

CITY COUNCIL AGENDA

Regular Meeting

November 3, 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**
Regular Session - October 20, 2025
 - B. **City Bills**

Purchases 10/17/2025	\$879,234.38
Purchases 10/24/2025	\$43,356.78
TOTAL	\$922,591.16
 - C. **2025 PARKING LOT DESIGNATIONS UPDATE AND RESOLUTION**
 - D. **TRAFFIC CONTROL ORDER 135**
- 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**
- 13) **APPOINTMENTS / ELECTIONS**
 - A. **DDA/LDFA/BRA BOARD APPOINTMENT**
 - B. **PARKS, RECREATION AND CEMETERY ADVISORY BOARD APPOINTMENT**
 - C. **SISTER CITY BOARD APPOINTMENTS**
 - D. **PLANNING COMMISSION 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

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

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) 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.

17) ADJOURNMENT

CITY COUNCIL MINUTES

October 20, 2025

Regular Meeting - 7:00 PM

1) **CALL TO ORDER**

IN A REGULAR SESSION held on Monday, October 20, 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, and Ryan Traver

Also Present: Manager Perry and Clerk Eubank

Absent: Ryan Underhill

3) **INVOCATION**

4) **PLEDGE OF ALLEGIANCE**

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

Moved by Jacob Gates, supported by Theresa Chaney-Huggett to approve the agenda as presented. 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.

Regis Klingler of 348 Butler Ct and Barry Wayne Adams of 622 W Green St gave public comment.

7) **CONSENT AGENDA**

Mayor Wolfersberger added approval of the closed session minutes from October 6, 2025 to the consent agenda.

Moved by Jacob Gates, supported by Theresa Chaney-Huggett to approve the consent agenda as amended. On a roll call vote:

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

Nays: None

Abstain: None

Motion carried.

A. **City Council Minutes**

Work Session - October 6, 2025

Regular Session - October 6, 2025

B.	<u>City Bills</u>	
	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

Mayor Wolfersberger opened the public hearing on Ordinance 2025-4 at 7:16 pm.

Todd Bulgarelli of 320 Butler Ct, Phil Nager of 126 W Prospect, and Barry Wayne Adams spoke during the public hearing.

Mayor Wolfersberger closed the public hearing on Ordinance 2025-4 at 7:23 pm.

Moved by Andrew Scibbe, supported by James Hackworth to 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. On a roll call vote:

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

Nays: None

Abstain: None

Motion carried.

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**:

1. **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.**
2. **The placement or maintenance of upholstered furniture, or other furniture which is not intended or designed for outdoor use, in exterior areas.**
3. **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 45 **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 Marshall City Council this 6th day of October, 2025.

Motion by Traver

Second by Underhill

Ayes: Wolfersberger, Chaney-Huggett, Gates,
Hackworth, Scibbe, Traver and Underhill

Nays: None

Absent: None

Adopted by the Marshall City Council this 20th day of October, 2025.

Motion by Scibbe

Second by Hackworth

Ayes: Gates, Hackworth, Scibbe, Traver, Wolfersberger,
and Chaney-Huggett

Nays: None

Absent: Underhill

Approved:

Scott Wolfersberger, Mayor

I, Michelle Eubank, Marshall City Clerk, certify this is Ordinance #2025-4 adopted by the Marshall City Council at a meeting held the 20th day of October, 2025, a meeting held according to the Open Meetings Act, Public Act No. 267 of 1976, as amended. I further certify Ordinance #2025-4 was published in the Marshall Ad-Visor, a newspaper of general circulation in the City of Marshall, the 25th day of October, 2025, subsequent to its adoption.

Michelle Eubank, Marshall City Clerk

Introduced:	October 6, 2025
Public Hearing:	October 20, 2025
Adopted:	October 20, 2025
Published:	October 25, 2025
Effective:	October 25, 2025

11) OLD BUSINESS

12) REPORTS AND RECOMMENDATIONS

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

Moved by James Hackworth, supported by Theresa Chaney-Huggett to Approve Resolution No. 2025-28, A Resolution to Adjust the E.V. Charing Rate for City-Owned Charging Stations and authorize the City Manager and City Clerk to sign the necessary documents. On a roll call vote:

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

Nays: None

Abstain: None

Motion carried.

**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

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

Moved by Ryan Traver, supported by Andrew Scibbe to 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. On a roll call vote:

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

Nays: None

Abstain: None

Motion carried.

**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 Charing 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

13) APPOINTMENTS / ELECTIONS

A. BROOKS NATURE AREA ADVISORY BOARD APPOINTMENT

Moved by Jacob Gates, supported by James Hackworth to approve the reappointment of Ian Campbell and Jane Schoenmeyer to the Brooks Nature Area Advisory Board with terms ending on August 15, 2028. On a voice vote: **Motion carried.**

B. AIRPORT BOARD APPOINTMENT

Moved by Theresa Chaney-Huggett, supported by James Hackworth to approve the reappointment of David Mead to the Airport Board with a term ending on October 1, 2028. On a voice vote: **Motion carried.**

C. SOUTH NEIGHBORHOOD IMPROVEMENT AUTHORITY APPOINTMENT

Moved by Ryan Traver, supported by Andrew Scibbe to approve the reappointment of Lucy Hough to the South Neighborhood Improvement Authority for terms ending on December 31, 2029. On a voice vote: **Motion carried.**

D. PARKS, RECREATION AND CEMETERY ADVISORY BOARD APPOINTMENT

Moved by James Hackworth, supported by Theresa Chaney-Huggett to Approve the reappointment of Natalie Rector to the Parks, Recreation, and Cemetery Advisory Board for a term ending on July 1, 2028. On a voice vote: **Motion carried.**

- 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.

Regis Klingler, Phil Nager, and Barry Wayne Adams gave public comment.

15) COUNCIL AND MANAGER COMMUNICATIONS

16) ADJOURNMENT

The meeting was adjourned at 8:13 pm.

Respectfully submitted by,

Michelle Eubank
City Clerk

APPROVAL LIST FOR CITY OF MARSHALL
EXP CHECK RUN DATES 10/17/2025 - 10/17/2025
JOURNALIZED
PAID

INVOICE NUMBER	VENDOR NAME	DESCRIPTION	PO NUMBER	AMOUNT
68684	ACRISURE GREAT LAKES P.	INSURANCE FOR NEW CABLE PULLER		303.00
100374	ALEXANDER CHEMICAL COR.	CHLORINE, SULFUR DIOXIDE	2026.055	2,418.47
94777	ALL-TRONICS, INC.	MAINTENANCE PLUS FOR NEC PHONE SYSTEM (M		1,800.00
1PHH-DQ6P-4GYG	AMAZON CAPITAL SERVICE	ACCT NO. A1P4GM99HG1EO2 FIELD DRAG MAT		129.99
1CXJ-GCQH-79FF	AMAZON CAPITAL SERVICE	ACCT NO. A1P4GM99HG1EO2 CLIPS		(27.82)
1GTF-PFTT-6XYH	AMAZON CAPITAL SERVICE	ACCT NO. A1P4GM99HG1EO2 CLIPS		(27.82)
1FNP-KDKQ-6XWP	AMAZON CAPITAL SERVICE	ACCT NO. A1P4GM99HG1EO2 CLIPS		(27.82)
1N36-6VP3-767W	AMAZON CAPITAL SERVICE	ACCT NO. A1P4GM99HG1EO2 CLIPS		(27.82)
1GJR-GHXW-79TW	AMAZON CAPITAL SERVICE	ACCT NO. A1P4GM99HG1EO2 SAFETY GLASSES		(6.97)
1KFL-GMG4-73F4	AMAZON CAPITAL SERVICE	ACCT NO. A1P4GM99HG1EO2 SAFETY GLASSES		(6.97)
11YX-76G9-71N4	AMAZON CAPITAL SERVICE	ACCT NO. A1P4GM99HG1EO2 CLIPS		(27.82)
1KY9-NMLW-3J6P	AMAZON CAPITAL SERVICE	ACCT NO. A1P4GM99HG1EO2 HDMI CABLE		19.98
1J6C-LN4M-JDXJ	AMAZON CAPITAL SERVICE	ACCT NO. A1P4GM99HG1EO2 KEYBOARD & MOUSE		35.98
225-533968	AUTO VALUE MARSHALL	ACCT NO. 22500610 OIL, OIL FILTER		66.46
225-533945	AUTO VALUE MARSHALL	ACCT NO. 22500610 POWER STEERING FLUID		15.87
225-533944	AUTO VALUE MARSHALL	ACCT NO. 22500610 SPIN-ON LUBE FLT		3.29
225-533943	AUTO VALUE MARSHALL	ACCT NO. 22500610 REFLECTOR		5.64
225-533927	AUTO VALUE MARSHALL	ACCT NO. 22500610 18 GREEN PAPER		17.00
225-533870	AUTO VALUE MARSHALL	ACCT NO. 22500610 OIL FILTER, AIR FILTER		75.44
225-533901	AUTO VALUE MARSHALL	ACCT NO. 22500610 POWER WINDOW		185.38
225-533900	AUTO VALUE MARSHALL	ACCT NO. 22500610 STIKIT DISCS, SEMIGLOS		147.98
225-533819	AUTO VALUE MARSHALL	ACCT NO. 22500610 CLEAR GLOSS, BLADES, S		46.34
225-533793	AUTO VALUE MARSHALL	ACCT NO. 22500610 TOP COAT		58.90
643324	BOSHEARS FORD SALES, I	OIL DRAIN PLUGS		26.62
404-4729	BRONSON HELPNET	EMPLOYEE ASSISTANCE PROGRAM 10/1/25 - 12		1,038.33
18497	BUD'S TOWING & AUTOMOT	DART BUS INSPECTION & MAINTENANCE		118.14
18545	BUD'S TOWING & AUTOMOT	DART BUS INSPECTION & MAINTENANCE		111.03
10172025	CITY OF MARSHALL	FARMER'S MARKET PETTY CASH REIMBURSEMENT		437.00
25-0019862	CITY OF THREE RIVERS	ANNUAL BEAST PAYMENT FY26	2026.113	9,905.40
352826	CIVICPLUS LLC	CIVICREC RECREATION MANAGEMENT ANNUAL FE	2026.127	3,675.00
1647203	CLARK HILL PLC	CLIENT NO. K9950 SERVICES THROUGH 9/30/2		6,099.00
1647205	CLARK HILL PLC	CLIENT NO. K9950 SERVICES THROUGH 9/30/2		280.00
1140	CODE CONCEPTS GROUP LL	CONSULTING SERVICES FOR BOBP MONTHLY RET	2026.123	5,000.00
0211791	COOPERATIVE RESPONSE C	SUPPORT AND CALLS FOR SEPTEMBER 2025		1,321.15
10072	COURTNEY & ASSOCIATES	ELECTRIC RATE AND CONSULTING RETAINER SE	2025.140	250.00
1650	D&D DIAGNOSTICS LLC	INSPECTION & MAINTENANCE TO VEHICLE #324		1,086.20
659936	DARLING ACE HARDWARE	DIEHARD 140W PWR INVERTER, STRAP HANGR GL		54.93
660192	DARLING ACE HARDWARE	WET/DRY VAC		299.99
10072025	DARNELL, ANTHONY	REIMBURSEMENT FOR EMPLOYMENT RELOCATION		3,000.00
9955580	DEFOREST BROTHERS CONC	SIDEWALK REPAIR AT S. MARSHALL AVENUE		1,875.00
3435126	EDWARDS INDUSTRIAL SAL	PIPE CONNECTOR, FLAT FACE COUPLER		442.27
S106436488.001	ETNA SUPPLY	CUST NO. 5277 COPPER TUBE NUT		57.40
S106510532.001	ETNA SUPPLY	CUST NO. 5277 FLEX COUPLINGS		103.00
S106514104.001	ETNA SUPPLY	CUST NO. 5277 COPPER TUBE NUT		(57.40)
0231706	FERGUSON WATERWORKS #3	ADJUSTABLE VALVE BOX LID RISERS		576.48
2500592509	FIRST ADVANTAGE OCCUPA	ACCT NO. 866466 DRUG TEST SERVICES		228.85
61537	FLASH SANITATION INC	FARMER'S MARKET PORTABLE TOILET SERVICE		140.00
19121	FREDRICKSON SUPPLY, LL	REPAIRS TO VAC TRUCK	2026.125	8,156.08
2025.201 - PAYAPP #	FREEDOM CONSTRUCTION & EATON PARK	PICKLEBALL COURT & SPLASH PAD	2025.201	495,864.40
25-09244	GARAGE DOORS UNLIMITED	REPAIR TO ATHLETIC FIELD CONCESSION BATH		886.45
5029167	GEORGE INSTRUMENT CORP	HONEYWELL MINITREND RECORDER FOR ENGINE	2026.081	10,041.25
9659323365	GRAINGER	TAPE MEASURE REFILL		10.94
9667947585	GRAINGER	HALF MASK RESPIRATOR KITS		436.20
10102025	HANKEY, AVA	REFUND RECREATION SOFTBALL TEAM FEE		185.00
10012025	HERITAGE CLEANERS	ACCT NO. 100243 DRY CLEANING SERVICE FOR		175.50
16545	HOFFMAN AG SERVICE, LT	HERBICIDE		670.25
44061	HUNTER-PRELL COMPANY	REPLACE VALVE AT WEST DRIVE AND MICHIGAN	2026.039	23,239.32
44062	HUNTER-PRELL COMPANY	REPLACE SIDEWALK AFTER VALVE REPLACEMENT		2,877.50
CI-08898	HYDROCORP LLC	RESIDENTIAL CC PROGRAM YEAR 1 SEPTEMBER	2026.014	2,859.64
CI-08900	HYDROCORP LLC	YEAR 1 COMMERCIAL CROSS CONNECTION PROGR	2026.010	1,403.99
2025-1710	IMPACT LAWN & LANDSCAP	:2025 LAWN MOWING AT ATHLETIC FIELDS SEPT		1,875.00
2025-1719	IMPACT LAWN & LANDSCAP	:2025 LAWN MOWING AT WASTEWATER PLANT SEP		460.00
2025-1720	IMPACT LAWN & LANDSCAP	:2025 LAWN MOWING AT WATER PLANT SEPTEMBE		625.00
2025-1717	IMPACT LAWN & LANDSCAP	:2025 LAWN MOWING AT INDUSTRIAL PARK SEPT		425.00
185742	IMPACT SOLUTIONS	PURCHASE ORDER PAPER		252.05
185758	IMPACT SOLUTIONS	#9 RETURN ENVELOPES		1,797.32
41201	J AND K PLUMBING SUPPL	COUP POLY 1" INSERT, BLACK POLY PIPE, SS		17.01
41227	J AND K PLUMBING SUPPL	BALL VALVE-SOCKET, COUPLING, CEMENT		52.59
41228	J AND K PLUMBING SUPPL	PVC PIPE		20.72
1777062	J HARLEN CO., INC.	HELMET INSERT		22.70
9804	JS BUXTON	CHEMICALS - LIME		1,600.00
20352	KANSAS MUNICIPAL UTILI	POWER PLANT TECHNOLOGY PROGRAM TUITION -	2026.115	800.00
20353	KANSAS MUNICIPAL UTILI	POWER PLANT TECHNOLOGY PROGRAM TUITION -	2026.115	800.00
20354	KANSAS MUNICIPAL UTILI	POWER PLANT TECHNOLOGY PROGRAM TUITION -	2026.115	800.00
20355	KANSAS MUNICIPAL UTILI	POWER PLANT TECHNOLOGY PROGRAM TUITION -	2026.115	800.00
20362	KANSAS MUNICIPAL UTILI	POWER PLANT TECHNOLOGY PROGRAM TUITION -	2026.115	500.00
103810506	KIMBALL MIDWEST	CLAMPS, TERMINALS		1,093.82
10/17/2025	KORTMAN, CHRISTOPHER	UB refund for account: 1101340002		312.60
0440197-IN	LACAL EQUIPMENT, INC.	18" CLEAR HOSE		747.42

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46916	LAKELAND ASPHALT CORP	1.81 TONS BITUMINOUS AGGREGATES		125.80
46930	LAKELAND ASPHALT CORP	2.10 TONS BITUMINOUS AGGREGATES		145.95
2509-557224	LEGG LUMBER	2X4X10' SPF		5.99
2509-557226	LEGG LUMBER	LEVEL		12.99
2509-557328	LEGG LUMBER	2X8X10' #1 SYP		25.98
10022025	LOWES BUSINESS ACCOUNT	ACCT NO. 821 3023 902596 5 LUMBER, SCREW		374.75
09052025-26160	MARSHALL HARDWARE, LLC	HEAVY DUTY STAPLES		9.98
10082025-27776	MARSHALL HARDWARE, LLC	10" WINDOW BRUSH		27.18
10082025-27788	MARSHALL HARDWARE, LLC	YARD WASTE BAGS		9.89
10132025	MCGINTY, HITCH, PERSON	CLIENT NO. 4030.001 SERVICES THROUGH 9/3		13,830.00
S5597352.001	MEDLER ELECTRIC COMPAN	15AMP LITTLE FUSE		26.27
S5584870.001	MEDLER ELECTRIC COMPAN	STERNBERG BULBS		547.28
INV-0000013000	METRO WIRELESS	BUSINESS DATA SERVICES - 10 GBPS INTERNE	2026.006	2,500.00
3282	MICHIGAN FIRE INSPECTO	2025 NFPA CFI-II CLASSES - GOBLE, MICHAEL		400.00
2030668	MILLER JOHNSON ATTORNE	CLIENT NO. 52636 SERVICES THROUGH 9/30/2		2,291.00
E37801	MWEA	2025 MWEA & MI-AWMA MAINTENANCE SEMINAR		390.00
134816	O'LEARY WATER CONDITIO	FIRE STATION WATER DELIVERY		82.50
134813	O'LEARY WATER CONDITIO	DPW BOTTLED WATER		32.00
134818	O'LEARY WATER CONDITIO	PSB COOLER RENTAL (SEP/OCT) & WATER DELI		173.00
3264349	OFFICE THREE SIXTY INC	COPY PAPER		257.94
3264588	OFFICE THREE SIXTY INC	NITRILE GLOVES		42.56
3264592	OFFICE THREE SIXTY INC	NITRILE GLOVES		42.56
2026.052 - #2	PARRISH EXCAVATING, IN	COSMOPOLITAN AVE WATERMAIN REPLACEMENT	2026.052	52,599.45
1305	PENDO PRODUCTS LLC	NITRILE GLOVES		69.50
M140369.01	PENNCARE	GLOVE BOX HOLDER		60.00
56927540	POWER LINE SUPPLY	SERVICE SPLICE		157.00
56929051	POWER LINE SUPPLY	UNIFORMS - POWERS, MATT		79.00
56929052	POWER LINE SUPPLY	UNIFORMS - LONG, ANDREW		110.00
387145	PVS TECHNOLOGIES, INC.	TREATMENT CHEMICALS - FERRIC CHLORIDE	2026.015	9,787.43
10032025	QUADIENT FINANCE USA,	ACCT NO. 7900 0440 5582 9307 POSTAGE SEP		5,554.00
25-0253	QUALITY EXCAVATORS INC	MILL & PAVE NORTH DRIVE EAST	2026.103	87,664.00
2023.227 - #6	QUALITY EXCAVATORS INC	LEAD SERVICE LINE REPLACEMENT AND INVEST	2023.227	27,998.66
25-0262	QUALITY EXCAVATORS INC	DRIVEWAY APPROACH CURB REPLACEMENT	2026.076	3,986.00
10/17/2025	SEARLE, BOB OR DOPP, L	UB refund for account: 3101870005		100.57
240273	SPICER GROUP	ENGINEERING SERVICES/SITE PLAN REVIEWS 8		1,637.50
240834	SPICER GROUP	STORMWATER SAD CREATION SUPPORT 8/30/25	2026.028	16,197.25
591-11342929	STATE OF MICHIGAN - MD	CUST ID: 114063 AIRPORT LICENSE FEE 2026		50.00
1262526	STEENSMA	CUST NO. 5154 AIR FILTERS, SPARK PLUGS		165.18
1262530	STEENSMA	CUST NO. 5154 STIHL BACKPACK BLOWER (2)		1,039.99
1266563	STEENSMA	CUST NO. 5154 STIHL TRIMMER		675.59
S014375170.001	STUART C. IRBY COMPANY	U-STYLE DIE KIT		1,955.35
S014389872.001	STUART C. IRBY COMPANY	HOT LINE CLAMP		595.75
920788	TELE-RAD, INC.	RADIO REPAIR TRUCK #301		382.50
IN94882	TELNET WORLDWIDE	ACCT NO. 8948 OCTOBER 2025		1,045.39
2629	THE WOODHILL GROUP, LL	AUDIT SUPPORT SERVICES	2026.079	7,563.15
24696	TIRE CITY AUTO REPAIR	REPAIR & MAINTENANCE VEHICLE #108		1,241.68
24848	TIRE CITY AUTO REPAIR	NEW TIRES & MAINTENANCE VEHICLE #M-3		1,033.91
24905	TIRE CITY AUTO REPAIR	TIRE REPAIR VEHICLE #1043		23.68
24963	TIRE CITY AUTO REPAIR	NEW TIRES & INSTALL TRUCK #328		2,221.64
289	TOP TO BOTTOM TREE SER	ELECTRIC LINE CLEARANCE 10/6/25 - 10/12/2026	2026.011	3,190.00
127208	TYLER'S UPHOLSTERY	7X14 DUMP TRUCK TARPS (4)		580.00
INV00841897	USABBLUEBOOK	HACH DPD FOR 10ML SAMPLE		74.60
INV00845457	USABBLUEBOOK	48" ALLOY T-PROBE, GATE VALVE, SONOSCOPE		388.84
1786	V & V ASSESSING LLC	ASSESSING SERVICES NOVEMBER 2025	2026.001	5,200.00
VC3-223495	VC3, INC.	ACCT NO. 44996 SET-UP WORKSTATION FOR EL		600.00
6124987559	VERIZON WIRELESS	ACCT NO. 987146080-00001 9/2/25 - 10/1/2		1,641.05
388452	VIEW NEWSPAPER GROUP	ACCOUNT ID: 103068 ABANDONED VEHICLE AUC		17.95
5505560	VITAL RECORDS CONTROL	MRLEC SHRED SERVICE SEPTEMBER 2025		75.00
13372	WEST MICHIGAN ROOFING	FIRE STATION ROOF REPAIR FINAL PAYMENT	2026.056	7,116.00
107916995	WEX BANK	ACCT NO. 0470-00-462076-1 FUEL SEPTEMBER		10,200.33
BROOKSSEPT25	WHITE COLLAR LAWN & LA	2025 LAWN MOWING AT BROOKS AIRPORT SEPTE		3,750.00
GRAND TOTAL:				879,234.38

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INVOICE NUMBER	VENDOR NAME	DESCRIPTION	PO NUMBER	AMOUNT
10/22/2025	ASHGROVE APTS ON WEST	UB refund for account: 3200710038		154.96
10212025	CALHOUN COUNTY TREASUR	PRE CHANGE INVOICE #TC 511-25, #TC 509-2		44.20
10242025	CITY OF MARSHALL	FARMER'S MARKET PETTY CASH REIMBURSEMENT		198.00
OCTOBER2025	CONSUMERS ENERGY	CONSUMERS ENERGY UTILITY BILLS OCTOBER 2		2,253.26
10/22/2025	CROASMUN, MARK	UB refund for account: 3005380043		37.71
10/22/2025	DEUMAN, ARIZONA	UB refund for account: 2900320036		49.39
10/22/2025	FITZPATRICK, TERRY & T	UB refund for account: 2900090024		59.78
10/22/2025	GOLDEN JR, DALLAS	UB refund for account: 2901170014		27.84
29212048	GRANGER WASTE SERVICES	ACCT NO. 2782490 CITY BUILDINGS WASTE OC		1,018.57
29204883	GRANGER WASTE SERVICES	ACCT NO. 18400290 RESIDENTIAL OCTOBER 20		35,885.64
29147649	GRANGER WASTE SERVICES	ACCT NO. 18422860 CITY BUILDINGS RECYCLI		72.93
10/22/2025	KING, DORIS OR LINDA K	UB refund for account: 3005300025		3.35
10/22/2025	MCCLELLAN	UB refund for account: 3004510011		9.92
10/22/2025	MCCLELLAN	UB refund for account: 3005440026		22.31
10/22/2025	MCCLELLAN	UB refund for account: 3005580031		2.55
10/22/2025	MCCLELLAN	UB refund for account: 3005460041		4.95
10/22/2025	MCCLELLAN	UB refund for account: 3005380042		25.76
10/22/2025	MCCLELLAN	UB refund for account: 3005760054		26.39
10/22/2025	MCCLELLAN	UB refund for account: 3004620027		11.79
10/22/2025	MCCLELLAN	UB refund for account: 3004430010		10.23
10/22/2025	MCCLELLAN	UB refund for account: 3205200028		12.01
10/22/2025	MCCLELLAN	UB refund for account: 3205020040		136.36
10/22/2025	MCCLELLAN	UB refund for account: 3204220039		12.11
10/22/2025	MEADE	UB refund for account: 2901450017		8.08
10/22/2025	MEADE	UB refund for account: 2901530013		24.60
10/22/2025	MEADOWS ON MICHIGAN	UB refund for account: 2900330032		11.64
10/22/2025	MEADOWS ON MICHIGAN	UB refund for account: 2900860025		11.70
10/22/2025	MEADOWS ON MICHIGAN	UB refund for account: 2900190043		2.53
10/22/2025	MEADOWS ON MICHIGAN	UB refund for account: 2900890040		95.28
I21031	OVERHEAD DOOR CO. OF B	REPAIRS TO MRLEC GARAGE DOOR FRAME (CCSD		2,850.00
10202025	RECTOR, NATALIE	REIMBURSEMENT FOR FLOWERS IN DOWNTOWN PL		211.68
10/22/2025	SCHELE, PAULINE	UB refund for account: 3004070028		17.94
10/22/2025	SHERIDAN	UB refund for account: 3004230032		15.21
10/22/2025	SHERIDAN	UB refund for account: 3004230036		12.27
10/22/2025	SHERIDAN	UB refund for account: 3004070029		14.52
10/22/2025	WALDON POND	UB refund for account: 3003240030		1.32
GRAND TOTAL:				43,356.78

ITEM: 7.C

ADMINISTRATIVE REPORT



TO: Honorable Mayor and City Council
FROM: Derek N. Perry, City Manager
Joshua Lankerd, Chief of Police
DATE: November 3, 2025
SUBJECT: **2025 PARKING LOT DESIGNATIONS UPDATE AND RESOLUTION**

The City of Marshall conducts an annual review of municipal parking to evaluate usage patterns and ensure sufficient overnight parking availability. As part of this review, an annual assessment was completed on September 25, 2025, to evaluate overnight parking activity in the municipal lots.

The assessment identified an increase of eleven (11) overnight vehicles in 2025 compared to 2024. A notable concentration of overnight vehicles was observed in Municipal Lot 9 (Jefferson Street), where the number of parked vehicles exceeded the designated overnight parking space capacity.

The 2025 Parking Assessment findings and related parking complaint information were presented to the City Council during the October 6, 2025 workshop. Following review and discussion, the following recommendations were proposed:

- Lot 1: Add two (2) additional overnight parking designations and one (1) designated overnight handicap parking space.
- Lot 2: Adjust parking layout to align with recent construction changes. Add six (6) additional overnight parking designations and one (1) overnight handicap space.
- Lot 9: Add nine (9) additional overnight parking designations.

BUDGET IMPACT:

The updated designations will require updated signage. The estimated costs include the following: (\$20.50 x 19) \$389.50 for signs, (\$59.65 x 8) \$477.2 for sign posts, and (8hr x \$79.00 per hour) \$632.00 for labor and equipment, for a total of \$1498.70. The costs will be expensed to the DPW 2025-2026 operations budget.

RECOMMENDATION:

Approve Resolution 2025-29, A Resolution to update the municipal parking lot designations and authorize the City Staff to purchase and post signs.

**CITY OF MARSHALL, MICHIGAN
RESOLUTION #2025-29**

**RESOLUTION AUTHORIZING THE DESIGNATION OF PARKING AREAS MUNICIPAL
PARKING LOTS**

At a regular meeting of the City Council of the City of Marshall, Michigan, held in the Council Chambers, Town Hall located at 323 W. Michigan Avenue, Marshall, Michigan, on the 3rd day of November 2025 at 7 p.m.

PRESENT:

ABSENT:

MOTION BY:

SUPPORTED BY:

WHEREAS, Section 70.08(D)(2) of the Marshall Code of Ordinances, as amended, provides authority for the Traffic Engineer, with the consent of council, to establish designated areas for parking in municipal parking lots; and

WHEREAS, the designated areas for parking set forth in this resolution promote the public health, safety and welfare of the citizens and guests of the City of Marshall;

THEREFORE, BE IT RESOLVED, that the City Council of the City of Marshall hereby authorizes the Traffic Engineer establish the following designated areas for parking in municipal lots:

PARKING LOT NUM	LOCATION	PARKING SPACES TOTAL	15 MINUTE PARKING SPACES TOTAL	HANDICAP NON- OVERNIGHT SPACES TOTAL	HANDICAP OVERNIGHT SPACES TOTAL	OVERNIGHT NON- HANDICAP SPACES TOTAL	EV CHARGING SPACES TOTAL
Oaklawn- owned lot	122 N. Madison (at N. Madison/E. Mansion-SE corner)	47	0	2	0	0	0

1	205 W. Mansion (at W. Mansion/N. Eagle-SW corner)	18	0	0	1	6	0
2	W. Mansion-S. side (between Division & N. Eagle)	74	0	4	1	19	0
3	E. Mansion/N. Jefferson-SW corner	44	0	0	2	13	0
4	111 N. Madison (at N. Madison/E. Mansion-SW corner)	40	0	1	1	5	0
5	110 N. Madison (at N. Alley on N. Madison-E. side)	8	0	0	1	7	0
6	306 E. Michigan (at E. Michigan/S. Hamilton-SE corner)	20	0	2	0	3	0
7	313 E. Green (on E. Green-N. side between S. Hamilton & Exchange)	27	2	0	3	5	0
8	216 E. Michigan (at E. Michigan/S. Hamilton-SW corner)	26	0	2	0	4	0

	115 S. Jefferson (on S. Jefferson-E. side between Green & Michigan)	36	0	2	1	23	0
	W. Green-N. side (between Eagle & Jefferson)	59	0	2	1	19	0
	115/121 W. Green (on W. Green-S. side between Eagle & Jefferson)	91	0	0	4	18	6
	202/216/220 W. Green (on W. Green-N. side between Eagle & Grand)	69	0	3	0	5	0
	S. Alley (between Eagle & Grand)	25	0	1	0	14	0
	231 W. Michigan (at W. Michigan/S. Grand-SE corner)	15	0	1	0	0	6
15 South	323 W. Michigan (behind City Hall on Green St.)	17	0	0	0	0	0

	323 W. Michigan (in front of City Hall on W. Michigan)						
15 North		8	0	1	0	0	0
TOTALS (for all 15 lots)		689	2	20	18	141	12

AYES:

NAYES:

ABSTAINED:

RESOLUTION DECLARED ADOPTED.

STATE OF MICHIGAN)

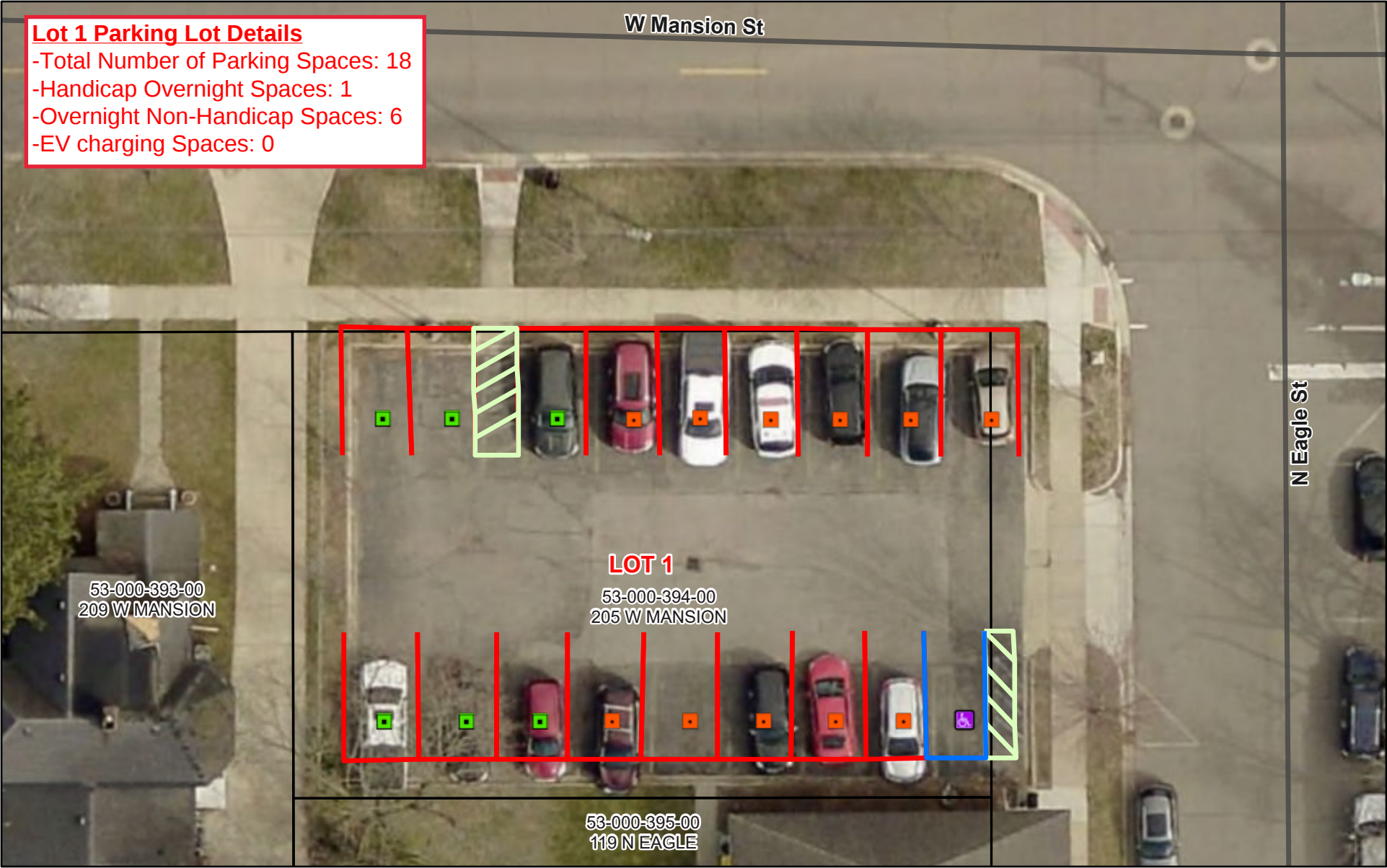
COUNTY OF CALHOUN) ss:

I, the undersigned, the fully qualified Clerk of the City of Marshall, State of Michigan, do hereby certify that the foregoing is a true and complete copy of a resolution adopted by the City Council of the City of Marshall at a regular meeting held on the 3rd day of November 2025, the original of which resolution is on file in my office.

IN WITNESS WHEREOF, I have hereunto set my official signature this 3rd day of November 2025.

Michelle Eubank, City of Marshall City Clerk

City Parking Lot Spaces Map

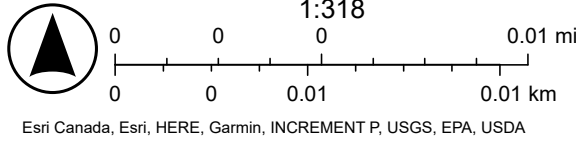


Lot 1 Parking Lot Details

- Total Number of Parking Spaces: 18
- Handicap Overnight Spaces: 1
- Overnight Non-Handicap Spaces: 6
- EV charging Spaces: 0

10/22/2025

- Road
- City Parking Lot Space Points (by Type)
- Public-Overnight Access
 - Handicap-Overnight Access
 - Public
- City Parking Lot Space Lines
- HANDICAP
 - STANDARD
- NO PARKING AREA
- Tax Parcel



City Parking Lot Spaces Map

Lot 2 Parking Lot Details

- Total Number of Parking Spaces: 74
- Handicap Non-Overnight Spaces: 4
- Overnight Handicap Spaces: 1
- Overnight Non-Handicap Spaces: 19



10/22/2025

City Parking Lot Space Points (by Type)

Handicap

Handicap-Overnight Access

Public

Public-Overnight Access

NO PARKING AREA

Marshall City Tax Parcels

City Parking Lot Space Lines

HANDICAP

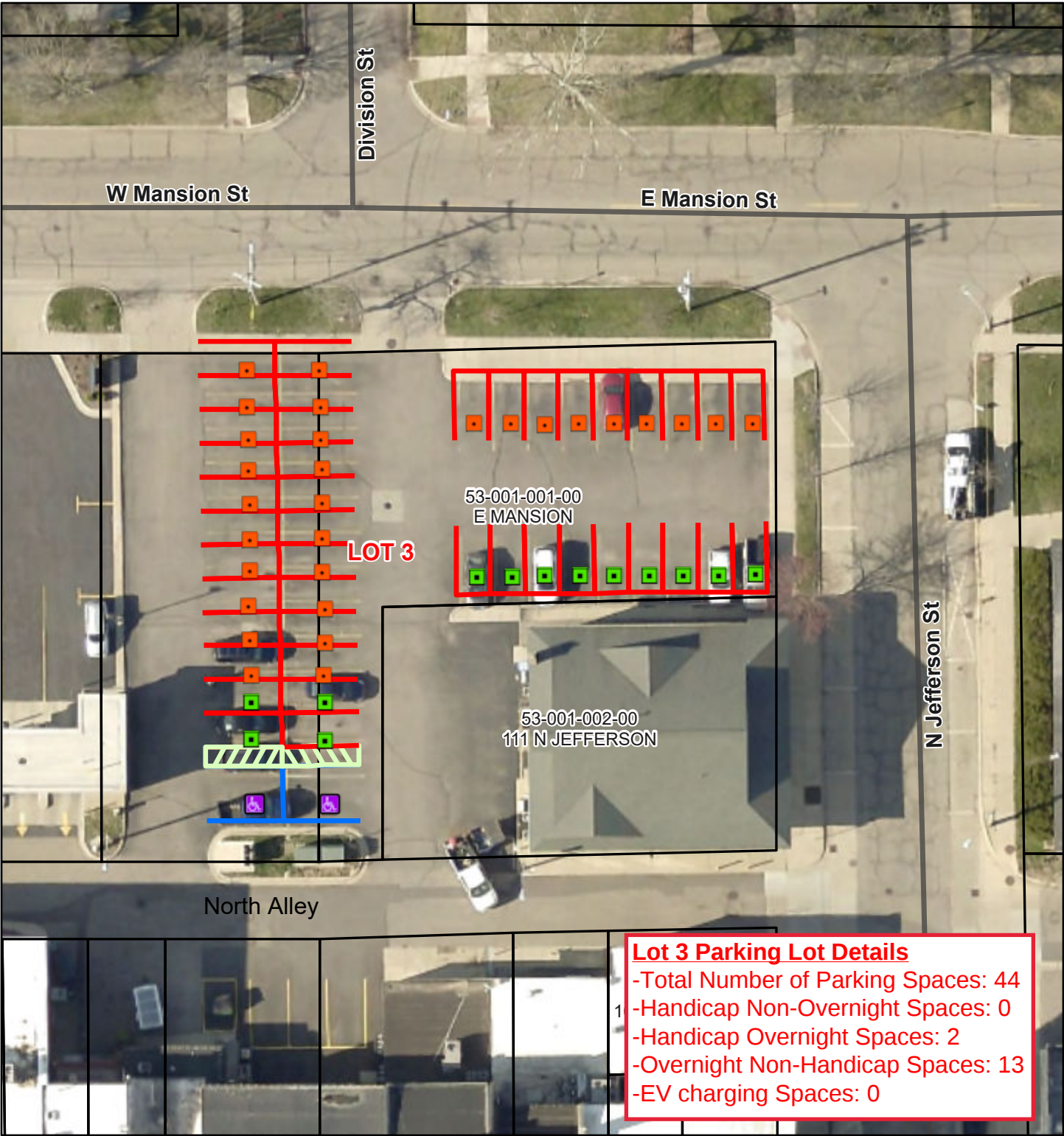
STANDARD

0
0
1:450
0.01
0.01 mi

0
0
0.01
0.02 km

Esri Canada, Esri, HERE, Garmin, INCREMENT P, USGS, EPA, USDA

City Parking Lot Spaces Map



9/13/2024

- Roads

City Parking Lot Space Points (by Type)

Handicap-Overnight Access

Public

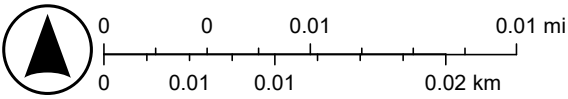
Public-Overnight Access
- CITY PARKING LOT SPACE LINES

HANDICAP

STANDARD

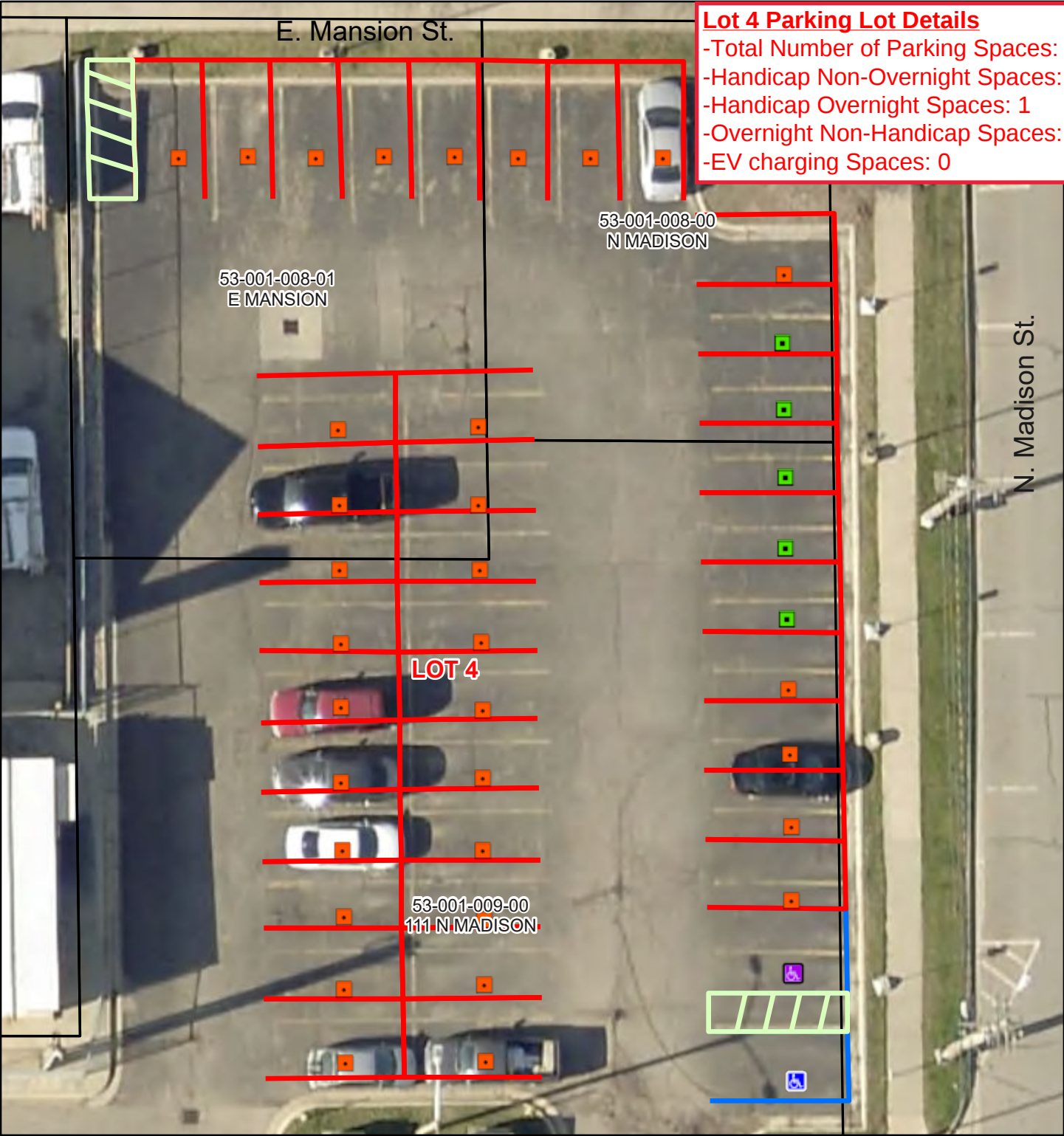
NO PARKING AREA

Marshall City Tax Parcels



Esri Canada, Esri, HERE, Garmin, INCREMENT P, USGS, EPA, USDA

City Parking Lot Spaces Map

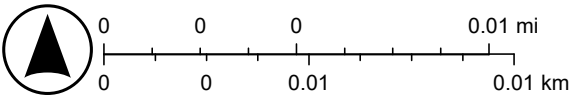


Lot 4 Parking Lot Details
-Total Number of Parking Spaces: 40
-Handicap Non-Overnight Spaces: 1
-Handicap Overnight Spaces: 1
-Overnight Non-Handicap Spaces: 5
-EV charging Spaces: 0

10/14/2024

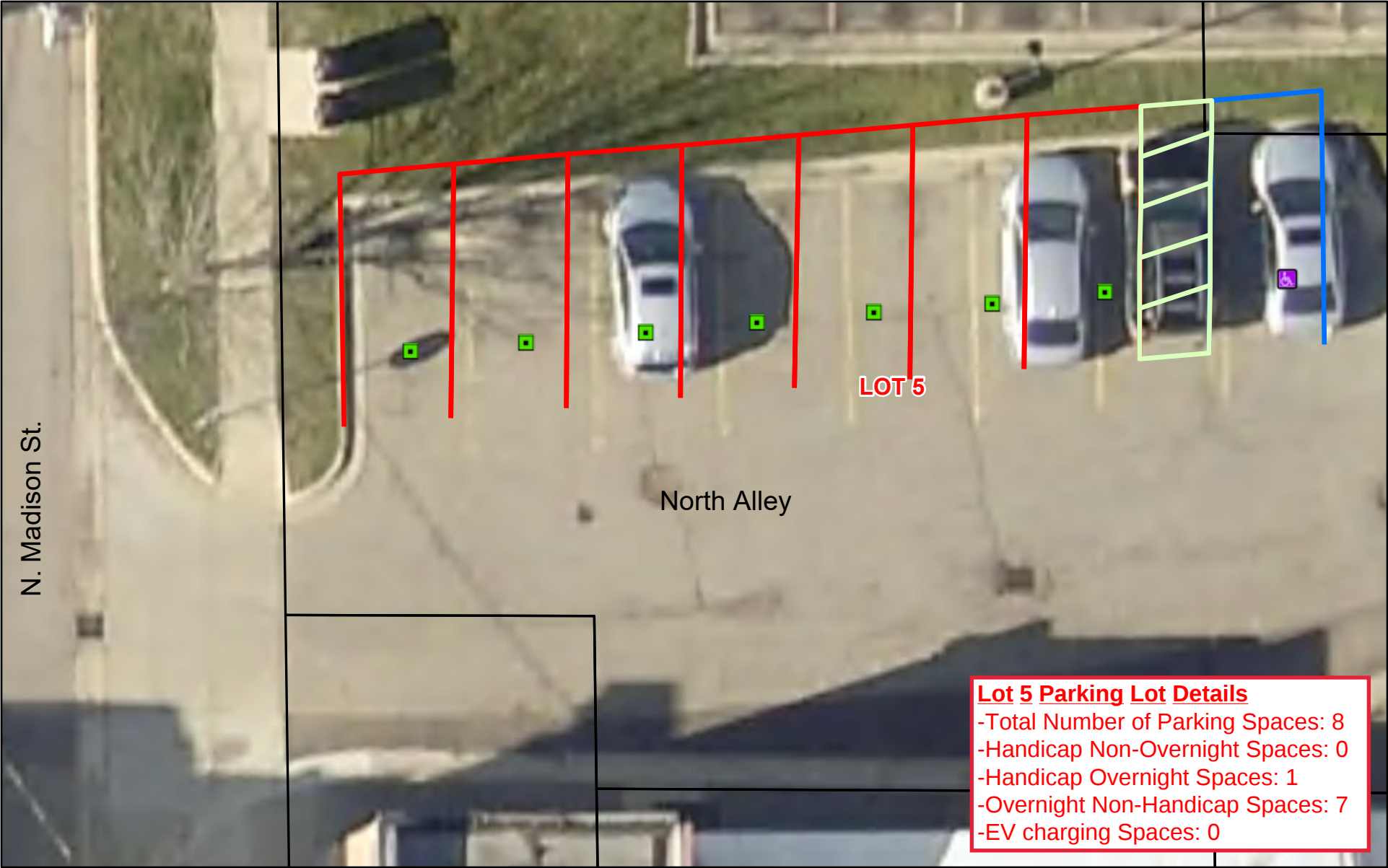
City Parking Lot Space Points (by Type) City Parking Lot Space Lines

- | | |
|---|---|
|  Handicap |  HANDICAP |
|  Handicap-Overnight Access |  STANDARD |
|  Public |  NO PARKING AREA |
|  Public-Overnight Access |  Marshall City Tax Parcels |



Esri Canada, Esri, HERE, Garmin, INCREMENT P, USGS, EPA, USDA

City Parking Lot Spaces Map



Lot 5 Parking Lot Details

- Total Number of Parking Spaces: 8
- Handicap Non-Overnight Spaces: 0
- Handicap Overnight Spaces: 1
- Overnight Non-Handicap Spaces: 7
- EV charging Spaces: 0

10/14/2024

- City Parking Lot Space Points (by Type)
- City Parking Lot Space Lines
- Handicap-Overnight Access

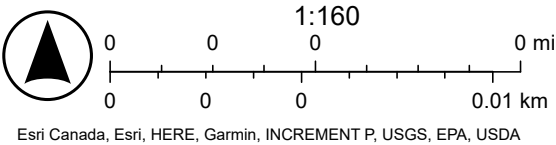
Public-Overnight Access

HANDICAP

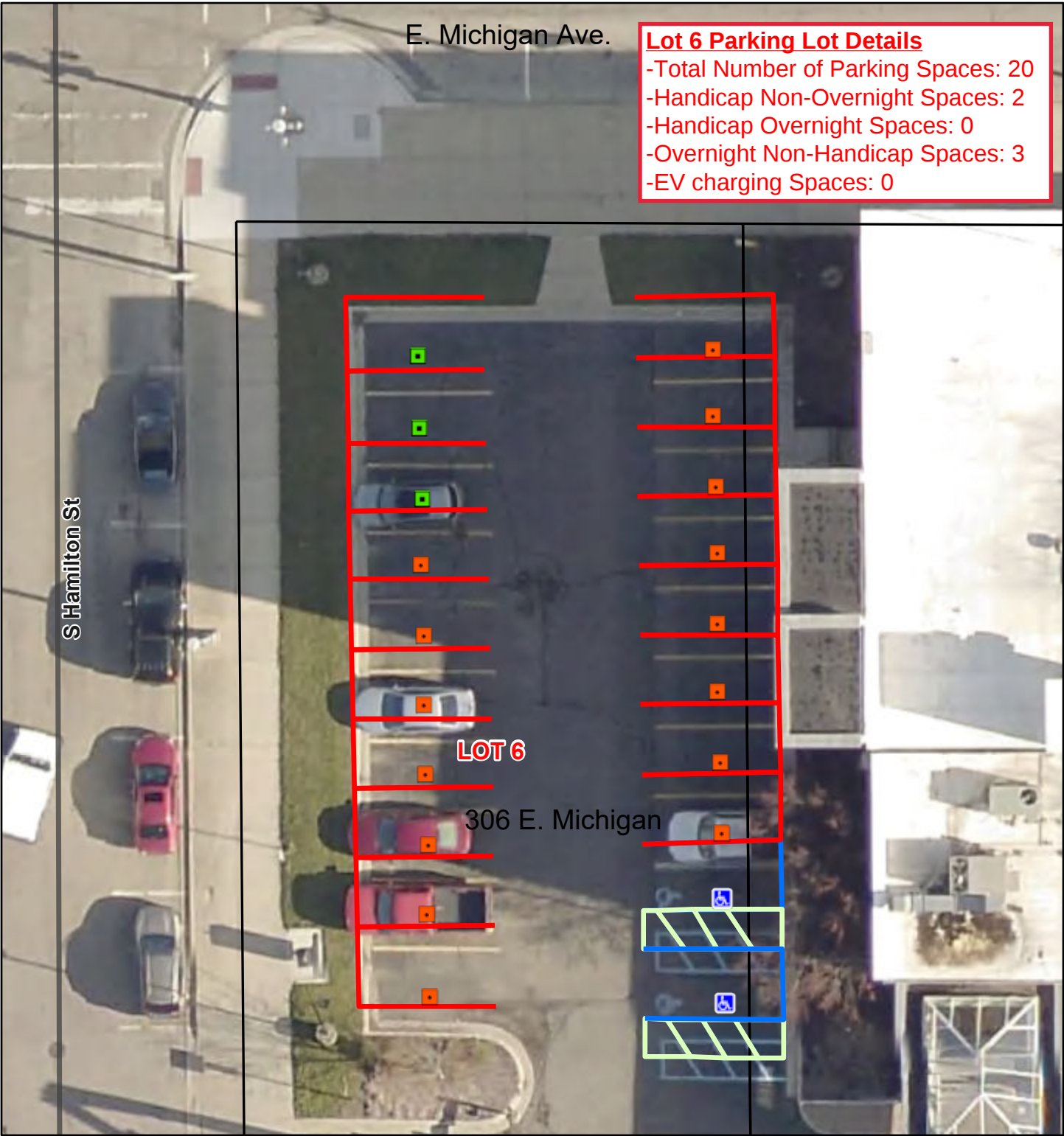
STANDARD

NO PARKING AREA

Marshall City Tax Parcels

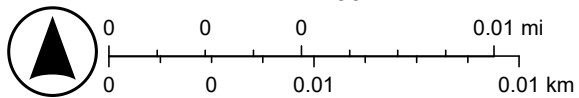


City Parking Lot Spaces Map



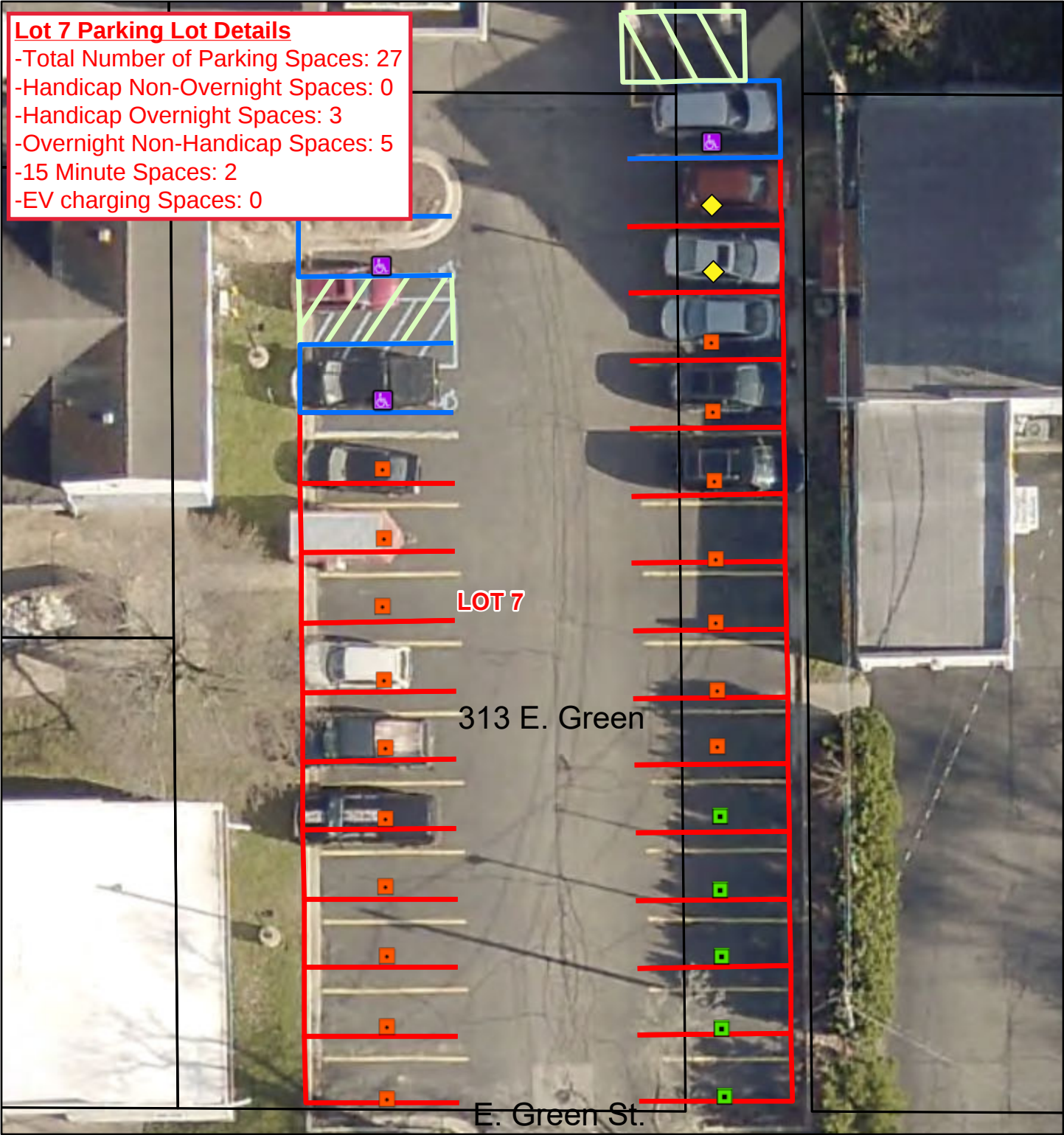
10/14/2024

- Roads
- City Parking Lot Space Points (by Type)
- Handicap
 - Public
 - Public-Overnight Access
- City Parking Lot Space Lines
- HANDICAP
 - STANDARD
 - NO PARKING AREA
 - Marshall City Tax Parcels



Esri Canada, Esri, HERE, Garmin, INCREMENT P, USGS, EPA, USDA

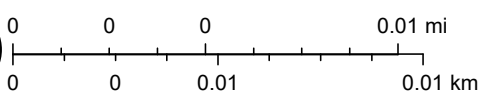
City Parking Lot Spaces Map



10/14/2024

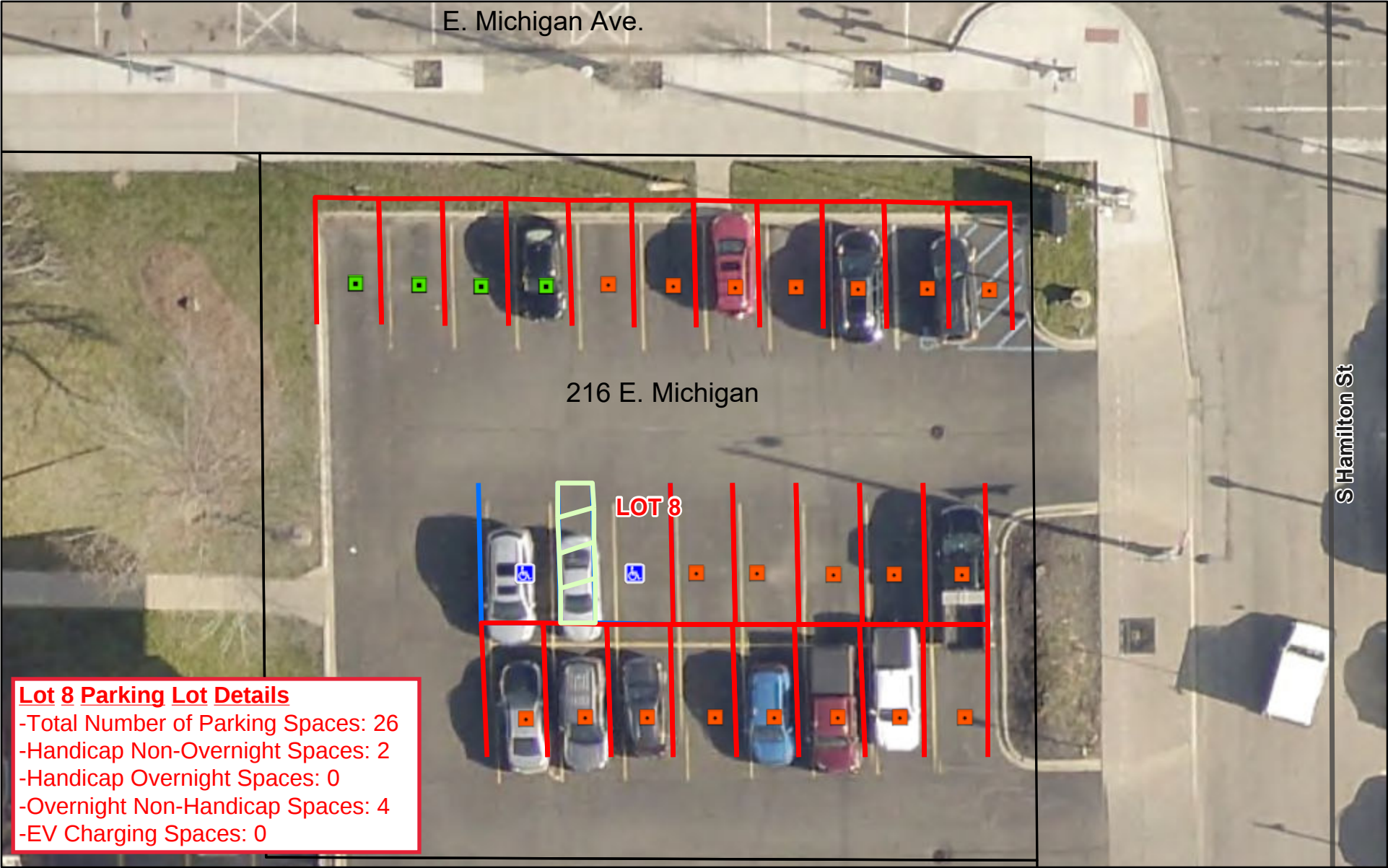
City Parking Lot Space Points (by Type) City Parking Lot Space Lines

- | | | | |
|---|---------------------------|---|---------------------------|
|  | Handicap-Overnight Access |  | HANDICAP |
|  | Public |  | STANDARD |
|  | Public-Overnight Access |  | NO PARKING AREA |
|  | 15 Minute Parking |  | Marshall City Tax Parcels |



Esri Canada, Esri, HERE, Garmin, INCREMENT P, USGS, EPA, USDA

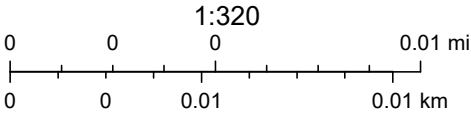
City Parking Lot Spaces Map



Lot 8 Parking Lot Details
-Total Number of Parking Spaces: 26
-Handicap Non-Overnight Spaces: 2
-Handicap Overnight Spaces: 0
-Overnight Non-Handicap Spaces: 4
-EV Charging Spaces: 0

10/14/2024

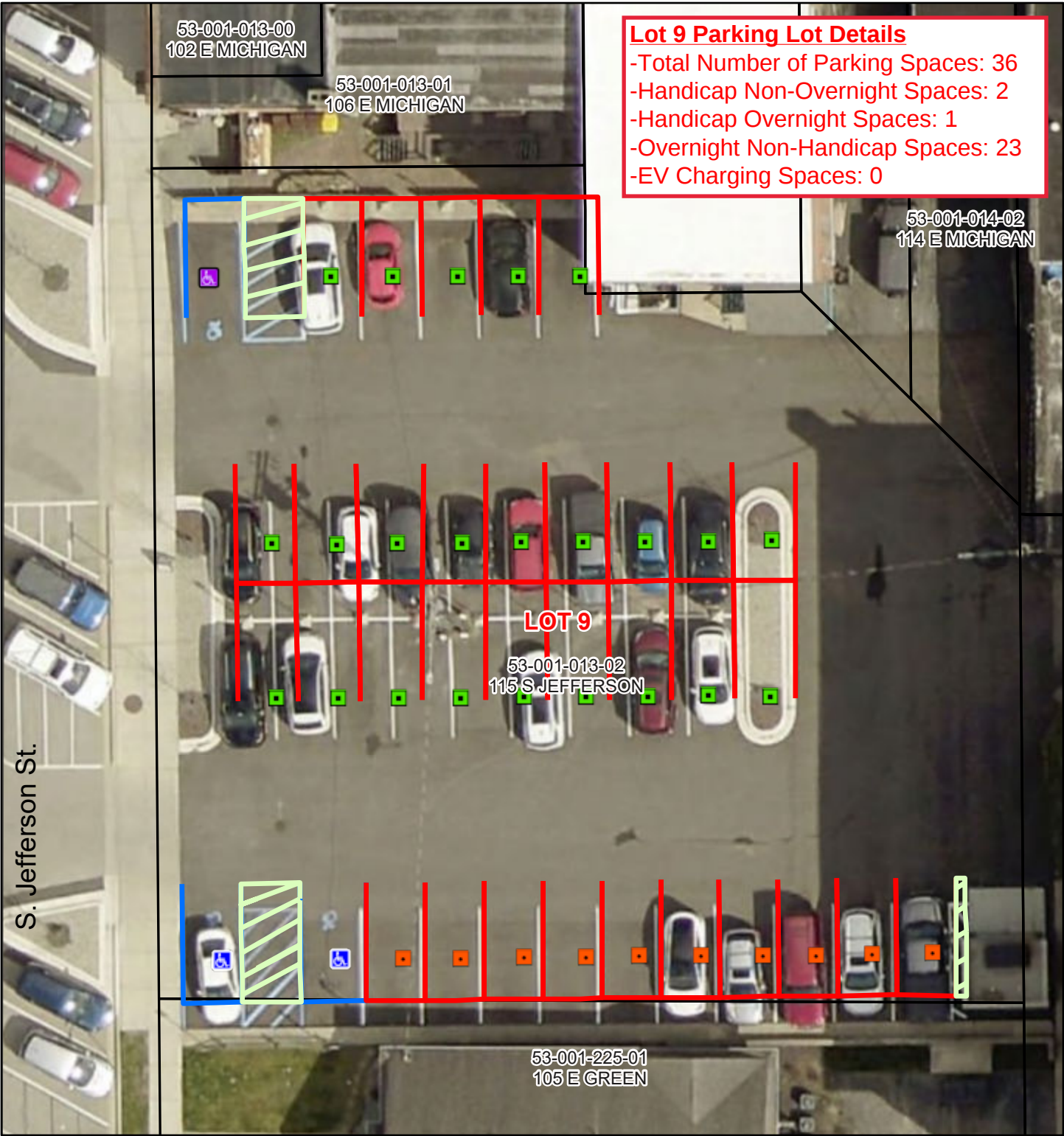
- Roads
- City Parking Lot Space Points (by Type)
- Public-Overnight Access
 - Handicap
 - Public
- City Parking Lot Space Lines
- HANDICAP
 - STANDARD
- Marshall City Tax Parcels



Esri Canada, Esri, HERE, Garmin, INCREMENT P, USGS, EPA, USDA

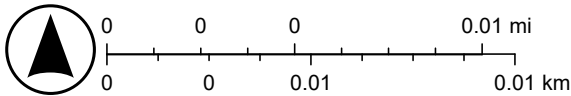
City of Marshall Engineering Dept.

City Parking Lot Spaces Map



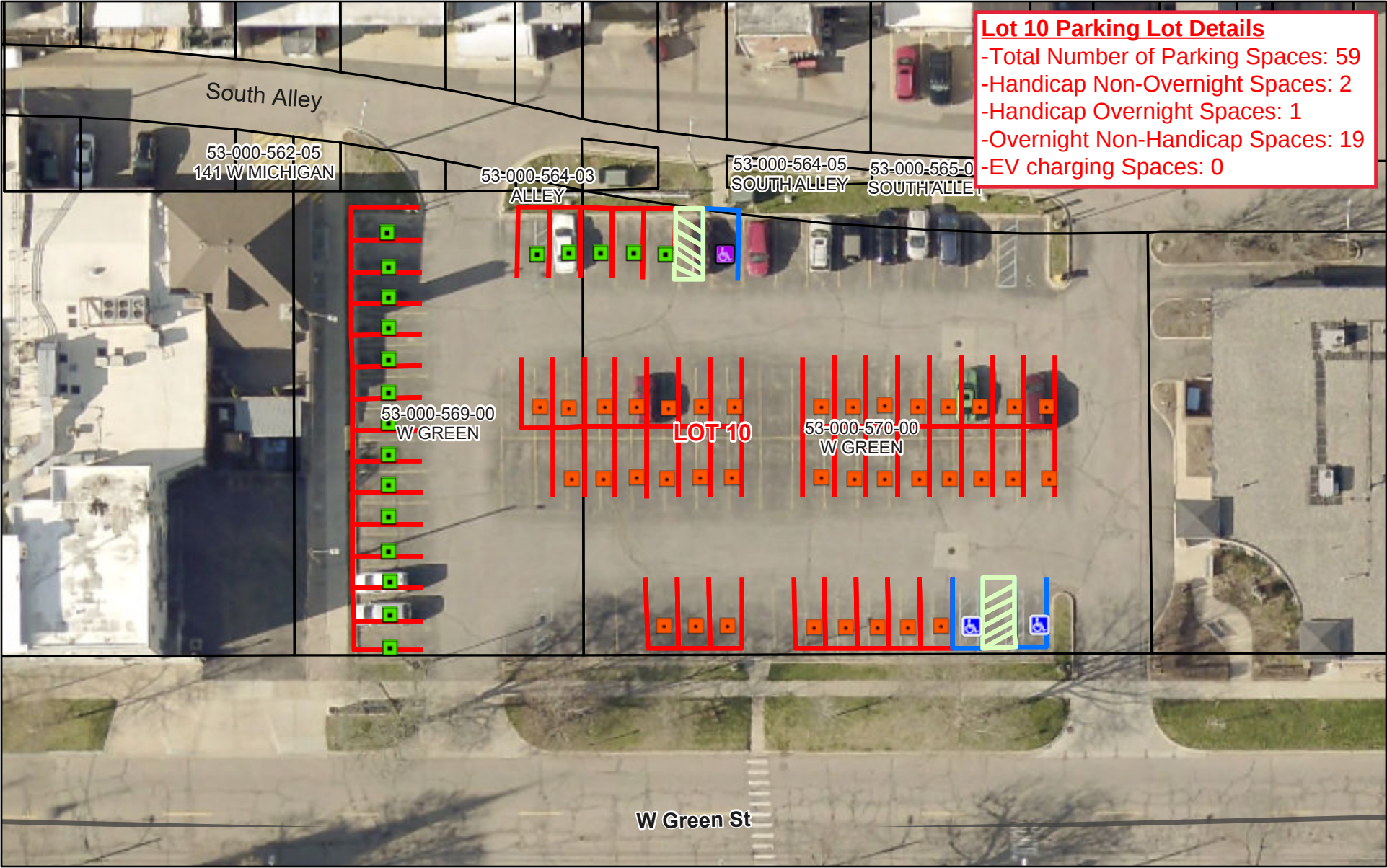
10/22/2025

- Roads
- City Parking Lot Space Points (by Type)
 - Handicap
 - Handicap-Overnight Access
 - Public
 - Public-Overnight Access
- City Parking Lot Space Lines
 - HANDICAP
- STANDARD
- NO PARKING AREA
- Marshall City Tax Parcels



Esri Canada, Esri, HERE, Garmin, INCREMENT P, USGS, EPA, USDA

City Parking Lot Spaces Map



9/13/2024

Roads

City Parking Lot Space Points (by Type)

Handicap

Handicap-Overnight Access

Public

Public-Overnight Access

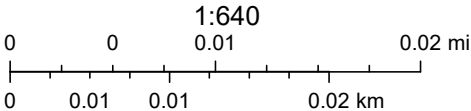
City Parking Lot Space Lines

HANDICAP

STANDARD

NO PARKING AREA

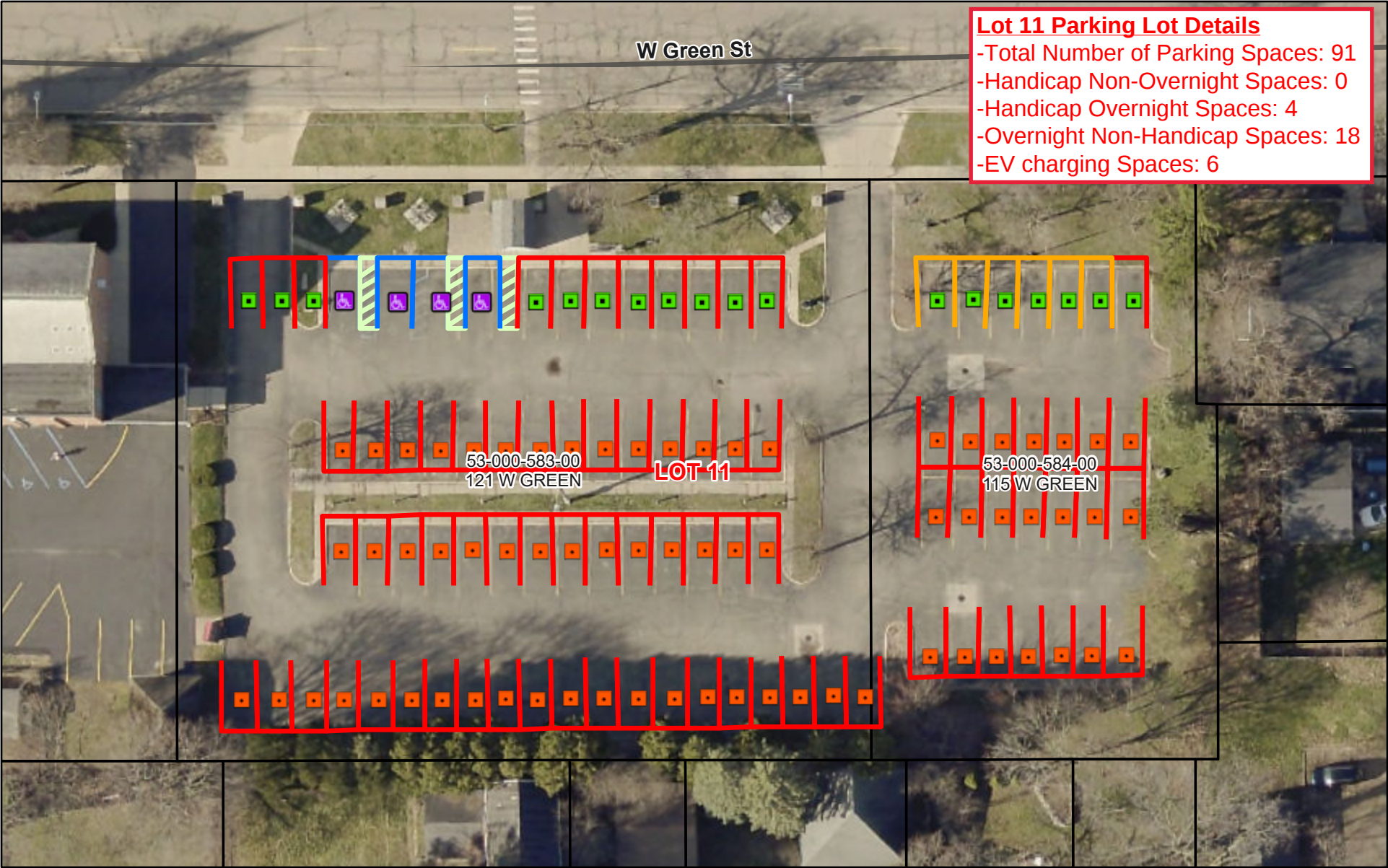
Marshall City Tax Parcels



Esri Canada, Esri, HERE, Garmin, INCREMENT P, USGS, EPA, USDA

City of Marshall Engineering Dept.

City Parking Lot Spaces Map



Lot 11 Parking Lot Details

- Total Number of Parking Spaces: 91
- Handicap Non-Overnight Spaces: 0
- Handicap Overnight Spaces: 4
- Overnight Non-Handicap Spaces: 18
- EV charging Spaces: 6

10/14/2024

Roads

Public-Overnight Access

Handicap-Overnight Access

Public

STANDARD

ELECTRIC CHARGING

HANDICAP

NO PARKING AREA

Marshall City Tax Parcels

0

0

0.01

0.02 mi

0

0.01

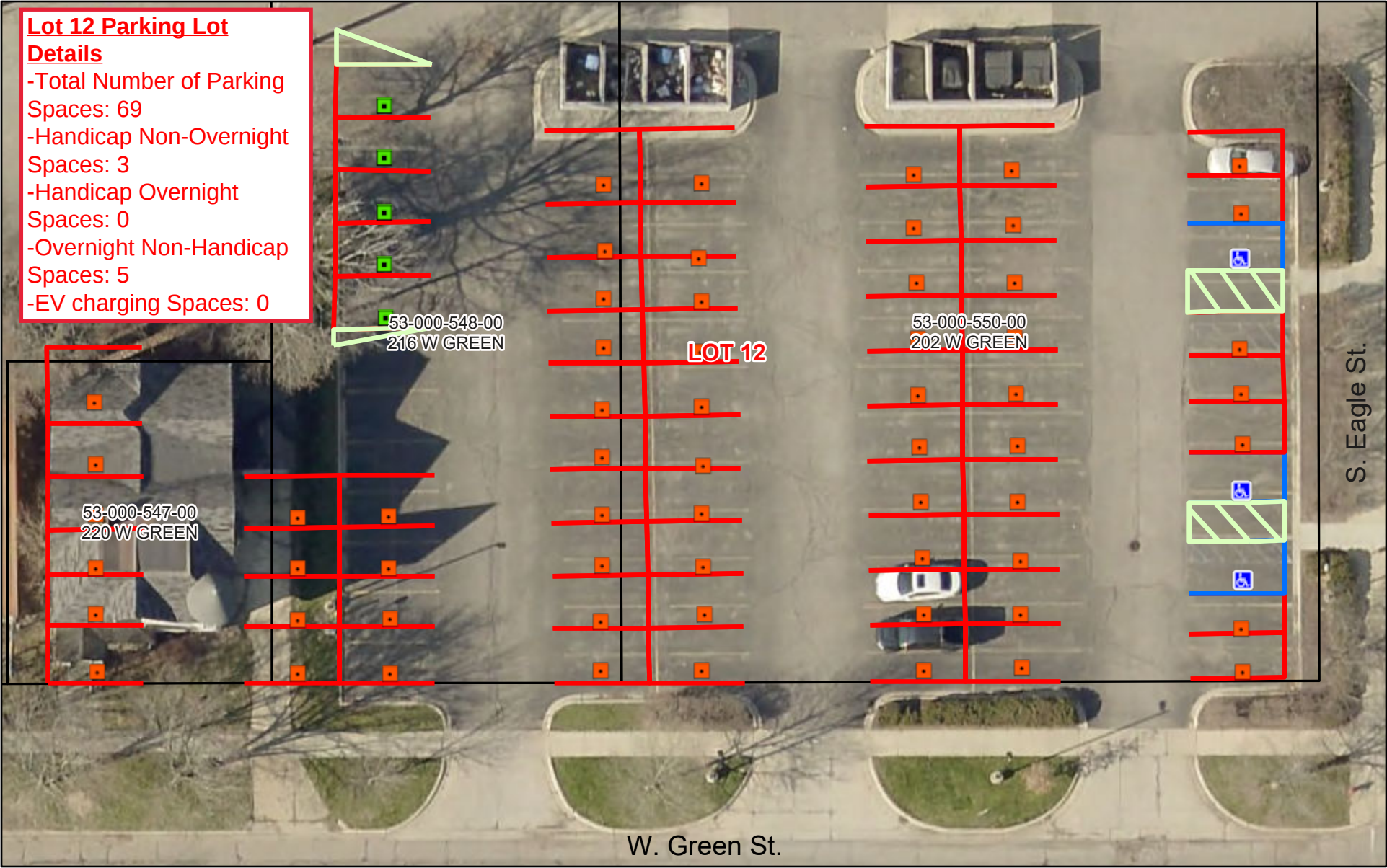
0.01

0.02 km

Esri Canada, Esri, HERE, Garmin, INCREMENT P, USGS, EPA, USDA

City of Marshall Engineering Dept.
 2024
 Page 39 of 58

City Parking Lot Spaces Map



10/14/2024

City Parking Lot Space Points (by Type)

- Handicap
- Public

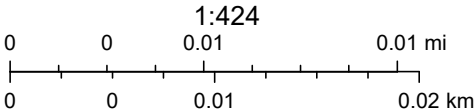
City Parking Lot Space Lines

- HANDICAP

STANDARD

NO PARKING AREA

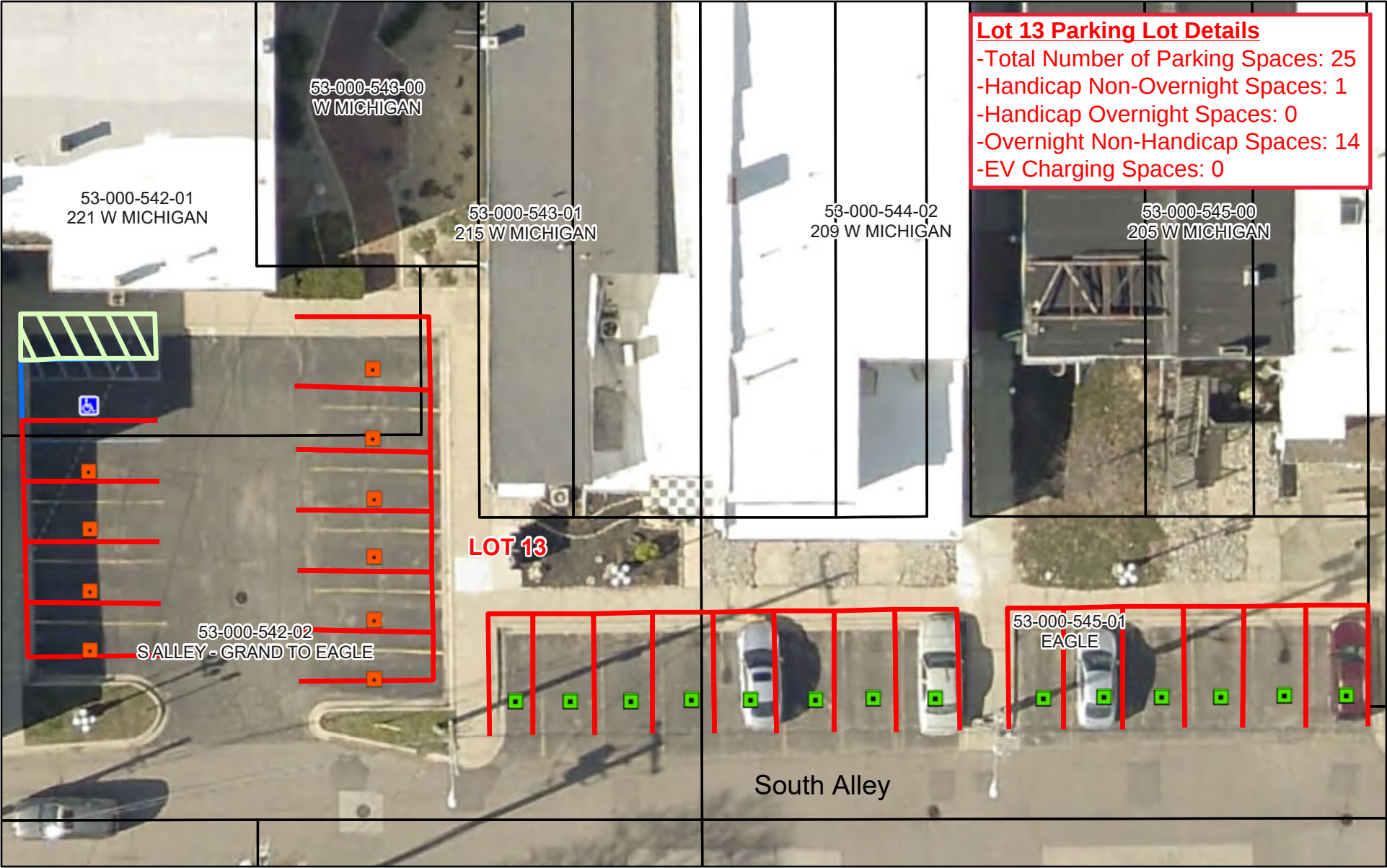
Marshall City Tax Parcels



Esri Canada, Esri, HERE, Garmin, INCREMENT P, USGS, EPA, USDA

City of Marshall Engineering Dept.

City Parking Lot Spaces Map



10/14/2024

City Parking Lot Space Points (by Type)



Handicap



Public



Public-Overnight Access

City Parking Lot Space Lines

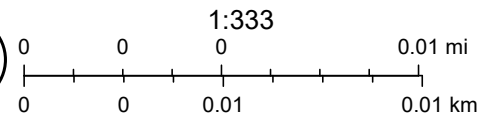
HANDICAP

STANDARD

NO PARKING AREA



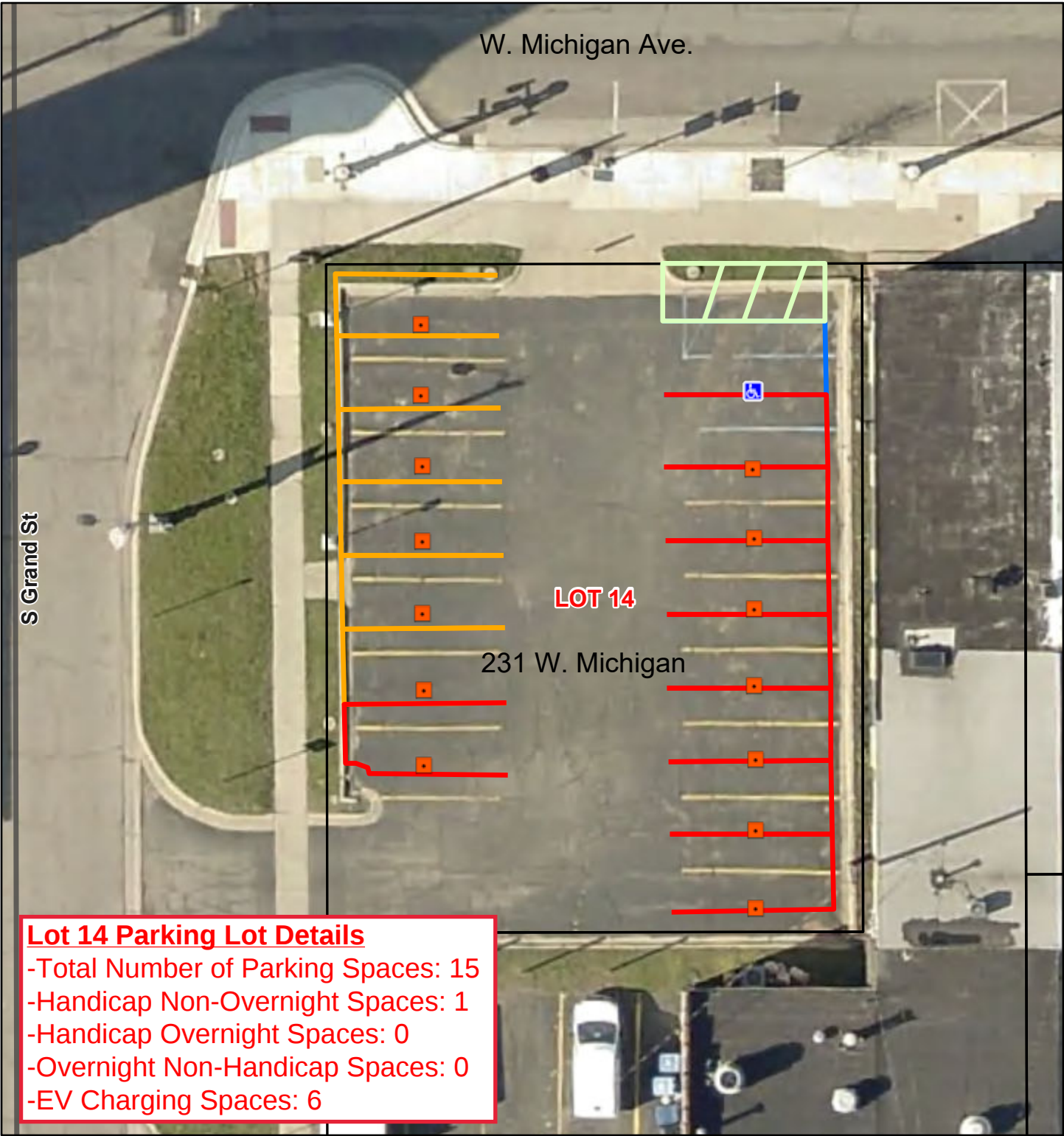
Marshall City Tax Parcels



Esri Canada, Esri, HERE, Garmin, INCREMENT P, USGS, EPA, USDA

City of Marshall Engineering Dept.

City Parking Lot Spaces Map



10/14/2024

— Roads

City Parking Lot Space Points (by Type)

Handicap

Public

City Parking Lot Space Lines

ELECTRIC CHARGING

HANDICAP

STANDARD

NO PARKING AREA

Marshall City Tax Parcels

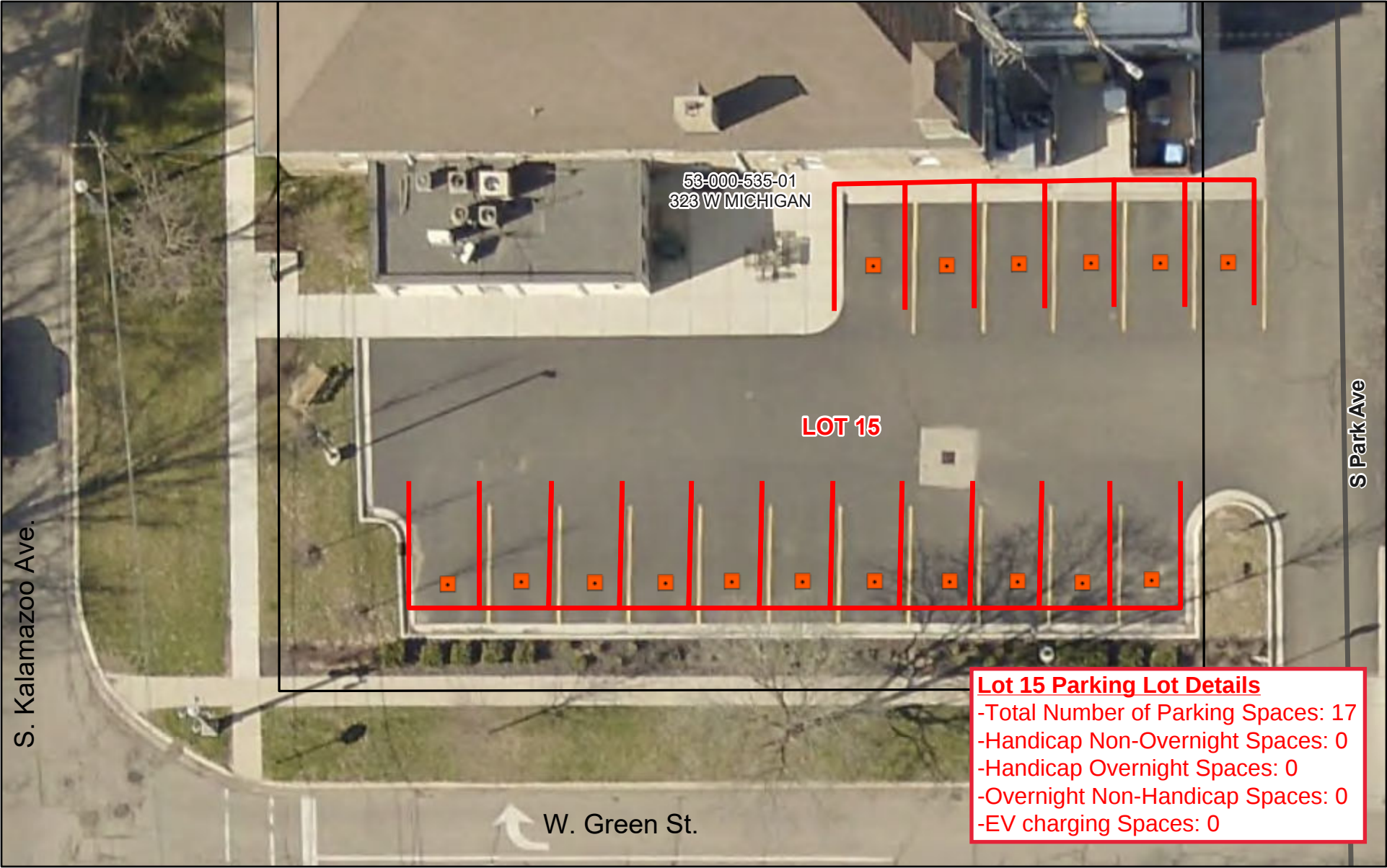


0 0 0 0.01 mi
0 0 0.01 0.01 km

1:282

Esri Canada, Esri, HERE, Garmin, INCREMENT P, USGS, EPA, USDA

City Parking Lot Spaces Map



Lot 15 Parking Lot Details

- Total Number of Parking Spaces: 17
- Handicap Non-Overnight Spaces: 0
- Handicap Overnight Spaces: 0
- Overnight Non-Handicap Spaces: 0
- EV charging Spaces: 0

9/13/2024

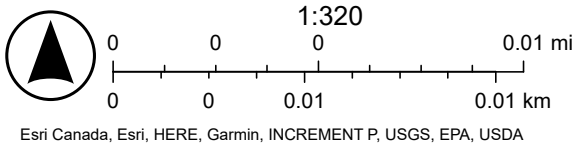
- Roads

City Parking Lot Space Points (by Type)

Public
- City Parking Lot Space Lines

STANDARD

Marshall City Tax Parcels

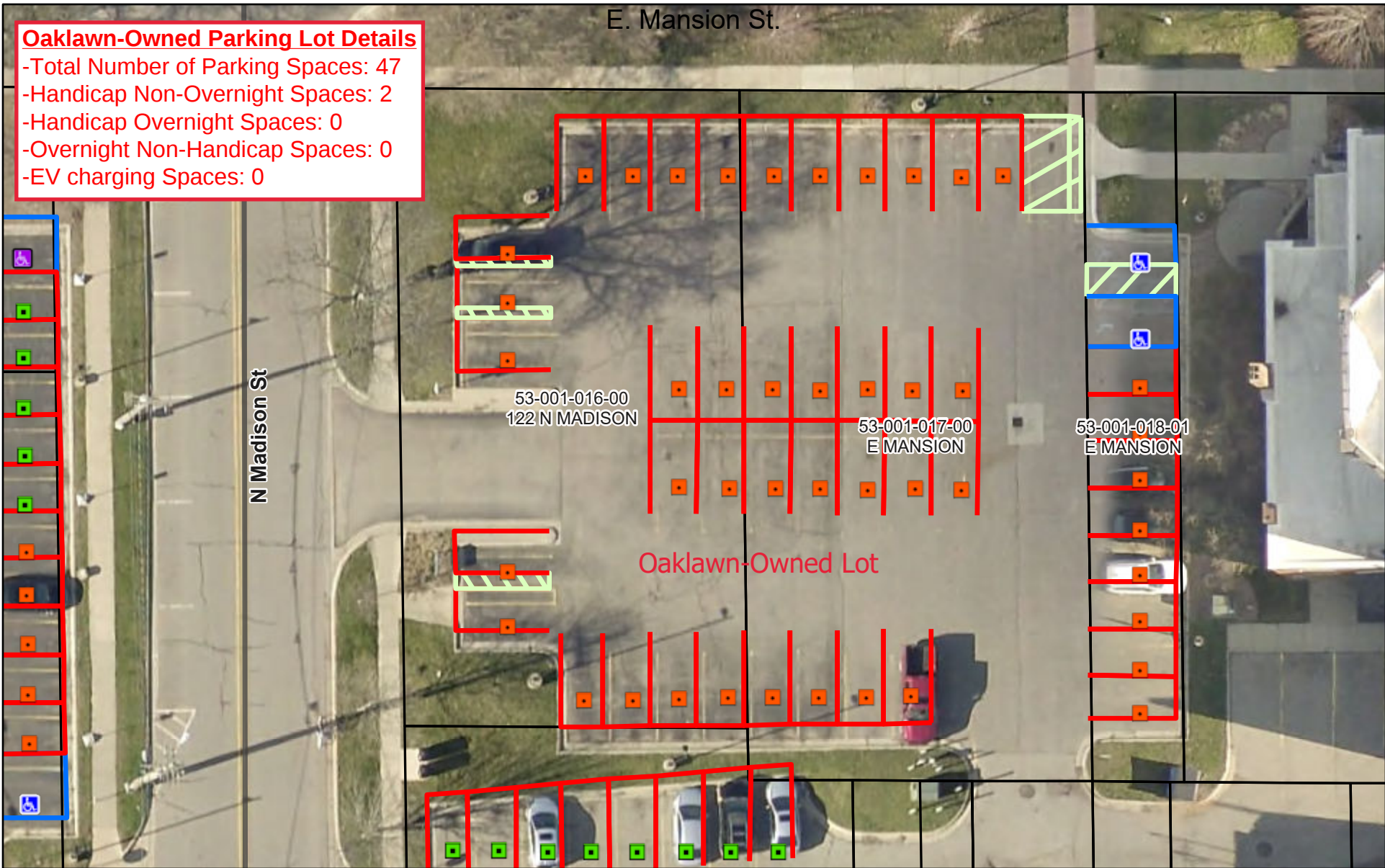


City Parking Lot Spaces Map

E. Mansion St.

Oaklawn-Owned Parking Lot Details

- Total Number of Parking Spaces: 47
- Handicap Non-Overnight Spaces: 2
- Handicap Overnight Spaces: 0
- Overnight Non-Handicap Spaces: 0
- EV charging Spaces: 0



11/10/2023

— Roads

City Parking Lot Space Points (by Type)

Handicap

Handicap-Overnight Access

Public

Public-Overnight Access

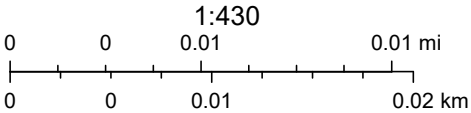
City Parking Lot Space Lines

HANDICAP

STANDARD

NO PARKING AREA

Marshall City Tax Parcels



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City of Marshall Engineering Dept.

Marshall Parking Assessment 2024

Parking Lot	Total Parking Spots	Handicap NO	Handicap ON	Overnight Parking	15 Minute Parking	EV ON	Parking Study 9/11/2024	Compliant	Violation	Recommended	Notes
							Total Vehicles Parked in lot				
Oaklawn Owned	47	2	0	0	0	0	0	0	0	0	N/A
Lot 1	18	1	0	4	0	0	0	0	0	0	0
Lot2	74	4	1	8	0	0	12	2	10	5	Moved to East Side
Lot3	44	0	2	7	0	0	8	2	6	6	Add to northeast
Lot4	40	2	1	5	0	0	0	0	0	0	0
Lot5	8	0	1	7	0	0	4	4		0	0
Lot6	20	2	0	3	2	0	0	0	0	0	0
Lot7	27	0	3	5	0	0	2	2	0	0	0
Lot8	26	1	1	2	0	0	3	2	1	1	move HC
Lot9	36	2	1	5	0	0	11	5	6	9	additional row -2 from AV
Lot10	59	2	1	7	0	0	7	1	6	12	add to east side. -3 from AV
Lot11	91	0	4	9	0	6	2	0	2	0	0
Lot12	69	3	0	1	0	0	2	0	2	0	0
Lot13	25	1	0	14	0	0	8	6	2	6	0
Lot14	16	2	0	0	0	6	0	0	0	0	0
Lot15S	17	0	0	0	0	0	0	0	0	0	0
Lot 15N	8	1	0	0	0	0	0	0	0	0	0
Totals	625	23	15	77	2	12	59	24	35	39	
Previous Totals	642	27	14	84	2	12					
Recommended Totals	625	27	14	117	2	12					

Marshall Parking Recommendation 2024

Parking Lot	Total Parking Spots	Handicap NO	Handicap O
Oaklawn Owned	47	2	0
Lot 1	18	1	0
Lot2	73	5	0
Lot3	44	0	2
Lot4	40	1	1
Lot5	8	0	1
Lot6	20	2	0
Lot7	27	0	3
Lot8	26	2	0
Lot9	36	2	1
Lot10	59	2	1
Lot11	91	0	4
Lot12	69	3	0
Lot13	25	1	0
Lot14	15	1	0
Lot15S	17	0	0
Lot 15N	8	1	0
Totals	623	23	13
Previous Totals	642	26	14
Recommended Totals	623	23	13

Overnight Parking	15 Minute Parking	EV ON
0	0	0
4	0	0
13	0	0 Add handicap, 5 overnight spots
13	0	0 6 overnight spots
5	0	0 Reduced 1 HC for space
7	0	0
3	0	0
5	2	0
4	0	0 2 overnight
14	0	0 9 Overnight
19	0	0 12 Overnight
18	0	6 9 Overnight
5	0	0 4 overnight
14	0	0
0	0	6 Reduced space for HC
0	0	0
0	0	0
124	2	12
88	2	12
124	2	12

Marshall Parking Accessment 2025			
Parking Lot	Total Parking Spots	Overnight Parking	Handicap ON
Oaklawn Owned	47	0	0
Lot 1	18	4	0
Lot2	73	13	0
Lot3	44	13	2
Lot4	40	5	1
Lot5	8	7	1
Lot6	20	3	0
Lot7	27	5	3
Lot8	26	4	0
Lot9	36	14	1
Lot10	59	19	1
Lot11	91	18	4
Lot12	69	5	0
Lot13	25	14	0
Lot14	15	0	0
Lot15S	17	0	0
Lot 15N	8	0	0
Overnight on Greek St	67		
Totals	690	124	13

Percentage of overnight lot spaces 20%

Parking Study 9/25/2025		
Total Vehicles Parked in lot	Compliant	Violation
0	0	0
3	3	0
7	4	3
12	12	
6	2	4
4	4	
0		
2	2	
1		1
15	12	3
13	11	2
0		
1	1	
7	7	
0	0	
0	0	
0	0	
12		
83	58	13

Recommended
N/a
add two additional overnight and add overnigh to handicap
Awaiting Previous Parking updates
Add 9 additional spots

Marshall Parking Accessment 2025				
Parking Lot	Total Parking Spots	15 Minute Parking	Handicap	Handicap ON
Oaklawn Owned	47	0	2	0
Lot 1	18	0	0	1
Lot2	74	0	4	1
Lot3	44	0	0	2
Lot4	40	0	1	1
Lot5	8	0	0	1
Lot6	20	0	2	0
Lot7	27	2	0	3
Lot8	26	0	2	0
Lot9	36	0	2	1
Lot10	59	0	2	1
Lot11	91	0	0	4
Lot12	69	0	3	0
Lot13	25	0	1	0
Lot14	15	0	1	0
Lot15S	17	0	0	0
Lot 15N	8	0	1	0
Overnight on GreenSt	65		0	2
Totals	689	2	21	17

Percentage of overnight lot spaces

23%

Overnight Parking	EV ON		
0	0		
6	0		
19	0		
13	0		
5	0		
7	0		
3	0		
5	0		
4	0		
23	0		
19	0		
18	6		
5	0		
14	0		
0	6		
0	0		
0	0		
141	12		

ITEM: 7.D

ADMINISTRATIVE REPORT



TO: Honorable Mayor and City Council
FROM: Derek N. Perry, City Manager
Joshua Lankerd, Chief of Police
DATE: November 3, 2025
SUBJECT: **TRAFFIC CONTROL ORDER 135**

Traffic Control Order Request for TCO 135, STOP sign on Forest Street at O'Keefe Street.

A new section of roadway was completed on Forest St., which now has a "T" intersection with O'Keefe St. A stop sign is needed for traffic control at this intersection. The signs will be installed by DPW.

The Temporary Order and installation was completed on 10/10/2025.

BUDGET IMPACT:

The estimated total for installation of the stop sign is \$195.60 (\$46.10 sign, \$70.50 post, \$79.00 labor and equipment). The cost will be expensed to the DPW 2025-2026 operations budget.

RECOMMENDATION:

Approve Traffic Control Order 135.

**City of Marshall, Michigan
Temporary Traffic Control Order**

Order No. 135

Effective Date: _____

In accordance with the Uniform Traffic Code, as amended, adopted by the Marshall City Council June 17, 2013, as set forth in Section R 28.1153 thereof, it is hereby directed as follows:

Designation and placement of a "Stop" sign on Forest St at Okeefe.

A new section of roadway was completed on Forest St, which now has a "T" intersection with Okeefe. A stop sign is needed for traffic control at this intersection. The signs will be installed by DPW.

Permanent Order

Temporary Order

City Traffic Engineer
Josh Lankerd

Date: _____



City Traffic Engineer
Josh Lankerd

Date: 10/10/2025

Adopted by Marshall City Council

Date: _____

Cc: Public Services Director
City Manager's Office
Marshall Police Department

ITEM: 13.A

ADMINISTRATIVE REPORT



TO: Honorable Mayor and City Council
FROM: Scott Wolfersberger, Mayor
Derek N. Perry, City Manager
DATE: November 3, 2025
SUBJECT: DDA/LDFA/BRA BOARD APPOINTMENT

The City of Marshall Downtown Development Authority (DDA), the Local Development Finance Authority (LDFA) and Brownfield Redevelopment Authority (BRA) are a combined board composed of eleven members.

Sue Damron	9/15/2026
Catherine Yates	9/15/2028
Mike Beck	9/15/2025
Desmond Kirkland	12/31/2027
Jason LaForge	9/15/2025
JP Walters	9/15/2028

Of note, the DDA/LDFA/BRA also has two seats reserved for the Marshall Public Schools (School Board President Amanda Lanker, Superintendent Rebecca Jones), a seat reserved for Kellogg Community College (KCC Board Vice-Chair Matt Davis), a seat reserved for Calhoun County (Commissioner Matt Saxton), and the City Manager (Derek Perry) holds a seat on the board.

BUDGET IMPACT:

Members of the DDA/LDFA/BRA are not compensated.

RECOMMENDATION:

Approve the reappointment of Mike Beck and Jason LaForge to the DDA/LDFA/BRA for a term expiring December 31, 2029.

ITEM: 13.B

ADMINISTRATIVE REPORT



TO: Honorable Mayor and City Council
FROM: Scott Wolfersberger, Mayor
Derek N. Perry, City Manager
DATE: November 3, 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, 2028
Mitch Robbins	term ending July 1, 2025
Zachery Shippell	term ending July 1, 2026

Jacob Gates City Council Liaison

Mitch Robbins 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 Mitch Robbins to the Parks, Recreation, and Cemetery Advisory Board for a term ending on July 1, 2028.

ITEM: 13.C

ADMINISTRATIVE REPORT



TO: Honorable Mayor and City Council
FROM: Scott Wolfersberger, Mayor
Derek N. Perry, City Manager
DATE: November 3, 2025
SUBJECT: **SISTER CITY BOARD APPOINTMENTS**

In August of 1984, the City of Marshall and the City of Koka-Cho Japan established the Sister-City Affiliation for the purpose of creating goodwill and understanding as well as promoting cultural and economic interchange.

To facilitate the affiliation, City Council created a Sister City Board with nine members.

The current Sister City Board membership includes:

Jack Reed	term ending October 16, 2026
Mike Sullivan	term ending October 16, 2026
Charlie Cook	term ending October 16, 2026
Shirley Cook	term ending October 16, 2026
Andrei Radulescu	term ending October 16, 2024
Gabriella Radulescu	term ending October 16, 2025
Sue Rosco	term ending October 16, 2025
Candi Putnam	term ending October 16, 2025

Andrei Raulescu, Gabriella Radulescu, Sue Rosco, and Candi Putnam have all expressed an interest in continuing to serve and we are recommending their reappointment to the Sister City Board.

BUDGET IMPACT:

Members of the Sister City Board serve without compensation.

RECOMMENDATION:

Approve the reappointment of Andrei Radulescu with term ending December 31, 2027 and Gabriella Radulescu, Sue Rosco, and Candi Putnam with terms ending December 31, 2028 to the Sister City Board.

ITEM: 13.D

ADMINISTRATIVE REPORT



TO: Honorable Mayor and City Council
FROM: Scott Wolfersberger, Mayor
Derek N. Perry, City Manager
DATE: November 3, 2025
SUBJECT: **PLANNING COMMISSION APPOINTMENT**

The City Planning Commission is authorized under Public Act 33 of 2008, the Michigan Planning Enabling Act. The Chief elected official shall appoint members of the Planning Commission, subject to approval by a majority vote of the members of the legislative body elected and serving. The Planning Commission is governed by a board consisting of 9 members, and they are appointed for 3-year terms.

Members of the Planning Commission also sit on the Joint Planning Commission (JPC) when it is necessary to convene the JPC for planning and zoning business with Marshall Township.

Current Planning Commission members include:

Aron Hodo	term ending December 31, 2027
Tim Banfield	term ending November 1, 2027
Timothy Fitzgerald	term ending November 1, 2027
Lisa McNiff	term ending November 1, 2025
Jim Zuck	term ending November 1, 2025
Carter Bright	term ending December 31, 2026
Ian Stewart	term ending December 31, 2026
Karl Sievertsen	term ending December 31, 2027
Ryan Underhill	Ex-Officio

We are recommending that Lisa McNiff be reappointed to the Planning Commission.

BUDGET IMPACT:

Members of the Planning Commission serve without compensation.

RECOMMENDATION:

Approve the reappointment of Lisa McNiff to the Planning Commission for a term ending on December 31, 2028.