

CITY COUNCIL AGENDA

Regular Meeting

October 20, 2025 at 7:00 PM



1) CALL TO ORDER

2) ROLL CALL

3) INVOCATION

4) PLEDGE OF ALLEGIANCE

5) APPROVAL OF AGENDA - Items can be added or deleted from the Agenda by City Council action.

6) PUBLIC COMMENT ON AGENDA ITEMS Persons addressing City Council are required to give their name and address for the record when called upon by the Mayor. Members of the public shall be limited to speaking for a maximum of three (3) minutes. Comments shall address AGENDA ITEM topics. Public Hearing items should be addressed during the PUBLIC HEARING portion (Item 10) of the meeting agenda. Non-Agenda items shall be addressed during the PUBLIC COMMENT-NON-AGENDA ITEMS (Item 14) portion of the meeting agenda.

7) CONSENT AGENDA

A. City Council Minutes

Work Session - October 6, 2025

Regular Session - October 6, 2025

B. City Bills

Purchases 10/3/2025

\$31,140.54

Purchases 10/10/2025

\$870,300.85

September Power Purchase

\$919,637.37

TOTAL

\$1,821,078.76

C. SPECIAL EVENT REQUEST - GIVE S'MORE SHUFFLE

D. SPECIAL EVENT REQUEST- CHRISTMAS PARADE 2025

8) PRESENTATIONS AND RECOGNITIONS

9) INFORMATIONAL ITEMS

10) PUBLIC HEARINGS & SUBSEQUENT COUNCIL ACTION Persons addressing City Council are required to give their name and address for the record when called upon by the Mayor. Members of the public shall be limited to speaking for a maximum of three (3) minutes per public hearing.

A. CHAPTER 92 HEALTH AND SANITATION; NUISANCES ORDINANCE UPDATE

11) OLD BUSINESS

12) REPORTS AND RECOMMENDATIONS

A. ADJUSTMENT TO E.V. CHARGING RATE FOR CITY-OWNED CHARGING STATIONS

B. RESOLUTION OF SUPPORT - MICHIGAN AVE MULTI-USE PATH

13) APPOINTMENTS / ELECTIONS

MAYOR: Scott Wolfersberger CITY MANAGER: Derek N. Perry
COUNCIL MEMBERS: Theresa Chaney-Huggett, Jacob Gates, James Hackworth,
Andrew Scibbe, Ryan Traver, Ryan Underhill
Council Chambers, 323 W Michigan Ave, Marshall, MI 49068

- A. BROOKS NATURE AREA ADVISORY BOARD APPOINTMENT**
- B. AIRPORT BOARD APPOINTMENT**
- C. SOUTH NEIGHBORHOOD IMPROVEMENT AUTHORITY APPOINTMENT**
- D. PARKS, RECREATION AND CEMETERY ADVISORY BOARD APPOINTMENT**

14) PUBLIC COMMENT ON NON-AGENDA ITEMS Persons addressing City Council are required to give their name and address for the record when called upon by the Mayor. Members of the public shall be limited to speaking for a maximum of two (2) minutes. Comments shall address NON-AGENDA ITEM topics. Public Hearing items shall be addressed during the PUBLIC HEARING portion (Item 10) of the meeting agenda. Agenda items should be addressed during the PUBLIC COMMENT-AGENDA ITEMS (Item 6) portion of the meeting agenda.

15) COUNCIL AND MANAGER COMMUNICATIONS

16) ADJOURNMENT

CITY COUNCIL MINUTES

October 6, 2025

Work Session - 6:00 PM

1) CALL TO ORDER

IN A REGULAR SESSION held on Monday, October 6, 2025 at 6:00 PM in the Training Room of City Hall, 323 West Michigan Ave, Marshall, MI 49068, the Marshall City Council was called to order by Mayo Wolfersberger.

2) ROLL CALL

Roll was called:

Present: Mayor Scott Wolfersberger, Theresa Chaney-Huggett, Jacob Gates, James Hackworth, Andrew Scibbe, Ryan Traver, and Ryan Underhill

Also Present: Manager Perry and Clerk Eubank

Absent: None

3) PUBLIC COMMENT ON AGENDA ITEMS Persons addressing City Council are required to give their name and address for the record when called upon by the Mayor. Members of the public shall be limited to speaking for a maximum of three (3) minutes. Comments shall address AGENDA ITEM topics. Public Hearing items should be addressed during the PUBLIC HEARING portion (Item 10) of the meeting agenda. Non-Agenda items shall be addressed during the PUBLIC COMMENT-NON-AGENDA ITEMS (Item 14) portion of the meeting agenda.

NONE

4) DISCUSSION ITEMS

A. 2025 PARKING ASSESSMENT

Staff and council discussed the 2025 Parking Assessment.

5) PUBLIC COMMENT ON NON-AGENDA ITEMS Persons addressing City Council are required to give their name and address for the record when called upon by the Mayor. Members of the public shall be limited to speaking for a maximum of two (2) minutes. Comments shall address NON-AGENDA ITEM topics. Public Hearing items shall be addressed during the PUBLIC HEARING portion (Item 10) of the meeting agenda. Agenda items should be addressed during the PUBLIC COMMENT-AGENDA ITEMS (Item 6) portion of the meeting agenda.

NONE

6) ADJOURNMENT

The meeting was adjourned at 6:53 pm.

Respectfully submitted by,

Michelle Eubank
City Clerk

CITY COUNCIL MINUTES

October 6, 2025

Regular Meeting - 7:00 PM

1) CALL TO ORDER

IN A REGULAR SESSION held on Monday, October 6, 2025 at 7:00 PM in the Council Chambers of City Hall, 323 West Michigan Ave, Marshall, MI 49068, the Marshall City Council was called to order by Mayor Wolfersberger.

2) ROLL CALL

Roll was called:

Present: Mayor Scott Wolfersberger, Theresa Chaney-Huggett, Jacob Gates, James Hackworth, Andrew Scibbe, Ryan Traver, and Ryan Underhill

Also Present: Manager Perry and Clerk Eubank

Absent: None

3) INVOCATION

4) PLEDGE OF ALLEGIANCE

5) APPROVAL OF AGENDA - Items can be added or deleted from the Agenda by City Council action.

Ryan Traver asked to amend the agenda to include a closed session Pursuant to section 8(e) of the Open Meetings Act, to consult with its City Attorney regarding trial or settlement strategy in connection with specific pending litigation: *Committee for Marshall - Not the Megasite v City of Marshall and Michelle Eubank*, Case Nos. COA: 369603; SC: 167553, because open meeting would have a detrimental financial effect on the litigating or settlement position of the public body.

Moved by Jacob Gates, supported by Andrew Scibbe to approve the agenda as amended. On a voice vote: **Motion carried.**

6) PUBLIC COMMENT ON AGENDA ITEMS Persons addressing City Council are required to give their name and address for the record when called upon by the Mayor. Members of the public shall be limited to speaking for a maximum of three (3) minutes. Comments shall address AGENDA ITEM topics. Public Hearing items should be addressed during the PUBLIC HEARING portion (Item 10) of the meeting agenda. Non-Agenda items shall be addressed during the PUBLIC COMMENT-NON-AGENDA ITEMS (Item 14) portion of the meeting agenda.

Barry Wayne Adams of 622 W Green St gave public comment.

7) CONSENT AGENDA

Moved by Ryan Traver, supported by Andrew Scibbe to approve the consent agenda as presented. On a roll call vote:

Ayes: Theresa Chaney-Huggett, Jacob Gates, James Hackworth, Andrew Scibbe, Ryan Traver, Ryan Underhill, Scott Wolfersberger

Nays: None

Abstain: None

Motion carried.

A. City Council Minutes
Work Session - September 15, 2025
Regular Session - September 15, 2025

B. <u>City Bills</u>	
Purchases 9/12/2025	\$720,685.69
Purchases 9/19/2025	\$5,365.83
Purchases 9/23/2025	\$1,030,742.93
Purchases 9/26/2025	\$4,244,863.44
August Power Purchase	\$1,107,073.50
TOTAL	\$7,108,731.39

C. RESOLUTION - CDBG HOME REPAIR GRANT PROGRAM
CITY OF MARSHALL, MICHIGAN
RESOLUTION NO. 2025-26

A RESOLUTION TO ADOPT THE CDBG HOME REPAIR GRANT PROGRAM

Minutes of a regular meeting of the Council of the City of Marshall, held on October 8, 2025 at 7:00 PM.

PRESENT:

ABSENT:

The following preamble and resolution were offered by _____, and supported by _____.

WHEREAS, the Marshall City Council established a Planning Commission to prepare plans for the development of the City, and

WHEREAS, a public hearing was held on September 15, 2025, and

WHEREAS, the funding request in the amount of \$250,000 has been made to the Michigan State Housing Development Authority and there is no requirement for matching funds from the City of Marshall

WHEREAS, the proposed project is consistent with the City of Marshall's community development plan to support homeowners as described in the Application.

WHEREAS, all activities will be taken for the purpose of providing and/ or improving permanent residential structures, which upon completion will be occupied by low- or moderate-income households.

WHEREAS, no project costs (CDBG and non-CDBG) will be incurred prior to a formal grant award, completion of the environmental review procedures and formal, written authorization to incur costs has been provided by our CDBG Specialist.

WHEREAS, the Marshall City Council authorizes City Staff to submit the Michigan CDBG application

THEREFORE BE IT RESOLVED that the City Council authorizes the submission of the Michigan CDBG Application and authorizes the City Manager and City Clerk to authorize and sign the Application and all attachments, Grant Agreement and all amendments, the FSR Payment Requests, and serve as the Certifying Officers.; and

Resolution declared adopted this 6th day of October, 2025.

Michelle Eubank, City Clerk

I, Michelle Eubank, being duly sworn as the City Clerk for the City of Marshall, hereby certify that the foregoing is a true and complete copy of the resolution adopted by the City Council, City of Marshall, County of Calhoun, State of Michigan, at a regular meeting held on October 6, 2025 and that the said meeting was conducted and that the minutes of the meeting were kept and will be or have been made available.

Michelle Eubank, City Clerk

8) PRESENTATIONS AND RECOGNITIONS

9) INFORMATIONAL ITEMS

10) PUBLIC HEARINGS & SUBSEQUENT COUNCIL ACTION Persons addressing City Council are required to give their name and address for the record when called upon by the Mayor. Members of the public shall be limited to speaking for a maximum of three (3) minutes per public hearing.

11) OLD BUSINESS

12) REPORTS AND RECOMMENDATIONS

A. TACC-CITY SUPPORT SERVICES AGREEMENT

Moved by Jacob Gates, supported by James Hackworth to approve the TACC-City Support Services Agreement in substantial form and authorize the City Manager and City Clerk to sign the necessary documents. On a voice vote: **Motion carried.**

B. WATER AND SEWER LARGE METERS — READINESS TO SERVE RATE ESTABLISHMENT

Moved by Andrew Scibbe, supported by Theresa Chaney-Huggett to approve Resolution 2025-25, A Resolution to Update Readiness to Serve Rates for Water and

Sewer and authorize the City Manager and City Clerk to sign the necessary documents.
On a roll call vote:

Ayes: Jacob Gates, James Hackworth, Andrew Scibbe, Ryan Traver, Ryan Underhill,
Scott Wolfersberger, Theresa Chaney-Huggett

Nays: None

Abstain: None

Motion carried.

**CITY OF MARSHALL, MICHIGAN
RESOLUTION NO. 2025-25**

**A RESOLUTION TO UPDATE READINESS TO SERVE RATE FOR WATER AND
SEWER**

Minutes of a regular meeting of the Council of the City of Marshall, held on October 6, 2025 at 7:00 PM.

PRESENT:

ABSENT:

The following preamble and resolution were offered by _____, and supported by _____.

WHEREAS, City of Marshall deems it necessary and appropriate to periodically review fees and rates as certain costs are incurred in providing a service, and the intent is to set fees at an amount to recover those costs and remain competitive with surrounding municipalities; and

WHEREAS, City of Marshall utilizes revenue meters as the basis for the water and sewer rates. The rates are composed of commodity charges and readiness to serve charges; and

WHEREAS, to date, the largest meter listed in the water and sewer rate tables was 6-inch and a new industrial development within the City requires 10-inch meters; and

WHEREAS, City of Marshall has completed an analysis of the existing readiness to serve rates and extrapolated the current rates to determine proposed readiness to serve rates for 8-inch and 10-inch meters; and

WHEREAS, the City of Marshall now wishes to establish those fees and rates in accordance with the Utility Rules and Regulations and as authorized by Chapter 53 of the City Code of Ordinances; and

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF MARSHALL hereby updates, effective November 1, 2025, the water and sewer readiness to serve rates as follows:

Monthly Water Rates

8-inch	\$ 1,776.40
10-inch	\$ 2,750.01

Monthly Sewer Rates

8-inch	\$ 1,478.69
10-inch	\$ 2,288.86

Resolution declared adopted this 6th day of October 2025.

Michelle Eubank, City Clerk

I, Michelle Eubank, being duly sworn as the City Clerk for the City of Marshall, hereby certify that the foregoing is a true and complete copy of the resolution adopted by the City Council, City of Marshall, County of Calhoun, State of Michigan, at a regular meeting held on October 6, 2025 and that the said meeting was conducted and that the minutes of the meeting were kept and will be or have been made available.

Michelle Eubank, City Clerk

C. PATROL VEHICLE PURCHASE - POLICE DEPARTMENT

Moved by James Hackworth, supported by Ryan Underhill to approve the purchase of the 2026 Ford Explorer Interceptor Hybrid Patrol Vehicle and patrol car build out for a total amount of \$88,802.62. On a roll call vote:

Ayes: Andrew Scibbe, Ryan Traver, Ryan Underhill, Scott Wolfersberger, Theresa Chaney-Huggett, Jacob Gates, James Hackworth

Nays: None

Abstain: None

Motion carried.

D. CHAPTER 92 HEALTH AND SANITATION; NUISANCES ORDINANCE UPDATE

Moved by Ryan Traver, supported by Ryan Underhill to introduce Ordinance 2025-4, AN ORDINANCE AMENDING CITY OF MARSHALL CODE OF ORDINANCES, CHAPTER 92 – HEALTH AND SANITATION; NUISANCE, publish a summary in the local newspaper and set a Public Hearing for October 20th 2025. On a voice vote: **Motion carried.**

13) APPOINTMENTS / ELECTIONS

14) PUBLIC COMMENT ON NON-AGENDA ITEMS Persons addressing City Council are required to give their name and address for the record when called upon by the Mayor. Members of the public shall be limited to speaking for a maximum of two (2) minutes. Comments shall address NON-AGENDA ITEM topics. Public Hearing items shall be addressed during the PUBLIC HEARING portion (Item 10) of the meeting agenda. Agenda items should be addressed during the PUBLIC COMMENT-AGENDA ITEMS (Item 6) portion of the meeting agenda.

Barry Wayne Adams, Mallory Avis, Shavon Mills of N Marshall, and Leah Sherman gave public comment.

15) COUNCIL AND MANAGER COMMUNICATIONS

- 16) CLOSED SESSION** Closed Session: Pursuant to section 8(e) of the Open Meetings Act, to consult with its City Attorney regarding trial or settlement strategy in connection with specific pending litigation: *Committee for Marshall - Not the Megasite v City of Marshall and Michelle Eubank*, Case Nos. COA: 369603; SC: 167553, because open meeting would have a detrimental financial effect on the litigating or settlement position of the public body.

Moved by Jacob Gates, supported by Theresa Chaney-Huggett that the City Council meet in closed session under section 8(e) of the Open Meetings Act, to consult with our City Attorney regarding trial or settlement strategy in connection with *Committee for Marshall - Not the Megasite v City of Marshall and Michelle Eubank*, Case Nos. COA: 369603; SC: 167553, because open meeting would have a detrimental financial effect on the litigating or settlement position of the public body On a roll call vote:

Ayes: Ryan Traver, Ryan Underhill, Scott Wolfersberger, Theresa Chaney-Huggett, Jacob Gates, James Hackworth, Andrew Scibbe

Nays: None

Abstain: None

Motion carried.

The City Council moved to closed session at 7:49 pm.

The City Council returned from closed session at 9:00 pm.

17) ADJOURNMENT

The meeting was adjourned at 9:00 pm.

Respectfully submitted by,

Michelle Eubank
City Clerk

APPROVAL LIST FOR CITY OF MARSHALL
EXP CHECK RUN DATES 10/03/2025 - 10/03/2025
JOURNALIZED
PAID

INVOICE NUMBER	VENDOR NAME	DESCRIPTION	PO NUMBER	AMOUNT
10/02/2025	AARON, BARBARA	UB refund for account: 127100		21.91
10/02/2025	ANKITA GADRE	UB refund for account: 4199		50.00
40162926	APPLIED CAPITAL, LLC	CONTRACT NO. 132-1753516-000 MRLEC COPIE		117.52
2935749	APPLIED INNOVATION	ACCT NO. LAG783-007 MRLEC COPIER SERV AG		100.69
10/02/2025	ASHLEY, STUART	UB refund for account: 1802820008		77.60
09302025	BUSHEE, RANDY E.	INSPECTION SERVICES 9/1/25 - 9/30/25		975.00
10/02/2025	CARL GIBSON PHD	UB refund for account: 122		444.40
09302025	CB HALL ELECTRIC COMP	ELECTRICAL INSPECTION SERVICES 9/1/25 -		1,650.00
10032025	CITY OF MARSHALL	FARMER'S MARKET PETTY CASH REIMBURSEMENT		498.00
10/02/2025	DAVE SMITH	UB refund for account: 2677		50.00
09302025	EGNATUK, ALEC	TRAVEL REIMBURSEMENT TO WEFTEC 9/29/25		56.26
10022025	HOYT, DAVID	REFUND FOR UTILITY SECURITY DEPOSIT		100.00
09302025	HUBBERT, DANIEL	INSPECTION SERVICES 9/1/25 - 9/30/25		675.00
09092025JM	MARSHALL COMMUNITY	CRE CREDIT CARD - JUSTIN MILLER 0593		143.25
09092025CR	MARSHALL COMMUNITY	CRE CREDIT CARD - CHRISTY RAMEY 0075		188.60
09092025JL	MARSHALL COMMUNITY	CRE CREDIT CARD - JOSHUA LANKERD 0577		492.33
09092025KA	MARSHALL COMMUNITY	CRE CREDIT CARD - KRISTOPHER AMBROSE 0635		495.80
09092025COM	MARSHALL COMMUNITY	CRE CREDIT CARD - CITY OF MARSHALL 0668		417.03
09092025DP	MARSHALL COMMUNITY	CRE CREDIT CARD - DEREK PERRY 0601		353.72
09092025MFN	MARSHALL COMMUNITY	CRE CREDIT CARD - MARSHALL FIBERNET 0569		1,473.07
09092025ME	MARSHALL COMMUNITY	CRE CREDIT CARD - MARTIN ERSKINE 0551		371.49
09092025MD	MARSHALL COMMUNITY	CRE CREDIT CARD - MARGUERITE DAVENPORT 0018		1,578.58
09302025	MAYNARD, KEVIN	TRAVEL REIMBURSEMENT FOR AMP CONFERENCE		873.86
09242025	PHILPOTT, ANTHONY	BOOT ALLOWANCE - PHILPOTT, ANTHONY		254.39
09302025	POWERS, BRYAN	BUILDING INSPECTION SERVICES 9/1/25 - 9/		4,550.00
09292025	SCHIPPER, CLINT	UNIFORMS - SCHIPPER, CLINT		144.61
10/02/2025	SEARLE, BOB	UB refund for account: 3101870005		100.57
2390204	STANTEC CONSULTING	MIC:WASTEWATER CONNECTION/CAPACITY FEE ANALY 2025.236		2,121.00
2390218	STANTEC CONSULTING	MIC:WATER CONNECTION/CAPACITY FEE ANALYSIS 3 2025.235		2,114.00
2410755	STANTEC CONSULTING	MIC:FINANCIAL SERVICES SUPPORT 6/6/25 2025.231		3,656.25
287-A	TOP TO BOTTOM TREE	SER'ELECTRIC LINE CLEARANCE 9/22/25 - 9/28/2 2026.011		4,640.00
287-B	TOP TO BOTTOM TREE	SER'TREE REMOVAL FOR STREET DEPT (LINDEN/PRO		615.00
40941768	XEROX FINANCIAL SERVIC	ACCT NO. 1017736 XEROX LEASE 111-1017736		1,740.61
GRAND TOTAL:				31,140.54

APPROVAL LIST FOR CITY OF MARSHALL
EXP CHECK RUN DATES 10/10/2025 - 10/10/2025
JOURNALIZED
PAID

INVOICE NUMBER	VENDOR NAME	DESCRIPTION	PO NUMBER	AMOUNT
1RQQ-HJ7W-QWNY	AMAZON CAPITAL SERVICE	ACCT NO. A1P4GM99HG1EO2 RAIN JACKET (KAL		112.33
1VM3-PRKT-FP1N	AMAZON CAPITAL SERVICE	ACCT NO. A1P4GM99HG1EO2 RAIN PANTS (KALI		96.64
131M-TQDM-3TTG	AMAZON CAPITAL SERVICE	ACCT NO. A1P4GM99HG1EO2 CLIPS		100.00
17D3-MCXX-DMLY	AMAZON CAPITAL SERVICE	ACCT NO. A1P4GM99HG1EO2 PRINTER COLOR RI		59.98
1KG1-67CW-91YM	AMAZON CAPITAL SERVICE	ACCT NO. A1P4GM99HG1EO2 STYLUS TABLET PE		30.78
1WPC-R4WK-FN46	AMAZON CAPITAL SERVICE	ACCT NO. A1P4GM99HG1EO2 SAW BLADES		519.72
1G4M-RM3N-4XRH	AMAZON CAPITAL SERVICE	ACCT NO. A1P4GM99HG1EO2 SPORTS VINYL TAP		84.80
1HKY-KTDY-634R	AMAZON CAPITAL SERVICE	ACCT NO. A1P4GM99HG1EO2 MIKROTIK ROUTERS		1,185.00
1LYW-3C4W-4W43	AMAZON CAPITAL SERVICE	ACCT NO. A1P4GM99HG1EO2 TREE WATERING BA		12.99
1G4M-RM3N-4YPL	AMAZON CAPITAL SERVICE	ACCT NO. A1P4GM99HG1EO2 PLAQUE STAND		13.95
1QCW-GTP1-33J1	AMAZON CAPITAL SERVICE	ACCT NO. A1P4GM99HG1EO2 MOBILE PRINTER P.		39.90
11F1-3TXL-7H1D	AMAZON CAPITAL SERVICE	ACCT NO. A1P4GM99HG1EO2 TWO-WAY RADIO BA		38.07
1JP7-RCWK-7C47	AMAZON CAPITAL SERVICE	ACCT NO. A1P4GM99HG1EO2 MIKROTIK ROUTERS		1,149.90
197H-M7DG-1PY4	AMAZON CAPITAL SERVICE	UNIFORMS - CROW		389.88
1LCQ-KRWF-4TXK	AMAZON CAPITAL SERVICE	ACCT NO. A1P4GM99HG1EO2 WALL CALENDAR		31.22
1JFK-NRM7-467F	AMAZON CAPITAL SERVICE	ACCT NO. A1P4GM99HG1EO2 PSA UNIFORM		182.30
1PG3-NNR4-1V34	AMAZON CAPITAL SERVICE	ACCT NO. A1P4GM99HG1EO2 AMERICAN FLAG		150.36
1LCQ-KRWF-61K3	AMAZON CAPITAL SERVICE	ACCT NO. A1P4GM99HG1EO2 GROUND ANCHORS		90.38
16X6-X7TD-4YPH	AMAZON CAPITAL SERVICE	ACCT NO. A1P4GM99HG1EO2 OPEN HOUSE SUPPL		174.40
1XWD-G3HR-6KG6	AMAZON CAPITAL SERVICE	UNIFORMS - POWERS		92.04
225-533215	AUTO VALUE MARSHALL	ACCT NO. 22500610 BRASS BRUSH, WIRE BRUS		8.98
225-533266	AUTO VALUE MARSHALL	ACCT NO. 22500610 2LB FIRE EXT		174.36
225-533311	AUTO VALUE MARSHALL	ACCT NO. 22500610 DRYING TOWELS, ABRASIV		54.54
225-533287	AUTO VALUE MARSHALL	ACCT NO. 22500610 PRIMARY WIRE, WIRE ACC		21.07
225-533348	AUTO VALUE MARSHALL	ACCT NO. 22500610 OIL FILTER, OIL		66.46
225-533340	AUTO VALUE MARSHALL	ACCT NO. 22500610 PRIMER, PAINT BRUSH SE		129.04
225-533339	AUTO VALUE MARSHALL	ACCT NO. 22500610 ICE XTREME BLADE		22.22
225-533392	AUTO VALUE MARSHALL	ACCT NO. 22500610 ULTRA PHOTO CR2		12.59
225-533481	AUTO VALUE MARSHALL	ACCT NO. 22500610 OIL FILTER, OIL		58.70
225-533538	AUTO VALUE MARSHALL	ACCT NO. 22500610 STANDARD CAPSULE		7.29
225-533537	AUTO VALUE MARSHALL	ACCT NO. 22500610 LED STROBE, PLUG-IN PI		63.09
225-533661	AUTO VALUE MARSHALL	ACCT NO. 22500610 TRUFUEL 50 1 PR		26.97
225-533689	AUTO VALUE MARSHALL	ACCT NO. 22500610 OIL		185.38
225-533691	AUTO VALUE MARSHALL	ACCT NO. 22500610 OIL		1,211.79
42119	BAIN ENTERPRISES, LLC	VALVE TRAILER MAINTENANCE	2026.092	1,477.09
4218	BLUE WATER MANAGEMENT	CEC COURSE: COLIFORMS AND MICROORGANISMS		180.00
INV9692	BOWERS PEST CONTROL, L	YELLOW JACKET EXTERMINATION AT AIRPORT T		200.00
10/10/2025	BRUNO, JOANNE	UB refund for account: 3005140035		53.48
10012025	BUDDERFLY, INC.	ENERGY OPTIMIZATION - EVAPORATOR CONTROL		758.31
P-5325	CALHOUN COUNTY GIS	2025 PICTOMETRY AERIAL IMAGERY	2026.096	2,803.16
10082025	CALHOUN COUNTY TREASUR	2025 SUMMER DIST AD VALOREM #4		94,292.80
10082025	CALHOUN INTERMEDIATE S	2025 SUMMER DIST AD VALOREM #4		26,958.50
10/10/2025	CARPENTER, MCKENZIE	UB refund for account: 3005660019		46.23
10102025	CARTER CONSULTING, LLC	CAHILL PAYMENT REQUEST - ADMIN #13		4,143.75
09162025	CINTAS CORP	UNIFORM SERVICES 9/16/25		251.97
09232025	CINTAS CORP	UNIFORM SERVICES 9/23/25		251.97
09302025	CINTAS CORP	UNIFORM SERVICES 9/30/25		251.97
STREETS-2026-000000	CITY OF BATTLE CREEK	STREETS-2026-00000008 JULY 2025 TRAFFIC		958.02
10102025	CITY OF MARSHALL	FARMER'S MARKET PETTY CASH REIMBURSEMENT		394.00
21499	CRYSTAL FLASH, INC.	ACCT NO. 149759-1 REC GAS 9/18/25		1,344.18
193023	D & D MAINTENANCE SUPP	ACCT NO. CIMA1 CARPET CLEANING MRLEC		960.00
193083	D & D MAINTENANCE SUPP	ACCT NO. CIMA1 JANITORIAL SUPPLIES MRLEC		67.50
193201	D & D MAINTENANCE SUPP	ACCT NO. CIMA1 JANITORIAL SUPPLIES CITY		167.95
193200	D & D MAINTENANCE SUPP	ACCT NO. CIMA1 JANITORIAL SUPPLIES MRLEC		35.35
1633	D&D DIAGNOSTICS LLC	REPAIR & MAINTENANCE TO VEHICLE #299		742.87
1642	D&D DIAGNOSTICS LLC	REPAIR TO VEHICLE #323		1,702.60
1647	D&D DIAGNOSTICS LLC	MAINTENANCE TO VEHICLE #301		720.24
658636	DARLING ACE HARDWARE	SPRAY PAINT, TAPE MEASURE, SCREWDRIVER S		78.56
658706	DARLING ACE HARDWARE	NUTS, BOLTS		1.90
658926	DARLING ACE HARDWARE	BATTERIES		23.99
659005	DARLING ACE HARDWARE	GAS CAN, NITRILE GLOVES		51.98
659010	DARLING ACE HARDWARE	PAINT, PENLIGHT, PAINT TRAY & ROLLER		174.27
658997	DARLING ACE HARDWARE	CHLORINE TABLETS, LIQUID IRON OUT		146.98
659097	DARLING ACE HARDWARE	NUTS, BOLTS		26.70
659048	DARLING ACE HARDWARE	PADLOCKS		63.96
659151	DARLING ACE HARDWARE	SPRAY PAINT, PAINT BRUSH		79.06
659204	DARLING ACE HARDWARE	3/4" KNOCKOUT SEAL, NUTS, BOLTS		2.37
659245	DARLING ACE HARDWARE	MURIATIC ACID		19.98
659240	DARLING ACE HARDWARE	DRILL BIT 2"		4.59
659239	DARLING ACE HARDWARE	WASP & HORNET SPRAY		10.58
659382	DARLING ACE HARDWARE	600V MANUAL RANGER METER		36.99
659426	DARLING ACE HARDWARE	PAINT MARKER		6.59
659417	DARLING ACE HARDWARE	SPRAY PAINT, CLAMPS		59.72
659416	DARLING ACE HARDWARE	UNIVERSAL ELECTRICAL OUTLET, NUTS, BOLTS		9.39
659423	DARLING ACE HARDWARE	PVC PIPE, CLAMPS, PLUG THREADED 4" PVC		75.33
659489	DARLING ACE HARDWARE	63 PS3 50 CHAIN		28.99
659493	DARLING ACE HARDWARE	DRILL BIT, CIRCUIT BREAKER		64.98
659476	DARLING ACE HARDWARE	CONDUIT, CONDUIT HANGERS, ELECTRICAL BOX		59.63
659485	DARLING ACE HARDWARE	SPRAY PAINT		26.97

APPROVAL LIST FOR CITY OF MARSHALL
EXP CHECK RUN DATES 10/10/2025 - 10/10/2025
JOURNALIZED
PAID

INVOICE NUMBER	VENDOR NAME	DESCRIPTION	PO NUMBER	AMOUNT
659560	DARLING ACE HARDWARE	MORTAR MIX		47.94
659552	DARLING ACE HARDWARE	RECIPROCATING SAW, SAWZALL BLADE SET		124.98
659549	DARLING ACE HARDWARE	PAINT		21.99
659677	DARLING ACE HARDWARE	PAINT ROLLER, ROLLER FRAME		15.77
659706	DARLING ACE HARDWARE	WALL PLATES		9.48
659748	DARLING ACE HARDWARE	CORD PHONE LINE 25'		12.99
659750	DARLING ACE HARDWARE	NUTS, BOLTS, WRENCH SET		65.03
659756	DARLING ACE HARDWARE	DRAIN CLEANER		22.97
659738	DARLING ACE HARDWARE	NUTS, BOLTS		13.65
659773	DARLING ACE HARDWARE	SAFETY GAS CAN		87.99
659789	DARLING ACE HARDWARE	NUTS, BOLTS		17.22
659821	DARLING ACE HARDWARE	DISH SOAP		13.77
659834	DARLING ACE HARDWARE	M18 IMPACT WRENCH		299.99
659830	DARLING ACE HARDWARE	EARMUFFS		24.99
659848	DARLING ACE HARDWARE	CHLORINE TABLETS, MURIATIC ACID		159.97
9955577	DEFOREST BROTHERS CONC	SIDEWALK REPAIR AT S. JEFFERSON STREET		1,100.00
9955578	DEFOREST BROTHERS CONC	SIDEWALK REPAIR AT S. JEFFERSON STREET		1,800.00
9955579	DEFOREST BROTHERS CONC	SIDEWALK REPAIR AT S. MARSHALL AVENUE		1,400.00
SI25-31644	DETROIT SALT COMPANY	ROAD SALT - MIDEAL CONTRACT	2026.104	11,781.91
SI25-31660	DETROIT SALT COMPANY	ROAD SALT - MIDEAL CONTRACT	2026.104	11,911.75
SI25-31680	DETROIT SALT COMPANY	ROAD SALT - MIDEAL CONTRACT	2026.104	3,952.55
INV83548	DORNBOS SIGN, INC.	4"X4" ROUND DECALS		170.00
09292025	DORNTON, DUSTIN	ENERGY OPTIMIZATION - NEW A/C		300.00
48287	DUNCAN & ALLEN LLP	CLIENT NO. 003154 SERVICES THROUGH 8/31/		1,816.00
10102025	EGGERSTEDT, TIMOTHY	(8) 2 X 10 OAK PLANKS (DUMP TRUCK SIDEBO		300.00
S0021300	EMERGENCY VEHICLE PROD	SERVICE TO FIRE VEHICLE E12-31		1,300.22
S0021301	EMERGENCY VEHICLE PROD	SERVICE TO FIRE VEHICLE E12-31		2,594.80
S0021302	EMERGENCY VEHICLE PROD	SERVICE TO FIRE VEHICLE E12-31		2,890.54
S0021303	EMERGENCY VEHICLE PROD	SERVICE TO FIRE VEHICLE E12-31		2,157.20
0019215	ENG., INC.	COSMOPOLITAN WATERMAIN REPLACEMENT 8/31/2026.053		9,155.00
0019216	ENG., INC.	COSMOPOLITAN WATERMAIN REPLACEMENT 8/31/2026.053		4,442.50
17499372	EPB FIBER OPTICS	ACCT NO. C10527068 FIBERNET TECH SUPPORT 2026.004		6,000.00
0231703	FERGUSON WATERWORKS	#3 ORING, NUTS, CAPSCREWS		162.54
2589	FIELDS ELECTRIC LLC	A BASE METER REPLACEMENT		1,450.00
10032025	FREDONIA TOWNSHIP	425 AGREEMENT - MOONRAKER		602.60
40534	FREDRICKSON SUPPLY, LL	REPAIR TO VAC TRUCK	2026.099	21,304.99
25-08408	GARAGE DOORS UNLIMITED	SERVICE CALL TO REPAIR PSB EAST DOOR		500.00
9638482068	GRAINGER	CLIPBOARDS		78.23
9644750235	GRAINGER	MANHOLE COVER LID LIFTER		1,081.80
9350298046	GRAYBAR ELECTRIC	NID 1 FIBER PLATE SC-APC 1 PORTS		2,920.40
9350306019	GRAYBAR ELECTRIC	GROMMET KIT 1-1/2", G4 TERMINAL NO GROMM		233.92
1523	GREAT LAKES FUNDRAISIN	FLAG FOOTBALL T-SHIRTS, REC VOLLEYBALL C		1,059.00
2679438	GRIFFIN PEST SOLUTIONS	PEST SERVICES AT FIRE STATION 8/26/25		45.00
2690601	GRIFFIN PEST SOLUTIONS	PEST SERVICES AT MRLEC 9/18/25		88.00
2685122	GRIFFIN PEST SOLUTIONS	PEST SERVICES AT PSB 9/18/25		51.00
898680	GWIN, DARWIN	MOWING & TRASH AT BROOKS NATURE SEPTEMBE		180.00
10062025	HANKEY, AVA	REIMBURSEMENT FOR REC SUPPLIES		25.96
10/10/2025	HM WHITE	UB refund for account: 4085		3.30
4406715	IIX INSURANCE INFORMAT	ACCT NO. 888907 MOTOR VEHICLE REPORTS/AC		18.65
09-733079	INTERSTATE BILLING SER	CARLETON EQUIPMENT - CONNECTOR, HOSE		122.38
09-735609	INTERSTATE BILLING SER	CARLETON EQUIPMENT - AUGER TOOTH		24.60
41069	J AND K PLUMBING SUPPL	THREAD SEAL COMPOUND, PLUG		22.02
48	JOHNSTON WINDOW CLEANI	OUTSIDE WINDOW CLEANING AT MRLEC		1,000.00
10082025	KELLOGG COMMUNITY COLL	2025 SUMMER DIST AD VALOREM #4		15,802.94
2509-554188	LEGG LUMBER	WOOD STAKES		26.99
2509-555002	LEGG LUMBER	2X4X8' SPF		27.93
2509-555352	LEGG LUMBER	2X6-8' TREATED #1		13.98
2509-555573	LEGG LUMBER	3/8" CDX PLYWOOD		119.95
225111	LEID PRODUCTS	SMARTGUARD KIOSK REPLACEMENT FOR BACS EV 2026.097		3,844.00
225115	LEID PRODUCTS	SMARTGUARD KIOSK REPLACEMENT FOR BACS EV 2026.097		3,844.00
020371	LEWEY'S SHOE REPAIR	BOOT ALLOWANCE - STRAND, MARK		180.00
020380	LEWEY'S SHOE REPAIR	BOOT ALLOWANCE - CRUZ, CHANDLER		217.99
52141406	LINDE GAS & EQUIPMENT,	CUST NO. 59879658 GASES		220.82
10032025	LUIB, EARL	OPTICAL ALLOWANCE - LUIB, EARL		80.00
4357	MAIL MANAGEMENT, INC.	POSTAGE MACHINE INK CARTRIDGE		299.00
73205	MANER COSTERISAN	FY2025 FINANCIAL STATEMENT & SINGLE AUDI 2026.034		14,500.00
10032025	MARENGO TOWNSHIP	425 AGREEMENTS		8,048.00
10082025	MARSHALL DISTRICT LIBR	2025 SUMMER DIST AD VALOREM #4		14,441.00
18908	MARSHALL FEED & GRAIN	GRASS SEED		123.00
09172025-26786	MARSHALL HARDWARE, LLC	4 WAY SILLCOCK KEY		11.99
09182025-26857	MARSHALL HARDWARE, LLC	EMERY CLOTH		13.29
09192025-26927	MARSHALL HARDWARE, LLC	XL GRN WTRPR THRML		16.29
09232025-27047	MARSHALL HARDWARE, LLC	KEY CUT		6.58
09292025-27373	MARSHALL HARDWARE, LLC	WASP & HORNET SPRAY		10.98
10082025	MARSHALL PUBLIC SCHOOL	2025 SUMMER DIST AD VALOREM #4		70,833.64
10062025	MARSHALL TOWNSHIP	425 AGREEMENTS		208,146.02
10/10/2025	MASON, MARY	UB refund for account: 2900760058		27.34
09222025	MCGINTY, HITCH, PERSON	CLIENT NO. 4030.001 SERVICES THROUGH 8/3		11,425.00
IN2336402	MES SERVICE COMPANY LL	FIRE UNIFORMS		221.99

APPROVAL LIST FOR CITY OF MARSHALL
EXP CHECK RUN DATES 10/10/2025 - 10/10/2025
JOURNALIZED
PAID

INVOICE NUMBER	VENDOR NAME	DESCRIPTION	PO NUMBER	AMOUNT
IN2338729	MES SERVICE COMPANY LL	FIRE UNIFORMS		73.99
3276	MICHIGAN FIRE INSPECTO	2025 NFPA CFPE CLASSES - GOBLE, MICHAEL		400.00
X105026869:01	MIDWEST TRANSIT EQUIPM	FITTING 5/8 MO #12 HOSE		26.65
2026245	MILLER JOHNSON ATTORNE	CLIENT NO. 52636 SERVICES THROUGH 8/31/2		434.50
57130330	MSC INDUSTRIAL SUPPLY	(SAFETY VEST, GLOVES		13.10
25626	MWEA	2025-2026 MWEA MEMBERSHIP - HANSON, GARO		100.00
E37707	MWEA	EXAM PREP COURSE - HAZEL, CHAD		375.00
4788-451138	O'REILLY FIRST CALL	ACCT NO. 1741510 CAR WASH SOAP		17.98
10702	PARRISH EXCAVATING, IN	SERVICE REPAIR AT 311 E. MANSION STREET 2026.105		2,040.00
2026.052 - #1	PARRISH EXCAVATING, IN	COSMOPOLITAN AVE WATERMAIN REPLACEMENT 2026.052		61,204.95
2025.225 - #5	PARRISH EXCAVATING, IN	VALLEY VIEW DEVELOPMENT INFRASTRUCTURE P 2025.225		122,079.15
M148205	PENNCARE	NITRILE GLOVES		189.90
10102025	PERKINS, GREG	PRE TAX EXEMPTION ADJUSTMENT		201.27
56923690	POWER LINE SUPPLY	REPAIR CLIP		45.00
56923691	POWER LINE SUPPLY	UNIFORMS - FRED'S		90.00
56923692	POWER LINE SUPPLY	UNIFORMS - SCHIPPER		250.00
56925543	POWER LINE SUPPLY	METER SOCKET		770.68
00205264	PROGRESSIVE AE, INC.	MARSHALL ECON DEV PLAN & MARKETING PLAN 2026.057		590.14
ROG24397	ROGERS GLASS WINDOW &	REPAIR TO GLASS WINDOW AT FIRE STATION		135.00
10/10/2025	RUPP, EMILY	UB refund for account: 100960018		8.26
10/10/2025	RUSSELL, LINDSAY	UB refund for account: 3005180029		71.41
SI00013239	SHAFER BROS INC.	3500 PSI, HYDRATION STABILIZER		1,562.50
SI00013299	SHAFER BROS INC.	4000 PSI LIMESTONE		782.50
10/10/2025	SHORT, BRADLEY	UB refund for account: 2900760056		28.77
52362	SONAR SOFTWARE	FIBERNET CUSTOMER MANAGEMENT SOFTWARE OC 2026.005		2,191.75
2426118-A	STANTEC CONSULTING MIC	GIS SUPPORT 6/27/25 2025.237		1,998.00
2426118-B	STANTEC CONSULTING MIC	COSMOPOLITAN AVE WATERMAIN PERMIT BOD 6/ 2025.296		528.00
2453192	STANTEC CONSULTING MIC	FINANCIAL SERVICES SUPPORT 8/29/25 2025.231		1,075.00
2457786	STANTEC CONSULTING MIC	WATER RELIABILITY STUDY 8/31/25 2025.234		366.00
2457787	STANTEC CONSULTING MIC	MARSHALL HOUSING PROJECT WATER AND WASTE 2025.256		440.00
2457790	STANTEC CONSULTING MIC	WATER & WASTEWATER SPECIFICATIONS AND ST 2026.021		4,333.00
2457795	STANTEC CONSULTING MIC	GIS SUPPORT 8/31/25 2025.237		1,612.50
2457789	STANTEC CONSULTING MIC	SEWER FLOW MONITORING 8/31/25 2025.280		4,754.89
CARE1591REIM250017	STATE OF MICHIGAN - MD	VERONA AND WEST DRIVE CONSTRUCTION 2025.313		7,746.22
2026.089 - #3	THOMPSON CONSTRUCTION	(STUMP GRINDING AND TURF RESTORATION CONT 2026.089		24,438.75
24624	TIRE CITY AUTO REPAIR	NEW TIRES & MAINTENANCE VEHICLE #108		1,175.27
24658	TIRE CITY AUTO REPAIR	NEW TIRES & MAINTENANCE VEHICLE #M-1		865.04
288	TOP TO BOTTOM TREE SER	ELECTRIC LINE CLEARANCE 9/29/25 - 10/5/2 2026.011		5,189.00
12544797	TOTAL FIRE PROTECTION	EMERGENCY SERVICE CALL AT MRLEC FOR SPRI		1,390.00
10/10/2025	TRACY, HELEN	UB refund for account: 3200670037		163.09
197185570	ULINE	STEEL HANDTRUCK		181.57
INV00831012	USABUEBOOK	LAB SUPPLIES		2,288.86
VC3-220410	VC3, INC.	ACCT NO. 44996 OFFICE 365 MONTHLY BILLIN		1,391.00
VC3-219898	VC3, INC.	ACCT NO. 44996 FIBER TRANSITION SERVICES		424.00
INV3564326VC3	VC3, INC.	ACCT NO. 44996 WORKSTATION FOR ELECTRIC		1,254.00
VC3-221807	VC3, INC.	ACCT NO. 44996 OFFICE 365 MONTHLY BILLIN		1,391.00
VC3-221806	VC3, INC.	ACCT NO. 44996 OFFICE 365 MONTHLY BILLIN		1,391.00
10/10/2025	VEENHUIS, BROCK	UB refund for account: 3102400002		66.92
235557	VISION METERING, LLC	2S REMANUFACTURED METERS 2026.085		6,600.00
17157	VK CIVIL	VALLEY VIEW I AND SIDEWALK 2025.195		11,417.50
09242025	WOW! BUSINESS	ACCT NO. 274013501 DPW		51.84
09292025	WOW! BUSINESS	ACCT NO. 274877501 FIRE STATION		159.91
10/10/2025	YOUNG, ERIC	UB refund for account: 1401720004		25.11
GRAND TOTAL:				870,300.85



MICHIGAN SOUTH CENTRAL POWER AGENCY

168 DIVISION STREET
COLDWATER, MICHIGAN 49036
PHONE (517) 279-6961
FAX (517) 279-6969

INVOICE MONTH: September, 2025
INVOICE DATE: 10/15/2025
DUE DATE: 10/29/2025
TOTAL AMOUNT DUE: \$919,637.37

MARSHALL CITY ELECTRIC DEPARTMENT
323 WEST MICHIGAN AVENUE
MARSHALL, MICHIGAN 49068
ATTN: KEVIN MAYNARD

MSCPA Member Power Billing - September, 2025

Total Power Charges:	\$758,747.90
Transmission / Capacity / Ancillary Services:	\$128,295.34
Total Other Charges:	\$9,816.15
Total Miscellaneous Charges:	\$22,777.98

TOTAL CHARGES \$919,637.37

NOTE: PLEASE SEE ENCLOSED BACKUP FOR ADDITIONAL DETAIL

* Any amounts due and not paid by the due date shall bear interest at the rate of 1% per month until paid

Notes:

ITEM: 7.C

ADMINISTRATIVE REPORT



TO: Honorable Mayor and City Council
FROM: Derek N. Perry, City Manager
Joshua Lanker, Chief of Police
Marguerite Davenport, Director of Public Services
DATE: October 20, 2025
SUBJECT: **SPECIAL EVENT REQUEST - GIVE S'MORE SHUFFLE**

The City received a Special Event Application request from the Fountain Clinic for the Give S'more Shuffle event scheduled for November 28, 2025. The impacted streets consist of Jefferson Street, Mansion Street, East Drive, North Drive, Madison Street, and Mansion Street. See included race map for full route information. The event is requesting support from the Police and Fire Departments as well as a closure of North Jefferson Street between Michigan Avenue and Mansion Street. This event is similar to the Reuben race in years past. The event will include amplified announcements from the registration area at North Jefferson Street and the event sponsor will be utilizing volunteers.

The City has received the certificate of insurance from the event sponsor listing the City as additionally insured.

Although this event is on a city holiday, the overtime rate would remain the same as other events. Expenses from 2024 totaled \$727.50 and are anticipated to be similar or lower this year.

BUDGET IMPACT:

The City expense to support the race is estimated at \$800. The event sponsor will receive the \$500 non-profit waiver. All expenses over the \$500 waiver threshold will be billed.

RECOMMENDATION:

Approve the November 28, 2025, Give S'more Shuffle 5k, and fun run Special Event Application request.



City Of Marshall
323 West Michigan Ave
Marshall, MI 49068
Phone: 269.781.5183
Fax: 269.781.2878

Special Events Application

Important: Please fill out each item as completely so that the application can be processed as quickly as possible, without unnecessary delays. Please return the completed, signed application, with any necessary attachments, to the City Clerk's Office, at the address shown above. Special Events must be approved by the City Council, which typically meets twice per month. We recommend submitting your application at least 90 days before your organization wishes to receive approval, to allow time to work through issues with the staff, and to allow for the possibility that the City Council may still see issues that should be addressed before approval.

Applicant Information

Name of Special Event: The Pastrami Joe Give S'More Shuffle

Is the sponsoring organization: ☒ Non-Profit, please provide status letter* ☐ For Profit

Mailing/Billing Address: 111 N. Jefferson

City/State/ZIP Code: Marshall, Mi 49068

Business Phone: 2697890410

Cell Phone: 2697196023

Email Address(es): mjbyrne@fountain-clinic.org

Event Information

*A separate event schedule and/or description may be attached in response to questions 1 through 5.

**For any question, if there is not room to include a complete response, please include the response on a separate attachment and note "see attached". When providing information in an attachment, please refer to the appropriate question number(s) to help the City staff review the application.

1. Requested day(s), date(s), and time(s) of the Special Event: _____

Friday November 28, 2025 9:00AM-10:30aM

2. Is there a requested alternative date(s)? ☐ Yes ☒ No

If yes, please provide the alternative date(s): _____

3. Please describe the event(s): 5K run/walk and 1 mile Fun Run/Walk

4. What is the requested location(s) of the event(s): It will start on Jefferson. See Map

5. Does this event require a street closure? ☒ Yes ☐ No Street Name: Jefferson

Start and End Locations: Jefferson between Michigan and Mansion

Please complete the following check list regarding your event and special needs: More detailed instructions are included on the following pages. Please use additional sheets where appropriate for more detailed responses.

General

6. Is this event expected to occur again in a future calendar year? Yes^X____ No____
Normal Annual Date? Fri_____
7. Have you included a map indicating the location of your event?* Yes^X____ No____
8. Is your event located within the Downtown Development Authority? Yes^X____ No____
9. Does the applicant wish to prohibit vending within the event area? Yes^X____ No____
10. Does the applicant plan to include vending as part of this event?* Yes____ No^X____
11. Will this event include the use of signs? Yes____ No^X____
12. Will the event require the hanging of a banner? Yes____ No^X____
13. Is the applicant requesting special parking arrangements, such as reserved parking?* Yes____ No^X____

Public Services

14. Is the applicant requiring utility connections, such as electric or water services?* Yes____ No^X____
15. Does the applicant require other public services? Yes^X____ No____
- a. Barricades Yes^X____ No____
- b. Fencing Yes____ No^X____
- c. Street Sweeping Yes____ No^X____
- d. Mowing Yes____ No^X____
- e. Rubbish Containers Quantity: _____ Yes____ No^X____
- f. Picnic Tables Yes____ No^X____
- g. Cessation of Lawn Sprinklings Yes____ No^X____
- h. Other _____ Yes____ No^X____
- i. Map including indicating location of these services?* Yes^X____ No____
16. Do you plan to utilize volunteers to help run the event? Yes^X____ No____
17. Do you plan to rent a park facility for the event? Yes____ No^X____

Public Safety

18. Does the applicant have any special security or safety concerns? Yes____ No^X____
19. Are you requesting assistance from the Police/Fire Departments? Yes^X____ No____
20. Will the event include loud or unusual sounds? Yes____ No^X____
- a. Musicians Yes____ No^X____
- b. Singers Yes____ No^X____
- c. Amplified Announcers Yes____ No^X____
- d. Carnival Rides Yes^X____ No____
- e. Motor Vehicle Noises Yes____ No^X____
- f. Other recorded music Yes^X____ No____
21. What are the planned hours for loud or unusual sounds? _____
22. Will the event include unusual lighting beyond what is normal at that location? Yes____ No ^X____

Alcohol Consumption

23. Are alcoholic beverages proposed to be served as part of the event? Yes____ No^X____
24. Will you be utilizing a LLC regulated boundary? Yes____ No^X____
25. Are you using the Social District for outdoor alcohol consumption? Yes____ No^X____
26. Have all necessary liquor licenses been obtain at the time of this application? Yes____ No____
27. Does the applicant have any other requests that are not listed in this form? Yes____ No^X____
28. The applicant is require to provide \$1,000,000 of liability insurance coverage with respect to the event; have you attached a Certificate of Insurance listing the City of Marshall as an additionally insured? Yes^X____ No____

Questionnaire Explanations

6. **Is this event expected to occur again in a future calendar year?** You may ask to reserve a date for a future calendar year with this application. To reserve an event date for a future calendar year, please provide the normal annual event date. **Note:** Granting such a reservation does not constitute final approval of the event, but will reserve the same area as granted for the current year, until three months before the reserved date.
7. **An Event Map**—if your event will use streets or sidewalks or will use multiple locations, please attach one or more maps showing the locations requested. Please show any streets or parking lots that you are asking be blocked off or reserved for specific purposes, locations of specific events or objects (carnival rides, bleachers, medical care, exhibits, special parking, pick-up/drop-off areas, etc.), remote parking lots, the actual route of a parade or race, and similar information appropriate to clarify the exact request.
8. **Is your event located within the Downtown Development Authority?** The DDA will be asked to formally support the Special Event prior to the event approval going to City Council. The City believes support and coordination with downtown business is critical to the success of the downtown area. The DDA meets once a month so timing of the application should be adjusted accordingly to allow for both DDA and City Council approval.
- 9/10. **Does the applicant wish to have control of vending within the festival area?** In some instances, the applicant may be granted control of vending, the applicant is solely responsible for ensuring that all vendors are properly licensed with any appropriate agencies (Health Department). The City of Marshall Fire Department will hold vendors responsible for the National Fire Prevention Association's (NFPA) standards relating to general safety, fuel and power sources, clearances, and operational safety.
11. **Will this event include the use of signs?** If yes, please attach information on the size, content, and location of any requested signs; signs may be shown on the event map or on a separate map, if appropriate. Small directional signs that do not obstruct pedestrian or vehicular traffic may be placed in the event area, during the event, without being included in this application.
12. **Will the event require the hanging of a banner?** Event sponsors can purchase banners to be hung across North Kalamazoo Avenue or Michigan Avenue. The fee to hang a banner is \$400. The banner must be 3 or 4-foot by 20-foot in size for North Kalamazoo or 25 to 35-foot in length for Michigan Avenue. For proper hanging the banner must have grommets in each corner as well as along the top of the banner and wind slits throughout the banner. The city will supply the rope for hanging of the banner.
13. **Is the applicant requesting special parking arrangements—such as limiting parking areas to certain groups of users?** If yes, you must coordinate with the Police Chief.
14. **Is the applicant requiring utility connections, such as electric service or water?** If yes, you must coordinate with the Director of Public Services to review what utilities are available in the requested area, and provide a detailed map showing the utilities requested. Requests for electricity will require an *Electric Drop* form to be completed and submitted with the application.
15. **Does the applicant have any other requests for public services, such as street sweeping, mowing, rubbish containers or removal, placement or removal of picnic tables or other fixtures, or cessation of lawn sprinkling?** If yes, you must coordinate with the Director of Public Services to determine if assistance from Public Services is appropriate and available, and provide a description of the services Public Services has indicated it could provide. The applicant will be charged for these services. Any
16. **Do you plan to utilize volunteers to help run the event?** Depending on the scope of the event, volunteers can help reduce the cost of special events for the applicant. The City has limited staff to help with special events and encourages organizers to utilize volunteers as much as possible.
17. **Is your event located at Stuarts Landing Band Shell or Ketchum Park's Cronin Millrace Pavilion?** These two facilities are available for rent. A separate *Park Rental Agreement* for park facilities is required as part of the special event application.

18. Does the applicant have any special security or safety concerns? Is the applicant requesting assistance from the Police Department in addressing these concerns? If yes, you must contact the Chief of Police to determine what assistance from the Police Department is appropriate and available, and provide a description of the services the Police Department has indicated it could provide. The applicant will be charged for these services.

19. Is the applicant requesting assistance from the Police or Fire Departments in addressing these concerns?

If yes, you must contact both the Police and Fire Chief to determine what assistance from the Departments is appropriate and available, and provide a description of the services the Departments have indicated they could provide. The applicant will be charged for these services.

20. Will the event include loud or unusual sounds, such as a musicians, singers, amplified announcers, carnival rides, motor vehicle noises beyond those regularly present in the location, etc.?

If yes, you must please attach information indicating all of these on this application.

20. Will the event include unusual lighting beyond that regularly present in the location that could have an impact upon occupants of neighboring properties?

If yes, you must please attach information indicating all of the types of lighting, the location, the beginning and end times, and whether the lighting is constant or intermittent during those times.

21. Are alcoholic beverages proposed to be served as part of the event?

If yes, you must advise the Police Department of your intention to serve alcoholic beverages. Approval of the special event does not constitute final approval of service of alcoholic beverages; any necessary approval of a liquor license is a separate process.

25. Please attach a separate sheet detailing any aspects of the event that are not specifically addressed in this form but of which the City Council should be aware to make a fully informed decision with regard to approval of the proposed event.

26. The applicant is required to provide \$1,000,000 of liability insurance coverage with respect to the event. A Certificate of Insurance, with the City listed as an additional named insured, must be provided to the City Clerk's Office at least one calendar month before the event. Is the insurance certificate attached?

The City of Marshall PROHIBITS any and all painting of any city property, including sidewalk and streets. Events of those persons violating this policy will be canceled and not future event will be allowed.

Continue to next page...

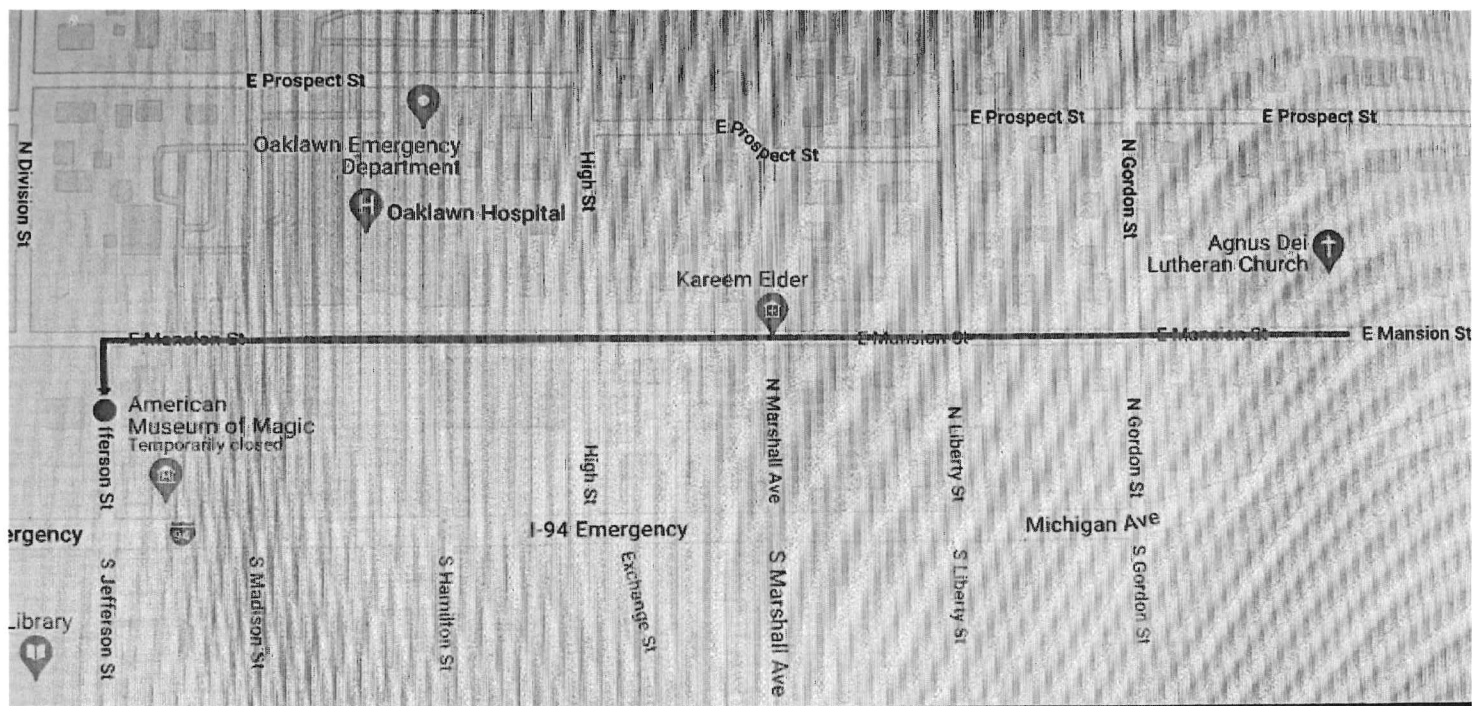
Applicant Signature

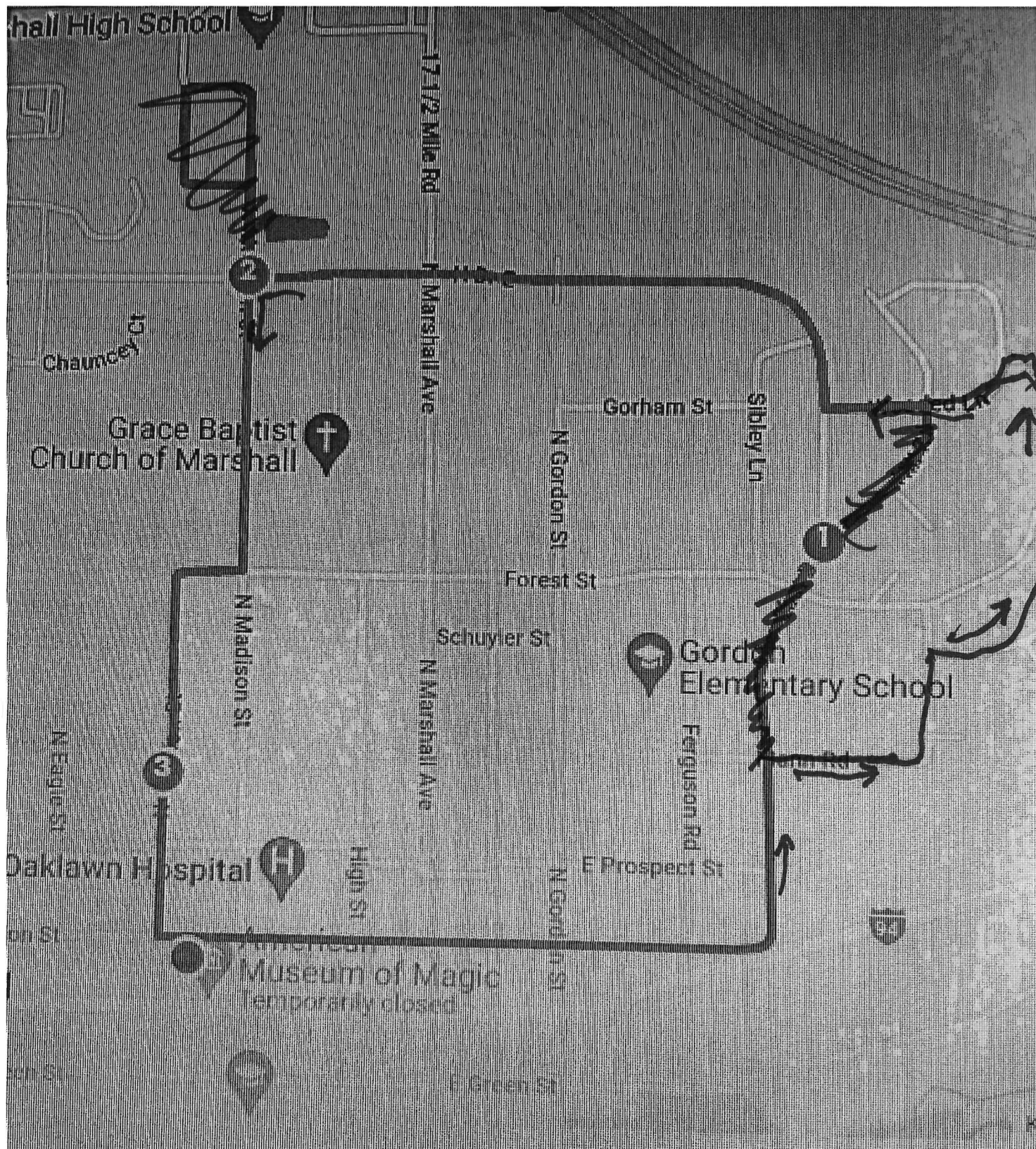
I hereby affirm that the information is true to the best of my knowledge and belief, and agree that the applicant will be responsible for making certain that the event follows the ordinances, rules, and regulations of the City of Marshall and that the event takes place in accordance with the application as approved by the Marshall City Council, including any conditions placed thereon.

Applicant Signature: Mary Jo Byrne

Printed Name: MARY Jo Byrne Date: 9-4-2025

The APPLICANT does hereby agree to indemnify, hold harmless and defend the CITY and each of its officers, officials, employees, agents and authorized volunteers from any and all loss, liability, fines, penalties, forfeitures, costs and damages (whether in contract, tort or strict liability, including but not limited to personal injury, death at any time and property damage) incurred by CITY, OWNER, PERMITTEE (Renter) or any other person, and from any and all claims, demands and actions in law or equity (including attorney's fee and litigation expenses), arising or alleged to have arisen directly or indirectly out of the operation and use of CITY property and public right of way. APPLICANT'S obligations under the preceding sentence shall apply regardless of whether City or any of its officers, officials, employees, agents or authorized volunteers are negligent, but shall not apply to any loss, liability, fines, penalties, forfeitures, costs or damages caused solely by the gross negligence, or caused by the willful misconduct, of CITY or any of its officers, officials, employees, agents or authorized volunteers.







CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
09/04/2025

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Ryan Underhill(71403AA) 816 Industrial Rd Marshall MI 49068-1743		CONTACT NAME: Ryan Underhill PHONE (A/C, NO, EXT): 269-727-0660 FAX (A/C, NO): 269-727-0669 E-MAIL ADDRESS: runderhill1@farmersagent.com															
INSURED FOUNTAIN CLINIC ; 111 N JEFFERSON ST MARSHALL MI 49068		<table border="1"><thead><tr><th>INSURER(S) AFFORDING COVERAGE</th><th>NAIC #</th></tr></thead><tbody><tr><td>INSURER A: Truck Insurance Exchange</td><td>21709</td></tr><tr><td>INSURER B: Farmers Insurance Exchange</td><td>21652</td></tr><tr><td>INSURER C: Mid Century Insurance Company</td><td>21687</td></tr><tr><td>INSURER D:</td><td></td></tr><tr><td>INSURER E:</td><td></td></tr><tr><td>INSURER F:</td><td></td></tr></tbody></table>		INSURER(S) AFFORDING COVERAGE	NAIC #	INSURER A: Truck Insurance Exchange	21709	INSURER B: Farmers Insurance Exchange	21652	INSURER C: Mid Century Insurance Company	21687	INSURER D:		INSURER E:		INSURER F:	
INSURER(S) AFFORDING COVERAGE	NAIC #																
INSURER A: Truck Insurance Exchange	21709																
INSURER B: Farmers Insurance Exchange	21652																
INSURER C: Mid Century Insurance Company	21687																
INSURER D:																	
INSURER E:																	
INSURER F:																	

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

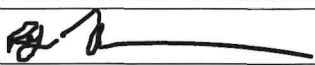
THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAME ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDTL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: ☒ POLICY ☐ PROJECT ☐ LOC OTHER:	Y	N	607096855	10/21/2025	10/21/2026	EACH OCCURRENCE \$ 1,000,000
	DAMAGE TO RENTED PREMISES (Ea Occurrence) \$ 1,000,000						
	MED EXP (Any one person) \$ 10,000						
	PERSONAL & ADV INJURY \$ 1,000,000						
	GENERAL AGGREGATE \$ 2,000,000						
	PRODUCTS - COMP/OP AGG \$ 1,000,000						
A	AUTOMOBILE LIABILITY ☐ ANY AUTO ☐ OWNED AUTOS ONLY ☐ SCHEDULED AUTOS ☒ HIRED AUTOS ONLY ☒ NON-OWNED AUTOS ONLY		N	607096855	10/21/2025	10/21/2026	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000
	BODILY INJURY (Per person) \$						
	BODILY INJURY (Per accident) \$						
	PROPERTY DAMAGE (Per accident) \$						
	UMBRELLA LIAB ☐ OCCUR EXCESS LIAB ☐ CLAIMS-MADE DED ☐ RETENTION \$						EACH OCCURRENCE \$
	AGGREGATE \$						
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) ☐ Y/N If yes, describe under DESCRIPTION OF OPERATIONS below	N/A					PER STATUTE ☐ OTHER ☐ \$
	E.L. EACH ACCIDENT \$						
	E.L. DISEASE - EA EMPLOYEE \$						
	E.L. DISEASE - POLICY LIMIT \$						

DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
111 N JEFFERSON ST, MARSHALL, MI 49068

CERTIFICATE HOLDER

CANCELLATION

CITY OF MARSHALL 323 W MICHIGAN AVE MARSHALL MI 49068	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE 
---	---

ITEM: 7.D

ADMINISTRATIVE REPORT



TO: Honorable Mayor and City Council
FROM: Derek N. Perry, City Manager
Joshua Lanker, Chief of Police
Marguerite Davenport, Director of Public Services
DATE: October 20, 2025
SUBJECT: **SPECIAL EVENT REQUEST- CHRISTMAS PARADE 2025**

The Marshall Downtown Development Authority (DDA) has submitted a Special Event Application for the Annual Marshall Christmas Parade on Monday, December 1, 2025, from 5:30 pm to 10 pm, with parking closing at 2. This is the 61st Annual Christmas Parade. They are requesting the closure of Michigan Avenue between West Drive and Liberty Street, as they have in prior years. A MDOT closure permit has been submitted and approved.

The Marshall Christmas Parade is a tradition enjoyed by generations of Marshall families and our largest special event. Significant changes implemented for the 2023 event increased event success and safety. Those actions will continue for the 2025 parade making this a safe family event for many generations to come.

BUDGET IMPACT:

Per the Special Events Policy, as a City-sponsored event there is no cost recovery charge. All the staffing costs and expenses will be absorbed by the department's operational budgets.

RECOMMENDATION:

Approve the DDA Special Event Application Request for the 2025 Marshall Christmas Parade to be held on Monday, December 1, 2025.



City Of Marshall
323 West Michigan Ave
Marshall, MI 49068
Phone: 269.781.5183
Fax: 269.781.2878

Special Events Application

Important: Please fill out each item as completely so that the application can be processed as quickly as possible, without unnecessary delays. Please return the completed, signed application, with any necessary attachments, to the City Clerk's Office, at the address shown above. Special Events must be approved by the City Council, which typically meets twice per month. We recommend submitting your application at least 90 days before your organization wishes to receive approval, to allow time to work through issues with the staff, and to allow for the possibility that the City Council may still see issues that should be addressed before approval.

Applicant Information

Name of Special Event: Marshall Christmas Parade

Is the sponsoring organization: ☒ Non-Profit, please provide status letter* ☐ For Profit

Mailing/Billing Address: 323 W Michigan Ave

City/State/ZIP Code: Marshall, MI 49068

Business Phone: 269-781-5163 Cell Phone: 269-967-1987

Email Address(es): kimber@choosemarshall.com

Event Information

*A separate event schedule and/or description may be attached in response to questions 1 through 5.

**For any question, if there is not room to include a complete response, please include the response on a separate attachment and note "see attached". When providing information in an attachment, please refer to the appropriate question number(s) to help the City staff review the application.

1. Requested day(s), date(s), and time(s) of the Special Event: Monday, December 1, 2025 from 5:00pm to 10:00pm

2. Is there a requested alternative date(s)? ☐ Yes ☒ No

If yes, please provide the alternative date(s): _____

3. Please describe the event(s): Community Christmas Parade

4. What is the requested location(s) of the event(s): Michigan Avenue, downtown and west of downtown for line-up

5. Does this event require a street closure? ☒ Yes ☐ No Street Name: _____

Start and End Locations: Michigan Ave from Dobbins St to Exchange St, then south to Green St.

Please complete the following check list regarding your event and special needs: More detailed instructions are included on the following pages. Please use additional sheets where appropriate for more detailed responses.

General

6. Is this event expected to occur again in a future calendar year? Yes X No _____
Normal Annual Date? Monday after Thanksgiving
7. Have you included a map indicating the location of your event? Yes X No _____
8. Is your event located within the Downtown Development Authority? Yes X No _____
9. Does the applicant wish to prohibit vending within the event area? Yes X No _____
10. Does the applicant plan to include vending as part of this event? Yes _____ No X
11. Will this event include the use of signs? Yes _____ No X
12. Will the event require the hanging of a banner? Yes _____ No X
13. Is the applicant requesting special parking arrangements, such as reserved parking? Yes _____ No X

Public Services

14. Is the applicant requiring utility connections, such as electric or water services? Yes X possible electric _____
15. Does the applicant require other public services?
- a. Barricades Yes X No _____
 - b. Fencing Yes _____ No X
 - c. Street Sweeping Yes X No _____
 - d. Mowing Yes _____ No X
 - e. Rubbish Containers Quantity: past? All 30? Yes X No _____
 - f. Picnic Tables Yes _____ No X
 - g. Cessation of Lawn Sprinklings Yes _____ No X
 - h. Other _____ Yes _____ No _____
 - i. Map including indicating location of these services? Yes _____ No X
16. Do you plan to utilize volunteers to help run the event? Yes X No _____
17. Do you plan to rent a park facility for the event? Yes _____ No X

Public Safety

18. Does the applicant have any special security or safety concerns? Yes X No _____
19. Are you requesting assistance from the Police/Fire Departments? Yes X No _____
20. Will the event include loud or unusual sounds?
- a. Musicians Yes X No _____
 - b. Singers Yes X No _____
 - c. Amplified Announcers Yes X No _____
 - d. Carnival Rides Yes _____ No X
 - e. Motor Vehicle Noises Yes X No _____
 - f. Other fire from hot air balloon floats Yes X No _____
21. What are the planned hours for loud or unusual sounds? 7pm to 9:30pm
22. Will the event include unusual lighting beyond what is normal at that location? Yes _____ No X

Alcohol Consumption

23. Are alcoholic beverages proposed to be served as part of the event? Yes _____ No X
24. Will you be utilizing a LLC regulated boundary? Yes _____ No X
25. Are you using the Social District for outdoor alcohol consumption? Yes _____ No X
26. Have all necessary liquor licenses been obtain at the time of this application? Yes _____ No X
27. Does the applicant have any other requests that are not listed in this form? Yes _____ No X
28. The applicant is require to provide \$1,000,000 of liability insurance coverage with respect to the event; have you attached a Certificate of Insurance listing the City of Marshall as an additionally insured? Yes X No _____

Questionnaire Explanations

6. **Is this event expected to occur again in a future calendar year?** You may ask to reserve a date for a future calendar year with this application. To reserve an event date for a future calendar year, please provide the normal annual event date. *Note:* Granting such a reservation does not constitute final approval of the event, but will reserve the same area as granted for the current year, until three months before the reserved date.
7. **An Event Map**—if your event will use streets or sidewalks or will use multiple locations, please attach one or more maps showing the locations requested. Please show any streets or parking lots that you are asking be blocked off or reserved for specific purposes, locations of specific events or objects (carnival rides, bleachers, medical care, exhibits, special parking, pick-up/drop-off areas, etc.), remote parking lots, the actual route of a parade or race, and similar information appropriate to clarify the exact request.
8. **Is your event located within the Downtown Development Authority?** The DDA will be asked to formally support the Special Event prior to the event approval going to City Council. The City believes support and coordination with downtown business is critical to the success of the downtown area. The DDA meets once a month so timing of the application should be adjusted accordingly to allow for both DDA and City Council approval.
- 9/10. **Does the applicant wish to have control of vending within the festival area?** In some instances, the applicant may be granted control of vending, the applicant is solely responsible for ensuring that all vendors are properly licensed with any appropriate agencies (Health Department). The City of Marshall Fire Department will hold vendors responsible for the National Fire Prevention Association's (NFPA) standards relating to general safety, fuel and power sources, clearances, and operational safety.
11. **Will this event include the use of signs?** If yes, please attach information on the size, content, and location of any requested signs; signs may be shown on the event map or on a separate map, if appropriate. Small directional signs that do not obstruct pedestrian or vehicular traffic may be placed in the event area, during the event, without being included in this application.
12. **Will the event require the hanging of a banner?** Event sponsors can purchase banners to be hung across North Kalamazoo Avenue or Michigan Avenue. The fee to hang a banner is \$400. The banner must be 3 or 4-foot by 20-foot in size for North Kalamazoo or 25 to 35-foot in length for Michigan Avenue. For proper hanging the banner must have grommets in each corner as well as along the top of the banner and wind slits throughout the banner. The city will supply the rope for hanging of the banner.
13. **Is the applicant requesting special parking arrangements—such as limiting parking areas to certain groups of users?** If yes, you must coordinate with the Police Chief.
14. **Is the applicant requiring utility connections, such as electric service or water?** If yes, you must coordinate with the Director of Public Services to review what utilities are available in the requested area, and provide a detailed map showing the utilities requested. Requests for electricity will require an *Electric Drop* form to be completed and submitted with the application.
15. **Does the applicant have any other requests for public services, such as street sweeping, mowing, rubbish containers or removal, placement or removal of picnic tables or other fixtures, or cessation of lawn sprinkling?** If yes, you must coordinate with the Director of Public Services to determine if assistance from Public Services is appropriate and available, and provide a description of the services Public Services has indicated it could provide. The applicant will be charged for these services. Any
16. **Do you plan to utilize volunteers to help run the event?** Depending on the scope of the event, volunteers can help reduce the cost of special events for the applicant. The City has limited staff to help with special events and encourages organizers to utilize volunteers as much as possible.
17. **Is your event located at Stuarts Landing Band Shell or Ketchum Park's Cronin Millrace Pavilion?** These two facilities are available for rent. A separate *Park Rental Agreement* for park facilities is required as part of the special event application.

- 18. Does the applicant have any special security or safety concerns? Is the applicant requesting assistance from the Police Department in addressing these concerns?** If yes, you must contact the Chief of Police to determine what assistance from the Police Department is appropriate and available, and provide a description of the services the Police Department has indicated it could provide. The applicant will be charged for these services.
- 19. Is the applicant requesting assistance from the Police or Fire Departments in addressing these concerns?**
If yes, you must contact both the Police and Fire Chief to determine what assistance from the Departments is appropriate and available, and provide a description of the services the Departments have indicated they could provide. The applicant will be charged for these services.
- 20. Will the event include loud or unusual sounds, such as a musicians, singers, amplified announcers, carnival rides, motor vehicle noises beyond those regularly present in the location, etc.?**
If yes, you must please attach information indicating all of these on this application.
- 20. Will the event include unusual lighting beyond that regularly present in the location that could have an impact upon occupants of neighboring properties?**
If yes, you must please attach information indicating all of the types of lighting, the location, the beginning and end times, and whether the lighting is constant or intermittent during those times.
- 21. Are alcoholic beverages proposed to be served as part of the event?**
If yes, you must advise the Police Department of your intention to serve alcoholic beverages. Approval of the special event does not constitute final approval of service of alcoholic beverages; any necessary approval of a liquor license is a separate process.
- 25. Please attach a separate sheet detailing any aspects of the event that are not specifically addressed in this form but of which the City Council should be aware to make a fully informed decision with regard to approval of the proposed event.**
- 26. The applicant is required to provide \$1,000,000 of liability insurance coverage with respect to the event. A Certificate of Insurance, with the City listed as an additional named insured, must be provided to the City Clerk's Office at least one calendar month before the event. Is the insurance certificate attached?**

The City of Marshall PROHIBITS any and all painting of any city property, including sidewalk and streets. Events of those persons violating this policy will be canceled and not future event will be allowed.

Continue to next page...

Applicant Signature

I hereby affirm that the information is true to the best of my knowledge and belief, and agree that the applicant will be responsible for making certain that the event follows the ordinances, rules, and regulations of the City of Marshall and that the event takes place in accordance with the application as approved by the Marshall City Council, including any conditions placed thereon.

Applicant Signature:  _____

Printed Name: Kimber Thompson Date: 8/5/2025

The APPLICANT does hereby agree to indemnify, hold harmless and defend the CITY and each of its officers, officials, employees, agents and authorized volunteers from any and all loss, liability, fines, penalties, forfeitures, costs and damages (whether in contract, tort or strict liability, including but not limited to personal injury, death at any time and property damage) incurred by CITY, OWNER, PERMITTEE (Renter) or any other person, and from any and all claims, demands and actions in law or equity (including attorney's fee and litigation expenses), arising or alleged to have arisen directly or indirectly out of the operation and use of CITY property and public right of way. APPLICANT'S obligations under the preceding sentence shall apply regardless of whether City or any of its officers, officials, employees, agents or authorized volunteers are negligent, but shall not apply to any loss, liability, fines, penalties, forfeitures, costs or damages caused solely by the gross negligence, or caused by the willful misconduct, of CITY or any of its officers, officials, employees, agents or authorized volunteers.

WEST MICHIGAN AVENUE

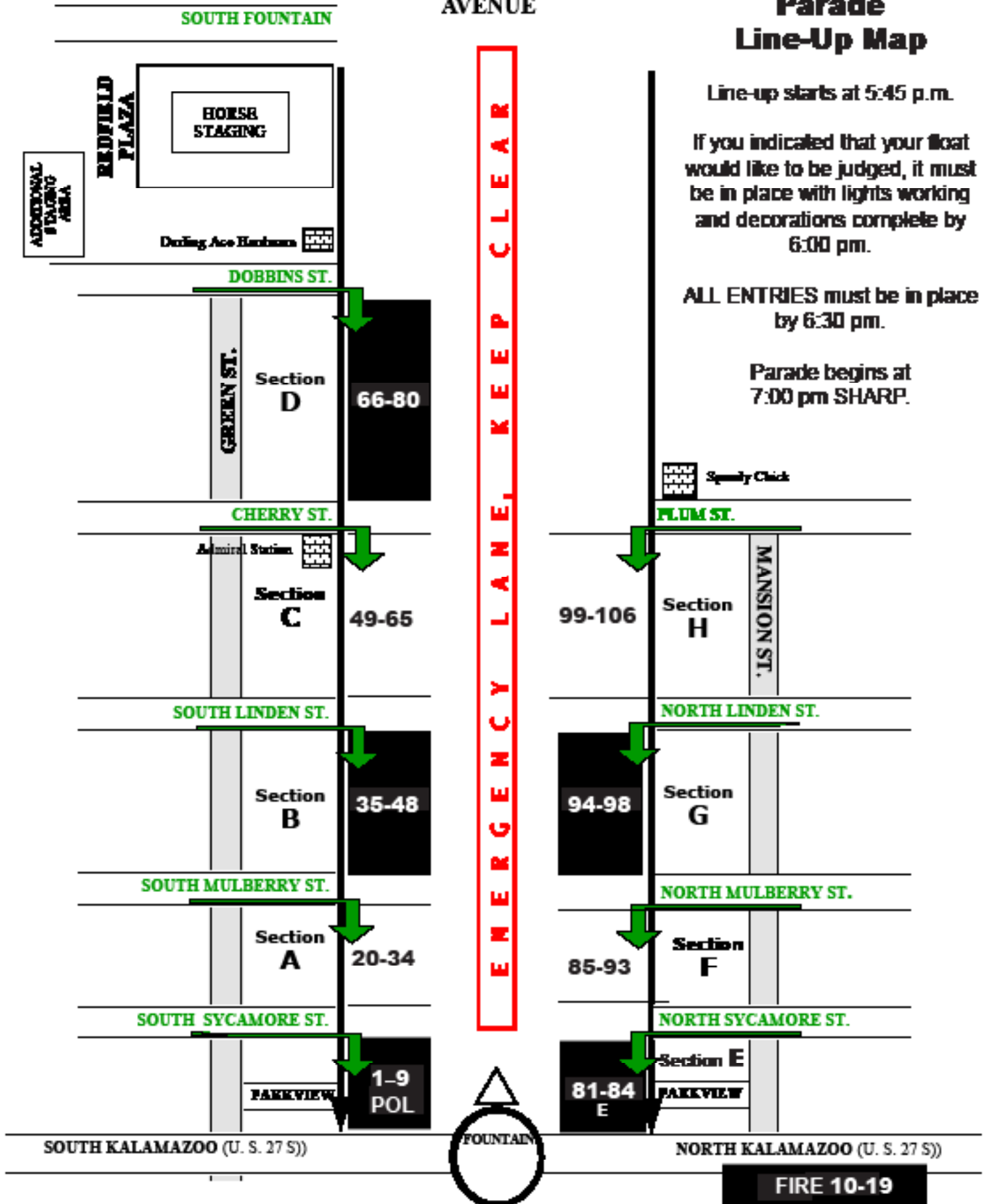
Marshall Christmas Parade Line-Up Map

Line-up starts at 5:45 p.m.

If you indicated that your float would like to be judged, it must be in place with lights working and decorations complete by 6:00 pm.

ALL ENTRIES must be in place by 6:30 pm.

Parade begins at 7:00 pm SHARP.



Parade Begins at 7pm Sharp

THANK YOU!
We wouldn't have a parade without YOU!



ITEM: 10.A

ADMINISTRATIVE REPORT



TO: Honorable Mayor and City Council
FROM: Derek N. Perry, City Manager
Joshua Lanker, Chief of Police
DATE: October 20, 2025
SUBJECT: **CHAPTER 92 HEALTH AND SANITATION; NUISANCES
ORDINANCE UPDATE**

The Marshall Police Department is constantly assessing operations and updating processes to improve the services we provide. While reviewing our code enforcement operations, we identified a need for a review of our Chapter 92 Health and Safety; Nuisance ordinance. Specifically, we wanted to update the ordinance to address specific issues we were finding in the community and to reflect the current best practices of code enforcement. Staff have spent several months researching, reviewing, and revising the ordinance. The following list of updates and changes are being proposed to the ordinance.

- Updated the definition of the "exterior" to include porches, decks, balconies, landings and other places which are not fully enclosed.
- Updated and expanded the definition of Litter and Junk
- Noxious Weeds definition updated, adding the current State Department of Agriculture (MDA) and US Department of Agriculture definitions of Noxious Weeds.
- Updated grass, weeds and undergrowth, over 8 inches exception, to include developed and undeveloped wooded or naturally landscaped parcels that meet the character of the surrounding neighborhood.
- No Mow May option was added. City Council may on an annual basis, by resolution, vote for a "No Mow May" exception no later than March 31st.
- Undeveloped parcel requirements were updated and formalized. Residential parcels and/or parcels of property contiguous to residential properties must be maintained not to exceed 8 inches. Non-residential parcels not contiguous to residential parcels must maintain a 20-foot boarder from the road, curb or property line.
- Updated the definition of property to include the adjacent public right of way.
- Updated nuisance definition to meet best practices of other communities.
- Removed Conciliation Conference section. This is an outdated formal process that was not being used.
- An Annual Publication of the Abatement Notice was added as a requirement. Must be posted annually between April and Sept.
- Written notice of abatement requirements reduced from 15 days to 5 days for compliance.
- Abatement Right to Appeal Response time frame was reduced from 10 days to 5 days for compliance.

- The Right to Appeal process was updated and the appeals hearing process section was removed. Operationally, we will use the court process to address those that file an appeal.

These ordinance updates will improve the operations of code enforcement and help to create best practices by staff.

BUDGET IMPACT:

No anticipated budget impact.

RECOMMENDATION:

Enact Ordinance 2025-4, AN ORDINANCE AMENDING CITY OF MARSHALL CODE OF ORDINANCES, CHAPTER 92 – HEALTH AND SANITATION; NUISANCE, and Publish the ordinance in full in the local newspaper.

City of Marshall, Michigan
Ordinance # 2025-4

AN ORDINANCE AMENDING CITY OF MARSHALL CODE OF ORDINANCES, CHAPTER 92 – HEALTH AND SANITATION; NUISANCE

WHEREAS, Marshall City Code Chapter 92 addresses the subjects of health, sanitation and nuisances; and

WHEREAS, the City Manager, the Chief of Police and other city officials have determined that it is in the best interests of the city to revise Chapter 92; and

WHEREAS, the health, safety and welfare of city residents and visitors to the City will be furthered by the revisions set forth herein;

NOW, THEREFORE, THE CITY OF MARSHALL ORDAINS that the current version of Chapter 92 be amended as set forth herein.

TITLE AND PURPOSE, This amending ordinance shall be titled “Amendment to CHAPTER 92 HEALTH AND SANITATION; NUISANCES, (2025)” for purpose and benefit of the health, safety and welfare of City residents and visitors to the City of Marshall.

The City of Marshall hereby ordains:

CHAPTER 92 HEALTH AND SANITATION; NUISANCES

HEALTH NUISANCES

Sec. 92.01 Definitions.

For the purpose of this chapter, the following definitions shall apply unless the context clearly indicates or requires a different meaning.

Building materials means, but is not limited to, lumber, bricks, concrete or cinder blocks, plumbing materials, electrical wiring or equipment, heating ducts or equipment, shingles, mortar, concrete or cement, nails, screws or any other materials used in constructing any structure.

Enforcement officer means the Chief of Police or any employee assigned or designated by the Chief of Police, or by the city manager, charged with the responsibility for administering and enforcing the provisions of this chapter.

Free standing solid fuel burning appliance means any device which operates by the burning of wood or other solid fuel and is designed, intended, or used to provide heat and/or hot water to a structure in which the device is not located.

- (1) *Prohibition.* It shall be unlawful to install or operate a free-standing solid fuel-burning appliance, and to cause or permit the installation or operation of a free-standing solid fuel-burning appliance, within the city, except within I-1 (Research and Technical) and I-2 (Heavy Industrial) zoning districts.
- (2) *Permit; inspection.* No free-standing solid fuel burning appliance erected in compliance with this chapter shall be allowed unless a valid permit is issued through the City of Marshall. Any permitted free standing solid fuel burning appliance shall be subject to safety inspection by the City of Marshall Fire Department.
- (3) *Conflicts.* This section shall not be construed as an exemption or exception to any other provision of these codified ordinances or any other code adopted by reference as an ordinance for which the city is an enforcing agency. In the event of a conflict between the provisions of this section and any other ordinance or other provision of law, the more restrictive provision shall apply.
- (4) *Existing uses.* This section shall not apply to any free-standing solid fuel-burning appliance that was installed, connected, and operating as of the effective date of the ordinance from which this section is derived. However, this section shall not be deemed as an authorization for the use of any preexisting free-standing solid fuel-burning appliance and shall not be deemed to bar, limit, or otherwise affect the rights of any person to take private legal action regarding damage or nuisance caused by the use of a free-standing solid fuel-burning appliance.
- (5) *Violations; declaration of nuisance.* Any free-standing solid fuel-burning appliance installed or operated in violation of this section is declared to be nuisance per se.

***Exterior* means any area of property which is not within a fully enclosed and covered building, except in refuse containers in compliance with Chapter 50 of this Code. *Exterior* includes porches, decks, balconies, landings or other places which are not fully enclosed.**

***Garbage* means rejected organic waste including waste from the accumulation of animal, fruit or vegetable matter used or intended for use in the preparation, use, cooking, processing or storing of meat, fish, fowl, fruit, vegetable or other food; accumulations of leaves, branches, cut grass or other vegetation. Excluded from the definition is organic waste which is contained within managed compost.**

***Harborage* means any premises within which, or upon which is located rats, mice, grain moths, grain berries, flour beetles, cockroaches, or any other vermin, or traces, droppings, trails, runs or other evidence of the presence of rodents or vermin.**

***Litter means and Junk* includes but is not limited to, rubbish, refuse, garbage, trash, items which are inoperable and not suitable for use as intended, waste paper, glass, cans, bottles, trash, tobacco product discards, cardboard, food containers or wrappings, discarded or broken furniture, discarded appliances, inoperable or discarded machinery, inoperable or discarded power equipment or**

parts thereof, inoperable or discarded non-power equipment or parts thereof, unused tires, cartons, boxes, crates, rags, discarded clothing, bedding, floor covering, construction or building material debris, discarded metal materials, scrap materials of any kind, debris and waste material of any kind.

Owner means:

- (1) Every person or entity holding legal or equitable title to a property or to real improvements on a property solely, jointly, by the entireties, in common, or as land contract vendee.
- (2) Every person or entity who in fact has been empowered to act on behalf of, or receive process for, or as agent of the owner; or
- (3) Every person or entity who has or exercises care, custody, dominion or control over any property, including tenants; or
- (4) Every person or entity who is a record owner as demonstrated by a deed or other document of title recorded at the office of the Register of Deeds or otherwise substantiated; or
- (5) Every person or entity listed as the taxpayer by assessor's records.

Prohibited vegetation means:

- (1) Poisonous or injurious vegetation, including, but not limited to, poison ivy (*Toxicodendron radicans*), poison oak (*Toxicodendron toxicarium*) and poison sumac (*Toxicodendron vernix*).
- (2) **“Noxious Weeds” as defined and listed as restricted or prohibited weeds by the state department of agriculture (MDA) and noxious weeds as listed by the U.S. Department of Agriculture (USDA), as amended from time to time.**
- (3) Any grass, weeds or undergrowth higher than eight (8) inches with the following exceptions:
 - (a) Managed landscaping;
 - (b) **Developed and Undeveloped parcels which are naturally wooded or consist of landscaping grasses or a combination thereof, and are consistent with the general character of the plant growth, grass growth, and landscaping in the surrounding neighborhood.**
 - (c) **No Mow May. City council may on an annual basis, by resolution voted upon no later than March 31st, permit the growth of grass, weeds or undergrowth to exceed the height of eight (8) inches during the month of May.**
- (4) **Undeveloped parcels which do not meet the criteria set forth in subsections (a) or (b) above, and are within, or contiguous to residential zoning districts, shall be maintained as follows: All grass, weeds or undergrowth shall not exceed a height of eight (8) inches.**

- (5) **Undeveloped parcels which are not contiguous to a residential district, MRFD or MHPD districts, and do not meet the criteria set forth in subsections (a) or (b) above, shall be maintained as follows: All grass, weeds or undergrowth shall not exceed a height of eight (8) inches along all property lines which border a road or developed property, for a width of twenty (20) feet from the edge of the road, curb or property line.**

Property means any parcel or tract of land, including adjacent public right of way and any building, containers or items located thereon.

Wholly enclosed means having four adjoining walls and a roof. Any window or door opening in a wall shall be capable of being completely closed.

(Ord. 09-01, passed 5-4-2009; Am. Ord. 2012-03, passed 6-18-2012)

Sec. 92.02 Jurisdiction.

The enforcement officer shall have jurisdiction throughout the city in the administration and enforcement of this chapter and relevant state laws including all regulations or amendments hereafter adopted unless otherwise specifically stated. The burden of proof is on the enforcement officer to establish a violation of this chapter.

(Ord. 09-01, passed 5-4-2009)

Sec. 92.03 Enforcement.

Any premises shall be subject to inspection by the enforcement officer, and the enforcement officer may collect such samples for laboratory analysis or other further inspection as he or she deems necessary for the enforcement of this chapter, as permitted by law.

(Ord. 09-01, passed 5-4-2009)

Sec. 92.04 Nuisances prohibited.

No owner shall commit, create, permit or maintain a nuisance. Nuisance shall include but not be limited to the **following**:

- (A) **The creation or maintenance of litter, harborage, garbage, refuse, rubbish, noxious weeds, any activity prohibited by this chapter and any other act, omission, defect or condition which annoys, injures, or threatens injury, endangers or threatens to endanger, the health, safety, comfort or repose of the public or property values.**
- (B) **The placement or maintenance of upholstered furniture, or other furniture which is not intended or designed for outdoor use, in exterior areas.**
- (C) **Litter and junk, as defined under and Sec. 92.01 Definitions, and the placement and maintenance thereof.**

(Ord. 09-01, passed 5-4-2009)

~~Sec. 92.04.1 Conciliation conference.~~

~~When, in the opinion of the enforcement officer, an apparent violation of this chapter could be resolved informally, the enforcement officer may offer a property owner an opportunity for a conciliation conference.~~

- ~~(A) The purpose of a conciliation conference is to avoid unnecessary enforcement proceedings and to encourage a greater understanding of the issues involved in the apparent violation by all parties by providing a process for the enforcement officer and the owner to present information to each other.~~
- ~~(B) If given, notice of the conciliation conference shall be delivered to the owner identifying the time and place of a conciliation conference and the name, mailing address and telephone number of an individual designated by the city to conduct the conference. The notice shall provide that if the owner does not attempt or promptly reschedule the conciliation conference, other enforcement action will ensue, as permitted by this chapter.~~
- ~~(C) The conciliation conference may result in an agreement between the city and the property owner concerning application of this chapter to the property. Such an agreement shall be binding upon both parties.~~
- ~~(D) The failure of the enforcement officer to provide notice of a conciliation conference, or the failure of the owner to attend or promptly reschedule a conference shall have no effect on either party's procedural or substantive rights under this chapter.~~

(Ord. 09-01, passed 5-4-2009)

Sec. 92.05 Abatement of nuisances.

Any structure, condition or activity prohibited by this chapter may be abated by the enforcement officer in accordance with the following procedure:

- (A) **Publication.** Notice of the provisions of this section shall be published in the newspaper circulating within the City, at least once a year between April and September.
- (B) *Written notice.* The enforcement officer shall give written notice to one or more owners, specifying the nature of the violation and the corrective action to be taken. The owner shall cure the violation within ~~15~~ **5** days of the date notice is served.
- (C) *Right to appeal.* The notice shall inform the recipient of his or her right to appeal the determination of the enforcement officer by completing and submitting to the city clerk a claim of appeal form within ~~ten~~ **5 business** days of the service of the notice being appealed. Appeal forms shall be available at the city clerk's office. Submission of an appeal shall constitute acknowledgment of service of the notice to abate. If an appeal is filed, as

provide herein, abatement shall not occur without a court order, unless, in the opinion of the enforcement officer, the nuisance is likely to cause immediate, death, injury or property damage.

(D) If the notice of violation is not appealed nor complied with, City officials may institute the appropriate proceeding at law or in equity to restrain, correct or abate such violation. Such legal or court action shall serve as notice. Any action taken by the City on such premises shall be charged against the real estate upon which the structure is located and shall be a lien upon such real estate.

(E) *Notice.*

(1) Notice shall be served by either of the following:

(a) Delivering the notice to an owner personally; or

(b) Mailing the notice by first class mail to an owner and posting the notice in some conspicuous place on the premises.

(2) If, after the expiration of the time limit in said notice, the person responsible for the creation, commission, or maintenance of any nuisance shall not have complied with the requirements thereof, the enforcement officer may abate the nuisance and the costs shall be assessed as provided **by law. herein.** The foregoing notice requirements shall not apply in the event the nuisance, in the opinion of the enforcement officer, is likely to cause immediate death, injury or property damage.

(Ord. 09-01, passed 5-4-2009)

Sec. 92.06 Abatement of nuisances by the city; costs.

The costs of abatement incurred by the city shall constitute a personal debt to the owner or owners of the property. If there is more than one owner, liability for the costs shall be joint and several. If the owner does not pay the debt within five days after receiving an invoice for costs incurred, interest shall accrue at a rate of six percent per annum and the city may, at its option, assess the debt as a lien against the property, which may be billed as a part of the tax applicable to the land, provided notice has been given under section 92.05.

(Ord. 09-01, passed 5-4-2009)

~~Sec. 92.07 Appeals; hearing.~~

~~Appeals from a notice of abatement shall be made to the zoning board of appeals. Appeal shall be made in accordance with the procedure set forth herein and failure of the person to comply with the provisions shall constitute grounds for denial of the appeal. The following procedures shall apply:~~

~~(A) *Time period for filing appeal.* Any person served with a notice to abate may make an appeal by completing and submitting to the city clerk a claim of~~

~~appeal form within ten 5 days of the service of the notice or order being appealed. Appeal forms shall be available at the city clerk's office. Submission of any appeal shall constitute acknowledgment of service of the notice to abate. An appeal filed under this section shall stay abatement pending the appeal board decision.~~

~~(B) *Appeal fee.* An appeal fee in an amount determined by resolution of the city council shall be submitted with any claim of appeal.~~

~~(C) *Procedure prior to hearing.* Upon receipt of a completed claim of appeal and appeal fee, the city clerk shall forward copies of the claim of appeal and a copy of the notice appealed from to members of the appeal board. The clerk shall schedule a hearing to be held within two weeks of the filing of the appeal. The clerk shall serve notice of the hearing to appeal board members, the enforcement officer and to the person filing the appeal. Notice to the person filing the appeal shall be by first class mail to the address provided on the claim of appeal form.~~

~~(D) *Hearing procedures.* The appeal board shall provide the appellant and the enforcement officer not less than 20 minutes each to present testimony or other evidence in support of their respective positions. The appeal board shall, upon a de novo review, affirm, modify or reverse the notice being appealed any may, upon good cause, order a refund of the appeal fee to the appellant. The board's specific findings and determinations shall be preserved by the city clerk or its designated representative. If the board affirms the enforcement officer's determination, in whole or in part, the appellant shall comply with the decision of the board within ten days of the hearing or by an alternate date if the board directs. Failure to comply with the board's decision shall be a violation of this Code and the enforcement officer shall abate the nuisance in accordance with the decision of the appeal board and costs shall be assessed in accordance with section 92.06.~~

~~(E) *Appeals to circuit court.* The decision of the appeal board is appealable by right to the circuit court.~~

~~(Ord. 09-01, passed 5-4-2009)~~

Sec. 92.07 Other laws and regulations, remedies severable.

(A) The provisions of this chapter are minimum standards. Where any of the provisions of this chapter and the provisions of any other local or state law or regulations apply, the more restrictive shall prevail.

(B) Any action taken by the city to abate any nuisance under the provisions herein shall not affect the right of the city to institute proceedings against the person, persons or entity in violation and shall not affect the imposition of penalty described for such violation, nor prevent application by the city to any court of competent jurisdiction to restrain or enjoin violations or threatened violations.

~~(Ord. 09-01, passed 5-4-2009)~~

Sec. 92.08 Vacated property.

All persons, including representatives of firms or corporations vacating any dwelling, storeroom, apartment or other property shall within 48 hours after vacating the property, remove or cause to be removed all litter from the property.

(Ord. 09-01, passed 5-4-2009)

Sec. 92.9 Building materials.

No person shall store, place, or permit to be stored or placed, or allowed to remain, any building materials unless:

- (A) There is in force a valid building permit issued for the premises and such materials are intended for use in connection with such construction; or
- (B) Are part of stock or trade of business located upon such property; or
- (C) Are stored within a wholly enclosed structure.

(Ord. 09-01, passed 5-4-2009)

Sec. 92.10 Penalties.

~~A violation of any section of this chapter is a municipal civil infraction.~~

~~(Ord. 09-01, passed 5-4-2009)~~

Any person or entity failing to comply with a notice of violation or order served in accordance with Chapter 92 shall be responsible for a municipal civil infraction or district court citation and shall be subject to a civil fine as set by Council resolution and/or court order. Repeat violations are determined based on the date of the commission of the violation. Municipal civil infraction violations are made payable at the City Municipal ordinance violation bureau. Each day that a violation continues beyond the time specified for compliance shall be deemed to be a separate offense. In addition, the City may institute appropriate proceedings at law or in equity to restrain, correct or abate such violation.

Savings Clause. All proceedings pending and all rights and liabilities existing or incurred at the time this amendatory Ordinance takes effect are saved and may be consummated according to the law enforced when they were commenced. This amendatory Ordinance shall not be construed to affect any prosecution pending or initiated before the effective date of this amendatory Ordinance for an offense committed before that date.

Conflicting Ordinances Repealed. Except as to prosecution and legal actions pending and saved pursuant to Savings Clause, any City Ordinances or parts of Ordinances in conflict with or inconsistent with any of the provisions of this Ordinance are repealed.

Severability. The provisions of this ordinance are severable, and if any section, sub-section, paragraph, sentence, clause, phrase, or portion of this ordinance is, for any

reason, held invalid or unconstitutional by a court of competent jurisdiction, such decision shall not affect the validity of all remaining sections, sub-sections, paragraphs, sentences, clauses, phrases, or portions of this ordinance.

Section Headings. The section headings used in this ordinance are for convenience only and are not a part of this ordinance.

Effective Date. This ordinance shall take effect after it has been adopted by the City Council and upon publication.

Code Edits. The editors of the Marshall City Code are hereby authorized, subject to approval of the City Manager, or designee, to update and revise code section numbers to effectuate the provisions of this Ordinance

Introduced by the _____ City Council this _____ day of _____, _____.

Motion by
Second by

Ayes:

Nays:

Absent:

Adopted by the _____ City Council this _____ day of _____, _____.

Motion by
Second by

Ayes:

Nays:

Absent:

Approved:

_____, Mayor

I, _____, _____ City Clerk, certify this is Ordinance # _____ adopted by the _____ City Council at a meeting held the _____ day of _____, _____, a meeting held according to the Open Meetings Act, Public Act No. 267 of 1976, as amended. I further certify Ordinance # _____ was published in the _____, a newspaper of general circulation in the City of _____, the _____ day of _____, _____, subsequent to its adoption.

_____, City Clerk

Introduced:

Public Hearing:

Adopted:

Published:

Effective:

ITEM: 12.A

ADMINISTRATIVE REPORT



TO: Honorable Mayor and City Council
FROM: Derek N. Perry, City Manager
Kevin Maynard, Director of Electric Utilities
Christy Ramey, Assistant to the Electrical Director
DATE: October 20, 2025
SUBJECT: **ADJUSTMENT TO E.V. CHARGING RATE FOR CITY-OWNED CHARGING STATIONS**

In July 2020; City Council approved installation of Electric Vehicle (EV) charging stations in downtown Marshall through a grant from the Michigan Energy Office (MEO) and the Michigan Department of Environment, Great Lakes and Energy (EGLE).

The project included installation of six EV charging stations, including five years of maintenance and licensing. The Electric Department contributed \$2,000 toward the \$100,140 total project cost.

The EV charging stations were installed in municipal parking lots south of the library on Green Street and at the corner of Grand Street and Michigan Avenue.

When the EV charging stations were placed in service in September 2020, a rate of \$1.00 per hour of charging was established. This charging rate remains in effect.

EV charging station manufacturer ChargePoint handles maintenance, billing and collection of fees from those using the EV charging stations.

In July 2025, ChargePoint notified the city that its licensing and maintenance agreements would expire on August 23, 2025. The cost of renewing these agreements for the six EV charging stations for one year was \$8,420.

As a result of this additional cost, staff requested electric rate consultant Courtney & Associates to review EV charging revenues and expenses and determine whether existing rates recover the costs of providing EV charging service. Courtney & Associates' analysis concluded that the existing EV charging rate doesn't fully recover the costs of providing EV charging service. Courtney & Associates recommends that the EV charging rate be increased from \$1.00 per hour to \$2.00 per hour. They further recommend implementing a charge of \$4.00 per hour of idle time as an incentive for owners to move their electric vehicles after charging is complete.

Courtney & Associates' rate evaluation included a review of EV charging rates in other communities to help ensure that Marshall offers a competitive rate for this service. Staff also recommends that the EV Charging Rate be reviewed in 2026 to verify that the new rate continues to recover the costs of providing EV charging services.

BUDGET IMPACT:

EV charging station revenues and expenses are included in the Electric Department budget. Fiscal year 2025 EV charging revenues were \$3,287.07. No significant financial impact is expected from the proposed rate adjustment.

RECOMMENDATION:

Approve Resolution No. 2025-28, A Resolution to Adjust the E.V. Charging Rate for City-Owned Charging Stations and authorize the City Manager and City Clerk to sign the necessary documents.

**CITY OF MARSHALL, MICHIGAN
RESOLUTION NO. 2025-28**

**A RESOLUTION TO ADJUST THE E.V. CHARGING RATE
FOR CITY-OWNED CHARGING STATIONS**

Minutes of a regular meeting of the Council of the City of Marshall, held on October 20, 2025 at 7:00 PM.

PRESENT:

ABSENT:

The following preamble and resolution were offered by _____, and supported by _____.

WHEREAS, In July 2020, City Council approved installation of Electric Vehicle (EV) charging stations in downtown Marshall through a grant from the Michigan Energy Office (MEO) and the Michigan Department of Environment, Great Lakes and Energy (EGLE); and

WHEREAS, The project included installation of six EV charging stations, including five years of maintenance and licensing with the Electric Department contributed \$2,000 toward the \$100,140 total project cost; and

WHEREAS, The EV charging stations were installed in municipal parking lots south of the library on Green Street and at the corner of Grand Street and Michigan Avenue; and

WHEREAS, When the EV charging stations were placed in service in September 2020, a rate of \$1.00 per hour of charging was established and this charging rate remains in effect; and

WHEREAS, EV charging station manufacturer ChargePoint handles maintenance, billing and collection of fees from those using the EV charging stations; and

WHEREAS, In July 2025, ChargePoint notified the city that its licensing and maintenance agreements would expire on August 23, 2025 and the cost of renewing these agreements for the six EV charging stations for one year was \$8,420; and

WHEREAS, As a result of this additional cost, staff requested electric rate consultant Courtney & Associates to review EV charging revenues and expenses and determine whether existing rates recover the costs of providing EV charging service; and

WHEREAS, Courtney & Associates' analysis concluded that the existing EV charging rate doesn't fully recover the costs of providing EV charging service and recommends that the EV charging rate be increased from \$1.00 per hour to \$2.00 per hour; and

WHEREAS, They further recommend implementing a charge of \$4.00 per hour of idle time as an incentive for owners to move their electric vehicles after charging is complete; and

WHEREAS, Courtney & Associates' rate evaluation included a review of EV charging rates in other communities to help ensure that Marshall offers a competitive rate for this service; and

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF MARSHALL that the EV Charging Rate is as follows:

EV Charging Rate – “EV”

Applicability:

This schedule is applicable to anyone utilizing the City's Electric Vehicle Level 2 Charging Stations for purposes of charging their electric vehicle.

Rate:

The rates for utilization of the EV Level 2 Charging Stations are as follows:

Charging Time Rate: \$2.00 per hour of charging time

Idle Time Rate: \$4.00 per hour of idle time

The above rates will become effective on October 20, 2025

Billing:

Billing for service under this EV Charging Rate schedule shall be provided by ChargePoint, a third-party billing service provider. Users will need to create an account with ChargePoint at chargepoint.com/drivers/activate in order to utilize the City's EV Level 2 Charging Stations.

Special Taxes:

Charge for service under this rate schedule shall be increased to offset any specific tax or excise imposed by any governmental authority upon the Electric Utility's generation, distribution or sale of electric energy.

THE CITY COUNCIL OF THE CITY OF MARSHALL FURTHER RESOLVES that the EV Charging Rate be reviewed in 2026 to verify that the new rate continues to recover the costs of providing EV charging services and that the Utility Rules and Regulations be updated to reflect the new EV Charging Rate.

Resolution declared adopted this 20th day of October 2025.

Michelle Eubank, City Clerk

I, Michelle Eubank, being duly sworn as the City Clerk for the City of Marshall, hereby certify that the foregoing is a true and complete copy of the resolution adopted by the City Council, City of Marshall, County of Calhoun, State of Michigan, at a regular meeting held on October 25, 2025 and that the said meeting was conducted and that the minutes of the meeting were kept and will be or have been made available.

Michelle Eubank, City Clerk

COURTNEY & ASSOCIATES

Public Utility Consultants

1016 North Blanchard Street, Suite A

P.O. Box 676, Findlay, Ohio 45839

Tel (419) 425-2719

Fax (419) 425-2118

July 30, 2025

Mr. Kevin Maynard
Director of Electric Utilities
900 South Marshall Avenue
Marshall, Michigan 49068

Subject: Electric Vehicle Charging Rate Review

Dear Mr. Maynard:

In response to your request, we have reviewed the City's Electric Vehicle (EV) Charging Rates to determine if the current EV Charging Rates are sufficient to meet the anticipated cost of owning, operating and maintaining the EV Charging Units (Review). Summarized herein are the results of the Review, along with our recommendations regarding the City's EV Charging Rates.

Existing EV Charging Units and Rates

The City currently owns, operates and maintains twelve EV Charging Units, six that are located in the parking lot at 101 S. Grand Street, and six that are located in the parking lot at 111 W. Green Street. Each of the EV Charging Units operate at 240 volts and have a maximum current rating of 30 amps, which means that they can supply approximately 7 kWh per hour if the electric vehicle is capable of charging at a current of 30 amps.

The City's current EV Charging Rate is \$1.00 per hour of charging time, with no charge for idle time. This equates to approximately \$0.14 per kWh when the electric vehicle is capable of charging at a rate of 30 amps. However, the City pays ChargePoint a 10% Billing Service Fee for managing the monitoring, billing and collection of fees from users of the EV Charging Units. Considering the 10% Billing Service Fee paid to Charge Point, and losses associated with delivering energy to the EV Charging Units, under the current EV Charging Rate, the City is currently recovering its incremental cost of power to supply energy to the EV Charging Units, assuming the EV Charging Units do not contribute to the City's peak load.

In addition to the Billing Service Fee and the incremental power supply related costs, starting this September, the City will also be incurring an annual charge of \$8,420 from ChargePoint for licensing, warranty and maintenance fees for the EV Charging Units. Based on recent usage of the EV Charging Units, this charge equates to more than \$1.50 per hour of charging time. Clearly, the current EV Charging Rate will not recover the total cost of owning, operating and maintaining the EV Charging Units.

Proposed EV Charging Rates

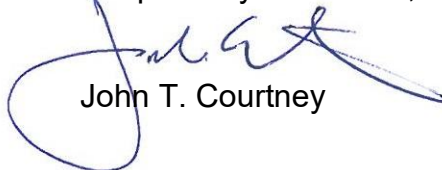
Based on our review and analysis of the information provided by the City regarding the EV Charging Units, including the recent historical usage and billing data for the EV Charging Units, and taking into consideration the EV Charging Rates of other communities, we recommend that the City increase the EV Charging Rate from \$1.00 per hour to \$2.00 per hour. In addition, we recommend that the City implement a charge of \$4.00 per hour for idle time. This charge should provide an incentive for users to move their vehicle once it is fully charged.

Conclusions and Recommendations

Based on the review and analysis described herein, it is apparent that, starting this September, the City's current EV Charging Rates will not fully recover the City's cost of owning, operating and maintaining the EV Charging Units in the future. Therefore, we recommend that the City increase the EV Charging Rate from \$1.00 per hour to \$2.00 per hour and implement a charge of \$4.00 per hour for idle time. The proposed EV Charging Rates are competitive with similar rates charged by other surrounding communities. We further recommend that these rates be reviewed in six months to determine if they are fully recovering costs and, if needed, adjust the rates at that time.

If you have any questions or comments concerning this Review, please feel free to call.

Respectfully Submitted,



John T. Courtney

cc: Christy Ramey

EV Charging Rate – “EV”

Applicability:

This schedule is applicable to anyone utilizing the City’s Electric Vehicle Level 2 Charging Stations for purposes of charging their electric vehicle.

Rate:

The rates for utilization of the EV Level 2 Charging Stations are as follows:

Charging Time Rate: \$2.00 per hour of charging time

Idle Time Rate: \$4.00 per hour of idle time

The above rates will become effective on _____, 2025

Billing:

Billing for service under this EV Charging Rate schedule shall be provided by ChargePoint, a third-party billing service provider. Users will need to create an account with ChargePoint at **chargepoint.com/drivers/activate** in order to utilize the City’s EV Level 2 Charging Stations.

Special Taxes: Charge for service under this rate schedule shall be increased to offset any specific tax or excise imposed by any governmental authority upon the Electric Utility’s generation, distribution or sale of electric energy.



ADMINISTRATIVE REPORT
July 20, 2020 – CITY COUNCIL MEETING

TO: Honorable Mayor and City Council

FROM: Ed Rice, Director of Electric Utilities
Tom Tarkiewicz, City Manager

SUBJECT: Westside Solutions Agreement - Electric Vehicle
Charging Stations

BACKGROUND: On February 1 and 2, 2019 the Mayor, City Council Members, City Manager, and City Directors met to discuss and identify a vision and direction for the City of Marshall. A "Vision Tour" for the City was created outlining major goals and objectives, and actions to be taken in the first year of a five-year plan which subsequently approved by the City Council on March 18, 2019. Four major goal areas were developed as follows:

- I. Attractive – Walkable – Livable Community
- II. Downtown – Central Business District
- III. Infrastructure and City Services
- IV. Community and Economic Development

As part of this "Vision Tour" the goal for providing Electric Vehicle (EV) Charging Stations in downtown Marshall was established and sub-tasks developed which were presented to the City Council on August 19, 2019.

A grant funding source has been identified through the State of Michigan Volkswagen Settlement Fund which is being administered by the Michigan Energy Office (MEO), a Department of the Michigan Department of Environment, Great Lakes and Energy (EGLE). In December 2019, a grant application was submitted to the MEO for two Level 2 downtown EV charging locations (Grand Street parking lot and the east end of the parking lot on the south side of Green Street which is across from the library) in the total amount of \$100,140. Each location will have three charging units which will have the capability of charging two vehicles at one time.

The City has jointly been consulting with Westside Solutions, a Charge Point Partner, on a non-fee basis, to develop the grant with the \$100,140 cost estimate. An award notice from the MEO was received on April 24, 2020 in the amount of \$98,140. At its regular meeting on May 4, 2020 the City Council approved entering into the grant agreement with EGLE in the amount of \$98,140 for the installation of two Level 2 charging stations in downtown Marshall with a \$2,000 City matching contribution.

Marshall Electric has been working with Westside Solutions for the technical assistance to design and install the EV charging stations. Westside was also instrumental in the grant application process as they have facilitated several other EV charging stations in the state. Westside will be responsible to install and manage the charging units and Marshall Electric will own and be responsible to install the electric service to the units. **A special electric rate will**

323 W. Michigan Ave.
Marshall, MI 49068
p 269.781.5183
f 269.781.3835
cityofmarshall.com

be developed by the Electric Department for City Council approval to recover all operating and overhead expenses associated with consumer use of the charging stations. Westside will also be responsible for billing services of charging station customer usage and the payment to Marshall Electric as determined by the electric rate.

A contract has been developed with Westside Solutions in the total amount of \$100,140 for the installation and commissioning of the EV charging stations. The contract has been reviewed and approved by City Attorney, David Revore.

RECOMMENDATION: Staff recommends that the City Council approve entering into the contract agreement between the City and Westside Solutions for the installation of two (2) Level 2 Electric Vehicle Charging Station locations in downtown Marshall in the amount of \$100,140 and authorize the City Clerk to sign the agreement.

FISCAL EFFECTS: It is necessary for the Electric Department to enter into a contractual agreement with Westside Solutions to fund (\$100,140) the purchase and installation of the charging stations. The Department will then submit documentation to EGLE for a \$98,140 reimbursement request to the electric fund for the costs of the installations that were paid to Westside. This will result in a total cost of \$2,000 to the Electric Fund

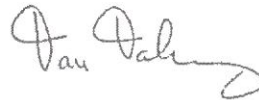
CITY GOAL CLASSIFICATION:

GOAL AREA II – Downtown – Central Business District

Respectfully Submitted,



Edward E. Rice, P.E.
Director of Electric Utilities



Tom Tarkiewicz
City Manager

ITEM: 12.B

ADMINISTRATIVE REPORT



TO: Honorable Mayor and City Council
FROM: Derek N. Perry, City Manager
Marguerite Davenport, Director of Public Services
Marcia Strange, Director of Community Development
DATE: October 20, 2025
SUBJECT: **RESOLUTION OF SUPPORT - MICHIGAN AVE MULTI-USE PATH**

The City collaborated with the Michigan Department of Transportation (MDOT) during the planning of the Marshall Modernization project to implement a multi-use path along Michigan Avenue between West Drive and Opportunity Drive. The 10-foot wide multi-use path will provide a safe pedestrian connection from the commercial corridor east of Interstate 69, across the highway, and to the Major Campus. Pathways, sidewalks and connectivity are a priority in our Parks and Recreation, Master and Non-Motorized plans recently adopted by the City. This will be an important pedestrian-centric connector between the City and the MAJOR Campus.

MDOT is funding the construction, but the City will be responsible for the cost of operations and maintenance of the asphalt path. Public input and engagement was sought on the design during the MDOT open house on the Marshall Modernization project hosted at the City's Public Service Building this past winter. To gain the required approval from the Federal Highway Administration (FHWA), MDOT requires a Resolution of Support from the local unit and one has been prepared for your consideration.

BUDGET IMPACT:

The costs for operations and future maintenance of the pathway will be expensed through the General Fund and/or the Special Projects Fund. A budget will be prepared starting in FY2027 for anticipated costs of operations, maintenance and future replacement of the multi-use path.

RECOMMENDATION:

Approve Resolution 2025-27, A Resolution to execute Michigan Department of Transportation Form 0225A and authorize the City Manager and City Clerk to sign the necessary documents.

**CITY OF MARSHALL, MICHIGAN
RESOLUTION NO. 2025-27**

**A RESOLUTION TO EXECUTE MICHIGAN DEPARTMENT OF TRANSPORTATION
FORM 0225A**

Minutes of a regular meeting of the Council of the City of Marshall, held on October 20, 2025 at 7:00 PM.

PRESENT:

ABSENT:

The following preamble and resolution were offered by _____, and supported by _____.

WHEREAS, as part of the planned construction in 2025 through 2027 along Interstate 69, the City of Marshall and the Michigan Department of Transportation (MDOT) have conceptually developed a multi-use path from West Drive to Opportunity Drive along Michigan Avenue and over Interstate 69; and

WHEREAS, The Michigan State Transportation Commission formally adopted a Context Sensitive Solutions (CSS) process as an integrated part of the MDOT mission to provide the highest quality integrated transportation services for economic benefit and improved quality of life. Under CSS, MDOT requests stakeholder dialogue to ensure that interchanges, bridges, other transportation projects, and alternative uses align with community goals, objectives and vision, and respect the scenic, aesthetic, historic, economic, and environmental character of the community; and

WHEREAS, The City of Marshall co-hosted a public open house with MDOT on March 11, 2025 where public input was sought on the Marshall Modernization project including the multi-use path; and

WHEREAS, The multi-use path will be constructed as par of MDOT's Marshall Modernization project and the City will be responsible for the cost associated with the operation and maintenance of the path; and

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF MARSHALL That the City Manager is authorized to sign Michigan Department of Transportation form 0525A for the Context Sensitive Solutions for Alternative Use of Highway Right-of-Way for the multi-use path from West Drive to Opportunity Drive along Michigan Avenue over Interstate 69.

Resolution declared adopted this 20th day of October 2025.

Michelle Eubank, City Clerk

I, Michelle Eubank, being duly sworn as the City Clerk for the City of Marshall, hereby certify that the foregoing is a true and complete copy of the resolution adopted by the City Council, City of Marshall, County of Calhoun, State of Michigan, at a regular meeting held on October 20, 2025 and that the said meeting was conducted and that the minutes of the meeting were kept and will be or have been made available.

Michelle Eubank, City Clerk

If you require assistance accessing this information or require it in an alternative format, contact the Michigan Department of Transportation's (MDOT) Americans with Disabilities Act (ADA) coordinator at www.Michigan.gov/MDOT-ADA.

Michigan Department
of Transportation
0525A (09/21)

CONTEXT SENSITIVE SOLUTIONS For Alternative Use of Highway Right-of-Way

In 2005, The Michigan State Transportation Commission formally adopted a Context Sensitive Solutions (CSS) process as an integrated part of the Michigan Department of Transportation (MDOT) mission to provide the highest quality integrated transportation services for economic benefit and improved quality of life. Under CSS, MDOT requests stakeholder dialogue to ensure that interchanges, bridges, other transportation projects, and alternative uses (Ex: aesthetic enhancements etc.) align with community goals, objectives and vision, and respect the scenic, aesthetic, historic, economic, and environmental character of the community.

Therefore, when an Eligible Entity is requesting an Alternative Use of the MDOT Highway Right-of-Way, the Eligible Entity must follow the CSS process by notifying and engaging stakeholders of the proposed alternative use prior to the submittal of a permit application to MDOT.

CSS Engagement Requirements

Due to the potential implications of allowing the Alternative Use within highway right-of-way, CSS engagement notifications should be made and comments solicited from the following public and stakeholder groups, as applicable:

- Regional recognized group¹
- Local government agencies, elected/appointed officials, and road commissions
- Adjoining landowners
- Native American Tribal Sovereign Nations
- U.S. Forest Service (USFS)
- General public and other groups

Note: Please provide a copy of this CSS Engagement notification to MDOT (not for comment purposes).

The Eligible Entity shall compile and provide all comments to MDOT from this CSS Engagement. Please note the above list is not all inclusive and other stakeholder groups may be applicable.

I HEREBY CERTIFY that the undersigned has solicited comments from all required stakeholders. A summary of the CSS Engagement comments is attached.

By the _____
(Name of Board, etc.)

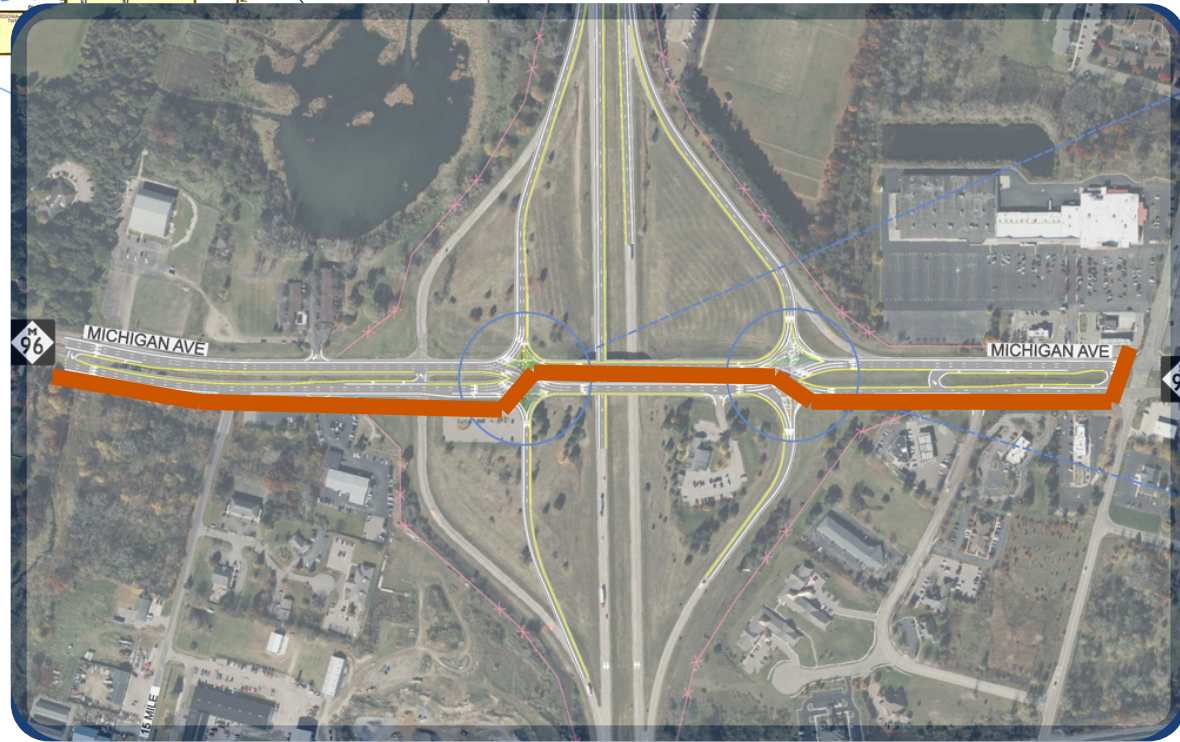
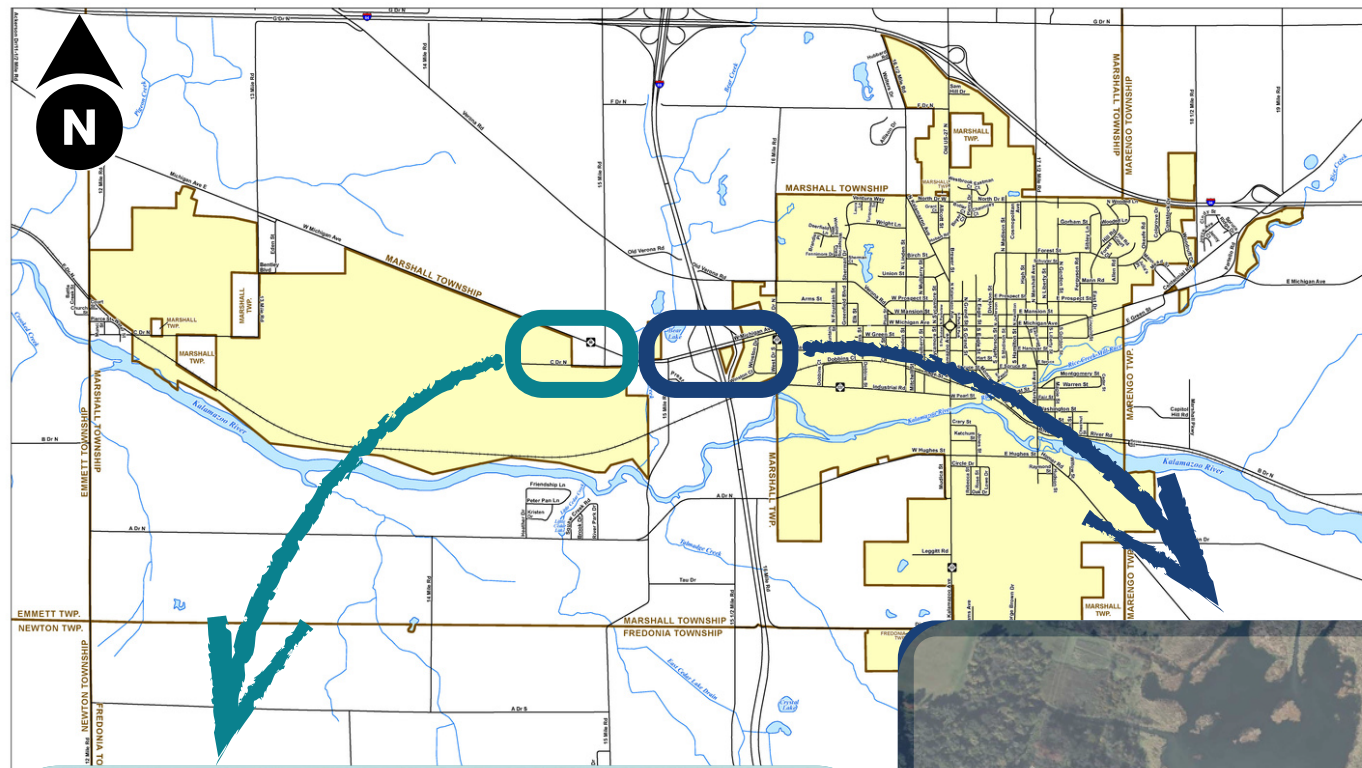
of the _____ of _____
(Name of Eligible Entity) (County)

NAME (Print or Type Name)	TITLE	
SIGNATURE		DATE

¹ Regional recognized group - These groups must be acknowledged and recognized by the Eligible Entity having jurisdiction and a role that sets them apart from the Eligible Entity. They have common grounds of understanding and perspectives regarding rules and regulations to be followed when relating with one another.



Michigan Avenue Multi-Use Path



— Multi-Use Path

ITEM: 13.A

ADMINISTRATIVE REPORT



TO: Honorable Mayor and City Council
FROM: Scott Wolfersberger, Mayor
Derek N. Perry, City Manager
DATE: October 20, 2025
SUBJECT: **BROOKS NATURE AREA ADVISORY BOARD APPOINTMENT**

The Brooks Nature Area was established as a Marshall City park on April 17, 2006. Upon its creation, the Marshall City Council established a Brooks Nature Area Advisory Board responsible for the promotion, protection, and development of the 189-acre nature area and consists of seven (7) members.

The Mayor shall appoint, subject to the approval of the City Council, persons to serve full three-year terms as the terms of the board members ending August 15th. A member of the Parks, Recreation, and Cemetery Board also participates as a liaison.

Current Brooks Nature Area Advisory Board membership includes:

Lauren Bruggeman	term ending August 15, 2027
Patti Hoch-Melluish	term ending August 15, 2027
Brian Huggett	term ending August 15, 2027
Erin Skidmore	term ending August 15, 2025
Ian Campbell	term ending August 15, 2025
Jane Schoenmeyer	term ending August 15, 2026
Christy Benson	term ending August 15, 2026

Ian Campbell and Jane Schoenmeyer have both expressed interest in being reappointed to another term.

BUDGET IMPACT:

Members of the Brooks Nature Area Advisory Board serve without compensation.

RECOMMENDATION:

Approve the reappointment of Ian Campbell and Jane Schoenmeyer to the Brooks Nature Area Advisory Board with terms ending on August 15, 2028.

ITEM: 13.B

ADMINISTRATIVE REPORT



TO: Honorable Mayor and City Council
FROM: Scott Wolfersberger, Mayor
Derek N. Perry, City Manager
DATE: October 20, 2025
SUBJECT: AIRPORT BOARD APPOINTMENT

City of Marshall Ordinance Chapter 98 created an Airport Board that shall consist of five members appointed by the Mayor with City Council approval. Each board member shall hold a term of three years and take office on October 1st upon appointment.

Vacancies on the airport board occasioned by removal, resignation or otherwise shall be reported to the City Council, who shall make an appointment to fill the vacancy for the unexpired portion of the vacated term.

Current Airport Board membership includes:

Michael Walraven	term ending October 1, 2026
Desmond Kirkland	term ending October 1, 2026
David Mead	term ending October 1, 2025
Glenn Shaw	term ending October 1, 2027
Theresa Chaney-Huggett	City Council Liaison

David Mead would like to be reappointed.

BUDGET IMPACT:

Members of the Airport Board serve without compensation.

RECOMMENDATION:

Approve the reappointment of David Mead to the Airport Board with a term ending on October 1, 2028.

ITEM: 13.C

ADMINISTRATIVE REPORT



TO: Honorable Mayor and City Council
FROM: Scott Wolfersberger, Mayor
Derek N. Perry, City Manager
DATE: October 20, 2025
SUBJECT: **SOUTH NEIGHBORHOOD IMPROVEMENT AUTHORITY
APPOINTMENT**

The Neighborhood Improvement Authority is authorized under Public Act 57 of 2018, the Recodified Tax Increment Financing Act. The Neighborhood Improvement Authority (NIA) is governed by a board consisting of the Mayor or designee and not less than 5 other members. The board derives its powers per MCL 125.4810, as amended.

The members of the Neighborhood Improvement Authority are appointed for 4-year terms and shall have not less than 5 or more than 9 members as determined by the governing body.

Current South Neighborhood Improvement Authority members include:

Ben Holben	term ending December 31, 2027
Sean LeFere	term ending December 31, 2027
Lucy Hough	term ending December 31, 2024
Emily Kelly	term ending December 31, 2028
Andrew Scibbe	City Council Mayor Appointment

Lucy Hough has expressed interest in being reappointed.

BUDGET IMPACT:

Members of the South Neighborhood Improvement Authority serve without compensation.

RECOMMENDATION:

Approve the reappointment of Lucy Hough to the South Neighborhood Improvement Authority for terms ending on December 31, 2029.

ITEM: 13.D

ADMINISTRATIVE REPORT



TO: Honorable Mayor and City Council
FROM: Scott Wolfersberger, Mayor
Derek N. Perry, City Manager
DATE: October 20, 2025
SUBJECT: **PARKS, RECREATION AND CEMETERY ADVISORY BOARD APPOINTMENT**

City of Marshall Ordinance Chapter 31, Section 16 prescribes that the Parks, Recreation, and Cemetery Advisory Board shall consist of seven (7) members. Members of the board need not be residents of, nor electors of, the City of Marshall.

The Mayor shall appoint, subject to the approval of the City Council, persons to serve full three-year terms as the terms of the board members commencing on July 1 and ending June 30. In each case where a vacancy occurs on the Parks, Recreation, and Cemetery Advisory Board, the Mayor shall fill the vacancy within 30 days from the balance of the term in which the vacancy occurs, subject to the approval of the council.

Current Parks, Recreation and Cemetery Advisory Board membership includes:

Jim Coury	term ending July 1, 2026
Alex Culver	term ending July 1, 2026
Gerald Underhill	term ending July 1, 2027
Natalie Rector	term ending July 1, 2025
Mitch Robbins	term ending July 1, 2025
Zachery Shippell	term ending July 1, 2026

Jacob Gates City Council Liaison

Natalie Rector would like to be reappointed to another term.

BUDGET IMPACT:

Members of the Parks, Recreation and Cemetery Advisory Board serve without compensation.

RECOMMENDATION:

Approve the reappointment of Natalie Rector to the Parks, Recreation, and Cemetery Advisory Board for a term ending on July 1, 2028.