

REGULAR MEETING – MARCH 22, 2016

The regular meeting of the Common Council of the City of Marshall was held March 22, 2016 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: Larry Doom, David Sturrock, Ellayne Conyers; Craig Schafer and Glenn Bayerkohler. Absent: John DeCramer. 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; Ilya Gutman, Plan Examiner, 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:**

It was the general consensus of the council that the agenda be approved with Consent Agenda item number 6, which is to consider an amendment to the Purchasing Policy and Procedures, being pulled from Consent; and the addition of item number 29, which is to consider approval of interior signage and scoreboards for the Red Baron Arena & Expo.

**CONSIDER APPROVAL OF THE MINUTES OF THE REGULAR MEETING HELD ON MARCH 8, 2016 AND THE MINUTES OF THE WORK SESSION HELD ON MARCH 15, 2016:**

Member (**Larry Doom**) moved, Member (**Craig Schafer**) seconded to approve the **ORIGINAL** motion 'the minutes of the regular meeting held on March 8, 2016 be approved as corrected and the minutes of the work session held on March 15, 2016 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**

**APPROVAL OF CONSENT AGENDA:**

Member (**Larry Doom**) moved, Member (**Craig Schafer**) seconded to approve the **ORIGINAL** motion 'the following consent agenda items be approved as presented'. Upon a roll call vote being taken, the vote was: Aye: **6** Nay: **0**. The motion **Carried 6 - 0**

That the six (6) 40 horse power - 460 volt - three phase aerators from the Wastewater Treatment Facility be declared as surplus equipment.

The approval of the annual renewal of the Refuse Haulers License for Waste Management of Marshall for the period April 1, 2016 through March 31, 2017 at a fee of \$160.00.

To call for a public hearing to be held on April 12, 2016 regarding the request of Reinhart Food Service for the closure of West Fairview Street from just east of Ace Hardware, formerly 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, April 30, 2016 for the Company's Truck Rodeo Event.

The adoption of RESOLUTION NUMBER 7586, SECOND SERIES Declaring the Sounds of Summer as a Community Festival.

To call for a public hearing to be held on April 12, 2016 for the private use of public streets and parking lots for Sounds of Summer (August 18-21, 2016).

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Approve the request of the Marshall Downtown Business Association for street closure for Crazy Days on Thursday, July 21, 2016, contingent on Mn/DOT approval of the permit.

That the following bills and project payments be authorized for payment: ACCOUNTS PAYABLE, Voucher No. 97749 through 97947.

### **APPROVAL OF ITEMS PULLED FROM CONSENT - CONSIDER AMENDMENT TO THE PURCHASING POLICY AND PROCEDURES:**

Ben Martig, City Administrator, reviewed the proposed amendments of the Purchasing Policy and Procedures. The primary changes relate to amending the titles of "Finance Director/City Clerk" with the proposed job position changes currently underway. Additionally, staff is proposing to eliminate the use of purchase orders except as required by vendors. Modern technology and our regular payment of bills at each council meeting has made purchase orders antiquated for the City's needs. Internal controls are still in place to ensure funds are available. The AEM Financial Solutions, consultants that completed the 2015 Financial Process Evaluation study, recommended to eliminate the purchasing orders within city operations. The Ways and Means Committee meeting met on Tuesday, March 15 and recommended approval on a 2-0 vote. Councilor Bayerkohler was not in attendance. The final version of the purchasing policy has been formatted to be consistent with the City Administrative Code including the numbering and heading.

Member (**Craig Schafer**) moved, Member (**Larry Doom**) seconded to approve the **ORIGINAL** motion 'to approve amendments to the Purchasing Policy and Procedures'. Upon a roll call vote being taken, the vote was: Aye: **6** Nay: **0**. The motion **Carried 6 - 0**

### **REVIEW OF CITY ADMINISTRATOR POSITION PROFILE:**

Gary Weiers, Consultant from David Drown Associates, Inc., was in attendance at the meeting and provided a community profile that will be used in the recruitment process for City Administrator candidates. The profile focuses more on information about the City of Marshall. The profile and job description will be the two primary tools used to advertise for a new City Administrator. The council provided a few minor changes to the community profile.

Mr. Weiers indicated that David Drown Associates will screen candidates and conduct initial interviews and present the City Council with a group of semi-finalists at the May 9<sup>th</sup> Council meeting. The Council will then choose finalists to interview. These interviews will be held on June 1<sup>st</sup> and 2<sup>nd</sup>.

### **CONSIDER EXCLUSIVE SOFT DRINK & NON-ALCOHOLIC BEVERAGE RFP FOR RED BARON ARENA & EXPO:**

Harry Weilage, Director of Community Services, and Darin Rahm, Director of Marshall Convention & Visitors Bureau (CVB), indicated that the City and CVB Staff worked with the Ignite Company to gather competitive RFP's for the non-alcoholic beverage services at the Red Baron Arena & Expo. The goal is to increase profits through state-of-the-art facilities and efficient access of non-alcoholic beverage services with an exclusive, long-term agreement. Mr. Rahm indicated proposals were received from Coca-Cola and Pepsi. The Southwest Minnesota Amateur Sports Commission (SMASC) members reviewed the RFP's and is recommending to

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accept Option #6 in the Coca-Cola proposal. This 10 year option offers \$180,762 as an up-front payment. The value of the marketing programs increases dramatically.

Council Member Bayerkohler asked if Pepsi was aware of the option to propose a 10-year agreement since it was not part of the RFP. Mr. Rahm indicated that the Ignite Company was hired to provide their expertise for these proposals. Ignite indicated that Option 6 from Coca-Cola is the best option. This proposal also includes the new softball fields. Bayerkohler indicated that comparing a 10-year agreement with an up-front payment to five-year agreements with annual payments does not provide an accurate analysis.

Member **(Larry Doom)** moved, Member **(David Sturrock)** seconded to approve the **ORIGINAL** motion 'To accept Coca-Cola proposal, Option #6 as presented for the exclusive Soft Drink & Non-Alcoholic Beverage for the Red Baron Arena & Expo'. Upon a roll call vote being taken, the vote was: Aye: **6** Nay: **0**. The motion **Carried 6 - 0**

A contract with Coca-Cola will be provided for approval at a later date.

**CONSIDER THE REQUEST OF LJW PROPERTIES LLC FOR A VARIANCE  
ADJUSTMENT PERMIT TO BUILD A GARAGE LARGER THEN PERMITTED BY  
CITY ORDINANCE:**

Glenn Olson, Director of Public Works/City Engineer, reviewed the request from Larry Werner for a Variance Adjustment Permit to allow building a new detached garage exceeding maximum area permitted by the City Ordinance. The owner wants to build a 28' x 32' garage in the back yard. This garage will have an area of 896 SF. The ordinance requires accessory buildings area not to exceed 60% of the main building area footprint. The existing house located on this parcel has the area of 963 SF which will result in 578 SF permitted accessory building area. The city staff intends to revise the City Ordinance to allow garages up to 80% of the building footprint area. Considering this and the fact that there are many oversized garages in the neighborhood, the staff considers this request reasonable. Requirement for garage finish to match the house is in Section 86-260. Other regulations for accessory buildings can be found in Section 86-163. The variance regulations and procedures are found in Section 86-29. An aerial photo was provided to reference the site plan and house diagram. This request was approved by the Marshall Planning Commission.

Member **(Craig Schafer)** moved, Member **(David Sturrock)** seconded to approve the **ORIGINAL** motion 'that the Council approve the Variance Adjustment Permit for LJW Properties LLC, to construct a 28' x 32' detached garage at 312 Lawrence Street with the following conditions:

1. That the regulations, standards and requirements as set forth in the City Code and as pertains to the class of district in which such premises are located shall be conformed with.
2. That the City reserves the right to revoke the Variance Adjustment Permit in the event that any person has breached the conditions contained in this permit provided first, that the City serve the person with written notice specifying items of any default, and allow the applicant a reasonable time in which to cure any such default.

3. That the conditions contained in this permit shall be binding upon the successors and assigns of the applicant'.

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

**PROJECT Z38: SOUTH 2ND STREET RECONSTRUCTION PROJECT – CONSIDER RESOLUTION APPROVING PLANS AND SPECIFICATIONS AND ORDERING ADVERTISEMENT FOR BIDS:**

Glenn Olson, Director of Public Works/City Engineer, indicated that this project consists of the proposed reconstruction of streets and utilities on South 2nd Street from Grimes Street to Gray Place, Lucille Street from South 2nd Street to South 4th Street, Maple Street from South 2nd Street to South 1st Street, and Williams Street from Grimes Street to Maple Street. Items of work included in this project are sanitary sewer replacement, watermain replacement, storm sewer replacement, bituminous surfacing, aggregate base, sidewalks, curb and gutter and other minor work. There was considerable discussion on the location of sidewalks for this project.

Member (**Larry Doom**) moved, Member (**David Sturrock**) seconded to approve the **SUBSTITUTE** motion 'that the Council adopt RESOLUTION NUMBER 4254, SECOND SERIES which is the "Resolution Approving Plans and Specifications and Ordering Advertisement for Bids" for Project Z38: South 2nd Street Reconstruction Project with 4 foot sidewalks and 3 foot green space on the West side of South 2<sup>nd</sup> Second from Grimes Street to George Street and the sidewalks from Grimes Street to the stop light on the West side of South 2<sup>nd</sup> Street consist of all concrete'. Upon a roll call vote being taken, the vote was: Aye: 6 Nay: 0. The motion **Carried 6 - 0**

**PROJECT Z45: EAST LYON / JEAN AVE / EAST REDWOOD / "B" STREET RECONSTRUCTION PROJECT – CONSIDER RESOLUTION APPROVING PLANS AND SPECIFICATIONS AND ORDERING ADVERTISEMENT FOR BIDS:**

Glenn Olson, Director of Public Works/City Engineer, indicated that this project consists of the proposed reconstruction of streets and utilities on East Lyon Street from "A" Street to "C" Street, "B" Street from East Main Street to East Redwood Street, East Redwood Street from "A" Street to East Lyon Street, and Jean Avenue from East Redwood Street to South Whitney Street.

Member (**David Sturrock**) moved, Member (**Ellayne Conyers**) seconded to approve the **ORIGINAL** motion 'that the Council adopt RESOLUTION NUMBER 4255, SECOND SERIES which is the "Resolution Approving Plans and Specifications and Ordering Advertisement for Bids" for Project Z45: East Lyon / Jean Ave / East Redwood / "B" Street Reconstruction Project'. Upon a roll call vote being taken, the vote was: Aye: 6 Nay: 0. The motion **Carried 6 - 0**

**PROJECT Z49: EAST MAIN STREET SIDEWALK REPLACEMENT PROJECT – CONSIDER RESOLUTION APPROVING PLANS AND SPECIFICATIONS AND ORDERING ADVERTISEMENT FOR BIDS:**

Glenn Olson, Director of Public Works/City Engineer, indicated that this project consists of the proposed sidewalk and driveway improvements along East Main Street from Southview Drive to First Street. The improvements will be constructed along the both sides of East Main Street (T.H. 59) and shall meet ADA guidelines for wheelchair accessibility.

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Member (**Craig Schafer**) moved, Member (**Larry Doom**) seconded to approve the **ORIGINAL** motion 'that the Council adopt RESOLUTION NUMBER 4256, SECOND SERIES, which is the "Resolution Approving Plans and Specifications and Ordering Advertisement for Bids" for Project Z49: East Main Street Sidewalk Replacement Project'. Upon a roll call vote being taken, the vote was: Aye: 6 Nay: 0. The motion **Carried 6 - 0**

**SCHWAN REGIONAL AMATEUR SPORTS CENTER – CONSIDER CHANGE ORDERS: 1) CHANGE ORDER NO. 2 (1140.002) FOR CONTRACT #1140 FOOD SERVICE WITH STRATEGIC EQUIPMENT 2) CHANGE ORDER NO. 1 (1318.001) FOR CONTRACT #1318 DASHER BOARDS WITH RINK SYSTEMS, INC:**

These change orders have been prepared, reviewed and recommended for approval by the City's Construction Manager, Wenck for the Schwan Regional Amateur Sports Center.

Member (**Larry Doom**) moved, Member (**David Sturrock**) seconded to approve the **ORIGINAL** motion 'that the Council approve the following change orders resulting in a contract increase: Change Order No. 2 (1140.002) for Contract #1140 Food Service with Strategic Equipment of St. Cloud, Minnesota, resulting in a contract increase of \$5,800.00. Change Order No. 1 (1318.001) for Contract #1318 Dasher Boards with Rink Systems, Inc. of Albert Lea, Minnesota, resulting in a contract increase of \$1,550.00'. Upon a roll call vote being taken, the vote was: Aye: 5 Nay: 1. The motion **Passed 5 – 1** with Bayerkohler voting no.

**CONSIDER JOINT POWERS AGREEMENT BETWEEN THE CITY OF MARSHALL AND INDEPENDENT SCHOOL DISTRICT #413 RELATING TO THE ESTABLISHMENT AND OPERATION OF A JOINTLY SPONSORED COMMUNITY EDUCATION AND RECREATION PROGRAM:**

Ben Martig, City Administrator, indicated that the Marshall Community Services Joint Powers Agreement was reviewed by the City Council at their work session on March 15, 2016. Staff is recommending to proceed with the proposed amendments. The School District is also scheduled to review and consider approval of the amended agreement.

Member (**Craig Schafer**) moved, Member (**Ellayne Conyers**) seconded to approve the **ORIGINAL** motion 'to approve the Joint Powers Agreement Between the City of Marshall and Independent School District #413 Relating to the Establishment and Operation of a Jointly Sponsored Community Education and Recreation Program'. Upon a roll call vote being taken, the vote was: Aye: 6 Nay: 0. The motion **Carried 6 - 0**

**CONSIDERATION OF AGREEMENT WITH THE MARSHALL AREA CHAMBER OF COMMERCE TO CONTRACT FOR SERVICES FOR SCHEDULING AND MARKETING OF THE RED BARON ARENA & EXPO AND RELATED BALLPARK OF THE SCHWAN REGIONAL AMATEUR SPORTS COMPLEX:**

Ben Martig, City Administrator, reviewed the proposed agreement for scheduling and marketing of the Red Baron Arena & Expo and the Ballpark of the Schwan Regional Amateur Sports Complex. These are the same terms and conditions as the 2015 agreement that expired in December. Previously, the agreement was combined with the MERIT Center but is now separated. The fee for this agreement is \$4,000 per month and will be funded from the Red Baron Arena & Expo operating budget.

Member (**Larry Doom**) moved, Member (**Ellayne Conyers**) seconded to approve the **ORIGINAL** motion 'to approve an agreement with the Marshall Area Chamber of Commerce for the scheduling and marketing of the Red Baron Arena & Expo and the Ballpark of the Schwan Regional Amateur Sports Complex for January 1, 2016 through December 31, 2016 at a fee of \$4,000 per month'. This will be paid from the Red Baron Arena & Expo operating budget. Upon a roll call vote being taken, the vote was: Aye: **5** Nay: **1**. The motion **Passed 5 – 1**, with Bayerkohler voting no.

**CONSIDER MERIT CENTER LEASE WITH THE MINNESOTA STATE COLLEGES AND UNIVERSITIES, MINNESOTA WEST COMMUNITY AND TECHNICAL COLLEGE:**

Ben Martig, City Administrator, indicated that the current one year lease with MnWest Community and Technical College at the MERIT Center is set to expire the end of June 2016. One major change with the last lease agreement is that effective January 1, 2016, MnWest was responsible for all other facility fees outside of the leased space. Previously, this was all included in their lease fee. The proposed three year agreement leaves the lease at the current level for the first year then increases \$500 per year thereafter. MnWest has also agreed to provide additional services - not explicitly noted in the agreement - to direct other users of the facility, check classrooms periodically for minor trash pickup or calling for additional janitorial service as necessary, and to assist on use of technology in the classroom or other minor issues that may arise with customers of the facility. As there is no current part-time or full time staff at the reception area, this is a beneficial service they are providing. The MERIT Commission is recommending approval of this lease.

Member (**Larry Doom**) moved, Member (**Craig Schafer**) seconded to approve the **ORIGINAL** motion 'the approval of a lease between the MERIT Center and Minnesota West Community and Technical College from July 1, 2016 through June 30, 2019'. The lease payment will be as follows: 2016-2017 \$10,500; 2017-2018 \$11,000; and 2018-2019 \$11,500. Upon a roll call vote being taken, the vote was: Aye: **5** Nay: **1**. The motion **Passed 5 – 1**, with Bayerkohler voting no.

Mayor Byrnes called for a 5-minute recess at 7:14 P.M.

**CONSIDERATION OF AGREEMENT WITH THE MARSHALL AREA CHAMBER OF COMMERCE CONTRACT FOR SERVICES FOR SCHEDULING AND MARKETING OF THE MERIT CENTER.**

Ben Martig, City Administrator, reviewed the proposed agreement for scheduling and marketing of the MERIT Center. These are the same terms and conditions of the 2015 agreement that expired in December. Previously, the agreement was combined with the Sports Center but is now separated. The MERIT Commission is recommending approval of this agreement. The fee for this agreement is \$4,000 per month and will be funded from the MERIT Center operating fund.

Member (**Craig Schafer**) moved, Member (**Larry Doom**) seconded to approve the **ORIGINAL** motion 'to approve agreement with the Marshall Area Chamber of Commerce for the scheduling and marketing of the MERIT Center from January 1, 2016 through December 31, 2016 at a fee of \$4,000 per month'. This will be paid from the MERIT Center operating fund. Upon a roll call vote being taken, the vote was: Aye: **5** Nay: **1**. The motion **Passed 5 – 1**, with Bayerkohler voting no.

**APPROVE AMENDED 2016-2018 EMPLOYEE WAGE SCHEDULES:**

Ben Martig, City Administrator, reviewed the organizational structure for parks, public ways (streets, airport, and public ways) and administration-finance departments. Staff presented the background information during the Council work session on 03-15-2016. He indicated that job descriptions for several job classifications have been amended and re-pointed by the City's Hay pointing Consultant as part of a restructuring of duties and responsibilities. Staff reviewed the proposed changes at the work session, which included organizational structure, titles, Hay points, and pay ranges. The Accounting Technician job description was reviewed and revised since the Council's work session. The position was then re-pointed to 275, which is consistent with the prior job class of Assistant Finance Officer. This change is reflected in the proposed wage schedules. At the work session, staff also proposed the following implementation plan: a. For employees in job classes with decreasing Hay points: follow the City's past practice, that is, to freeze the employee at the existing rate of pay until the wage schedule catches up; this occurs through general wage increases approved by the Council. The incumbent is not eligible for "cost of living" increases until the wage rate of the employee is lower than the top step of the job classification. b. For employees in job classes with increasing Hay points: past practice has been to move the incumbent to the "next nearest step" on the new wage schedule. c. Where a job class is being eliminated, the incumbent will be placed into the assigned job class at the "next nearest step" on the schedule. If there is no "next nearest step", the incumbent will be placed at the top step of the job classification. This may result in a decrease in pay. Staff are recommending City Council approval of the amendments to the 2016-2018 wage schedules, to be effective on Monday, March 28, 2016. Staff is in process of recommending changes to the City Charter and Ordinances related to the joint "Finance Director/City Clerk." Staff is recommending to implement the changes concurrent with the amendments forthcoming. Thus, the City Charter does require the "Finance Director/City Clerk" position to be appointed and staff is recommending to separately appoint at this time.

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Member (**Craig Schafer**) moved, Member (**David Sturrock**) seconded to approve the **ORIGINAL** motion 'that the Council approves the amendments to the 2016-2018 wage schedules effective March 28 as presented'. Upon a roll call vote being taken, the vote was: Aye: 6 Nay: 0. The motion **Carried 6 - 0**

Member (**Larry Doom**) moved, Member (**David Sturrock**) seconded to approve the **NEW** motion 'that the Council approves the appointment of Jane DeVries as the City Clerk effective March 28, 2016'. Upon a roll call vote being taken, the vote was: Aye: 6 Nay: 0. The motion **Carried 6 - 0**

Member (**Craig Schafer**) moved, Member (**Larry Doom**) seconded to approve the **NEW** motion 'that the Council approves the appointment of Thomas M. Meulebroeck as the Finance Director effective March 28, 2016'. Upon a roll call vote being taken, the vote was: Aye: 6 Nay: 0. The motion **Carried 6 - 0**

### **CONSIDER APPOINTMENT OF INTERIM CITY ADMINISTRATOR:**

The City Council met in work session on March 22, 2016 and discussed the schedule for the City Administrator search and also the interim responsibilities. The Mayor had suggested the appointment of Human Resource Coordinator Sheila Dubs as the Interim City Administrator. The Council agreed to bring this appointment forward for consideration.

Member (**Craig Schafer**) moved, Member (**David Sturrock**) seconded to approve the **ORIGINAL** motion 'to appoint Sheila Dubs as Interim City Administrator in addition to Human Resource Manager with an 10% additional compensation above the employee wage rate effective May 1, 2016 and until such time a City Administrator is appointed'. Upon a roll call vote being taken, the vote was: Aye: 6 Nay: 0. The motion **Carried 6 - 0**

### **CONSIDER RESOLUTION FOR ADOPTING A CITY OF MARSHALL LOGO:**

Ben Martig, City Administrator, indicated that staff has discussed updating the City of Marshall logo. During a recent update to the MERIT Center, one proposed version was a variation of the existing City logo. It was determined that it is not appropriate to the needs of the MERIT Center. However, there was general consensus that it was a fresh look to the existing City logo. Staff brought forward to the City Council the recommended logo for feedback as well as awareness to the general public. The logo appears to be well received. There have been some minor modifications to the final design from the last presentation including narrowing the "white gap" at the horizon and shading of the blue at the top from left to right to match the orange sun burst section. The vision of a new logo is to communicate a modern update to the existing City logo. In the past, several departments have used other logo designs. It is proposed that the new logo will be used by all departments within some standard guidelines. There is a Logo and Graphic Use Standards Manual that is in process to be adopted as an Administrative Procedure. This will be used to consistently communicate the City of Marshall brand identity, standard usage and guidelines to ensure proper and accurate implementation of the logo. There are other logos such as the MERIT Center, Chemical Assessment Team, MARSH and possibly others that may be relevant to remain. Additionally, there are Police Department and Fire Department emblems that remain.



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Member (**David Sturrock**) moved, Member (**Larry Doom**) seconded to approve the **ORIGINAL** motion 'that the council adopt RESOLUTION NUMBER 4257, SECOND SERIES authorizing a new City of Marshall Logo'. Upon a roll call vote being taken, the vote was: Aye: 6 Nay: 0. The motion **Carried 6 - 0**

**CONSIDER RESOLUTION AMENDING BUDGET AMOUNTS FOR FISCAL YEAR ENDING DECEMBER 31, 2015:**

Thomas Meulebroeck, Finance Director/City Clerk, stated that the year-to-date 2015 revenues and expenditures have been compared to the original 2015 budget. The recommended budget adjustments are included in the following funds: General Fund, Special Revenue, Capital Projects, Wastewater Fund and Liquor Fund. The resolution encompasses all recommended budget changes and will reduce the variances between budget to actual. This resolution was reviewed by the Ways and Means Committee on March 14, 2016 and they are recommending approval of this resolution reallocating budget amounts for fiscal year ended December 31, 2015.

Member (**David Sturrock**) moved, Member (**Craig Schafer**) seconded to approve the **ORIGINAL** motion 'the adoption of RESOLUTION NUMBER 4258, SECOND SERIES Reallocating Budget Amounts for Fiscal Year Ended December 31, 2015'. Upon a roll call vote being taken, the vote was: Aye: 5 Nay: 1. The motion **Passed 5 – 1** with Bayerkohler voting no.

**CONSIDER AN APPLICATION FOR AN ON-SALE INTOXICATING LIQUOR LICENSE FOR SMSU FOUNDATION FOR APRIL 29, 2016:**

Member (**Larry Doom**) moved, Member (**Craig Schafer**) seconded to approve the **ORIGINAL** motion 'the approval of a Temporary On-Sale Liquor License for SMSU Foundation to use at Regional Event Center, 1501 State Street, Marshall, Minnesota on April 29, 2016'. Upon a roll call vote being taken, the vote was: Aye: 5 Nay: 0 Abstain: 1. The motion **Passed 5 – 0 – 1** with Bayerkohler abstaining.

**CONSIDER APPROVAL OF INTERIOR SIGNAGE AND SCOREBOARDS FOR THE RED BARON ARENA & EXPO:**

Ben Martig, City Administrator, reviewed the following RFP's that were received for the interior signage and scoreboards for the Red Baron Arena & Expo.

	Awards Plus Marshall, Minnesota	Western Print Group Marshall, Minnesota
Package One		
Rink 1		
Install Scoreboards	\$ 650.00	\$ 2,950.00
Face-lit LED Panels	4,725.00	9,553.00
One lit sponsorship sign	<u>6,450.00</u>	<u>7,416.25</u>
Rink 1 Total	\$11,825.00	\$19,919.25
Rink 2		
Take down scoreboards at Lockwoods	\$ 2,690.00	\$ 3,940.00
Un-lit advertising sign	1,200.00	2,230.00
Un-lit sponsorship sign	<u>2,015.00</u>	<u>1,097.00</u>
Rink 2 Total	\$ 5,905.00	\$ 7,267.00
Package Two		
Display sign front windows	\$10,085.00/\$4,265.00	\$ 2,200.00
Fogerty print	\$2,920.00/\$1,304.00	1,253.50
Fogerty history plaque	Included	Included
Package Two Total	\$13,005.00/\$5,569.00	\$ 3,453.50
Package Three		
Sponsorships		
Main Entry	\$ 198.00	\$ 448.00
Press Box	360.00	576.00
Dasherboards	<u>594.00</u>	<u>1,692.00</u>
Package Three Total	\$ 1,152.00	\$ 2,716.00
Package Four		
City Logo (Small Great Town)	\$ 1,725.00	\$ 4,283.00
Eye of Tiger	550.00	810.40
Varsity Wall	<u>2,030.00</u>	<u>2,135.00</u>
Package Four Total	\$ 4,305.00	\$ 7,228.40
Grand Total	\$36,192.00/\$28,756.00	\$40,584.05
Final Proposal	\$16,556.00	\$11,602.00
Grand Total Proposal		\$28,158.00

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Member (**Craig Schafer**) moved, Member (**Larry Doom**) seconded to approve the **ORIGINAL** motion 'to award interior signage and scoreboards to Western Print Group for Package One – Rink 2 in the amount of \$7,267.00; Package Two – Display sign front windows in the amount of \$2,200.00; and Package Four – Varsity Wall in the amount of \$2,135.00 for a total of \$11,602.00'. Upon a roll call vote being taken, the vote was: Aye: **5** Nay: **1**. The motion **Passed 5 – 1**, with Bayerkohler voting no.

Member (**Larry Doom**) moved, Member (**Craig Schafer**) seconded to approve the **NEW** motion 'to award interior signage and scoreboards to Awards Plus for Package One – Rink 1 in the amount of \$11,825.00; Package Two – Fogerty Print and History Plaque in the amount of \$1,304.00; Package Three in the amount of \$1,152.00 and Package Four for the City Logo (Small Great Town) and Eye of the Tiger in the amount of \$2,275.00 for a total of \$16,556.00'. Upon a roll call vote being taken, the vote was: Aye: **5** Nay: **1**. The motion **Passed 5 – 1**, with Bayerkohler voting no.

### COMMISSION/BOARD LIAISON REPORTS:

Byrnes            No report.

Schafer           Library Board reviewed business items and policies

Doom             Convention and Visitors Bureau met last week; EDA approved their annual report

Bayerkohler    Public Housing Commission reviewed their 5-year action plan; Planning Commission items were acted on earlier in the meeting.

Sturrock         Ways and Means Committee items were acted on earlier in the meeting; Sturrock indicated that he was in St. Paul on March 16<sup>th</sup> & 17<sup>th</sup> to talk about transportation; and Mn/DOT provided an update on Hwy 23 on March 21<sup>st</sup>.

Conyers         Community Services Advisory Board discussed Harry Weilage's retirement.

### COUNCILMEMBER INDIVIDUAL ITEMS:

Mayor Byrnes will provide the City employees with an update on the resignation of Ben Martig. Mayor Byrnes, Rob Yant, Director of Public Safety and Council Member Sturrock attended the Coalition of Greater Minnesota Cities; an open house has been scheduled for May 26<sup>th</sup> at the MERIT Center and on June 7<sup>th</sup> for the Red Baron Arena and Expo Center. The Emergency Operation Center will be moving from the Law Enforcement Center to the MERIT Center.

### CITY ADMINISTRATOR:

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

- Moving the Emergency Operation Center to the MERIT Center and the need for generators
- Hwy 23 Study
- Camden Trail
- A work session has been scheduled for April 5, 2016
- Bonding and Public Works re-organization

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**DIRECTOR OF PUBLIC WORKS:**

Glenn Olson, Director of Public Works/City Engineer, provided updates on the following:

- The new industrial park
- Saratoga/Hwy 23 final items to be completed
- There is an issue with the elevation and lack of smoothness at the Railroad Crossing on Main Street.

**CITY ATTORNEY:**

Dennis Simpson, City Attorney, provided updates on the following:

- The court appointed Commissioners will conduct an inspection of the Marshall Hotel on April 5<sup>th</sup> to determine the value. There currently is no electrical or water service; therefore generators and safety equipment will need to be provided
- Continue to work on code enforcement issues.
- Hope to close on the sale of the old liquor store by the end of March

**PENDING ITEMS:**

There were no questions on the pending items.

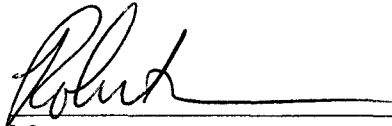
**INFORMATION ONLY:**

There were no questions on the information items.


**UPCOMING MEETINGS**

There were no questions on the upcoming meeting list.

Member (**Craig Schafer**) moved, Member (**Larry Doom**) 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

ATTEST:

  
\_\_\_\_\_  
Finance Director/City Clerk