

CITY COUNCIL AGENDA

Regular Meeting

January 2, 2024 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 - 12/04/2023
Special Meeting - 12/09/2023
 - B. **City Purchases**

12/01/2023	\$169,024.63
12/08/2023	\$170,612.30
12/15/2023	\$107,708.54
12/19/2023	\$434,499.88
12/22/2023	\$402,670.21
Total	\$1,284,515.56
 - C. **2024 ACTION PLAN**
- 8) **PRESENTATIONS AND RECOGNITIONS**
- 9) **INFORMATIONAL ITEMS**
- 10) **PUBLIC HEARINGS & SUBSEQUENT COUNCIL ACTION** Persons addressing City Council are required to give their name and address for the record when called upon by the Mayor. Members of the public shall be limited to speaking for a maximum of three (3) minutes per public hearing.
- 11) **OLD BUSINESS**
- 12) **REPORTS AND RECOMMENDATIONS**
 - A. **FIBERNET UTILITY COMPREHENSIVE EVALUATION**
- 13) **APPOINTMENTS / ELECTIONS**
 - A. **PLANNING COMMISSION APPOINTMENT**
- 14) **PUBLIC COMMENT ON NON-AGENDA ITEMS** Persons addressing City Council are required to give their name and address for the record when called upon by the Mayor. Members of the public shall be limited to speaking for a maximum of two (2) minutes. Comments shall address NON-AGENDA ITEM topics. Public Hearing items shall be addressed during the PUBLIC

MAYOR: 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, MI 49068

HEARING portion (Item 10) of the meeting agenda. Agenda items should be addressed during the PUBLIC COMMENT-AGENDA ITEMS (Item 6) portion of the meeting agenda.

15) COUNCIL AND MANAGER COMMUNICATIONS

16) ADJOURNMENT

CITY COUNCIL MINUTES

December 4, 2023
Regular Meeting - 7:00 PM

1) CALL TO ORDER

IN A REGULAR SESSION held on Monday, December 4, 2023 at 7:00 PM in the Council Chambers of City Hall, 323 West Michigan Ave, Marshall, MI 49068, the Marshall City Council was called to order by Mayor Schwartz

2) ROLL CALL

Roll was called:

Present: Mayor Schwartz, Chaney-Huggett, Gates, Traver, Underhill and Wolfersberger

Also Present: Manager Perry and Deputy Clerk Pickford

Absent: Caron

Motion by Gates, supported by Traver to excuse member Caron. On a voice vote;
Motion carried.

3) INVOCATION

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.

Motion by Mayor Schwartz to accept Agenda as amended adding Section F to the Consent agenda amending the date change to the tax board of Review to 12/13/2023.

Moved by Gates, supported by Wolfersberger to approve the agenda as submitted. 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 Admas of 622 W Green Street voiced his objection to the continued work at the BOBPM. Mayor Schwartz questioned if Mr. Adams would be speaking on agenda items as that is what is to be discussed. Mr. Adams stated that Michigan constitution does not allow any rule stopping the public from speaking on non-agenda items during item 6 of the agenda. Mr. Adams voiced his concern with council enforcing a rule to limit the topics discussed.

7) CONSENT AGENDA

Council Member Gates asked to recuse himself from the vote due to possible conflict of interest with item on Consent Agenda.

Moved by Wolfersberger, supported by Chaney-Huggett to recuse Council member Gates from voting on consent agenda On a roll call vote:

Ayes: Mayor Schwartz, Chaney-Huggett, Traver, Underhill, Wolfersberger

Nays: None

Abstain: Gates

Motion Carried

A. City Council Minutes
Regular Session - DATE

B. <u>City Bills</u>	
Purchases 11/17/2023	\$274,642.17
Purchases 11/22/2023	\$156,187.41
Purchases 12/05/2023	\$221,310.77
TOTAL	\$652,140.35

C. 2024 CITY COUNCIL MEETING DATES

D. 2024 BOARD AND COMMISSION VACANCIES

E. SPECIAL EVENT APPLICATION - ICE, WINE, BEER AND BLUES

8) PRESENTATIONS AND RECOGNITIONS

Willaim Dopp introduced Aaron Stevens who presented his highlights and key thoughts on the audit.

A. 2023 ANNUAL FINANCIAL AUDIT

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. SPECIAL LAND USE (SLU) APPLICATION #23.03- TRACTOR SUPPLY
15861 WEST MICHIGAN AVENUE**

Mayor Schwartz opened the public hearing on Special Land Use (SLU) Application #23.03- Tractor Supply

Presented by staff member Eric Zuzga.

Richard Lindsey represents owner, Great Northern Mall. Stated client is excited to move forward and fill the remaining Tennant spaces. Hoping for full spaces by end of 2024.

Barry Wayne Adams of 622 W Green Street stated the terms and conditions of the waiver are still in effect. Spoke on his belief of counter productivity to bring in a TSC while destroying farmland at the Ford development site. Stated the the business may be ambitious in the beginning but will whither out in time. Spoke on the the unconstitutional

practices of rezoning land and that the practice is half-baked maneuvers by the City to circumvent the law.

Lee Rockwell of Ceresco spoke in favor of using the existing empty building for new development. Showed surprise that the council is taking the recommendation made by JPC after disregarding their recommendation opposing the rezoning the the BOBPM

Mayor Schwartz closed the public hearing on SLU #23.03- Tractor Supply

Wolfersberger spoke on the community's excitement for the new development and its positive addition to the area.

Gates spoke on the map for outdoor use and how it makes sense for the space they are utilizing to have the outdoor display where it is proposed on the plan.

Moved: by Scott Wolfersberger, supported by Ryan Underhill to Approve the Special Land Use (SLU#23.03) for Tractor Supply to allow outdoor displays of trailers, propane, plants, and other related items at 15861 West Michigan. On a voice vote: **Motion Carried**
Moved

B. CREATION OF AN OPRA DISTRICT - 135 WEST MANSION STREET

Mayor Schwartz opened the public hearing on Creation of an OPRA District- 135 W Mansion Street at 7:44pm

Barry Wayne Adams of 622 W Green Street spoke on corporate facism and the use of corporate forums to control the community. Mr. Adams spoke in opposition of the OPRA, citing that public and private issues should be kept separate. Further, Mr. Adams spoke on the military authority displayed by council by the display of the flags. Mr. Adams cited his decades of research for his opinions on authoritative government and his opposition to government practices such as zoning. Concluded that Marshall is turning into an EV vehicle bleeding farm.

Amy Frentz of Battle Creek, owner of 135 W Mansion thanked the council for their consideration for OPRA. Looking forward to the opportunity to restore and continue business in the Marshall area.

Mayor Schwartz closed the public hearing at 7:48pm

Moved by Traver, supported by Underhill to Approve Resolution 2023-34, A Resolution to Establish an Obsolete Property Rehabilitation District for 135 West Mansion Street.

On a roll call vote:

Ayes: Mayor Schwartz, Chaney-Huggett, Gates, Traver, Underhill, Wolfersberger

Nays: None

Abstain: None

Motion Carried

11) OLD BUSINESS

12) REPORTS AND RECOMMENDATIONS

A. PARKING ORDINANCE UPDATE

Mayor Schwartz inquired how we know how many parking is needed.

Chief Lankerd spoke on reporting showing a the needed for 50 average and that there are 84 plus handicapped spaces allotted.

Mayor Schwartz asked about designated spaces for snow removal and how to control vehicles who are parking outside of designated spots.

Chief Lankerd spoke on the process to cite vehicles outside of designated overnight spaces and the designated snow spaces for snow removal

Mayor Schwartz inquired on the process of the bars issuing intoxicated drivers a pass to keep from being ticketed

Chief Lankerd spoke on the bars lack of utilizing the process and the possibility of moving vehicles to designated spaces with sober drivers then transporting the inebriated drivers home.

Wolfersberger voiced concern on loss of data by nt monitoring who is using the overnight parking and possible trends/busy times.

Chief Lankerd spoke on permit holders wanting/expecting assigned parking due to paying for the permit.

Derek Perry explained that this procedure was vetted by the DDA and that the want for more lax parking by the DDA.

Moved by Underhill, supported by Traver to Approve the Introduction of Ordinance 2023-14, An Ordinance Amending Marshall Code of Ordinances, Section 70.008. Parking Regulations, and set a Public Hearing for January 16, 2024, at 7 PM. On a roll call vote:

Ayes: Mayor Schwartz, Chaney-Huggett, Gates, Traver, Underhill, Wolfersberger

Nays: None

Abstain: None

Motion Carried

B. 135 WEST MANSION STREET OPRA EXEMPTION REQUEST - SET PUBLIC HEARING

Moved by Traver, supported by Gates to Set a public hearing for January 16, 2024 to consider approval of an OPRA exemption for up to 8 years for 135 West Mansion Street. On a voice vote: **Motion Carried**

C. COUNTY HAZARD MITIGATION PLAN ADOPTION

Moved by Scott Wolfersberger, supported by Theresa Chaney-Huggett to Approve Resolution 2023-33, A Resolution to Adopt the November 2023 Calhoun County Michigan Multi-Jurisdictional Natural Hazard Mitigation Plan and Authorize the City Manager and City Clerk to sign the necessary documents. On a voice vote: **Motion Carried**

D. WWTP CLARIFIER REHABILITATION

Mayor Schwatz questioned if the ship date was moved up?

Alec Egnatuck confirmed the updated shipping and explained that the local painter located in Michigan would need to receive first then the shipment would come here.

Wolfersberger questioned if there would be an update to efficiency.

Alec answered that yes, there is an update to clarifier efficiency.

Moved by Theresa Chaney-Huggett, supported by Scott Wolfersberger to Approve the clarifier rehabilitation construction change order with LD Docsa and Associates for the amount of \$357,526 with a contingency of \$44,000 for a total amount of \$401,526 and authorize the City Manager and City Clerk to sign the necessary documents. On a roll call vote:

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

Nays: None

Abstain: None

Motion Carried

E. MDOT CONTRACT- NORTH APRON AND WEST TAXIWAY BROOKS FIELD

Moved by Ryan Traver, supported by Jacob Gates to Approve MDOT contract #2024-0127 as presented, subject to the City Attorney's substantial form concurrence, and authorize the City Manager and City Clerk to sign the contract documents as necessary. On a roll call vote:

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

Nays: None

Abstain: None

Motion Carried

13) APPOINTMENTS / ELECTIONS

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

Julie Bryant of Squaw Creek cited and read the article from The Center For Economic Accountability which cited the BOBPM as the "Worst Economic Development Deal of the Year." Also spoke on the request for transparency since January.

Rick Sadler of Squaw Creek referenced the same article and how the dark money spent by Gretchen Whitmer's 2022 election campaign to try to silence area residents who were vocal in their disagreement with the development of the Major Campus. Concluding that money is being put into big corruptions with the illusion of "job creation" for the voters.

Lee Rockwell of Ceresco referenced the same previously mentioned article and how it mentions the job pay being below the average national norm. Spoke on recusal of voting on possible conflicts of interest brought forth by board members and questioned why

previous recusal on the topic of the major campus was refused. Voiced appreciation for the new sound system and the ability to hear all the speakers. Concluding that the Agenda did not show item 7F and that it was referenced previously in the meeting.

Barry Wayne Adams of 622 W Green Street spoke on the previously mailed post cards and the threatening red X over his face in a cropped photo. Spoke on the legalistic gas lighting he believes is happening by the board and local government. Mr. Adams voiced his disapproval on the two tv monitors being turned in the council chambers and that they are backwards. Mr. Adams spoke on his objection to the Judge avoiding his duty on the lawsuit. Concluding that there is a selective approach to conflict of interest and encouraged the board to view the Facebook pages and the voices of the people found on the comments.

15) COUNCIL AND MANAGER COMMUNICATIONS

Wolfersberger thanked the staff and EMS first responders for a great Christmas parade and response to the emergency where Fire was able to save the home on Hughes St.

Mayor Schwartz thanked the staff for the great Christmas parade and first responders for response that saved the structure. He addressed that he had not previously heard of the Center of Economic accountability or the article referenced by the public but stated he will look into the statistics referenced there. The BOBPM will be a UAW shop and that reassurance will be had for the workers there. He concluded that he has went on record previously in reference to the creation of the postcard had nothing to do with the council. Mayor Swartz stated that he does to condone the postcard. Further providing that no public funds were used in its creation and that the council does not condone it's creation.

16) ADJOURNMENT

The meeting was adjourned at 8:26pm

Respectfully submitted by,

Jennifer Pickford
Deputy Clerk

CITY COUNCIL MINUTES

December 9, 2023

Special Meeting - 9:00 AM

1) CALL TO ORDER

IN A SPECIAL SESSION held on Saturday, December 9, 2023, at 9:00 AM in the Training Room of City Hall, 323 West Michigan Ave, 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, Jacob Gates, Ryan Traver, Ryan Underhill, and Scott Wolfersberger

Also Present: Manager Perry

Absent: Theresa Chaney-Huggett

Motion by Joe Caron, supported by Scott Wolfersberger to excuse Theresa Chaney-Huggett. On a voice vote, **Motion carried.**

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

Moved by Wolfersberger, supported by Caron to approve the agenda as presented. On a voice vote: **Motion carried.**

4) PUBLIC COMMENT ON AGENDA ITEMS

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No public comment.

5) REPORTS AND RECOMMENDATIONS

A. MARSHALL HOUSE PSA EXTENSION

Moved by Joe Caron, supported by Scott Wolfersberger to approve the Seventh Amendment to Purchase and Sale Contract with the Gene B. Glick Family Housing Foundation, Inc. subject to review by the City Attorney in substantial form and authorize the City Manager and City Clerk to sign the necessary documents and further authorize the City Manager to execute two additional extensions through March 31, 2024, of the feasibility period if necessary to complete the due diligence required of the sale. On a voice vote, **Motion carried.**

B. 2024-2030 CAPITAL IMPROVEMENT PLAN (CIP)

Manager Perry presented the Draft 2024-2030 CIP Document for their review and comments. The CIP will be presented for formal adoption by the City Council following review and recommendation by the City Planning Commission.

C. 2023 ACTION PLAN REVIEW & 2024 ACTION PLAN PRESENTATION

Manager Perry presented the 2023 Action Plan review and the Draft 2024 Action Plan. The 2024 Action Plan will be presented for formal consideration and adoption at the next regular meeting in January 2024.

- 6) PUBLIC COMMENT ON NON-AGENDA ITEMS** Persons addressing the 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.

No public comment.

7) ADJOURNMENT

The meeting was adjourned at 10:51 AM.

Respectfully submitted by,

Jennifer Pickford
Deputy City Clerk

APPROVAL LIST FOR CITY OF MARSHALL
EXP CHECK RUN DATES 12/01/2023 - 12/01/2023
JOURNALIZED
PAID

INVOICE NUMBER	VENDOR NAME	DESCRIPTION	PO NUMBER	AMOUNT
2355360	APPLIED INNOVATION	ACCT NO. LAG783-007 MRLEC COPIER SERVICE		67.97
11172023	AT&T	ACCT NO. 145970911 MRLEC INTERNET NOV 20		115.68
609-23	CALHOUN COUNTY TREASUR	PRE CHANGE INVOICE 609-23		20.81
10182023	CALHOUN COUNTY WATER R	2023 DRAIN ASSESSMENT CITY AT LARGE - BR		8.51
09-695117	CARLETON EQUIPMENT	BOBCAT ANGLE BROOM 52"	2024.166	6,160.00
MZ30318	CDW GOVERNMENT	BROTHER IN CAR TICKET PRINTERS	2024.140	814.88
2300030564	CITY OF JACKSON	CUST NO. 000803 SMCJTC FALL 2023 MEMBER		1,329.72
12012023	CITY OF MARSHALL	REPLENISH FARMER'S MARKET PETTY CASH		106.00
00587	CITY OF MARSHALL	2023 WINTER TAX PARCEL #13-53-000-562-01		14.74
179148	D & D MAINTENANCE SUPP	ACCT NO. CIMA1 JANITORIAL SUPPLIES		172.07
626152	DARLING ACE HARDWARE	DRILL BITS		17.28
626774	DARLING ACE HARDWARE	NUTS, BOLTS		47.00
626937	DARLING ACE HARDWARE	GASKET MAKER RED, SILICONE		36.97
0017688	ENG., INC.	S KALAMAZOO AVE IMPROVEMENTS ENGINEERING	2023.282	1,102.46
0017696	ENG., INC.	CONSTRUCTION ENGINEERING - LEGGITT AND E	2023.226	1,987.56
0017697	ENG., INC.	S KALAMAZOO AVE IMPROVEMENTS CONSTRUCTIO	2023.282	1,769.92
30	FREDRICKSON SUPPLY, LL	GARAGE SUPPLIES FOR EQUIPMENT MAINTENANC		1,259.14
64	FREDRICKSON SUPPLY, LL	VAC TRUCK REPAIR PARTS	2024.169	3,479.98
B.23101	GORNO FORD, INC	2023 FORD TRANSIT VAN WITH MUNICIPAL LIG	2022.103	51,131.00
11072023	HERITAGE CLEANERS	ACCT NO. 100243 DRY CLEANING SERVICE FOR		330.00
12/01/2023	LOCKYER, TOM & TAMMY	UB refund for account: 401280017		55.20
11292023	LUIB, EARL	BOOT ALLOWANCE - LUIB, EARL		21.94
45840	MANER COSTERISAN	FY2023 FINANCIAL STATEMENT AND SINGLE AU	2024.025	11,900.00
12012023	MARANA GROUP	ACCT NO. M323 PREPAYMENT FOR DAILY MAIL		500.00
11092023CAR	MARSHALL COMMUNITY CRE	CITY CREDIT CARD - CHRISTY A RAMEY 3101		842.42
11092023COM	MARSHALL COMMUNITY CRE	CITY CREDIT CARD - CITY OF MARSHALL 3431		49.70
11092023DP	MARSHALL COMMUNITY CRE	CITY CREDIT CARD - DEREK PERRY 0186		98.45
11092023EZ	MARSHALL COMMUNITY CRE	CITY CREDIT CARD - ERIC ZUZGA 3119		211.99
11092023JL	MARSHALL COMMUNITY CRE	CITY CREDIT CARD - JOSHUA LANKERD 3280		903.72
11092023JRM	MARSHALL COMMUNITY CRE	CITY CREDIT CARD - JUSTIN R MILLER 9156		1,017.53
11092023KA	MARSHALL COMMUNITY CRE	CITY CREDIT CARD - KRISTOPHER AMBROSE 41		620.24
11092023KM	MARSHALL COMMUNITY CRE	CITY CREDIT CARD - KEVIN MAYNARD 9501		150.00
11092023MD	MARSHALL COMMUNITY CRE	CITY CREDIT CARD - MARGUERITE DAVENPORT		779.00
11092023ME	MARSHALL COMMUNITY CRE	CITY CREDIT CARD - MARTIN ERSKINE 9519		1,075.66
11092023MF	MARSHALL COMMUNITY CRE	CITY CREDIT CARD - MARSHALL FIBERNET 329		1,333.25
3640	MARSHALL WELDING & FAB	MATERIAL & FABRICATION FOR TWO BRACKETS		57.00
S5273706.002	MEDLER ELECTRIC COMPAN	ELECTRIC TAPE		341.88
S5281098.001	MEDLER ELECTRIC COMPAN	CODING TAPE		650.43
S5281098.002	MEDLER ELECTRIC COMPAN	CODING TAPE		433.62
S5281098.003	MEDLER ELECTRIC COMPAN	CODING TAPE		216.81
S5270937.001	MEDLER ELECTRIC COMPAN	LIGHT BULBS		526.35
12/01/2023	MIKUCKI, EMMA	UB refund for account: 3202440041		72.57
PROW22-036REISSUED	OLIVER, JIM	PROW22-036 DEPOSIT REFUND FOR SIDEWALK/D		500.00
11222023	SHEPHERD, SCOTT	ENERGY OPTIMIZATION - AIR CONDITIONER		150.00
1968396	STANTEC CONSULTING MIC	ENGINEERING SERVICES - TASK 109 - REGION	2022.213	1,312.25
591-11170867	STATE OF MICHIGAN - MD	FY2020 LOCAL BUS OPERATING FINAL AUDIT J		1,687.00
2544	SWIFT FUELS, LLC	3,001 GALLONS UL94 AVGAS	2024.150	14,956.98
191	TOP TO BOTTOM TREE SER	ELECTRIC LINE CLEARANCE 11/20/23 - 11/26	2024.007	3,168.00
5455	UTB TRANSFORMERS	DISTRIBUTION PAD TRANSFORMERS PER QUOTE#	2024.162	8,640.00
5449	UTB TRANSFORMERS	DISTRIBUTION PAD TRANSFORMERS PER QUOTE#	2024.148	37,455.60
12012023	V & V ASSESSING LLC	ASSESSING SERVICES DECEMBER 2023	2024.104	4,700.00
11242023	WOW! BUSINESS	ACCT NO. 013934621 DPW NOV 2023		46.70
11282023	WYATT, CHRISTINE	REFUND PARCEL #13-53-003-893-00 VETERANS		2,820.35
5076637	XEROX FINANCIAL SERVIC	CUST NO. 69580 XEROX LEASE NOVEMBER 2023		1,758.30
GRAND TOTAL:				169,024.63

APPROVAL LIST FOR CITY OF MARSHALL
EXP CHECK RUN DATES 12/08/2023 - 12/08/2023
JOURNALIZED
PAID

INVOICE NUMBER	VENDOR NAME	DESCRIPTION	PO NUMBER	AMOUNT
74993	ALEXANDER CHEMICAL CORP	CHLORINE & SULFUR DIOXIDE	2024.002	2,585.24
12052023	AMBLER, AARON	REIMBURSEMENT FOR WELLHEAD PROTECTION ME		21.59
0660637	ANGELTRAX	DART BUS SURVEILLANCE MANAGEMENT SYSTEM	2024.175	4,744.00
12/07/2023	ANTHONY BARTOLACCI	UB refund for account: 2294		590.00
225-514144	AUTO VALUE MARSHALL	SILICONE		20.97
12/07/2023	BALCOM, ALEXIS	UB refund for account: 1900680022		71.19
22131027.00 - 3	BARR ENGINEERING CO.	GENERATION CAPACITY UPGRADE REVIEW/HYDRO	2024.061	5,450.00
85160588	BOUND TREE MEDICAL, LL	GLOVES, FINGERTIP PULSE OXIMETER, BLOOD		257.36
150870	BS& A SOFTWARE	FIELD INSPECTION SYSTEM & ONLINE COMMUNI	2024.178	5,635.00
14233	BUD'S TOWING & AUTOMOT	DART BUS TIRE INSTALL 11/6/23		194.12
14263	BUD'S TOWING & AUTOMOT	DART BUS INSPECTION, OIL CHANGE, SPARK P		739.92
12082023	BWMS TRAINING	INSTRUMENTATION AND CONTROL BASICS CLASS		165.00
12/07/2023	C & S LAND INVESTMENTS	UB refund for account: 1600260034		103.97
12012023	CB HALL ELECTRIC COMPAN	INSPECTION SERVICES 11/1/23 - 11/30/23		1,050.00
12082023	CITY OF MARSHALL	REPLENISH FARMER'S MARKET PETTY CASH		356.00
12/07/2023	CLAYBORN, WILLIAM	UB refund for account: 2708250009		70.59
627577	DARLING ACE HARDWARE	EXTENSION CORD, NUTS, BOLTS		35.87
627177	DARLING ACE HARDWARE	WINDOW SQUEEGEES		29.98
12012023	FEOLE, RICHARD	MARSHALL HOUSE PET DEPOSIT REFUND		300.00
0577875-IN	FIBERS OF KALAMAZOO	SNOW/ICE MELTER 50LB BAG (QTY 49) FOR MA		453.25
12012023	FICKLE, KENNETH	INSPECTION SERVICES 10/1/23 - 11/30/23		100.00
23-10453	GARAGE DOORS UNLIMITED	SUPPLIED & INSTALLED NEW REMOTE IN TRUCK		298.20
23-11125	GARAGE DOORS UNLIMITED	REPAIR PSB DOOR #2 SW CORNER		337.90
11272023	GUILFORD, DAVID	PATCH WORK ON SCHULER'S BUILDING BY NEW		1,200.00
33369	J AND K PLUMBING SUPPL	CONNECTORS/FITTINGS		26.61
12072023	JACKSON, JACOB	BOOT ALLOWANCE - JACKSON, JACOB		179.95
12/07/2023	JOHNSON, ALLISON	UB refund for account: 502670028		158.35
99388-B	LANSING UNIFORM COMPAN	FIRE DEPARTMENT UNIFORMS		934.70
39600584	LINDE GAS & EQUIPMENT,	CUST NO. 59879658 GASES		142.29
12/07/2023	LINDSAY, JESSICA	UB refund for account: 3005480040		88.10
3152	M&T DISPLAYS LLC	STREET SIGNPRO 24" X 36" (QTY 12)		1,377.10
002853	MARSHALL HARDWARE, LLC	TIDE PODS, UTILITY KNIFE, BLADES, BATTER		172.06
002863	MARSHALL HARDWARE, LLC	CABLE TIES, PLASTIC ROLL		46.26
23-039-5	MCKENNA	BUILDING INSPECTION CONTRACT FOR FORD TH	2024.015	106,944.44
R105018934:01	MIDWEST TRANSIT EQUIPM	REPAIRS TO BUCKET TRUCK #324		955.10
1903944	MILLER JOHNSON ATTORNE	CLIENT NO. 52636 SERVICES THROUGH 10/31/		2,838.00
644538240	MPARKS - MICHIGAN REC	2024 MPARKS CONFERENCE FEBRUARY 27 - MAR	2024.167	640.00
4788-376564	O'REILLY FIRST CALL	ACCT NO. 1741510 FLOOR MAT		21.99
12042023	PICKFORD, JENNIFER	MEAL REIMBURSEMENT FOR TRAINING		16.72
56784696	POWER LINE SUPPLY	GLOVE TESTER		108.00
31156	RAFTELIS FINANCIAL CON	UTILITY RATE STUDY SERVICES 10/1/23 - 10	2024.170	8,100.00
12/07/2023	SADLER, COLETTE	UB refund for account: 901580030		66.38
146159	SME	GREEN STREET RECONSTRUCTION TESTING 9/25	2024.019	5,285.05
2161251	STANTEC CONSULTING MIC	BOBP SITE PLAN AND NOISE STUDY THROUGH 1	2024.174	9,944.75
1081572	STEENSM	CUST NO. 5154 AIR FILTERS, SPARK PLUGS,		132.30
912797	TELE-RAD, INC.	MPS RADIO PROJECT - MARSHALL HIGH SCHOOL		1,200.00
912798	TELE-RAD, INC.	MPS RADIO PROJECT - MARSHALL MIDDLE SCHO		1,200.00
12/07/2023	TODD TEKIELE	UB refund for account: 3445		50.00
192	TOP TO BOTTOM TREE SER	ELECTRIC LINE CLEARANCE 11/27/23 - 12/3/2024	.007	5,148.00
12/07/2023	WADE, GEORGE	UB refund for account: 274000		26.00
GRAND TOTAL:				170,612.30

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INVOICE NUMBER	VENDOR NAME	DESCRIPTION	PO NUMBER	AMOUNT
93425	ALL-TRONICS, INC.	QUARTERLY FIRE ALARM MONITORING 1/1/24 -		81.00
269781949212-2023	AT&T	ACCT NO. 269 781-9492 594 7 MARSHALL HOU		328.77
269789901112-2023	AT&T	ACCT NO. 269 789-9011 599 1 MRLEC DEC 20		300.32
12/14/2023	AUTOCAM CORPORATION	UB refund for account: 2801720006		865.97
12/14/2023	BANGHART, SARAH	UB refund for account: 2104120026		16.70
4186923	BESCO WATER TREATMENT, CUST NO. 2031940	SERVICE CALL TO MARSHAL		308.10
12/14/2023	BOETTCHER, CALEB	UB refund for account: 2900310034		85.45
12082023	CALHOUN COUNTY TREASURER	ENERGY OPTIMIZATION - LED LIGHTING		4,958.00
1379933	CLARK HILL PLC	CLIENT NO. K9950 SERVICES THROUGH 11/30/		11,062.40
12132023	CROW, CURT	BOOT ALLOWANCE - CROW, CURT		69.99
179492	D & D MAINTENANCE SUPP	ACCT NO. CIMA1 JANITORIAL SUPPLIES		56.30
12112023	DAVIS, JOSH	TUITION REIMBURSEMENT PROGRAM - DAVIS, J		597.00
12/14/2023	DAVIS, LINDA	UB refund for account: 2708730006		388.98
12/14/2023	DODSON, DENISE	UB refund for account: 159300		6.07
12/14/2023	ELIZABETH MORRISON	UB refund for account: 1358		44.00
12/14/2023	EMMONS, CAROL	UB refund for account: 2706260004		194.94
12/14/2023	ESTATE INVESTMENTS	UB refund for account: 1701070002		289.15
12082023	FORDREE, CHLOE	ENERGY OPTIMIZATION - ENERGY STAR APPLIA		100.00
873280	FOSTER, SWIFT, COLLINS	PROFESSIONAL SERVICES THROUGH 11/30/23		595.00
12/14/2023	GARY CARR	UB refund for account: 1843		50.00
12132023	GEIGER, MATTHEW	ENERGY OPTIMIZATION - LED FIXTURE		5.00
9910631838	GRAINGER	LYON LAKE #4 CHECK VALVE & COUPLINGS		286.47
26314245	GRANGER WASTE SERVICES	ACCT NO. 2782490 COMMERCIAL/WASTE DEC 20		1,068.33
26306105	GRANGER WASTE SERVICES	ACCT NO. 18400290 RESIDENTIAL DEC 2023		31,994.04
26314742	GRANGER WASTE SERVICES	ACCT NO. 2890780 875 E. MICHIGAN AVE DEC		183.50
26278312	GRANGER WASTE SERVICES	ACCT NO. 18422860 CITY BUILDINGS/RECYCLI		114.08
9334822421	GRAYBAR ELECTRIC	F220 NID BOX		1,148.90
0005578	JUSTICE FENCE CO.	REPLACE HALF OF DUMPSTER GATE AT MRLEC 2		3,174.00
0005665	JUSTICE FENCE CO.	SERVICE CALL FOR ACCESS ENTRY AT MRLEC 2		350.00
0005762	JUSTICE FENCE CO.	SERVICE CALL FOR ACCESS ENTRY AT MRLEC 2		360.00
12/14/2023	KREBS, MICHELLE	UB refund for account: 802020011		16.08
39427043	LINDE GAS & EQUIPMENT,	CUST NO. 59879658 STARGOLD C25 ARG-C02		59.20
2023WINTERTAX	MARENGO TOWNSHIP	2023 WINTER PROPERTY TAXES PARCEL #15-31		1,496.32
002877	MARSHALL HARDWARE, LLC	3-WAY SPLITTER		7.99
002896	MARSHALL HARDWARE, LLC	ICE MELT		29.98
23215A-2	MIDWESTERN CONSULTING	LDFA - SURVEY OF PARCEL 53-360-003-00	2024.184	7,259.73
E33439	MWEA	2024 WASTE WATER ADMIN CONFERENCE - EGNA		365.00
12/14/2023	NICHOLS, KALI	UB refund for account: 201800036		1.24
12/14/2023	NORTH SLOPE PROPERTIES	UB refund for account: 900820021		38.31
12/14/2023	NORTH SLOPE PROPERTIES	UB refund for account: 2500020007		55.67
12/14/2023	NORTH SLOPE PROPERTIES	UB refund for account: 1901550039		2.17
1652664266	NORTHERN TOOL & EQUIPM	CREDIT ACCT # 114703 HEAVY DUTY MACHINE		865.15
12/14/2023	OAKLAWN	UB refund for account: 1400100015		66.78
12112023	OAKLAWN HOSPITAL	PARKING RAMP LEASE DDA - DECEMBER 2023		13,875.00
12/14/2023	POLINA SHEBOLAEVA	UB refund for account: 1313		21.29
30133	PRO SERVICES, INC.	WORK ORDER 32312 A/C WATER LEAK 10/21/23		310.00
12032023	QUADIENT FINANCE USA,	ACCT NO. 7900 0440 5582 9307 POSTAGE NOV		3,000.00
Q1088079	QUADIENT LEASING USA,	CUST NO. 01041574 POSTAGE MACHINE LEASE		557.91
INV-908145	RESCUE DIRECT	TWIN RELEASE PULLEY, PETZL SPIN L2 PULLE		804.97
12082023	SIEVERTSEN, JANICE	ENERGY OPTIMIZATION - ENERGY STAR APPLIA		50.00
10726	SIGNWORLD CONCEPTS	REMOVE & APPLY NEW DECALS TO DART BUS 8/		950.00
12082023	SOPER, ABRAM	ENERGY OPTIMIZATION - WIFI THERMOSTAT		40.00
1652465011	STAPLES BUSINESS CREDI	CREDIT ACCT NO. 302063 OFFICE SUPPLIES		1,408.15
761-11171763	STATE OF MICHIGAN	CUST ID: 156863 WATER SAMPLE TESTING		58.00
12132023	TAYLOR, JEFF	BOOT ALLOWANCE - TAYLOR, JEFF		178.40
12/14/2023	TAYLOR, TRENTON	UB refund for account: 1100060004		4.86
12072023	THE ANTENNA MEN	ANTENNA INSTALLATION AT MARSHALL HOUSE	2024.183	4,630.00
193	TOP TO BOTTOM TREE SER	ELECTRIC LINE CLEARANCE 12/4/23 - 12/10/2024.007		5,082.00
13363	VRIESMAN & KORHORN	CONSTRUCTION ENGINEERING - INDUSTRIAL RO2023.224		3,557.24
76315	WEST MICHIGAN LAWN SER	IRRIGATION SYSTEM REPAIRS (REMAINING BAL2024.040		3,553.73
12/14/2023	WILLIAMS, KELLY	UB refund for account: 1800702003		99.88
12/14/2023	WORLEY, JANICE KAY	UB refund for account: 1301920014		27.19
11292023	WOW! BUSINESS	ACCT NO. 014226414 FIRE STATION DECEMBER		153.84
GRAND TOTAL:				107,708.54

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INVOICE NUMBER	VENDOR NAME	DESCRIPTION	PO NUMBER	AMOUNT
1KG9-JQ1V-NG4C	AMAZON CAPITAL SERVICE	ACCT NO. A1P4GM99HG1EO2 SCREEN PROTECTOR		27.86
1J69-JM3Y-XY9D	AMAZON CAPITAL SERVICE	ACCT NO. A1P4GM99HG1EO2 KEYBOARD TRAY		79.99
1CVQ-MXD1-G9Q9	AMAZON CAPITAL SERVICE	MIKROTIK CLOUD CORE ROUTERS	2024.163	6,846.33
1CTY-PCJ3-XFDT	AMAZON CAPITAL SERVICE	ACCT NO. A1P4GM99HG1EO2 EASEL STAND		27.49
17QW-DN6Y-RQW3	AMAZON CAPITAL SERVICE	ACCT NO. A1P4GM99HG1EO2 POSTER FRAME		32.99
1CD9-MQG3-N67K	AMAZON CAPITAL SERVICE	ACCT NO. A1P4GM99HG1EO2 JOINT COMPOUND		19.03
1W6L-Q3R4-X7QQ	AMAZON CAPITAL SERVICE	ACCT NO. A1P4GM99HG1EO2 BATHROOM CABINET		45.98
1XNW-CYYP-F76R	AMAZON CAPITAL SERVICE	ACCT NO. A1P4GM99HG1EO2 TOILET SEAT RISE		35.18
1QF9-NXL3-PPLW	AMAZON CAPITAL SERVICE	ACCT NO. A1P4GM99HG1EO2 CLAMP MOUSE PLAT		32.89
13NK-PF4K-T3PR	AMAZON CAPITAL SERVICE	ACCT NO. A1P4GM99HG1EO2 INK CARTRIDGE		166.00
1Q79-9CMV-GJMN	AMAZON CAPITAL SERVICE	ACCT NO. A1P4GM99HG1EO2 LED SHOP LIGHTS,		222.68
325320	APEX SOFTWARE	ACCT NO. 103566 MAINTENANCE RENEWAL FOR		520.00
W022796	AUTO GLASS SOLUTIONS	IIINSTALL WINDSHIELD 2007 FORD F-750 #322		260.00
225-514298	AUTO VALUE MARSHALL	1GAL TRAILER BRITE, TIRE FOAM		89.46
225-514300	AUTO VALUE MARSHALL	SNOW RAKE		39.98
225-514340	AUTO VALUE MARSHALL	AIR FILTER, OIL FILTER		28.06
225-514362	AUTO VALUE MARSHALL	FLOOR LINER		132.99
225-514367	AUTO VALUE MARSHALL	AIR FILTERS, OIL FILTERS		36.72
225-514368	AUTO VALUE MARSHALL	TOOL WORKBENCH POWER STATION		69.95
225-514396	AUTO VALUE MARSHALL	AA 5Z6714 A		8.32
225-514456	AUTO VALUE MARSHALL	SPDT ROCKER SWITCH		53.34
225-514460	AUTO VALUE MARSHALL	CREDIT MEMO FLOOR LINER		(132.99)
225-514505	AUTO VALUE MARSHALL	SUPER GLUE		8.00
225-514557	AUTO VALUE MARSHALL	CAR WASH		9.99
225-514558	AUTO VALUE MARSHALL	FORD LINERS		143.95
2265551484	AUTOZONE, INC.	CUST NO. 11585226 WIPER BLADES		37.38
2265552583	AUTOZONE, INC.	CUST NO. 11585226 GENERATOR FLUID		53.98
MFCA 11.25.23	BEST ELECTRIC, LLC	IDENTIFICATION OF CONTACTS ON ELECTRIC U	2024.108	12,950.00
641223	BOSHEARS FORD SALES,	IIACCT NO. 51086 DOOR LOCK ACTUATOR FOR #1		104.93
85168822	BOUND TREE MEDICAL, LL	NITRILE GLOVES		174.90
14353	BUD'S TOWING & AUTOMOT	DART BUS INSPECTION & OIL CHANGE 11/28/2		470.80
14362	BUD'S TOWING & AUTOMOT	DART BUS INSPECTION, OIL CHANGE, INSTALL		927.81
12062023	CALHOUN CO. MUNICIPAL	(2024 CALHOUN COUNTY CLERK'S ASSOCIATION		35.00
4175332799	CINTAS CORP	UNIFORM SERVICES - ELECTRIC & FIBER 11/2		55.11
4175332793	CINTAS CORP	UNIFORM SERVICES - POWER HOUSE 11/28/23		98.39
4175332755	CINTAS CORP	UNIFORM SERVICES - WASTE WATER 11/28/23		65.63
4175332867	CINTAS CORP	UNIFORM SERVICES - WATER 11/28/23		64.85
4176097836	CINTAS CORP	UNIFORM SERVICES - ELECTRIC & FIBER 12/5		55.11
4176097789	CINTAS CORP	UNIFORM SERVICES - POWER HOUSE 12/5/23		98.39
4176097846	CINTAS CORP	UNIFORM SERVICES - WASTE WATER 12/5/23		65.63
4176097853	CINTAS CORP	UNIFORM SERVICES - WATER 12/5/23		64.85
1015	CODE CONCEPTS GROUP LL	CONSULTING SERVICES FOR BOBP MONTHLY RET	2024.142	5,000.00
10050	COURTNEY & ASSOCIATES	MONTHLY RETAINER SERVICE NOVEMBER 2023		250.00
4316	DAMRON BROTHERS ASPHAL	NEW SOUTH DPW DRIVE	2024.173	9,888.00
627702	DARLING ACE HARDWARE	CABLETIES, TWO PIECE CONN 3PK		16.58
627728	DARLING ACE HARDWARE	HEAVY DUTY STAPLES		6.59
627737	DARLING ACE HARDWARE	BIT SET		21.98
627706	DARLING ACE HARDWARE	FAUCETS, ISOPROPYL ALCOHOL, ICE SCRAPER,		190.31
627758	DARLING ACE HARDWARE	GROUNDING PLUG, ARMORED CONNECTOR		14.98
627856	DARLING ACE HARDWARE	CONSTRUCTION ADHESIVE, FAUCET		74.97
627825	DARLING ACE HARDWARE	VELCRO STRIP		4.59
627908	DARLING ACE HARDWARE	KEYKRAFTER #75 BRASS		7.18
627869	DARLING ACE HARDWARE	CABLETIES, WIRE CONNECTOR, RECIPROCATING		49.57
628091	DARLING ACE HARDWARE	KEYS, NUTS, BOLTS		17.36
628076	DARLING ACE HARDWARE	LED 100W 2PK		13.99
628167	DARLING ACE HARDWARE	KEYS, CEMENT ANCHORS		30.16
628189	DARLING ACE HARDWARE	INSULATED WIRE RING TERMINAL		3.99
628267	DARLING ACE HARDWARE	STIHL LEAF BLOWER		527.99
628320	DARLING ACE HARDWARE	BATTERIES		13.98
628332	DARLING ACE HARDWARE	TOILET SEATS, CEILING LIGHT, DRILL BIT		177.53
628370	DARLING ACE HARDWARE	BOX FANS		57.98
628417	DARLING ACE HARDWARE	EPOXY, NUTS, BOLTS		22.31
627846	DARLING ACE HARDWARE	WOOD HANDLES		20.97
INV73188	DORNBOS SIGN, INC.	STREET SIGNS		194.00
INV73189	DORNBOS SIGN, INC.	STREET SIGNS		130.00
46120	DUNCAN & ALLEN LLP	CLIENT NO. 003154 SERVICES THROUGH 11/30		2,346.00
S105405084.001	ETNA SUPPLY	CUST NO. 5277 GASKETED PIPE		1,023.69
131047	GIVE 'EM A BRAKE SAFET	CHRISTMAS PARADE SAFETY EQUIPMENT RENTAL		1,620.00
2433057	GRIFFIN PEST SOLUTIONS	PEST SERVICE AT FIRE STATION 11/29/23		42.00
LMN3900	GUTTERS R US, LLC	MARSHALL HOUSE SNOW REMOVAL & SALT 11/26		1,058.00
2023533	HAMLETT ENVIRONMENTAL	'FERRIC PUMP BELTS		196.00
0075296-IN	HYDROCOP	CUST: MUNMARS - INSPECTION & REPORTING N		1,350.00
11302023	INTERSTATE BILLING SER	CARLETON EQUIPMENT INVOICE # 0001-627481		1,805.12
0007338	JUSTICE FENCE CO.	DOUBLE DRIVE GATE AT POWERHOUSE	2024.105	1,594.00
211808	K&H CONCRETE CUTTING	O CORE DRILLING 6" THRU 4" SLAB		200.00
75643	KEBS, INC.	PROJECT 101484.CON S KALAMAZOO V/L LOCAT		1,275.00
INV048748	KNIGHT WATCH, INC	MARSHALL HOUSE 3 MONTH FIRE MONITORING		240.00
35337	LEGG LUMBER	2X2X8 FURRING STRIP		69.80
3706	MAIL MANAGEMENT, INC.	POSTAGE MACHINE INK		329.84

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46615	MANER COSTERISAN	FY2023 FINANCIAL STATEMENT AND SINGLE AU	2024.025	4,000.00
3667	MARSHALL WELDING & FAB	TRUCK UNLOADING		85.00
3668	MARSHALL WELDING & FAB	4" GAS PIPING INSTALLATION AT POWER HOUS	2024.168	9,900.00
4-RIVERWALK	MCSA GROUP, INC.	RIVERWALK DESIGN AND CONSTRUCTION ENGINE	2024.065	2,007.50
S5299804.001	MEDLER ELECTRIC COMPAN	CABLE TIE MOUNTING BASE (QTY 100)		131.95
INV-0000002057	METRO WIRELESS	BUSINESS DATA SERVICES - 10 GBPS INTERNE	2023.283	2,500.00
17115	MIDWEST COMMUNICATION	FOREST STREET MST SPlicing JOB #63364		738.88
17116	MIDWEST COMMUNICATION	FOREST STREET FIBERNET EXTENSION INSTALL	2024.101	10,787.00
17117	MIDWEST COMMUNICATION	ALLCOTT STREET MST REPAIR JOB #63361		1,722.51
631676	NAPA OF MARSHALL	ACCT NO. 1400 TRANSFER PUMP METER - GALL		308.64
631737	NAPA OF MARSHALL	ACCT NO. 1400 WHEEL NUT		3.14
NNS57511	NEONOVA NETWORK SERVIC	ISP TECH SUPPORT NOVEMBER 2023		1,763.23
4788-377606	O'REILLY FIRST CALL	ACCT NO. 1741510 HYDRAULIC FLUID		28.50
2748910	OFFICE THREE SIXTY INC	RECYCLING BINS		22.88
2753093	OFFICE THREE SIXTY INC	HAND SOAP		143.50
2752286	OFFICE THREE SIXTY INC	COPY PAPER		85.98
56785316	POWER LINE SUPPLY	LEATHER PROTECTORS		80.00
56785654	POWER LINE SUPPLY	TREE GUARDS		2,787.60
56785656	POWER LINE SUPPLY	METER HUB		167.20
56785658	POWER LINE SUPPLY	ELECTRIC INVENTORY		1,780.45
56786936	POWER LINE SUPPLY	PIN INSULATOR		621.00
56787121	POWER LINE SUPPLY	40 AMP FUSE		191.75
56787123	POWER LINE SUPPLY	ELECTRIC INVENTORY		444.79
9050247	POWER SYSTEM ENGINEERI	GRANT WRITING ASSISTANCE		1,550.00
00195843	PROGRESSIVE AE	GREEN STREET CONSTRUCTION ENGINEERING TH	2024.017	16,669.42
00195874	PROGRESSIVE AE	SITE PLAN AND STORM SERVICES FOR BOBP TH	2023.280	5,310.95
10262023	QUALITY EXCAVATORS INC	PROSPECT STREET WATERMAIN AND STREET IMP	2022.275	12,426.99
2023.223-PAY APP #:	QUALITY EXCAVATORS INC	INDUSTRIAL ROAD AND S KALAMAZOO WATERMAI	2023.223	10,389.50
2024.097-PAY APP #:	QUALITY EXCAVATORS INC	GREEN STREET RECONSTRUCTION PROJECT - PA	2024.097	182,857.17
23-1464	QUALITY EXCAVATORS INC	50 SQ FT OF 4 INCH SIDEWALK		400.00
INV01077039	RECPRO - DAYSMART SOFT	RECPRO SOFTWARE SUPPORT SUBSCRIPTION	2024.177	4,375.00
12012023	SPARTAN STORES, LLC	CUST NO. 021063 OPERATING SUPPLIES (WW)		82.32
761-11163760	STATE OF MICHIGAN	2024 NPDES ANNUAL PERMIT - POWER HOUSE W		150.00
761-11163182	STATE OF MICHIGAN	2024 NPDES ANNUAL PERMIT - WASTE WATER	2024.172	5,500.00
S013806955.001	STUART C IRBY CO	JAW SPRINGS & COVERS KIT		43.10
S013832513.001	STUART C IRBY CO	10 AMP FUSE		42.81
16431	TIRE CITY TIRE PROS	NEW TIRES & INSTALL M5 FORD INTERCEPTOR		1,308.28
16580	TIRE CITY TIRE PROS	NEW TIRES & INSTALL #126 FORD C-MAX		755.12
129281	VC3 INC	ACCT NO. 44996 FOIA REQUEST DATA PULL		196.25
131904	VC3 INC	IT SERVICES ANNUAL CONTRACT 12/1/23 - 11	2024.179	87,360.00
31720	WEST SHORE SERVICES, I	2023 ANNUAL INSPECTION & MAINTENANCE OF		2,025.00
93770380	WEX BANK	ACCT NO. 0470-00-462076-1 FUEL PURCHASES		8,745.06
GRAND TOTAL:				434,499.88

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474692	AD-VISOR & CHRONICLE	ACCT NO. 6100458 ADS 11/11, 11/18, 11/25		1,715.30
93391	ALL-TRONICS, INC.	MRLEC INBOUND SIP DOWN		3,623.00
93408	ALL-TRONICS, INC.	MIGRATE FIBER & SIP CONNECTIONS FROM COU		194.50
93451	ALL-TRONICS, INC.	MRLEC PHONE SYSTEM DOWN		319.50
35370848	APPLIED CAPITAL, LLC	CONTRACT NO. 132-1753516-000 MRLEC COPIE		117.52
2382125	APPLIED INNOVATION	ACCT NO. LAG783-007 MRLEC COPIER SERVICE		97.98
641213	BOSHEARS FORD SALES, I	ACCT NO. 51086 GFCI INTEGRATED CORD		510.00
12192023	CALHOUN COUNTY TREASUR	2023 WINTER AD VALOREM DIST #1		51,417.37
12192023	CALHOUN INTERMEDIATE S	2023 WINTER AD VALOREM DIST #1		70,497.88
204745850769	CONSUMERS ENERGY	ACCT NO. 1000 9033 6411 AIRPORT DEC 2023		136.11
201631176696	CONSUMERS ENERGY	ACCT NO. 1000 0916 3435 CITY HALL DEC 20		522.41
201631176698	CONSUMERS ENERGY	ACCT NO. 1000 0916 3971 DPW DEC 2023		868.12
204389914354	CONSUMERS ENERGY	ACCT NO. 1000 0759 4680 DPW DEC 2023		269.98
203500005375	CONSUMERS ENERGY	ACCT NO. 1030 1580 0248 FIRE STATION DEC		568.41
202966028919	CONSUMERS ENERGY	ACCT NO. 1000 8921 1096 KP FIREPLACE DEC		362.57
206970009456	CONSUMERS ENERGY	ACCT NO. 1000 0033 5602 MARSHALL HOUSE D		3,233.39
201542186238	CONSUMERS ENERGY	ACCT NO. 1030 1852 1130 MRLEC DEC 2023		2,314.69
205190808646	CONSUMERS ENERGY	ACCT NO. 1030 1852 0884 MRLEC BARN DEC 2		915.22
202877039752	CONSUMERS ENERGY	ACCT NO. 1000 0916 3203 WASTE WATER DEC		233.94
201631176697	CONSUMERS ENERGY	ACCT NO. 1000 0916 3708 WASTE WATER DEC		221.08
203322017544	CONSUMERS ENERGY	ACCT NO. 1030 1352 1119 WASTE WATER DEC		19.44
205635684961	CONSUMERS ENERGY	ACCT NO. 1000 7224 3312 WATER DEC 2023		389.25
179608	D & D MAINTENANCE SUPP	ACCT NO. CIMA1 JANITORIAL SUPPLIES		172.70
179567	D & D MAINTENANCE SUPP	JANITORIAL SERVICE AT MRLEC		2,000.00
179671	D & D MAINTENANCE SUPP	ACCT NO. CIMA1 JANITORIAL SUPPLIES		559.20
12/22/2023	DJED, LLC - ICE CREAM	UB refund for account: 3000260004		21.38
1127948	ERIC DALE HEATING & AI	SERVICE CALL AT PSB 11/27/23		675.00
1128051	ERIC DALE HEATING & AI	SERVICE CALL AT PSB 11/28/23		297.00
1128049	ERIC DALE HEATING & AI	SERVICE CALL AT WATER PLANT 11/29/23		751.00
1128105	ERIC DALE HEATING & AI	FURNACE/BOILER TUNE UP 11/29/23 - WATER		105.00
23-11345	GARAGE DOORS UNLIMITED	SERVICE CALL AT PSB EAST DOOR 11/29/23		389.60
12092023	GROSS, JOHN	INSPECTION SERVICES 11/1/23 - 11/30/23		1,200.00
LMN3835	GUTTERS R US, LLC	MRLEC SNOW REMOVAL & SIDEWALK SALTING 202024.152		4,526.40
12012023	HERITAGE CLEANERS	ACCT NO. 100243 DRY CLEANING SERVICE FOR		314.00
38280	HUNTER-PRELL COMPANY	LEAK REPAIR		263.41
38349	HUNTER-PRELL COMPANY	BOILER SERVICE CALL		237.00
000017678	IPARCHITECHS MANAGED S	CONSULTING SERVICES FOR FIBERNET	2024.190	4,750.00
75108	KEBS, INC.	PROJECT 101484.CON S KALAMAZOO V/L LOCAT		2,862.00
12052023	KELLER, SCOTT	BOOT ALLOWANCE - KELLER, SCOTT		314.00
12192023	KELLOGG COMMUNITY COLL	2023 WINTER AD VALOREM DIST #1		40,864.02
12/22/2023	LAVANDERA, MARIBEL	UB refund for account: 3005440025		18.01
INVPR122790	LEXIPOL, LLC	POLICEONE TRAINING 1/1/24 - 12/31/24		1,527.68
1720997-20231130	LEXISNEXIS RISK DATA M	BILLING ID: 1720997 NOVEMBER 2023		200.00
12192023	MARSHALL AREA FIRE FIG	2023 WINTER AD VALOREM DIST #1		15,634.81
12192023	MARSHALL PUBLIC SCHOOL	2023 WINTER AD VALOREM DIST #1		157,032.68
1908194	MILLER JOHNSON ATTORNE	CLIENT NO. 52636 SERVICES THROUGH 11/30/		1,815.00
122671	O'LEARY WATER CONDITIO	METER OFFICE COOLER RENTAL (NOV/DEC) & B		76.50
122669	O'LEARY WATER CONDITIO	DPW BOTTLED WATER DELIVERY 10/26, 12/1		24.00
12222023	PENNOCK, MIKE	REFUND PARCEL #13-53-002-410-04		88.23
12/22/2023	PITTS, PENNY	UB refund for account: 2705540004		47.20
243160	R.W. MERCER CO. INC.	CUST NO. MAR200 ANNUAL AIRPORT COMPLIANC		792.00
31521	RAFTELIS FINANCIAL CON	UTILITY RATE STUDY SERVICES 11/1/23 - 11/2024.170		4,400.00
3013973	RESCO	CUSTOMER ID: 11524 ENCLOSURE - VALLEY VI		1,647.38
248263	RIDGEWEAR SPORTS & IMP	MARSHALL FD HATS, SHIRTS		376.00
12212023	SHELDON, PAUL	INSPECTION SERVICES 10/1/23 - 12/31/23		300.00
12212023	SMITH, PHIL	BOOT ALLOWANCE - SMITH, PHIL		162.16
37819	SONAR SOFTWARE	FIBERNET CUSTOMER MANAGEMENT SOFTWARE - 2023.243		2,057.50
37242	TELNET WORLDWIDE	ACCT NO. 8948 DECEMBER 2023		1,000.66
2103	THE WOODHILL GROUP, LL	FINANCE & ACCOUNTING SERVICES FY2024	2023.056	2,612.50
BC-PSINV023169	THERMALNETICS, INC	3 YEAR HVAC SERVICE AGREEMENT (YEAR 1) - 2024.027		1,040.58
194	TOP TO BOTTOM TREE SER	ELECTRIC LINE CLEARANCE 12/11/23 - 12/17/2024.007		4,488.00
9950725801	VERIZON WIRELESS	ACCT NO. 987146080-00001 DECEMBER 2023		1,995.99
12/22/2023	VILLAGE GREEN MARSHALL	UB refund for account: 3202380035		120.63
12182023	WAGNER, KRISTINA	REIMBURSEMENT FOR ORGANIZING TRAYS FOR S		17.99
12222023	WELLS FARGO	REFUND PARCEL #13-53-006-883-00		2,527.84
0560876	WJE WISS, JANNEY, ELS	BROOKS FOUNTAIN INVESTIGATION, RESEARCH, 2023.196		3,817.50
GRAND TOTAL:				402,670.21

ITEM: 7.C

ADMINISTRATIVE REPORT



TO: Honorable Mayor and City Council
FROM: Derek N. Perry, City Manager
DATE: January 2, 2024
SUBJECT: **2024 ACTION PLAN**

On behalf of the Director team, I want to thank you for the opportunity to present and discuss the Draft Action Plan for 2024. With your guidance and suggestions, we have developed a list of 70 specific projects and/or programs to develop, implement and accomplish this year.

The only suggested inclusions to the Draft that was presented to you at the December 9, 2023, Special Meeting are:

- Reviewing the Purchase Ordinance and Policy
- Establishing a sewer pipe assessment program
- Updating the Stormwater Ordinance and General Plan

Upon adoption of the Draft 2024 Action Plan, our team will begin immediately to work on the goals. This year we will also provide you with quarterly updates on our progress, challenges, and necessary modifications to each of them as they proceed. A final report will be provided in December, and we will also take the opportunity to develop our Action Plan for 2025.

BUDGET IMPACT:

Funding for specific projects is available either in the current FY 2024 budget or will be incorporated into the development of the FY 2025 budget. Amendments to some budgets may be necessary and will be presented for approval quarterly as necessary.

RECOMMENDATION:

Approve the 2024 Action Plan.

DRAFT 2024 Action Plan

Finance

- Create and Adopt FY 2025 Budget
- Complete the FY 2024 Audit
- Create and Adopt 2024-2030 CIP
- Develop and implement a minimum cash reserve policy for each utility
- Complete cost of service study and rate design for utilities
- Develop and Adopt BlueOval PILOT
- Renew Assessing Services agreement
- Update the Personnel Policy Manual
- Review the Purchasing Ordinance and Policy

Clerk

- Update the FOIA policy and procedures
- Renew the expiring Trash/Leaf and Brush Millage

Police

- Maintain Department staffing through recruitment and hiring program
- Continue and expand Traffic Safety and Enforcement program
- Improve Community Engagement Efforts
- Complete Downtown Parking Assessment
- Update department strategic plan (2024-2027)
- Develop and Implement community camera public safety program
- Implement community engagement software platform

Fire

- Identify SAFER grant employee funding
- Reduce ISO rating to a 3 or lower
- Conduct a Community Risk Assessment and Reduction Plan
- Complete Hazardous Materials Technician Training
- Implement new Fire Code Inspection Plan and Inspection program
- Pursue the replacement of the 2003 Spartan Fire Engine
- Update and Improve the City Safety Program

Safety

- Implement City safety manual update and new orientation program
- Continue monthly Safety Program and annual Safety Day

Public Services

- Complete the design for the Verona Road- West Drive resurfacing project
- Finalize plans and construct the Activation Zone Improvements
- Continue development and oversight of the MAJOR Campus utility extension
- Complete tree planting program and pursue Tree City USA certification
- Update tree assessment and maintenance program
- Finalize restoration plans for Brooks Fountain and identify funding sources
- Continue lead service line inventory and replacements program
- Establish sewer pipe assessment program

- Update the Stormwater Ordinance and Master Plan
- Continue Cityworks Asset Management Program Implementation
- Develop Engineering and Inspection Services RFQ's
- Renew Collective Bargaining Agreement with Public Services Employee Group

Electric

- Maintain System Reliability goals (top quartile of utilities)
- Replace approximately 70 wooden poles
- Replace 500 electric meters
- Extend electric service to MAJOR Campus to serve City facilities
- Maintain 91% or greater generating availability annually
- Produce at least 1,185,786 kWh from the Hydro units annually
- Return generating units #2 and #4 to commercial operation
- Install four new 2.5 MW natural gas generators at the Powerhouse
- Achieve a \$3.5 Million cash balance at year-end
- Maintain competitive rates with Consumers Energy and DTE across all rate classes
- Achieve zero lost time accidents
- Update the Electric System Emergency Action Plan

FiberNet

- Conduct a comprehensive infrastructure and operational evaluation of the utility
- Develop Marketing and year-end Rebate program

Information Technology

- Replace the Citywide telephone system
- Complete server replacements at City Hall and MRLEC
- Finalize and implement IT capital replacement program

Community Services

- Update the City Master Plan
- Update the Parks and Recreation 5-year Master Plan
- Develop a Non-Motorized Master Plan
- Review the Master PA 425 Agreement
- Achieve Redevelopment Ready Community certification
- Complete the LDFA- Brooks Parcel Inventory update project
- Continue partnership with MAEDA and MEDC to promote and develop the Marshall MAJOR Campus
- Complete the Sale of the Marshall House Property
- Continue Adaptive Reuse program for the upper floors in the downtown
- Continue Housing Development projects using NIA TIF and other incentives
- Investigate opportunities for retail cannabis facilities
- Complete critical repairs to the Riverwalk
- Complete the Development of Eaton Park
- Continue branding and amenities efforts for the River District

ITEM: 12.A

ADMINISTRATIVE REPORT



TO: Honorable Mayor and City Council
FROM: Derek N. Perry, City Manager
DATE: January 2, 2024
SUBJECT: **FIBERNET UTILITY COMPREHENSIVE EVALUATION**

As the City Council is aware, FiberNet has not been performing to the standards we have grown accustomed to since its inception in 2018. Since that time, we have parted ways with the original consultant that developed the network and have been subject to a complete turnover of staff in the department. Most recently we have encountered reliability issues that need to be reviewed and corrected as even short-term outages impact our customer base negatively and cannot continue unabated.

To that end, we have solicited proposals from several firms that specialize in and have the necessary expertise in performing broadband operational reviews and audits. The primary purpose is to provide us with a comprehensive review of the network and our operations, then make recommendations on necessary improvements. The audit will focus on the physical fiber plant, the network facilities infrastructure, network layers, network monitoring and management, operations support, and staffing. Following the solicitation, we received three qualified proposals:

CTC Technology and Energy	\$105,000
HR Green	\$104,850
Magellan/Entrust	\$102,200

Although all are more than capable of providing the requested needed services, we recommend that we partner with Magellan/Entrust to perform the review and audit. Magellan/Entrust has vast experience with these types of reviews and has built networks from the ground up. Their proposal is included as part of the Administrative Report.

This project is one of your 2024 goals (Action Plan) and will provide compliance with Section 12.08 of the City Charter providing for a performance audit of one (1) or more city departments to be completed every four (4) years.

BUDGET IMPACT:

As this operation audit was not anticipated in the FY24 budget, a budget amendment will be required. The FY24 budget anticipated that revenues would exceed expenditures by \$381,808. With the addition of the operational review to the budget, that amount would be reduced to \$279,608.

RECOMMENDATION:

Authorize the City Manager to enter into an agreement and sign the necessary documents,

subject to review as to form by the City Attorney, with Magellan/Entrust to perform a comprehensive operational review and audit of the FiberNet Utility in the amount of \$102,200.00 subject to Section 32.07 (B) of the City's Purchasing Ordinance (Chapter 32).

Contact:

Marcellus Nixon
Vice President, Consulting
mnixon@entrustsol.com
703-203-0117

Broadband Operations Assessment

Prepared for:

Derek Perry, City Manager
City of Marshall, MI

269-326-2145

dperry@cityofmarshall.com

October 24, 2023

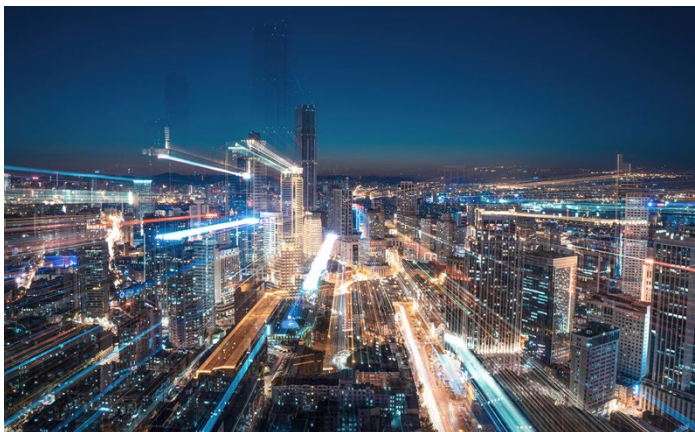
Executive Summary

ENTRUST Solution's Magellan provides fiber engineering, consulting and network implementation to municipalities and utilities whose goal is to improve broadband in their communities. Over 400 municipalities, utilities and cooperatives have used Magellan to develop their fiber and broadband networks. Our mission is to connect every community, one at a time, to the digital economy so that no one is left behind. Our work ensures that communities can access every opportunity the internet has to offer so they can thrive in the connected world.

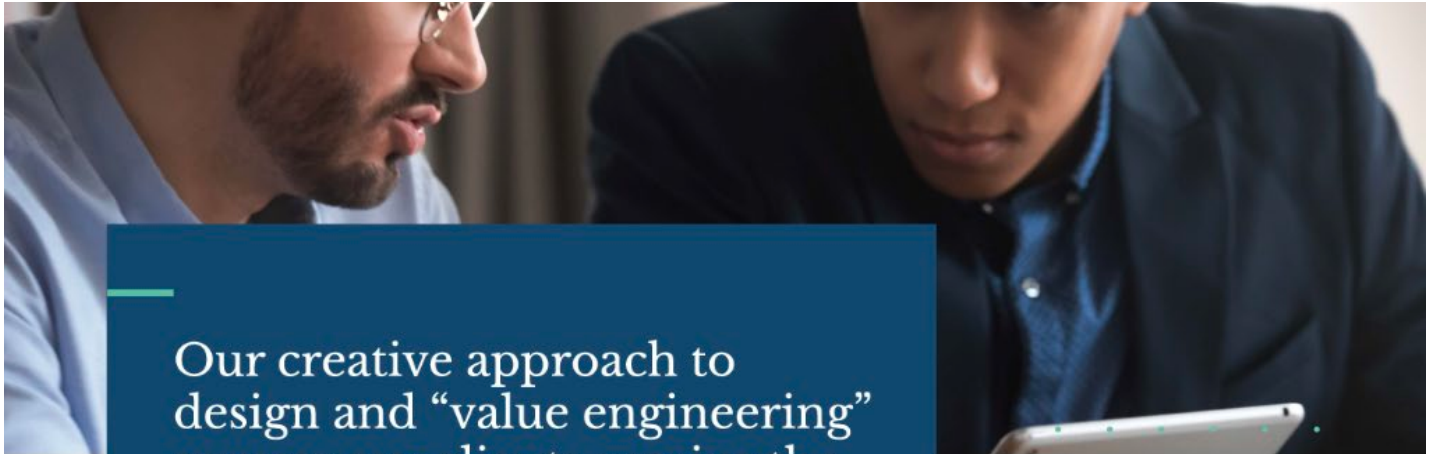
We have been providing broadband consulting, engineering, and construction management services for twenty years. We understand the needs, opportunities, and challenges that clients face and work hard to help them serve their citizens with world-class broadband.

MUNICIPALITIES

The fastest, most innovative
fiber and broadband networks,
purpose-built for your
community's unique needs.



We work for
municipalities, utilities,
co-ops and regional
governments but serve
any organization that is
building fiber and
broadband infrastructure.



Our creative approach to design and “value engineering” assures our clients receive the best possible outcome.

FIBER TO THE HOME - FIBER BACKBONES - METRO & LONG HAUL

Fiber & Broadband Design Solutions



Aerial

Thousands of miles of aerial fiber installed for over a million homes. Our experience includes ADSS, strand and lash, make-ready and pole preparation in diverse environments.



Underground

We manage the entire design, engineering and permitting process for direct bury and conduit installations to minimize cost and accelerate construction.



GPON & Active Ethernet

FTTX architecture and design based on end-user customers' need for speed, reliability and redundancy.



Data Center, Central Office & Shelters

Inside plant design covering layouts, infrastructure, racking, power, cooling, fiber termination and equipment.



Network Architecture

Turnkey layer 2 and 3 design, including IP, MPLS, Carrier Ethernet, DNS and DHCP.



Construction Packages

Complete packages for competitive bidding that result in the lowest cost and best value.



Construction Management

We manage the entire construction project from start to finish, ensuring that the network is built to client specifications.



Project Management

We manage large and complex construction projects, letting our clients focus on their most valuable asset – their customers.

BROADBAND GRANT STRATEGIES

Turnkey grant development services to identify, apply for, engineer and build your networks using available funding programs.



\$300 MILLION IN GRANT FUNDING UNDER MANAGEMENT

5,000 MILES OF FIBER & WIRELESS DEPLOYMENTS

500,000 HOMES & BUSINESSES SERVED

Project Team



Courtney Violette - Principal

Courtney has led over one hundred municipal broadband planning and implementation projects across the country. He is a Certified Fiber-To-The-Home Professional and holds several technical certifications in broadband, information technology, and information security. Prior to joining Magellan, he spent six years as the CIO for the City of Palm Coast. During this time, he planned and built the first actual City-owned open-access network in the Southeast. Through his leadership, the network grew to serve government, business, education, and healthcare needs across the City, saving these organizations millions of dollars and providing gigabit connectivity to meet the community's needs. Courtney holds an MA in Information Technology Management and a BS in Computer Science from Webster University.



Marcellus Nixon - Vice President of Fiber, Consulting

Marcellus has more than 35 years of experience building fiber-optic infrastructure, domestically and internationally, and is a trusted advisor in the high-speed internet space. As Vice President of Consulting, Marcellus initiates consultant engagements and guides clients through the planning phase for their projects, helping them understand how to build for long-term infrastructure sustainability. Before joining Magellan, he most recently led a successful greenfield high-speed internet project for United Cooperative Services in Burleson, Texas, including design, construction, network deployment and operations, marketing and sales across 14 counties. Marcellus is a graduate of the University of Virginia.



Mike Johnson - Senior Consultant, Project Manager

Mike has over 30 years of extensive experience in wireless communications and broadband data network design. He uses his extensive history and knowledge to assist clients in accomplishing project planning and deliverables essential to deploying successful communications and data systems. His strengths include program management, requirements gathering, field test engineering, equipment evaluation, engineering management, and analyzing complex design conceptions. He has also designed wireless broadband equipment for Point-to-Point, Point-to-Multipoint and Mesh Radio Networks. Mike holds 4 patents on spectrum sensing, channel coordination, and dynamic location information. He also has current certifications in FTTx architecture, Fiber Plug and Play modules,

and FTTx link budgets. Mike holds a Bachelor of Science in Electrical Engineering from the University of Florida.



Joe Carella – Director of Grants, Associate Project Manager

Joe Carella has more than 25 years' of experience in technology management, applications development, enterprise application integration, operations management, and consulting in the technology space. His experience most recently includes positions that cover fiber construction, broadband management, digital inclusion, and smart city planning for two metropolitan municipal governments.

Prior to joining Magellan, Joe held roles as CIO at a financial services firm, head of applications for a Wall Street broker/dealer, and developer of strategic IT and organizational restructuring plans for a global biotechnology firm. Joe has successfully applied for more than \$135 million in federal grants, including federal grant awards from the U.S. Departments of Commerce, Agriculture, Interior, Health and Human Services, and is awaiting notice from the U.S. Department of Energy. He has provided contract administration and grant compliance services for federal grant awards.

Joe is a certified Project Management Professional (PMP) and is highly knowledgeable of federal funding programs in ARPA CPF, BEAD, and FCC USAC programs. Joe graduated with honors from New York University with majors in Mathematics and Computer Science and a minor in Economics.



Mark Lane – Senior Technical Consultant

Mark Lane has over 30 years of experience in enterprise IT, carrier network operations, and technology consulting. While serving as CTO for Bristol Virginia Utilities OptiNet, he helped provide the strategic direction and practical implementation responsible for their fiber-to-the-premise (FTTP) network build-out and broadband service deployment for eight counties in Southwest, VA. His vision and leadership contributed to Bristol, VA being selected as an Intelligent Community Forum Top 7 Intelligent City in 2009. Mark received a bachelor's in computer science from the University of Tennessee.



Al Kamuda - Design Team Lead

Al Kamuda is a seasoned telecommunications and GIS professional with over 20 years' experience in telecommunications engineering, mapping, design and outside plant construction. Prior to joining Magellan, Al was the Senior Design Manager for the Central Florida region at Spectrum (Charter Communications), where he led the planning, project management and implementation of outside plant design for various company growth projects including residential, commercial, cellular backhaul and metro WIFI. His extensive experience with the telecommunications industry, CAD platforms and geospatial expertise along with his strategic forward thinking provides an extremely diverse skill set that allows him the valuable insight needed to understand the client's objectives in all aspects of telecommunications construction and design processes.



Kelly Dela Cruz - Project Management Analyst

Kelly is an experienced Analyst with a proven track record of success in various fields such as hospitality, fintech, retail and manufacturing. Her expertise lies in the intersection of User Experience Design and Analytics where she is able to transform project-related data and insights into narratives that connect various stakeholders both technical and non-technical and act as a catalyst for value creation. Driven by growth opportunities in every community, she believes in maximizing the resources available to them by forming and maintaining coherent, up-to-date and accurate informative documentation. Kelly as an avid learner has recently earned her master's degree in International Business with a specialization in Business Analytics.

Purpose

The City of Marshall, Michigan (“The City”) has asked Magellan/ENTRUST Solutions Group to perform an assessment of the City’s broadband services to identify opportunities for improvement. The main goal of the assessment is to optimize operations for greater efficiency, improved services, reduced risk, and stronger financial performance with the understanding that adding people is not always the best option to increase production. While adequate staffing is essential, a poorly designed and implemented system will not provide economical, reliable services regardless of the amount of work.

Project Approach

Magellan/ENTRUST will execute work to achieve the City’s purpose in five phases, including a “phase 0” consisting of project management. We expect the City to assign senior personnel to lead work on this project. At project kick-off, we will establish an online site for sharing project information and provide a list of data required for the project. Our project manager will meet with City project personnel on a bi-weekly basis to apprise them of any issues, progress, and results of our work.

PHASE 1 – ASSET ASSESSMENT

Magellan/ENTRUST will inventory of City of Marshall network assets—including network equipment and outside plant—and analyze them for usability and utilization. We will also identify related assets, including cell sites/towers, traffic management, and utility infrastructure to ensure it is being fully capitalized on. The inventory will be based on information provided by the City with a primary survey of sample sites to validate and verify the completeness and correctness of City data. A site survey will be required.

PHASE 2 – OPERATIONAL ASSESSMENT

Magellan/ENTRUST will review the City’s procedures/processes, services and service area, staffing, and systems, including network operations center and truck rolls, for managing its network and providing broadband services. This assessment will focus on how the City plans for and responds to operational issues ranging from service provisioning through regular maintenance to major expansions and upgrades. The capabilities, duties, and staffing levels of the City’s broadband personnel will also be analyzed to determine fit between workforce and operational requirements.

PHASE 3 – CUSTOMER DEMAND ASSESSMENT

Magellan/ENTRUST will gather data via survey to assess current service cost and performance, issues, satisfaction, and willingness to pay. We will provide survey instruments for online and physical (paper-based and/or in-person) responses, and we will analyze the results. Magellan/ENTRUST will provide guidance and support for survey promotions but it will be the client's responsibility to promote the survey and ensure a representative response.

PHASE 4 – BUSINESS MODEL EVALUATION

Magellan/ENTRUST will analyze financial performance over the last 5 years, project for the next 5 years based on the current state and considering results of the preceding phases. We will work with City leadership to determine the desired future state and identify strengths, weaknesses, opportunities, and threats (SWOTs) of the current broadband business model. We will also identify any issues or shortcomings with the City's current network design relative to the broadband business model.

PHASE 5 – FEASIBILITY ANALYSIS, STRATEGIC RECOMMENDATIONS, AND ROADMAP

Based on the results of the assessments described above, Magellan/ENTRUST will recommend improvements to infrastructure, market positioning, procedures and processes, and service offerings, including pricing, staffing, systems, and other service elements. We will project the financial impact of the recommendations, identify options for achieving the City's desired state, including an analysis of their feasibility, and provide a roadmap to implementation, including key decision points.

PROJECT OUTPUTS

The results of each phase described above will be documented as a technical memo. The City of Marshall personnel will have ample opportunity to review, add to, comment on, and correct each memo. Client feedback will be incorporated with the appropriate content of the memos into a final report. The final report will include key findings from the assessment, focusing on practical strategies and tactics for improving broadband operations and services. As the culmination of the project, we will assist the City in presenting results and planning implementation.

PROJECT SCHEDULE

Magellan is available to start work immediately upon completion of a signed proposal with the City of Marshall. Magellan's staff maintains a workload of 80% allowing for onboarding of new projects and dedication to client projects to ensure timeliness of deliverables.

Phase	Month				
	1	2	3	4	5
Project Management	■ ■ ◆ ■ ■ ◆ ■ ■ ◆ ■ ■ ◆ ■ ■ ◆ ■ ■ ◆ ■ ■ ◆ ■ ■ ◆				
Phase 1 – Asset Assessment	■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ◆				
Phase 2 – Operational Assessment	■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ◆				
Phase 3 – Customer Demand Assessment	■ ■ ■ ■ ■ ■ ■ ■ ■ ◆				
Phase 4 – Business Model Evaluation	■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ◆				
Phase 5 – Feasibility Analysis, Recommendations, and Roadmap	■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ◆				

■ – On-going activity ◆ – Deliverable, event/meeting, or milestone

PROJECT COST

The total cost to the City of Marshall for the Broadband Assessment Project is \$97,200 and includes all work to be completed by Magellan as stated in this proposal. Magellan will bill on the first day of the month for \$19,440.00, five (5) equal monthly payments. Invoices are payable on net-30 terms from the date of invoice. Travel costs shall not exceed \$5,000. Magellan's proposal pricing is contingent upon the Parties reaching a mutually acceptable set of terms and conditions to govern the transaction.

Cost Proposal

Task Description	Cost
Project Management	\$21,600
Phase 1 – Asset Assessment	\$18,000
Phase 2 – Operational Assessment	\$21,600
Phase 3 – Customer Demand Assessment	\$14,400
Phase 4 – Business Model Evaluation	\$14,400
Phase 5 – Feasibility Analysis, Recommendations, and Roadmap	\$7,200
Professional Services	\$97,200
Travel (not to exceed)	\$5,000
Total	\$102,200

ITEM: 13.A

ADMINISTRATIVE REPORT



TO: Honorable Mayor and City Council
FROM: James Schwartz, Mayor
Derek N. Perry, City Manager
DATE: January 2, 2024
SUBJECT: **PLANNING COMMISSION APPOINTMENT**

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

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

Current Planning Commission members include:

Chris Longyear	term ending November 1, 2024
Tim Banfield	term ending November 1, 2024
Timothy Fitzpatrick	term ending November 1, 2024
Julie Burke-Smith	term ending November 1, 2024
Lisa McNiff	term ending November 1, 2025
Jim Zuck	term ending November 1, 2025
Carter Bright	term ending December 31, 2026
Ian Stewart	term ending December 31, 2026

Scott Wolfersberger City Council Liaison

We are recommending that Aron Hodo be appointed to the Planning Commission.

BUDGET IMPACT:

Members of the Planning Commission serve without compensation.

RECOMMENDATION:

Approve the appointment of Aron Hodo to the Planning Commission for a term ending on December 31, 2026.