



**CITY OF MARSHALL**  
**Equipment Review Committee**  
**A g e n d a**  
**Tuesday, June 11, 2024 at 4:00 PM**  
**344 W. Main St., City Hall**

**APPROVAL OF AGENDA**

**APPROVAL OF MINUTES**

1. Consider Approval of the Minutes

**NEW BUSINESS**

2. Utility Vehicle for the Fire Department

3. Enterprise Vehicle Leasing

**OTHER BUSINESS ITEMS**

**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

<b>Presenter:</b>	Chair
<b>Meeting Date:</b>	Tuesday, June 11, 2024
<b>Category:</b>	APPROVAL OF MINUTES
<b>Type:</b>	ACTION
<b>Subject:</b>	Consider Approval of the Minutes
<b>Background Information:</b>	Enclosed are the minutes from the previous meeting.
<b>Fiscal Impact:</b>	
<b>Alternative/ Variations:</b>	Staff encourages Members to provide any suggested corrections to the minutes in writing to City Clerk, Steven Anderson, prior to the meeting.
<b>Recommendations:</b>	That the minutes from the previous meeting be approved as filed with each member and that the reading of the same be waived.

**CITY OF MARSHALL  
EQUIPMENT REVIEW COMMITTEE  
M I N U T E S  
Monday, May 9, 2024  
10:00 AM**

MEMBERS PRESENT: Jim Lozinski, John Alcorn, and Craig Schafer

STAFF PRESENT: Jason Anderson, Director of Public Works/City Engineer; Eric Hanson, Asst. City Engineer; E.J. Moberg, Director of Administrative Services; and Dean Coudron, Public Ways Supervisor.

Chairman Lozinski called the meeting to order at 9:46 AM

**Consider Approval of the Minutes**

Motion by Alcorn, seconded by Schafer to approve the minutes as presented. All voted in favor. Motion passed 3-0.

**Tractor/Loader for Airport**

Anderson explained that this was a continuation of the grant funded that came up before for the skid loader at the SW MN Regional Airport. The agreement with MnDOT aeronautics was very last minute and if approved would need to be submitted by May 31<sup>st</sup>. The grant agreement would be a 70/30 split with the 30% belonging to the city. Anderson had been in talks with Moberg about a funding source. Moberg confirmed that the account that the tractor would be purchased from had sufficient balance and would not impact the levy for 2025. The previous tractor was a John Deere and had an estimated trade value of \$42,965. Staff would prefer to replace the current tractor with another John Deere but would seek quotes from CAT and Case if the minimum specifications were met. Lozinski asked about auctioning the tractor instead of a straight trade. Anderson said because it was a grant a clean trade would be preferred in this situation.

Motion made by Schafer, seconded by Alcorn for staff to request quotes from CAT and Case and to bring the quotes for council recommendation on May 28<sup>th</sup>. All voted in favor. Motion passed 3-0.

**Robotic Total Station for Engineering Department**

Eric Hanson led the discussion by explaining what the robotic total station was and what it was used for. The state bid price for the unit came to \$39,650 and the engineering department had budgeted \$39,500. Senior Engineering Specialist Geoff Stelter had done the research and comparisons on various units and found the proposed unit to meet the needs of the department and wasn't grossly over budget. The newer unit would only require one person to operate and was the industry standard for surveying, staking and as-builts. Staff recommended to surplus the old total station for auction as the quoted prices for trade was very low.

Motion made by Schafer, seconded by Alcorn to bring the Robotic Total Station for council recommendation. All voted in favor. Motion passed 3-0.

**Adjourn**

Motion by Schafer, second by Alcorn to adjourn the meeting. All voted in favor. Motion passed 3-0. The meeting was adjourned at 10:07 a.m.

Respectfully submitted,  
Steven Anderson  
City Clerk

## CITY OF MARSHALL AGENDA ITEM REPORT

<b>Presenter:</b>	Quentin Brunsvold
<b>Meeting Date:</b>	Tuesday, June 11, 2024
<b>Category:</b>	NEW BUSINESS
<b>Type:</b>	ACTION
<b>Subject:</b>	Utility Vehicle for the Fire Department
<b>Background Information:</b>	<p>The 2024 CIP includes funding for a new utility vehicle for the Fire Department. Included in the packet are the utility vehicle specifications. These are very generic specifications to encourage many vendors to be able to bid.</p> <p>The Fire Department proposes to bid these specifications, pending committee approval.</p>
<b>Fiscal Impact:</b>	The 2024 CIP includes \$21,000 for this purchase
<b>Alternative/ Variations:</b>	No alternative actions recommended
<b>Recommendations:</b>	Authorize city staff to advertise for bids utilizing the included specifications.

**MINIMUM SPECIFICATIONS FOR NEW 2023 OR 2024 UTILITY VEHICLE FOR  
FIRE DEPARTMENT – CITY OF MARSHALL, MINNESOTA**

**PURCHASE ONE (1) NEW UTILITY VEHICLE**

1. New 2023 Model or New 2024 Model with 4 x 4
2. Gas, 850cc, EFI, Liquid Cooled
3. Vehicle Capacity 1400 lbs.
4. Payload Capacity 1000 lbs.
5. Full front grill guard & underbody protection
6. Must accept 2" rear receiver Hitch
7. Must accept 2" front receiver Hitch
8. CVT Transmission High/Low Speed/Reverse
9. Box Size Must fit our skid pumping unit of 47" Length x 35" Wide x 33" height.
10. Overall length not to exceed 12 feet.
11. Composite Box or factory spray in-liner
12. Hinged Tail Gate
13. Head Lights, taillights, and turn signals
14. Front and Rear work lights
15. Full Glass Windshield w/ Power wiper
16. Rear cab glass window
17. Hard roof
18. One Year Warranty
19. Instrumentation Cluster
20. Parking Brake
21. ROPS System
22. Seat Belts
23. ATV Tires
24. Power Steering

**Supplier complies with all minimum specifications above.**

☐  
**Yes**

☐  
**No**

**Deviations:**

(List by Number)

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Also included is all equipment normally advertised as standard equipment on the make and model bid on the proposal. All other items advertised as standard equipment shall be included in the proposal and furnished by the successful vendor.

Pre-Delivery: Prior to delivery, the vehicle shall be completely serviced by vendor in accordance with the standard care.

All equipment to be F.O.B Marshall Fire Department.

## CITY OF MARSHALL AGENDA ITEM REPORT

<b>Presenter:</b>	E.J. Moberg and Steven Anderson
<b>Meeting Date:</b>	Tuesday, June 11, 2024
<b>Category:</b>	NEW BUSINESS
<b>Type:</b>	INFO/ACTION
<b>Subject:</b>	Enterprise Vehicle Leasing
<b>Background Information:</b>	<p>The City of Marshall currently leases 22 vehicles through Enterprise Fleet Management.</p> <p>Current leasing will be discussed, along with discussion about possible leases in the future for additional equipment.</p>
<b>Fiscal Impact:</b>	
<b>Alternative/ Variations:</b>	
<b>Recommendations:</b>	Provide feedback and direction on the current state of vehicle leasing and procurement.



## City of Marshall (313127) - leased vehicles

	Vehicle	Current RBV*	Driver**	Year	Make	Model	Series	Delivery Date	Lease Term
1	25DXXF	16,484.61	Motor Pool	2021	Ford	Escape	SE 4dr All-Wheel Drive	10/29/2021	60
2	25DZ5D	16,456.15	Motor Pool	2021	Ford	Escape	SE 4dr All-Wheel Drive	10/29/2021	60
3	2595TS	19,525.99	Police Department	2022	Ford	Police Interceptor Utility	Base All-Wheel Drive	1/20/2022	48
4	25F7SH	19,525.99	Police Department	2022	Ford	Police Interceptor Utility	Base All-Wheel Drive	1/20/2022	48
5	25F82G	19,525.99	Police Department	2022	Ford	Police Interceptor Utility	Base All-Wheel Drive	1/20/2022	48
6	25HDFH	22,923.86	Wastewater	2022	Ford	Escape	SE 4dr All-Wheel Drive	1/25/2023	48
7	25GNX7	31,211.80	Engineering	2022	RAM	1500 Classic	Tradesman 4x4 Quad Cab 6.3 ft. box 140 in. WB	2/17/2023	48
8	25GNXG	31,211.80	Engineering	2022	RAM	1500 Classic	Tradesman 4x4 Quad Cab 6.3 ft. box 140 in. WB	2/17/2023	48
9	26GSTR	32,113.20	Airport	2023	RAM	1500 Classic	SSV 4x4 Crew Cab 5.6 ft. box 140 in. WB	3/7/2023	48
10	26GSTZ	31,366.93	Street	2023	RAM	1500 Classic	SSV 4x4 Crew Cab 5.6 ft. box 140 in. WB	3/7/2023	48
11	26GSV7	32,113.20	Street	2023	RAM	1500 Classic	SSV 4x4 Crew Cab 5.6 ft. box 140 in. WB	3/7/2023	48
12	26GSV9	32,083.21	Bldg Maintenance	2023	RAM	1500 Classic	SSV 4x4 Crew Cab 5.6 ft. box 140 in. WB	3/7/2023	48
13	26B93Q	40,387.40	Street	2023	RAM	2500	Tradesman 4x4 Regular Cab 8 ft. box 140.5 in. WB	4/11/2023	36
14	26GSTK	32,086.81	Airport	2023	RAM	1500 Classic	SSV 4x4 Crew Cab 5.6 ft. box 140 in. WB	4/11/2023	48
15	26B92L	40,959.20	Street	2023	RAM	2500	Tradesman 4x4 Regular Cab 8 ft. box 140.5 in. WB	4/25/2023	36
16	26B8XL	46,030.10	Airport	2023	RAM	2500	Tradesman 4x4 Crew Cab 6.3 ft. box 149 in. WB	5/11/2023	36
17	26GSVD	32,680.52	Police Department	2023	RAM	1500 Classic	SSV 4x4 Crew Cab 5.6 ft. box 140 in. WB	5/16/2023	48
18	26B92C	46,451.19	Parks	2023	RAM	2500	Tradesman 4x4 Crew Cab 6.3 ft. box 149 in. WB	5/17/2023	36
19	26GSVL	33,778.99	Parks	2023	RAM	1500 Classic	SSV 4x4 Crew Cab 5.6 ft. box 140 in. WB	9/6/2023	48
20	27H4Z9	43,076.96	Street	2024	RAM	2500	Tradesman 4x4 Regular Cab 8 ft. box 140.5 in. WB	2/6/2024	60
21	27GCSM	51,585.71	Arena	2024	RAM	2500	Tradesman 4x4 Crew Cab 6.3 ft. box 149 in. WB	4/24/2024	36
22	27H3VW	40,768.86	Airport	2024	Ford	F-150	XL 4x4 Regular Cab 8 ft. box 141 in. WB	5/17/2024	60
total		712,348.47							
average		32,379.48							



	Vehicle	Months In Service *	Lease End Date	Contract Mileage	Delivered Price	Dep Pct	Service Charge	principal per month	interest (3- yr T-Bill + 3.50%) per month	mgmt fee (delivery price x 0.15%) per month	total per month	Months remaining
1	25DXXF	31	10/31/2026	75,000	25,181.25	1.35	400.00	339.95	55.60	37.77	433.32	29
2	25DZ5D	31	10/31/2026	75,000	25,181.12	1.35	400.00	339.95	55.60	37.77	433.32	29
3	2595TS	28	1/31/2026	100,000	33,079.38	1.65	350.00	545.81	83.27	49.62	678.70	20
4	25F7SH	28	1/31/2026	100,000	33,079.38	1.65	350.00	545.81	83.27	49.62	678.70	20
5	25F82G	28	1/31/2026	100,000	33,079.38	1.65	350.00	545.81	83.27	49.62	678.70	20
6	25HDFH	16	1/31/2027	32,000	26,649.90	1.35	400.00	359.77	115.60	39.97	515.34	32
7	25GNX7	15	2/28/2027	24,000	36,062.46	1.35	400.00	486.84	160.35	54.09	701.28	33
8	25GNXG	15	2/28/2027	24,000	36,062.46	1.35	400.00	486.84	160.35	54.09	701.28	33
9	26GSTR	14	3/31/2027	24,000	37,921.50	1.50	400.00	568.82	166.57	56.88	792.27	34
10	26GSTZ	14	3/31/2027	24,000	37,028.50	1.50	400.00	555.43	162.71	55.54	773.68	34
11	26GSV7	14	3/31/2027	24,000	37,921.50	1.50	400.00	568.82	166.57	56.88	792.27	34
12	26GSV9	14	3/31/2027	24,000	37,885.50	1.50	400.00	568.28	166.42	56.83	791.53	34
13	26B93Q	13	4/30/2026	18,000	47,299.00	1.50	400.00	709.49	214.93	70.95	995.37	23
14	26GSTK	13	4/30/2027	24,000	37,444.50	1.50	400.00	561.67	150.13	56.17	767.97	35
15	26B92L	13	4/30/2026	18,000	47,524.00	1.50	400.00	712.86	215.94	71.29	1,000.09	23
16	26B8XL	12	5/31/2026	18,000	53,180.30	1.50	400.00	797.70	239.38	79.77	1,116.85	24
17	26GSVD	12	5/31/2027	24,000	37,353.00	1.50	400.00	560.30	148.54	56.03	764.87	36
18	26B92C	12	5/31/2026	18,000	53,412.65	1.50	400.00	801.19	240.41	80.12	1,121.72	24
19	26GSVL	8	9/30/2027	24,000	36,836.18	1.50	400.00	552.54	162.48	55.25	770.27	40
20	27H4Z9	3	2/28/2029	30,000	44,564.00	1.50	400.00	668.46	158.83	66.85	894.14	57
21	27GCSM	1	4/30/2027	18,000	51,766.19	1.90	500.00	983.56	242.75	77.65	1,303.96	35
22	27H3VW	0	5/31/2029	30,000	40,450.33	1.50	500.00	606.75	156.55	60.68	823.98	60
total				total	848,962.48		8,850.00	12,866.65	3,389.52	1,273.44	17,529.61	
average				average	38,589.20			584.85	154.07	57.88	796.80	32.2
annual								154,399.80	40,674.24	15,281.28	210,355.32	



	Vehicle	total pymts remaining on leases - includes interest and mgmt fee	total principal remaining on leases	total lease cost over full term per vehicle	reduced book value at lease termination (from lease)	service charge	total cost to own outright
1	25DXXF	12,566.28	9,858.55	25,999.20	4,850.00	400.00	31,249.20
2	25DZ5D	12,566.28	9,858.55	25,999.20	4,821.54	400.00	31,220.74
3	2595TS	13,574.00	10,916.20	32,577.60	6,741.05	350.00	39,668.65
4	25F7SH	13,574.00	10,916.20	32,577.60	6,741.05	350.00	39,668.65
5	25F82G	13,574.00	10,916.20	32,577.60	6,741.05	350.00	39,668.65
6	25HDFH	16,490.88	11,512.64	24,736.32	9,385.67	400.00	34,521.99
7	25GNX7	23,142.24	16,065.72	33,661.44	12,579.80	400.00	46,641.24
8	25GNXG	23,142.24	16,065.72	33,661.44	12,579.80	400.00	46,641.24
9	26GSTR	26,937.18	19,339.88	38,028.96	10,202.66	400.00	48,631.62
10	26GSTZ	26,305.12	18,884.62	37,136.64	9,962.17	400.00	47,498.81
11	26GSV7	26,937.18	19,339.88	38,028.96	10,202.66	400.00	48,631.62
12	26GSV9	26,912.02	19,321.52	37,993.44	10,192.98	400.00	48,586.42
13	26B93Q	22,893.51	16,318.27	35,833.32	21,358.91	400.00	57,592.23
14	26GSTK	26,878.95	19,658.45	36,862.56	10,112.72	400.00	47,375.28
15	26B92L	23,002.07	16,395.78	36,003.24	21,842.29	400.00	58,245.53
16	26B8XL	26,804.40	19,144.80	40,206.60	24,001.11	400.00	64,607.71
17	26GSVD	27,535.32	20,170.80	36,713.76	10,306.16	400.00	47,419.92
18	26B92C	26,921.28	19,228.56	40,381.92	24,327.69	400.00	65,109.61
19	26GSVL	30,810.80	22,101.60	36,972.96	9,855.48	400.00	47,228.44
20	27H4Z9	50,965.98	38,102.22	53,648.40	3,942.10	400.00	57,990.50
21	27GCSM	45,638.60	34,424.60	46,942.56	16,358.03	500.00	63,800.59
22	27H3VW	49,438.80	36,405.00	49,438.80	4,045.33	500.00	53,984.13
total		566,611.13	414,945.76	805,982.52	251,150.25	8,850.00	1,065,982.77
average		25,755.05	18,861.17	36,635.57	11,415.92	402.27	48,453.76