



CITY OF MARSHALL
Ways and Means Committee
A g e n d a
Tuesday, February 08, 2022 at 1:30 PM
City Hall, 344 West Main Street

APPROVAL OF MINUTES

1. Consider Approval of the November 2, 2021 minutes.

NEW BUSINESS

1. Fire Department Scholarships
2. Liquor License Fee Discussion

ADJOURN

MINUTES
WAYS AND MEANS COMMITTEE MEETING
November 2, 2021 @ 3:30 PM
344 West Main Street
On Main

MEMBERS PRESENT: John DeCramer, Russ Labat, Don Edblom

STAFF PRESENT: Karla Drown, Finance Director; Annette Storm, Director of
Administrative Services

The meeting was called to order by Chairman DeCramer at 3:30 pm.

DeCramer asked for approval of the September 9, 2021, minutes of the Ways and Means committee Meeting.

MOTION BY Edblom, SECONDED BY Labat to approve the September 9, 2021, minutes of the Ways and Means committee Meeting.

All voted in favor.

Chairman DeCramer asked for discussion on Federal Grant Policy. Strom discussed the background information and the purpose/need of the policy. Storm went through the policy and discussed all sections.

MOTION BY Edblom, SECONDED BY Labat to approve the Federal Grant Policy to be moved to the full Council for final approval.

All voted in favor.

MOTION BY Edblom, SECONDED BY Labat to adjourn the meeting. Meeting adjourned at 4:13 PM.

All voted in favor.

Respectfully Submitted,

Karla Drown

Karla Drown
Finance Director

CITY OF MARSHALL AGENDA ITEM REPORT

Meeting Date:	Tuesday, February 8, 2022
Category:	NEW BUSINESS
Type:	ACTION
Subject:	Fire Department Scholarship
Background Information:	<p>A Marshall Fire Department Scholarship Trust Fund originated on December 31, 1997 with an anonymous donation of \$3,000. As of 02/03/2022, the Fire Department Trust Fund has a balance of \$16,549.60. In accordance with the administrative policy adopted by the City Council, the City Administrator or their designee has complete authority in awarding the scholarship. In 2009, the Ways and Means Committee was appointed by the City Administrator as the designee.</p> <p>Per Administrative Policy, Chapter 3, Sec. 1, scholarship awards must meet a minimum of \$100 a student. As of 02/03/2022 the total expendable funds are \$739.60</p> <p>Additional expendable funds may be received between now and the scholarship award date.</p> <p>Applications must be postmarked no later than April 1, 2022 to be considered.</p>
Fiscal Impact:	
Alternative/ Variations:	None Recommended.
Recommendations:	To Advertise Fire Department Scholarships.

CITY OF MARSHALL, MINNESOTA
FIRE DEPT. TRUST FUND
SCHOLARSHIP ACCOUNT

FUND 802			12/31/2021		EXPENDABLE				TOTAL EXPENDABLE	BALANCE
DATE	RECEIPT NUMBER		NON-EXPENDABLE DONATIONS	SCHOLARSHIP DONATIONS RECEIVED	SCHOLARSHIPS PAID OUT	INTEREST EARNED				
4/25/2017	CK.#4792	Mshl. Vol. Fire Dept. Association		1,000.00				1,213.82	\$ 17,023.82	
6/27/2017	CK.#104305	Hamline University - S. Antony			400.00			813.82	\$ 16,623.82	
6/27/2017	CK.#104365	U of M-Twin Cities - A. Full			400.00			413.82	\$ 16,223.82	
6/27/2017	CK.#104567	SMSU _ L. Matthys			200.00			213.82	\$ 16,023.82	
1/1 - 12/31/17		Interest through Dec. 2017				133.47		347.29	\$ 16,157.29	
6/12/2018	CK.#108664	Hennepin Tech - M. Negan			200.00			147.29	\$ 15,957.29	
6/12/2018	CK.#108658	Hamline University - S. Antony			100.00			47.29	\$ 15,857.29	
1/1 - 12/31/18		Interest through Dec. 2018				244.92		292.21	\$ 16,102.21	
4/26/2019	1900879	Anonymous		20.00				312.21	\$ 16,122.21	
5/31/2019	CK #113256	MN West - A. Klaith			100.00			212.21	\$ 16,022.21	
5/31/2019	CK #113266	SDSU - N. Klaith			100.00			112.21	\$ 15,922.21	
5/31/2019		Anonymous		500.00				612.21	\$ 16,422.21	
6/21/2019		NDSU - B. Archebold			100.00			512.21	\$ 16,322.21	
1/1 - 12/31/19		2019 Interest				310.85		823.06	\$ 16,633.06	
7/10/2020	CK#116599	St. Mary's Univ. - J. Antony			350.00			473.06	\$ 16,283.06	
1/1 - 12/31/20		2020 Interest				77.38		550.44	\$ 16,360.44	
7/23/2021	CK#119444	Northwestern College-J. Mernaugh			350.00			200.44	\$ 16,010.44	
7/23/2021	CK#119452	St. Mary's Univ. - J. Antony			200.00			0.44	\$ 15,810.44	
1/1 - 12/31/21		2021 Interest				121.53		121.97	\$ 15,931.97	
2/3/2022	2006175	Bret Beernaert		500.00				621.97	\$ 16,431.97	
2/3/2022	2006175	Jim Felton		117.63				739.60	\$ 16,549.60	
			\$ 15,810.00	\$ 5,437.63	\$ 8,050.00	\$ 3,351.97	\$ 739.60			

City of Marshall

Policy Number: Chapter 3 – Section 1 (3-100)

Marshall, Minnesota

Adopted: 05/27/2014

ADMINISTRATIVE POLICY

Revised: 05/26/2016

FIRE DEPARTMENT SCHOLARSHIP TRUST FUND POLICY

Background

The Marshall Fire Department Scholarship Trust Fund originated with an anonymous donation of \$3,000.00 made on December 31, 1997. On January 20, 1998, the City Council accepted the anonymous donation and cited criterion for awarding scholarship funds.

Authority

The City Administrator or his/her designee has complete authority in awarding the scholarship. The City Administrator has officially selected the Ways and Means Committee as the designee for purposes of awarding the scholarships.

Fund Designations

1. Fire Department Scholarship Nonexpendable Designation
This is a nonexpendable (endowment) designation. Only the income, not the principal, of the trust may be expended for scholarships. At the end of each fiscal year, all interest and dividend income will be transferred from the nonexpendable designation to the scholarship expendable designation.
2. Fire Department Scholarship Expendable Designation
This is an expendable designation. Both the principal and the income of the trust may be expended for scholarships.

Future Gifts

All future gifts/donations shall be deposited in the scholarship expendable designation unless the donor specifically states that he/she wants the gift/donation in the scholarship nonexpendable designation.

Scholarship Awards

1. Minimum scholarship amount
\$100/student
2. Maximum scholarship amount
The maximum scholarship amount a student receives shall not exceed 15% of the total tuition and fees currently in effect at the college or university at which the recipient is enrolled.

Applicant Criterion for Awarding Funds

1. Financial need shall not be a consideration in the awarding of this scholarship.
2. Applicant must provide written authorization to his/her respective college/university to release his/her transcript to designated City staff.
3. Preference will be given to full-time students enrolled at Southwest Minnesota State University.
4. One of the applicant's parents must be an active, retired, or deceased member of the Marshall Fire Department.

5. Each applicant must complete the required application form. In addition, each applicant shall compose and submit a written essay on the topic: "How has having a parent on the Marshall Fire Department affected and or influenced my life."
6. Scholarship awards will only be given to students that have successfully completed one (1) full year of post-secondary education. Coursework taken through a post-secondary enrollment option (PSEO) are not eligible to meet the one-year post-secondary education requirement.
7. The maximum number of annual scholarships that any one student may receive is three (3).
8. Applicants pursuing advanced degrees (i.e., master's, doctorate, etc.) are not eligible for this scholarship.

Announcement and Award of Scholarships

The Marshall Fire Department shall have primary responsibility for providing their membership with information concerning the availability of this scholarship.

All applications for the scholarship shall be submitted directly to the City Administrator's Office of the City of Marshall no later than April 1 for consideration of a scholarship for the academic school year beginning in August or September of that same year.

Payments shall be made in a lump sum payment directly to the college/university and applied as credit to the student's tuition and fees. The scholarship must be reapplied for successive years.

Disposition of Funds in the Event the Account is Terminated

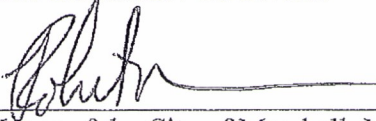
If the Marshall Fire Department should no longer be a part of the City of Marshall government, the funds shall be transferred to the City of Marshall General Fund.

Administrative Procedure

Reference Administrative Procedure: City of Marshall Fire Department Scholarship Fund—
Administrative Procedure for Distribution of Funds

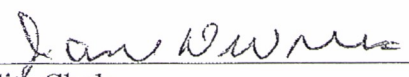
Passed and adopted by the Common Council this 26th day of April, 2016.

THE COMMON COUNCIL



Mayor of the City of Marshall, MN

ATTEST:



City Clerk

City of Marshall

Fire Department Scholarship

The City of Marshall Fire Department Scholarship was established to provide a scholarship to a student whose parent is or has served on the Marshall Fire Department to attend any degree-conferring post-secondary educational institution.

ELIGIBILITY

In order to qualify as an applicant, you must meet the following criteria:

- Be the son or daughter of a deceased, retired, or active member of the Marshall Fire Department.
- Completion of one full academic year of post-secondary education. (Coursework taken through a post-secondary enrollment option (PSEO) is not eligible to meet the one-year post-secondary education requirement.)
- Applicants enrolled in an advanced degree program (i.e., master's and doctoral degrees) are not eligible for this scholarship.
- The application must include an official or unofficial transcript from the most recently attended post-secondary institution.
- Submit a written essay on the subject: How has having a parent on the Marshall Fire Department affected and/or influenced my life.
- Preference is given to full-time students enrolled at Southwest Minnesota State University.
- Financial need does not affect the offering of this scholarship.

A COMPLETE APPLICATION INCLUDES:

- ☐ A completed application form
- ☐ A copy of your an official or unofficial transcript from the post-secondary institution most recently attended
- ☐ One essay

DEADLINE

Your application must be received or postmarked by **April 1st** for consideration of a scholarship for the academic school year beginning in August or September of the same year. A student may be awarded this scholarship up to three (3) times. Students must reapply for successive years. All applicants are evaluated using the same essential information. Please answer all requested items. Incomplete applications cannot be considered—if information is missing, we will not be able to make accurate judgments. Awards will be made on a non-discriminating basis. Application information is confidential, for review only by select City Staff and the Ways and Means Committee. The Ways and Means Committee will select the scholarship award recipient. The City will announce the scholarship recipient(s) and post the winning essay(s) in May.

Please mail your application and all required materials in ONE envelope to:

Marshall Fire Department Scholarship
City of Marshall, City Clerk
344 West Main Street
Marshall, MN 56258

Applications may be obtained at the Administration Office, 344 West Main Street, Marshall, MN 56258. Applications may also be downloaded from the City's website at www.ci.marshall.mn.us.

Questions? (507) 537-6760 or Kyle.box@ci.marshall.mn.us. **Faxed copies will not be accepted.**

Scholarship Application

City of Marshall Fire Department Scholarship

A. STUDENT INFORMATION

Name: _____
Last First MI.

Permanent Address: _____
Street
City / State / Zip

Phone Number: _____ Email Address: _____

Provide the name of the active, retired, or deceased member of the Marshall Fire Department under which you qualify:

Have you previously been awarded this scholarship? ☐ Yes ☐ No If yes, please list the year(s) awarded: _____

B. ACADEMIC INFORMATION

- ☐ Please attach a copy of your most recent transcript(s) from the post-secondary school attended. Applications without an official or unofficial transcript will not be considered.

*Applicants must have completed one full year of post-secondary school to be eligible for this scholarship.

Name and address of the post-secondary school you plan to attend: **Use official school name. Please do not use abbreviations.**

School _____ City _____ State _____
☐ 4 yr. College or University ☐ 2 yr. Community or Junior College
☐ Vocational-Technical School ☐ Other _____

In August/September, I will be a: (circle one) Freshman / Sophomore / Junior / Senior

Expected graduation date: (month/year) _____

Are you: (circle one) Accepted / Enrolled / Awaiting a decision Enrollment status: (circle one) Full-time / Part-time

Intended field of study: _____

Degree sought: (circle one) Bachelor / Associate / Certificate / Other _____

C. ESSAY

Essay must be 1.5 to 2 pages, typed, double spaced in Times New Roman, 12 pt. font. All essays should include a cover page with the writer's name and address. Please submit a written essay on the following subject:

***"How has having a parent on the Marshall Fire Department
affected and/or influenced my life."***

D. CERTIFICATION AND SIGNATURES

I, (we) certify that the information on this form is true and complete to the best of my (our) knowledge. If asked by any authorized official of the City of Marshall, I (we) agree to give documentation for information given on this form. I (we) realize that failure to comply with a request for additional information may prevent the applicant from receiving a scholarship award. I (we) also grant permission to the City of Marshall and the Marshall Fire Department to use my photograph and/or selected quotes on their website(s) and in future publications.

Applicant's signature _____ date _____

Item 1. Parent signature (if applicant is a dependent) _____ date _____

CITY OF MARSHALL AGENDA ITEM REPORT

Meeting Date:	Tuesday, February 8, 2022
Category:	NEW BUSINESS
Type:	INFO
Subject:	Liquor License Fee Discussion
Background Information:	<p>At a previous City Council meeting staff were directed to collect and review liquor licenses against our comparable Cities. Collection of said information has begun and will be provided at the meeting in addition to state statute language regarding the collection of liquor fees.</p> <p>This is an informational item only at this time.</p>
Fiscal Impact:	
Alternative/ Variations:	
Recommendations:	