

Work Session – November 13, 2018

The work session of the Common Council of the City of Marshall was held November 13, 2018 in the Professional Development Room at the Marshall Middle School, 401 South Saratoga Street. The meeting was called to order at 7:51 P.M. by Mayor Robert Byrnes. In addition to Byrnes the following members were in attendance: Craig Schafer, Steven Meister, Glenn Bayerkohler, John DeCramer, David Sturrock and James Lozinski. Absent: None. Staff present included: Sharon Hanson, City Administrator; Glenn Olson, Director of Public Works/City Engineer; Jason Anderson Assistant City Engineer/Zoning Administrator; Karla Drown, Finance Director; Scott VanDerMillen, Director of Community Services; Ilya Gutman, Plan Examiner/Assistant Zoning Administrator; Bob VanMoer, Wastewater Treatment Facility Superintendent; Annette Storm Assistant Finance Director and Kyle Box, City Clerk.

Wastewater and Surface Water Fees

Setting rates is an important part of budgeting for the Enterprise Funds. This directly affects the projects planned for improved infrastructure and purchase of equipment. At year end, it is recommended to have a cash and investments balance of 50% of the next year's operating expenditures, rather than the typical 25%. With Schwan's and ADM being such large customers, whereby if they no longer required our services, we would need the cash to provide the city ample time until a plan was worked out.

Currently the city is providing a six-year rate study for both wastewater and surface water and approving a rate increase for one year at a time. It is recommended to approve at minimum, a three-year rate increase, with an annual review of those rates at the time of budgeting.

An approval of a three-year rate for wastewater and surface water would allow predictability to our customers, particularly our larger ones, enabling them to budget more effectively for their operation costs. This will also prove beneficial to the City on behalf of the rating agencies, as they recognize the city for long-term planning. A three-year rate will also continue to provide staff guidelines for future planning of both wastewater and surface water expenditures. These rates assist in maintaining the City's AA Bond Rating by providing long-term planning. This in turn then helps the city with future bonding rates.

Director of Public Works/City Engineer presented the information to Council. There was further discussion by Council and Staff. Council gave direction to Staff to review and present an additional recommendation.

2019 Fee Schedule

Finance Director Karla Drown introduced the item to Council. The Ways and Means Committee reviewed the changes when they met on August 15, 2018 and again on August 28, 2018. Ways and Means Committee recommended those changes be presented before the full Council for approval.

Since that time there have been additional changes to the 2019 Fee Schedule. Those changes include rates for Wastewater and Surface Water. Changes have also been made to the assessing department and clerk. Under the Clerk section, there are fees located on the city website that were not part of the fee schedule.

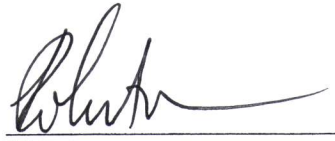
There was further discussion by Council.

5-Year Capital Improvement Plan (CIP)

City Administrator Sharon Hanson introduced the item to Council. Council and Staff reviewed CIP projects within the City. Mill and overlay projects were addressed and it was discussed how Council and Staff can proceed with those projects in the future. There was also discussion on emergency repair of some areas within the down town parking lots.


Adjourn Meeting

Member **Craig Schafer** Moved, Member **David Sturrock** Seconded to approve the **ORIGINAL** motion 'Adjourn Meeting'. Upon a roll call vote being taken, the vote was: Aye: 7 Nay: 0. The motion **Carried. 7 - 0**



Mayor

Attest:



City Clerk