



CITY OF MARSHALL
Ways & Means Committee
A g e n d a
Tuesday, April 25, 2023 at 12:45 PM
344 W Main St., City Hall

APPROVAL OF AGENDA

APPROVAL OF MINUTES

- [1.](#) Consider Approval of the Minutes

NEW BUSINESS

- [2.](#) Review and Award the 2023 Fire Department Scholarships

ADJOURN

Disclaimer: These agendas have been prepared to provide information regarding an upcoming meeting of the Common Council of the City of Marshall. This document does not claim to be complete and is subject to change.



CITY OF MARSHALL AGENDA ITEM REPORT

Presenter:	Chair
Meeting Date:	Tuesday, April 25, 2023
Category:	APPROVAL OF MINUTES
Type:	ACTION
Subject:	Consider Approval of the Minutes
Background Information:	Enclosed are the minutes from the previous meeting.
Fiscal Impact:	
Alternative/ Variations:	Staff encourages Members to provide any suggested corrections to the minutes in writing to City Clerk, Steven Anderson, prior to the meeting.
Recommendations:	That the minutes from the meeting held on January 31, 2023, be approved as filed with each member and that the reading of the same be waived.

MINUTES
WAYS AND MEANS COMMITTEE MEETING
January 31, 2023 @ 12:45 PM
344 West Main Street
On Main

MEMBERS PRESENT: Amanda Schroeder, See Moua-Leske, Steve Meister

STAFF PRESENT: Steven Anderson, City Clerk; Karla Drown, Finance Director; Jason Anderson, Director of Public Works; Katie Brusven, Adult Community Center Coordinator; Amanda Beckler, Community Education Coordinator; Scott Truedson, Wastewater Supervisor

The meeting was called to order by Member Meister, Pro Tem at 12:45 pm.

MOTION BY Schroeder, SECONDED BY Moua-Leske, to appoint Meister as Chairman of the Ways and Means Committee. All voted in favor.

Meister asked for approval of the November 15, 2022, minutes of the Ways and Means committee Meeting.

MOTION BY Schroeder, SECONDED BY Moua-Leske to approve the November 15, 2022, minutes of the Ways and Means committee Meeting. All voted in favor.

Chairman Meister asked for discussion on the 2023 Fee Schedule Amended item. Finance Director gave a brief overview of each of the three changes/additions being recommended and asked for discussion on the administrative fee(surcharge). Community Education Coordinator, Beckler provided additional information on the fees for the Adult Community Center. Wastewater Supervisor, Truedson provided additional information on the fee increase for Wastewater.

MOTION BY Schroeder, SECOND BY Moua-Leske, to move the 2023 Amended Fee Schedule to the Council for approval with the recommended changes. All voted in favor.

Chairman Meister asked for discussion on Fire Department Scholarships. City Clerk, Anderson provided a brief background information on the scholarship balance and process to move forward with seeking applicants.

MOTION BY Schroeder, SECONDED BY Moua-Leske, to approve the opening of the Fire Department Scholarships seeking applicants. All voted in favor.

MOTION BY Meister, SECONDED BY Schroeder to adjourn the meeting. Meeting adjourned at 1:07 pm. All voted in favor.

Respectfully Submitted,

CITY OF MARSHALL AGENDA ITEM REPORT

Presenter:	Steven Anderson
Meeting Date:	Tuesday, April 25, 2023
Category:	NEW BUSINESS
Type:	ACTION
Subject:	Review and Award the 2023 Fire Department Scholarships
Background Information:	<p>A Marshall Fire Department Scholarship Trust Fund originated on December 31, 1997 with an anonymous donation of \$3,000. As of 12/31/2022, the Fire Department Trust Fund has a balance of \$17,852.74. 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>Three applications were received and found to be complete.</p> <p>Per Administrative Policy, Chapter 3, Sec. 1, scholarship awards must meet a minimum of \$100 per student. As of 4/15/2023 the total expendable funds are \$942.74.</p>
Fiscal Impact:	
Alternative/ Variations:	
Recommendations:	To award one or more scholarships.

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

FUND 802			EXPENDABLE					
DATE	RECEIPT NUMBER		NON-EXPENDABLE	SCHOLARSHIP	SCHOLARSHIPS	INTEREST	TOTAL	
			DONATIONS RECEIVED	DONATIONS RECEIVED	PAID OUT	EARNED	EXPENDABLE	BALANCE
6/12/2018	CK.#108664	Hennepin Tech - M. Negan			200.00		147.30	\$ 15,957.30
6/12/2018	CK.#108658	Hamline University - S. Antony			100.00		47.30	\$ 15,857.30
1/1 - 12/31/18		Interest through Dec. 2018				244.93	292.23	\$ 16,102.23
4/26/2019	1900879	Anonymous		20.00			312.23	\$ 16,122.23
5/31/2019	CK #113256	MN West - A. Klaith			100.00		212.23	\$ 16,022.23
5/31/2019	CK #113266	SDSU - N. Klaith			100.00		112.23	\$ 15,922.23
5/31/2019		Anonymous		500.00			612.23	\$ 16,422.23
6/21/2019		NDSU - B. Archebold			100.00		512.23	\$ 16,322.23
1/1 - 12/31/19		2019 Interest				310.83	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				117.17	590.23	\$ 16,400.23
7/23/2021	CK#119444	Northwestern College-J. Mernaugh			350.00		240.23	\$ 16,050.23
7/23/2021	CK#119452	St. Mary's Univ. - J. Antony			200.00		40.23	\$ 15,850.23
1/1 - 12/31/21		2021 Interest				256.05	296.28	\$ 16,106.28
2/3/2022	2006175	Bret Beernaert		500.00			796.28	\$ 16,606.28
2/3/2022	2006175	Jim Felton		117.63			913.91	\$ 16,723.91
2/18/2022	2006303	Anonymous	1,000.00				913.91	\$ 17,723.91
2/28/2022	2006379	Anonymous		100.00			1,013.91	\$ 17,823.91
4/6/2022	2006756	Timothy DeSaer	100.00				1,013.91	\$ 17,923.91
6/3/2022	CK #121269	St. Mary's Univ. - J. Antony			300.00		713.91	\$ 17,623.91
6/10/2022	CK #121294	Northwestern College-J. Mernaugh			300.00		413.91	\$ 17,323.91
10/19/2022	2008570	Karol Jacobson		300.00			713.91	\$ 17,623.91
1/1 - 12/31/22		2022 Interest				228.83	942.74	\$ 17,852.74
			\$ 16,910.00	\$ 5,837.63	\$ 8,650.00	\$ 3,755.11	\$ 942.74	

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

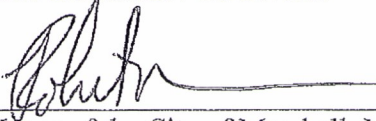
If the Marshall Fire Department should no longer be a part of the City of Marshall government, the funds shall be transferred to the City of Marshall General Fund.

Administrative Procedure

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

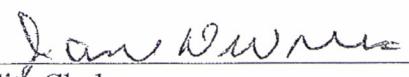
Passed and adopted by the Common Council this 26th day of April, 2016.

THE COMMON COUNCIL



Mayor of the City of Marshall, MN

ATTEST:



City Clerk