

WORK SESSION – APRIL 5, 2016

The work session of the Common Council of the City of Marshall was held on April 5, 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 present: Schafer, Doom, Bayerkohler, DeCramer, Sturrock and Conyers. Absent: none. Staff present included: Ben Martig, City Administrator; Dennis Simpson, City Attorney; Glenn Olson, Director of Public Works/City Engineer; Jason Anderson, Assistant City Engineer; Ilya Gutman, Plan Examiner; Ray Hendrickson, Building Inspector II; Craig Skorczewski, Building Inspector I; Chris DeVos, Office Assistant Receptionist; Harry Weilage, Director of Community Services; Preston Stensrud, Parks Superintendent; Sheila Dubs, Human Resource Coordinator and Jane DeVries, City Clerk. Thomas M. Meulebroeck, Finance Director arrived late. Others in attendance included Deb Gau from the Marshall Independent.

UPDATE ON BUILDING INSPECTIONS DEPARTMENT OPERATIONS:

City Staff from the Engineer Department and Inspection Department provided an update on the Building Inspections Department Operations. They provided a power point presentation and reviewed the following:

- A brief history of building codes
- Minnesota State Building Code
 - Purpose and benefits of the Building Code
- Building Inspection Departments
 - Scope, Department of Building Safety; Duties and Powers of Building Official
- Building Permits
- Construction Documents
- Residential Construction
- Inspections
- Recent Code Developments
- Statistics on Building Permits in the City of Marshall
- Building Permit Application Process
- Department Challenges
- Customer Service
- Education

The Marshall Building Inspection staff is obligated to enforce the Minnesota State Building Code; make all possible efforts to facilitate communication and to convey Code requirements to contractors and homeowners.

Mayor Byrnes called for a 4-minute recess at 6:41 P.M.

REVIEW BUDGET SCHWAN REGIONAL AMATEUR SPORTS CENTER:

Ben Martig, City Administrator, reviewed a summary of pending expenditures and the Abatement Bond. Mr. Martig also reviewed the proposed fees that were drafted based on a review of comparable facilities in Minnesota.

Harry Weilage, Director of Community Services, indicated that the schedule for summer ice times at the arena is filling up. Currently there are six communities that are interested in using the arena.

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Operations for the Arena will consist of:

- Parks Department – maintenance (hiring of staff is underway)
- Community Services Administration – scheduling (first year) in partnership with CVB
- Community Services Recreation – open skate and program scheduling with existing organizations
- Convention & Visitors Bureau - marketing sports tourism and expos (contract) local and external
- Convention & Visitors Bureau – operations booking for scheduling details

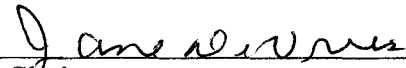
Glenn Olson, Director of Public Works/City Engineer, provided an update on the concrete floor located on the second floor of the main arena. He indicated that there will be a change order in regard to this.

Sturrock moved, Schafer seconded, that the meeting be adjourned at 7:55 P.M. All voted in favor of the motion.



Mayor

ATTEST:


City Clerk