

MARCH 7, 2017 – WORK SESSION

The work session of the Common Council of the City of Marshall was held March 7, 2017 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: Craig Schafer, Steven Meister, Glenn Bayerkohler, John DeCramer, and James Lozinski. Absent: David Sturrock. Staff present included: Nick Johnson, City Administrator; Glenn Olson, Director of Public Works/City Engineer; Karla Drown, Finance Director; Rob Yant, Director of Public Works; Scott VanDerMillen, Director of Community Services; Sheila Dubs, Human Resource Manager; Cathy Lee, Executive Assistant and Jane DeVries, City Clerk. Dennis Simpson, City Attorney and Cal Brink, CEO Marshall Area Chamber of Commerce arrived late.

Nick Johnson, City Administrator, reviewed the City of Marshall Organizational Chart. He briefly reviewed the functions of the Administration Department, which includes: Administration, Human Resource and City Clerk. He also reviewed the proposed projects for 2017 which included: Classification Study; annual IT/Computer rotation schedule; IT security training for staff; Office 365 training for staff and finalize Finance/Clerk organizational transition.

Karla Drown, Finance Director, provided information on the Finance Department which included: accounts payable; bonding; budget; investing and reporting which includes the audit, grants and other reports

Scott VanDerMillen, Community Services Director, indicated that the Mission of MCS is to promote or provide, through leadership, facilitation, partnerships and collaboration, an enriched community experience for all citizens. He briefly reviewed the organization chart for Community Services; the top 10 facts about MCS; current 2017 projects; and upcoming priorities.

Rob Yant, Director of Public Safety, reviewed the organizational chart for the Public Safety Division, which includes: the Police Department; Fire Department; Southwest Minnesota Chemical Assessment Team (CAT); Animal Impound Center; Emergency Management and the MERIT Center.

Glenn Olson, Director of Public Works/City Engineer, reviewed Public Ways which includes the Airport, Building Maintenance and Streets. The other departments include: Building & Zoning, Engineering, Surface Water and Wastewater. Glenn also provided a brief update on the 2016 construction projects that need to be completed and the 2017 projects.

Mr. Johnson provided additional information on the revenues for Tall Grass Liquor; Sales Tax Revenue; Building Permits; Sunday Liquor and City Debt.

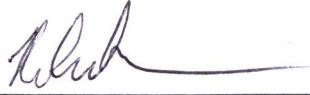
Council Member Meister left at 7:07 P.M.

At this time City Administrator Johnson and Cal Brink, CEO Marshall Area Chamber of Commerce, provided updates on potential retail, sale of property and future projects.

MARCH 7, 2017 – WORK SESSION

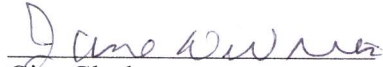
Dennis Simpson, City Attorney, provided an update on the possible sale of the Masonic Temple property.

The meeting was adjourned at 7:50 P.M.



Mayor

ATTEST:



City Clerk