



**CITY OF MARSHALL
Equipment Review Committee**

A g e n d a

**Tuesday, November 14, 2023 at 3:30 PM
344 W. Main St., City Hall**

APPROVAL OF AGENDA

APPROVAL OF MINUTES

1. Consider Approval of the Minutes

NEW BUSINESS

2. Consider Capital Equipment Fund Requests

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, November 14, 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 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
Wednesday, June 28, 2023**

MEMBERS PRESENT: Craig Schafer, Jim Lozinski, John Alcorn

STAFF PRESENT: Sharon Hanson, City Administrator; E.J. Moberg, Director of Administrative Services; and Steven Anderson, City Clerk.

Chairman Lozinski called the meeting to order at 2:00 PM

Chair asked for approval of the minutes from February 28, 2023. Motion by Schafer, seconded by Alcorn. All voted in favor.

Enterprise Vehicle Leasing

Moberg gave a presentation on the current state of leasing with Enterprise Fleet Management. Eighteen (18) out of Fifty-four (54) vehicles with the city are currently under lease. The average lease amount for the 18 vehicles came to \$37,000. Questions from members on what the management fee from Enterprise covered for their service. Fourteen (14) city owned vehicles have been sold so far with one (1) pending. Discussion moved to budgetary concerns for leased and non-leased vehicles. For cash flow purposes leasing would result in less levy fluctuations and smaller increases. Members questioned how often vehicles were being rotated and how often they should be rotated. It was suggested that vehicles be rotated every 10 years or 100,000 miles. Conversation continued with budgetary impacts from various CIP projects. Examples were given about aftermarket parts that needed to be installed onto vehicles and the increased time to outfit vehicles by staff or third-party vendors.

Schafer and Lozinski proposed establishing an ordinance or policy to guide staff and keep future councils disciplined on vehicle rotation and maintenance if the city moves away from Enterprise Fleet Management. Lozinski asked about talking to local banks to see if a leasing/bonding schedule would work.

Moberg posed a question to members how much the budget should be increased in the CIP to account for vehicle purchases and lease buyouts. It was suggested that an increase of \$250,000 in the CIP to purchase vehicles would sound reasonable.

Motion by Schafer, seconded by Lozinski to have a work session with council later in the fall. All voted in favor.

At 3:15 PM motion by Schafer, seconded by Alcorn to adjourn the meeting.

Respectfully submitted,

Steven Anderson
City Clerk

CITY OF MARSHALL AGENDA ITEM REPORT

Presenter:	E.J. Moberg		
Meeting Date:	Tuesday, November 14, 2023		
Category:	NEW BUSINESS		
Type:	INFO/ACTION		
Subject:	Consider capital equipment fund requests		
Background Information:	The approved preliminary tax levy for 2024 includes \$300,000 for the capital equipment fund. Current requests for use of that levy are almost \$515,000.		
	The items requested include:		
	Engineering	survey equipment - robotic total station	39,500.00
	Fire Dept	utility vehicle (2013 Case IH Scout)	21,000.00
	Fire Dept	card reader entry system	30,000.00
	Parks	lawn mower - annual trade-in program 1	5,000.00
	Parks	lawn mower - annual trade-in program 2	5,000.00
	Parks	Ball Pro drag machine	20,000.00
	Parks	Ind Park picnic pavilion	39,726.00
	Parks	striping mower	32,500.00
	Streets	dump truck	239,000.00
	Streets	2000 gal bulk fuel tank	12,500.00
	Streets	15' pull-type mower	18,000.00
	Streets	steel roller (replace 1985 model)	40,000.00
	Streets	loader pallet forks	<u>12,700.00</u>
	total		514,926.00
\$150,000 was used of ARPA for 2023 to capital equipment fund purchases. The option of using additional ARPA in 2024 will be discussed at the meeting.			

	<p>For 2025 current requests for the capital equipment fund levy are \$671,500, which includes a motorgrader for \$340,000.</p> <p>In addition to capital equipment fund purchases, a brief update will be provided on potential bonding for 2024 (city projects, conduit debt, sales-tax bonds).</p>
Fiscal Impact:	Currently the City has requests in excess of the 2024 levy of the capital equipment fund of almost \$215,000.
Alternative/ Variations:	
Recommendations:	Review requests and provide direction on capital equipment fund purchases for 2024, including the possible use of ARPA.

PROJECTS BY FUNDING SOURCE

Source	Project #	2024	2025	2026	2027	2028	Total
Capital Equip. Fund Levy							
20' Pull-type Mower	Airport 09		33,000				33,000
Memorial Park Bathroom Updates	Bath 26					50,000	50,000
Survey Equipment-Robotic Total Station	Eng 06	39,500					39,500
GPS	Eng 19		30,000			32,000	62,000
Rescue Airbags	Fire 12			20,000			20,000
Epoxy Apparatus Floor of Fire Station	Fire 17			43,000			43,000
Refurbish Fire Station exhaust system	Fire 19			15,000			15,000
Fire Station exterior door replacement	Fire 43				25,000		25,000
Utility Vehicle (2008 Polaris Ranger)	Fire 50		21,000				21,000
Refurbish Engine 364	Fire 51			50,000	50,000		100,000
Utility Vehicle (2013 Case IH Scout)	Fire 52	21,000					21,000
Card Reader Entry System	Fire 53	30,000					30,000
Fire Chief Vehicle	Fire 54		75,000				75,000
Lawn Mower - Replacement Annual Trade-In Program 1	Pk 08	5,000	5,000	5,000			15,000
Lawn Mower-Replacement Annual Trade-In Program 2	Pk 09	5,000	5,000	5,000			15,000
Ball Pro Drag Machine	PK 18	20,000					20,000
Ball Pro Drag Machine	PK 19		20,000				20,000
Ball Pro Drag Machine	Pk 20			20,500			20,500
Ind Prk Main Picnic Pavilion	Pk 21	39,726					39,726
Striping Mower	Pk 22	32,500					32,500
Striping Mower	Pk 23		32,500				32,500
60" Sweep Star	Pk 88		30,000				30,000
Police Package Unmarked Sedan	Police 60		45,000				45,000
Dump Truck	Streets 05	239,000					239,000
2000 gal. Bulk Fuel Tank	Streets 06	12,500					12,500
Linelazer Street Painting Machine	Streets 07		16,000				16,000
Asphalt Mill	Streets 11		19,000				19,000
15' Pull-type Mower	Streets 12	18,000					18,000
Motorgrader	Streets 21		340,000				340,000
Steel Roller (Replace 1985 Model)	Streets 30	40,000					40,000
Loader Backhoe (Replace 2007 Model)	Streets 32			70,000			70,000
Loader Pallet Forks	Streets 49	12,700					12,700
Capital Equip. Fund Levy Total		514,926	671,500	228,500	75,000	82,000	1,571,926

City of Marshall, Minnesota
5-Year Capital Plan by Funding Source
2024 thru 2028

PROJECTS BY FUNDING SOURCE

Source	Project #	2024	2025	2026	2027	2028	Total
Bonding - Levy Impact							
ILS Replacement	Airport 42	300,000					300,000
Maintenance Equip/SRE Bldg -Phase 2 Site Prep	Airport 55	70,000					70,000
Maintenance Equip/SRE Bldg -Phase 3 Construction	Airport 56	1,059,000					1,059,000
Acquisition of Property -Helena Chemical	AP-002	468,250					468,250
Legion Field Bathrooms, Concession & Viewing	Bath 23	400,000	385,000				785,000
Independence Park Back Bathroom Replacement	Bath 24		140,000				140,000
Channel Parkway Bathroom Upgrade	Bath 25			75,000			75,000
Victory Park Bathroom	Bath 27				150,000		150,000
Aerial Truck Replacement	Fire 40		1,298,688				1,298,688
Rehabilitation Trailer	Fire 47				225,000		225,000
Justice Park Walk Bridge	Pk 16	0		200,000			200,000
Ind Prk Main Picnic Pavilion	Pk 21	0					0
Pickleball Courts	PK 27		0	100,000	100,000		200,000
Convert Pool Bldg. to Storage	PK 29		0	100,000			100,000
Channel Parkway Playground-Irrigation	PK 33			140,000			140,000
Liberty Park Bandshell Replacement	PK 52	0	400,000				400,000
Independence Park Back Parking Lot	Pk 58	130,000					130,000
Patriot Park Parking Lot	Pk 63			175,000			175,000
Amateur Sports Center Lighting Upgrade	Pk 90	0		395,000			395,000
Lyon Circle Reconstruction	ST-010	110,109					110,109
Cheryl Avenue Reconstruction-Eatros Addnt. 1	ST-011			247,405			247,405
S Whitney/S Hill/S MN/Charles/Liberty Prk Recon	ST-012	625,326	673,536				1,298,862
Marlene/Paul/Parkview Dr Reconstruction	ST-013			235,997			235,997
MnDOT College Dr Reconstruction-City Cost Part.	ST-015		635,019				635,019
Brian St/G St Reconstruction	ST-016			227,143			227,143
Hackberry Dr Reconstruction	ST-017				508,200		508,200
Donita Ave/Thomas Ave Recon -Eatros Addnt. 2	ST-019				509,779		509,779
S 5th St (Saratoga-Main) Recon.	ST-020		158,441				158,441
N.Hill St (College to Willow) Reconstruction	ST-026			178,765			178,765
Elaine Ave/Kathryn Ave/Alan Ave -Eatros Addnt. 3	ST-027				576,135		576,135
S Hill St/Central/Roosevelt/Lincoln	ST-028				532,453		532,453
Madrid Street Bridge Rail Repair	ST-030				150,000		150,000
Bonding - Levy Impact Total		3,162,685	3,690,684	1,279,310	2,651,567	0	11,679,246

PROJECTS BY FUNDING SOURCE

Source	Project #	2024	2025	2026	2027	2028	Total
Bonding - Special Assessments							
Lyon Circle Reconstruction	ST-010	70,943					70,943
Cheryl Avenue Reconstruction-Eatros Addnt. 1	ST-011			302,384			302,384
S Whitney/S Hill/S MN/Charles/Liberty Prk Recon	ST-012	213,440	133,400				346,840
Marlene/Paul/Parkview Dr Reconstruction	ST-013			235,997			235,997
S 4th/Country Club Intersection Reconfiguration	ST-014				183,497		183,497
MnDOT College Dr Reconstruction-City Cost Part.	ST-015		349,355				349,355
Brian St/G St Reconstruction	ST-016			421,837			421,837
Hackberry Dr Reconstruction	ST-017				415,800		415,800
Donita Ave/Thomas Ave Recon -Eatros Addnt. 2	ST-019				946,733		946,733
S 5th St (Saratoga-Main) Recon.	ST-020		105,627				105,627
N.Hill St (College to Willow) Reconstruction	ST-026			119,177			119,177
Elaine Ave/Kathryn Ave/Alan Ave -Eatros Addnt. 3	ST-027				1,069,965		1,069,965
S Hill St/Central/Roosevelt/Lincoln	ST-028				650,776		650,776
E St. Reconstruction	ST-029				360,326		360,326
Market Street Reconstruction	ST-033		119,973				119,973
Bonding - Special Assessments Total		284,383	708,355	1,079,395	3,627,097	0	5,699,230