Council. Due to the magnitude of the proposed event and potential impact to the businesses adjacent to the areas that are being requested to be blockaded, City Staff would recommend that the City Council hold a public hearing on this request prior to granting final approval. In the past, the City's Public Safety and Public Works Departments have worked with applicants on the issues and public safety concerns that would

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have to be addressed as part of this request. In addition it would be City Staff's intent to have a representative from the Committee present at the hearing to provide a brief overview of the activities and events that are going to occur during the celebration.

Member (**John DeCramer**) moved, Member (**Craig Schafer**) seconded to approve the **ORIGINAL** motion 'that the Council call for a public hearing to be held on May 12, 2015 for the private use of public streets and parking lots for an additional event during the Sounds of Summer event'. Upon a roll call vote being taken, the vote was: Aye: 6 Nay: 0. The motion **Carried 6 - 0**

COMMISSION/BOARD LIAISON REPORTS:

Byrnes Regional Development Commission held a 2-day training session, there has been a turnover of members.

Schafer No report.

Doom Convention and Visitors Bureau discussed the responsibility of Tunheim; Equipment Review Committee met on April 20th to review the plans and specifications for the proposed rural pumper truck; the Legislative and Ordinance Committee met on April 27th.

DeCramer EDA business need to be more accommodating for ADA requirements; Utilities Commission reviewed their annual audit report.

Sturrock Police Advisory Board met on April 16th to determine an eligibility roster

Conyers No report.

COUNCILMEMBER INDIVIDUAL ITEMS:

Council Member Sturrock indicated that he received an email in regard to the train noise. Mayor Byrnes indicated that the City received a report last fall, but maybe it should be provided to the Council Members. Other items included the ground breaking set for May 8th for the Camden Bike Trail and there was an open house held at Action Manufacturing.

CITY ADMINISTRATOR:

Ben Martig, City Administrator, provided updates on the following:

- Lyon County Informational Summit was held on April 27th
- Liquor Store construction and updating the web site
- Charter Commission – new members were appointed
- Market Street planned unit development hearing was held at the Planning Commission meeting
- Cal Brink has meet with the owner of the Ramada
- Studio One – proposed to have a location at the public school and SMSU; also updating the job description for director
- AEM Financial Solutions will be working with the finance department next week
- Auditors are here this week

REGULAR MEETING – APRIL 28, 2015

DIRECTOR OF PUBLIC WORKS:

Glenn Olson, Director of Public Works/City Engineer, provided updates on all of the street construction within the city limits. He also provided updates on the MERIT Center Drive Track; SW MN Amateur Sports Center; Ball Fields; North 7th Street closure and the Varsity Pub project.

CITY ATTORNEY:

The contract for the Saratoga Street Overpass has been reviewed.

PENDING ITEMS:

There were no questions on the pending items.

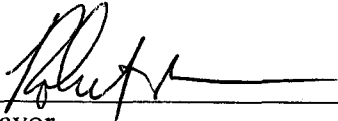
INFORMATION ONLY:

There were no questions on the information items.

UPCOMING MEETINGS:

There were no questions on the upcoming meeting list.

Member (**John DeCramer**) moved, Member (**Craig Schafer**) seconded to approve the **ORIGINAL** motion 'adjourn meeting'. Upon a roll call vote being taken, the vote was: Aye: 6
Nay: 0. The motion **Carried 6 - 0**



Mayor



Finance Director/City Clerk