

COUNCIL WORK SESSION – NOVEMBER 20, 2012

The work session of the Common Council of the City of Marshall was held on November 20, 2012 in the Professional 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: Hulsizer, Doom, and Ritter. Absent: Sanow, DeCramer and Boedigheimer. Staff present included: Ben Martig, City Administrator; Glenn Olson, Director of Public Works/City Engineer; Harry Weilage, Director of Community Services and Thomas M. Meulebroeck, Finance Director/City Clerk.

STAFF PRESENTATION OF BUILDING PERMIT, INSPECTION AND SCHEDULING SOFTWARE:

Ben Martig, City Administrator, indicated that staff has reviewed demonstrations from PermitWorks and Incode for Building Permit, Inspection and Scheduling Software. The market is fairly small on options specific to building inspection management. Staff has also discussed the potential of a custom designed program with Darren Brownlee, Versatile Solutions, a Marshall based consulting company. Mr. Brownlee is the owner and developed the Marshall Community Services online registration program.

The software being recommended is provided by PermitWorks. The cost of this software is \$17,926 which includes the software license fee, installation of software, implementation and training, parcel data conversion, 2013 software support fee and sales tax.

The transferring of the Building Inspector position from part time to full time was discussed.

REVIEW FINAL PROPOSED 2013-2017 CAPITAL IMPROVEMENT PLAN:

Ben Martig, City Administrator, indicated that staff is working on the final recommended 5-Year CIP. The proposal will include 2013 projects. Included in the 2013 project is \$725,000 of equipment and \$716,000 of building and improvements that are being recommended to be bonded for. Mr. Martig also suggested that those monies reserved in the General Fund – Fund Balance designation as of 12/31/11 be potentially transferred to the Capital Projects – Equipment Replacement Fund.

REVIEW PROPOSED 2013 BUDGET AND LEVY:

Ben briefly reviewed the status of the proposed 2013 budget and the levy which is not changing from the preliminary levy.

DISCUSS THE CITY OF MARSHALL CAPSTONE ENDOWMENT FUND 2013 PROJECT APPROPRIATION DISCUSSION:

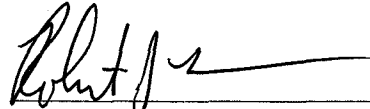
Ben Martig, City Administrator, reviewed the City Charter, Ordinance and Administrative Policies related to the Marshall Capstone Endowment Fund. Based on the budget requests, staff is suggesting the following 2013 contributions toward the Capstone Endowment Fund: a. Liberty Park Irrigation \$5500; and b. Adult Community Center Notebooks (4@\$450 each) \$1800; and c. Sounds of Summer Banners \$2885 (main and liberty park). Subtotal \$10,185 contingency = \$465 The Adult Community Center Ipads would be used to encourage the use of technology for seniors for entertainment, family web connections, and more. Additionally, intergenerational training and interaction would be able to be facilitated with this technology. The irrigation would allow us to match with 50% private funds that would be solicited in the upcoming year through service clubs and other individual giving. Liberty Park is used for musical performances,

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weddings, plays and also for general park use of the playground and picnic area. The irrigation will allow for turf that will be able to withstand the usage levels and provide a more quality use of the facility and aesthetic enhancement to one of our signature parks. The Sounds of Summer contribution would allow for the purchase of Sounds of Summer banners in the downtown area and Liberty Park for the dedicated banner pieces. The Sounds of Summer logo is colorful and fun representing the annual community festival and value of music in the community. There will be matching private funds for the banners as well as for the 2013 Sounds of Summer Event that is now our signature community event. Staff is suggesting to finalize this with the budget.


Glenn Olson, Director of Public Works/City Engineer, updated the City Council on the potential of excavating Pond III at the intersection of Highway 23 & 19 two feet deeper to allow for future irrigation from this pond for the areas related to the Amateur Sports Center.

The meeting was declared adjourned at 6:40 P.M.



Mayor of the City of Marshall

ATTEST:



Financial Director/City Clerk