

## JULY 31, 2017 WORK SESSION

The work session of the Common Council of the City of Marshall was held July 31, 2017 at the MERIT Center, 1001 West Erie Road. The meeting was called to order at 5:34 P.M. by Mayor Byrnes. In addition to Byrnes the following members were in attendance: Craig Schafer, Steven Meister, Glenn Bayerkohler, John DeCramer, James Lozinski and David Sturrock. Absent: None. Staff present included: Sheila Dubs, Interim City Administrator; Dennis Simpson, City Attorney; Glenn Olson, Director of Public Works/City Engineer; Rob Yant, Director of Public Works; Scott VanDerMillen, Director of Community Services; Dave Parsons, City Assessor; Annette Storm, Assistant Finance Director; Cathy Lee, Executive Assistant; Jane DeVries, City Clerk and Cal Brink, CEO Marshall Area Chamber of Commerce.

### **CITY COUNCIL GOALS AND PRIORITIES:**

On March 14, 2017 the Council held a work session to begin discussion on goals and priorities. At this meeting the City Council members were asked to think of their top five goals/priorities and prioritize them #1 through #5. The purpose of this Work Session is to review the priority items in greater detail, build consensus on what can and should be accomplished, and specify concrete ways in which the Council and staff can take action. The action planning process may result in a series of manageable steps (outcomes) within a desired timeframe and/or may result in an overall desired project completion date.

Goals and Priorities that were ranked number one included:

- Business plan/curriculum focus for MERIT Center
- Resolution of Convention Center / Hotel Issue
- City Hall remodel project
- Lower Debt the City has
- Get commitment for expansion of Ralco
- Continued Building Department reform
- Economic Development (Tru Shrimp, Commerce Industrial Park, Conference Center, Kmart re-use)

Cal Brink provided an update on Ralco and their commitment to the City. It was indicated that Kmart has applied for a demo permit. There was also discussion on City Hall. The consensus was to re-convene the City Hall Committee. This will be included on the August 8<sup>th</sup> City Council agenda.

Goals and Priorities that were ranked number two included:

- Wastewater and water permit mandates
- Future of old hotel
- More housing units
- Removal of Marshall Hotel
- Downtown renovations include City Hall and Block 11
- City Expansion with fiscal focus
- Bring change to encourage real growth – incentives

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There was a brief discussion on the possibility of grants available for the wastewater and water mandates. The need for more housing units in Marshall was discussed. Council Member Lozinski indicated that it costs more to build in Marshall than other communities. Glenn Olson, Director of Public Works/City Engineer, briefly discussed replacing the Special Assessment process.

Goals and Priorities that were ranked number three included:

- MN 23 Safety improvements
- Secure more commitment by new or expanding employers
- Completion of Memorial Park
- Downtown development – Block 11, Mercantile Building, Marshall Hotel
- Develop a downtown plan to encourage uniformity
- Special assessment policy for commercial and industry
- Conference, Hotel, Events Center development

There was a brief discussion on MN 23 safety improvements which include J-Turns. There was also a brief discussion on uniformity in the downtown area.

Goals and Priorities that were ranked number four included:

- Water and wastewater upgrades
- City Hall
- City transparency
- Resolution or remodel of City Hall
- Encourage reform of Building Inspections Department to facilitate productive and positive interactions
- Workforce development to support current and anticipate future needs
- Review and possibly revise salary schedules for employees

There was no additional discussion of these goals and priorities.

Goals and Priorities that were ranked number five included:

- More effective City-Community communications
- Less regulations
- Aquatics Center improvements
- Control debt
- Reinforce lower end house conditions and private property ownership
- Plan for removal of chloride in City water
- Reduce City spending and taxes.

There was a brief discussion of the City Website.



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### **CITY STAFF – COMMUNITY SERVICES:**

Scott VanDerMiller, Director of Community Services, provided information and is looking for direction from the City Council on the following items:

#### Disposition of Channel Parkway Softball Complex

Maintain, convert to soccer fields, other

There was also a brief discussion on the Aquatic Center

#### Amateur Sports Complex Concessions

There currently is no organization interested in operating the concessions at the Sports Complex and it was indicated that Chartwell will not be operating the concessions at the Red Baron Arena.

Council Member Schafer suggested having a non-profit organization manage both facilities and request other non-profit groups (ie MAHA, MAYBA, etc.) provide workers as a fundraiser event for their organization.

Scott suggested the possibility of hiring additional staff to operate these two facilities.

#### City Parks Restroom Facilities (CIP)

Craig indicated that several of the restrooms in the City Parks are in need of repair and/or replacement. It was suggested that a rotation be set-up to repair/replace one facility per year.

#### Parks Department Maintenance Shop Addition

There was a brief discussion on the needs of an addition to the maintenance shop and the storage needs for the City.

#### Veteran's Memorial Project at Memorial Park

There is currently approximately \$44,000 in donations for the Veteran's Memorial Project. There was discussion that this project be completed in several phases, with the first phase needing approximately \$100,000. Staff felt that once the project is started more people/businesses would be willing to make additional donations.

#### Other priorities for MCS in 2018

Staff briefly discussed other priorities for MCS in 2018

### **CITY STAFF – FINANCE:**

Annette Storm, Assistant Finance Director, was in attendance meeting to get direction from the City Council in regard to Outstanding Debt and Capital Improvement Plan.

#### Outstanding Debt – Review and Communication Plan

Pay bonds to reduce Debt level

Source of funds used to pay debt – not all funds come from property tax

Review on an annual basis

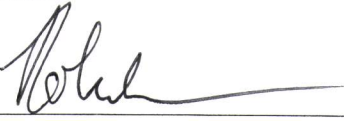
What is considered a good Debt Level for the City

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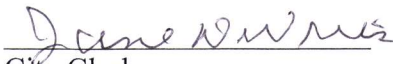
Capital Improvement Plan

The City currently uses Plan-It to produce reports and assist staff in prioritizing capital expenditures. There was discussion on providing this information for more than 5-years, as they currently provide. It was suggested that staff provide a list of all City equipment and a replacement plan for the equipment.

The meeting was declared adjourned at 9:00 P.M.

  
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Mayor

ATTEST:

  
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City Clerk