

## Regular Meeting - November 27, 2018

The regular meeting of the Common Council of the City of Marshall was held November 27, 2018 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 Robert Byrnes. In addition to Byrnes the following members were in attendance: Craig Schafer, Steven Meister, John DeCramer, David Sturrock and James Lozinski. Absent: Glenn Bayerkohler. Staff present included: Sharon Hanson, City Administrator; Dennis Simpson, City Attorney; Glen Olson, Director of Public Works/City Engineer; Jason Anderson Assistant City Engineer/Zoning Administrator; Karla Drown, Finance Director; Scott VanDerMillen Director of Community Services; Sheila Dubs, Human Resource Manager; Dave Parsons, City Assessor; Ilya Gutman, Plan Examiner/Assistant Zoning Administrator and Kyle Box, City Clerk.

The Pledge of Allegiance was recited at this time.

City Administrator Sharon Hanson recommended a change to agenda item number 12, to call for a public hearing regarding request for property tax abatement for property owned by SBM Hospitality, LLC., be an information item only and no action be taken at this time.

There was a general consensus to operate under the new agenda.

### **Consider approval of the minutes from the regular meeting and council work session held on November 13, 2018.**

Member **Craig Schafer** Moved, Member **Steven Meister** Seconded to approve the **ORIGINAL** motion 'that the minutes of the regular meeting and council work session held on November 13, 2018 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 **Craig Schafer** Moved, Member **David Sturrock** 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**

Approval of the 2019 Wage Schedule for Temporary and Seasonal Employees

Approval of an amendment to the Personnel Policy Manual--Appendix B--Maximum Allowable Reimbursement/Per Diem Rates

Approval of the bills/project payments

Approval of an application for a Temporary On-Sale Liquor License for Friends of the Orchestra LTD for an event to be held December 13, 2018.

### **Consider Award of Bid for Pick-Up for Engineering Department.**

The City opened bids on November 6, 2018 for a replacement pick up for the Engineering Department. At the November 13, 2018 meeting, City staff recommended award of the bid for a new 2019 Dodge Ram 1500 Quad Cab 4x4 ST Pick Up for the Engineering Department from Lockwood Motors of Marshall, Minnesota, in the amount of \$17,541.62, including tax and

\$7,000.00 trade-in of the existing 2006 Ford F250 Super Duty 4WD Crew Cab. The State CPV price of this unit including all minimum specifications is \$26,851.54, including tax and no trade-in. After discussion, the Council tabled the item for further discussion and requested more justification for the pickup replacement.

The 2006 Ford F250 to be replaced has only 62,250 miles but has nearly 6,000 hours of operation on the hour meter. The vehicle is subjected to many short trips throughout the day to and around different project sites. The vehicle frequently travels at very low speeds through construction zones and other off-road terrain. Any vehicle system that interfaces with the engine (fuel, cooling, exhaust, etc.) is strongly impacted by engine hours. Some fleet manager trade publications cite a correlation of 25-30 miles per one hour of idle time. The pickups used by Public Works and Community Planning staff experience many short trips at low speed, short operation periods, stop and go driving, off-road use, and frequent idling. All of these factors result in pickups with considerable wear for their reported mileage. For the above-mentioned reasons, it is the opinion of staff that the 2006 Ford F250 4WD Crew Cab should be replaced.

Member **James Lozinski** Moved, Member **Steven Meister** Seconded to approve the **ORIGINAL** motion 'that the Council remove the item from the table.'. Upon a roll call vote being taken, the vote was: Aye: **6** Nay: **0**. The motion **Carried. 6 - 0**

Assistant City Engineer/Zoning Administrator Jason Anderson provided information on the item.

There was further discussion from council on vehicle hours, idle time and the age and mileage of the vehicle.

Member **Craig Schafer** Moved, Member **James Lozinski** Seconded to approve the **NEW** motion 'that the Council not approve the purchase of a new 2019 Dodge Ram 1500 Quad Cab 4x4 ST Pick Up for the Engineering Department from Lockwood Motors of Marshall, Minnesota, in the amount of \$17,541.62, including tax and \$7,000.00 trade-in of the existing 2006 Ford F 250 Super Duty 4WD Crew Cab.'. Upon a roll call vote being taken, the vote was: Aye: **5** Nay: **1**. The motion **Passed. 5 - 1** with DeCramer voting no.

**Consideration of proposal for a Public Archery Range on land adjacent to the Merit Center.**

Director of Community Services Scott VanDerMillen introduced Ty Brower to provide information on a public archery range via power point. There was further discussion by Council and Staff.

Member **Craig Schafer** Moved, Member **Steven Meister** Seconded to approve the **ORIGINAL** motion 'City staff and Community Services supports the concept and will work with Ty Brouwer and necessary entities to provide this amenity to the Marshall and surrounding communities. Request Council approval to move forward with necessary steps for implementation of the proposal.'. Upon a roll call vote being taken, the vote was: Aye: **6** Nay: **0**. The motion **Carried. 6 - 0**



**Consider approval of Resolution Number 4558, Second Series, authorizing transfer of funds from Fund 495 to City Hall Building Fund 494.**

On November 14, 2017 the City Council awarded Architectural and Engineering (A/E) proposal for comprehensive design, engineering and consultant services for the Municipal Building Project to Engan Associates of Willmar, Minnesota. Phase I: Pre-Design/Schematic Design has begun and costs incurred. At this time a funding source has not been identified and the expenses have been paid from the General Fund. On November 13, 2018 the City Council approved amendment to the contract between Engan Associates and the City of Marshall for an additional \$5,000.00. It is the recommendation of staff to utilize funds in the Public Improvement Fund 495 for the expenses associated with the City Hall building project. There are sufficient funds available in Fund 495 to transfer \$750,000.00 to the construction Fund 494. This will allow City Staff and Council to continue moving forward with the project without utilizing additional levy funding or bonding for the project at this time.

Finance Director Karla Drown presented the item to Council. Council member Lozinski provided further discussion.

Member **James Lozinski** Moved, Member **David Sturrock** Seconded to approve the **ORIGINAL** motion 'approve Resolution Number 4558, Second Series, authorizing transfer of funds from Fund 495 to City Hall Building Fund 494.'. Upon a roll call vote being taken, the vote was: Aye: 6 Nay: 0. The motion **Carried. 6 - 0**

**To call for a public hearing regarding request for property tax abatement for property owned by SBM Hospitality, LLC.**

Mayor Byrnes discussed the change of the agenda item from action to info to allow for further time to develop the tax abatement policy.

There was further discussion by Council and Staff on the continued development of the abatement policy.

**Introduce the ordinance to rezone the area as shown in the survey from R-1 Single Family Residence District to I-2 General Industrial District.**

This is a request by the Housing and Redevelopment Authority to rezone a property from R-1 Single Family Residence District to I-2 General Industrial District. This property is in the process of being sold to Chuck Hess who owns adjacent property and wants to use this land for outside storage. Open outdoor storage is permitted only in industrial districts which is the reason for request. The ordinance also requires that open storage area shall be screened from adjacent residential district. This will have to be done before this area is utilized. This is a small area contiguous to the I-2 General Industrial District, so the request is reasonable. Rezoning procedures are described in Section 86-30 Amendments. Current and proposed zoning maps are attached along with an aerial photo. During the November 14, 2018, Planning Commission meeting, a public hearing was held and a motion was made by Fox, second by Ruud to recommend approval to City Council to rezone the property as requested by HRA. **MOTION PASSED.**

Ilya Gutman Plan Examiner/Assistant Zoning Administrator introduced the item to Council.

Member **Craig Schafer** Moved, Member **John DeCramer** Seconded to approve the **ORIGINAL** motion 'that the Council introduce the attached ordinance to rezone the area as shown in the survey from R-1 Single Family Residence District to I-2 General Industrial District.'. Upon a roll call vote being taken, the vote was: Aye: **6** Nay: **0**. The motion **Carried. 6 - 0**

**Statement of Annual Performance Review for Sharon Hanson, City Administrator, and consider approval of salary increase.**

In accordance with the personnel policy on Employee Performance Reviews (Policy 4.6) and the employment agreement between the City and Administrator Sharon Hanson, Hanson should receive an annual performance evaluation based upon the anniversary of her hire date, which was November 16, 2017. On November 27, 2018, the City Council held a special meeting with a closed session in accordance with Minnesota statute 13D.05, subd.3(a) to evaluate the performance of Administrator Hanson. In accordance with Minnesota law, the Council is required to summarize the conclusions of the evaluation and present a summary at the next open meeting. A summary of the performance evaluation will be presented by Mayor Byrnes.

Mayor Byrnes introduced the item to Council. Mayor Byrnes provided an evaluation from council about the City Administrator.

Member **David Sturrock** Moved, Member **Steven Meister** Seconded to approve the **ORIGINAL** motion 'to accept the annual performance evaluation of Administrator Hanson.'. Upon a roll call vote being taken, the vote was: Aye: **6** Nay: **0**. The motion **Carried. 6 - 0**

Member **Craig Schafer** Moved, Member **James Lozinski** Seconded to approve the **NEW** motion 'to approve a step increase for Administrator Hanson from \$126,776 annually (Step 4) to \$133,806.40 annually (Step 5) on the 2018 City wage schedule retroactive to November 16, 2018.'. Upon a roll call vote being taken, the vote was: Aye: **6** Nay: **0**. The motion **Carried. 6 - 0**

**Letter of Support for United Community Actions: Early Head Start**

The application United Community Action is preparing would permit them to expand their Early Head Start (EHS) program to 72 additional children. The UCAP EHS program involves working with our youngest children and their families, helping them to become more successful in school and in life.

Sharron Hanson City Administrator introduced the item to Council. Member DeCramer provided comments from UCAP. There was further discussion from Council.

Member **Craig Schafer** Moved, Member **John DeCramer** Seconded to approve the **ORIGINAL** motion 'to approve the letter of support for United Community Action to expand the Early Head Start program.'. Upon a roll call vote being taken, the vote was: Aye: **5** Nay: **0** Abstain: **1**. The motion **Passed. 5 - 0 - 1** with Lozinski abstaining.



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**Commission/Board Liaison Reports**

Byrnes No\_Report

Schafer No Report

Meister Economic Development Authority met to discuss the continued development of the tax abatement policy.

DeCramer Marshall Municipal Utilities Commission is nearing completion on the budget, the CDC quality award was presented to MMU (2017), there has additions and upgrades to lighting in preparation for Light Up the Night events and MRES, who provide power to MMU, are considering constructing a 49 Megawatt peaking plant with the intent to be active by 2022.

Sturrock No Report

Lozinski No Report

**Councilmember Individual Items**

Council member Schafer discussed the recent fire at Southwest Coaches and commended all involved.

Council member Meister discussed banners for veterans and service members to be displayed throughout the City.

Council member Lozinski discussed the Light up the Night events

Council member DeCramer discussed the process of the equipment review committee and recommended a review of committee's role.

**City Administrator**

City Administrator Sharon Hanson discussed a wreath project on City Hall for the holidays. Administrator Hanson also commented on attendance at a Greater Minnesota Cities Conference.

**Director of Public Works**

Director of Public Works/City Engineer Glenn Olson commented on the river flow and the sump pump hazard with freezing temperatures.

**City Attorney**

No Report

**Administrative Reports**

There were no questions regarding the administrative reports.

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**Information Only**

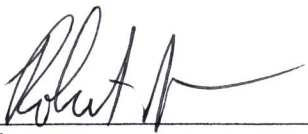
There were no questions regarding the information items.

**Upcoming Meetings**

There were no questions regarding the upcoming meetings.

**Adjourn Meeting**

At 7:03 PM, Member **Steven Meister** Moved, Member **James Lozinski** 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**

  
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Mayor

Attest:   
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City Clerk