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**Marshall Municipal Utilities Commission  
Meeting Agenda  
Monday, December 17, 2018  
4:30 pm**

**Marshall Municipal Utilities' Board and Meeting Rooms**

**4:30 pm Call to Order by Chairperson**

**1. Special Guests/Consultants**

**2. Opening Items**

- A. Review for Approval: Agenda for December 17, 2018

**\* 3. Consent Items**

- A. Review for Approval: Minutes of November 20, 2018
- B. Review for Approval: November Income Statements
- C. Review for Approval: November/December Invoices: DFT No. 811-832 EFT NO. 342-365 and Check No. 67219-67319

**4. Old Business**

- \* A. Review for Approval: Resolution No. 171 – a budget resolution for Marshall Municipal Utilities for Fiscal Year 2019 (please bring your proposed 2019 budget document with you)

**5. New Business**

- \* A. 2019 Pre-Approved Vendor Listing
- \* B. Modified Purchasing Policy, 4F.7.2
- \* C. Surplus property in Coon Creek Township
- \* D. 2019 Cogeneration and Small Power Production Tariff Filing

**6. Filed Reports (no action needed)**

- A. General Manager's Report
- B. Electric Operations Manager's Report
- C. Water Operations Manager's Report
- D. Finance Manager's Report (report and financials will be distributed Monday)
- E. Customer Service Manager's Report

**7. Council Member's Report**

**8. Commissioner Individual Items**

**9. Review of Pending Agenda Items**

- \* 10. General Manager's Evaluation: closed session pursuant to 13D.05 Sub 2 (3) (b)

**11. Upcoming Meetings**

- A. January 22, 2019; 4:30 p.m.: Regular Commission Meeting
- B. February 19, 2019; 4:30 p.m.: Regular Commission Meeting
- C. March 19, 2019; 4:30 p.m.: Regular Commission Meeting

**Adjourn**

\*Anticipated Action Items

November 20, 2018

A regular meeting of the Marshall Municipal Utilities Commission was held at the office of Marshall Municipal Utilities, 113 4th Street South, Marshall, Minnesota on Tuesday, November 20, 2018 at 4:30 pm.

Commission members present were Sonya Kayser, Cindy Verschaetse, Scott Saugstad, and Jeff Haukom. Commission Bill Reilly was excused absent. Management attending was Brad Roos, Steve Johnson, Leslie Hisken, Kevin Lee, and Jeff Larson. City Council Member John DeCramer also attended the meeting.

Commissioner Kayser called the meeting to order at 4:30 p.m.

Verschaetse moved, seconded by Haukom to approve the agenda as presented. All voted in favor of the motion. Motion carried.

In a budget work session, management presented and discussed a draft of the 2019 Electric and Water operating budget with the Commission. No changes were suggested to the budget.

The Consent agenda items were presented and reviewed as distributed:

- Minutes of October 23, 2018
- October Income Statements
- October/November Invoices: DFT No. 788-810, EFT No. 316-8341, Check No. 67102-67218
- 2019 Commission Dates and Times

After discussion, Saugstad moved, seconded by Haukom to approve the consent agenda items. All voted in favor of the motion. Motion carried.

The contract with HPI to upgrade the generator controls is complete and MMU's Engineer, DeWild Grant Reckert (DGR) provided a letter recommending acceptance of the work. It was Management recommendation the Commission authorize final payment.

Verschaetse moved seconded by Saugstad to accept the HPI Generator Control System Upgrade Project, and to approve the work as completed as recommended by DGR Engineering, and to approve final payment to HPI in the amount of \$20,747.00. Said payment will not be mailed until an I34 form is received. All voted in favor of the motion. Motion carried.

On an annual basis, a Partnership Agreement is developed to articulate the areas where Marshall Municipal Utilities and the City of Marshall work together.

On Tuesday, October 16, 2018 the Mayor, Members of the City Council and the MMU Organization Committee met in Joint Session to discuss the 2019 Partnership Agreement(s). They were joined by City and MMU staff. The representative group reviewed the agreements and attachments and following discussion, there was a consensus by both parties to recommend approval of the agreements.

The individual agreements that comprise the 2018 Partnership Agreements are as follows:

- 1A.1 Payment- In-Lieu-Of-Taxes (PILOT) (modified attachments)
- 2A.1.3 Street Lighting (modified agreement)

- 3A.1.2 Fire Protection (no change)
- 4A.1 Wastewater & Surface Water Management Billing & Collections (modified attachments)
- 5A.1.1 Professional Engineering Services (no change)
- 6A.1.3 Joint Industrial Land Development (no change)
- 7A.1.8 MMU Capital Funding Plan (modified agreement)
- 8A.1.8 Fiber Optic Utilization (modified agreement)
- 9A.1.8 Information Technology Sharing (modified agreement and attachments)
- 10A.1.4 Chloride Reduction Coordination (modified agreement; new attachment)
- 11A.1 GIS Coordination (no change)

The City Council approved the 2019 Partnership Agreement with MMU on November 13, 2018.

After discussion, Verschaetse moved, seconded by Haukom to approve the 2019 Partnership Agreement between the City of Marshall and Marshall Municipal Utilities and to authorize signatures on said agreements. All voted in favor of the motion. Motion carried.

MMU's management reports were presented, reviewed, and filed as follows:

- General Manager
- Electric Operations Manager
- Water Operations Manager
- Finance Manager
- Customer Service Manager

City Council Member DeCramer gave the Commission an update on City of Marshall's activities.

The December board meeting is scheduled for Tuesday, December 18, 2018 beginning at 4:30 p.m.

With no further business at hand, Saugstad moved, seconded by Verschaetse to adjourn the meeting at 6:15 p.m. All voted in favor of the motion. Motion carried.

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Sonya Kayser, Chairperson

Attest:

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Leslie Hisken, Secretary