

CITY COUNCIL AGENDA

Regular Meeting

August 7, 2023 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 - July 17, 2023
 - B. **City Bills**

Purchases- 7/17/23	\$678,942.57
Purchases- 7/21/23	\$228,442.66
Purchases- 7/28/23	\$285,653.40
Total	\$1,193,038.63
 - C. **MOTOR POOL EQUIPMENT PURCHASES**
 - D. **SPECIAL EVENT REQUEST - SKELETONFEST**
 - E. **SPECIAL EVENT REQUEST - STEP OUT OF DARKNESS**
 - F. **SPECIAL EVENT REQUEST- CHRISTMAS PARADE 2023**
 - G. **SPECIAL EVENT REQUEST - COSTUME PARADE**
 - H. **SPECIAL EVENT REQUEST - HOME TOUR**
- 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. **DREAMERS BUILDING OPRA CERTIFICATE**
 - B. **MARSHALL HOUSE PILOT ORDINANCE**
- 11) **OLD BUSINESS**

MAYOR: Jim Schwartz CITY MANAGER: Derek N. Perry
COUNCIL MEMBERS: Joe Caron, Theresa Chaney-Huggett, Jacob Gates,
Ryan Traver, Ryan Underhill, Scott Wolfersberger
Council Chambers, 323 W Michigan Ave, Marshall, Michigan 49068

12) REPORTS AND RECOMMENDATIONS

- A. SPECIAL EVENT REQUEST- MANDY RUNS MICHIGAN 5K RUN**
- B. FOIA APPEAL REQUEST - MR. GLENN KOWALSKE**
- C. PA 425 CONDITIONAL LAND TRANSFER REQUEST - SET PUBLIC HEARING
440 WEST HUGHES, PARCEL ID 16-260-003-01**
- D. FIRE CODE AND INSPECTION SERVICES AGREEMENT**
- E. PSB ASPHALT MAINTENANCE AND IMPROVEMENTS**

13) APPOINTMENTS / ELECTIONS

- A. PARKS, RECREATION AND CEMETERY BOARD APPOINTMENT**
- B. BROOKS NATURE AREA 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

July 17, 2023

Regular Meeting - 7:00 PM

1) CALL TO ORDER

IN A REGULAR SESSION held on Monday, July 17, 2023 at 7:00 PM in the Board of Commission Chambers of the Marshall County Building, 315 W Green St, Marshall, MI 49068, the Marshall City Council was called to order by Mayor Schwartz.

2) ROLL CALL

Roll was called:

Present: Mayor James Schwartz, Joe Caron, Theresa Chaney-Huggett, Jacob Gates, Ryan Traver, Ryan Underhill, Scott Wolfersberger

Also Present: Manager Perry, Attorney Revore, Director Zuzga, and Deputy Clerk Pickford

Absent: None

3) INVOCATION Devon Shepard- Woodland Church

4) PLEDGE OF ALLEGIANCE

Mayor Schwartz led the Pledge of Allegiance.

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

Moved Wolfersberger, supported Gates to amend the agenda striking the 12D item for further information and approve 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, voiced his concern and disapproval of the government's sense of authority to zone land. He stated the city's use of 425 agreement is a cover for eminent domain law and that the property sales to MAEDA were not made in good faith to home owners.

Maggie Emerson-Rich of 616 Union Street, requested it to be on record her disagreement with 425 agreements appropriateness to move land into the city. She stated that 425 agreements are temporary land agreements that do not show a long-term commitment.

7) CONSENT AGENDA

Moved Wolfersberger, supported Caron to amend the consent agenda to include the June power purchase of \$879,221.71, brining total purchases to \$1,579,098.74, and approve the consent agenda as amended. On a roll call vote:

Ayes: Joe Caron, Theresa Chaney-Huggett, Jacob Gates, James Swartz, Ryan Traver, Ryan Underhill, Scott Wolfersberger.

Nays: None

Abstain: None
MOTION CARRIED

A. City Council Minutes

Work Session- June 20, 2023
Regular Session - June 20, 2023

B. City Bills

Purchases- 6/16/2023	\$15,696.88
Purchases- 6/20/2023	\$216,795.33
Purchases-6/23/2023	\$357,686.09
Purchases- 6/28/2023	\$54,699.35
Purchases- 7/7/2023	\$46,162.38
Purchases- 7/11/2023	\$26,837.00
Total	\$717,877.03

C. MML WORKERS COMPENSATION FUND TRUSTEE ELECTION

D. MARSHALL HOUSE PSA THIRD AMENDMENT

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. PA 425 CONDITIONAL LAND TRANSFER REQUEST- PARCEL ID 16-260-006-00 & 16-350-006-00
PUBLIC HEARING AND ENACTMENT**

Manager Perry presented the land transfer request.

Mayor Schwartz opened the public hearing at 7:12pm

Barry Wayne Adams of 622 W Green Street, stated that 425 agreements are used to take land from the people and give it to corporate entities. He reiterated that 425 agreements support corporate fascism and that 425 agreements are unconstitutional. He quoted a former Michigan supreme court justice about corporate well fare and stated that it is the Council's job to protect the rights of the people not the rights of corporations.

Leigh Rockwell of Ceresco spoke about her frustration over the vague information provided on the agenda and that she believes the information is purposefully vague to hide the true intent. She further stated her frustration that the public hearing is not informational.

Maggie Emerson-Rich of 616 Union Street, stated her frustration with tax breaks for

development properties. She stated that taxes collected from the people are going to cover the tax breaks being issued in 425 agreements.

The public hearing was closed at 7:20 p.m.

Council Member Wolfersberger spoke about the development being for housing development and no tax abatement has been requested with the land transfer. He spoke about the details of the development, which includes apartments and single-family homes.

Council Member Traver stated that the full agenda packet is provided on the city website as well as a printed version on the binder on the table up front. He stated that the packets provided show a map and details of development, and commented on the workshop meeting held previously that included further details and discussion about this project. Traver stated a member of the public was in attendance and took notes throughout that workshop.

Mayor Schwartz provided clarification and reiterated the previous council comments stating that the 425 agreement is requesting city utilities for the location.

Moved Wolfersberger, supported Traver to Approve Resolution 2023-24, A Resolution Authorizing Execution of Contract for Conditional Transfer of Property under PA 425 of 1984 for property identified by parcel ID 16-260-006-00 and 16-350-006-00 and authorize the City Manager and City Clerk to sign the necessary documents. . On a roll call vote:

Ayes: Joe Caron, Theresa Chaney-Huggett, Jacob Gates, James Schwartz, Ryan Traver, Ryan Underhill, Scott Wolfersberger

Nays: None

Abstain: None

Motion carried.

CITY OF MARSHALL, MICHIGAN RESOLUTION NO. 2023-24

A RESOLUTION AUTHORIZING EXECUTION OF CONTRACT FOR CONDITIONAL TRANSFER OF PROPERTY UNDER P.A. 425 of 1984

Minutes of a regular meeting of the Council of the City of Marshall, held on July 17, 2023, at 7:00 PM.

PRESENT:

ABSENT:

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

WHEREAS, Mark Olinyk, Wendy Berry Olinyk, Ronald J. DeGraw and Jayne E. DeGraw, owners of property with parcel ID's of 16-260-006-00 and 16-350-006-00, have petitioned the City of Marshall and Marshall Township for a Conditional Transfer of their property from Marshall Township into the City of Marshall; and

WHEREAS, on February 25, 2006, the City of Marshall Entered into a Master 425 Agreement with the Township of Marshall; and

WHEREAS, on September 15, 2014, the City of Marshall extended this Master 425 Agreement with the Township of Marshall until 2026; and

WHEREAS, on June 24, 2019, the City of Marshall extended this Master 425 Agreement with the Township of Marshall until December 31, 2029; and

WHEREAS, the Master 425 Agreement facilitates the provision of City services, including municipal sewer, water, electric, broadband, police, and fire protection to properties currently within Marshall Township according to terms acceptable to both the Township of Marshall and the City of Marshall; and

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF MARSHALL that the City Manager and the City Clerk are authorized to execute a Contract for Conditional Transfer of Property identified by parcel ID's 16-260-006-00 and 16-350-006-00 from the Township of Marshall to the City of Marshall; and

IT IS FURTHER RESOLVED, that the Contract for Conditional Transfer shall be in the form of the attached document, subject to changes in form approved by the City Attorney.

Resolution declared adopted this 17th day of July 2023.

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 July 17, 2023, 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. SLU #23.03- 902/1102 WEST HANOVER SPECIAL LAND USE

Director Zuzga presented information and introduced the owner of the property, Adam Rickert of Coldwater.

Mayor Schwartz opened the public hearing at 7:26 p.m.

Barry Wayne Adams of 622 W Green Street stated that zoning is a tactic of corporate fascism, and reiterated his previous statements that zoning shows the lawlessness of the council. He further stated that zoning property shows utilization of military authority by the City and is infringing on the rights of land owners to their property.

Leigh Rockwell of Ceresco stated her appreciation of the concern being shown at the Planning Commission Meeting for the environmental impact that the development would have on the area, and voiced her frustration and disappointment that the same concern wasn't shown in other developments happening, specifically at the megasite. She further voiced her frustration that the feelings and recommendations of the Joint Planning Commission were not listened to by the Council in regards to the megasite.

Maggie Emerson-Rich of 616 Union St spoke in favor of the development of vacant property by small businesses and encouraged council to facilitate development of small business en lieu of corporate development.

Mayor Schwartz closed the public hearing at 7:33 p.m.

Wolfersberger welcomed the development and spoke in favor of the development of the site. Mayor Schwartz echoed Wolfersberger's statements.

Moved Gates, supported Underhill to Approve Special Land Use (SLU#23.02) for the development of storage units at 902/1102 West Hanover Street.. On a roll call vote:

Ayes: Ryan Traver, Ryan Underhill, Scott Wolfersberger, Joe Caron, Theresa Chaney-Huggett, Jacob Gates, James Schwartz

Nays: None

Abstain: None

Motion Carried

C. 112 N. EAGLE (FORMER DREAMERS BLDG.) OPRA DISTRICT CREATION

Council Member Caron requested to abstain because the owner of the building associated with the OPRA request was his employer. He further stated he has no ownership in the property. There was no opposition or concern from council, and Mayor Schwartz stated that, due to no conflict found by council, that voting could continue.

Mayor Schwartz opened the public hearing at 7:38 p.m.

Barry Wayne Adams of 622 W Green Street stated that the council was utilizing martial law by assigning an OPRA district license to the property, and spoke about an individual's right to their property and by assigning licenses and zoning that the City is directly assaulting that right.

Maggie Emmerson-Rich of 616 Union Street shared her disappointment in the discouragement of members abstaining to vote due to their perceived conflict of interest and stated that in the conflict of interest clause for the city there is mention of referential gain, which she believes applies in this instance.

The public hearing closed at 7:42 p.m.

Gates stated that the purpose of an OPRA is to encourage the redevelopment of historic buildings and that it is a positive forward-thinking tool to save and revitalize downtowns. Wolfersberger stated that an OPRA does not abate taxes and that taxes are still paid yearly. He stated that the increase in taxes would be delayed over the span of time allotted.

Mayor Schwartz agrees with the statements made by council and encourages the revitalization of decaying buildings in the downtown area.

Moved Wolfersberger, supported Underhill to approve Resolution 2023-18, A Resolution To Establish An Obsolete Property Rehabilitation District for 112 N. Eagle Street under PA 146 of 2000 and authorize the City Manager and City Clerk to sign the necessary documents. On a roll call vote:

Ayes: Joe Caron, Theresa Chaney-Huggett, Jacob Gates, James Schwartz, Ryan Traver, Ryan Underhill, Scott Wolfersberger

Nays: None

Abstain: None

Motion Carried.

**RESOLUTION 2023-18
RESOLUTION TO ESTABLISH AN OBSOLETE PROPERTY REHABILITATION
DISTRICT FOR 112 N. EAGLE STREET**

Minutes of a regular meeting of the Council of the City of Marshall, held on July 17, 2023 at Calhoun County Building in Marshall, MI at 7:00 PM.

PRESENT:

ABSENT:

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

WHEREAS, pursuant to PA 146 of 2000, the City of Marshall has the authority to establish "Obsolete Property Rehabilitation Districts" within the City of Marshall; and

WHEREAS, Sue Damron has filed a written request with the clerk of the City of Marshall requesting the establishment of the Obsolete Property Rehabilitation District for an area in the vicinity of 112 North Eagle Street located in the City of Marshall hereinafter described; and

WHEREAS, the City Council of the City of Marshall determined that the district meets the requirements set forth in section 3(1) of PA 146 of 2000; and

WHEREAS, written notice has been given by mail to all owners of real property located within the proposed district and to the public by newspaper advertisement in the Marshall Advisor and/or by public posting of the hearing on the establishment of the proposed district; and

WHEREAS, on July 17, 2023 a public hearing was held and all residents and taxpayers of the City of Marshall were afforded an opportunity to be heard thereon; and

WHEREAS, the City Council deems it to be in the public interest of the City of Marshall to establish the Obsolete Property Rehabilitation District as proposed.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF MARSHALL that the following described parcel(s) of land situated in the City of Marshall, Calhoun County, and State of Michigan, to wit:

MARSHALL CITY, LOWER VILLAGE S 1/2 OF LOTS 1 & 2 BLK 13
be and here is established as an Obsolete Property Rehabilitation District pursuant to the provisions of PA 146 of 2000 to be known as 112 N Eagle Street Obsolete Property Rehabilitation District No. 1.

AYES:

NAYS:

RESOLUTION DECLARED ADOPTED.

I hereby certify that the foregoing constitutes a true and complete copy of a resolution adopted by the City Council of the City of Marshall, County of Calhoun, Michigan at a regular meeting held on July 17, 2023.

Michelle Eubank
Clerk

11) OLD BUSINESS

12) REPORTS AND RECOMMENDATIONS

A. DREAMERS BUILDING OPRA SET PUBLIC HEARING

Gates stated that OPRA licenses encourage redevelopment of historic buildings, as well as promote forward thinking, and gives owners tools to help save downtown buildings.

Wolfersberger reiterated that taxes are not ceased with an OPRA and that they are still being paid. He stated that OPRA creates an incentive for owners by not increasing the taxes for the determined amount of time to reflect the redevelopment taking place now.

Schwartz agreed with the previous statements by Wolfersberger and Gates and encourages revitalization.

Moved Gates, supported Chaney-Huggett to set a public hearing for August 7, 2023 to consider approval of an OPRA exemption for the proposed Dreamers building renovation. On a voice vote:

Motion Carried

B. VALLEY VIEW DEVELOPMENT AGREEMENT- NORTHEAST NIA

Wofersberger spoke in favor of the cull de sac development, citing light construction in the surrounding area with benefits to the community.

Schwartz spoke in favor of the increase in housing and how it is alleviating the previous concern in the community.

Moved Caron, supported Underhill to approve the proposed agreement with Allen Edwin for the Valley View Development Phase 1. On a voice vote: **Motion carried**

C. OPRA POLICY

Caron spoke on the importance of consistent guidelines for issuing OPRA licenses in the future and stated the positive outcome moving forward.

Moved Gates, supported Wolfersberger to approve the OPRA policy as presented. On a voice vote: **Motion carried**

D. CITY HALL SERVER REPLACEMENT

This item was removed from the agenda with a motion under item 5.

E. PUBLIC SPACES COMMUNITY PLACES GRANT APPLICATION

Schwartz questioned if the only funding being generated to meet the matching requirement was coming from public donations and not general funds. Staff confirmed only public donations will be utilized to meet the grant match amount.

Moved Chaney-Huggett, supported Underhill to authorize city staff to submit a grant application to the Public Spaces Community Places grant program for a \$50,000 grant that would be matched by \$50,000 in local donations. On a voice vote: **Motion carried**

F. MOTOR POOL EQUIPMENT PURCHASES

Schwartz spoke on the status of the motor pool fund and questioned if future allocation changes will be made to improve the balance into that fund. Manager Perry confirmed that future budget changes are being explored in relation to that fund. Traver stated for the record that the vehicles looking to be replaced are 4 out of the 75 rolling equipment that are currently used by the City to maintain its services to the community.

Moved Wolfersberger, supported Caron to

- Approve the replacement of the DPW street sweeper (unit 414) at the cost of \$227,715 to be funded from the major street fund in the amount \$124,500 and the local street fund in the amount of \$83,000.

- Approve the replacement of the Electric Department trencher/excavator (unit 832) at the cost of \$66,054 to be funded from the Electric fund.
- Approve the replacement of the Electric Department truck (unit 113) at the cost of \$51,436 to be funded from the Motor Pool fund.
- Approve the placement of a build order for the Public Works Department bucket truck (unit 307) and the Electric Department bucket truck (unit 324) to be funded in future FY budget anticipated at FY 25 or 26.

On a roll call vote:

Ayes: Theresa Chaney-Huggett, Jacob Gates, James Schwartz, Ryan Traver, Ryan Underhill, Scott Wolfersberger, Joe Caron

Nays: None

Abstain: None

Motion Carried.

G. COUNTY SPONSORED EARLY VOTING CENTER

Wolfersberger questioned if there are suspected locations for the combined voting center with Calhoun County and if by signing the letter of interest, the City is locked in for that voting option.

Manager Perry clarified that this is solely a letter of interest at this time to help the county gauge the interest of each local municipality in participation.

Schwartz shared his interest, depending on the convenience for the city voters and stated that he would like to see this brought back to council once new information is available on proposed locations.

Moved Caron, supported Underhill to authorize the City Manager and City Clerk to sign the letter of intent to partner with the Calhoun County Clerk for Early Voting. On a voice vote: **Motion Carried**

H. FIBERNET STATIC IP ADDRESS FEE

Wolfersberger commented on what the IP address does for the consumer.

Moved Wolfersberger, supported Gates to approve the modification to the FiberNet rate schedule to include a \$10 static IP monthly rate. On a voice vote: **Motion carried.**

I. MARSHALL HOUSE PILOT ORDINANCE INTRODUCTION AND SET PUBLIC HEARING

Moved Theresa Chaney-Hugget, supported Joe Caron to introduce Ordinance 2023-10, An Ordinance to provide for a service charge in lieu of taxes for a multiple family dwelling project for low income persons and families to be financed with a federally-aided mortgage loan pursuant to the provisions of the state housing development authority act of 1966 (1966 pa 346, as amended; mcl 125.1401, et seq) (the "act") and set a Public Hearing for August 7, 2023. On a voice vote: **Motion Carried**

13) APPOINTMENTS / ELECTIONS

A. BOARD OF REVIEW APPOINTMENT

Moved Joe Caron, supported Scott Wolfersberger to approve the appointment of Carol Paul to the Board of Review with a term ending on January 1, 2024. 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.

Barry Wayne Adams of 622 W Green Street spoke about his concern over Cliff Hill Law Firm being employed by the City as a consultant and it being the same firm that employed the printing company who produced the mailers that discouraged the Not-the-megasite movement. He proposed his theory that the City is the one who asked for the printing and distribution of the mailers.

Maggie Emmerson-Rich of 616 Union Street shared her frustration with the lack of recording of the meetings and it not being available to the public. She voiced her frustration that funds were distributed for truck replacement but no money was being given to record meetings. She stated that recordings of meetings used to be available to the public. She further voiced concern and frustration over the fountain's crosswalks condition and the need for painting and pleaded for action on the crosswalks for community safety.

Leigh Rockwell of Ceresco voiced concern and fear about allegations that City paid for threatening mailers. She voiced her concern about the verbiage on the published material, stating a "small minority" is against Megasite development and stated that a vote should occur as a "small minority" will not pass a vote to cease development. She stated that petitioners do not feel heard or respected after the denial of the referendum.

Rick Sadler of Marshall Township stated that the concern about downtown building conditions by the council and its members is hypocritical after approving the Megasite where homes are being torn down.

Connie Riever of Marengo Township stated that she finds the actions of the City repulsive in determining signatures not from Marshall residents, and stated that the council is actively demolishing democracy. She stated that the City has caused, and will continue to cause, destruction in the community through corporate welfare. She further stated that council members are disgusting and despicable in the choices that they make and questions how they live with themselves.

15) COUNCIL AND MANAGER COMMUNICATIONS

Member Underhill spoke on a Methodist Church event.

Member Chaney-Huggett gave a summary of the airport board meeting, stating that a new sign is coming, a fly in breakfast is scheduled from 8am to noon on August 12th, and the annual inspection was completed with no issues found. Chaney-Huggett also reported on library meetings and stated that the turnout was positive and the community raved on items that have been completed. There was good community discussion.

Member Wolfersberger gave a summary of the Planning Commission meeting that took place previously, which included the site plan for new construction for Marshall Tire.

Member Gates reiterated that the crosswalks around the fountain are under MDOT jurisdiction and, although they agree, they can only request the changes.

Manager Perry spoke about the MDOT signage for the crosswalks at the fountain and the lengthy timeline from request by the City to the installation by MDOT. Perry provided

that the crosswalks were repainted at the time of signage being placed but faded quickly and that an alternative is being explored to encourage a better turn out of long term painting. Perry also provided an update on the Committee for Marshall- not the megasite v. City of Marshall court case stating the opinion of the court was issued and can be found on the website.

Mayor Schwartz spoke about the mailers and the accusation of City funds being utilized to create and distribute the propaganda. He also asked for comment by Manager Perry and Attorney Revore. Both stated that no money to their knowledge or approval was distributed to support any mailers or signage against the committee for Marshall-Not The Megasite.

16) ADJOURNMENT

The meeting was adjourned at 8:27 p.m.

Respectfully submitted by,

Jennifer Pickford
Deputy Clerk

APPROVAL LIST FOR CITY OF MARSHALL
EXP CHECK RUN DATES 07/17/2023 - 07/17/2023
UNJOURNALIZED
OPEN

INVOICE NUMBER	VENDOR NAME	DESCRIPTION	PO NUMBER	AMOUNT
06122023-A	5 STAR SPRINKLERS	START UP SPRINKLERS AT GRAND STREET PARK		80.00
06122023-B	5 STAR SPRINKLERS	START UP & REPAIR SPRINKLERS AT FOUNTAIN		283.50
06122023-C	5 STAR SPRINKLERS	START UP & REPAIR SPRINKLERS AT CITY HAL		168.50
06122023-D	5 STAR SPRINKLERS	START UP & REPAIR SPRINKLERS AT ATHLETIC		605.00
06122023-E	5 STAR SPRINKLERS	START UP & REPAIR SPRINKLERS AT CARVER P.		130.00
06122023-F	5 STAR SPRINKLERS	START UP & REPAIR SPRINKLERS AT PSB		120.00
06122023-G	5 STAR SPRINKLERS	START UP & REPAIR SPRINKLERS AT ISLANDS		130.00
06122023-H	5 STAR SPRINKLERS	START UP & REPAIR SPRINKLERS DOWNTOWN		395.00
458063	AD-VISOR & CHRONICLE	ACCT NO. 6100458 ADS 6/10, 6/17, 6/24		1,027.95
9139570018	AIRGAS USA, LLC	NITRILE GLOVES - PAYER NO. 1438173		135.35
1VWC-WCLM-DDMD	AMAZON CAPITAL SERVICE	CLEANING WIPES - ACCT NO. A1P4GM99HG1EO2		141.70
1QFR-GT1V-GXRD	AMAZON CAPITAL SERVICE	COLORLED CARDSTOCK - ACCT NO. A1P4GM99HG1		24.85
1LH9-174Q-C6V3	AMAZON CAPITAL SERVICE	HAND SOAP & NITRILE GLOVES - ACCT NO. A1		101.06
1QFR-GT1V-9FNJ	AMAZON CAPITAL SERVICE	EPSON SCANNER & PENS - ACCT NO. A1P4GM99		109.97
14PT-NFW9-GLJX	AMAZON CAPITAL SERVICE	FLAG, FLAG POLE ROPE KIT, FIRST AID KIT		137.82
1NL3-MHTP-33DM	AMAZON CAPITAL SERVICE	WADERS & DECK BROOM - ACCT NO. A1P4GM99H		114.38
1CV3-77MR-7FH3	AMAZON CAPITAL SERVICE	LANYARD STRING & BALLOON ANIMAL KIT - AC		25.69
1GYC-T4KR-9K4V	AMAZON CAPITAL SERVICE	PULLEY WHEEL TIRE & BAND SAW BLADE - ACC		46.19
11C3-L6MK-7YYC	AMAZON CAPITAL SERVICE	PUSH ACTIVATED VALVE FOR DRINKING FOUNTA		498.56
7002122897	AMERICAN WATER WORKS	A MEMBER NO. 00269636 TERM 9/1/23 - 8/31/2		400.00
2023-026618	ASPHALT SOLUTIONS PLUS	PSB PARKING LOT SEALCOAT, CRACK SEAL, & 2023.272		6,084.00
269781843107-2023	AT&T	ACCT NO. 269 781-8431 746 9 AIRPORT JULY		523.93
269789901107-2023	AT&T	ACCT NO. 269 789-9011 599 1 MRLEC JULY 2		484.29
269781949207-2023	AT&T	ACCT NO. 269 781-9492 594 7 MARSHALL HOU		513.04
6089	AUGUST ENVIRONMENTAL	S WASTE WATER CONTRACT LAB ANALYSIS		702.00
6101	AUGUST ENVIRONMENTAL	S WATER CONTRACT LAB ANALYSIS		1,312.00
225-508826	AUTO VALUE MARSHALL	FLEET WHT		28.38
225-508928	AUTO VALUE MARSHALL	2020 FORD INTERCEPTOR BATTERY & SAFETY V.		247.81
225-508931	AUTO VALUE MARSHALL	CABIN AIR FILTERS		63.00
225-509017	AUTO VALUE MARSHALL	HP SYNTH GS 140Z		7.99
225-509024	AUTO VALUE MARSHALL	SYNTHETIC OIL, POLY ARM, CUTOFF WHEEL, M		385.67
225-509068	AUTO VALUE MARSHALL	10W30 OIL		94.17
225-509069	AUTO VALUE MARSHALL	2022 FORD INTERCEPTOR OIL FILTER, OIL, &		242.19
225-509202	AUTO VALUE MARSHALL	LIFT-FRONT SHAD, WIRE CUP		37.68
225-509230	AUTO VALUE MARSHALL	MINI FILTER		53.29
225-509231	AUTO VALUE MARSHALL	FILTER		79.39
225-509242	AUTO VALUE MARSHALL	ABRASIVE CUT-OFFS		25.19
225-509276	AUTO VALUE MARSHALL	PRO-GRIP MIG		346.49
225-509289	AUTO VALUE MARSHALL	BLACK AIR TUBING		13.32
225-509315	AUTO VALUE MARSHALL	R134 SELF SEAL, BUG RELEASE, BRUSH SOFT		64.74
225-509343	AUTO VALUE MARSHALL	QUICK DISCONNECT, BUNGEE ASSORT, COMP UN		96.51
22131025.00 - 1	BARR ENGINEERING CO.	MARSHALL DAM 2023 STID UPDATES - SERVICE		1,700.00
147904	BS& A SOFTWARE	CUST ID: MARSCITYCALH IMP & PROJECT MANAG		1,250.00
1017	CALHOUN COUNTY TREASUR	ANNUAL FEE FOR LAW ENFORCEMENT RECORDS S		4,466.70
23-363	CALHOUN COUNTY TREASUR	PARCEL #53-000-562-01 2023 FIRST RIGHT O		872.81
130814	CARR BROTHERS & SONS,	32 YDS CRUSHED STONE 6/15/23		998.80
1 - CAHILL	CARTER CONSULTING, LLC	CAHILL PAYMENT REQUEST - ADMIN #1		2,775.00
49656	CITY OF COLDWATER	FORK LIFT TRAINING/HAROLD JENKINS WAGES		275.00
1328220	CLARK HILL PLC	CLIENT NO. K9950 SERVICES THROUGH 6/28/2		1,508.00
0615-4196	COOK/JACKSON CONTRACTO	DEMO DRYWALL & INSULATION AT PSB		2,810.00
10045	COURTNEY & ASSOCIATES	MONTHLY RETAINER SERVICE - JUNE 2023		250.00
618921	DARLING ACE HARDWARE	TUBE POLY (WATER DEPT) - CUST NO. 1650		7.90
619017	DARLING ACE HARDWARE	NUTS, BOLTS (WATER DEPT) - CUST NO. 1650		0.58
618978	DARLING ACE HARDWARE	GROUND RECEPTACLE (MARSHALL HOUSE) - CUS		12.87
619099	DARLING ACE HARDWARE	CORED HEX HD PLUG, REDC COUPL (WASTE WAT		11.18
619111	DARLING ACE HARDWARE	LED 75W 2 PK (PSB) - CUST NO. 1650		11.99
619186	DARLING ACE HARDWARE	VEG KILLER, STAIN, RAID, MOLD CONTROL (M		468.83
619204	DARLING ACE HARDWARE	NOZZLE (POWER HOUSE) - CUST NO. 1650		18.99
619211	DARLING ACE HARDWARE	ALL-IN-1 SEED #10 (MARSHALL HOUSE) - CUS		65.98
619352	DARLING ACE HARDWARE	EXTENSION CORD, POWER STRIP (FIBERNET) -		84.58
619330	DARLING ACE HARDWARE	9V BATTERIES (WASTE WATER) - CUST NO. 16		17.99
619409	DARLING ACE HARDWARE	SPRAY PAINT (ELECTRIC) - CUST NO. 1650		9.59
619420	DARLING ACE HARDWARE	BLEACH (MARSHALL HOUSE) - CUST NO. 1650		7.99
619552	DARLING ACE HARDWARE	CAULK (REC/PARKS) - CUST NO. 1650		8.59
619656	DARLING ACE HARDWARE	BAIT STATION, GLASS CLEANER (FIBERNET) -		10.58
619693	DARLING ACE HARDWARE	SEED START MIX (REC/PARKS) - CUST NO. 16		13.65
619775	DARLING ACE HARDWARE	ACID MURIATIC GAL (REC/PARKS) - CUST NO.		19.98
619740	DARLING ACE HARDWARE	TOILET SEAT, UTILITY BLADES, BLEACH (MAR		60.61
619849	DARLING ACE HARDWARE	HOSE ADAPTER (WASTE WATER) - CUST NO. 16		8.59
619901	DARLING ACE HARDWARE	ACID MURIATIC GAL (REC/PARKS) - CUST NO.		29.98
619938	DARLING ACE HARDWARE	SHOVELS, KEYS (REC/PARKS) - CUST NO. 165		54.32
615797	DARLING ACE HARDWARE	DRILL BIT SET, HORNET SPRAY (FIBERNET) -		39.58
619971	DARLING ACE HARDWARE	LEADER HOSE (WASTE WATER) - CUST NO. 165		15.99
620000	DARLING ACE HARDWARE	RIVET TOOL (ELECTRIC) - CUST NO. 1650		25.99
620011	DARLING ACE HARDWARE	HOSE NOZZLE & HANGOUT (WASTE WATER) - CU		23.98
620042	DARLING ACE HARDWARE	FML AERATOR 1.5GPM (MRLEC) - CUST NO. 16		4.59
620031	DARLING ACE HARDWARE	ACID MURIATIC GAL (REC/PARKS) - CUST NO.		59.94
620065	DARLING ACE HARDWARE	INSECT REPELLENT, SAFETY GLASSES (ELECTR		15.58
620138	DARLING ACE HARDWARE	KICKDOWN DOOR STOP (MRLEC) - CUST NO. 16		17.98

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620139	DARLING ACE HARDWARE	C BATTERIES (CITY HALL) - CUST NO. 1650		11.99
620163	DARLING ACE HARDWARE	CHLORINE TABLETS (REC/PARKS) - CUST NO.		209.99
620310	DARLING ACE HARDWARE	SPACKLE (MRLEC) - CUST NO. 1650		8.59
620309	DARLING ACE HARDWARE	9V BATTERIES (REC/PARKS) - CUST NO. 1650		10.99
620396	DARLING ACE HARDWARE	NUTS, BOLTS, ELBOWS (WATER DEPT) - CUST		28.03
620431	DARLING ACE HARDWARE	RETURN NUTS, ELBOWS (WATER DEPT) - CUST		(9.57)
620430	DARLING ACE HARDWARE	DUCT TAPE, SAFETY GLASSES (REC/PARKS) -		23.58
619989	DARLING ACE HARDWARE	FLEX SEAL, CEMENT PRIMER, SHWR DRAIN (AI		56.95
619892	DARLING ACE HARDWARE	CHAIN 14IN (FIRE DEPT) - CUST NO. 1650		52.58
3379737	EDWARDS INDUSTRIAL SAL	S-FLEX COUPLING SLEEVES, GREASE COUPLERS		90.76
3380040	EDWARDS INDUSTRIAL SAL	ERMETO NUTS & SLEEVES - CUST ID: 92775		19.68
3380509	EDWARDS INDUSTRIAL SAL	PUSH CONNECTS & QUICK CONNECTS - CUST ID		71.98
297880	ELHORN ENGINEERING COM	CARUS 4500 (30-GAL DRUM) QTY 5		2,085.00
S0017503	EMERGENCY VEHICLE PRO	D FIRE VEHICLE MAINTENANCE (SQUAD 12) - CU		2,034.72
S0017504	EMERGENCY VEHICLE PRO	D FIRE VEHICLE MAINTENANCE (SQUAD 12) - CU		826.60
S0017560	EMERGENCY VEHICLE PRO	D FIRE VEHICLE MAINTENANCE (RESCUE 12) - C		5,321.29
I124676	ERIC DALE HEATING & AI	CITY HALL SERVICE CALL 6/14/23		646.23
I124968	ERIC DALE HEATING & AI	INSTALL NEW AIR CONDITIONER AT CITY HALL		2,890.00
I125177	ERIC DALE HEATING & AI	PSB SERVICE CALL 6/26/23		676.00
S105128993.001	ETNA SUPPLY	HYDRANT EXTENSION TRAFFIC MODEL - CUST N		1,190.00
S105148084.001	ETNA SUPPLY	COUPLINGS - CUST NO. 5277		1,012.50
S105173018.001	ETNA SUPPLY	SNAP CLAMPS - CUST NO. 5277		1,531.57
0177699-1	FERGUSON WATERWORKS	#3 1" METER COUPLING - CUST NO. 2868		300.00
12557	FIRE CATT, LLC	FIRE HOSE & GROUND LADDER TESTING		3,553.15
13008	FREDRICKSON SUPPLY, LL	WACKER NEUSON VIBRATORY PLATE		2,495.00
23-06192	GARAGE DOORS UNLIMITED	SERVICE CALL AT FIRE STATION 6/16/23		502.10
129073	GIFFELS WEBSTER	PLANNING & ZONING SERVICES THROUGH 6/10/		474.50
4785	GOODWIN'S PLUMBING, LL	SERVICE AT AIRPORT 5/18/23		305.00
9739704162	GRAINGER	HAND SOAP (WASTE WATER) - ACCT NO. 80494		98.20
9745514514	GRAINGER	HAND SOAP (ATHLETIC FIELDS) - ACCT NO. 8		71.60
9742264386	GRAINGER	DRINKING FOUNTAIN FILTER (PSB) - ACCT NO		64.29
9742677496	GRAINGER	DRINKING FOUNTAIN FILTER (CITY HALL) - A		64.29
25750914	GRANGER WASTE SERVICES	ACCT NO. 2782490 COMMERCIAL/WASTE JULY 2		1,131.98
25742350	GRANGER WASTE SERVICES	ACCT NO. 18400290 RESIDENTIAL JULY 2023		31,792.68
25751437	GRANGER WASTE SERVICES	ACCT NO. 2890780 875 E. MICHIGAN AVE JUL		183.50
25714139	GRANGER WASTE SERVICES	ACCT NO. 18422860 CITY BUILDINGS/RECYCLI		114.08
2309	GREAT LAKES FUNDRAISIN	MARSHALL REC. SUMMER PLAYGROUND T-SHIRTS		546.00
07132023	GROENEVELD, ANDREW	REIMBURSEMENT FOR MEALS & GAS AT NASRO C		165.59
07142023	GROSS, JOHN	CITY OF MARSHALL INSPECTION SERVICES 6/1		1,150.00
24835	GUTTERS R US, LLC	MRLEC LAWN MAINTENANCE AND LANDSCAPING 6		1,550.00
898663	GWIN, DARWIN	MOWING & TRASH AT BROOKS NATURE JUNE 202		270.00
52663	HUNTINGTON NATIONAL BA	IACCT NO. 3584232304 BOND ADMIN FEES 2023		500.00
52698	HUNTINGTON NATIONAL BA	IACCT NO. 3584276301 BOND ADMIN FEES 2023		500.00
52699	HUNTINGTON NATIONAL BA	IACCT NO. 3584276409 BOND ADMIN FEES 2023		500.00
52700	HUNTINGTON NATIONAL BA	IACCT NO. 3584276604 BOND ADMIN FEES 2023		500.00
0072971-IN	HYDROCORP	CUST: MUNMARS - INSPECTION & REPORTING J		909.00
1029	IMPACT LAWN & LANDSCAP	2023 LAWN MOWING - APRIL (APPROX) TO JUN2023.216		1,915.00
1032	IMPACT LAWN & LANDSCAP	2023 LAWN MOWING - APRIL (APPROX) TO JUN2023.216		2,700.00
1036	IMPACT LAWN & LANDSCAP	2023 LAWN MOWING - APRIL (APPROX) TO JUN2023.216		375.00
1054	IMPACT LAWN & LANDSCAP	2023 LAWN MOWING - APRIL (APPROX) TO JUN2023.216		400.00
1055	IMPACT LAWN & LANDSCAP	2023 LAWN MOWING - APRIL (APPROX) TO JUN2023.216		400.00
1056	IMPACT LAWN & LANDSCAP	2023 LAWN MOWING - APRIL (APPROX) TO JUN2023.216		450.00
176017	IMPACT SOLUTIONS	PROCESSING & SHIPPING FEE - CLIENT NO. M		24.00
176186	IMPACT SOLUTIONS	ELECTION MAIL ENVELOPES - CLIENT NO. MAR		174.28
31066595	INGERSOLL-RAND INDUSTR	REBUILD OF (2) INGERSOLL RAND AIR COMPRE2023.160		23,149.86
31509	J AND K PLUMBING SUPPL	WASTE WATER - PIPE FITTINGS & VALVES		77.21
31568	J AND K PLUMBING SUPPL	WATER - GALVANIZED FITTINGS		9.08
31642	J AND K PLUMBING SUPPL	WATER - FULL PORT BALL VALVE		26.21
9993	JS BUXTON	WASTE WATER CHEMICALS - LIME		1,535.92
0017916-IN	KRUM PUMP & EQUIPMENT	TRASH PUMP REPAIR - CUST NO. 0006141		744.02
42521	LAKELAND ASPHALT CORPO	2.16 TONS BITUMINOUS AGGREGATES 6/21/23		149.04
2025803	LAW ENFORCEMENT SEMIN	A MOTOR CARRIER TRAINING - BROWN, SEAN SEP		425.00
018659	LEWEY'S SHOE REPAIR	BOOT ALLOWANCE - HENRY, JUSTIN		440.00
018700	LEWEY'S SHOE REPAIR	BOOT ALLOWANCE - ERB, JASON		190.00
018702	LEWEY'S SHOE REPAIR	BOOT ALLOWANCE - LUIB, EARL		58.99
INVLEX17013	LEXIPOL, LLC	2023-2024 FIRE POLICY & TRAINING BULLETI2024.009		5,226.44
1720997-20230630	LEXISNEXIS RISK DATA M	BILLING ID: 1720997 JUNE 2023		200.00
36704123	LINDE GAS & EQUIPMENT,	ARGON, WELDING WIRE - CUST NO. 59879658		245.88
36683687	LINDE GAS & EQUIPMENT,	GAS - CUST NO. 59879658		142.29
07022023	LOWES BUSINESS ACCOUNT	ACCT NO. 821 3023 902596 5 REFRIGERATOR		599.00
2723	MAEDA	2023 BLUES FEST MISC PURCHASES		451.35
2724	MAEDA	PAINT FOR DOWNTOWN MURAL REPAIR		267.07
2502	MAEDA	2023-2024 CHAMBER MEMBERSHIP		550.00
002566	MARSHALL HARDWARE, LLC	TIDE PODS, MARKERS, ROUND UP, STAPLE GUN		136.92
002580	MARSHALL HARDWARE, LLC	2 PCK POOL SHOCK		11.38
002586	MARSHALL HARDWARE, LLC	SAFETY YELLOW PAINT		77.99
002606	MARSHALL HARDWARE, LLC	KEY RINGS, SAFETY YELLOW PAINT		78.89
14585	MDK GROUP	MRLEC SHRED SERVICES THROUGH 6/26/23		105.00
M500-141	MEDALLION MANAGEMENT,	MARSHALL HOUSE CONSULTING FEES JUNE 2023 2023.188		4,800.00

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M500-140	MEDALLION MANAGEMENT,	MARSHALL HOUSE PAYROLL 5/13/23 - 6/9/23	2023.188	10,049.16
M500-142	MEDALLION MANAGEMENT,	MARSHALL HOUSE PAYROLL 5/13/23 - 6/9/23	2023.188	2,427.23
95488	MERIT NETWORK, INC.	BANDWIDTH 2.0 GBPS INTERNET CONNECTION -2023.281		60,300.00
06232023	MICHIGAN RURAL WATER A	MEMBERSHIP DUES JULY 2023 - JUNE 2024		910.00
R105017774:01	MIDWEST TRANSIT EQUIPM	MAINTENANCE/REPAIR BUCKET TRUCK #301		294.15
1881255	MILLER JOHNSON ATTORNE	CLIENT NO. 52636 SERVICES THROUGH 5/31/2		995.60
489072	NORTH CENTRAL LABORATO	ACCT NO. 27850 WASTE WATER LAB SUPPLIES		32.73
856366	NYE UNIFORM COMPANY	MARSHALL PD - PATTON, BROWN, HYDE		166.50
856368	NYE UNIFORM COMPANY	MARSHALL PD - LANKERD		180.00
856370	NYE UNIFORM COMPANY	MARSHALL PD - RITSEMA		70.00
856373	NYE UNIFORM COMPANY	MARSHALL PD - AMBROSE		66.50
856374	NYE UNIFORM COMPANY	MARSHALL PD - HYDE		82.00
856379	NYE UNIFORM COMPANY	MARSHALL PD - KURAS		161.50
856389	NYE UNIFORM COMPANY	MARSHALL PD - PATTERSON		131.89
856394	NYE UNIFORM COMPANY	MARSHALL PD - POTTER		168.50
856398	NYE UNIFORM COMPANY	MARSHALL PD - KELLER		108.90
856399	NYE UNIFORM COMPANY	MARSHALL PD - DEKRYGER		108.90
856400	NYE UNIFORM COMPANY	MARSHALL PD - LANKERD		114.99
856401	NYE UNIFORM COMPANY	MARSHALL PD - RITSEMA		106.00
856405	NYE UNIFORM COMPANY	MARSHALL PD - BROWN		106.00
856408	NYE UNIFORM COMPANY	MARSHALL PD - PHILPOTT		121.99
856411	NYE UNIFORM COMPANY	MARSHALL PD - VANDENBOSS		99.00
856413	NYE UNIFORM COMPANY	MARSHALL PD - AMBROSE		99.00
856414	NYE UNIFORM COMPANY	MARSHALL PD - GROENEVELD		99.00
856416	NYE UNIFORM COMPANY	MARSHALL PD - GOODRICH		99.00
856418	NYE UNIFORM COMPANY	MARSHALL PD - HUG		99.00
856420	NYE UNIFORM COMPANY	MARSHALL PD - HYDE		99.00
119857	O'LEARY WATER CONDITIO	FIRE DEPT - WATER DELIVERY MAY & JUNE 20		71.50
4788-358326	O'REILLY FIRST CALL	GL-WIPER FLD - ACCT NO. 1741510		6.49
4788-358970	O'REILLY FIRST CALL	CARGO STRAPS - ACCT NO. 1741510		25.99
2616035	OFFICE THREE SIXTY INC	CALCULATOR - ACCT NO. 26140		24.64
2623418B1	OFFICE THREE SIXTY INC	TISSUES - ACCT NO. 26140		28.39
73049	PEERLESS MIDWEST, INC.	WELLHEAD PROTECTION PROGRAM (WHPP) PLAN 2023.279		4,637.55
23167555	PLUMMER'S ENVIRONMENTA	ENVIRONMENTAL SERVICES FOR WATER DEPT		1,660.00
56750091	POWER LINE SUPPLY	SMALL HANDHOLES - CUST ID: 100402		1,674.84
56750092	POWER LINE SUPPLY	GROUND RODS - CUST ID: 100402		144.84
56751282	POWER LINE SUPPLY	KIP UNIFORM - CUST ID: 100402		199.00
56751284	POWER LINE SUPPLY	CLINT UNIFORM (JEFF MACK BUYING) - CUST		240.00
56751295	POWER LINE SUPPLY	FULLER UNIFORM - CUST ID: 100402		160.00
56752738	POWER LINE SUPPLY	WORK GLOVES - CUST ID: 100402		186.12
56752741	POWER LINE SUPPLY	SERVICE CLAMPS - CUST ID: 100402		327.57
56752742	POWER LINE SUPPLY	SILICONE - CUST ID: 100402		295.92
227976	PRINTING SYSTEMS, INC.	ELECTION FORMS & SUPPLIES - ACCT NO. 352		90.89
28964	PRO SERVICES, INC.	MARSHALL HOUSE BOILER REPAIR - CUST ID: 1		2,365.00
2023.223-PAY APP #:	QUALITY EXCAVATORS, IN	INDUSTRIAL ROAD AND S KALAMAZOO WATERMAI	2023.223	333,816.30
2023.227-PAY APP #:	QUALITY EXCAVATORS, IN	2023 LEAD SERVICE LINE REPLACEMENT AND I	2023.227	80,753.00
10006996	RATHCO SAFETY SUPPLY,	BARRICADES FOR 2023 BLUES FEST		550.00
897623-00	RESCO	MILBANK REPLACEMENT PARTS - CUST NO. 420		97.98
92062422	SAFETY-KLEEN SYSTEMS,	PARTS WASHER SOLVENT - ACCT NO. CI28930		191.45
10667	SIGNWORLD CONCEPTS	WALL NAME PLATES FOR FINANCE & PSB		525.00
2447	STATE OF MICHIGAN EGLE	2023 GREAT LAKES WATER INFRASTRUCTURE CO		195.00
1029651	STEENSMA	BELT WITH SLEEVE (QTY 2) - CUST NO. 5154		251.24
1034852	STEENSMA	5LB ORANGE TRIMMER LINE - CUST NO. 5154		188.97
1036836	STEENSMA	ARMREST, HOOK BOLT, LOCK NUT - CUST NO.		225.20
1037371	STEENSMA	CAP SCREW - CUST NO. 5154		20.45
1037763	STEENSMA	SCREW - CUST NO. 5154		10.50
1038108	STEENSMA	WHEELS, AXLES - CUST NO. 5154		122.29
2023-25775	STOP STICK, LTD.	STOP STICK KIT REPLACEMENT		1,170.00
157-1073865	THE GOODYEAR TIRE & RU	NEW TIRES SQUAD 12 (QTY 4) - FIRE DEPT		1,494.04
157-1073874	THE GOODYEAR TIRE & RU	NEW TIRES RESCUE 12 (QTY 2) - FIRE DEPT		1,690.35
2432-5	THE SHERWIN-WILLIAMS C	PAINT FOR ENGINE 6 - POWER HOUSE		450.16
8813-2	THE SHERWIN-WILLIAMS C	PAINT - POWER HOUSE		205.53
2562-9	THE SHERWIN-WILLIAMS C	#6 BUILDING PAINT - POWER HOUSE		900.35
14363	TIRE CITY TIRE PROS	2014 FORD INTERCEPTOR INSPECTION & REPAI		2,482.62
1620067952	UNIFIRST CORPORATION	UNIFORM SERVICES - MARSHALL HOUSE 6/7/23		46.55
1620067949	UNIFIRST CORPORATION	UNIFORM SERVICES - DPW & GARAGE 6/7/23		56.69
1620067951	UNIFIRST CORPORATION	UNIFORM SERVICES - ELECTRIC & FIBER 6/7/		167.38
1620067950	UNIFIRST CORPORATION	UNIFORM SERVICES - POWER HOUSE 6/7/23		70.63
1620067947	UNIFIRST CORPORATION	UNIFORM SERVICES - WASTE WATER 6/7/23		41.44
1620067953	UNIFIRST CORPORATION	UNIFORM SERVICES - WATER 6/7/23		44.72
1620068743	UNIFIRST CORPORATION	UNIFORM SERVICES - MARSHALL HOUSE 6/14/2		46.55
1620068740	UNIFIRST CORPORATION	UNIFORM SERVICES - DPW & GARAGE 6/14/23		56.69
1620068742	UNIFIRST CORPORATION	UNIFORM SERVICES - ELECTRIC & FIBER 6/14		166.61
1620068741	UNIFIRST CORPORATION	UNIFORM SERVICES - POWER HOUSE 6/14/23		70.63
1620068738	UNIFIRST CORPORATION	UNIFORM SERVICES - WASTE WATER 6/14/23		41.44
1620068744	UNIFIRST CORPORATION	UNIFORM SERVICES - WATER 6/14/23		44.72
1620069457	UNIFIRST CORPORATION	UNIFORM SERVICES - MARSHALL HOUSE 6/21/2		46.55
1620069454	UNIFIRST CORPORATION	UNIFORM SERVICES - DPW & GARAGE 6/21/23		48.87
1620069456	UNIFIRST CORPORATION	UNIFORM SERVICES - ELECTRIC & FIBER 6/21		166.61

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1620069455	UNIFIRST CORPORATION	UNIFORM SERVICES - POWER HOUSE 6/21/23		70.63
1620069452	UNIFIRST CORPORATION	UNIFORM SERVICES - WASTE WATER 6/21/23		41.44
1620069458	UNIFIRST CORPORATION	UNIFORM SERVICES - WATER 6/21/23		44.72
1620070235	UNIFIRST CORPORATION	UNIFORM SERVICES - MARSHALL HOUSE 6/28/2		46.55
1620070230	UNIFIRST CORPORATION	UNIFORM SERVICES - DPW & GARAGE 6/28/23		48.87
1620070234	UNIFIRST CORPORATION	UNIFORM SERVICES - ELECTRIC & FIBER 6/28		166.61
1620070232	UNIFIRST CORPORATION	UNIFORM SERVICES - POWER HOUSE 6/28/23		70.63
1620070226	UNIFIRST CORPORATION	UNIFORM SERVICES - WASTE WATER 6/28/23		41.44
1620070237	UNIFIRST CORPORATION	UNIFORM SERVICES - WATER 6/28/23		44.72
114934	VC3 INC	SMART CONNECT TOWER, CAT6 CABLE, VELCRO		1,035.00
105905	VC3 INC	WIRELESS UPGRADE PROJECT DOWN PAYMENT -		640.00
9938643688	VERIZON WIRELESS	ACCT NO. 987146080-00001 JULY 2023		1,830.86
90393803	WEX BANK	ACCT NO. 0470-00-462076-1 FUEL PURCHASES		12,187.76
GRAND TOTAL:				678,942.57

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1JWY-LKKQ-CFD1	AMAZON CAPITAL SERVICE	METER SOCKETS - ACCT NO. A1P4GM99HG1EO2		233.40
06172023	BABCOCK, CLIFF	MUSIC AT FARMER'S MARKET 6/17/23		35.00
07172023	BLANCHARD, JUDY	MARSHALL HOUSE RESIDENT REFUND FOR LOST		42.24
07/21/2023	BOWERS, BRANDON	UB refund for account: 1701000018		132.97
13340	BUD'S TOWING & AUTOMOT	DART BUS INSPECTION & OIL CHANGE 6/30/23		103.14
13182	BUD'S TOWING & AUTOMOT	DART BUS NEW TIRE INSTALL 6/8/23		198.93
1055	CALHOUN CO. CONSOLIDAT	2023 Q3 CONSOLIDATED DISPATCH CALLS FOR 2024.023		46,917.92
20267	CHALLENGER 2.0, LLC	INSTALL WIRELESS ACCESS POINTS AT CITY H		1,575.00
49607	CITY OF COLDWATER	SEMI-ANNUAL "BEAST" REPAIRS 1/1/23 - 6/3		465.33
170976	D & D MAINTENANCE SUPP	ACCT NO. CIMA1 JANITORIAL SUPPLIES		16.56
175519	D & D MAINTENANCE SUPP	ACCT NO. CIMA1 JANITORIAL SUPPLIES		85.80
619315	DARLING ACE HARDWARE	D BATTERIES, POWER TOOL BATTERIES (POWER		609.95
619566	DARLING ACE HARDWARE	PAINT BRUSH, ROLLER, TRAY (POWER HOUSE)		33.16
619553	DARLING ACE HARDWARE	PAINT MIXER SPIRAL (POWER HOUSE) - CUST		13.98
619638	DARLING ACE HARDWARE	SCREW COUP (POWER HOUSE) - CUST NO. 165		16.99
619589	DARLING ACE HARDWARE	M18 JOBSITE RADIO 18V (POWER HOUSE) - CU		139.99
620016	DARLING ACE HARDWARE	CONDUIT PVC, COUPLINGS, STRAPS (FIBERNET		42.69
620145	DARLING ACE HARDWARE	PAINT, BRUSHES, ROLLER FRAME (POWER HOUS		88.33
620265	DARLING ACE HARDWARE	BRUSH, TAPE, FOAM BRUSH (POWER HOUSE) -		31.36
620346	DARLING ACE HARDWARE	NUTS, BOLTS (POWER HOUSE) - CUST NO. 165		1.19
620416	DARLING ACE HARDWARE	HEX NUT, CAP, WASHERS (ELECTRIC) - CUST		69.97
620425	DARLING ACE HARDWARE	SPLIT WASHER (ELECTRIC) - CUST NO. 1650		7.79
06102023	DIXON, DAVE	MUSIC AT FARMER'S MARKET 6/10/23		35.00
538528	ED'S AUTO & TRAILER	H&H ALUMINUM TRAILER 82" X20' MODEL #H8 2024.024		10,195.00
101183	F.G. CHENEY LIMESTONE	3.66 TONS 1 1/4 @ \$17.50		64.05
9753644989	GRAINGER	SLOTTED SCREWDRIVERS - ACCT NO. 80494567		61.00
2371890	GRIFFIN PEST SOLUTIONS	ACCT NO. 197892 SERVICES AT FIRE STATION		42.00
20230494	GRP ENGINEERING, INC.	ENGINEERING SERVICES MISC. 5/1/23 - 6/4/		1,618.50
24834	GUTTERS R US, LLC	LAWN PEST APPLICATION AT MARSHALL HOUSE		235.00
36843	HUNTER-PRELL COMPANY	MRLEC SERVICE CALL FOR NO HOT WATER 6/22		1,161.87
53157	HUNTINGTON NATIONAL BA	ACCT NO. 3584170807 BOND ADMIN FEES 2023		500.00
175546	IMPACT SOLUTIONS	DOOR HANGERS FOR STREET IMPROVEMENTS - C		300.95
150	JOHN B SULLIVAN	PROFESSIONAL SERVICES APRIL TO JUNE 2023		7,887.00
000014338	KELLOGGS REPAIR	PULLEY, SPACER, BOLT FOR POWER HOUSE		52.85
07212023	KIRKLAND, DESMOND	BOARD OF REVIEW SERVICES 2022 TAX YEAR		100.00
07212023	MARSH, GEORGIA	BOARD OF REVIEW SERVICES 2022 TAX YEAR		100.00
17058	MIDWEST COMMUNICATION	FIBERNET SERVICE OUTAGE REPAIR 6/16/23 -		2,464.75
NNS51385	NEONOVA NETWORK SERVIC	ISP TECH SUPPORT JUNE 2023		1,000.00
07012023	OLIVER, JIM	MUSIC AT FARMER'S MARKET 7/1/23		35.00
56753009	POWER LINE SUPPLY	CHANCE CONDUCTOR COVERS 25 KV - CUST ID: 2023.231		6,732.60
INV-37566	POWERDMS, INC.	POWERDMS SOFTWARE 7/18/23 - 7/17/24	2024.010	4,186.25
9160	POWERS CLOTHING, INC.	BOOT ALLOWANCE - CROW, CURT		161.99
00192870	PROGRESSIVE AE	GREEN STREET CONSTRUCTION ENGINEERING	2024.017	16,047.50
06242023	RAUTH, PAUL	MUSIC AT FARMER'S MARKET 6/24/23		35.00
INV-000866426	SCHWEITZER ENGINEERING	SEL-2723 FIVE PORT ETHERNET SWITCH FOR B2023.265		2,395.80
INV-000867086	SCHWEITZER ENGINEERING	SEL-2723 FIVE PORT ETHERNET SWITCH FOR B2023.265		798.60
90207589	SIEMENS INDUSTRY, INC.	CPV2S SIEMENS SWITCHER - PER QUOTE #SF23 2023.219		11,628.00
SI-29139	SMART HOMES, INC.	AUDIO VISUAL UPDATES TO CITY HALL AND PS2024.014		6,078.08
SI-29140	SMART HOMES, INC.	AUDIO VISUAL UPDATES TO CITY HALL AND PS2024.014		1,559.26
SI-29137	SMART HOMES, INC.	AUDIO VISUAL UPDATES TO CITY HALL AND PS2024.014		20,077.00
SI-29138	SMART HOMES, INC.	AUDIO VISUAL UPDATES TO CITY HALL AND PS2024.014		19,402.45
1649574339	STAPLES BUSINESS CREDI	CREDIT ACCT NO. 302063 OFFICE SUPPLIES		217.58
11292	TELNET WORLDWIDE	ACCT NO. 8948 JUNE 2023		1,253.35
15646	TELNET WORLDWIDE	ACCT NO. 8948 JULY 2023		1,258.02
2004	THE WOODHILL GROUP, LL	FINANCE & ACCOUNTING SERVICES - JUNE 2022023.056		2,176.64
172	TOP TO BOTTOM TREE SER	ELECTRIC LINE CLEARANCE (3-PERSON \$132/2024.007		4,884.00
115504	VC3 INC	CISCO SMARTNET RENEWALS - ACCT NO. MAR11		990.00
07192023	VERDIN COMPANY	DIGITAL BELL CONTROLLER FOR BELL TOWER A2024.018		2,672.50
13089	VRIESMAN & KORHORN	CONSTRUCTION ENGINEERING - INDUSTRIAL RO2023.224		33,797.73
07182023	WHEATON, JERAMY	BOOT ALLOWANCE - WHEATON, JERAMY		105.99
0552224	WJE WISS, JANNEY, ELS'	BROOKS FOUNTAIN INVESTIGATION, RESEARCH, 2023.196		5,115.00
0550139	WJE WISS, JANNEY, ELS'	BROOKS FOUNTAIN INVESTIGATION, RESEARCH, 2023.196		6,174.00
0546598	WJE WISS, JANNEY, ELS'	BROOKS FOUNTAIN INVESTIGATION, RESEARCH, 2023.196		3,980.66
GRAND TOTAL:				228,442.66

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INVOICE NUMBER	VENDOR NAME	DESCRIPTION	PO NUMBER	AMOUNT
1GMF-DGPN-63CF	AMAZON CAPITAL SERVICE	ACCT NO. A1P4GM99HG1EO2 GLUE, PLANT CONT.		34.48
6002137	AMP INC.	SPCC PLAN - CUST NO. 11075		220.00
2260305	APPLIED INNOVATION	ACCT NO. LAG783 MRLEC PRINTER JUNE 2023		134.52
2262621	APPLIED INNOVATION	ACCT NO. LAG783 MARSHALL HOUSE PRINTER &		773.79
07172023	AT&T	ACCT NO. 145970911 MRLEC INTERNET JULY 2		105.69
07282023	AT&T	AERIAL RELOCATION FEE PER JULY 25, 2023		16,000.00
07072023	BLATTER BETTER BID CON.	5" CONCRETE FLOOR IN THE PIT OF ENGINE 6 2023.271		21,350.00
3909	BLUESTONE PSYCH	FIREFIGHTER CANDIDATE EVAL - GOBLE		465.00
404-1523	BRONSON HELPNET	EMPLOYEE ASSISTANCE PROGRAM 7/1/23 - 9/3		262.71
09-674175	CARLETON EQUIPMENT	BOBCAT E35 33HP R2 SERIES BOBCAT COMPACT 2024.012		66,052.60
13671	CCAIS	2023 NATIONAL NIGHT OUT COMFORT CENTER R		250.00
157293	CONNECTED SOLUTIONS	GR/MICROSOFT SURFACE PRO 7+ WITH ACCESSORIE 2023.189		1,741.82
157746	CONNECTED SOLUTIONS	GR/QUOTE #29493 MICROSOFT SURFACE PRO 7+ WI 2023.286		6,891.92
9325158533	CONSUMERS ENERGY	GAS MAIN REPAIR AT GREEN STREET & S. EAG 2024.022		4,004.29
204834617737	CONSUMERS ENERGY	ACCT NO. 1000 9033 6411 AIRPORT JULY 202		16.00
201541956287	CONSUMERS ENERGY	ACCT NO. 1000 0916 3435 CITY HALL JULY 2		113.16
201541956289	CONSUMERS ENERGY	ACCT NO. 1000 0916 3971 DPW JULY 2023		125.70
201986930474	CONSUMERS ENERGY	ACCT NO. 1000 0759 4680 DPW JULY 2023		42.86
206969815953	CONSUMERS ENERGY	ACCT NO. 1030 1580 0248 FIRE STATION JUL		152.71
202698836568	CONSUMERS ENERGY	ACCT NO. 1000 8921 1096 KP FIREPLACE JUL		135.39
207058628137	CONSUMERS ENERGY	ACCT NO. 1000 0033 5602 MARSHALL HOUSE J		617.35
207058628824	CONSUMERS ENERGY	ACCT NO. 1030 1852 1130 MRLEC JULY 2023		820.68
202520875921	CONSUMERS ENERGY	ACCT NO. 1030 1852 0884 MRLEC BARN JULY		34.26
201630943337	CONSUMERS ENERGY	ACCT NO. 1000 0916 3203 WASTE WATER JULY		16.00
201541956288	CONSUMERS ENERGY	ACCT NO. 1000 0916 3708 WASTE WATER JULY		16.00
205012607080	CONSUMERS ENERGY	ACCT NO. 1030 1352 1119 WASTE WATER LIFT		20.30
201897923047	CONSUMERS ENERGY	ACCT NO. 1000 7224 3312 WATER JULY 2023		105.18
10594330	CRYSTAL FLASH MARSHALL	ACCT NO. 051300000 REC GAS 7/3/23		1,043.68
33426-A	D.C. BYERS CO. / GRAND	CARVER PARK FOUNTAIN BASIN SEALING	2024.016	11,346.00
604667	DARLING ACE HARDWARE	CUST NO. 1650 - POWER HOUSE 8/5/22		17.64
614382	DARLING ACE HARDWARE	CUST NO. 1650 - ELECTRIC DEPT 3/3/23		18.17
614457	DARLING ACE HARDWARE	CUST NO. 1650 - ELECTRIC DEPT 3/6/23		43.98
614900	DARLING ACE HARDWARE	CUST NO. 1650 - ELECTRIC DEPT 3/14/23		19.99
615015	DARLING ACE HARDWARE	CUST NO. 1650 - FIRE DEPT 3/16/23		(2.00)
615005	DARLING ACE HARDWARE	CUST NO. 1650 - FIRE DEPT 3/16/23		64.39
615494	DARLING ACE HARDWARE	CUST NO. 1650 - STREETS DEPT 3/27/23		45.99
615539	DARLING ACE HARDWARE	CUST NO. 1650 - FIBERNET 3/28/23		19.98
615685	DARLING ACE HARDWARE	CUST NO. 1650 - GARAGE 3/30/23		71.98
615735	DARLING ACE HARDWARE	CUST NO. 1650 - STREETS DEPT 3/31/23		124.47
615842	DARLING ACE HARDWARE	CUST NO. 1650 - ELECTRIC DEPT 4/3/23		1.98
615807	DARLING ACE HARDWARE	CUST NO. 1650 - GARAGE 4/3/23		179.14
615859	DARLING ACE HARDWARE	CUST NO. 1650 - ELECTRIC DEPT 4/4/23		22.37
616284	DARLING ACE HARDWARE	CUST NO. 1650 - GARAGE 4/12/23		15.42
616616	DARLING ACE HARDWARE	CUST NO. 1650 - STREETS DEPT 4/18/23		4.17
616743	DARLING ACE HARDWARE	CUST NO. 1650 - CEMETERY 4/20/23		45.08
616728	DARLING ACE HARDWARE	CUST NO. 1650 - CEMETERY 4/20/23		210.95
616798	DARLING ACE HARDWARE	CUST NO. 1650 - ELECTRIC DEPT 4/21/23		89.99
616931	DARLING ACE HARDWARE	CUST NO. 1650 - GREEN STREET 4/25/23		89.99
617011	DARLING ACE HARDWARE	CUST NO. 1650 - GARAGE 4/26/23		11.58
617069	DARLING ACE HARDWARE	CUST NO. 1650 - GARAGE 4/27/23		3.59
617130	DARLING ACE HARDWARE	CUST NO. 1650 - STREETS DEPT 4/28/23		34.68
617295	DARLING ACE HARDWARE	CUST NO. 1650 - ELECTRIC DEPT 5/2/23		219.98
617469	DARLING ACE HARDWARE	CUST NO. 1650 - GARAGE 5/4/23		8.80
617628	DARLING ACE HARDWARE	CUST NO. 1650 - POWER HOUSE 5/8/23		34.52
617682	DARLING ACE HARDWARE	CUST NO. 1650 - WATER DEPT 5/9/23		14.99
617877	DARLING ACE HARDWARE	CUST NO. 1650 - STREETS DEPT 5/12/23		7.99
618000	DARLING ACE HARDWARE	CUST NO. 1650 - CEMETERY 5/15/23		2,399.30
618423	DARLING ACE HARDWARE	CUST NO. 1650 - GARAGE 5/22/23		6.30
618472	DARLING ACE HARDWARE	CUST NO. 1650 - ELECTRIC DEPT 5/23/23		89.99
618520	DARLING ACE HARDWARE	CUST NO. 1650 - GARAGE 5/24/23		20.97
618588	DARLING ACE HARDWARE	CUST NO. 1650 - GARAGE 5/25/23		23.98
618612	DARLING ACE HARDWARE	CUST NO. 1650 - ELECTRIC DEPT 5/25/23		13.99
615790	DARLING ACE HARDWARE	CUST NO. 1650 - POWER HOUSE 5/30/23		51.98
620771	DARLING ACE HARDWARE	CUST NO. 1650 - FIRE DEPT 7/7/23		87.89
620512	DARLING ACE HARDWARE	CUST NO. 1650 - MARSHALL HOUSE 6/30/23		12.29
620654	DARLING ACE HARDWARE	CUST NO. 1650 - REC/PARKS 7/5/23		42.97
620726	DARLING ACE HARDWARE	CUST NO. 1650 - POWER HOUSE 7/6/23		4.78
620802	DARLING ACE HARDWARE	CUST NO. 1650 - MARSHALL HOUSE 7/7/23		143.31
620829	DARLING ACE HARDWARE	CUST NO. 1650 - WASTE WATER 7/8/23		27.97
620830	DARLING ACE HARDWARE	CUST NO. 1650 - WASTE WATER 7/8/23		0.92
620858	DARLING ACE HARDWARE	CUST NO. 1650 - WASTE WATER 7/9/23		7.59
620876	DARLING ACE HARDWARE	CUST NO. 1650 - REC/PARKS 7/10/23		59.98
620878	DARLING ACE HARDWARE	CUST NO. 1650 - ELECTRIC DEPT 7/10/23		29.98
620861	DARLING ACE HARDWARE	CUST NO. 1650 - POWER HOUSE 7/10/23		62.90
620867	DARLING ACE HARDWARE	CUST NO. 1650 - POWER HOUSE 7/10/23		7.59
620987	DARLING ACE HARDWARE	CUST NO. 1650 - WASTE WATER 7/11/23		(3.00)
620953	DARLING ACE HARDWARE	CUST NO. 1650 - REC/PARKS 7/11/23		5.99
621026	DARLING ACE HARDWARE	CUST NO. 1650 - REC/PARKS 7/12/23		9.99
621000	DARLING ACE HARDWARE	CUST NO. 1650 - REC/PARKS 7/12/23		42.97

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INVOICE NUMBER	VENDOR NAME	DESCRIPTION	PO NUMBER	AMOUNT
621123	DARLING ACE HARDWARE	CUST NO. 1650 - FIBERNET 7/13/23		99.32
2023-154	DRIVEN DESIGN STUDIO	RAP 2.0 GRANT RENDERINGS	2023.273	5,630.00
07272023	EASTEND STUDIO & GALLE	DDA FACADE GRANT REIMBURSEMENT		5,000.00
0016973	ENG., INC.	LEGGITT ROAD AND S KALAMAZOO DESIGN ENGI	2023.106	2,936.25
07252023	ERB, JASON	TRAVEL REIMBURSEMENT LINEMAN SCHOOL 7/16		222.86
I124829	ERIC DALE HEATING & AI	INSTALL NEW AIR CONDITIONER AT CITY HALL	2024.033	8,910.00
83962306	FIRST ADVANTAGE RESIDE	ACCT NO. 138549 RESIDENTIAL SCREENING		20.39
05302023-20	FOI LABORATORIES, INC.	OIL TESTING - POWER HOUSE		250.00
07262023	GERTEN, RICHARD	ENERGY OPTIMIZATION - AIR CONDITIONER		150.00
T.23402	GORNO FORD, INC	2023 FORD F250 PICK UP TRUCK 4X4- MIDEAL	2024.011	51,614.00
07032023	HERITAGE CLEANERS	ACCT NO. 100243 MARSHALL POLICE DRY CLEA		481.00
D391637-IN	ILLUSTRATUS, DIVISION	ACCT NO. 01-BT508 MARSHALL HOUSE SUBSCRI		46.93
101237769	KIMBALL MIDWEST	ACCT NO. 181800 CONNECTORS		167.58
07/27/2023	LARRY'S FLOOR COVERING	UB refund for account: 803100002		11,269.06
07102023COM	MARSHALL COMMUNITY CRE	CITY CREDIT CARD - CITY OF MARSHALL 3431		295.15
07102023CAR	MARSHALL COMMUNITY CRE	CITY CREDIT CARD - CHRISTY A RAMEY 3101		121.54
07102023DP	MARSHALL COMMUNITY CRE	CITY CREDIT CARD - DEREK PERRY 0186		55.02
07102023MD	MARSHALL COMMUNITY CRE	CITY CREDIT CARD - MARGUERITE DAVENPORT		195.00
07102023JL	MARSHALL COMMUNITY CRE	CITY CREDIT CARD - JOSHUA LANKERD 3280		1,202.31
07102023JRM	MARSHALL COMMUNITY CRE	CITY CREDIT CARD - JUSTIN R MILLER 9156		531.78
07102023ME	MARSHALL COMMUNITY CRE	CITY CREDIT CARD - MARTIN ERSKINE 9519		30.00
3907054	MARSHALL ROTARY CLUB	2023-2024 MEMBERSHIP DUES		350.00
07242023	MAYNARD, KEVIN	TRAVEL REIMBURSEMENT APPA ANNUAL CONFERE		2,154.00
20230724085	METRO WIRELESS	BUSINESS DATA SERVICES - 10 GBPS INTERNE	2023.283	2,500.00
07282023	MICHIGAN DEPARTMENT OF	SALES TAX DUE FOR 2023 BLUES FEST		894.04
04062023A	NAPA OF MARSHALL	ACCT NO. 1400 BYPASS		15.16
73690	PEERLESS MIDWEST, INC.	WELLHEAD PROTECTION PROGRAM (WHPP) PLAN	2023.279	3,000.00
56752743	POWER LINE SUPPLY	CUST ID: 100402 HANDHOLD E435.2		1,674.72
56741380	POWER LINE SUPPLY	CREDIT MEMO - RETURNED CABLE REELS - CUS		(800.00)
006393	PRAIRIE LAKE REFRIGERA	REPLACED DPW ICE MACHINE PUMP & FILTER		745.50
07042023	QLT CONSUMER LEASE SER	ACCT NO. 269-781-3559 EXTENSION BELL		13.99
884757-00	RESCO	ERMCO 250 KVA TRANSFORMERS FOR CCAIS PRO	2023.162	27,735.00
70884311	ROSE PEST SOLUTIONS	CLIENT NO. 70019775 MARSHALL HOUSE SERVI		1,465.00
07242023	SCHIPPER, CLINT	BOOT ALLOWANCE - SCHIPPER, CLINT		256.79
35289	SONAR SOFTWARE	FIBERNET CUSTOMER MANAGEMENT SOFTWARE -	2023.243	249.95
07012023	SPARTAN STORES	CUST NO. 021063 CLEANING SUPPLIES		77.27
591-11102447	STATE OF MICHIGAN	RAIL AGREEMENT LEASE PAYMENT		460.00
07/27/2023	THOMPSON, JUNE	UB refund for account: 2900170029		34.12
173	TOP TO BOTTOM TREE SER	ELECTRIC LINE CLEARANCE 7/17/23 - 7/23/2	2024.007	5,280.00
174	TOP TO BOTTOM TREE SER	ELECTRIC LINE CLEARANCE 7/24/23 - 7/30/2	2024.007	4,818.00
07282023	V & V ASSESSING LLC	ASSESSING SERVICE AUGUST 2023		4,700.00
07022023	WOW! INTERNET-CABLE-PH	ACCT NO. 010040764 MARSHALL HOUSE JULY 2		1,431.50
4572551	XEROX FINANCIAL SERVIC	CUST NO. 69580 XEROX LEASE JULY 2023		1,758.30
07252023	ZUZGA, ERIC	TRAVEL REIMBURSEMENT FOR MILEAGE TO REGI		149.34
GRAND TOTAL:				285,653.40

ITEM: 7.C

ADMINISTRATIVE REPORT



TO: Honorable Mayor and City Council
FROM: Derek N. Perry, City Manager
Marguerite Davenport, Director of Public Services
Phil Smith
DATE: August 7, 2023
SUBJECT: **MOTOR POOL EQUIPMENT PURCHASES**

The motor pool fund has been working on the replacement of several large pieces of equipment over the last 3 months. The bulk of this work was approved at the July 17 City Council meeting. However, two remaining replacements require approval as follows:

Equipment to be Replaced					New Equipment	
Vehicle Number	Description	Primary Use	Owner	Scheduled Replacement	Description	Price
#319	2005 GMC C7500	Snow Plowing, Brush, Leaf	DPW	2023	Freightliner 114SD with stainless steel dump body	\$218,728
#322	2007 Ford F-750 Dump Truck	Brush, Leaf	DPW	2024	Freightliner 108SD with a Monroe Dump Spreader Body	\$227,015

Proposed Purchases

#319: This truck is primarily used for snow plowing, leaf pickup, and brush pickup. The proposed replacement vehicle will be sized to a larger dump box for increased capacity when hauling snow, leaves, and brush. The current truck has smaller capacity and matching the capacity of other trucks will reduce the amount of time the loader operator is waiting to fill trucks for snow, leaf, and brush hauling activities. Additionally, truck cab and chassis are now larger and require an upgrade in front plows as the existing plows (circa 2005) are too small for the

newer models. Additionally, this truck will bring the City into compliance when hauling the jointly shared 'beast' composting equipment from Coldwater. Currently, the City does not have a truck meeting the required hauling specifications of the 'beast.'

#322: The Department of Public Works proposes to replace this vehicle in kind to the existing one with an upgrade to the dump box so that this unit can be utilized as a 3rd salt truck. Currently, the department operates two salt trucks when salting is needed in the winter months. A third truck, if approved, would be routinely deployed for salting and reduce the amount of time it takes to salt City roads from 4 hours to 3 hours. The increased flexibility will also offset the times when a salt truck is out of service and the weather warrants deploying staff to salt routes. A third truck would allow the City to perform salting routes in a reasonable timeframe with one out of service. For reference, if the City gets 1.5" of snow in prime temperatures, one round of salting will keep the roads clear for 24 hours.

Both trucks are funded through the Motor Pool Fund by annual replacement costs contributed by the Department of Public Works. The DPW has obtained pricing through a long-time partner, Grand Rapids Freightliner. This dealer is not the official MiDeal dealer for the truck and chassis but they have worked diligently to specify the right units to meet DPW needs. The prices provided were compared to those of the official MiDeal dealer and they are equal. The buildouts of the units are being purchased through the official MiDeal dealer, Truck and Trailer Specialties of Dutton, MI.

The Motor Pool Budget has just over \$570,000 remaining in the capital budget after the approval of the last purchases. The combined total cost for these two units is \$445,743.00.

BUDGET IMPACT:

These units were budgeted for in the FY24 budget that was approved this past May. \$445,743 will be expensed from the Motorpool capital line.

RECOMMENDATION:

Approve the purchase of (2) Truck and Chassis from Freightliner of Grand Rapids with buildouts from Truck and Trailer Specialties for a total funded amount of \$445,743 and authorize the City Manager and City Clerk to sign the necessary documents.

ITEM: 7.D

ADMINISTRATIVE REPORT



TO: Honorable Mayor and City Council
FROM: Derek N. Perry, City Manager
Martin Erskine, Fire Chief
Marguerite Davenport, Director of Public Services
Joshua Lankerd, Chief of Police
DATE: August 7, 2023
SUBJECT: SPECIAL EVENT REQUEST - SKELETONFEST

A special event application has been submitted for the 2023 SkeltonFest event sponsored by Choose Marshall. This is an annual event held on the last Saturday in September. The event is scheduled for Saturday September 30, 2023 from 11am to 5pm. The event will be held in the parking lot at the corner of E. Michigan Ave. and S. Hamilton Street, across from Bogar Theater. A map of the event layout is included with this report.

The event sponsors are requesting electric connection for music and vendors, as well as barricades to close the parking lot. The certificate of insurance listing the City as additionally insured has been received. The Social District will remain in use during the event. The DDA/LDFA reviewed the event application at the regularly scheduled meeting on July 27, 2023 and voted to recommend the event for approval by City Council.

BUDGET IMPACT:

The estimated event costs are currently \$130 which is less than the \$500 non-profit waiver for special events.

RECOMMENDATION:

Approve the Choose Marshall SkeletonFest Special Event Request for September 30, 2023.



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 SkeletonFest Kick-off Party

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: Saturday, September 30, 2023 from 11:00am to 5:00pm

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

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

3. Please describe the event(s): Kids Kick-off Party for Halloween

4. What is the requested location(s) of the event(s): In the parking lot at the corner of Michigan Avenue and Hamblin Street, across from the Bogar Theater.

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

Start and End Locations: _____

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? Last Saturday in September
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 X No _____
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 X No _____

Public Services

14. Is the applicant requiring utility connections, such as electric or water services? Yes X No _____
15. Does the applicant require other public services? Yes _____ No X _____
- a. Barricades Yes _____ No _____
- b. Fencing Yes _____ No _____
- c. Street Sweeping Yes _____ No _____
- d. Mowing Yes _____ No _____
- e. Rubbish Containers Quantity: All of them Yes _____ No _____
- f. Picnic Tables Yes _____ No _____
- g. Cessation of Lawn Sprinklings Yes _____ No _____
- h. Other _____ Yes _____ No _____
- i. Map including indicating location of these services? Yes _____ 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 _____ No X _____
20. Will the event include loud or unusual sounds? Yes X No _____
- 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 _____ No X _____
- f. Other _____ Yes _____ No X _____
21. What are the planned hours for loud or unusual sounds? 1pm to 4pm
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 X No _____
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.

#27: Other requests

The Viking Warriors will be coming to our event for their 3rd year. They would like to offer ax and knife throwing at this event. They are fully licensed and insured, and have offered these activities at many events they participate in around the state, including our own Stuart's Landing last year.

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: _____

Kimber Thompson

7-10-2023

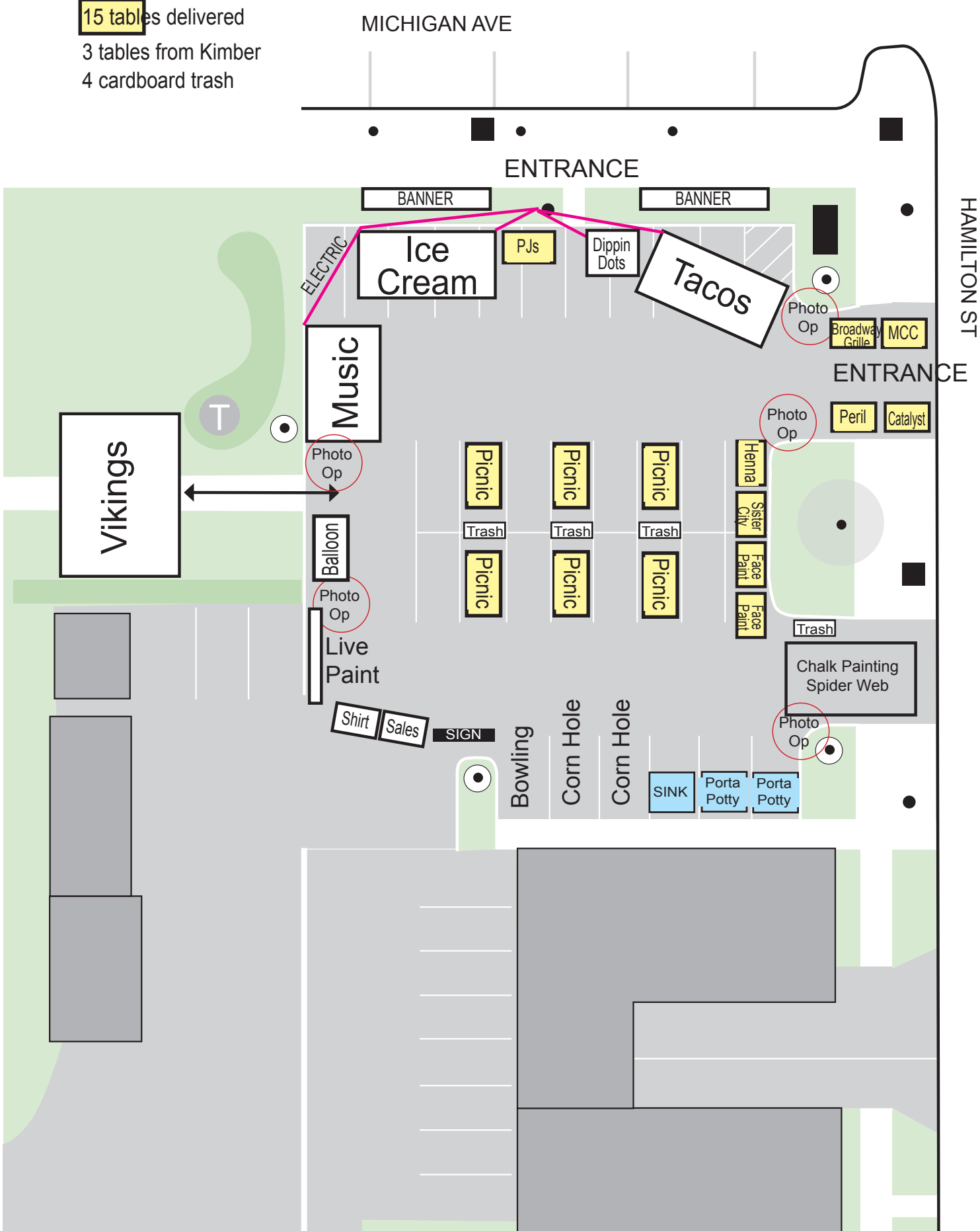
Printed Name: _____ Date: _____

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.

SkeletonFest Map

2022 map, this may change slightly from what is pictured for 2023

- 15 tables delivered
- 3 tables from Kimber
- 4 cardboard trash



ITEM: 7.E

ADMINISTRATIVE REPORT



TO: Honorable Mayor and City Council
FROM: Derek N. Perry, City Manager
Marguerite Davenport, Director of Public Services
Martin Erskine, Fire Chief
Joshua Lankerd, Chief of Police
DATE: August 7, 2023
SUBJECT: **SPECIAL EVENT REQUEST - STEP OUT OF DARKNESS**

A special event application has been submitted for a Step out of the Darkness suicide prevention event sponsored by United Steps. The event is scheduled for September 30, 2023 from 3pm to 7pm at the fountain.

The event sponsor is requesting an electrical drop for the event and use of the Fountain Circle. They are requesting no other city services or closures. They will be using candles for luminaries as remembrance items.

BUDGET IMPACT:

The estimated costs for this event are \$35, which is less than the \$500 non-profit waiver.

RECOMMENDATION:

Approve the Step Out of Darkness Special Event Request for September 30, 2023.



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: STEP OUT OF THE DARKNESS / LUMINARY

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

Mailing/Billing Address: 7035 WEST 5 POINT HWY.

City/State/ZIP Code: BELLEVEUE, MI. 49021

Business Phone: _____ Cell Phone: (269) 967-7447

Email Address(es): bslapsinger@gmail.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: SEPTEMBER 30TH, 2023

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

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

3. Please describe the event(s): LUMINARY FOR suicide awareness and prevention

4. What is the requested location(s) of the event(s): BROOKS MEMORIAL FOUNTAIN

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

Start and End Locations: _____

Special Event Application

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?
Normal Annual Date? LAST SATURDAY IN SEPTEMBER
7. Have you included a map indicating the location of your event?*
8. Is your event located within the Downtown Development Authority?
9. Does the applicant wish to prohibit vending within the event area?
10. Does the applicant plan to include vending as part of this event?*
11. Will this event include the use of signs?
12. Will the event require the hanging of a banner?
13. Is the applicant requesting special parking arrangements, such as reserved parking?*

Yes X No _____Yes _____ No XYes X No _____Yes _____ No XYes X No _____Yes X No _____Yes _____ No XYes _____ No X**Public Services**

14. Is the applicant requiring utility connections, such as electric or water services?*
15. Does the applicant require other public services?

Yes X No _____

Yes _____ No _____

Yes _____ No XYes _____ No XYes _____ No XYes _____ No XYes _____ No XYes _____ No XYes _____ No X

Yes _____ No _____

Yes _____ No XYes X No _____Yes _____ No X

a. Barricades

b. Fencing

c. Street Sweeping

d. Mowing

e. Rubbish Containers

f. Picnic Tables

g. Cessation of Lawn Sprinklings

h. Other _____

i. Map including indicating location of these services?*

Quantity: _____

16. Do you plan to utilize volunteers to help run the event?

17. Do you plan to rent a park facility for the event?

Public Safety

18. Does the applicant have any special security or safety concerns?
19. Are you requesting assistance from the Police/Fire Departments?
20. Will the event include loud or unusual sounds?

Yes _____ No XYes _____ No XYes _____ No XYes _____ No XYes _____ No XYes X No _____Yes _____ No XYes _____ No XYes _____ No X

a. Musicians

b. Singers

c. Amplified Announcers

d. Carnival Rides

e. Motor Vehicle Noises

f. Other _____

21. What are the planned hours for loud or unusual sounds? 3pm - 7pm

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?
24. Will you be utilizing a LLC regulated boundary?
25. Are you using the Social District for outdoor alcohol consumption?
26. Have all necessary liquor licenses been obtain at the time of this application?
27. Does the applicant have any other requests that are not listed in this form?
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 _____ No X

Yes _____ No X

Yes _____ No _____

Yes _____ No XYes _____ No N/A

Yes _____ No _____

Questionnaire Explanations

Special Events Application

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: Breck Searle

Printed Name: BRECK SEARLE Date: 5-25-23

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.



Department of the Treasury
Internal Revenue Service
Tax Exempt and Government Entities
P.O. Box 2508
Cincinnati, OH 45201

UNITED STEPS
7035 W 5 POINT HWY
BELLEVUE, MI 49021

Date:
01/03/2022
Employer ID number:
87-2948178
Person to contact:
Name: Customer Service
ID number: 31954
Telephone: 877-829-5500
Accounting period ending:
December 31
Public charity status:
170(b)(1)(A)(vi)
Form 990 / 990-EZ / 990-N required:
Yes
Effective date of exemption:
October 06, 2021
Contribution deductibility:
Yes
Addendum applies:
No
DLN:
26053685003031

Dear Applicant:

We're pleased to tell you we determined you're exempt from federal income tax under Internal Revenue Code (IRC) Section 501(c)(3). Donors can deduct contributions they make to you under IRC Section 170. You're also qualified to receive tax deductible bequests, devises, transfers or gifts under Section 2055, 2106, or 2522. This letter could help resolve questions on your exempt status. Please keep it for your records.

Organizations exempt under IRC Section 501(c)(3) are further classified as either public charities or private foundations. We determined you're a public charity under the IRC Section listed at the top of this letter.

If we indicated at the top of this letter that you're required to file Form 990/990-EZ/990-N, our records show you're required to file an annual information return (Form 990 or Form 990-EZ) or electronic notice (Form 990-N, the e-Postcard). If you don't file a required return or notice for three consecutive years, your exempt status will be automatically revoked.

If we indicated at the top of this letter that an addendum applies, the enclosed addendum is an integral part of this letter.

For important information about your responsibilities as a tax-exempt organization, go to www.irs.gov/charities. Enter "4221-PC" in the search bar to view Publication 4221-PC, Compliance Guide for 501(c)(3) Public Charities, which describes your recordkeeping, reporting, and disclosure requirements.

Sincerely,

Stephen A. Martin

Stephen A. Martin
Director, Exempt Organizations
Rulings and Agreements

Letter 947 (Rev. 2-2020)
Catalog Number 35152F



Hello, my name is Breck Searle and I'm writing to ask permission for a special events permit.

Our non-profit organization United STEPS, (standing together educating & preventing suicide), would like to have use of the park at the Fountain as a peaceful gathering point and host a luminary on Saturday September 30th which is Suicide Awareness Day. We would like use of the park from 1pm just to set up a 10x10 awning with flyers and information about us and suicide prevention and have our luminary at 7:25 pm. (after sunset) I'm also asking if there's any possibility of the fountain being turned off at 7:30pm until 8:30pm in remembrance of those lost to suicide. We will probably have hand held signs with suicide and mental health "slogans" on them. Nothing derogatory, absolutely nothing racist or of foul nature. Our only mission is to raise awareness for those suffering with their mental health and those who are suicide survivors in letting our community know that we are available for helping with their personal needs. We will start the luminary at 7:35pm and conclude by 8:30, having cleared our gathering by 9pm. I thank you for your time in reading this and sincerely hope you will grant this request!

Thank you again for your time, Breck Searle, President, United STEPS

You can reach me by phone: (269) 967-7447 or email to:
bslapsinger@gmail.com

Our website is www.united-steps.org

email: info@united-steps.org

Like us on Facebook

ITEM: 7.F

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: August 7, 2023
SUBJECT: SPECIAL EVENT REQUEST- CHRISTMAS PARADE 2023

The Marshall Downtown Development Authority (DDA) has submitted a Special Event Application and is requesting to hold the 59th Annual Marshall Christmas Parade on Monday, November 27, 2023, from 5:30 pm to 10 pm. This is the 59th Annual Christmas Parade. They are requesting the closure of Michigan Avenue between West Drive and Liberty St, as they have in prior years. An MDOT closure permit has been submitted and approved.

At the planning meeting with the Christmas Parade Committee, the following changes were made for this year's parade to address safety and traffic control concerns.

- The Detour Route has been changed to move traffic further out of the downtown area to relieve traffic congestion for participants and spectators.
 - Traffic cones with connecting ropes will be used along the parking lane downtown to provide a barrier between spectators and participants in the parade.
 - Candy will be handed out to spectators along the parking lane barrier to prevent children from crossing the barrier and entering the street. Throwing candy from the parade floats will not be permitted.
 - Businesses on Michigan Ave will be made aware of road closure times and areas closed weeks ahead of time for staffing and traffic control to assist with traffic congestion.
- The Marshall Christmas Parade is a tradition enjoyed by Marshall families for generations and our largest special event. We hope that by making needed improvements, these changes will help make 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 2023 Marshall Christmas Parade.



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: 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, November 27, 2023 from 5:30-10pm

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

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

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

4. What is the requested location(s) of the event(s): Mich Ave, downtown

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

Start and End Locations: Dobbins St to Exchange, then to Green

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_____ No^x_____
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: All 30? Yes^x_____ No_____
 - f. Picnic Tables Yes_____ No^x_____
 - g. Cessation of Lawn Sprinklings Yes_____ No^x_____
 - h. Other _____ Yes^x_____ 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: _____

Kimber Thompson

7-10-2023

Printed Name: _____ Date: _____

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

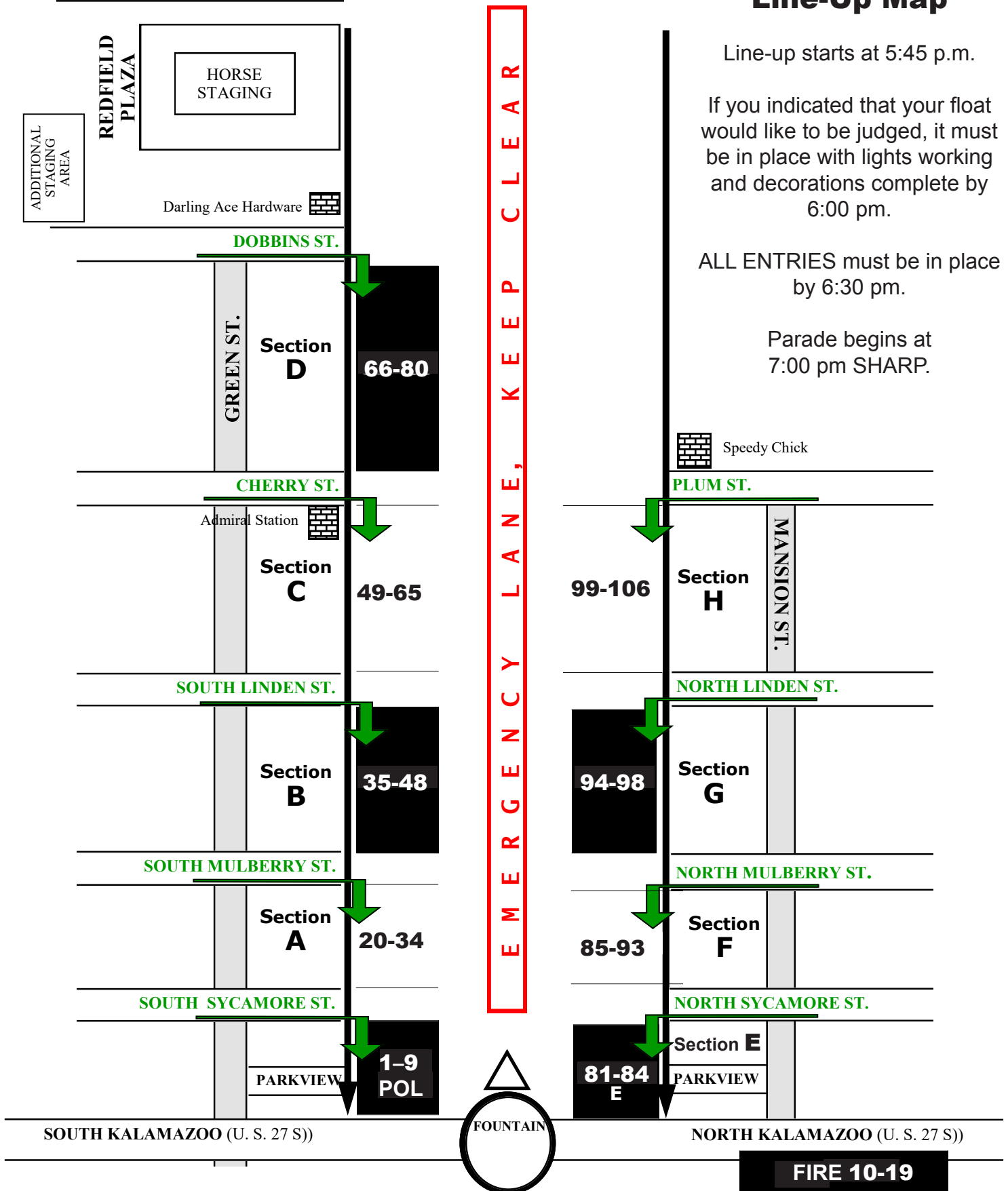
**Marshall Christmas
Parade
Line-Up Map**

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.



Marshall Christmas Parade Route Map

Parade Begins at **7pm Sharp**

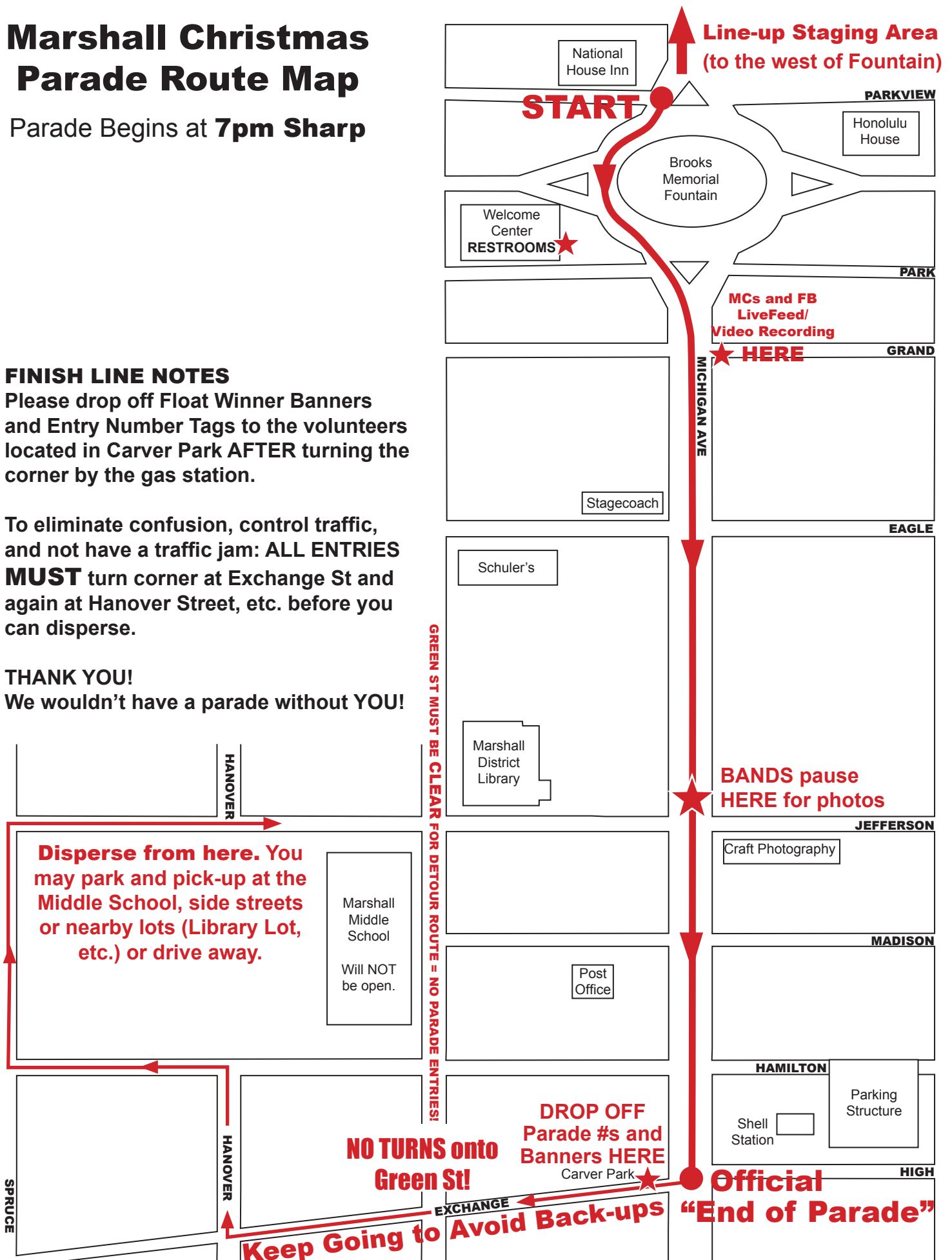
FINISH LINE NOTES

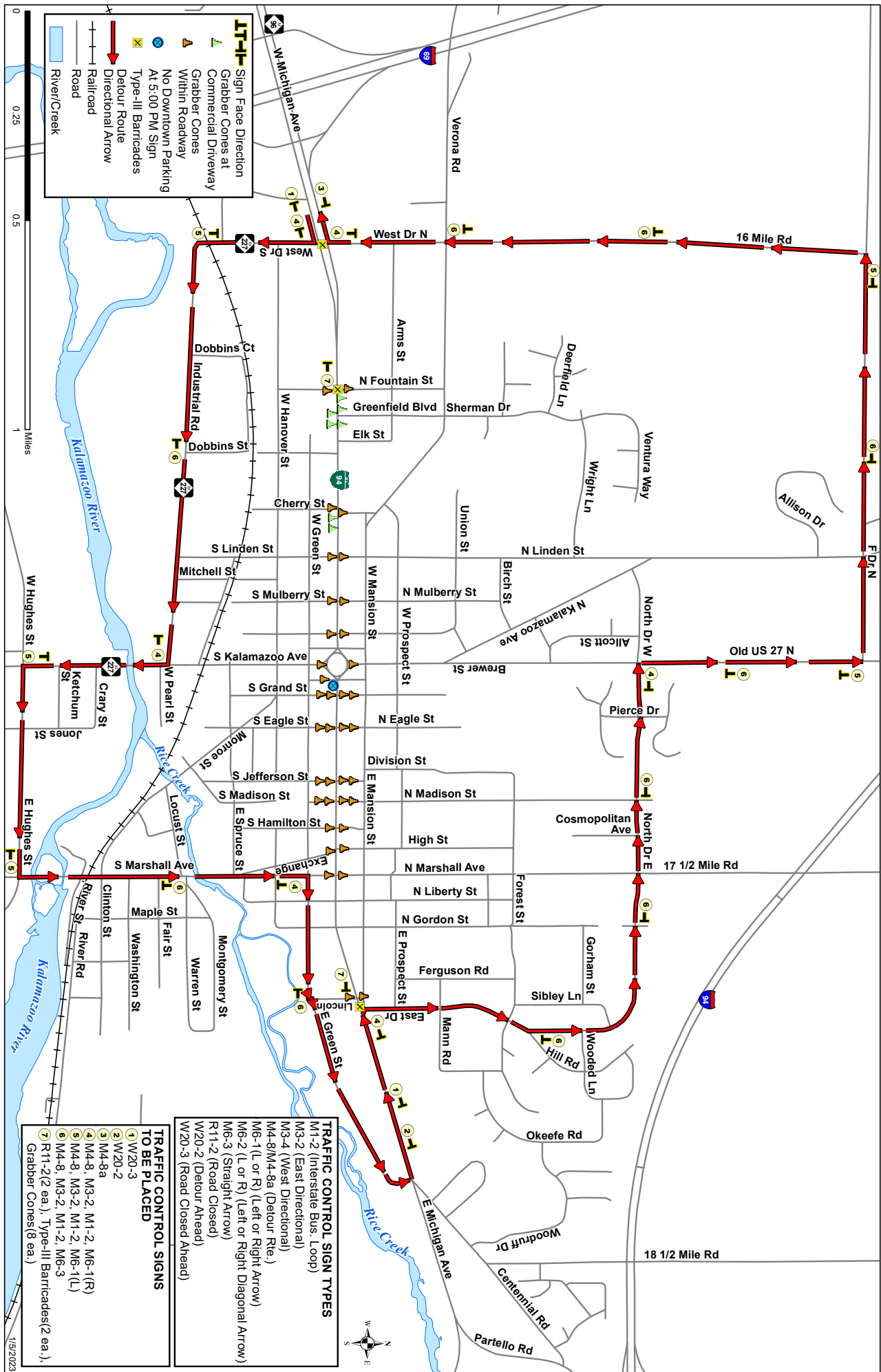
Please drop off Float Winner Banners and Entry Number Tags to the volunteers located in Carver Park **AFTER** turning the corner by the gas station.

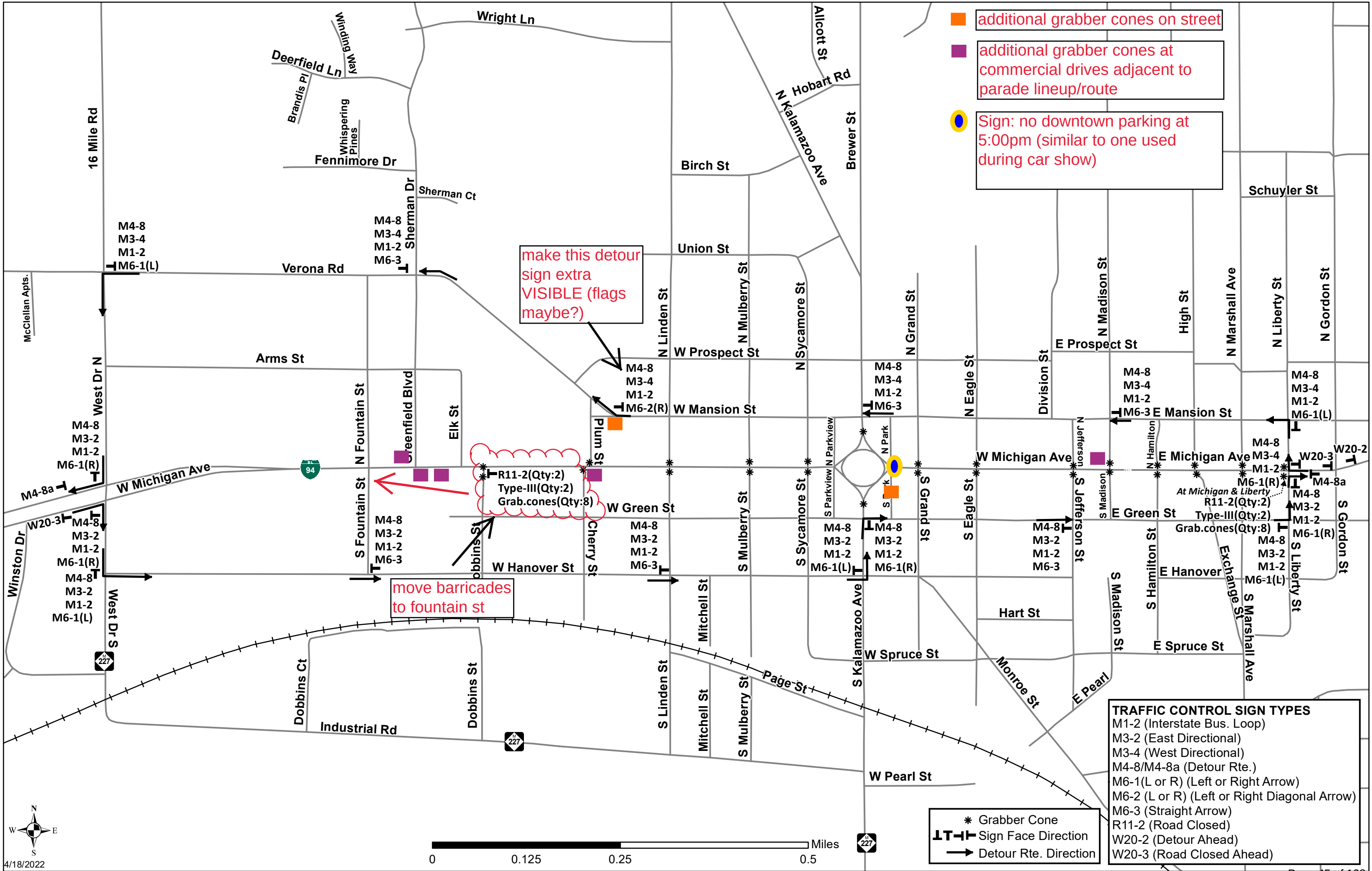
To eliminate confusion, control traffic, and not have a traffic jam: **ALL ENTRIES MUST** turn corner at Exchange St and again at Hanover Street, etc. before you can disperse.

THANK YOU!

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







- additional grabber cones on street
- additional grabber cones at commercial drives adjacent to parade lineup/route
- Sign: no downtown parking at 5:00pm (similar to one used during car show)

make this detour sign extra VISIBLE (flags maybe?)

move barricades to fountain st

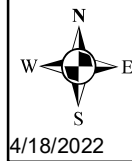
R11-2(Qty:2)
Type-III(Qty:2)
Grab.cones(Qty:8)

TRAFFIC CONTROL SIGN TYPES
M1-2 (Interstate Bus. Loop)
M3-2 (East Directional)
M3-4 (West Directional)
M4-8/M4-8a (Detour Rte.)
M6-1(L or R) (Left or Right Arrow)
M6-2 (L or R) (Left or Right Diagonal Arrow)
M6-3 (Straight Arrow)
R11-2 (Road Closed)
W20-2 (Detour Ahead)
W20-3 (Road Closed Ahead)

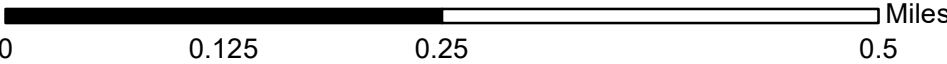
* Grabber Cone

Sign Face Direction

Detour Rte. Direction



4/18/2022



ITEM: 7.G

ADMINISTRATIVE REPORT



TO: Honorable Mayor and City Council
FROM: Derek N. Perry, City Manager
Marguerite Davenport, Director of Public Services
Martin Erskine, Fire Chief
DATE: August 7, 2023
SUBJECT: SPECIAL EVENT REQUEST - COSTUME PARADE

The City has received a special event request for the Costume Parade on October 28, 2023 at 11:00 am. The annual event is supported by the City's Fire Department and downtown businesses. The community is invited to dress in their Halloween costumes and collect candy along Michigan Ave from participating businesses.

This year, the Fire Department worked with MDOT to get approval for the closure of Michigan Ave from Park Street to High Street. Previously, the event was held without the official closure of Michigan Ave. The closure request is due to the large attendance last year and observed safety concerns. MDOT provided approval for this closure with the annual closure list and City staff are working to get the event specific permit.

The DDA reviewed this event at their regularly scheduled July meeting and voted to recommend it for approval to the City Council.

BUDGET IMPACT:

The Fire Department is sponsoring and supporting this event and, as a City department, will not be charged fees for this event.

RECOMMENDATION:

Approve the City Fire Department Costume Parade Special Event Request for October 28, 2023.

ITEM: 7.H

ADMINISTRATIVE REPORT



TO: Honorable Mayor and City Council
FROM: Derek N. Perry, City Manager
Marguerite Davenport, Director of Public Services
DATE: August 7, 2023
SUBJECT: SPECIAL EVENT REQUEST - HOME TOUR

The City received a Special Event request from the Historical Society for the 2023 Home Tour on September 9th and 10th. The base of the event is located at the Honolulu House and the homes on tour this year are outside of the City limits. The event sponsor is requesting a street closure of N Kalamazoo Ave from Michigan Ave to Mansion Street, 10 curb side trash carts, and approval to provide tractor/trailer hay rides on City streets.

After reviewing the application, City staff recommends the N Kalamazoo Ave road closure be approved between Michigan Ave and Mansion during the event hours ONLY of 9:00 am to 5:00 pm. Staff have no concerns with the curbside trash carts, but are recommending denial of the tractor/trailer hay rides based on the use being not compliant with the Vehicle Code. This is a consistent response with other similar requests received in the past.

The Downtown Development Authority board reviewed the application at their regularly scheduled July meeting and recommended it to City Council for approval.

BUDGET IMPACT:

The current estimate for services is \$575. The Historical Society is a non-profit and will receive a \$500 non-profit waiver on their final bill. Any amount over the \$500 threshold will be charged appropriately.

RECOMMENDATION:

Approve the Home Tour Special Event application subject to staff recommendations, for September 9 and 10, 2023.

ITEM: 10.A

ADMINISTRATIVE REPORT



TO: Honorable Mayor and City Council
FROM: Derek N. Perry, City Manager
Eric Zuzga, Director of Community Services
DATE: August 7, 2023
SUBJECT: DREAMERS BUILDING OPRA CERTIFICATE

The City has received a request from Sue Damron to consider granting an Obsolete Property Rehabilitation (OPRA) exemption for 112 North Eagle Street. Ms. Damron is planning to renovate this property into an event center (see attached plans) and house two boutique hotel rooms. The property has sat vacant for many years and is in need of major improvements to make it a viable facility. In our opinion, this facility is the very definition of functionally obsolete.

The proposed investment of approximately \$2,847,915 would result in a recommendation of a 12-year OPRA exemption, per our new OPRA policy, for this project. Approval of the attached resolution is necessary to approve the OPRA request.

BUDGET IMPACT:

The taxable value of the property will be frozen for the next 12 years so the City will not lose any revenue, but we will forego any revenue increase over the life of the OPRA exemption. When the OPRA exemption is completed, the property will return to the regular tax rolls at its full taxable value.

RECOMMENDATION:

Pursuant to the City of Marshall OPRA policy, approve Resolution 2023-026 which would provide for an OPRA exemption for 12 years for the redevelopment of 112 North Eagle Street..

**RESOLUTION TO APPROVE AN OBSOLETE PROPERTY REHABILITATION
EXEMPTION CERTIFICATE APPLICATION
PA 146 OF 2000 AS AMENDED**

Minutes of a regular meeting of the Council of the City of Marshall, held on August 7, 2023 at 7:00 PM.

PRESENT:

ABSENT:

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

**Resolution 2023-26 Approving Obsolete Property Rehabilitation Exemption
Certificate Application for 112 North Eagle Street**

WHEREAS, pursuant to PA 146 of 2000, as amended, the City of Marshall is a Qualified Local Governmental Unit eligible to establish one or more Obsolete Property Rehabilitation Districts (OPRA); and

WHEREAS, the City of Marshall legally established the Obsolete Property Rehabilitation District 112 North Eagle Street Obsolete Property Rehabilitation District No. 1 on July 17, 2023, after a public hearing held on July 17, 2023; and

WHEREAS, the taxable value of the property proposed to be exempt plus the aggregate taxable value of property already exempt under Public Act 146 of 2000 and under Public Act 198 of 1974 (IFT's) does not exceed 5% of the total taxable value of the City of Marshall; and

WHEREAS, the application was approved at a public hearing as provided by section 4(2) of Public Act 146 of 2000, as amended, on August 7, 2023; and

WHEREAS, the owner is not delinquent in any taxes related to the facility; and

WHEREAS, the application is for obsolete property as defined in section 2(h) of Public Act 146 of 2000, as amended; and

WHEREAS, the applicant has provided answers to all required questions under the application instructions to the City of Marshall; and

WHEREAS, the City of Marshall requires that rehabilitation of the facility shall be completed by December 31, 2024; and

WHEREAS, the commencement of the rehabilitation of the facility did not occur before the establishment of the Obsolete Property Rehabilitation District; and

WHEREAS, the application relates to a rehabilitation program that when completed constitutes a rehabilitated facility within the meaning of Public Act 146 of 2000, as amended, and that is situated within an Obsolete Property Rehabilitation District established in the City of Marshall eligible under Public Act 146 of 2000, as amended, to establish such a district; and

WHEREAS, completion of the rehabilitated facility is calculated to, and will at the time of issuance of the certificate, have the reasonable likelihood to create employment, revitalize urban areas, and increase the number of residents in the community in which the facility is situated; and

WHEREAS, the rehabilitation includes improvements aggregating 10% or more of the true cash value of the property at commencement of the rehabilitation as provided by section 2(l) of Public Act 146 of 2000.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Marshall and hereby is granted an Obsolete Property Rehabilitation Exemption for the real property of 112 North Eagle Street, excluding land, located in 112 North Eagle Street Obsolete Property Rehabilitation District No. 1 at 112 North Eagle Street for a period of 12 years, beginning December 31, 2023, and ending December 30, 2036, pursuant to the provisions of PA 146 of 2000, as amended.

AYES:

NAYS:

RESOLUTION DECLARED ADOPTED.

I hereby certify that the foregoing constitutes a true and complete copy of a resolution adopted by the City Council of the City of Marshall, County of Calhoun, Michigan at a regular meeting held on August 7, 2023.

Clerk

Application for Obsolete Property Rehabilitation Exemption Certificate

This form is issued as provided by Public Act 146 of 2000, as amended. This application should be filed after the district is established. This project will not receive tax benefits until approved by the State Tax Commission. Applications received after October 31 may not be acted upon in the current year. This application is subject to audit by the State Tax Commission.

INSTRUCTIONS: File the original and two copies of this form and the required attachments with the clerk of the local government unit. (The State Tax Commission requires two copies of the Application and attachments. The original is retained by the clerk.) Please see State Tax Commission Bulletin 9 of 2000 for more information about the Obsolete Property Rehabilitation Exemption. The following must be provided to the local government unit as attachments to this application: (a) General description of the obsolete facility (year built, original use, most recent use, number of stories, square footage); (b) General description of the proposed use of the rehabilitated facility, (c) Description of the general nature and extent of the rehabilitation to be undertaken, (d) A descriptive list of the fixed building equipment that will be a part of the rehabilitated facility, (e) A time schedule for undertaking and completing the rehabilitation of the facility, (f) A statement of the economic advantages expected from the exemption. A statement from the assessor of the local unit of government, describing the required obsolescence has been met for this building, is required with each application. Rehabilitation may commence after establishment of district.

Applicant (Company) Name (applicant must be the OWNER of the facility)								
Company Mailing address (No. and street, P.O. Box, City, State, ZIP Code)								
Location of obsolete facility (No. and street, City, State, ZIP Code)								
City, Township, Village (indicate which)		County						
Date of Commencement of Rehabilitation (mm/dd/yyyy)	Planned date of Completion of Rehabilitation (mm/dd/yyyy)	School District where facility is located (include school code)						
Estimated Cost of Rehabilitation	Number of years exemption requested	Attach Legal description of Obsolete Property on separate sheet						
Expected project likelihood (check all that apply): <table border="0"><tr><td>☐ Increase Commercial activity</td><td>☐ Retain employment</td><td>☐ Revitalize urban areas</td></tr><tr><td>☐ Create employment</td><td>☐ Prevent a loss of employment</td><td>☐ Increase number of residents in the community in which the facility is situated</td></tr></table> Indicate the number of jobs to be retained or created as a result of rehabilitating the facility, including expected construction employment _____			☐ Increase Commercial activity	☐ Retain employment	☐ Revitalize urban areas	☐ Create employment	☐ Prevent a loss of employment	☐ Increase number of residents in the community in which the facility is situated
☐ Increase Commercial activity	☐ Retain employment	☐ Revitalize urban areas						
☐ Create employment	☐ Prevent a loss of employment	☐ Increase number of residents in the community in which the facility is situated						
Each year, the State Treasurer may approve 25 additional reductions of half the school operating and state education taxes for a period not to exceed six years. Check the following box if you wish to be considered for this exclusion. ☐								

APPLICANT'S CERTIFICATION

The undersigned, authorized officer of the company making this application certifies that, to the best of his/her knowledge, no information contained herein or in the attachments hereto is false in any way and that all of the information is truly descriptive of the property for which this application is being submitted. Further, the undersigned is aware that, if any statement or information provided is untrue, the exemption provided by Public Act 146 of 2000 may be in jeopardy.

The applicant certifies that this application relates to a rehabilitation program that, when completed, constitutes a rehabilitated facility, as defined by Public Act 146 of 2000, as amended, and that the rehabilitation of the facility would not be undertaken without the applicant's receipt of the exemption certificate.

It is further certified that the undersigned is familiar with the provisions of Public Act 146 of 2000, as amended, of the Michigan Compiled Laws; and to the best of his/her knowledge and belief, (s)he has complied or will be able to comply with all of the requirements thereof which are prerequisite to the approval of the application by the local unit of government and the issuance of an Obsolete Property Rehabilitation Exemption Certificate by the State Tax Commission.

Name of Company Officer (no authorized agents)	Telephone Number	Fax Number
Mailing Address		Email Address
Signature of Company Officer (no authorized agents)		Title

LOCAL GOVERNMENT UNIT CLERK CERTIFICATION

The Clerk must also complete Parts 1, 2 and 4 on Page 2. Part 3 is to be completed by the Assessor.

Signature	Date application received
-----------	---------------------------

FOR STATE TAX COMMISSION USE		
Application Number	Date Received	LUCI Code

LOCAL GOVERNMENT ACTION

This section is to be completed by the clerk of the local governing unit before submitting the application to the State Tax Commission. Include a copy of the resolution which approves the application and Instruction items (a) through (f) on page 1, and a separate statement of obsolescence from the assessor of record with the State Assessor's Board. All sections must be completed in order to process.

PART 1: ACTION TAKEN

Action Date: _____		
☐ Exemption Approved for _____ Years, ending December 30, _____ (not to exceed 12 years)		
☐ Denied		
Date District Established	LUCI Code	School Code

PART 2: RESOLUTIONS (the following statements must be included in resolutions approving)

A statement that the local unit is a Qualified Local Governmental Unit. A statement that the Obsolete Property Rehabilitation District was legally established including the date established and the date of hearing as provided by section 3 of Public Act 146 of 2000. A statement indicating whether the taxable value of the property proposed to be exempt plus the aggregate taxable value of property already exempt under Public Act 146 of 2000 and under Public Act 198 of 1974 (IFT's) exceeds 5% of the total taxable value of the unit. A statement of the factors, criteria and objectives, if any, necessary for extending the exemption, when the certificate is for less than 12 years. A statement that a public hearing was held on the application as provided by section 4(2) of Public Act 146 of 2000 including the date of the hearing. A statement that the applicant is not delinquent in any taxes related to the facility. If it exceeds 5% (see above), a statement that exceeding 5% will not have the effect of substantially impeding the operation of the Qualified Local Governmental Unit or of impairing the financial soundness of an affected taxing unit. A statement that all of the items described under "Instructions" (a) through (f) of the Application for Obsolete Property Rehabilitation Exemption Certificate have been provided to the Qualified Local Governmental Unit by the applicant.	A statement that the application is for obsolete property as defined in section 2(h) of Public Act 146 of 2000. A statement that the commencement of the rehabilitation of the facility did not occur before the establishment of the Obsolete Property Rehabilitation District. A statement that the application relates to a rehabilitation program that when completed constitutes a rehabilitated facility within the meaning of Public Act 146 of 2000 and that is situated within an Obsolete Property Rehabilitation District established in a Qualified Local Governmental Unit eligible under Public Act 146 of 2000 to establish such a district. A statement that completion of the rehabilitated facility is calculated to, and will at the time of issuance of the certificate, have the reasonable likelihood to, increase commercial activity, create employment, retain employment, prevent a loss of employment, revitalize urban areas, or increase the number of residents in the community in which the facility is situated. The statement should indicate which of these the rehabilitation is likely to result in. A statement that the rehabilitation includes improvements aggregating 10% or more of the true cash value of the property at commencement of the rehabilitation as provided by section 2(l) of Public Act 146 of 2000. A statement of the period of time authorized by the Qualified Local Governmental Unit for completion of the rehabilitation.
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PART 3: ASSESSOR RECOMMENDATIONS

Provide the Taxable Value and State Equalized Value of the Obsolete Property, as provided in Public Act 146 of 2000, as amended, for the tax year immediately preceding the effective date of the certificate (December 31st of the year approved by the STC).

Taxable Value	State Equalized Value (SEV)
Building(s)	
Name of Governmental Unit	Date of Action on application Date of Statement of Obsolescence

PART 4: CLERK CERTIFICATION

The undersigned clerk certifies that, to the best of his/her knowledge, no information contained herein or in the attachments hereto is false in any way. Further, the undersigned is aware that if any information provided is untrue, the exemption provided by Public Act 146 of 2000 may be in jeopardy.

Name of Clerk	Clerk Signature	Date	
Clerk's Mailing Address	City	State	ZIP Code
	Telephone Number	Fax Number	Email Address

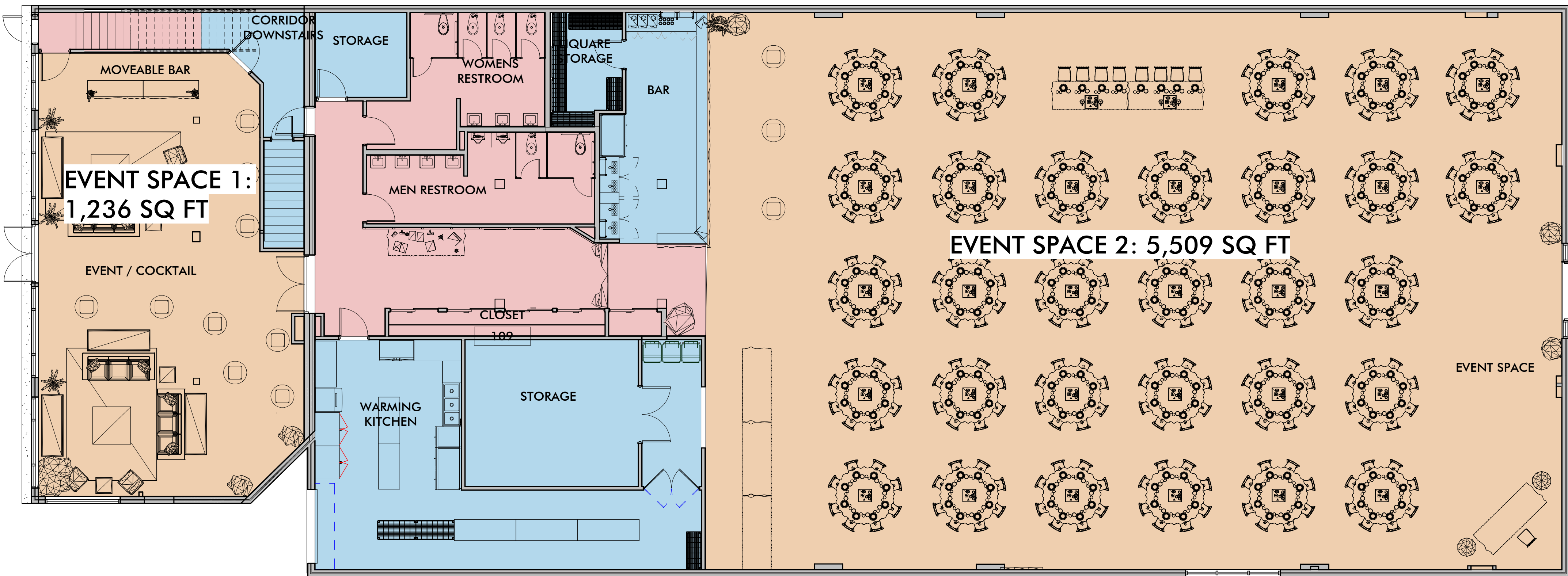
Mail completed application and attachments to: Michigan Department of Treasury
 State Tax Commission
 P.O. Box 30471
 Lansing, Michigan 48909-7971

If you have any questions, call 517- 335-7491.

For guaranteed receipt by the State Tax Commission, it is recommended that applications and attachments are sent by certified mail.

19 Zero Nine Events

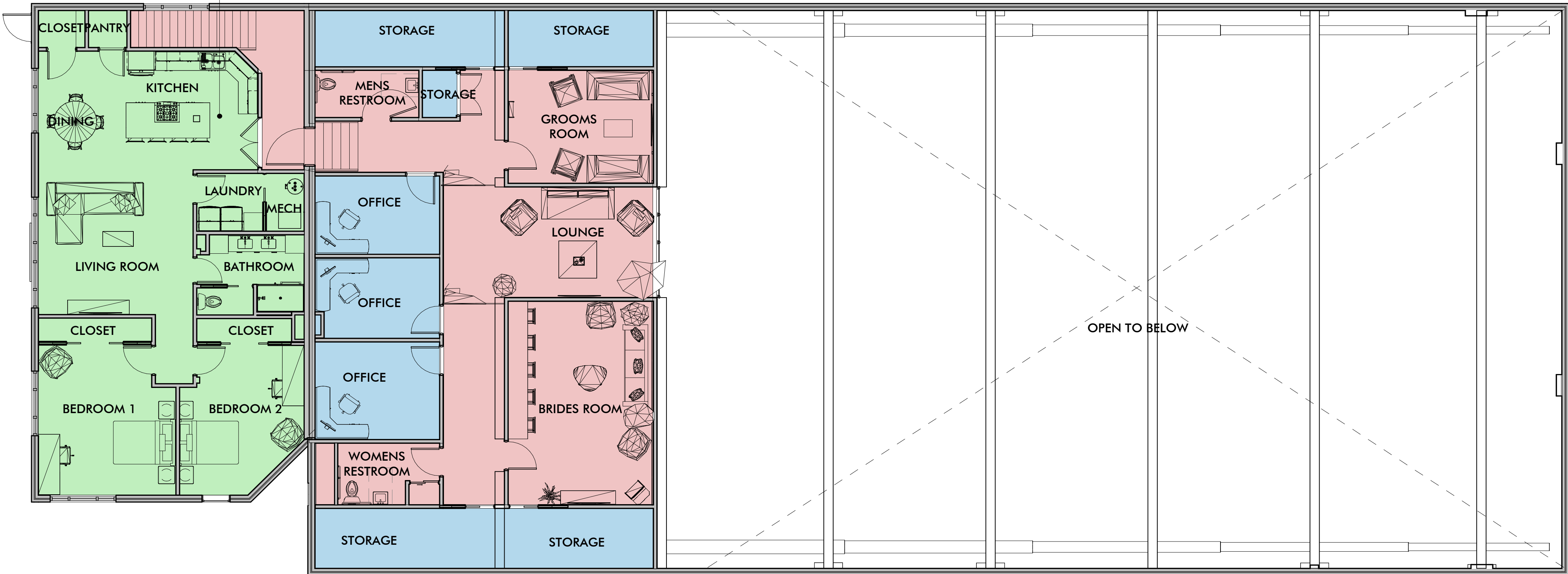
COMING SOON



FIRST FLOOR

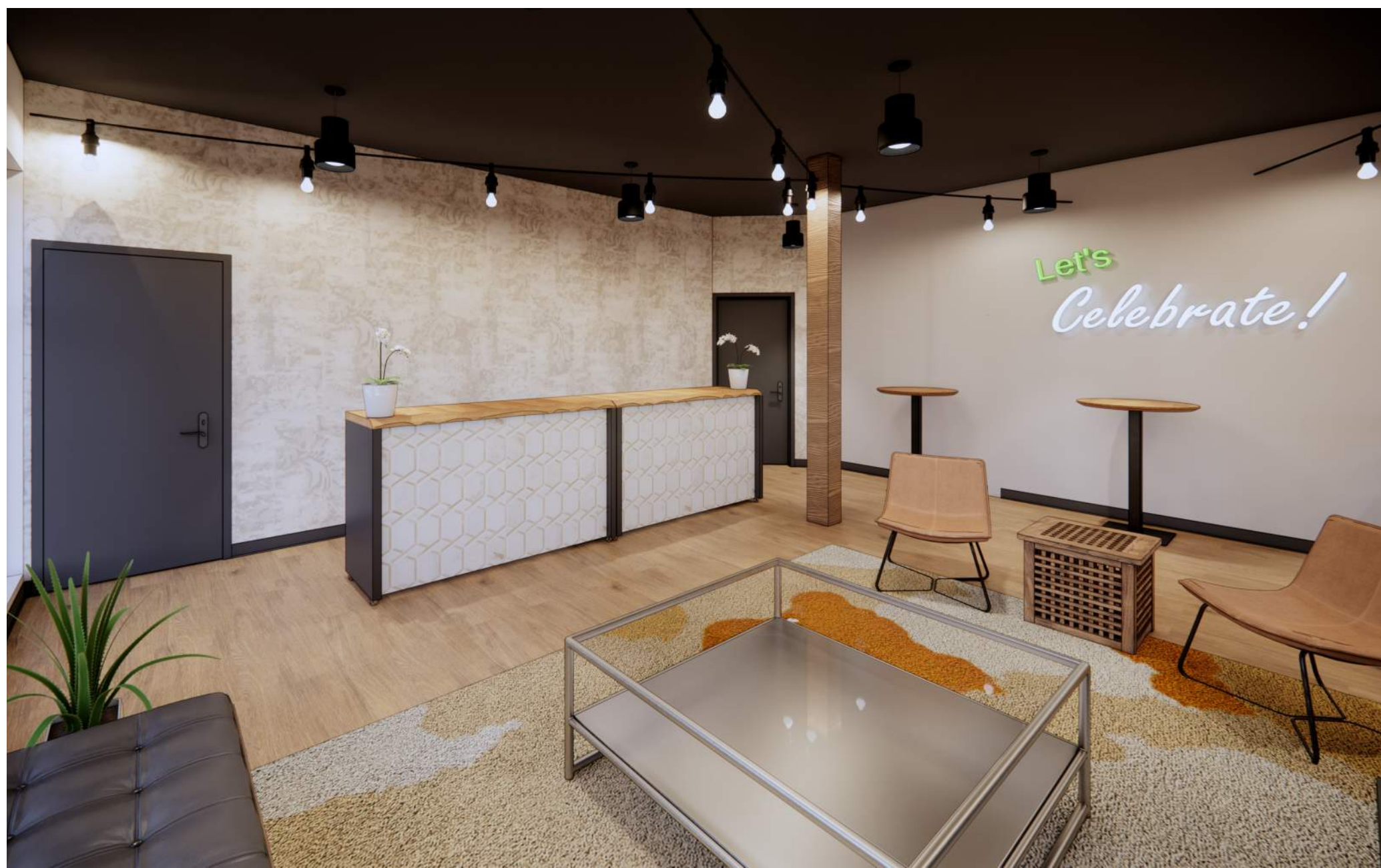
APARTMENT A

2 BED, 1 BATH
1,319 SQ FT



SECOND FLOOR

19 Zero Nine Events



19 Zero Nine Events



ITEM: 10.B

ADMINISTRATIVE REPORT



TO: Honorable Mayor and City Council
FROM: Derek N. Perry, City Manager
DATE: August 7, 2023
SUBJECT: MARSHALL HOUSE PILOT ORDINANCE

As a condition of the sale of the Marshall House property, a 4% PILOT Ordinance was to be adopted by the City to allow for a service charge in lieu of property taxes. This is allowed as a proper public purpose of the State of Michigan and its political subdivisions to provide housing for its citizens of low income and to encourage the development of such housing in accordance with the State Housing Development Authority Act of 1966 (1966 PA 346, as amended, MCL Section 125.1401 *et seq.*)

An ordinance to that effect has been developed and has been reviewed by both parties. As required by the City Charter, the ordinance summary and notice of public hearing was published on July 22, 2023. Following the required public hearing, we are recommending that the ordinance be enacted, which requires a majority vote of the entire City Council.

BUDGET IMPACT:

Currently, the Marshall House does not generate property tax revenue for the City or other local taxing units as it is owned by the City. If the PILOT is approved, approximately \$17,000 would be generated on an annual basis to be disbursed to the various taxing units including the City.

RECOMMENDATION:

Enact Ordinance 2023-10, An Ordinance to provide for a service charge in lieu of taxes for a multiple family dwelling project for low income persons and families to be financed with a federally-aided mortgage loan pursuant to the provisions of the state housing development authority act of 1966 (1966 pa 346, as amended; mcl 125.1401, et seq) (the "act") and direct the City Clerk to publish the ordinance in full.

**CITY OF MARSHALL
ORDINANCE #2023-10**

AN ORDINANCE TO PROVIDE FOR A SERVICE CHARGE IN LIEU OF TAXES FOR A MULTIPLE FAMILY DWELLING PROJECT FOR LOW INCOME PERSONS AND FAMILIES TO BE FINANCED WITH A FEDERALLY-AIDED MORTGAGE LOAN PURSUANT TO THE PROVISIONS OF THE STATE HOUSING DEVELOPMENT AUTHORITY ACT OF 1966 (1966 PA 346, AS AMENDED; MCL 125.1401, ET SEQ) (THE "ACT").

THE CITY OF MARSHALL, MICHIGAN ORDAINS:

SECTION 1. Short Title.

This Ordinance shall be known and cited as the "City of Marshall Tax Exemption Ordinance-Marshall House."

SECTION 2. Preamble.

It is acknowledged that it is a proper public purpose of the State of Michigan and its political subdivisions to provide housing for its citizens of low income and to encourage the development of such housing by providing for a service charge in lieu of property taxes in accordance with the State Housing Development Authority Act of 1966 (1966 PA 346, as amended, MCL Section 125.1401 *et seq.*) The City of Marshall ("City") is authorized by this Act to establish or change the service charge to be paid in lieu of taxes by any or all classes of housing exempt from taxation under this Act at any amount it chooses, not to exceed the taxes that would be paid but for this Act. It is further acknowledged that such housing for persons and families of low income is a public necessity, and as the City will be benefited and improved by such housing, the encouragement of the same by providing real estate tax exemption for such housing is a valid public purpose. It is further acknowledged that the continuance of the provisions of this Ordinance for tax exemption and the service charge in lieu of all *ad valorem* taxes during the period contemplated in this Ordinance are essential to the determination of economic feasibility of the housing project that is acquired with financing extended in reliance on such tax exemption.

The City of Marshall acknowledges that the "Sponsor" (as defined below) has offered, subject to receipt of a Mortgage Loan, to own and operate the Housing Development (defined below) to serve Low Income Persons and Families (defined below), and that the Sponsor has offered to pay the City on account of the Housing Development an annual service charge for public services in lieu of all *ad valorem* property taxes.

SECTION 3. Definitions.

- A. Authority means the Michigan State Housing Development Authority.
- B. Act means the State Housing Development Authority Act, being Public Act 346 of 1966, of the State of Michigan, as amended.

C. Contract Rents/Annual Shelter Rents means the total collections during an agreed annual period from or paid on behalf of all occupants of a housing project representing rent or occupancy charges, exclusive of Utilities.

D. Housing Development means that certain development commonly known as Marshall House, which is located at 200 East Spruce Street in Marshall, Michigan, which development contains a significant element of housing for persons of low or moderate income and elements of other housing and commercial, recreational, industrial, communal, and educational facilities that the Authority determines improve the quality of the development as it relates to housing for persons of low or moderate income.

E. Low Income Persons and Families means persons and families eligible to move into a housing project.

F. Mortgage Loan means a loan that is Federally-Aided (as defined in Section 11 of the Act) or a loan or grant made or to be made by the Authority to the Sponsor for the acquisition and/or permanent financing of the Housing Development, and secured by a mortgage on the Housing Development.

G. Sponsor means Gene B. Glick Family Housing Foundation or its affiliate, and any successor owner of the Housing Development that receives or assumes a Mortgage Loan.

H. City means the City of Marshall.

I. Utilities means charges for gas, electric, water, sanitary sewer and other utilities furnished to the occupants that are paid by the Housing Development.

SECTION 4. Class of Housing Projects.

It is determined that the class of housing projects to which the tax exemption shall apply and for which a service charge shall be paid in lieu of such taxes shall be housing projects for Low Income Persons and Families that are financed with a Mortgage Loan. It is further determined that the Housing Development is of this class.

SECTION 5. Establishment of Annual Service Charge.

The Housing Development and the property on which it is located shall be exempt from all *ad valorem* property taxes from and after of enactment of this Ordinance. (Or, commencement of construction or rehabilitation.) The City acknowledges that the Sponsor has established the economic feasibility of the Housing Development in reliance upon the enactment and continuing effect of this Ordinance, and the qualification of the Housing Development for exemption from all *ad valorem* property taxes and a payment in lieu of taxes as established in this Ordinance. Therefore, in consideration of the Sponsor's

offer to acquire and operate the Housing Development, the City agrees to accept payment of an annual service charge for public services in lieu of all *ad valorem* property taxes. Subject to receipt of a Mortgage Loan, the annual service charge shall be equal to 4% of the Contract Rents/Annual Shelter Rents.

SECTION 6. Contractual Effect of Ordinance.

Notwithstanding the provisions of Section 15(a)(5) of the Act to the contrary, a contract between the City and the Sponsor with the Authority as third party beneficiary hereunder, to provide tax exemption and accept payments in lieu thereof as previously described, is created by enactment of this Ordinance. Failure of the Sponsor or its successor in interest to operate and maintain said Housing Development so as to be eligible for a payment in lieu of taxes as provided in this Ordinance, or a judicial determination of a material violation of the Act or regulations of the Authority shall be deemed to be a violation of this Ordinance and default hereunder. Notice of such violation shall be provided to the Sponsor and the Authority and, if not cured within thirty (30) days after the date of Notice, the City may revoke or repeal the Ordinance pursuant to Section 9 below.

SECTION 7. Limitation on the Payment of Annual Service Charge.

Notwithstanding Section 5, the service charge to be paid each year in lieu of taxes for the part of the Housing Development that is tax exempt, but which is occupied by other than Low Income Persons and Families shall be equal to the full amount of the taxes which would be paid on that portion of the Housing Development if the Housing Development were not tax exempt.

SECTION 8. Payment of Service Charge.

The annual service charge in lieu of taxes as determined under this Ordinance shall be payable in the same manner as general property taxes are payable to the City and distributed to the several units levying the general property tax in the same proportion as prevailed with the general property tax in the previous calendar year. The annual payment for each operating year shall be paid on or before March 31st of the following year, prorated for the first year, payable on or before March 31, 2024, as applicable. The Sponsor shall verify Contract Rents/Annual Shelter Rents with a statement of profit and loss or other form of financial documentation. Payment of the service charge in lieu of taxes after March 31st shall be subject to an additional monthly service charge of 0.5% on the unpaid balance. Collection procedures shall be in accordance with the provisions of the General Property Tax Act (1893 PA 206, as amended; MCL 211.1, *et seq*).

SECTION 9. Duration.

This Ordinance shall remain in effect and shall not terminate so long as the Housing Development shall remain subject to the Mortgage Loan. The City further reserves the right, in the event of noncompliance by the Sponsor, to revoke or repeal this Ordinance in accordance with the Act.

It is further the intent of the Parties that in the event Housing Development is sold, transferred, or refinanced by the Sponsor or a related entity of the Sponsor, this Ordinance shall remain in full force and effect and without further action by the Sponsor or the City to otherwise change, alter or amend this Ordinance. Furthermore, this Ordinance shall not be terminated in event of foreclosure or deed in lieu of foreclosure of a Mortgage Loan and any subsequent transfer of the Housing Development.

SECTION 10. Severability.

The various sections and provisions of this Ordinance shall be deemed to be severable and should any section or provision of this Ordinance be declared by any court of competent jurisdiction to be unconstitutional or invalid the same shall not affect the validity of this Ordinance as a whole or any section or provision of this Ordinance, other than the section or provision so declared to be unconstitutional or invalid.

SECTION 11. Inconsistent Ordinances.

All ordinances or parts of ordinances inconsistent or in conflict with the provisions of this Ordinance are repealed to the extent of such inconsistency or conflict.

SECTION 12. 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.

SECTION 13. Publication.

This Ordinance shall be published in the Marshall Chronicle, a newspaper of general circulation in the City of Marshall qualified under state law to publish legal notices, within ten (10) days after its adoption. This Ordinance shall be recorded in the Ordinance Book and such recording shall be authenticated by the signature of the Mayor and the City Clerk.

SECTION 14. Effective.

This Ordinance be effective publication upon the expiration of 7 days after publication.

Introduced by the Marshall City Council this ___ day of _____, 2023.

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

Motion by

Second by

Ayes:

Nays:

Absent:

Approved:

James Schwartz, Mayor

STATE OF MICHIGAN
COUNTY OF CALHOUN

I, Michelle Eubank, Marshall City Clerk, certify this is Ordinance #_____ adopted by the Marshall City Council at a meeting held the _____ day of _____, 2023, a meeting held according to the Open Meetings Act, Public Act No. 267 of 1976, as amended. I further certify Ordinance # 2023 - _____ was published in the Marshall Ad-Visor, a newspaper of general circulation in the City of Marshall, the _____ day of _____, 2023, subsequent to its adoption.

Michelle Eubank, 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
Joshua Lanker, Chief of Police
DATE: August 7, 2023
SUBJECT: **SPECIAL EVENT REQUEST- MANDY RUNS MICHIGAN 5K RUN**

The City of Marshall Staff received a special event application request for the Mandy Runs Michigan 5K event to be held on October 21, 2023 from 5 to 8:30 PM. This fun running event is being organized by a Marshall citizen who has the idea/goal of running in every city in the State of Michigan that holds a race event (1 mile or greater). By the time of the race, she will be halfway to her goal. The organizer has run in over three hundred races in Michigan and is using this knowledge to organize this fun run in Marshall.

The run would start and end on the River Walk near the Pearl St trailhead entrance. The 5K runners will use the hardpath towards the PSB/Marshall Ave where they will continue south, crossing Hughes St up into Oakridge Cemetery. They will return north on Marshall Ave from the cemetery and cross over Hughes St. again on their way back to Pearl Park. The 5K walkers will use portions of the riverwalk. They are requesting assistance from the Marshall Police to help with traffic control at Hughes St and Marshall from 5:00 to 7:00 PM.

The organizer is a registered LLC and is in the process of becoming a non-profit organization, but will not receive this designation prior to the event. The organizers are in the process of obtaining their required liability insurance that includes naming the City as an additional insured.

The organizers have been advised they can't block the entrance from Pearl St and will need to arrange for parking with local businesses. They were also advised that the Vampire Ball event is also planned at Stuart's Landing and that event may have an impact on traffic during this running event.

BUDGET IMPACT:

The organizers requested police assistance to help with traffic control to assist runners across Hughes St. The estimated cost for an officer and vehicle for the two-hour event is \$210.00. The actual costs will be billed to the organizer.

RECOMMENDATION:

Approve the Mandy Runs Michigan 5K Run Special Event Application Request for October 21, 2023.

CITY OF MARSHALL

SPECIAL EVENT POLICY

May 2022

In General

1. The City of Marshall, believing there is a benefit to the community in allowing and encouraging community-oriented special events that may make use of public rights-of-ways, parks, or other properties, may allow the use of such properties for special events under the terms of this policy.
2. Any Special Event making use of City-controlled public rights-of-ways, parks, or other properties, shall be approved in advance by the City Council. Typically, a Special Event involves significant potential inconvenience to nearby residents and properties, through traffic, activity, noise, light, altered traffic routes, or other potentially deleterious factors that are not normally present in the area.
3. The normal use of City facilities, such as playing baseball on a baseball field, renting a pavilion, etc., shall not be considered a Special Event under this policy.
4. Events in the Downtown Development Authority (DDA) district, as shown below, will be presented to the DDA board at their regularly scheduled meetings. 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.
5. The City of Marshall prohibits the use of paint or permanent markings on surfaces within the public right of way. Anchoring of tents with stakes is prohibited through concrete or asphalt surfaces on City property or within the public right of way. Anchoring of any structure must be completed with alternative methods.
6. The City of Marshall partners with the Michigan Department of Transportation (MDOT) to manage two state trunklines within City limits. Michigan Avenue is the BL-94 trunkline while South Kalamazoo Avenue and Industrial Road are M-227. The City maintains a close relationship with the local MDOT office regarding street closures on Michigan Avenue. If a closure of Michigan Avenue is requested the City will pursue the permit from MDOT and prepare necessary traffic plans. Permit approval is the ultimate decision of MDOT. Proper deployment and display of traffic control signs will be discussed with applicants at the planning meeting.
7. The City of Marshall puts effort into planning and coordinating events with event sponsors. We understand that unexpected cancellation of events can occur. We schedule required work activities in advance of events and will require 72-hour notice prior to the start of an event for cancellation and avoidance of special event fees. If cancellation is received within 72-hours of an events start time, the sponsors will be billed for all activities completed by the time of cancellation.
8. The City of Marshall is a supporter of special events. However, applicants should understand

special events require additional work for City staff. The City requires payment for special events tasks directly attributable to the event. The City requires 100% reimbursement from for-profit sponsoring organizations and waives the first \$500 in fees for non-profit sponsoring organizations.

Procedures

9. An applicant desiring to hold a special event requiring the use of City-controlled property shall submit a Special Event Application Form to the City Clerk's Office, describing the particulars of the request. All requested information must be provided. The application should be submitted 90 days before the event to ensure ample time for the required staff review, correction of any defects, and time for the request to be placed on a City Council agenda. The City Council may consider whether a late approval date would provide inadequate notice to affected residents, property owners, and business owners.
10. Relevant City staff members will review the application and recommend changes if appropriate. The applicant may amend the application to address these concerns. Before the application is submitted to City Council, relevant staff members will indicate whether they have concerns with the application in its current form.
11. Additional permits and fees may be required for services requested including right-of-way permit, electric drop, and hydrant connections.
12. City staff, prior to council approval, will determine the cost to the City for supporting the event. This cost will be conveyed to the event sponsoring and payment is expected prior to the event date.
13. The City Council will consider the application during an open meeting, and will approve, approve with conditions, or reject the application.

Applications may be rejected if, in the sole judgment of the City, granting the application would not be in the best interest of the public health, safety, or welfare, through causing parking congestion, excessive disruption of traffic, blocking access to other properties, or reducing access for emergency vehicles; or if the public health, safety or welfare was negatively affected by previous similar special events or special events sponsored by the applicant; or if the applicant has previously failed to live up to his or her responsibilities as sponsor of a special event; or if the applicant has supplied false information on the Special Event Application Form. The decision of the City Council is final.



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: _____

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

Mailing/Billing Address: _____

City/State/ZIP Code: _____

Business Phone: _____ Cell Phone: _____

Email Address(es): _____

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: _____

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

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

3. Please describe the event(s): _____

4. What is the requested location(s) of the event(s): _____

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

Start and End Locations: _____

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_____No_____
- Normal Annual Date?_____
7. Have you included a map indicating the location of your event?* Yes_____No_____
8. Is your event located within the Downtown Development Authority? Yes_____No_____
9. Does the applicant wish to prohibit vending within the event area? Yes_____No_____
10. Does the applicant plan to include vending as part of this event?* Yes_____No_____
11. Will this event include the use of signs? Yes_____No_____
12. Will the event require the hanging of a banner? Yes_____No_____
13. Is the applicant requesting special parking arrangements, such as reserved parking?* Yes_____No_____

Public Services

14. Is the applicant requiring utility connections, such as electric or water services?* Yes_____No_____
15. Does the applicant require other public services? Yes_____No_____
- a. Barricades Yes_____No_____
- b. Fencing Yes_____No_____
- c. Street Sweeping Yes_____No_____
- d. Mowing Yes_____No_____
- e. Rubbish Containers Quantity:_____ Yes_____No_____
- f. Picnic Tables Yes_____No_____
- g. Cessation of Lawn Sprinklings Yes_____No_____
- h. Other_____ Yes_____No_____
- i. Map including indicating location of these services?* Yes_____No_____
16. Do you plan to utilize volunteers to help run the event? Yes_____No_____
17. Do you plan to rent a park facility for the event? Yes_____No_____

Public Safety

18. Does the applicant have any special security or safety concerns? Yes_____No_____
19. Are you requesting assistance from the Police/Fire Departments? Yes_____No_____
20. Will the event include loud or unusual sounds? Yes_____No_____
- a. Musicians Yes_____No_____
- b. Singers Yes_____No_____
- c. Amplified Announcers Yes_____No_____
- d. Carnival Rides Yes_____No_____
- e. Motor Vehicle Noises Yes_____No_____
- f. Other_____ Yes_____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_____

Alcohol Consumption

23. Are alcoholic beverages proposed to be served as part of the event? Yes_____No_____
24. Will you be utilizing a LLC regulated boundary? Yes_____No_____
25. Are you using the Social District for outdoor alcohol consumption? Yes_____No_____
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_____
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_____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: _____ Date: _____

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.

ITEM: 12.B

ADMINISTRATIVE REPORT



TO: Honorable Mayor and City Council
FROM: Derek N. Perry, City Manager
Michelle Eubank, City Clerk
DATE: August 7, 2023
SUBJECT: FOIA APPEAL REQUEST - MR. GLENN KOWALSKE

On July 5, 2023, Glenn Kowalske submitted a FOIA request for documents related to the 2013 referendum, including the committee affidavits, the final reports on signature count and the letter of sufficiency, or insufficiency. After reviewing the request and extensively searching for documents, the city responded by granting a copy of the City Council packet from May 6, 2013, which included a copy of the Certificate of Sufficiency, as well as certifying that the remaining records do not exist in our possession. The clerks office searched for electronic documents, as well as multiple rooms of physical documents, only finding the aforementioned council packet before sending the FOIA response letter on July 26, 2023.

On the evening of July 26, 2023, Mr. Kowalske submitted an appeal permissible under MCL 15.240, to the City Council (Head of the Public Body) stating that he believed the City of Marshall would be required to accept, send and keep records of the aforementioned documents.

The City adopted (Resolution 09-22) and follows the State of Michigan Election Document Retention Schedule which is attached and approved by the State Records Management Services, the Archives of Michigan and the Michigan State Administrative Board under authority of MCL 399.5 and 750.491. According to the Election Document Retention Schedule, there are only 2 document types for city elections with a permanent retention requirement; Election Commission Minutes and Election results. Additionally, under item 323 on page 5, proposal petitions are only required to be maintained "until the canvass of the election is completed +2 years.

Per MCL 15.240, the appeal letter is deemed received at the time of their next regularly scheduled meeting, being August 7, 2023. At that time, City Council has 10 days in which to do one of the following:

- a) Reverse the disclosure denial.
- b) Issue a written notice to the requesting person upholding the disclosure denial.
- c) Reverse the disclosure denial in part and issue a written notice to the requesting person upholding the disclosure denial in part.
- d) Under unusual circumstances, issue a notice extending for not more than 10 business days the period during which the head of the public body shall respond to the written appeal. The head of the public body shall not issue more than 1 notice of extension for a particular written appeal.

BUDGET IMPACT:

N/A

RECOMMENDATION:

Hear the appeal under MCL 15.240 and provide direction to the City Administration on a response to Mr. Kowalske.

Document Retention Schedule

The following lists the length of time election records and materials must be retained. It merits note that the retention schedules are separated into two categories: Election Administration, County Records, and City/Township/Village Records. This listing follows the State of Michigan's General Schedule #23 unless a new law has changed the retention period. Changes from General Schedule #23 are highlighted in yellow.

Election Administration

<i>Item #</i>	<i>Item</i>	<i>Retention Period</i>
100	Bureau of Elections Correspondence	Creation date + 2 years
101	Transitory Correspondence	30 days after receipt
102	Post Election Reports	Day after November General Election + 2 years
103	Certification	While serving as an election official

County Records

<i>Item #</i>	<i>Item</i>	<i>Retention Period</i>
200	Affidavits of Candidacy	Until the election is held + 2 years
201	Affidavits of Constitutional Qualification	Until the election is held + 2 years
202	Affidavits of Identity	Until the election is held + 2 years
203A	Applications to Vote	Until the election is held + 6 years
204	Apportionment	From the first election that the plan was in effect + 11 years
205	Ballots (Select School District Elections)	Until 30 days after the canvass of the election is completed, or • until a recount is completed, • until a court order or a Secretary of State order to suspend destruction is lifted, or • until an investigation into defective ballots or voting equipment is completed
206	Board of County Canvassers Meeting Materials	Permanent

207A	Campaign Finance Statements of Organization – Committees Receiving Less Than \$50,000	Until the official date of dissolution + 5 years
207B	Campaign Finance Statements of Organization – Committees Receiving More Than \$50,000	Until the official date of dissolution + 15 years
208A	Campaign Finance Reporting – Committees Receiving Less Than \$50,000	Creation Date + 5 years
208B	Campaign Finance Reporting – Committees Receiving More Than \$50,000	Creation Date + 15 years
209	Candidate Filing Fee Refunds	Until Audit
210	Candidate Listing	Until the election is held + 2 years
211	Certificates of Acceptance	Until the term of office expires
212	County Election Commission Meeting Materials	Permanent
213	County Election Results	Permanent
214	Declaration of Intent	Until the election is held + 2 years
215	Election Challengers	Until the election is held + 2 years
216	Election Inspector Certificates	Creation date + 2 years
217	Election Inspector Training	Retain the most current training materials (older materials may be kept for reference purposes)
218	Election Notices	Until canvass of the election is completed + 2 years
219	Electronic Voting Systems	30 days following the canvass and certification of the election
220	Nominating and Qualifying Petitions	Until January 1 following the election
221	Nominating Petition Record	Until petitions are disposed of + 2 years
222	Oaths of Office – Election Officials	Until canvass of the election is completed + 2 years

223	Poll Books	Until canvass of the election is completed + 2 years
224	Precinct Delegates	Until the election is held + 2 years
225	Precinct Tabulation Data	Until the election is held + 2 years
226A	Preliminary Accuracy Testing – Federal Offices	Until the election is held + 2 years
226B	Preliminary Accuracy Testing – State and Local Offices	Until the election is held + 30 days
227A	Proof Ballots – State and Local Offices	Until the election is held + 30 days
227B	Proof Ballots – Federal Offices	Until the election is held + 22 months
228	Proposal Petitions	Until canvass of the election is completed + 2 years
229	Recalls	Creation date + 2 years
230	Recounts	Until the recount is completed + 2 years
231A	Sample Ballots – State and Local Offices	Until the election is held + 30 days
231B	Sample Ballots – Federal Offices	Until the election is held + 22 months
232	School Election Coordinating Committee	Expiration + 6 years
233	Statement of Vote	Until the election is held + 2 years
234	Tally Sheets/Books	Until the election is held + 2 years
235	Tie votes	Until the tie vote is broken + 2 years
236	Voting Equipment Acquisition	Life of equipment + 6 years

City and Township Records

Item #	Item	Retention Period
300	Absentee Ballot Envelopes	Until the election is held + 2 years
301	Absentee Voter List	Until the election is held + 2 years
302	Application for Absentee Ballot	Until the election is held + 6 years
303	Applications to Vote	Until the election is held + 6 years
304	Affidavits of Identity	Until the election is held + 2 years
305	Affidavit of Voter Unable to Meet Photo ID Requirement	Until the election is held + 6 years
306	Ballots – Federal Offices	Until canvass of the election is completed + 22 months
307	Ballots – State and Local Offices (Note: This series also applies to <u>unused ballots</u> for federal, state and local offices)	Until 30 days after the canvass of the election is completed, or • until a recount is completed, • until a court order or a Secretary of State order to suspend destruction is lifted, or • until an investigation into defective ballots or voting equipment is completed
308	Candidate Listing	Until the election is held + 2 years
309	Declaration of Intent	Until January 1 following the election
310	Election Notices	Until canvass of the election is completed + 2 years
311	Election Inspector Applications	While the person is eligible for appointment as an inspector
312	Election Inspector Certificates	Creation date + 2 years
313	Election Inspector Training	Retain the most current training materials (older materials may be kept for reference purposes)

314	Electronic Voting Systems	Until 30 days after the canvass of the election is completed, or • until a recount is completed, • until a court order or a Secretary of State order to suspend destruction is lifted, or • until an investigation into defective ballots or voting equipment is completed
315	Federal Post Card Application	Creation date + 6 years
316	Local Election Commission Meeting Materials	Permanent
317	Local Election Results	Permanent
318	Nominating and Qualifying Petitions	Until January 1 following the election
319	Nominating Petition Record	Until petitions are disposed of + 2 years
320	Oaths of Office – Election Officials	Until the election is held + 2 years
321	Precinct Maps	Only retain current precinct maps (Any outdated maps should be sent to Archives of Michigan for permanent preservation)
322A	Preliminary Accuracy Testing – Federal Offices	Until the election is held + 2 years
322B	Preliminary Accuracy Testing – State and Local Offices	Until the election is held + 30 days
323	Proposal Petitions	Until canvass of the election is completed + 2 years
324	QVF Precinct Lists	Until the election is held + 2 years
325	School Election Coordinating Committee	Expiration + 6 years
326	Statement of Vote	Until the election is held + 2 years
327	Tally Sheets/Books	Until the election is held + 2 years
328	Tie votes	Until the tie vote is broken + 2 years
329	Voter Identification Cards – Returned	Until the voter's registration is cancelled

330A	Voter Registration Applications	Until the master card is generated
330B	Voter Registration Applications of those that register in-person with their local clerk in the final 14 days before an election, including election day, who do not provide residency verification with a Driver's License or Personal ID.	Until the election is held + 6 years
331	Voter Registration Master Cards – Originals	Until cancelled + 5 years
332	Voter Registration Master Cards – Duplicates	Until cancelled + 2 years
333	Voter Registration Cards – Voided	Creation date + 2 years
334	Voter Registration Cards – Change of Address	Until the official voter registration record is updated
335	Voting Equipment Acquisition	Life of the equipment + 6 years

Item # Title and Description

Administration

100 Bureau of Elections Correspondence

This correspondence is received from the Bureau of Elections and pertains to policy or housekeeping issues. This correspondence may exist in a variety of formats, including memos, letters, notes, and electronic mail messages. This does not include the Election News and the News You Can Use newsletters that are published and retained by the Bureau.

101 Transitory Correspondence

Transitory correspondence is any form of written communication with a short-term interest that has no documentary value. This type of correspondence has limited administrative and evidential value that is lost soon after the communication is received. **Transitory messages do not set policy, establish guidelines or procedures, certify a transaction or become a receipt.** Examples of transitory correspondence include letters of transmittal that do not add information to the transmitted materials, routine requests for information that require no administrative action, policy decision, special compilation or research. This type of record also includes invitations to work-related events, notifications of an upcoming meeting, and similar records.

102 Post Election Reports

The Secretary of State is required to submit a post election report to the Elections Assistance Commission detailing the State of Michigan's compliance with the National Voting Rights Act and the Help America Vote Act. Clerks are required to create and maintain data on an ongoing basis that is compiled for this report.

103 Certification

The Bureau of Elections provides training to election officials. Officials take a self-administered accreditation exam, and receive a certificate upon successful completion of the exam.

County Records

200 Affidavits of Candidacy

These are filed by incumbent judges seeking ballot access for re-election.

201 Affidavits of Constitutional Qualification

These forms are filed by candidates for judicial positions.

202 Affidavits of Identity

These forms are filed by all candidates for elected office, including precinct delegates.

203 Applications to Vote

These forms are completed and signed by voters at the polls. They are used to confirm that the voter has a valid registration in the jurisdiction, and they are used to verify the identity of the voter. County clerks only maintain these records for select elections. MCL 168.811

204 Apportionment

These records document the re-apportionment of the Board of Commissioner district boundaries after a census is completed. These files may include correspondence, litigation materials, minutes of apportionment commission meetings, maps, district descriptions, demographic information, etc.

205 Ballots (Select School District Elections)

These records document votes in select school district elections and special elections that are administered by the county clerk per an agreement. They include ballots, counted absentee ballots, provisional ballots, challenged ballots, unused ballots, spoiled ballots, and ballots rejected for exposure, ballot containers containing optical scan ballots, etc.

206 Board of County Canvassers Meeting Materials

These files include agendas, minutes, and supporting documentation (such as transcripts, correspondence, certificates of election, challenges) that were reviewed by the board during its meetings.

207A Campaign Finance Statements of Organization—Committees Receiving Less Than \$50,000

These records document the creation of committees supporting the election/re-election of candidates for local offices (or groups supporting/opposing local ballot questions) whose campaign committee received less than \$50,000 in the election cycle.

207B Campaign Finance Statements of Organization—Committees Receiving More Than \$50,000

These records document the creation of committees supporting the election/re-election of candidates for local offices (or groups supporting/opposing local ballot questions) whose campaign committee received more than \$50,000 in the election cycle.

208A Campaign Finance Reporting--Committees Receiving Less Than \$50,000

These records document the campaign finance activities of candidates for local offices (or groups supporting/opposing local ballot questions) whose campaign committee received less than \$50,000 in the election cycle. They may include campaign finance reports (regular

reports during the election cycle and annual reports, as required), amendments, receipts for late filing fee charges, correspondence, other statements and reports.

- 208B Campaign Finance Reporting--Committees Receiving More Than \$50,000**
These records document the campaign finance activities of candidates for local offices (or groups supporting/opposing local ballot questions) whose campaign committee received more than \$50,000 in the election cycle. They may include campaign finance reports (regular reports during the election cycle and annual reports, as required), amendments, receipts for late filing fee charges, correspondence, other statements and reports.
- 209 Candidate Filing Fee Refunds**
After the primary is held some candidates are eligible for a refund of their filing fee.
- 210 Candidate Listing**
This register is used to log when a candidate files an Affidavit of Identity.
- 211 Certificates of Acceptance**
After a person is elected to a school board they have to file a certificate of acceptance with the school district. A copy is sent to the county clerk (MCL 168.309).
- 212 County Election Commission Meeting Materials**
These files include agendas, minutes, resolutions and supporting documentation that was reviewed by the commission during its meetings.
- 213 County Election Results**
These records (also known as the "canvass of votes") document the final outcome of elections, as determined by the Board of County Canvassers.
- 214 Declaration of Intent**
These forms are submitted by individuals who seek nomination or election to an office with write-in votes. Votes for write-in candidates who do not file a Declaration of Intent will not be counted.
- 215 Election Challengers**
An organization or group that intends to appoint election challengers must submit a notarized statement to the clerk of the jurisdiction that states the reason why the right to make the appointments is claimed. These records will include the statement, a copy of the identification card to be used by the challengers, and the approval or denial (and possibly appeal documents).
- 216 Election Inspector Certificates**
Election inspectors must attend training every two years. These certificates document who attended training.
- 217 Election Inspector Training**
These records include materials developed by the Bureau of Elections and the county clerk to train election inspectors.
- 218 Election Notices**
Clerks must publish a notice in local newspapers notifying the public of the registration requirements, of upcoming elections and of public accuracy tests of voting equipment. These records will include a copy of the notice, the affidavit of publication and the bill from the newspaper.

- 219 Electronic Voting Systems**
These systems are used to conduct select school district elections and special elections that are administered by the county clerk per an agreement. They include voting devices, ballot containers, optical scan ballots, etc.
- 220 Nominating and Qualifying Petitions**
All candidates (both partisan and non-partisan) for countywide offices must file nominating or qualifying petitions with the clerk. These petitions contain signatures of registered voters living within the office's jurisdiction stating that they want to have the candidate's name placed on the ballot. These records may be returned to the candidate or destroyed as requested by candidate at the end of their retention period.
- 221 Nominating Petition Record**
This record lists which candidates submitted nominating petitions for each election cycle. It contains the office, candidate, filing date, determination date, number of signatures required and filed, date the petitions were returned or destroyed, and the date of the election.
- 222 Oaths of Office—Election Officials**
This affidavit is signed by election officials who serve on Absent Voter Counting Boards, as Election Inspectors, etc. who affirm that they will lawfully fulfill the duties to which they have been appointed. Poll watchers who observe the action of the absent voter counting board must also take and sign an oath of secrecy.
- 223 Poll Books**
These books identify which registered voters participated in an election. They identify which voters were issued provisional ballots and which voters were challenged. This record includes Absent Voter Poll Books that identify which absent voters were mailed ballots. These books are received from cities and townships for maintenance by the county clerk. MCL 168.811
- 224 Precinct Delegates**
These records document the certification of election results for precinct delegates and notification to political parties. They may include tally sheets, certificates of election, lists, etc.
- 225 Precinct Tabulation Data**
This data documents the programming (burning) of removable data storage devices for precinct tabulators. It will include definitions, vote totals, an audit of voting activity. The data may be transferred to other storage media for retention.
- 226A Preliminary Accuracy Testing**
These records document tests of voting equipment prior to the election. They include data containing voting formulas for the election that is used to test the equipment's accuracy, Voter Assist Terminal (VAT) testing, test ballots, test decks, documents and certification, edit listings, etc.
- 226B Preliminary Accuracy Testing (State and Local Offices)**
These records document tests of voting equipment prior to the election. They include data containing voting formulas for the election that is used to test the equipment's accuracy, VAT testing, test ballots, test decks, documents and certification, edit listings, etc.
- 227A Proof Ballots (State and Local Offices)**
Proof ballots are produced to proofread the wording and formatting of each style of ballot that will be used in the election. They are reviewed by the candidates, Bureau of Elections and the County Election Commission prior to printing. These records may include hard copy or electronic proof ballots (one of each style) and related correspondence.

- 227B Proof Ballots (Federal Offices)**
Proof ballots are produced to proofread the wording and formatting of each style of ballot that will be used in the election. They are reviewed by the candidates, Bureau of Elections and the County Election Commission prior to printing. These records may include hard copy or electronic proof ballots (one of each style) and related correspondence.
- 228 Proposal Petitions**
Groups or individuals wishing to place a question on the countywide ballot for an upcoming election must also submit petitions. These petitions contain signatures of registered voters living within the jurisdiction stating that they want to have the proposal placed on the ballot.
- 229 Recalls**
Voters may initiate a recall of elective officers in the state. These records will contain petition language submissions, clarity review documents, public meeting notices, signed petitions, signature challenges, petition review notices, correspondence, etc.
- 230 Recounts**
These records document the administration of election recounts. They may include tally sheets, application forms, financial documents, petitions, counter petitions, objections, sign-in sheets, correspondence, and personnel records for the workers, etc.
- 231A Sample Ballots (State and Local Offices)**
These ballots are produced and marked "sample" for posting for public information.
- 231B Sample Ballots (Federal Offices)**
These ballots are produced and marked "sample" for posting for public information.
- 232 School Election Coordinating Committee**
The school election coordinating committee identifies the duties and responsibilities of parties that administer school elections. Their agreements are renewed every two years. These records may include meeting records, agreements, maps, resolutions, correspondence, etc.
- 233 Statement of Vote**
These documents are certified on Election Day by election inspectors. They summarize the votes for write-in candidates and the number of ballots issued (used and unused). The statement may be part of the poll book. MCL 168.811
- 234 Tally Sheets/Books**
These documents are used to calculate the number of write-in votes. These sheets may be part of the poll book. MCL 168.811
- 235 Tie Votes**
These records document that proper procedures were followed when breaking a tie vote. These records include notices, sign-in sheets, and the name slips, etc.
- 236 Voting Equipment Acquisition**
These records document the acquisition and maintenance of voting equipment. They include contracts, HAVA grants, maintenance agreements, serial numbers, resolutions, correspondence, etc.

City, Township and Village Records

- 300 Absentee Ballot Envelopes**
These envelopes were used to transmit absentee ballots. Envelopes containing valid ballots will be opened and emptied so the ballot can be counted (see items #304-305).

Invalid/rejected ballots remain inside the envelope, and the envelope may remain sealed. In this case, the ballot is not counted. MCL 168.811

301 Absentee Voter List

This list identifies which voters in each precinct were mailed absentee ballots. It contains the name of the voter, address where the ballot was mailed, date the application was received, date the ballot was mailed, date the ballot was received, etc. This record includes the absentee ballots information posting. The list may be part of the poll book. MCL 168.811

302 Application for Absentee Ballot

These applications are submitted by voters wishing to receive an absentee ballot for upcoming primary and/or general elections. These records also include "emergency" absentee ballot requests. MCL 168.811

303 Applications to Vote

These forms are completed and signed by voters at the polls. They are used to confirm that the voter has a valid registration in the jurisdiction, and they are used to verify the identity of the voter. MCL 168.811

304 Affidavits of Identity

These forms are filed by all candidates for elected office, including precinct delegates.

305 Affidavit of Voter Unable to Meet Photo ID Requirements

This form is signed by voters who do not possess photo identification when attending the polls.

306 Ballots (Federal Offices)

These records document votes in elections where the office of U.S. President, U.S. Senate, or Representative in Congress appears on the ballot (including proof ballots, sample ballots, uncounted ballots, counted absentee ballots, provisional ballots, challenged ballots, spoiled ballots, and ballots rejected for exposure). They include optical scan ballots and the programs used to tabulate them, and Federal Write-In Absentee Ballots. Optical scan ballots shall be stored in sealed ballot bags in a secure place during this retention period, after the retention requirements specified under Michigan law have been met (see item #305 and 311).

307 Ballots (State and Local Offices)

These records document votes in elections for state and local offices, some school district elections, and special elections in which candidates for federal offices did not appear on the ballot (including proof ballots, sample ballots, uncounted ballots, unused ballots, counted absentee ballots, provisional ballots, challenged ballots, spoiled ballots, and ballots rejected for exposure). They include voting devices/tabulators, ballot containers containing optical scan ballots, programs, edit listings, etc. **Note: this series also applies to unused ballots for federal, state and local offices.**

308 Candidate Listing

This register is used to log when a candidate files an Affidavit of Identity.

309 Declaration of Intent

These forms are submitted by individuals who seek nomination or election to an office with write-in votes. Votes for write-in candidates who do not file a Declaration of Intent will not be counted.

310 Election Notices

Clerks must publish a notice in local newspapers notifying the public of the registration requirements, of upcoming elections and of public accuracy tests of voting equipment. These

records will include a copy of the notice, the affidavit of publication and the bill from the newspaper.

311 Election Inspector Applications

These applications are submitted by people who are interested in serving as election inspectors. Inspectors are appointed by the local election commission.

312 Election Inspector Certificates

Election inspectors must attend training every two years. These certificates document who attended training.

313 Election Inspector Training

These records may include materials developed by the Bureau of Elections, the county clerk and the local clerk to train election inspectors.

314 Electronic Voting Systems

These records document elections for state and local offices, some school district elections, and special elections. They include voting devices, ballot containers, optical scan ballots, programs, edit lists, etc.

315 Federal Post Card Application

These voter registration/absent voter ballot applications are produced and distributed by the federal government to permit eligible individuals to vote while outside of the country.

316 Local Election Commission Meeting Materials

These files include agendas, minutes, resolutions and supporting documentation that was reviewed by the commission during its meetings.

317 Local Election Results

These records (also known as the "canvass of votes") document the final outcome of elections, as determined by the Board of County Canvassers.

318 Nominating and Qualifying Petitions

All candidates (both partisan and non-partisan) for local offices must file nominating or qualifying petitions with the clerk. These petitions contain signatures of registered voters living within the office's jurisdiction stating that they want to have the candidate's name placed on the ballot. These records may be returned to the candidate or destroyed as requested by candidate at the end of their retention period.

319 Nominating Petition Record

This record lists which candidates submitted nominating petitions for each election cycle. It contains the office, candidate, filing date, determination date, number of signatures required and filed, date the petitions were returned or destroyed, and the date of the election.

320 Oaths of Office—Election Officials

This affidavit is signed by election officials who serve on Absent Voter Counting Boards, as election inspectors, etc. who affirm that they will lawfully fulfill the duties to which they have been appointed. Poll watchers who observe the action of the absent voter counting board must also take and sign an oath of secrecy. These oaths may be part of the poll book.

321 Precinct Maps

These maps define the boundaries of precincts within a jurisdiction. Superseded maps should be sent to the Archives of Michigan for permanent preservation.

- 322A Preliminary Accuracy Testing (Federal Offices)**
These records document tests of voting equipment prior to the election. They include data containing voting formulas for the election that is used to test the equipment's accuracy, VAT testing, test ballots, test decks, documents and certification, edit listings, etc.
- 322B Preliminary Accuracy Testing (State and Local Offices)**
These records document tests of voting equipment prior to the election. They include data containing voting formulas for the election that is used to test the equipment's accuracy, VAT testing, test ballots, test decks, documents and certification, edit listings, etc.
- 323 Proposal Petitions**
Groups or individuals wishing to place a question on the local ballot for an upcoming election must also submit petitions. These petitions contain signatures of registered voters living within the jurisdiction stating that they want to have the proposal placed on the ballot.
- 324 QVF Precinct Lists**
These lists are generated from the Qualified Voter File to identify who is registered to vote at each precinct within the jurisdiction. MCL 168.811
- 325 School Election Coordinating Committee**
The school election coordinating committee identifies the duties and responsibilities of parties that administer school elections. Their agreements are renewed every two years. These records may include meeting records, agreements, maps, resolutions, correspondence, etc.
- 326 Statement of Vote**
These documents are certified on Election Day by election inspectors. They summarize the votes for write-in candidates and the number of ballots issued (used and unused). The statement may be part of the poll book. MCL 168.811
- 327 Tally Sheets/Books**
These documents are used to calculate the number of write-in votes. These sheets may be part of the poll book. MCL 168.811
- 328 Tie Votes**
These records document that proper procedures were followed when breaking a tie vote.
- 329 Voter Identification Cards—Returned**
These voter identification cards were returned by the post office as undeliverable.
- 330A Voter Registration Applications**
Applications to become a registered voter are received in a variety of ways. The information from the application is entered into QVF and a master card is generated.
- 330B Voter Registration Applications**
Applications of those that register in-person with their local clerk in the final 14 days before an election, including election day, **who do not provide** residency verification with a Driver's License or Personal ID, must be retained according to the retention schedule.
- 331 Voter Registration Master Cards—Originals**
These cards identify who is registered to vote in elections. The signatures on the cards are used to verify the identity of the voter. Per MCL 168.514, the registration records, if combustible, shall be destroyed by burning.

332 Voter Registration Master Cards—Duplicates

These cards identify who is registered to vote in elections. Per MCL 168.514, if the original card is reproduced in accordance with the Records Reproduction Act (MCL 24.401-24.406), the original becomes the duplicate record, and the reproduction becomes the original.

333 Voter Registration Cards—Voided

Clerks will void a voter registration application if the application's deficiency cannot be resolved. A notice of rejection is sent to the applicant. Per MCL 168.514, the registration records, if combustible, shall be destroyed by burning.

334 Voter Registration Cards--Change of Address

Clerks may receive written notice signed by the voter that he/she has changed addresses. The address change may need to be communicated to a village clerk. These records also include Election Day Change of Address Notices, and Address Confirmation Notices.

335 Voting Equipment Acquisition

These records document the acquisition and maintenance of voting equipment. They include contracts, HAVA grants, maintenance agreements, serial numbers, resolutions, correspondence, etc.

ITEM: 12.C

ADMINISTRATIVE REPORT



TO: Honorable Mayor and City Council
FROM: Derek N. Perry, City Manager
DATE: August 7, 2023
SUBJECT: **PA 425 CONDITIONAL LAND TRANSFER REQUEST - SET PUBLIC HEARING
440 WEST HUGHES, PARCEL ID 16-260-003-01**

The City has received a request from the owner of the property located at 440 W. Hughes Street (parcel ID 16-260-003-01) to enter into a Public Act 425 Conditional Land Transfer.

A Public Act 425 agreement brings an existing property into the City of Marshall to receive city services and provides for a portion of the collected taxes to be shared with the Township transferring the parcel.

In 2006, the City and Marshall Township entered into a Master Public Act 425 Conditional Land Transfer Agreement. In 2015, the Master Agreement was extended to 2026 and in 2019, it was revised and extended to 2029.

Public Act 425 requires the adoption of a resolution and a public hearing by both governmental bodies. The proposed resolution and contract are attached.

BUDGET IMPACT:

Based on the property's current taxable value, and current City of Marshall millage rates, the City would collect an additional \$1,074 in additional General Fund operating revenue. The Township would receive a portion of this collection as required under the Master PA 425 agreement.

RECOMMENDATION:

Set a Public Hearing for August 21, 2023, to hear comments on the proposed transfer of property located at 440 W. Hughes Street (parcel ID 16-260-003-01) and consider Resolution 2023-22, A Resolution Authorizing Execution of Contract for Conditional Transfer of Property under PA 425 of 1984.

**CITY OF MARSHALL, MICHIGAN
RESOLUTION NO. 2023-22**

**A RESOLUTION AUTHORIZING EXECUTION OF CONTRACT FOR CONDITIONAL
TRANSFER OF PROPERTY UNDER P.A. 425 of 1984**

Minutes of a regular meeting of the Council of the City of Marshall, held on August 21, 2023, at 7:00 PM.

PRESENT:

ABSENT:

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

WHEREAS, Stephan Sanchez and Donna Sanchez, owners of 440 W Hughes (Parcel ID 16-260-003-01), Marshall, Michigan and purchaser Joseph Elias/Grand City Capital have petitioned the City of Marshall and Marshall Township for a Conditional Transfer of their property from Marshall Township into the City of Marshall; and

WHEREAS, on February 25, 2006, the City of Marshall Entered into a Master 425 Agreement with the Township of Marshall; and

WHEREAS, on September 15, 2014, the City of Marshall extended this Master 425 Agreement with the Township of Marshall until 2026; and

WHEREAS, on June 24, 2019, the City of Marshall extended this Master 425 Agreement with the Township of Marshall until December 31, 2029; and

WHEREAS, the Master 425 Agreement facilitates the provision of City services, including municipal sewer, water, electric, broadband, police, and fire protection to properties currently within Marshall Township according to terms acceptable to both the Township of Marshall and the City of Marshall; and

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF MARSHALL that the City Manager and the City Clerk are authorized to execute a Contract for Conditional Transfer of Property located at 440 W Hughes (Parcel ID 16-260-003-01) from the Township of Marshall to the City of Marshall; and

IT IS FURTHER RESOLVED, that the Contract for Conditional Transfer shall be in the form of the attached document, subject to changes in form approved by the City Attorney.

Resolution declared adopted this 21st day of August 2023.

Michell 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 August 21, 2023, and that the said meeting was conducted and that the minutes of the meeting were kept and will be or have been made available.

Michell Eubank, City Clerk

July 26th, 2023

Derek Perry
City Manager
323 W. Michigan Ave.
Marshall, MI 49068

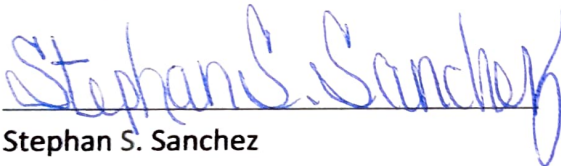
RE: 440 W Hughes, Marshall, MI 49068

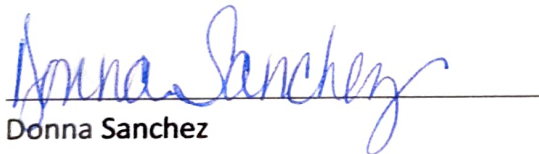
Dear Mr. Perry,

Please allow this letter to serve as our approval for current purchaser of 440 W Hughes, Marshall, MI 49068 to apply for acceptance into the City of Marshall under the 425 regulatory process. They will require access to city utilities. If there are any questions or if you need anything further, please feel free to reach out.

Sincerely,

SELLERS:


Stephan S. Sanchez


Donna Sanchez

July 26th, 2023

Derek Perry
City Manager
323 W. Michigan Ave.
Marshall, MI 49068

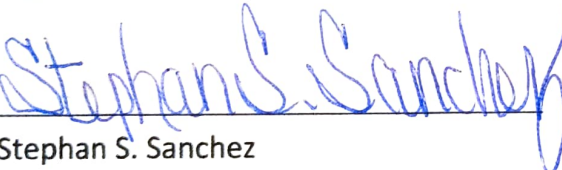
RE: 440 W Hughes, Marshall, MI 49068

Dear Mr. Perry,

Please allow this letter to serve as our approval for current purchaser of 440 W Hughes, Marshall, MI 49068 to apply for acceptance into the City of Marshall under the 425 regulatory process. They will require access to city utilities. If there are any questions or if you need anything further, please feel free to reach out.

Sincerely,

SELLERS:


Stephan S. Sanchez


Donna Sanchez

July 26th, 2023

Derek Perry
City Manager
323 W. Michigan Ave.
Marshall, MI 49068

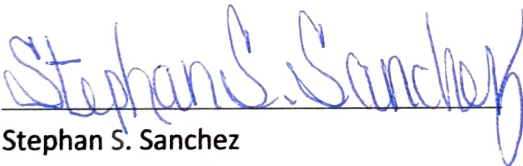
RE: 440 W Hughes, Marshall, MI 49068

Dear Mr. Perry,

Please allow this letter to serve as our approval for current purchaser of 440 W Hughes, Marshall, MI 49068 to apply for acceptance into the City of Marshall under the 425 regulatory process. They will require access to city utilities. If there are any questions or if you need anything further, please feel free to reach out.

Sincerely,

SELLERS:


Stephan S. Sanchez


Donna Sanchez

July 26th, 2023

Derek Perry City Manager
323 W. Michigan Ave.
Marshall, MI 49068

RE: 440 W Hughes, Marshall, MI 49068

Dear Mr. Perry,

Please allow this letter to serve as a formal request for the parcel located at 440 W Hughes, Marshall, MI 49068 to apply for acceptance into the City of Marshall under the 425 regulatory process. We intend for these parcels to be developed as a multifamily housing and need access to city utilities. If there are any questions or if you need anything further, please feel free to reach out.

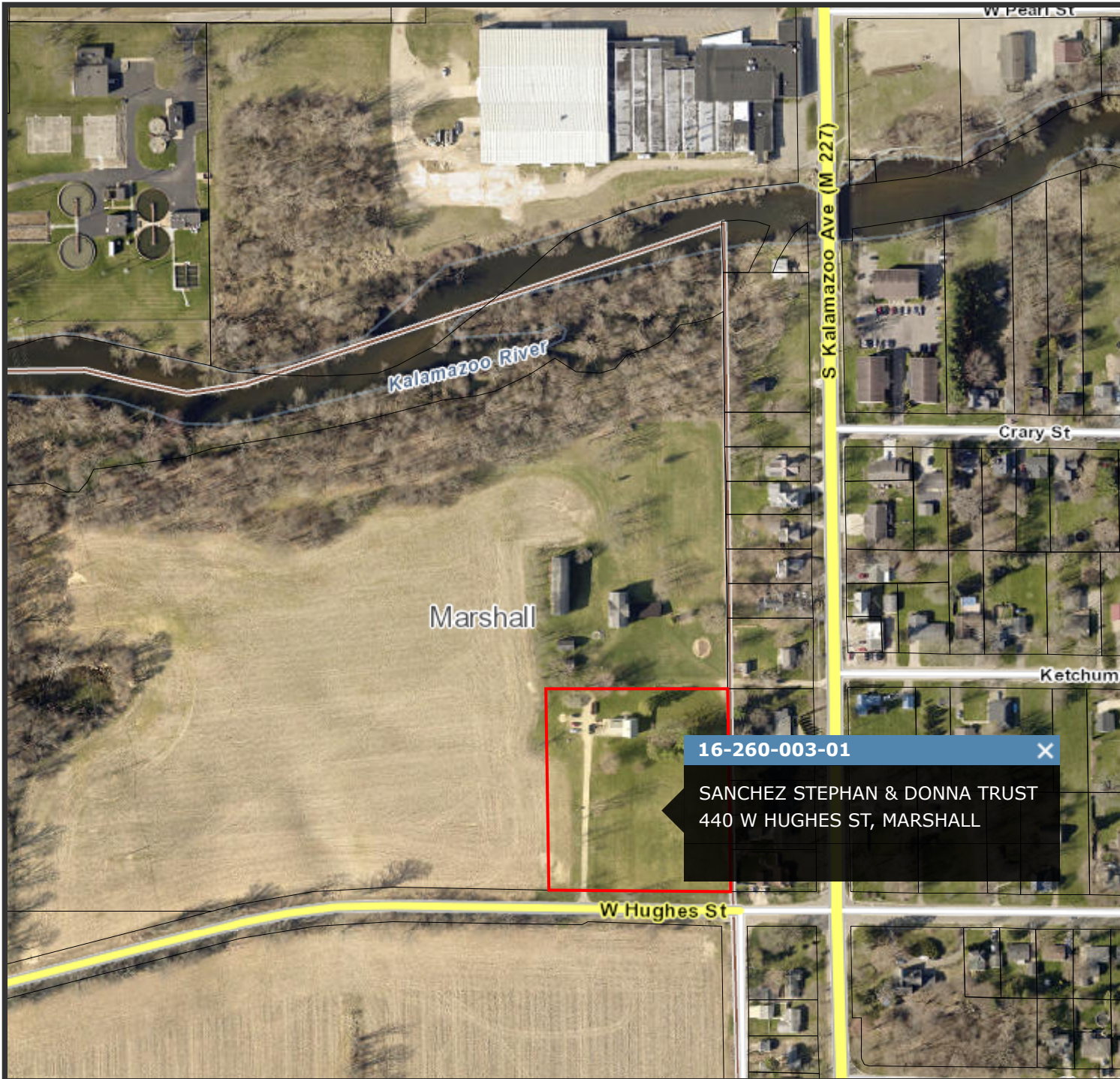
Sincerely,

A handwritten signature in blue ink, appearing to read "Joe Elias", is positioned above the printed name.

Joseph Elias

Partner at Grand City Capital

313-999-9518



Calhoun GIS



Map Publication:
08/01/2023 10:03 AM



powered by
FetchGIS 

Disclaimer: This map does not represent a survey or legal document and is provided on an "as is" basis. Calhoun County expresses no warranty for the information displayed on this map document.

ITEM: 12.D

ADMINISTRATIVE REPORT



TO: Honorable Mayor and City Council
FROM: Derek N. Perry, City Manager
Martin Erskine, Fire Chief
DATE: August 7, 2023
SUBJECT: FIRE CODE AND INSPECTION SERVICES AGREEMENT

As part of our efforts to attract a company to Marshall, the city committed to bringing on a third-party fire code inspection firm that has the staff capacity and knowledge to oversee the construction of a large facility. During the attraction efforts, the state committed to funding this firm in place of the city charging its normal fee.

In reviewing options for consultants that have the expertise and knowledge in this area, Code Concepts Group was selected. Included with this report is the proposal from Code Concepts Group (located in Brighton, MI), which provides the necessary expertise and staffing capacity to address the intricacies of this large battery project. They have in fact worked on other battery plant projects throughout the United States. They will be able to bring lessons from those projects to Marshall.

City staff will coordinate with Code Concepts Group on the provision of building and fire code inspection, plan review, and will advise on the permits. This will allow city fire staff to stay involved, but still free to handle the rest of the city's fire inspection needs. This is important as we expect to see more housing and commercial work over the next two years.

The proposal for the required level of building services for this project is a monthly retainer of \$5,000.00 for up to 36 months.

BUDGET IMPACT:

The City will initially cover the costs of the fire code inspection contract, but will be fully reimbursed for those costs as the MEDC has provided for these payments. A budget amendment for increased revenues and expenses pertaining to this contract will be needed in the future.

RECOMMENDATION:

Approve the Code Concepts Group contract as to form, authorize the City Manager to extend the agreement up to 36 months as necessary, and authorize the City Manager and City Clerk to sign the necessary documents.

June 26, 2023

Martin Erskine. Fire Chief
City of Marshall
1201 Arms Street
Marshall, MI 49068

RE: Project Hickory

Fire Chief Erskine

It has been a pleasure to review many aspects of the project with you and your team over the last couple of months. Attached, please find a formal agreement for services between Code Concepts Group and the City of Marshall

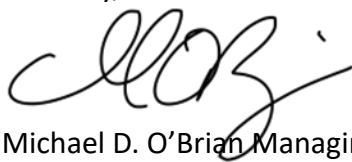
Code Concepts Group is partnered with Michael O'Brian and Robert Davidson. Both of us have had the ability to work along side many companies and communities as they work to build some of the worlds most advanced buildings in manufacturing, storage and other arenas specific to battery manufacturing.

Beyond this role we have worked in the code community for many years serving communities as they grow and serve as technical advisors on fire and building code related issues. Our goal has always to serve as the partner to the community and take our expertise to aid them in projects through sound code application and working to educate on the concepts behind many of our fire and building codes.

We look forward to working with the City and if there is anything else you need please let me know

If you have any questions please contact me at mobrian@concepts.codes or via cell at 810-459-0116

Cordially,



Michael D. O'Brian Managing Partner

June 25, 2023

Martin Erskine. Fire Chief
City of Marshall
1201 Arms Street
Marshall, MI 49068

This letter sets out the agreement for the provision of the services detailed below by Code Concepts Group, LLC, 9032 Rosemary Ln, Brighton, MI 48114, USA ("Code Concepts") to City of Marshall, with offices at 323 W. Michigan Avenue Marshall, MI 49068, USA, on behalf of itself and its affiliates (collectively, "City of Marshall" or "you" or "your") (the "Agreement"). Retention of Code Concepts services is for providing building code, fire code, and related standards expert services, analysis, and guidance generation, specifically:

- Provision of code consulting services dealing with a new battery manufacturing facility "Project Hickory" based on community adopted codes and by the International Code Council's (ICC) series of codes and relevant referenced standards such as those of the National Fire Protection Association (NFPA) in relation to locally adopted codes and standards. Services to include:
- Primary focus is on assisting the fire department, building department and others in the City relative to showing compliance with the application of ICC and NFPA codes and standards relating to the new facility. Including working as a technical advisor to the fire department and City.
- Attend virtual meetings as needed
- Attend in-person meetings as agreed upon and availability
- Travel assignments and expenses beyond attendance based upon schedule availability and prior approval.
- Additional assignments based upon mutual agreement, (altogether, the "Services").
- Inspection services are not included with this agreement.

In connection with this engagement for the Services, all communications between Code Concepts and CITY OF MARSHALL, including communications between Code Concepts and any attorney, agent or employee acting on behalf of CITY OF MARSHALL, shall be regarded as confidential.

It is expressly agreed that provision of the Services is solely for the purpose of assisting CITY OF MARSHALL in the various processes of building and fire code permits and advice to CITY OF MARSHALL. Code Concepts will not disclose to anyone, without your prior written permission, the nature or content of any past, current or future oral or written communication, any information gained from the past, current or future inspection of any papers, records or



documents in any way related or connected to the Services or CITY OF MARSHALL, and any other past, current or future information, papers, work papers, records or other documents, regardless of their nature and the source where they emanate. Additionally, Code Concepts will not permit inspection of any such information without prior written consent from CITY OF MARSHALL.

All information shall be held by Code Concepts solely for your convenience, subject to your unqualified right to instruct Code Concepts with respect to possession and control of such information. Reports and work papers prepared by Code Concepts and/or submitted to or by Code Concepts or someone under the direction of Code Concepts, under your direction, are included in the information and belong to CITY OF MARSHALL.

As part of the Agreement, Code Concepts will immediately notify CITY OF MARSHALL of any occurrences of any of the following events:

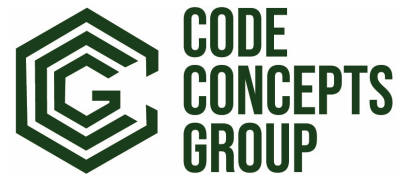
1. The exhibiting of any CITY OF MARSHALL Information by Code Concepts or someone under the direction of Code Concepts in a manner not expressly authorized by CITY OF MARSHALL;
2. The request by anyone to examine, inspect or copy any CITY OF MARSHALL Information; and/or
3. Any attempt to serve or the actual service of any court order, subpoena or summons which requires the production of any such information or related or connected papers, work papers, documents, or records of any kind.

In all cases Code Concepts will be free to participate in general code development discussions, hearings and processes in a manner it decides appropriate. Code Concepts will not take or abide by any directed testimony in relation to codes and standards development.

Fees for the Services will be computed and invoiced as set forth in Attachment "A".

This Agreement will be effective from June 14, 2023 and will continue through the end of December 1, 2023. The terms of this Agreement can be renewed for an additional contract period should CITY OF MARSHALL wish to do so. The Agreement may be terminated by either party for any reason after providing thirty (30) days' notice in writing.

This Agreement shall be governed by the laws of the State of Michigan, USA, without reference to conflict of laws principles. Any suit to enforce this Agreement shall be brought exclusively in the State of Michigan, USA and the parties hereby submit to the personal jurisdiction of such courts and waive any venue objection. This document contains the entire agreement between the parties with respect to the subject matter hereof.



If you are in agreement with the terms of the Agreement set out herein, please sign this letter in the space provided on the next page and return it to Code Concepts.

I look forward to working with you on this project. Very truly yours,

A handwritten signature in black ink, appearing to read 'M. O'Brian', is written over the printed name and title.

Michael D. O'Brian
Managing Partner

The terms of the Agreement described in this letter are acceptable and hereby agreed to by CITY OF MARSHALL.

Agreed and Accepted on behalf of CITY OF MARSHALL:

Dated: _____, 2023

Attachment 'A'

Basic Fees:

\$5000/monthly, for up to 36 months.

Additional services beyond scope and approved includes \$250/hour billed monthly plus pre-approved travel expenses.

Approved travel expenses billed separately.

Other:

Invoices generated monthly 30 days net

ITEM: 12.E

ADMINISTRATIVE REPORT



TO: Honorable Mayor and City Council
FROM: Derek N. Perry, City Manager
Eric Zuzga, Director of Community Services
Kevin Maynard, Director of Electric Utilities
DATE: August 7, 2023
SUBJECT: PSB ASPHALT MAINTENANCE AND IMPROVEMENTS

After completion of asphalt improvements in the public parking areas of the Public Services Building, staff started a review of the asphalt drives and parking areas behind the gates. Three quotes were received, with two companies recommending complete replacement of the entire lot. The quotes are as follows:

Company	Location	Amount
Asphalt Solutions	Marshall, MI	\$19,987
Damron	Battle Creek, MI	\$108,418
Murray's Asphalt	Woodland, MI	\$118,500

The two companies with the larger quotes determined that they would approach the job with a complete parking lot replacement. Asphalt Solutions has targeted areas for replacement, crack sealing, and sealcoat for other areas. The Asphalt Solutions bid should postpone any major replacement work for at least the next 10 years, with a sealcoat required in five years. These quotes were reviewed by our Facilities Manager, Electric Director, and Community Services Director and all three recommend moving forward with the bid from Asphalt Solutions.

This work was not anticipated in this year's budget, but the opportunity to complete this work this year will complete the exterior work at the Public Services Building and put us in a better position for the long term. Any further delay will result in the complete replacement of additional sections of asphalt and bid prices similar to the other two received this year.

BUDGET IMPACT:

A budget amendment of \$20,000 to line item 101-573-820.00 will be needed to account for this additional work. This increase will result in increases to the rent line item for the following departments:

Department	Amount
DART	\$1,587.89
Electric	\$10,967.05
Fiber	\$1,793.59
Water	\$1,533.93
Building Inspection	\$588.09
DPW	\$730.33

Parks	\$282.94
Motorpool	\$500.85
IT	\$271.53
Planning/Zoning	\$320.16
Clerk	\$266.40
Recreation	\$1,157.25

RECOMMENDATION:

Approve the quote from Asphalt Solutions in the amount of \$19,987 for asphalt sealing and replacement at the Public Services Building (PSB), amend the PSB budget by adding \$20,000 to 101-573-820.00 and authorize the City Manager and City Clerk to sign the necessary documents.

ITEM: 13.A

ADMINISTRATIVE REPORT



TO: Honorable Mayor and City Council
FROM: James Schwartz, Mayor
Derek N. Perry, City Manager
DATE: August 7, 2023
SUBJECT: **PARKS, RECREATION AND CEMETERY BOARD APPOINTMENT**

City of Marshall Ordinance Chapter 31, Section 16 prescribes that the Parks, Recreation, and Cemetery 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 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 Board membership includes:

Jim Coury	term ending July 1, 2023
Norman Ostrum	term ending July 1, 2023
Gerald Underhill	term ending July 1, 2024
Nola Baker	term ending July 1, 2024
Natalie Rector	term ending July 1, 2025
Mitch Robbins	term ending July 1, 2025
Zachery Shippell	term ending July 1, 2026

Ryan Underhill City Council Liaison

Jim Coury has expressed an interest in continuing to serve and Alex Culver has submitted his name and application for consideration. We are recommending both be appointed to the Parks, Recreation and Cemetery Board.

BUDGET IMPACT:

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

RECOMMENDATION:

Approve the reappointment of Jim Coury and the appointment of Alex Culver to the Parks, Recreation, and Cemetery Board for terms ending on July 1, 2026.



CITY OF MARSHALL BOARDS & COMMISSIONS APPLICATION

Your interest and willingness to serve the City of Marshall is appreciated. The purpose of this application is to provide the Mayor and Council with basic reference data and information pertaining to residents being considered for appointment to a City board or commission. The information supplied on this form will be available for the Mayor and Council and may be used for their deliberation concerning such appointments.

Date 8/3/2023

Applicant Name Alex Culver

Address 648 East Drive Marshall MI 490688

Home Phone 269 753-5215 Work Phone _____

E-Mail Address culver.alex.09@gmail.com

How long have you lived in the City of Marshall? Since 2019

Education Bachelors in Supply Chain Management From WMU

Community Experience and Affiliations: _____

Please specify the Board/Committee sought: Parks, Recreation, and Cemetery Board

Why would you like to serve in this capacity? Include experience or expertise relevant to board or committee for which you are applying.

I am interested in my local community and want to get involved. I have
limited experience in this area, but I have a lot of experience solving
business issues and working with large groups of diverse people from my full
time job.

Can you commit to attend all meeting: **Yes** or No

Please feel free to attach a resume, brief bio, hobbies, former committee work, etc.

BOARD DESCRIPTIONS

Airport Board – 3 year term

Meets the second Monday of the month at 5:15 p.m.

Airport Board is an advisory board that develops rules, regulations, and policies governing the Airport. The board also recommends to council capital improvements and contractual agreements. Members also provide guidance to staff for the daily operation and recommends and tracks budget revenue and expenditures.

Board of Review – 2 year term

Meets annually in March and December

The Board of Review has the authority to revise and correct assessments. They shall hear complaints of all persons considering themselves aggrieved by assessments; and, if it shall appear that any person or property has been wrongfully assessed or omitted from the tax roll. The Board shall correct the roll in such manner as it deems just.

Brooks Nature Area Advisory Board – 3 year term

The advisory board is responsible for the promotion, protection, and development of the 189 acre nature preserve which was established in 2006.

Downtown Development Authority – 4 year term

Meets the fourth Thursday of the month at 4:00 p.m.

The Downtown Development Authority is a board that is established through state statute to implement development plans for downtown districts. The DDA can levy an additional millage for public improvements. The DDA is a tax increment financing authority which collects any additional taxes raised from any building improvement that occurs after its date of establishment.

Local Development Finance Authority – 4 year term

Meets the fourth Thursday of the month at 4:00 p.m.

The Local Development Finance Authority is a board that is established through state statute to implement development plans for industrial districts. The LDFA is a tax increment financing authority which collects any additional taxes raised from any building improvement that occurs after its date of establishment.

Local Advisory Council – 3 year term

The Local Advisory Council (LAC) is composed of individuals that represent senior citizens and persons with disabilities. The purpose of the LAC is to ensure that public transit services and buses are accessible to these individuals.

Marshall District Library Board – 3 year term

The Marshall District Library Board is comprised of members appointed by the local municipalities that form the library district to oversee Library operations. These include City of Marshall, Eckford Township, Fredonia Township, Marengo Township, and Marshall Township.

Marshall Farmer's Market Advisory Board – 3 year term

Meets the second Tuesday of the month at 6:00 p.m.

The Board is responsible for the promotion and development of the Farmer's Market and was established in 2014.

Parks, Recreation, and Cemetery Board – 3 year term

Meets the fourth Tuesday of the month at 5:30 p.m.

The Parks, Recreation and Cemetery Advisory Board prepares and updates the Parks and Recreation Master Plan and works with staff in the areas of programming, planning, facilities, fees, staffing, marketing, etc.

Planning Commission – 4 year term

Meets the second Wednesday of the month at 7:00 p.m.

The Planning Commission reviews and advises the City Council on matters like site plans for new developments, our city ordinances, and zoning issues. This board has 9 regular members and consists of local volunteers with various backgrounds, especially in development.

Zoning Board of Appeals – 3 year term

Meets the third Tuesday of the month at 7:00 p.m.

The ZBA hears requests for variances from the ordinance when a request has been denied by the Planning & Zoning Administrator or Building Official. This board of 5 regular members, plus 2 alternate members, is made up of local volunteers with various backgrounds, especially in law.

Alexander J. Culver

648 East Drive
Marshall, MI 49068

(269) 753-5215

culver.alex.09@gmail.com

EMPLOYMENT

Kellogg Company | Battle Creek, MI

Raw Ingredients Associate Category Manager | January 2022 – Present

- Manage procurement spend of \$35 Million for 6 categories.
 - Starch, Specialty Grains, Energy, Seeds, Vegetables, and Plant Proteins.
- Developed long term strategic sourcing strategies.
- Leverage, developed, and manage strategic supplier relationships with 40+ suppliers.
- Navigate daily critical supply issues by coordinating large teams.
- Build, manage, and deliver budget on 100+ materials.
- Drive COS development limiting supply disruptions.

Raw Ingredient Procurement Operations Coordinator | January 2021 – January 2022

- Managed daily operations of Chocolate, Fillings, Purees, and Eggs.
- Relationship owner between suppliers and 23 manufacturing facilities.
- Ensure minimum 98% accuracy between Kellogg and supplier contracts monthly
- Resolve plant escalations and avoided \$1.5M in downtime.
- Conduct supplier performance reviews to ensure 95% On Time In Full (OTIF) deliveries were met.

Packaging Procurement Operations Coordinator | March 2018 – January 2021

- Ensured packaging supply to Kellogg plants.
- Facilitated weekly calls with suppliers and Kellogg plants on current and new packaging items.
- Responsible for circulating production report to Procurement department and broader stakeholders.
- Specialized SAP packaging item setup.

Procurement Analyst | January 2015 – March 2018

- Lead analyst on 16 North American and Latin America RFP/RFIs: Additives, Cheese, Soy, Organic Apple Puree, Wheat Flour, Global Pest Remediation, Dry Corn, Corn Sweeteners, Tote Chemical Sweeteners, Phosphate, Gelatin, Calcium Carbonate, Salt, Flexible Packaging, and Adhesives.
- Provided bid analysis feedback to 60+ suppliers and led pricing and spend sections in supplier negotiations contributing to ~\$20m in savings over 3 years.

Bendix Commercial Vehicle Systems LLC | Elyria, OH | August 2014 – December 2014

Indirect Procurement Co-op

- Worked in SAP to catalog new tooling and track tool life cycle for brake pad manufacturing.
- Responsible for all new tooling going into SAP and removing aged/worn tooling.

EDUCATION

Western Michigan University | Kalamazoo, MI | 2010 - 2014

Bachelor of Business Administration

- Integrated Supply Management major, General Business and Accounting minor.

SOFTWARE PROFICIENCIES

Microsoft Excel, PowerPoint, Word, ASO, SAP, Tableau, SharePoint, Snagit

ITEM: 13.B

ADMINISTRATIVE REPORT



TO: Honorable Mayor and City Council
FROM: James Schwartz, Mayor
Derek N. Perry, City Manager
DATE: August 7, 2023
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:

Jane Schoenmeyer	term ending August 15, 2023
Margaret Steele	term ending August 15, 2023
David Phaner	term ending August 15, 2024
Patti Hoch-Mellusih	term ending August 15, 2024
Brian Huggett	term ending August 15, 2024
Erin Skidmore	term ending August 15, 2025
Vacant	term ending August 15, 2025

Both Jane Schoenmeyer and Margaret Steele have expressed an interest in continuing to serve and we are recommending their reappointment to the Brooks Nature Area Advisory Board. With the resignation of Ben Lark earlier this year, we still have one vacancy on the Board.

BUDGET IMPACT:

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

RECOMMENDATION:

Approve the reappointment of Jane Schoenmeyer and Margaret Steele to the Brooks Nature Area Advisory Board with terms ending on August 15, 2026.