

COUNCIL WORK SESSION – OCTOBER 20, 2016

The work session of the Common Council of the City of Marshall was held on October 20, 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: Nick Johnson, City Administrator; Glenn Olson, Director of Public Works/City Engineer; Karla Drown, Finance Director; Scott VanDerMillen, Director of Community Services; Preston Stensrud, Parks Superintendent; Marc Klaith, Fire Chief and Jane DeVries, City Clerk.

**CONSIDER REQUEST TO PURCHASE EQUIPMENT FOR THE AMATEUR SPORTS BALLFIELDS:**

Preston, Stensrud, Parks Superintendent, indicated that the Equipment Review Committee met on Wednesday, September 14, 2016, and reviewed the specifications. At the September 27, 2016 meeting, the City Council authorized advertisement for bids according to the approval specifications. Bids were received on Monday, October 10, 2016 and at the October 11, 2016 City Council meeting the bids for a New One-Ton 4-Wheel Drive Truck Chassis and a Dump Box and Snowplow for this truck were rejected. New proposals were received on October 17, 2016 from:

Lockwood Motors Inc.  
Marshall, Minnesota  
2017 Chevy  
\$40,219.73

Bend-Rite Fabrication  
Marshall, Minnesota  
Dump Box (installed) \$11,515.00  
Plow with smart hitch (installed) \$6,518.00  
Optional Steel Moldboard (installed) \$6,323.00  
Additional \$500.00 for delivery to destination  
if truck not purchased locally

Nelson Auto Center  
Fergus Falls, Minnesota  
2017 GMC Sierra  
\$37,483.45

DeCramer moved, Doom seconded, that the Council award the purchase of the One-Ton 4-Wheel Drive Truck Chassis for the Amateur Sports Ballfields to Lockwood Motors Inc., Marshall, Minnesota the amount of \$40,219.73. All voted in favor of the motion, except Bayerkohler who voted no.

Doom moved, Sturrock seconded, that the Council award the purchase of a Dump Box and Snowplow (for a New One-Ton 4-Wheel Drive Truck Chassis) for the Amateur Sports Ballfields to Bend-Rite Fabrication of Marshall, MN in the amount of \$18,533.00 (\$500.00 more due to not buying the Chassis local as per proposal). All voted in favor of the motion, except Bayerkohler who voted no.

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**REVIEW SPECIAL REVENUE BUDGET:**

Nick Johnson, City Administrator, reviewed the proposed 2017 budgets for: General Community Development; EDA; Marshall Lyon County Library; Cities Development Revolving Fund; Tax Increment Financing; Sales & Lodging Tax; Red Baron™ Arena & Expo; and the MERIT Center.

**ENDOWMENT FUND REVIEW:**

Nick Johnson, City Administrator, briefly reviewed the Endowment Fund.

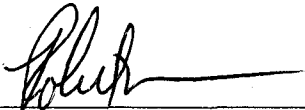
**FUND RESERVE ANALYSIS:**

Nick Johnson City Administrator, indicated that per the City Policy the Fund Reserve should be 50% or more based on the current audit report.


**REVIEW 5-YEAR CIP:**

The establishment of a new 5-year capital improvement program began a few years ago under former City Administrator Ben Martig. The new CIP utilizes a software program "Plan-It" to coordinate the requests for funding. The implementation of the new CIP had not yet been fully established during Ben's transition to Northfield. New City Administrator Nick Johnson and Finance staff are continuing the work. Staff did review the proposed 2017 Capital Improvement Project Requests.

Schafer moved, Sturrock seconded, the meeting be adjourned. All voted in favor of the motion.

  
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Mayor

Attest:

  
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City Clerk