

CITY COUNCIL AGENDA

Regular Meeting

August 5, 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 - July 15, 2024
 - B. **City Bills**

Purchases- 7/12/2024	\$466,897.32
Purchases- 7/19/2024	\$274,639.76
Purchases- 7/26/2024	\$4,455.79
June Power Purchase	\$884,596.52
TOTAL	\$1,630,589.39
 - C. **SPECIAL EVENT REQUEST - HOME TOUR**
 - D. **SPECIAL EVENT REQUEST - SKELETONFEST**
 - E. **SPECIAL EVENT REQUEST- CHRISTMAS PARADE 2024**
 - F. **SPECIAL EVENT REQUEST - COSTUME PARADE**
- 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. **BLUEOVAL/FORD INDUSTRIAL FACILITIES TAX ABATEMENT - SET PUBLIC HEARING**
 - B. **DNR FORESTRY GRANT**
 - C. **ELECTRIC BUCKET TRUCK PURCHASE**

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

D. BID APPROVAL - RIVERWALK PHASE 1A REPAIRS

E. DART MILLAGE LEVY RESOLUTION

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.

15) COUNCIL AND MANAGER COMMUNICATIONS

16) ADJOURNMENT

CITY COUNCIL MINUTES

July 15, 2024

Regular Meeting - 7:00 PM

1) **CALL TO ORDER**

IN A REGULAR SESSION held on Monday, July 15, 2024 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 Pro Tem Traver.

2) **ROLL CALL**

Roll was called:

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

Also Present: Manager Perry and Clerk Eubank

Absent: Mayor Schwartz

Moved by Joe Caron, supported by Scott Wolfersberger to excuse Mayor Schwartz. On a voice vote: **Motion carried.**

3) **INVOCATION**

4) **PLEDGE OF ALLEGIANCE**

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

Moved by Joe Caron, supported by Ryan Underhill 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.

Rebekah Sebring of Fredonia Township and Barry Wayne Adams of 622 W Green St gave public comment.

7) **CONSENT AGENDA**

Moved by Scott Wolfersberger, supported by Jacob Gates to approve the consent agenda as presented. On a roll call vote:

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

Nays: None

Abstain: None

Motion carried.

A. **City Council Minutes**
Regular Session - July 1, 2024

B.	<u>City Bills</u>	
	Purchases 6/28/2024	\$431,872.78
	Purchases 7/3/2024	\$123,577.55
	Purchases 7/16/2024	\$96,444.06
	TOTAL	\$651,894.39

C. GRANT SUBMITTAL REQUESTS - RECREATION DEPARTMENT

8) PRESENTATIONS AND RECOGNITIONS

9) INFORMATIONAL ITEMS

A. 2024 ACTION PLAN - 2nd QUARTER UPDATE

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. SECTION 3.1.10 B-4 REGIONAL COMMERCIAL DISTRICT & SECTION 3.1.11 FREEWAY SERVICES DISTRICT ZONING ORDINANCE AMENDMENTS - ORDINANCE 2024-08

Mayor Pro Tem Traver opened the public hearing on Ordinance #2024-08, An Ordinance to Amend City of Marshall Zoning Code, Chapter 3.0 Zoning Districts, Section 3.1.10, B-4 Regional Commercial District and Section 3.1.11, Freeway Services District.

Barry Wayne Adams of 622 W Green St spoke during the public hearing.

Mayor Pro Tem Traver closed the public hearing on Ordinance #2024-08, An Ordinance to Amend City of Marshall Zoning Code, Chapter 3.0 Zoning Districts, Section 3.1.10, B-4 Regional Commercial District and Section 3.1.11, Freeway Services District.

Moved by Jacob Gates, supported by Scott Wolfersberger to Enact Ordinance #2024-08, An Ordinance to Amend City of Marshall Zoning Code, Chapter 3.0 Zoning Districts, Section 3.1.10, B-4 Regional Commercial District and Section 3.1.11, Freeway Services District, to Repeal any Ordinances in conflict thereof, and to Provide an effective date hereof, and publish the ordinance in full in the local newspaper. On a roll call vote:

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

Nays: None

Abstain: None

Motion carried.

**CITY OF MARSHALL
ORDINANCE #2024-08**

AN ORDINANCE TO AMEND CITY OF MARSHALL ZONING CODE, CHAPTER 3.0 ZONING DISTRICTS, SECTION 3.1.10, B-4 REGIONAL COMMERCIAL DISTRICT AND SECTION 3.1.11, FREEWAY SERVICES DISTRICT, TO REPEAL ANY ORDINANCES IN CONFLICT THEREOF, AND TO PROVIDE AN EFFECTIVE DATE HEREOF.

THE CITY OF MARSHALL, MICHIGAN ORDAINS:

Section 1. Title and Purpose. This Ordinance shall be titled as the "Zoning Ordinance Amendments, Chapter 3.0, B-4 Regional Commercial District and FS Freeway Service District."

The purpose of this ordinance is to amend the City of Marshall Zoning Ordinance, Chapter 3.0, Section 3.1.10, to add to Special Land Uses Banks to allow for financial institutions with accessory drive-through facilities and to amend subsection D Development Standards - Building Height 35 ft. or 60 ft. if greater than 500 ft from R-1, R-2, or R-3 Zoned parcels; and further to amend Section 3.1.11 "FS Freeway Service District", subsection D Development Standards - Building Height Building Height 35 ft. or 60 ft. if greater than 500 ft from R-1, R-2, or R-3 Zoned parcels.

Section 2. Amendment to Chapter 3.0 Zoning Districts. That **Chapter 3.0, Zoning Districts** of the Marshall City Zoning Code, Section 3.1.10 "B-4 Regional Commercial District", is hereby amended to add the following to subsection "C Special Land Uses":

x. Banks and financial institutions with accessory drive-through facilities

Section 3. Amendment to Chapter 3.0 Zoning Districts. That **Chapter 3.0, Zoning Districts** of the Marshall City Zoning Code, Section 3.1.10 "B-4 Regional Commercial District", subsection "D Development Standards" - Building Height is hereby amended as follows:

Building Height: 35 ft. or 60 ft if greater than 500 ft from R-1, R-2, or R-3 Zoned parcels

Section 4. Amendment to Chapter 3.0 Zoning Districts. That **Chapter 3.0, Zoning Districts** of the Marshall City Zoning Code, Section 3.1.11 "FS Freeway Service District", subsection "D Development Standards" - Building Height is hereby amended as follows:

Building Height: 35 ft. or 60 ft if greater than 500 ft from R-1, R-2, or R-3 Zoned parcels

Section 5. Severability. It is the legislative intent of the City adopting this Ordinance that all provisions hereof shall be liberally construed to protect the public health, safety, and general welfare of the inhabitants of the City and all other persons affected by this Ordinance. Consequently, should any provision of this Ordinance be held to be unconstitutional, invalid or of no effect, such holding shall not be construed as affecting the validity of any of the remaining

provisions of this Ordinance or Zoning Code, it being the intent of the City Council that this Ordinance shall stand and remain in effect, notwithstanding the invalidity of any provision hereof.

Section 6. Savings Clause. Except as specifically amended herein, all other provisions of the Marshall Zoning Ordinance shall remain in full force and effect.

Section 7. Conflicting Ordinance and Code Provisions Repealed. Any Marshall Ordinance, parts of Ordinances, or any Marshall Code provision in conflict or inconsistent with any of the provisions of this Ordinance shall be and is hereby repealed.

Section 8. Publication. This Ordinance shall be published in a newspaper of general circulation in the City of Marshall qualified under state law to publish legal notices. This Ordinance shall be recorded in the Ordinance Book and such recording shall be authenticated by the signatures of the Mayor and the City Clerk.

Section 9. Effective. This Ordinance is declared to be effective seven (7) days after publication or as provided by law.

Section 10. Code Edits. The editors of the Marshall Code are hereby authorized, subject to approval of the City Manager authorized designee, to update and revise Code section numbers to effectuate the provisions of this Ordinance.

Adopted and signed this 15th day of July, 2024.

James Schwartz, MAYOR

Michelle Eubank, CITY CLERK

B. CONDITIONAL REZONING REQUEST - RZ #24.01- 16500 DIVISION DRIVE

Mayor Pro Tem Traver opened the public hearing on Ordinance #2024-10, An Ordinance to Amend the Zoning Map of the City of Marshall so as to Conditionally Change the Zoning of the Parcel #53-003-025-00 (16500 Division Drive) from Research and Technology District (I-1) to Multiple Family Residential District (MFRD).

Barry Wayne Adams of 622 W Green St spoke during the public hearing.

Mayor Pro Tem Traver closed the public hearing on Ordinance #2024-10, An Ordinance to Amend the Zoning Map of the City of Marshall so as to Conditionally Change the Zoning of the Parcel #53-003-025-00 (16500 Division Drive) from Research and Technology District (I-1) to Multiple Family Residential District (MFRD).

Moved by Theresa Chaney-Huggett, supported by Ryan Underhill to Enact Ordinance 2024-10, An Ordinance to Amend the Zoning Map of the City of Marshall so as to Conditionally Change the Zoning of the Parcel #53-003-025-00 (16500 Division Drive) from Research and

Technology District (I-1) to Multiple Family Residential District (MFRD) and publish the ordinance in full in the local newspaper. On a roll call vote:

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

Nays: None

Abstain: None

Motion carried.

**CITY OF MARSHALL
ORDINANCE #2024-10**

AN ORDINANCE TO AMEND THE ZONING MAP OF THE CITY OF MARSHALL SO AS TO CONDITIONALLY CHANGE THE ZONING OF THE PARCEL #53-003-025-00 (16500 DIVISION DRIVE) FROM RESEARCH AND TECHNOLOGY DISTRICT (I-1) to Multiple Family Residential District (MFRD).

THE CITY OF MARSHALL, MICHIGAN ORDAINS:

Section 1. Pursuant to the authority granted in Section 7.1 of the Marshall City Code, the Zoning Map of the City of Marshall is hereby amended so as to conditionally change the zoning district for the property described below from Research and Technology (I-1) to Multiple Family Residential District (MFRD).



PARCEL #53-001-059-05 (123 EXCHANGE STREET) LEGAL DESCRIPTION

MARSHALL CITY, SECTION 2, T3S-R6W, PART OF N 1/2 OF NE 1/4. BEG N 1/4 POST; S 88 DEG 48' 31" E 119.22 FT TO POB; S 61 DEG 23' 29" E 692.27 FT; S 63

DEG 59' 44" E 769.60 FT;TH 288.37 FT ALG CURVE TO LEFT ALG W LINE BROOKS DR WHOSE RAD IS 460 FT AND WHOSE CHORD BEARS N 18 DEG 14' 02" E 283.67 FT;N 00 DEG 16' 29" W 205.57 FT; N 88 DEG 48' 31" W 99 FT; N 00 DEG 16" 29" E 165 FT; N 88 DEG 48' 31" W 1291.28 FT TO BEG.EXC N 33 FT FOR DIVISION DR ROW.

Section 2. This Ordinance or a summary thereof 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 3. This Ordinance is declared to be effective immediately upon publication.

Adopted and signed this 15th day of July, 2024.

James Schwartz, Mayor

Michelle Eubank, City Clerk

C. CONDITIONAL REZONING REQUEST - RZ #24.02- 123 EXCHANGE

Moved by Joe Caron, supported by Jacob Gates to recuse member Traver from Item 10C and have member Wolfersberger as the acting chair. On a roll call vote:

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

Nays: None

Abstain: None

Motion carried.

Scott Wolfersberger opened the public hearing on Ordinance #2024-11, An Ordinance to Amend the Zoning Map of the City of Marshall so as to Conditionally Change the Zoning of the Parcel #53-001-059-05 (123 Exchange St.) Neighborhood Commercial District (B-3) to Multiple Family Residential District (MFRD).

Barry Wayne Adams spoke during the public hearing.

Scott Wolfersberger closed the public hearing on Ordinance #2024-11, An Ordinance to Amend the Zoning Map of the City of Marshall so as to Conditionally Change the Zoning of the Parcel #53-001-059-05 (123 Exchange St.) Neighborhood Commercial District (B-3) to Multiple Family Residential District (MFRD).

Moved by Joe Caron, supported by Jacob Gates to Enact Ordinance #2024-11, An Ordinance to Amend the Zoning Map of the City of Marshall so as to Conditionally Change the Zoning of the Parcel #53-001-059-05 (123 Exchange St.) Neighborhood Commercial District (B-3) to Multiple Family Residential District (MFRD) and publish the ordinance in full in the local newspaper. On a roll call vote:

Ayes: Jacob Gates, Ryan Underhill, Scott Wolfersberger, Joe Caron
Nays: Theresa Chaney-Huggett
Abstain: Ryan Traver
Motion carried.

**CITY OF MARSHALL
ORDINANCE #2024-11**

AN ORDINANCE TO AMEND THE ZONING MAP OF THE CITY OF MARSHALL SO AS TO CONDITIONALLY CHANGE THE ZONING OF THE PARCEL #53-001-059-05 (123 EXCHANGE STREET) NEIGHBORHOOD COMMERCIAL DISTRICT (B-3) to MultiPLE Family Residential District (MFRD). THE CITY OF MARSHALL, MICHIGAN ORDAINS:

Section 1. Pursuant to the authority granted in Section 7.1 of the Marshall City Code, the Zoning Map of the City of Marshall is hereby amended so as to conditionally change the zoning district for the property described below from Neighborhood Commercial (B-3) to Multiple Family Residential District (MFRD).





PARCEL #53-001-059-05 (123 EXCHANGE STREET) LEGAL DESCRIPTION
MARSHALL CITY, UPPER VILLAGE PART OF LOT 59 COM AT NE COR GREEN
& EXCHANGE, E 35 FT N 90 FT, E 30 1/2 FT, N 42 FT, W TO E LINE
EXCHANGE, SLY ON E LINE EXCH TO BEG. EXC S 60 FT.

Section 2. This Ordinance or a summary thereof 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 3. This Ordinance is declared to be effective immediately upon publication.

Adopted and signed this 15th day of July, 2024.

James Schwartz, Mayor

Michelle Eubank, City Clerk

D. OPRA EXEMPTION REQUEST - 117 EAST MICHIGAN AVENUE

Mayor Pro Tem Traver opened the public hearing on Resolution 2024-19, A Resolution to Approve an Obsolete Property Rehabilitation Exemption Certificate Application for 117 East Michigan Avenue.

Barry Wayne Adams spoke during the public hearing.

Mayor Pro Tem Traver closed the public hearing on Resolution 2024-19, A Resolution to Approve an Obsolete Property Rehabilitation Exemption Certificate Application for 117 East Michigan Avenue.

Moved by Joe Caron, supported by Jacob Gates to Approve Resolution 2024-19, A Resolution to Approve an Obsolete Property Rehabilitation Exemption Certificate Application for 117 East Michigan Avenue. On a roll call vote:

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

Nays: None

Abstain: None

Motion carried.

**CITY OF MARSHALL, MICHIGAN
RESOLUTION NO. 2024-19**

**A RESOLUTION TO APPROVE AN OBSOLETE PROPERTY REHABILITATION
EXEMPTION CERTIFICATE APPLICATION
(PA 146 OF 2000 AS AMENDED) FOR 117 EAST MICHIGAN AVE.**

Minutes of a regular meeting of the Council of the City of Marshall, held on July 15, 2024, at 7:00 PM.

PRESENT:

ABSENT:

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

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 117 East Michigan Avenue Obsolete Property Rehabilitation District No. 1 on June 17, 2024, after a public hearing held on June 17, 2024; 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 July 15, 2024; 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, 2025; 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 hereby is granted an Obsolete Property Rehabilitation Exemption for the real property of 117 East Michigan Avenue, excluding land, located in 117 East Michigan Avenue Obsolete Property Rehabilitation District No. 1 at 117 East Michigan Avenue for a period of 8 years, beginning December 31, 2025, and ending December 31, 2033, pursuant to the provisions of PA 146 of 2000, as amended.

Resolution declared adopted this 15th day of July 2024.

Michelle Eubank, City Clerk

11) OLD BUSINESS

12) REPORTS AND RECOMMENDATIONS

A. SET CONSTRUCTION BOARD OF APPEALS MEETING - 107 N. FOUNTAIN STREET DANGEROUS BUILDING

Moved by Joe Caron, supported by Scott Wolfersberger to Receive the Hearing Officer's Decision, Findings and Order and set a Construction Board of Appeals meeting for Thursday, August 8, 2024 at 5 PM. On a voice vote: **Motion carried.**

B. FOIA FEE APPEAL REQUEST - MR. GLEN KOWALSKE - FOIA #2024-114

Moved by Jacob Gates, supported by Scott Wolfersberger to uphold the fee on FOIA #2024-114. On a voice vote: **Motion carried.**

C. FOIA FEE APPEAL REQUEST - MR. GLENN KOWALSKE - FOIA #2024-115

Moved by Scott Wolfersberger, supported by Ryan Underhill to uphold the fee on FOIA #2024-115. On a voice vote: **Motion carried.**

13) APPOINTMENTS / ELECTIONS

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

Rick Nukem of Battle Creek, Regis Klingler of 348 Butler Ct, Rebekah Sebring of Fredonia Twp, and Barry Wayne Adams of 622 W Green St gave public comment.

15) COUNCIL AND MANAGER COMMUNICATIONS

16) ADJOURNMENT

The meeting was adjourned at 8:21 pm.

Respectfully submitted by,

Michelle Eubank

City Clerk

APPROVAL LIST FOR CITY OF MARSHALL
EXP CHECK RUN DATES 07/12/2024 - 07/12/2024
JOURNALIZED
PAID

INVOICE NUMBER	VENDOR NAME	DESCRIPTION	PO NUMBER	AMOUNT
07/11/2024	ALBRIGHT, ABIGAIL	UB refund for account: 1400440001		199.89
82760	ALEXANDER CHEMICAL CORP	CHLORINE & HYDROFLUOROSILICIC ACID		2,427.47
36858799	APPLIED CAPITAL, LLC	CONTRACT NO. 132-1753516-000 MRLEC COPIE		117.52
55267	BATTLE CREEK COMMUNITY GRANT	WRITING SERVICES QTR 1	2025.017	3,000.00
4435	BLUESTONE PSYCH	PATROL OFFICER CANDIDATE EVALUATIONS		990.00
BLU-12752	BLUFISH CONSULTING, LL	FIBERNET WEBSITE HOSTING FOR JULY 2023 -		720.00
07032024	CALHOUN COUNTY TREASUR	PRE CHANGE 2023 INVOICE #454-24		27.44
7 - CAHILL	CARTER CONSULTING, LLC	CAHILL PAYMENT REQUEST - ADMIN #7		1,500.00
8743125	CERTIFIED LABORATORIES	LUBE		402.95
4196171130	CINTAS CORP	UNIFORM SERVICES - ELECTRIC & FIBER 6/18		56.85
4196171117	CINTAS CORP	UNIFORM SERVICES - POWER HOUSE 6/18/24		94.46
4196171136	CINTAS CORP	UNIFORM SERVICES - WASTE WATER 6/18/24		61.33
4196171159	CINTAS CORP	UNIFORM SERVICES - WATER 6/18/24		66.16
07122024	CITY OF MARSHALL	FARMER'S MARKET PETTY CASH REIMBURSEMENT		617.00
60550	CRYSTAL FLASH MARSHALL	ACCT NO. 149759-1 REC GAS 5/7/24		1,703.40
184610	D & D MAINTENANCE SUPP	ACCT NO. CIMA1 JANITORIAL SUPPLIES WASTE		72.46
636579	DARLING ACE HARDWARE	TARP		34.99
636842	DARLING ACE HARDWARE	SHOCK TREATMENT		17.18
636910	DARLING ACE HARDWARE	NUTS, BOLTS, PVC ADAPTER		46.29
636994	DARLING ACE HARDWARE	NUTS, BOLTS, DRILL BITS		61.38
637019	DARLING ACE HARDWARE	TUBE ALUMINUM		15.96
637079	DARLING ACE HARDWARE	MARKING PAINT		9.99
637469	DARLING ACE HARDWARE	LOCKOUT LEVER		9.98
637453	DARLING ACE HARDWARE	TRIMMER STRAP		25.99
637523	DARLING ACE HARDWARE	MURIATIC ACID, CHLORINE, ALGAE GUARD		75.96
637549	DARLING ACE HARDWARE	BROOM, DUST PAN, SAFETY GLASSES		23.98
637542	DARLING ACE HARDWARE	GATE SPRING, HINGE, WIRE ROPE CLIP, EYE		51.00
637618	DARLING ACE HARDWARE	SCREEN CLOTH, CONCRETE DRILL BIT, GATE H		43.15
637624	DARLING ACE HARDWARE	WASP SPRAY		5.59
637610	DARLING ACE HARDWARE	CABLE TIES		9.99
637688	DARLING ACE HARDWARE	PAINT		21.99
637674	DARLING ACE HARDWARE	GRASS SEED, GREASE, GATE HOOK		43.97
637700	DARLING ACE HARDWARE	CHLORINE		71.98
637675	DARLING ACE HARDWARE	NUTS, BOLTS		7.34
637681	DARLING ACE HARDWARE	EARMUFFS		49.98
637678	DARLING ACE HARDWARE	COATING RAIN-X, GLASS CLEANER		8.58
637747	DARLING ACE HARDWARE	RAKE, GRASS SEED		142.98
637741	DARLING ACE HARDWARE	CANE BOLT		12.99
637781	DARLING ACE HARDWARE	NUTS, BOLTS		49.02
637865	DARLING ACE HARDWARE	KEYS		9.56
637837	DARLING ACE HARDWARE	BATTERIES		17.99
637821	DARLING ACE HARDWARE	EXTENSION POLE, MURIATIC ACID, SCRUB BRU		59.97
637962	DARLING ACE HARDWARE	NUTS, BOLTS, COMPRESSION NUT		8.95
637920	DARLING ACE HARDWARE	SHOCK TREATMENT, ALGAE GUARD		127.96
638062	DARLING ACE HARDWARE	BATTERIES		39.98
638133	DARLING ACE HARDWARE	SANDING RESPIRATOR		17.99
638281	DARLING ACE HARDWARE	SNAPTOGGL BLT 1/4-20X2.5		11.98
637502	DARLING ACE HARDWARE	HOLE SAW, NUTS, BOLTS		19.59
06302024	DAVIS, JOSHUA	BOOT ALLOWANCE - DAVIS, JOSHUA		556.29
82637190	DEFOREST BROTHERS CONC	SIDEWALK REPAIR AT 406 N. MARSHALL AVENU	2024.286	1,250.00
INV76562	DORNBOS SIGN, INC.	STREET SIGNS		34.85
I130822	ERIC DALE HEATING & AI	MINI SPLIT SYSTEM FOR POWERHOUSE OFFICE/	2024.325	5,230.00
I131265	ERIC DALE HEATING & AI	SERVICE CALL AT FIRE DEPT FOR AC 6/21/24		240.00
I131430	ERIC DALE HEATING & AI	SERVICE CALL AT CITY HALL FOR AC 6/25/24		132.78
I131332	ERIC DALE HEATING & AI	SERVICE CALL TO REPAIR AC UNIT AT PSB 6/	2025.010	3,442.00
S103731136.015	ETNA SUPPLY	SENSUS ANNUAL HOSTING FEE	2025.009	24,420.00
S105732758.001	ETNA SUPPLY	REPAIR CLAMPS	2024.350	2,014.00
S105732758.003	ETNA SUPPLY	3/4" IPERL METER	2024.350	2,100.00
S105732758.004	ETNA SUPPLY	1" METER COUPLINGS	2024.350	24.00
S105732758.002	ETNA SUPPLY	WATER DEPT INVENTORY	2024.350	2,290.00
S105732758.006	ETNA SUPPLY	TRANSCIEVERS	2024.350	2,050.00
S105732758.005	ETNA SUPPLY	GATE VALVE	2024.350	895.00
155303630	EVERON, LLC	MRLEC ACCESS CONTROL UPDATES	2025.007	1,279.36
155305222	EVERON, LLC	MRLEC ACCESS CONTROL UPDATES	2025.007	5,543.67
155305230	EVERON, LLC	MRLEC ACCESS CONTROL UPDATES	2025.007	12,912.45
0264532	FERGUSON ENTERPRISES L	ACCT NO. 536494 CRUSHER MP DIA BLD		243.27
14329	FIRE CATT, LLC	FIRE HOSE AND GROUND LADDER TESTING	2024.352	4,405.90
438888	FISHBECK	PERMIT TO INSTALL (PTI) APPLICATION SERV	2024.171	692.00
2506922	GRIFFIN PEST SOLUTIONS	PEST SERVICES AT PSB 6/19/24		51.00
07122024	GUTSUE CONSTRUCTION, L	CAHILL PAYMENT REQUEST - CONSTRUCTION IN		140,707.95
LMN4940	GUTTERS R US	MARSHALL HOUSE LAWN PEST APPLICATION 6/2		242.00
898670	GWIN, DARWIN	MOWING & TRASH AT BROOKS NATURE JUNE 202		360.00
65225	HUNTINGTON NATIONAL BA	ACCT NO. 3584170807 BOND ADMIN FEES 2024		500.00
INV-000957	HYPERION SOLUTIONS GRO	FIBERNET NETWORK ENGINEERING SERVICES SE	2025.003	7,675.37
4247491	IIX INSURANCE INFORMAT	ACCT NO. 888907 MOTOR VEHICLE REPORTS/AC		26.15
1361-2024	IMPACT LAWN & LANDSCAP	:2024 LAWN MOWING AT ATHLETIC FIELDS JUNE		1,620.00
1369-2024	IMPACT LAWN & LANDSCAP	:2024 LAWN MOWING AT INDUSTRIAL PARK JUNE		300.00
1375-2024	IMPACT LAWN & LANDSCAP	:2024 LAWN MOWING AT WASTE WATER TREATMEN		400.00
1376-2024	IMPACT LAWN & LANDSCAP	:2024 LAWN MOWING AT WATER TREATMENT PLAN		440.00

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1386-2024	IMPACT LAWN & LANDSCAP	2024 LAWN MOWING AT BROOKS FIELD AIRPORT		2,160.00
1395-2024	IMPACT LAWN & LANDSCAP	2024 LAWN MOWING AT MARSHALL HOUSE JUNE		360.00
36081	J AND K PLUMBING SUPPL	PIPE		56.28
4181	JACK FROST DRAIN SERVI	DRAIN CLEANING AT WASTE WATER PLANT		2,520.00
1568	JIMMY'S JOHN'S PORTABL	2024 BLUES FEST PORTABLE TOILETS & WASH		2,100.00
560/561	JOHNSON, WENDY	REFUND FOR 2024 GRAND HOTEL MACKINAC TRI		870.00
30255	KATZ WELL DRILLING INC	TOOL SHELVES FOR TRUCK #2024		1,750.00
07/11/2024	KIMBALL, JOE	UB refund for account: 2501080000		1,000.00
2406-508330	LEGG LUMBER	3/8 CHUCK KEY		2.59
2406-508429	LEGG LUMBER	LUMBER, SCREWS		65.85
2406-509126	LEGG LUMBER	LUMBER (CRATE FOR CATALYST)		77.98
2406-509076	LEGG LUMBER	LUMBER, SCREWS (CRATE FOR CATALYST)		54.93
2407-510138	LEGG LUMBER	PLYWOOD		9.00
019421	LEWEY'S SHOE REPAIR	BOOT ALLOWANCE - ERB, JASON		180.00
INVLEX11236588	LEXIPOL, LLC	ANNUAL FIRE POLICY MANUAL	2025.005	5,540.04
43564190	LINDE GAS & EQUIPMENT,	CUST NO. 59879658 GASES		166.85
07022024	LOWES BUSINESS ACCOUNT	ACCT NO. 821 3023 902596 5 WINDOW AC, BA		1,391.96
3163	MAEDA	REIMBURSEMENT FOR 2024 BLUES FEST SUPPLI		190.00
2928	MAEDA	2024-2025 CHAMBER MEMBERSHIP		550.00
3161	MAEDA	2024 BLUES FEST TRASH CONTAINERS		639.00
11648	MARSHALL FEED & GRAIN	(STRAW		5.50
06192024-6998	MARSHALL HARDWARE, LLC	PROPANE CYLINDER		11.98
06242024-7267	MARSHALL HARDWARE, LLC	GLOVES		16.29
06262024-7395	MARSHALL HARDWARE, LLC	SPRAY PAINT		4.29
06262024	MARSHALL PUBLIC SCHOOL	SUMMER PLAYGROUND TRANSPORTATION - WHITE		201.29
07012024	MCGINTY, HITCH, PERSON	CLIENT NO. 4030.001 SERVICES THROUGH 5/3		9,852.50
23-039-12	MCKENNA	BUILDING INSPECTION CONTRACT FOR FORD TH	2024.015	106,944.44
68090	MCNALLY ELEVATOR COMP	AI SERVICE CALL AT MARSHALL HOUSE 5/22/24		574.00
07082024	MICHIGAN PUBLIC TRANSI	REFUND SECOND PAYMENT FOR MATT MCKEE REI		203.96
E34680	MWEA	PFAS SEMINAR - EGNATUK, ALEC		185.00
642328	NAPA OF MARSHALL	ACCT NO. 1400 HITCH		64.96
643317	NAPA OF MARSHALL	HOSE END FITTING		18.99
505280	NORTH CENTRAL LABORATO	LAB SUPPLIES	2024.005	927.72
505406	NORTH CENTRAL LABORATO	LAB SUPPLIES	2024.005	71.75
2917583	OFFICE THREE SIXTY INC	LABELS		11.99
07/12/2024	ORTIZ, JENNIFER	UB refund for account: 148500		23.67
2024060073	PEOPLEFACTS LLC	BACKGROUND/FINANCE CHECK		9.94
56826948	POWER LINE SUPPLY	PHOTO EYE		1,066.70
56826951	POWER LINE SUPPLY	AUTO LINE SPLICE		1,542.15
56827023	POWER LINE SUPPLY	WIRE BRUSH		174.00
16063	POWER PLANT COMPLIANCE	TRANSMITTERS/ENGINE 2 & 4		600.00
INV-52014	POWERDMS, INC.	POWERDMS ANNUAL RENEWAL	2024.355	4,513.51
19020	PRECISION ENERGY SERVI	OXIDATION CATALYSTS FOR UNITS 2 & 4 LAB	2024.237	65,827.00
24-0188	QUALITY EXCAVATORS INC	CUT & PATCH ASPHALT FOR HANDHOLE REPAIR		1,200.00
24-0189	QUALITY EXCAVATORS INC	TRAFFIC CONTROL TO PATCH VERONA AND S. K	2024.307	2,100.00
24-0190	QUALITY EXCAVATORS INC	PATCH VERONA AND S. KALAMAZOO AVENUE	2024.307	7,822.00
94783748	SAFETY-KLEEN SYSTEMS,	RECYCLE USED AUTOMOTIVE OIL		182.00
5073366	SOUTHERN MICHIGAN BANK	HARLAND CLARKE CHECKS AND DEPOSIT SLIPS		722.36
2248141	STANTEC CONSULTING MIC	HUGHES STREET DEVELOPMENT - CONCEPT PLAN	2024.251	1,276.50
07122024	STATE OF MICHIGAN	SALES TAX RETURN FOR 2024 MARSHALL BLUES		625.15
1139901	STEENSMA	CUST NO. 5154 TIRE AND RIM ASSEMBLY, CAP		459.38
915326	TELE-RAD, INC.	SERVICE TO RADIO #302		205.00
915327	TELE-RAD, INC.	RADIO SWAP #2024		545.00
07/11/2024	TERRASI, DAVID & VICTO	UB refund for account: 320300		3.97
223	TOP TO BOTTOM TREE SER	ELECTRIC LINE CLEARANCE 7/1/24 - 7/7/24	2025.011	3,183.00
06282024	TRACTOR SUPPLY CREDIT	ACCT NO. 6035 3012 0359 5572 SHOVELS, FE		181.94
07/12/2024	TRUMBLE, KATHRYN	UB refund for account: 3005200035		56.50
Z5MSNMQYSRH2	WOODS POOLS, INC.	VAC HEAD, CHLORINE DISPENSER, CHLORINE T		238.41
0BQ9V6EQY6WW	WOODS POOLS, INC.	POOL RX BLACK		130.50
06292024	WOW! BUSINESS	ACCT NO. 014226414 FIRE STATION JULY 202		140.30
GRAND TOTAL:				466,897.32

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497683	AD-VISOR & CHRONICLE	AD NO. 8102266 ABANDONED VEHICLE AUCTION		17.05
497796	AD-VISOR & CHRONICLE	AD NO. 6100458 ADS 6/1, 6/8, 6/22, 6/29		3,149.25
1TWC-T6V4-C4H9	AMAZON CAPITAL SERVICE	ACCT NO. A1P4GM99HG1EO2 SAFETY GLASSES, 1		129.59
1QLH-FNXL-FJW6	AMAZON CAPITAL SERVICE	ACCT NO. A1P4GM99HG1EO2 DRIVEWAY ALARM,		101.41
1HR7-PMHH-GJLF	AMAZON CAPITAL SERVICE	UNIFORM 2024 - FRED'S		234.90
1WG9-4NMV-H6XK	AMAZON CAPITAL SERVICE	ACCT NO. A1P4GM99HG1EO2 HARD HATS		74.98
1HCG-NPFM-17HK	AMAZON CAPITAL SERVICE	ACCT NO. A1P4GM99HG1EO2 HAND SOAP		52.42
1DVT-C1FG-3TRC	AMAZON CAPITAL SERVICE	ACCT NO. A1P4GM99HG1EO2 USB DRIVES		34.87
543052	ASCENSION MICHIGAN EMP	DOT PHYSICAL EXAM - DAVIS, R.		88.00
544126	ASCENSION MICHIGAN EMP	DOT PHYSICAL EXAM - GARCIA, R.		88.00
269781949207-2024	AT&T	ACCT NO. 269 781-9492 594 7 MARSHALL HOU		389.42
269789901107-2024	AT&T	ACCT NO. 269 789-9011 599 1 MRLEC JULY 2		360.28
6411	AUGUST ENVIRONMENTAL	SILAB ANALYSIS FOR PLANT UPGRADES	2025.019	17,528.00
225-520791	AUTO VALUE MARSHALL	RETURNED DOOR SEAL		(39.09)
225-520792	AUTO VALUE MARSHALL	12FT WEATHER STRIP		21.89
225-520827	AUTO VALUE MARSHALL	STEEL WOOL		6.89
225-520865	AUTO VALUE MARSHALL	RATCHET STRAPS		57.38
225-520930	AUTO VALUE MARSHALL	RATCHET TIE DOWN SET, 400W INVERTER, 12V		484.02
225-520981	AUTO VALUE MARSHALL	OIL FILTER		3.52
225-521038	AUTO VALUE MARSHALL	OIL FILTER		3.52
SI221555	BEST EQUIPMENT CO.,	IN:GB WIRE SEGMENTS		712.41
BLU-13129	BLUFISH CONSULTING, LL	2024 BLUES FEST CAMPAIGN MATERIALS		12,785.53
07/19/2024	BOWERS, BRANDON	UB refund for account: 1701000018		161.85
07192024	BUIST ELECTRIC	REFUND PERMIT FEE FOR 12160 MICHIGAN AVE		365.00
4198307497	CINTAS CORP	UNIFORM SERVICES - ELECTRIC & FIBER 7/9/		56.85
4198307450	CINTAS CORP	UNIFORM SERVICES - POWER HOUSE 7/9/24		94.46
4198307436	CINTAS CORP	UNIFORM SERVICES - WASTE WATER 7/9/24		61.33
4198307517	CINTAS CORP	UNIFORM SERVICES - WATER 7/9/24		66.16
4196866678	CINTAS CORP	UNIFORM SERVICES - ELECTRIC & FIBER 6/25		56.85
4196866637	CINTAS CORP	UNIFORM SERVICES - POWER HOUSE 6/25/24		94.46
4196866638	CINTAS CORP	UNIFORM SERVICES - WASTE WATER 6/25/24		61.33
4196866744	CINTAS CORP	UNIFORM SERVICES - WATER 6/25/24		66.16
4197645747	CINTAS CORP	UNIFORM SERVICES - ELECTRIC & FIBER 7/2/		56.85
4197645708	CINTAS CORP	UNIFORM SERVICES - POWER HOUSE 7/2/24		94.46
4197645681	CINTAS CORP	UNIFORM SERVICES - WASTE WATER 7/2/24		61.33
4197645770	CINTAS CORP	UNIFORM SERVICES - WATER 7/2/24		66.16
07192024	CITY OF MARSHALL	FARMER'S MARKET PETTY CASH REIMBURSEMENT		671.00
1444604	CLARK HILL PLC	CLIENT NO. K9950 SERVICES THROUGH 5/31/2		12,416.50
1444605	CLARK HILL PLC	CLIENT NO. K9950 SERVICES THROUGH 5/31/2		3,165.00
1456179	CLARK HILL PLC	CLIENT NO. K9950 SERVICES THROUGH 6/30/2		10,654.80
1456180	CLARK HILL PLC	CLIENT NO. K9950 SERVICES THROUGH 6/30/2		434.50
203055343085	CONSUMERS ENERGY	ACCT NO. 1000 9033 6411 AIRPORT JULY 202		16.00
201364560685	CONSUMERS ENERGY	ACCT NO. 1000 0916 3435 CITY HALL JULY 2		134.80
201364560687	CONSUMERS ENERGY	ACCT NO. 1000 0916 3971 DPW JULY 2024		146.12
203945262211	CONSUMERS ENERGY	ACCT NO. 1000 0759 4680 DPW JULY 2024		32.12
203945267948	CONSUMERS ENERGY	ACCT NO. 1030 1580 0248 FIRE STATION JUL		167.47
201720494011	CONSUMERS ENERGY	ACCT NO. 1000 8921 1096 KP FIREPLACE JUL		85.31
206970286002	CONSUMERS ENERGY	ACCT NO. 1000 0033 5602 MARSHALL HOUSE J		269.35
204657175728	CONSUMERS ENERGY	ACCT NO. 1030 1852 1130 MRLEC JULY 2024		759.95
206258848185	CONSUMERS ENERGY	ACCT NO. 1030 1852 0884 MRLEC BARN JULY		24.06
203411336076	CONSUMERS ENERGY	ACCT NO. 1000 0916 3203 WASTE WATER JULY		16.00
201364560686	CONSUMERS ENERGY	ACCT NO. 1000 0916 3708 WASTE WATER JULY		16.00
203767280503	CONSUMERS ENERGY	ACCT NO. 1030 1352 1119 WASTE WATER LIFT		18.42
201008925476	CONSUMERS ENERGY	ACCT NO. 1000 7224 3312 WATER JULY 2024		50.67
9384	COOK/JACKSON CONTRACTO	CEILING TILES FOR PSB		292.80
65889	CRYSTAL FLASH MARSHALL	ACCT NO. 149759-1 REC GAS 7/2/24		1,435.56
184691	D & D MAINTENANCE SUPP	ACCT NO. CIMA1 JANITORIAL SUPPLIES		711.64
184646	D & D MAINTENANCE SUPP	JANITORIAL SERVICE AT MRLEC 6/3/24 - 6/3		2,220.00
184824	D & D MAINTENANCE SUPP	ACCT NO. CIMA1 JANITORIAL SUPPLIES AIRPO		271.02
184850	D & D MAINTENANCE SUPP	ACCT NO. CIMA1 JANITORIAL SUPPLIES MARSH		55.35
637954	DARLING ACE HARDWARE	GARDEN SPRAYER		23.99
636302	DARLING ACE HARDWARE	MOTO MIX 1 GAL		34.99
638244	DARLING ACE HARDWARE	CHAINSAW CHAIN		316.74
638208	DARLING ACE HARDWARE	SIMPLE GREEN CLEANER, MARKER		31.97
638332	DARLING ACE HARDWARE	BATTERIES, AIR FRESHENER		16.57
638279	DARLING ACE HARDWARE	CHAINSAW CHAIN		39.98
638353	DARLING ACE HARDWARE	RAKES, CHAINSAW CHAIN, AIR FILTER		373.90
638384	DARLING ACE HARDWARE	SQUARE U-BOLT		9.98
638359	DARLING ACE HARDWARE	TOP SOIL		3.99
638442	DARLING ACE HARDWARE	DRAIN CLEANER, MULTI-SURFACE CLEANER		86.90
638478	DARLING ACE HARDWARE	SMARTFLO HOSE		31.99
638522	DARLING ACE HARDWARE	MASON HAMMER, AUTOMOTIVE EPOXY PASTE, UT		60.57
638494	DARLING ACE HARDWARE	ANT SPRAY		11.18
638573	DARLING ACE HARDWARE	GALVANIZED PIPE, ELBOW, HOSE CLAMPS, VIN		45.30
25221	DUKE'S ROOT CONTROL, I	SEWER ROOT CONTROL TREATMENT	2024.310	10,870.16
0420900	EN SPECIALTY SERVICES,	FIBERNET OPERATIONAL ASSESSMENT 4/21/24	2024.266	38,880.00
0018239	ENG., INC.	S KALAMAZOO AVE IMPROVEMENTS CONSTRUCTIO	2023.282	265.00
0018240	ENG., INC.	S KALAMAZOO AVE IMPROVEMENTS CONSTRUCTIO	2023.282	50.00
0018238	ENG., INC.	CONSTRUCTION ENGINEERING - LEGGITT AND E	2023.226	265.00

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0018246	ENG., INC.	2024 SMALL URBAN DESIGN ENGINEERING THRO	2024.241	9,880.80
07/19/2024	FERNANDA DIAZ	UB refund for account: 3234		50.00
2500592406	FIRST ADVANTAGE OCCUPA	ACCT NO. 866466 CLINIC COLLECTION		248.50
79362406	FIRST ADVANTAGE RESIDE	ACCT NO. 138549 RESIDENTIAL SCREENING		61.17
24-06257	GARAGE DOORS UNLIMITED	SERVICE AT CITY HALL		175.00
9169137297	GRAINGER	RAINSUIT - CRUZ		283.69
9337772639	GRAYBAR ELECTRIC	250' DROP CABLE		2,047.04
2511861	GRIFFIN PEST SOLUTIONS	PEST SERVICES AT CITY HALL 6/19/24		59.00
07012024	HERITAGE CLEANERS	ACCT NO. 100243 DRY CLEANING SERVICE FOR		282.00
INV-000981	HYPERION SOLUTIONS GRO	FIBERNET NETWORK ENGINEERING SERVICES	2025.003	4,500.00
INV-000976	HYPERION SOLUTIONS GRO	FIBERNET NETWORK ENGINEERING SERVICES	2025.003	2,475.00
D461646-IN	ILLUSTRATUS, DIVISION	ACCT NO. 01-BT508 MARSHALL HOUSE SUBSCRI		48.77
1683450	J HARLEN CO., INC.	BOOT ALLOWANCE - FRED'S, MATT		486.90
1683468	J HARLEN CO., INC.	CLIMBING GEAR - CRUZ		2,351.82
1683677	J HARLEN CO., INC.	UNIFORM 2024 - MACK		431.95
1683820	J HARLEN CO., INC.	UNIFORM 2024 - FRED'S		153.90
154	JOHN B SULLIVAN	PROFESSIONAL SERVICES 4/1/24 - 6/30/24		6,292.00
07112024	JOHNSON, KARLEY	REIMBURSEMENT FOR CDL		23.48
18128	KANSAS MUNICIPAL UTILI	POWER PLANT TECHNOLOGY PROGRAM TUITION Q	2025.014	800.00
18129	KANSAS MUNICIPAL UTILI	POWER PLANT TECHNOLOGY PROGRAM TUITION Q	2025.014	800.00
18130	KANSAS MUNICIPAL UTILI	POWER PLANT TECHNOLOGY PROGRAM TUITION Q	2025.014	800.00
18131	KANSAS MUNICIPAL UTILI	POWER PLANT TECHNOLOGY PROGRAM TUITION Q	2025.014	800.00
2406-506236	LEGG LUMBER	LUMBER		11.98
2407-510288	LEGG LUMBER	FURRING STRIPS		17.45
2407-511047	LEGG LUMBER	HANDRAIL, MORTAR MIX (CATCH BASIN REPAIR		67.65
07/19/2024	LORI SECKINGER	UB refund for account: 3507		38.24
07092024-7990	MARSHALL HARDWARE, LLC	NITRILE GLOVES		14.99
06032024-6099	MARSHALL HARDWARE, LLC	CLEANING SUPPLIES		47.55
07152024	MCGINTY, HITCH, PERSON	CLIENT NO. 4030.001 SERVICES THROUGH 6/3		12,220.00
S5368694.002	MEDLER ELECTRIC COMPAN	CONDUIT FOR ELECTRIC LINE EXTENSION TO M	2025.015	12,422.40
07682	MICHIGAN ASSOCIATION O	WMAFC LEGISLATIVE LUNCHEON - ERSKINE, M.		25.00
2020-11743	MICHIGAN RURAL WATER A	REGISTRATION TWO DAY MATH - FINNEY & STE		720.00
2020-11744	MICHIGAN RURAL WATER A	REGISTRATION WATER REVIEW S3 & S4 - FINN		720.00
1940055	MILLER JOHNSON ATTORNE	CLIENT NO. 52636 SERVICES THROUGH 6/30/2		106.50
07/19/2024	MOORE, ROGER	UB refund for account: 502480024		137.93
E34720	MWEA	IPP SEMINAR - EGNATUK, ALEC		185.00
126500	O'LEARY WATER CONDITIO	ELECTRIC DEPT BOTTLED WATER 5/23, 6/18		40.00
126504	O'LEARY WATER CONDITIO	POWER HOUSE COOLER RENTAL (JUN/JUL) & BO		98.50
126503	O'LEARY WATER CONDITIO	FIRE DEPT BOTTLED WATER/SALT DELIVERY 5/		208.00
56829964	POWER LINE SUPPLY	CLIMBING BELT - CRUZ		682.07
56830495	POWER LINE SUPPLY	CT FOR METERING		2,139.00
56830739	POWER LINE SUPPLY	PICK-UP TOOL		1,110.00
56830745	POWER LINE SUPPLY	HUSKIE HYDRAULIC CUTTER		1,155.00
56830748	POWER LINE SUPPLY	HOIST		515.00
56828192	POWER LINE SUPPLY	DPW/SEWAGE FLAGS		277.40
56828323	POWER LINE SUPPLY	WIRE BRUSH		174.00
56828324	POWER LINE SUPPLY	INSULATED MED HEADS		1,200.00
56828587	POWER LINE SUPPLY	AUTO SPLICE		288.11
56828589	POWER LINE SUPPLY	WORK GLOVES		150.60
56828590	POWER LINE SUPPLY	GROUND LUG		191.58
56828591	POWER LINE SUPPLY	HELIX ANCHOR		430.96
56828592	POWER LINE SUPPLY	FLOOD SEALS		1,916.00
56828594	POWER LINE SUPPLY	TRANSFORMER PAD		680.91
56828797	POWER LINE SUPPLY	TEST & CLEAN RUBBER GOODS		2,528.00
56829092	POWER LINE SUPPLY	ABB METERING- CT'S	2024.082	4,278.00
00198679	PROGRESSIVE AE	SIGN ORDINANCE UPDATE THROUGH 6/28/24	2024.312	1,350.00
00198729	PROGRESSIVE AE	MASTER PLAN AND OTHER PLANNING DOCUMENTS	2024.313	12,199.77
00198815	PROGRESSIVE AE	BOBP SITE STORMWATER MASTER PLANNING THR		459.30
00198823	PROGRESSIVE AE	SITE PLAN AND STORM SERVICES FOR BOBP TH	2024.285	3,024.15
1463180	PROSHRED SECURITY	MRLEC SHRED SERVICES THROUGH 6/24/24		105.00
07042024	QLT CONSUMER LEASE SER	ACCT NO. 269-781-3559 EXTENSION BELLS		13.99
07032024	QUADIENT FINANCE USA, A	ACCT NO. 7900 0440 5582 9307 POSTAGE JUN		3,000.00
2023.223-PAY APP #	QUALITY EXCAVATORS INC	INDUSTRIAL ROAD AND S KALAMAZOO WATERMAI	2023.223	21,000.00
10007831	RATHCO SAFETY SUPPLY,	2024 BLUES FEST BARRICADES		550.00
1132	RIGHT WAY CONTROL SERV	WEED CONTROL (CURB PANS, PARKING LOTS, R	2025.012	18,300.00
164454	SPARTAN BARRICADING &	'TRAFFIC CONES FOR 2024 COLOR RUN SPECIAL		900.00
7001142737	STAPLES	CUST ACCT # DET 10081052 OFFICE SUPPLIES		280.04
R306063707:01	STOOPS FREIGHTLINER	SERVICE CALL TO ADJUST ALARM ON TRUCK #2		877.50
141018313	SUMMIT FIRE PROTECTION	ANNUAL FIRE EXTINGUISHER INSPECTION - MA		293.00
66415	TELNET WORLDWIDE	ACCT NO. 8948 JULY 2024		1,036.97
2258	THE WOODHILL GROUP, LL	FINANCE & ACCOUNTING SERVICES JUNE 2024		450.00
18891	TIRE CITY TIRE PROS	REPAIRS TO M9		1,367.20
224	TOP TO BOTTOM TREE SER	ELECTRIC LINE CLEARANCE 7/8/24 - 7/14/24	2025.011	5,175.00
INV00396020	USABLUBOOK	LAB SUPPLIES		1,174.92
9968061881	VERIZON WIRELESS	ACCT NO. 987146080-00001 JUN 02 - JUL 01		2,063.98
07/19/2024	WOODS INS. & FINANCIAL	UB refund for account: 323000		39.96
GRAND TOTAL:				274,639.76

07/31/2024 03:16 PM
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DB: Marshall

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INVOICE NUMBER	VENDOR NAME	DESCRIPTION	PO NUMBER	AMOUNT
07252024	CITY OF MARSHALL	FM PETTY CASH REIMBURSEMENT		443.00
07252024	CRUZ, CHANDLER	BOOT ALLOWANCE-CRUZ, CHANDLER		266.79
07252024	PEHRSON, KORY	ARTICLE 32 SECTION 9: MEALS		10.00
07252024	SCHIPPER, CLINT	ARTICLE 32 SECTION 9:MEALS		10.00
225	TOP TO BOTTOM TREE SER	WEEK OF JULY 15 - JULY 21, 2024	2025.011	3,726.00
GRAND TOTAL:				4,455.79



MICHIGAN SOUTH CENTRAL POWER AGENCY

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

INVOICE MONTH: June, 2024
INVOICE DATE: 7/18/2024
DUE DATE: 7/30/2024
TOTAL AMOUNT DUE: \$884,596.52

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

MSCPA Member Power Billing - June, 2024

Total Power Charges:	\$728,725.55
Transmission / Capacity / Ancillary Services:	\$120,773.55
Total Other Charges:	\$11,424.50
Total Miscellaneous Charges:	\$23,672.91

TOTAL CHARGES \$884,596.52

NOTE: PLEASE SEE ENCLOSED BACKUP FOR ADDITIONAL DETAIL

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

Notes:

ITEM: 7.C

ADMINISTRATIVE REPORT



TO: Honorable Mayor and City Council
FROM: Derek N. Perry, City Manager
Marguerite Davenport, Director of Public Services
DATE: August 5, 2024
SUBJECT: **SPECIAL EVENT REQUEST - HOME TOUR**

The City received a Special Event request from the Historical Society for the 2024 Home Tour on September 9th and 10th. The base of the event is located at the Honolulu House and with several homes in the city on the tour. The event sponsor is requesting a street closure of N Kalamazoo Avenue from Michigan Avenue to Mansion Street, (8) curbside trash carts, the use of the Fountain Circle on Friday night, and the use of Carver Park on Saturday.

This year they are only requesting the closure of N Kalamazoo on Saturday from 7 am until approx. 11 pm, with no closure on Sunday.

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, 2024.



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: Historic Marshall Annual Home Tour

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

Mailing/Billing Address: 107 N. Kalamazoo Ave.

City/State/ZIP Code: Marshall, MI 49068

Business Phone: 269-781-8544 Cell Phone: 269-967-1987

Email Address(es): mhskimber@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: Saturday, Sept 7, 2024 from 7am to
Sunday, Sept 8, 2024 at 7pm

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

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

3. Please describe the event(s): Tour historic homes in Marshall

4. What is the requested location(s) of the event(s): The event takes place on the lawn of the Honolulu House
and N Kalamazoo Ave in front of the building.

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

Start and End Locations: Kalamazoo Ave between Mansion St and the fountain circle (Michigan Ave)
from 7am on Saturday, Sept 7 until after the Honolulu House Ball that evening
(approximately 11pm). We will not close the street on Sunday this year.

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? weekend after Labor Day
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 _____ No X
9. Does the applicant wish to prohibit vending within the event area? Yes _____ No X
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 _____ No X
 - d. Mowing Yes _____ No X
 - e. Rubbish Containers Quantity: 8 Yes X No _____
 - f. Picnic Tables Yes _____ No X
 - g. Cessation of Lawn Sprinklings on the Honolulu House lawn Yes X No _____
 - h. Other _____ Yes _____ No _____
 - i. Map including indicating location of these services?* Yes X No _____
16. Do you plan to utilize volunteers to help run the event? Yes X No _____
17. Do you plan to rent a park facility for the event? Yes _____ No X

Public Safety

18. Does the applicant have any special security or safety concerns? Yes _____ No X
19. Are you requesting assistance from the Police/Fire Departments? Yes _____ No X
20. Will the event include loud or unusual sounds?
- a. Musicians Yes X No _____
 - b. Singers Yes X No _____
 - c. Amplified Announcers Yes _____ No X
 - 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? _____
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 X No _____
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 _____

NOTE We have 3 addresses in town on this year's home tour, in addition to the museums, that we would like to have people park nearby to visit. No need to block streets, etc. just want you to be aware.

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

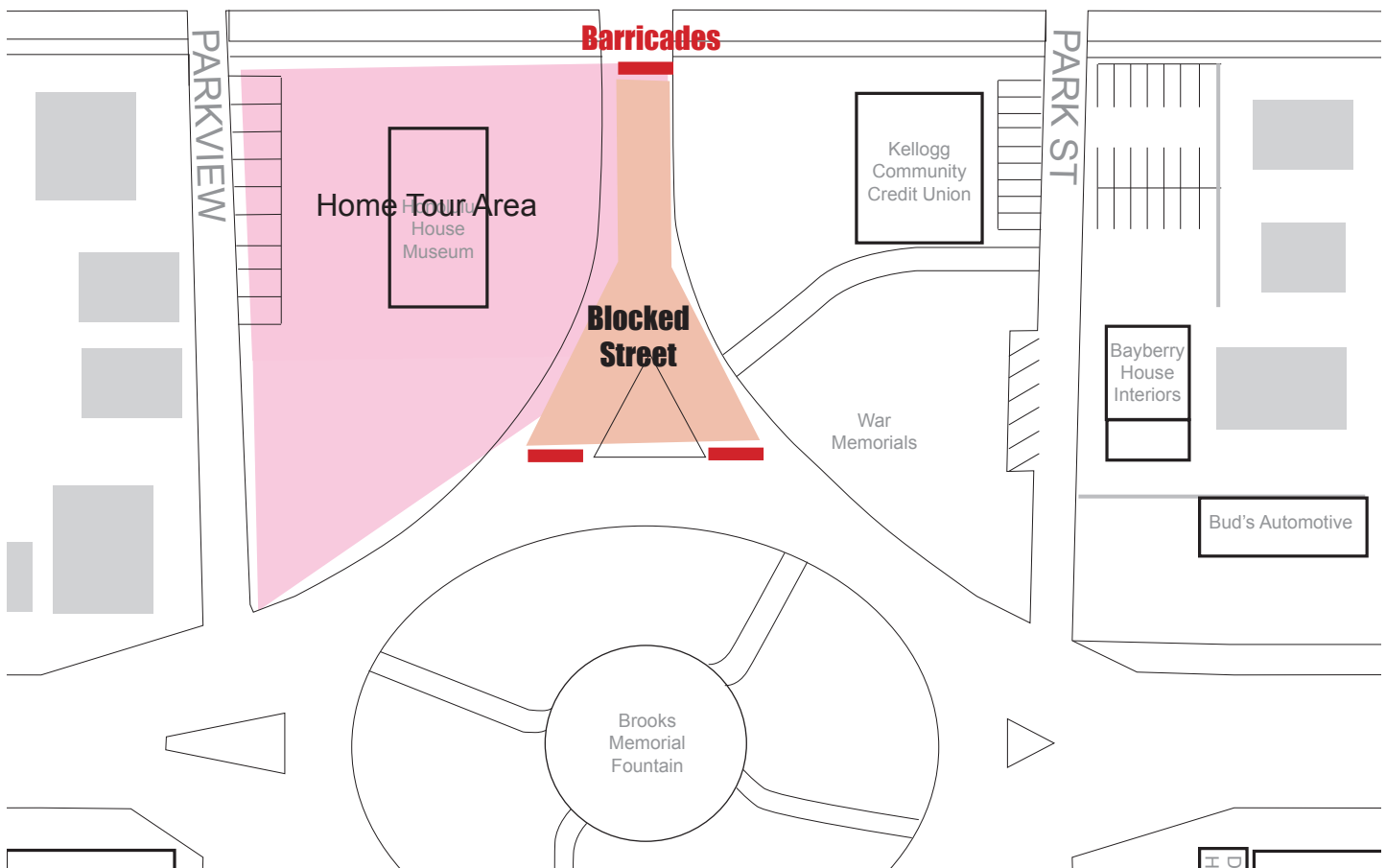
I hereby affirm that the information is true to the best of my knowledge and belief, and agree that the applicant will be responsible for making certain that the event follows the ordinances, rules, and regulations of the City of Marshall and that the event takes place in accordance with the application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

Applicant Signature: Kimber Thompson

Printed Name: Kimber Thompson

Date: 7/12/2024

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.



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.
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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.
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- 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?**

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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: 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 5, 2024
SUBJECT: SPECIAL EVENT REQUEST - SKELETONFEST

A special event application has been submitted for the 2024 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 28, 2024 from 11am to 5pm. The event will be held in the parking lot at the southwest corner of the East Michigan Avenue and South Hamilton Street intersection, 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.

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 28, 2024.



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 _____ No X

Public Services We need Parking Lot #10 closed (Mich Ave & Hamilton)

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: _____ 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.

Continue to next page...

Applicant Signature

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

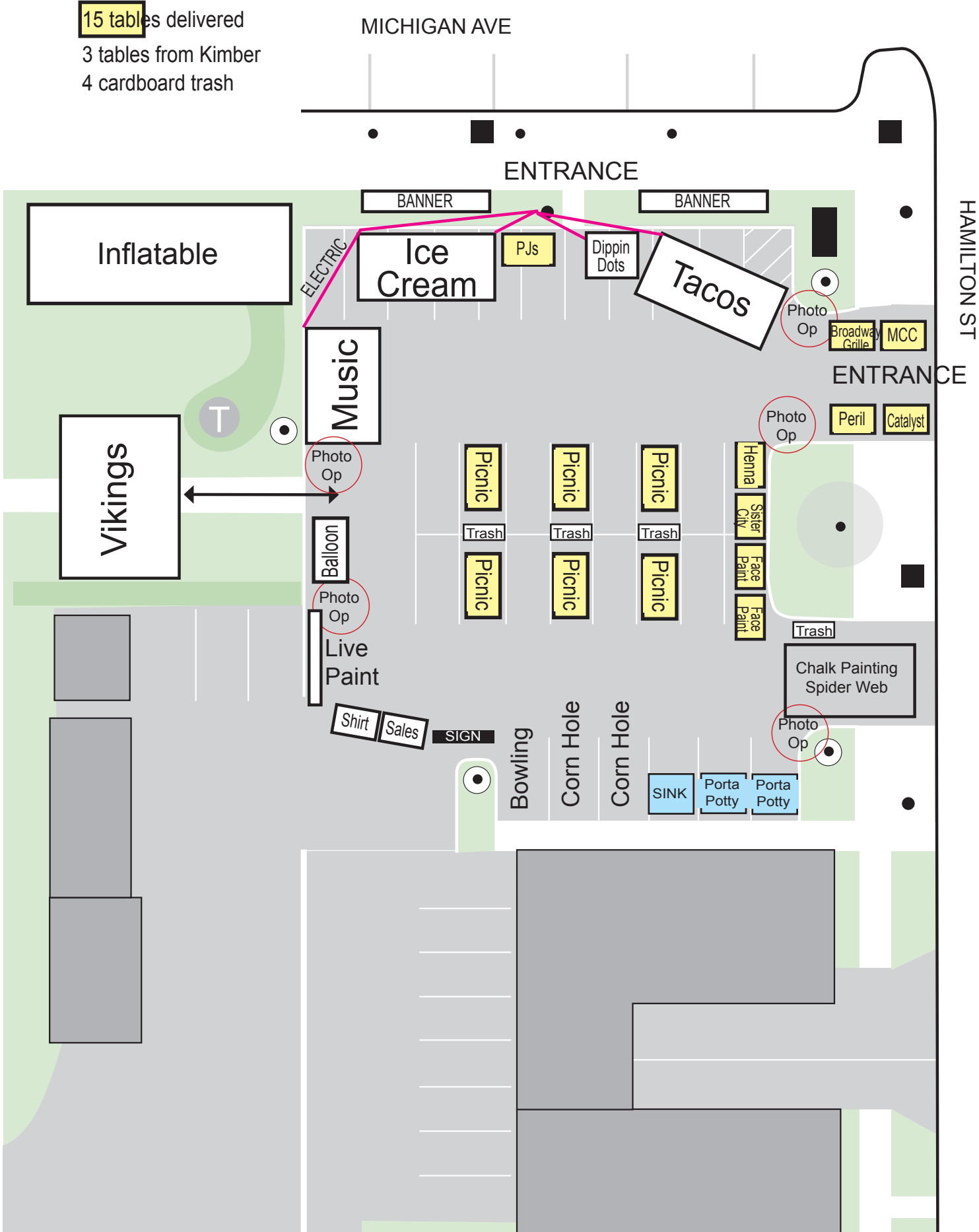
Applicant Signature:  _____

Printed Name: Kimber Thompson Date: 7/12/2024

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

- 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
Joshua Lanker, Chief of Police
Marguerite Davenport, Director of Public Services
DATE: August 5, 2024
SUBJECT: SPECIAL EVENT REQUEST- CHRISTMAS PARADE 2024

The Marshall Downtown Development Authority (DDA) has submitted a Special Event Application for the Annual Marshall Christmas Parade on Monday, December 2, 2024, from 5:30 pm to 10 pm. This is the 60th Annual Christmas Parade. They are requesting the closure of Michigan Avenue between West Drive and Liberty Street, as they have in prior years. A MDOT closure permit has been submitted and approved.

The Marshall Christmas Parade is a tradition enjoyed by generations of Marshall families and our largest special event. Significant changes implemented for the 2023 event increased event success and safety. Those actions will continue for the 2024 parade making this a safe family event for many generations to come.

BUDGET IMPACT:

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

RECOMMENDATION:

Approve the DDA Special Event Application Request for the 2024 Marshall Christmas Parade to be held on Monday, December 2, 2024.



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

Special Events Application

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

Applicant Information

Name of Special Event: Marshall Christmas Parade

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

Mailing/Billing Address: 323 W Michigan Ave

City/State/ZIP Code: Marshall, MI 49068

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

Email Address(es): kimber@choosemarshall.com

Event Information

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

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

1. Requested day(s), date(s), and time(s) of the Special Event: Monday, December 2, 2024 from 5:30pm to 10:00pm

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

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

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

4. What is the requested location(s) of the event(s): Michigan Avenue, downtown

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

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

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

General

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

Public Services

14. Is the applicant requiring utility connections, such as electric or water services? Yes _____ 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: past? All 30? Yes X No _____
 - f. Picnic Tables Yes _____ No X
 - g. Cessation of Lawn Sprinklings Yes _____ No X
 - h. Other _____ Yes _____ No _____
 - i. Map including indicating location of these services? Yes _____ No X
16. Do you plan to utilize volunteers to help run the event? Yes X No _____
17. Do you plan to rent a park facility for the event? Yes _____ No X

Public Safety

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

Alcohol Consumption

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

Questionnaire Explanations

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

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

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

Continue to next page...

Applicant Signature

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

Applicant Signature: _____

Printed Name: Kimber Thompson Date: 7/12/2024

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

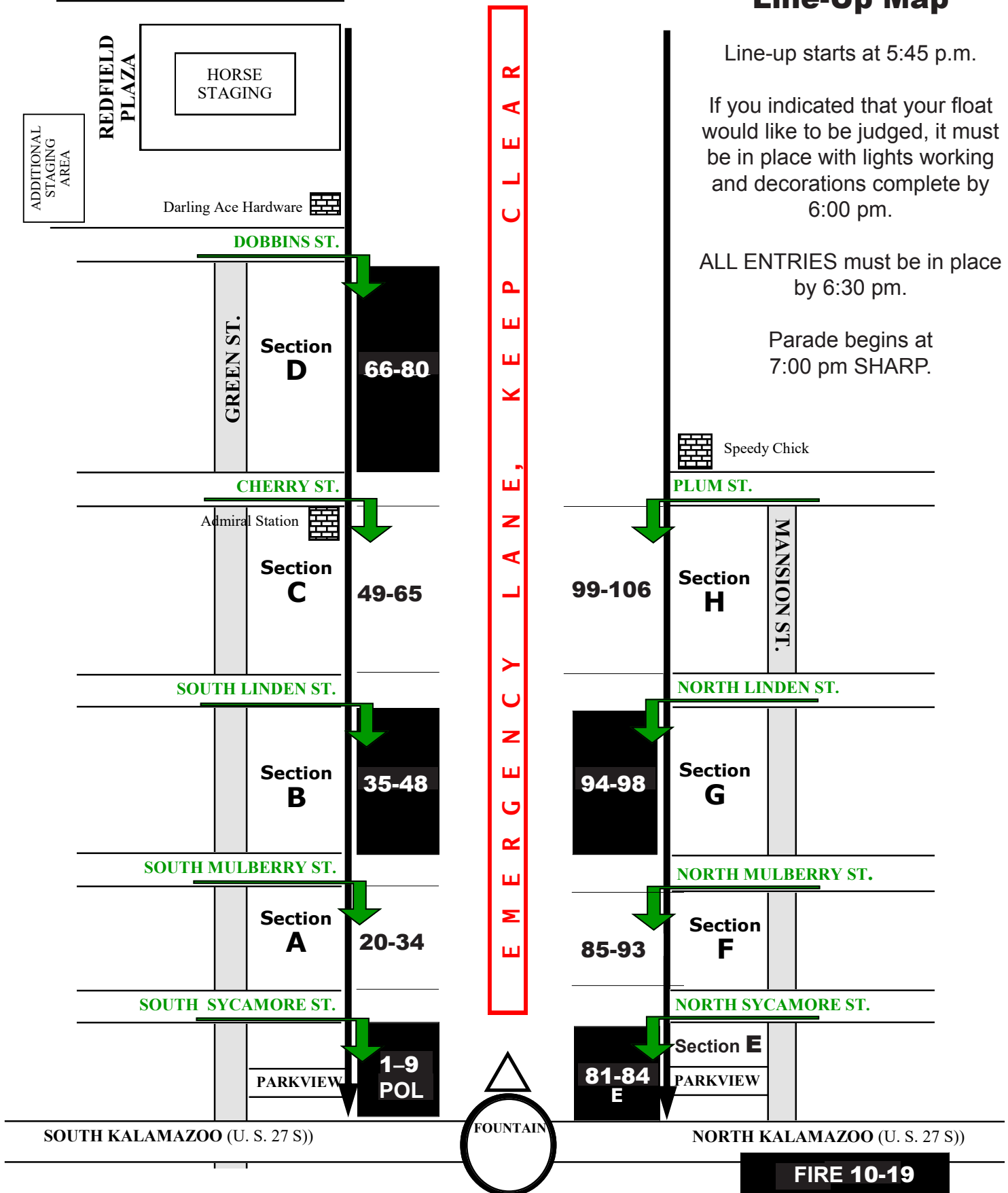
**Marshall Christmas
Parade
Line-Up Map**

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**

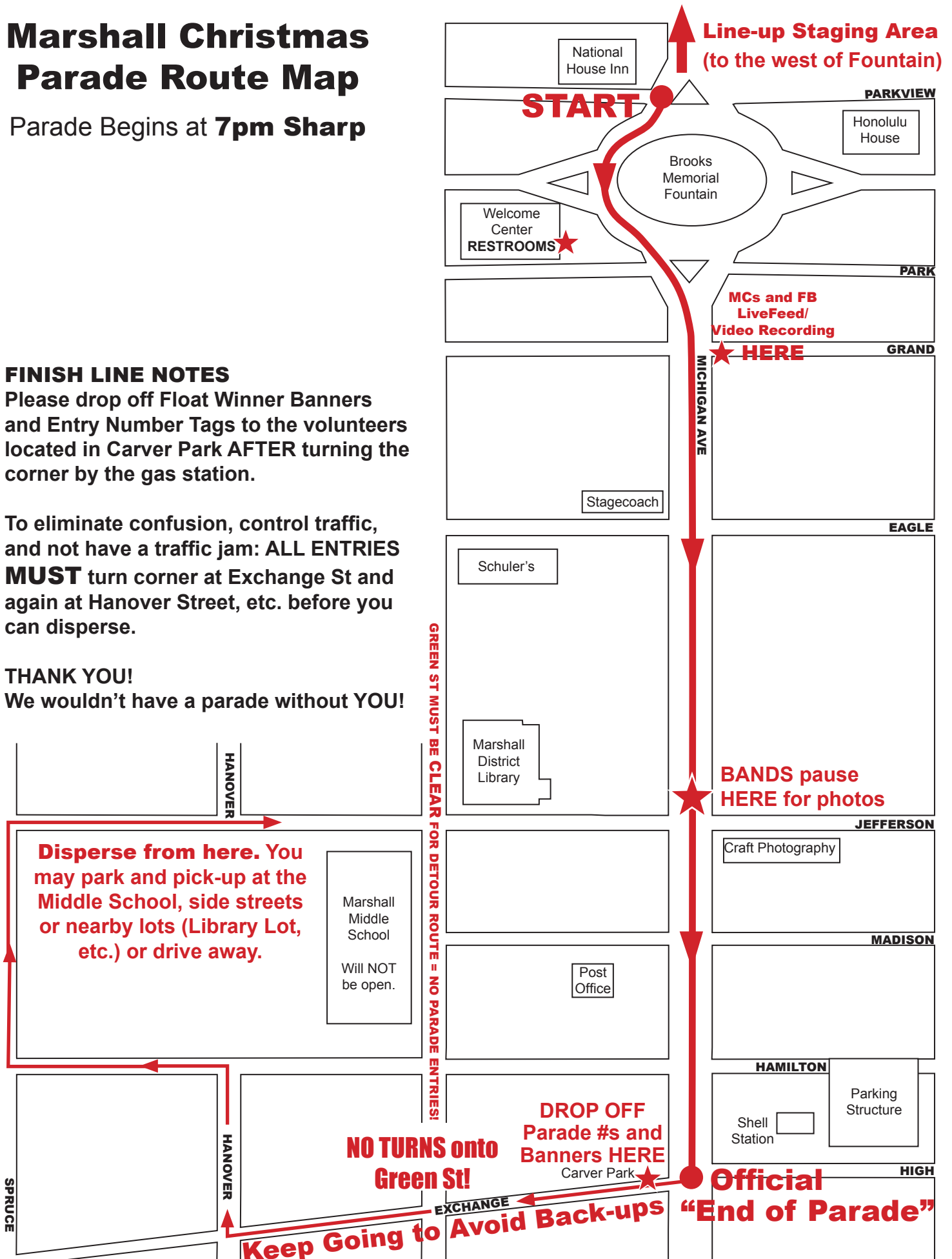
FINISH LINE NOTES

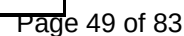
Please drop off Float Winner Banners and Entry Number Tags to the volunteers located in Carver Park **AFTER** turning the corner by the gas station.

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!**





ITEM: 7.F

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 5, 2024
SUBJECT: SPECIAL EVENT REQUEST - COSTUME PARADE

The City has received a special event request for the Costume Parade at 11:00 am on Saturday, October 26, 2024. 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 Avenue from participating businesses.

The event will include a closure of Michigan Avenue and the MDOT closure permit has been submitted for approval.

BUDGET IMPACT:

The Fire Department is sponsoring and supporting this event and, as a City department, will absorb any costs within the department's approved budget.

RECOMMENDATION:

Approve the City Fire Department Costume Parade Special Event Request for Saturday, October 26, 2024.



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: Children's Halloween Costume Parade

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

Mailing/Billing Address: 1201 Arms St.

City/State/ZIP Code: Marshall, MI, 49068

Business Phone: 269-781-3922 Cell Phone: 260-446-7222

Email Address(es): nwagner@cityofmarshall.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: October 26th, 2024

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

If yes, please provide the alternative date(s): N/A

3. Please describe the event(s): Costume Parade that starts at City Hall and walks Michigan Ave to High Street. After reaching High Street children will move to sidewalks and trick-or-treat downtown business.

4. What is the requested location(s) of the event(s): Downtown Michigan Ave (Fountain to High Street)

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

Start and End Locations: Park St to High St

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

General

6. Is this event expected to occur again in a future calendar year? Yes ☒ No ☐
Normal Annual Date? Saturday before Halloween _____
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?
- a. Barricades Yes ☒ No ☐
 - b. Fencing Yes ☒ No ☐
 - c. Street Sweeping Yes ☐ No ☒
 - d. Mowing Yes ☐ No ☒
 - e. Rubbish Containers Quantity: N/A Yes ☐ No ☒
 - f. Picnic Tables Yes ☐ No ☒
 - g. Cessation of Lawn Sprinklings Yes ☐ No ☒
 - h. Other N/A 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?
- 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 N/A Yes ☐ No ☒
21. What are the planned hours for loud or unusual sounds? N/A
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 or 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.

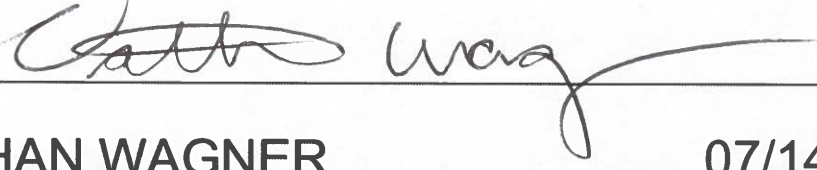
- 18. Does the applicant have any special security or safety concerns? Is the applicant requesting assistance from the Police Department in addressing these concerns?** If yes, you must contact the Chief of Police to determine what assistance from the Police Department is appropriate and available, and 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: **NATHAN WAGNER** Date: **07/14/2024**

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.A

ADMINISTRATIVE REPORT



TO: Honorable Mayor and City Council
FROM: Derek N. Perry, City Manager
William Dopp, Finance Director/ City Treasurer
DATE: August 5, 2024
SUBJECT: **BLUEOVAL/FORD INDUSTRIAL FACILITIES TAX ABATEMENT - SET PUBLIC HEARING**

Public Act 198 of 1974 was enacted by the State of Michigan as an incentive program to stimulate economic growth. This incentive program involves removing real property from the regular assessment roll and instead levying a specific tax called an “industrial facilities tax” upon the owner or lessee of approved industrial property. The holder of an Industrial Facilities Tax Exemption Certificate (IFEC) will pay a specific tax with a millage rate that is approximately half of the rate that is applied to the regular assessment roll, although the State Treasurer also has the ability to exempt all of the millage levied under the State Education Tax Act.

To qualify for an IFEC, an applicant must have a business that qualifies as a manufacturing operation and a new or existing industrial facility that is defined within the Act as industrial property. According to our records, since 1977, the City of Marshall has approved 135 IFT's for qualifying projects within the City.

As part of the Ford/BlueOval incentive package, the City of Marshall committed to approving a real property tax abatement. The first step in approving a tax abatement is the creation of an Industrial Development District, which was approved by the City Council on November 20, 2023, within the MAJOR Campus.

The City has received an application for an Industrial Facilities Tax Exemption Certificate from Ford Motor Company and Affiliates (BlueOval Battery Michigan LLC) and have requested consideration for the industrial facilities tax for a 12-year duration allowable under PA 198 of 1974. Ford has indicated that their investment, upon total completion in 2026, will have an estimated market value of \$383 million for real property and \$900 million for personal property investments. The total overall investment for the BlueOval Battery Michigan project is \$3.0 Billion and will generate 1,700 to 2,100 new jobs.

PA 198 of 1974 requires that before acting upon an application, the legislative body of the local governmental unit shall afford the applicant, the assessor and a representative of the affected taxing units an opportunity for a hearing. We are recommending that City Council schedule a public hearing on August 19, 2024, at 7 PM. As part of the process, we will be meeting with all of the taxing units and discussing the request and its financial impacts.

BUDGET IMPACT:
No impact for setting the public hearing.

RECOMMENDATION:

Set a public hearing for August 19, 2024, at 7 PM to consider the Ford Motor Co. and Affiliates (BlueOval Battery Michigan LLC) application for an Industrial Facilities Tax Exemption Certificate.



Office of Tax Counsel

Ford Motor Company
One American Road
WHQ – Room 612
Dearborn, Michigan 48126

VIA EMAIL

August 1, 2024

Mr. Derek Perry, City Manager
Ms. Michelle Eubank, Clerk
City of Marshall
323 W. Michigan Ave.
Marshall, MI 49068

RE: AMENDED - PA 198 Industrial Facilities Exemption (IFT) Application
FORD MOTOR COMPANY & AFFILIATES (BlueOval Battery Michigan LLC)

Dear Mr. Perry & Clerk Eubank:

Enclosed is an amended Application for Industrial Facilities Tax Exemption Certificate (PA 198) for BlueOval Battery Michigan LLC and Ford Motor Company's project at the proposed BlueOval Battery Park manufacturing Facility in Marshall. This application supplements the information on the original application submitted on Feb. 13, 2024. Please accept this application as complete and request it be submitted for appropriate City approvals at this time.

We at Ford and BlueOval Battery Michigan look forward to working with you on this project. Please contact me at kmurph61@ford.com or (313)323-2067 or Stephanie Fries at sfries8@ford.com or (313)236-3102 with any additional questions.

Thank you for your consideration.

Sincerely,

A handwritten signature in black ink, appearing to read "Kelli P. Murphy".

Kelli P. Murphy
State Tax Counsel

Amended - Aug. 1, 2024

Application for Industrial Facilities Tax Exemption Certificate

Issued under authority of Public Act 198 of 1974, as amended. Filing is mandatory.

INSTRUCTIONS: File the completed application and the required attachments with the clerk of the local government unit. If you have any questions regarding the completion of this form, call 517-335-7491.

To be completed by Clerk of Local Government Unit	
Signature of Clerk <i>Michelle Embank</i>	Date Received by Local Unit <i>8/1/2024</i>
STC Use Only	
Application Number	Date Received by STC

APPLICANT INFORMATION

All boxes must be completed.

1a. Company Name (Applicant must be the occupant/operator of the facility) Ford Motor Co. & Affil (BlueOval Battery Michigan LLC)		1b. Standard Industrial Classification (SIC) Code - Sec. 2(10) (4 or 6 Digit Code) 336111	
1c. Facility Address (City, State, ZIP Code) (real and/or personal property location) 13700 W. Michigan Ave., Marshall, MI 49068		1d. City/Township/Village (indicate which) Marshall City	1e. County Calhoun
2. Type of Approval Requested ☒ New (Sec. 2(5)) ☐ Transfer ☐ Speculative Building (Sec. 3(8)) ☐ Rehabilitation (Sec. 3(6)) ☐ Research and Development (Sec. 2(10)) ☐ Increase/Amendment		3a. School District where facility is located Marshall Schools / Harper Creek	
		3b. School Code 13110	
4. Amount of years requested for exemption (1-12 Years) 12 after 2 yr construction phase			

5. Per section 5, the application shall contain or be accompanied by a general description of the facility and a general description of the proposed use of the facility, the general nature and extent of the restoration, replacement, or construction to be undertaken, a descriptive list of the equipment that will be part of the facility. Attach additional page(s) if more room is needed.

Battery production facilities for battery-electric motor vehicles are contemplated. Facility design, physical dimensions and attributes as well as expected machinery and equipment and other personal property identification are underway and continue to evolve. Estimated 2 million sq. ft. newly constructed buildings consisting of 1,214,000 sq. ft. battery cell plant along with 606,000 sq. ft. battery pack building and 95,750 sq. ft. can plant on BlueOval Battery Park on 525 acre.

6a. Cost of land and building improvements (excluding cost of land) * Attach list of improvements and associated costs. * Also attach a copy of building permit if project has already begun.	Est. Bldg MV \$383M Real Property Costs
6b. Cost of machinery, equipment, furniture and fixtures * Attach itemized listing with month, day and year of beginning of installation, plus total	\$900M Elig Mfg Pers Personal Property Costs
6c. Total Project Costs * Round Costs to Nearest Dollar	\$3.0B costs invested Total of Real & Personal Costs

7. Indicate the time schedule for start and finish of construction and equipment installation. Projects must be completed within a two year period of the effective date of the certificate unless otherwise approved by the STC.

	Begin Date (M/D/Y)	End Date (M/D/Y)	
Real Property Improvements	08/14/2023	12/31/2026	☒ Owned ☐ Leased
Personal Property Improvements	09/30/2024	12/31/2027	☒ Owned ☒ Leased

8. Are State Education Taxes reduced or abated by the Michigan Economic Development Corporation (MEDC)? If yes, applicant must attach a signed MEDC Letter of Commitment to receive this exemption. ☒ Yes ☐ No

9. No. of existing jobs at this facility that will be retained as a result of this project. 0	10. No. of new jobs at this facility expected to create within 2 years of completion. 1700 to 2100
---	--

11. Rehabilitation applications only: Complete a, b and c of this section. You must attach the assessor's statement of SEV for the entire plant rehabilitation district and obsolescence statement for property. The Taxable Value (TV) data below must be as of December 31 of the year prior to the rehabilitation.

a. TV of Real Property (excluding land)	
b. TV of Personal Property (excluding inventory)	
c. Total TV	

12a. Check the type of District the facility is located in: ☒ Industrial Development District ☐ Plant Rehabilitation District

12b. Date district was established by local government unit (contact local unit) 09/30/2023	12c. Is this application for a speculative building (Sec. 3(8))? ☐ Yes ☒ No
---	---

APPLICANT CERTIFICATION - complete all boxes.

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 are truly descriptive of the industrial property for which this application is being submitted.

It is further certified that the undersigned is familiar with the provisions of P.A. 198 of 1974, as amended, being Sections 207.551 to 207.572, inclusive, 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 Industrial Facilities Exemption Certificate by the State Tax Commission.

13a. Preparer Name	13b. Telephone Number	13c. Fax Number	13d. E-mail Address
14a. Name of Contact Person Kelli Murphy	14b. Telephone Number (313) 323-2067	14c. Fax Number	14d. E-mail Address kmurph61@ford.com
▶ 15a. Name of Company Officer (No Authorized Agents) Nicole Puckett, Chief Tax Officer - Ford Motor Company			
15b. Signature of Company Officer (No Authorized Agents) <i>Nicole Puckett</i>	15c. Fax Number —	15d. Date Aug 1, 2024	
▶ 15e. Mailing Address (Street, City, State, ZIP Code) 1 American Rd., WHQ Rm. 612, Dearborn, MI 48126		15f. Telephone Number (313) 323-2067	15g. E-mail Address npuckett@ford.com

LOCAL GOVERNMENT ACTION & CERTIFICATION - complete all boxes.

This section must be completed by the clerk of the local governing unit before submitting application to the State Tax Commission. Check items on file at the Local Unit and those included with the submittal.

▶ 16. Action taken by local government unit ☐ Abatement Approved for _____ Yrs Real (1-12), _____ Yrs Pers (1-12) After Completion ☐ Yes ☐ No ☐ Denied (Include Resolution Denying)		16b. The State Tax Commission Requires the following documents be filed for an administratively complete application: Check or Indicate N/A if Not Applicable ☐ 1. Original Application plus attachments, and one complete copy ☐ 2. Resolution establishing district ☐ 3. Resolution approving/denying application. ☐ 4. Letter of Agreement (Signed by local unit and applicant) ☐ 5. Affidavit of Fees (Signed by local unit and applicant) ☐ 6. Building Permit for real improvements if project has already begun ☐ 7. Equipment List with dates of beginning of installation ☐ 8. Form 3222 (if applicable) ☐ 9. Speculative building resolution and affidavits (if applicable)
16a. Documents Required to be on file with the Local Unit Check or Indicate N/A if Not Applicable ☐ 1. Notice to the public prior to hearing establishing a district. ☐ 2. Notice to taxing authorities of opportunity for a hearing. ☐ 3. List of taxing authorities notified for district and application action. ☐ 4. Lease Agreement showing applicants tax liability.		
16c. School Code		
17. Name of Local Government Body		▶ 18. Date of Resolution Approving/Denying this Application

Attached hereto is an original application and all documents listed in 16b. I also certify that all documents listed in 16a are on file at the local unit for inspection at any time, and that any leases show sufficient tax liability.

19a. Signature of Clerk	19b. Name of Clerk	19c. E-mail Address
19d. Clerk's Mailing Address (Street, City, State, ZIP Code)		
19e. Telephone Number	19f. Fax Number	

State Tax Commission Rule Number 57: Complete applications approved by the local unit and received by the State Tax Commission by October 31 each year will be acted upon by December 31. Applications received after October 31 may be acted upon in the following year.

For faster service, email the completed application and additional required documentation to PTE@michigan.gov.

An additional submission option is to mail the completed application and required documents to:

Michigan Department of Treasury
State Tax Commission
PO Box 30471
Lansing, MI 48909

STC USE ONLY				
▶ LUCI Code	▶ Begin Date Real	▶ Begin Date Personal	▶ End Date Real	▶ End Date Personal

LEGAL DESCRIPTION of proposed BlueOval Battery Park site

Property Parcel Identification Number(s) have not been determined at this time.

Facility will fall within the boundaries BlueOval Battery Park Industrial Development District #1.

Parcel Number

The site for BlueOval Battery Park Facility expected to be located on Parcels yet to be Determined.

FORD MOTOR COMPANY
Marshall BlueOval Battery Park

FORM 1012
APPLICATION FOR INDUSTRIAL FACILITIES EXEMPTION CERTIFICATE

Question 6b.

Personal Property Listing – Eligible Manufacturing Personal Property under MCL 211.9m

Provided for reference only. Industrial Facilities Exemption is not requested for property considered
Eligible Manufacturing Personal Property.

DESCRIPTION	ESTIMATED DATES OF INSTALLATION	ESTIMATED COST
Machinery & Equipment	9/30/2024 – 9/30/2027	TBD
Furniture & Fixtures	1/1/2026 - 9/30/2027	TBD
Computers/IT	9/30/2024 – 9/30/2027	TBD
TOTAL:		TBD

To complete upon appeal

STATEMENT ATTACHED TO AND MADE PART OF
FORM 1012
APPLICATION FOR INDUSTRIAL FACILITIES EXEMPTION CERTIFICATE

AFFIDAVIT OF FEES

APPLICANT NAME: BlueOval Battery Michigan, LLC & Ford Motor Company

PROPERTY ADDRESS: 13700 W. Michigan, Marshall, MI 49068

In accordance with State Tax Commission Bulletin No. 3 dated January 1998, the City of Marshall and the applicant referenced above do hereby swear and affirm that this applicant has not made, or promised to make payment of any kind to the Township as a condition to the approval of this Application for Industrial Facilities Exemption Certificate. Whether payments be referred to as "fees", "payments in lieu of taxes", "donations", or by other like terms, such payments are contrary to the legislative intent of Act 198, as amended. We do hereby swear and affirm by our signatures below that "no payment of any kind in excess of the fee allowed, as amended by Public Act 323 of 1996, has been made or promised in exchange for favorable consideration of this application for an Industrial Facilities Exemption Certificate."

CERTIFIED BY: FORD MOTOR COMPANY & AFFILIATES

Name: Kelli Murphy

Title: State Tax Counsel

Signature: _____

Date: _____

The forgoing certification was acknowledged this _____ day of _____
by Kelli Murphy, State Tax Counsel, on behalf of Ford Motor Company & affiliates.

Notary Public, _____ County, Michigan

My Commission expires: _____

CERTIFIED BY: City of Marshall

Name: _____

Title: _____

Signature: _____

Date: _____

The forgoing certification was acknowledged this _____ day of _____
by _____, TITLE, on behalf of City of Marshall.

Notary Public, _____ County, Michigan

My Commission expires: _____

Exhibit - Original Application



Office of Tax Counsel

Ford Motor Company
One American Road
WHQ - Room 612
Dearborn, Michigan 48126

February 13, 2024

RECEIVED

FEB 13 2024

CITY OF MARSHALL

Ms. Michelle Eubank, Clerk
City of Marshall
323 W. Michigan Ave.
Marshall, MI 49068

**RE: PA 198 Industrial Facilities Exemption (IFT) Application
FORD MOTOR COMPANY & AFFILIATES**

Dear Clerk Eubank:

Enclosed for your consideration are three copies of an Application for Industrial Facilities Tax Exemption Certificate ("IFT") on behalf of Ford Motor Company & Affiliates for a proposed BlueOval Battery Park battery manufacturing Facility in Marshall. We are requesting that the Application be accepted at this time but expect to supplement and amend this Application as additional project and Facility details are finalized. We therefore request scheduling of a hearing on the Application be deferred pending our submission of supplemental information.

The facility is located in an Industrial Development District adopted in 2023 as BlueOval Battery Park Industrial Devel. District #1. Construction commenced at the site on Aug. 14, 2023.

By this Application we are requesting approval from of an IFT exemption for up to 50% of real estate taxes for a period of up to 12 years. The incentives will reduce tax costs associated with the new facility and are needed to make the location competitive with alternative sites.

Ford looks forward to working with you on this important economic development project in your community. Please contact me at kmurph61@ford.com or (313) 323-2067 or Stephanie Fries at sfries8@ford.com or (313) 236-3102 with any additional questions.

Thank you for your consideration.

Sincerely,

A handwritten signature in black ink, appearing to read "Kelli P. Murphy".

Kelli P. Murphy
State Tax Counsel - Manager, Property Tax & Incentives

RECEIVED

FEB 13 2024

Application for Industrial Facilities Tax Exemption Certificate

Issued under authority of Public Act 198 of 1974, as amended. Filing is mandatory.

CITY OF MARSHALL

INSTRUCTIONS: File the completed application and the required attachments with the clerk of the local government unit. If you have any questions regarding the completion of this form, call 517-335-7491.

To be completed by Clerk of Local Government Unit	
Signature of Clerk	Date Received by Local Unit
STC Use Only	
Application Number	Date Received by STC

APPLICANT INFORMATION

All boxes must be completed.

1a. Company Name (Applicant must be the occupant/operator of the facility) Ford Motor Company and/or affiliate(s)		1b. Standard Industrial Classification (SIC) Code - Sec. 2(10) (4 or 6 Digit Code) 336111													
1c. Facility Address (City, State, ZIP Code) (real and/or personal property location) 13700 West Michigan, Marshall MI 49068		1d. City/Township/Village (Indicate which) Marshall	1e. County Calhoun												
2. Type of Approval Requested ☒ New (Sec. 2(5)) ☐ Speculative Building (Sec. 3(8)) ☐ Research and Development (Sec. 2(10)) ☐ Transfer ☐ Rehabilitation (Sec. 3(6)) ☐ Increase/Amendment		3a. School District where facility is located 3b. School Code													
4. Amount of years requested for exemption (1-12 Years) 12															
5. Per section 5, the application shall contain or be accompanied by a general description of the facility and a general description of the proposed use of the facility, the general nature and extent of the restoration, replacement, or construction to be undertaken, a descriptive list of the equipment that will be part of the facility. Attach additional page(s) if more room is needed. Battery production facilities for battery-electric motor vehicles are contemplated. Facility design, physical dimensions and attributes as well as expected machinery and equipment and other personal property are still being investigated. Taxpayer requests an opportunity to supplement or amend this certificate application as additional relevant project information becomes available.															
6a. Cost of land and building improvements (excluding cost of land) * Attach list of improvements and associated costs. * Also attach a copy of building permit if project has already begun.		TBD Real Property Costs													
6b. Cost of machinery, equipment, furniture and fixtures * Attach itemized listing with month, day and year of beginning of installation, plus total		TBD Personal Property Costs													
6c. Total Project Costs * Round Costs to Nearest Dollar		TBD Total of Real & Personal Costs													
7. Indicate the time schedule for start and finish of construction and equipment installation. Projects must be completed within a two year period of the effective date of the certificate unless otherwise approved by the STC. <table border="1"><thead><tr><th></th><th>Begin Date (M/D/Y)</th><th>End Date (M/D/Y)</th><th></th></tr></thead><tbody><tr><td>Real Property Improvements</td><td>08/14/2023</td><td>12/31/2026</td><td>☒ Owned ☐ Leased</td></tr><tr><td>Personal Property Improvements</td><td>09/30/2024</td><td>12/31/2026</td><td>☒ Owned ☐ Leased</td></tr></tbody></table>					Begin Date (M/D/Y)	End Date (M/D/Y)		Real Property Improvements	08/14/2023	12/31/2026	☒ Owned ☐ Leased	Personal Property Improvements	09/30/2024	12/31/2026	☒ Owned ☐ Leased
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8. Are State Education Taxes reduced or abated by the Michigan Economic Development Corporation (MEDC)? If yes, applicant must attach a signed MEDC Letter of Commitment to receive this exemption. ☒ Yes ☐ No															
9. No. of existing jobs at this facility that will be retained as a result of this project. 0		10. No. of new jobs at this facility expected to create within 2 years of completion. TBD													
11. Rehabilitation applications only: Complete a, b and c of this section. You must attach the assessor's statement of SEV for the entire plant rehabilitation district and obsolescence statement for property. The Taxable Value (TV) data below must be as of December 31 of the year prior to the rehabilitation. <table border="1"><tbody><tr><td>a. TV of Real Property (excluding land)</td><td></td></tr><tr><td>b. TV of Personal Property (excluding inventory)</td><td></td></tr><tr><td>c. Total TV</td><td></td></tr></tbody></table>				a. TV of Real Property (excluding land)		b. TV of Personal Property (excluding inventory)		c. Total TV							
a. TV of Real Property (excluding land)															
b. TV of Personal Property (excluding inventory)															
c. Total TV															
12a. Check the type of District the facility is located in: ☒ Industrial Development District ☐ Plant Rehabilitation District															
12b. Date district was established by local government unit (contact local unit) 09/30/2023		12c. Is this application for a speculative building (Sec. 3(8))? ☐ Yes ☒ No													

Application for Industrial Facilities Tax Exemption Certificate

Issued under authority of Public Act 198 of 1974, as amended. Filing is mandatory.

INSTRUCTIONS: File the completed application and the required attachments with the clerk of the local government unit. If you have any questions regarding the completion of this form, call 517-335-7491.

To be completed by Clerk of Local Government Unit	
Signature of Clerk	Date Received by Local Unit
STC Use Only	
Application Number	Date Received by STC

APPLICANT INFORMATION

All boxes must be completed.

1a. Company Name (Applicant must be the occupant/operator of the facility) Ford Motor Company and/or affiliate(s)	1b. Standard Industrial Classification (SIC) Code - Sec. 2(10) (4 or 6 Digit Code) 336111	
1c. Facility Address (City, State, ZIP Code) (real and/or personal property location)	1d. City/Township/Village (Indicate which) Marshall	1e. County Calhoun
2. Type of Approval Requested ☒ New (Sec. 2(5)) ☐ Speculative Building (Sec. 3(8)) ☐ Research and Development (Sec. 2(10))	☐ Transfer ☐ Rehabilitation (Sec. 3(6)) ☐ Increase/Amendment	3a. School District where facility is located 3b. School Code
4. Amount of years requested for exemption (1-12 Years) 12		

5. Per section 5, the application shall contain or be accompanied by a general description of the facility and a general description of the proposed use of the facility, the general nature and extent of the restoration, replacement, or construction to be undertaken, a descriptive list of the equipment that will be part of the facility. Attach additional page(s) if more room is needed.

Battery production facilities for battery-electric motor vehicles are contemplated. Facility design, physical dimensions and attributes as well as expected machinery and equipment and other personal property are still being investigated. Taxpayer requests an opportunity to supplement or amend this certificate application as additional relevant project information becomes available.

6a. Cost of land and building improvements (excluding cost of land) * Attach list of improvements and associated costs. * Also attach a copy of building permit if project has already begun.	TBD Real Property Costs												
6b. Cost of machinery, equipment, furniture and fixtures * Attach itemized listing with month, day and year of beginning of installation, plus total	TBD Personal Property Costs												
6c. Total Project Costs * Round Costs to Nearest Dollar	TBD Total of Real & Personal Costs												
7. Indicate the time schedule for start and finish of construction and equipment installation. Projects must be completed within a two year period of the effective date of the certificate unless otherwise approved by the STC.													
<table border="0"><thead><tr><th></th><th>Begin Date (M/D/Y)</th><th>End Date (M/D/Y)</th><th></th></tr></thead><tbody><tr><td>Real Property Improvements</td><td>08/14/2023</td><td>12/31/2026</td><td>☒ Owned ☐ Leased</td></tr><tr><td>Personal Property Improvements</td><td>09/30/2024</td><td>12/31/2026</td><td>☒ Owned ☐ Leased</td></tr></tbody></table>			Begin Date (M/D/Y)	End Date (M/D/Y)		Real Property Improvements	08/14/2023	12/31/2026	☒ Owned ☐ Leased	Personal Property Improvements	09/30/2024	12/31/2026	☒ Owned ☐ Leased
	Begin Date (M/D/Y)	End Date (M/D/Y)											
Real Property Improvements	08/14/2023	12/31/2026	☒ Owned ☐ Leased										
Personal Property Improvements	09/30/2024	12/31/2026	☒ Owned ☐ Leased										

8. Are State Education Taxes reduced or abated by the Michigan Economic Development Corporation (MEDC)? If yes, applicant must attach a signed MEDC Letter of Commitment to receive this exemption. ☒ Yes ☐ No

9. No. of existing jobs at this facility that will be retained as a result of this project. 0	10. No. of new jobs at this facility expected to create within 2 years of completion. TBD
--	--

11. Rehabilitation applications only: Complete a, b and c of this section. You must attach the assessor's statement of SEV for the entire plant rehabilitation district and obsolescence statement for property. The Taxable Value (TV) data below must be as of December 31 of the year prior to the rehabilitation.

a. TV of Real Property (excluding land)	
b. TV of Personal Property (excluding inventory)	
c. Total TV	

12a. Check the type of District the facility is located in:
☒ Industrial Development District ☐ Plant Rehabilitation District

12b. Date district was established by local government unit (contact local unit) 09/30/2023	12c. Is this application for a speculative building (Sec. 3(8))? ☐ Yes ☒ No
--	---

APPLICANT CERTIFICATION - complete all boxes.

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 are truly descriptive of the industrial property for which this application is being submitted.

It is further certified that the undersigned is familiar with the provisions of P.A. 198 of 1974, as amended, being Sections 207.551 to 207.572, inclusive, 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 Industrial Facilities Exemption Certificate by the State Tax Commission.

13a. Preparer Name	13b. Telephone Number	13c. Fax Number	13d. E-mail Address
14a. Name of Contact Person Kelli Murphy	14b. Telephone Number (313) 323-2067	14c. Fax Number	14d. E-mail Address kmurph61@ford.com
▶ 15a. Name of Company Officer (No Authorized Agents) Nicole Puckett, Chief Tax Officer - Ford Motor Company			
15b. Signature of Company Officer (No Authorized Agents) <i>Nicole Puckett</i>		15c. Fax Number	15d. Date 2/13/2024
▶ 15e. Mailing Address (Street, City, State, ZIP Code) 1 American Rd., WHQ Rm. 612, Dearborn, MI 48126		15f. Telephone Number (313) 323-2067	15g. E-mail Address npuckett@ford.com

LOCAL GOVERNMENT ACTION & CERTIFICATION - complete all boxes.

This section must be completed by the clerk of the local governing unit before submitting application to the State Tax Commission. Check items on file at the Local Unit and those included with the submittal.

▶ 16. Action taken by local government unit ☐ Abatement Approved for ____ Yrs Real (1-12), ____ Yrs Pers (1-12) After Completion ☐ Yes ☐ No ☐ Denied (Include Resolution Denying)		16b. The State Tax Commission Requires the following documents be filed for an administratively complete application: Check or Indicate N/A if Not Applicable ☐ 1. Original Application plus attachments, and one complete copy ☐ 2. Resolution establishing district ☐ 3. Resolution approving/denying application. ☐ 4. Letter of Agreement (Signed by local unit and applicant) ☐ 5. Affidavit of Fees (Signed by local unit and applicant) ☐ 6. Building Permit for real improvements if project has already begun ☐ 7. Equipment List with dates of beginning of installation ☐ 8. Form 3222 (if applicable) ☐ 9. Speculative building resolution and affidavits (if applicable)
16a. Documents Required to be on file with the Local Unit Check or Indicate N/A if Not Applicable ☐ 1. Notice to the public prior to hearing establishing a district. ☐ 2. Notice to taxing authorities of opportunity for a hearing. ☐ 3. List of taxing authorities notified for district and application action. ☐ 4. Lease Agreement showing applicants tax liability.		
16c. School Code		
17. Name of Local Government Body		▶ 18. Date of Resolution Approving/Denying this Application

Attached hereto is an original application and all documents listed in 16b. I also certify that all documents listed in 16a are on file at the local unit for inspection at any time, and that any leases show sufficient tax liability.

19a. Signature of Clerk	19b. Name of Clerk	19c. E-mail Address
19d. Clerk's Mailing Address (Street, City, State, ZIP Code)		
19e. Telephone Number	19f. Fax Number	

State Tax Commission Rule Number 57: Complete applications approved by the local unit and received by the State Tax Commission by October 31 each year will be acted upon by December 31. Applications received after October 31 may be acted upon in the following year.

For faster service, email the completed application and additional required documentation to PTE@michigan.gov.

An additional submission option is to mail the completed application and required documents to:

Michigan Department of Treasury
State Tax Commission
PO Box 30471
Lansing, MI 48909

STC USE ONLY				
▶ LUCI Code	▶ Begin Date Real	▶ Begin Date Personal	▶ End Date Real	▶ End Date Personal

ITEM: 12.B

ADMINISTRATIVE REPORT



TO: Honorable Mayor and City Council
FROM: Derek N. Perry, City Manager
Marguerite Davenport, Director of Public Services
DATE: August 5, 2024
SUBJECT: **DNR FORESTRY GRANT**

The State of Michigan Department of Natural Resources (DNR) is accepting grant applications for the [IRA Urban and Community Forest Program](#). The City has started the application process with Davey Resource Group. This specific grant program supports initiatives that:

- provide increased and equitable access to urban tree canopy and its associated human health, environmental and economic benefits in disadvantaged communities.
- broaden community engagement in local urban forest planning, tree planting, and management activities.
- improve community and urban forest resilience to climate change, extreme heat, forest pests and diseases and storm events through best management and maintenance practices.

City staff plan to include a complete Citywide tree inventory, urban forest management plan, including tree care standards, 20-35 trees pruned, 10-15 trees removed, and 30 trees planted. The grant amount is estimated at \$125,000.

BUDGET IMPACT:

None at this time. If the grant is awarded, a budget amendment will be needed, but the grant requires no match.

RECOMMENDATION:

Approve the grant application to the Michigan DNR for the IRA Community and Urban Forestry Program in the amount of \$125,000.

ITEM: 12.C

ADMINISTRATIVE REPORT



TO: Honorable Mayor and City Council
FROM: Derek N. Perry, City Manager
Kevin Maynard, Director of Electric Utilities
Christy Ramey, Assistant to the Electrical Director
DATE: August 5, 2024
SUBJECT: **ELECTRIC BUCKET TRUCK PURCHASE**

Electric Department Bucket Truck #324 is a 2004 model that was scheduled for replacement in 2022. At its July 17, 2023 meeting, Marshall City Council authorized entering into a purchase agreement with Altec Industries for a Freightliner truck with Altec AN55E-OC bucket and boom to replace Truck #324. Altec projected a five-year (2028) lead time for delivery of this new vehicle and a contingency "price at time of shipment" estimated at \$428,178.00.

In 2028, Truck #324 will be 21 years old, and over the past two years has experienced a number of maintenance issues. Electric Department staff are concerned about the continued reliability of this critical piece of electric distribution equipment if it is not replaced until 2028.

Custom Truck Source in Grass Lake, Michigan has bucket trucks available that, although they are not "custom" builds like we have traditionally pursued, they do suit our needs with the addition of some minor after-market modifications at a fraction of the custom-build price.

The proposed purchase would be nearly identical to the bucket truck the City of Marshall purchased from Custom Truck in January 2024. The truck has proven to be reliable and suits the needs of the department. After-market tool boxes and lights were added at a cost of approximately \$6,000.

BUDGET IMPACT:

Commencing with the current fiscal year, enterprise funds are no longer a part of Motorpool vehicle replacements. Therefore, vehicles are now expensed to the capital outlay fund. The Electric Fund has adequate funds available to cover the purchase of this vehicle in the amount of \$232,860.00 from line item 582-900-970.00. By pursuing this route, the Electric Department will be able to purchase two new bucket trucks for approximately the same cost as the Altec Industries bucket truck authorized by City Council in 2023.

RECOMMENDATION:

Approve the Electric Bucket Truck purchase from Custom Truck One Source, in the amount of \$232,860.00 and to cancel the order with Altec Industries approved on July 17, 2023.

Terex TC55 Optima Freightliner M2106

The Terex Hi-Ranger Optima TC55 bucket truck is a 55' non-overcenter material handling aerial device. With a working height of 60' and a 1,500 lb. material handler, this is one of the most demanded bucket trucks in the utility industry. The stock TC55 bucket trucks at Custom Truck One Source come on a Freightliner chassis but other chassis options are available.

 **60' 0"** Working Height

 **42' 8"** Side Reach

 **700 lbs** Platform Capacity

Terex TC55 Optima

Freightliner M2106

Item Number(s): 100_04308, 100_03673, 100_03674, 100_02115



(888) 684-8146 | www.customtruck.com

Chassis Specifications	
Chassis Make/Model	Freightliner M2106
Axle Configuration	4x4
Cab Type	Conventional
Engine Make/Model	Cummins L9
Fuel Type	Diesel
Engine Horsepower	300 hp
Transmission Make/Model	Allison 3000 RDS Automatic
Engine Block Heater	Included
Engine Brake	Integral Exhaust Brake
Brakes	Air
Air Dryer	Included
Fuel Tank Capacity	50 gal
DEF Tank Capacity	6 gal

Axles and Suspension	
Front Axle	Meritor MX-14-120HR-EVO 14,000 lbs
Front Tires	11R22.5 14-Ply
Front Suspension	Taperleaf 14,600 lbs
Rear Axle	Detroit DA-RS-21.0-4 21,000 lbs
Rear Axle Configuration	Single Axle
Rear Axle Ratio	5.56
Rear Locking Differential	Differential Lock - Driver Controlled
Rear Tires	11R22.5 14-Ply
Rear Suspension	Variable Multi-Leaf 23,000 lbs
GVWR	33,000 lbs

Cab Features	
Heated Mirrors	Included
Power Locks/Windows	Included/Included
Interior	Opal Gray Vinyl
Driver/Passenger Seats	Hi-Back Air Ride/Hi-Back
Radio	AM/FM, WB, Aux Inputs
Rear Camera	Included
Cab Color	White

General Safety	
Backup Alarm	Included
Fire Extinguisher/First Aid Kit	Included/Included
Strobe Lights	(1) Beacon Strobe

Bucket Specifications	
Bucket Make/Model	Terex TC55 Optima
Working Height	60’ 0”
Side Reach	42’ 8”
Rotation	Continuous Unrestricted
Hydraulic Oil Reservoir	30 gal
Jib	Hydraulic Extendable
Winch	Hydraulic
ANSI Standards	Meets or Exceeds ANSI/SIA A92.2-2015

Boom Specifications	
Upper Boom Material	Filament Wound Tapered Fiberglass Insert Providing an Insulation Gap
Lower Boom Material	Filament Wound Tapered Fiberglass Insert Providing an Insulation Gap
Upper Boom Articulation	+70 deg to -90 deg
Lower Boom Articulation	116 deg
Boom Insulation Rating	69 KV

Platform Specifications	
Platform Style/Size	Side Mounted Fiberglass 24” x 48” x 42”
Platform Capacity	700 lbs
Platform Liner	Included
Platform Cover	Included

Bucket Controls	
Upper Controls	“Control-Plus” Single Stick
Lower Controls	Individual Control Levers on Turntable
Hydraulic Controls	Open Center
Auxiliary Hydraulic Let Down w/ Controls	Included
Hydraulic Tool Outlets	Dual
Engine Start/Stop	Included
Engine Throttle Advance	Included

Outriggers	
Front Outrigger	Heavy Duty A-Frame
Rear Outrigger	Heavy Duty A-Frame
Outrigger Feet	Swivel
Outrigger Pads	(4) Included
Outrigger Boom Interlock	Included
Moving Outrigger Alarm	Included

Body Specifications	
Body Type	Line Body
Body Length	168”
Body Material	Steel

Body Features	
Shelves/Material Hooks	Adjustable Shelves and/or Material Hooks in Compartments
Wheel Chock Storage	Included, (2) Chocks Each Side
Outrigger Storage	Included
Hotstick Storage	Rear Access Door for Hotstick Shelf
Anti-Skid	Compartment Tops, Bed Space, Tail Shelf
Level Indicators	Included
Body Access	Curb Side Body Access
Body Color	White

Trailerling and Towing	
Tow Hooks	(2) Front Frame Mounted, (2) Rear D-Rings
Pintle Hitch	30 Ton
Trailer Receptacle	7 Way Split Pin, 7 Way RV

Available Options - Option pricing NOT included in base price below	
20k Front Bumper Winch Package	\$13,250.00
Rear Curbside Under Tail Shelf Hydraulic Capstan Drive	\$8,650.00
4 Corner Strobes (2 in the Grill/ 2 at the Rear)	\$1,500.00

Save thousands by having Custom Truck tool-up your vehicle and have it work ready when it leaves the CTOS yard.

\$231,360.00

\$3,529.86/mo

Custom Truck Capital sample 60 month lease payment subject to approval

If applicable FET is included in price
Ex Works: Kansas City, MO
Expiration: 09/30/2024

Terex TC55 Optima

Freightliner M2106

Item Number(s): 100_04308, 100_03673, 100_03674, 100_02115



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POLE / REEL TRAILERS

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https://www.youtube.com/channel/UCOn8Ue_ylGbpMFI_UsyIOYw

ITEM: 12.D

ADMINISTRATIVE REPORT



TO: Honorable Mayor and City Council
FROM: Derek N. Perry, City Manager
DATE: August 5, 2024
SUBJECT: **BID APPROVAL - RIVERWALK PHASE 1A REPAIRS**

As the City Council is aware, several sections of the Riverwalk have been in a state of disrepair for some time. The worst section is the original length constructed in the mid-80's and is located between Stuarts Landing and S. Marshall Avenue. Recently, because of the condition of this section, it was closed to the public for safety concerns.

In the FY25 budget, City Council authorized use of the remaining ARPA funds (\$176,000) for replacement/repair work of the Riverwalk. In addition, we have received a Cronin grant of \$100,000 and have approximately \$69,000 from several years of contribution from the County Park millage.

Since August 2023, we have been working with MCSA Group of East Grand Rapids on the necessary construction drawings, permitting and bidding. MCSA Group is familiar with the Riverwalk as they were the firm used to design and construct the project originally. In July, we finally received our EGLE permit allowing us to bid the project and proceed with the work.

On Tuesday, July 20, 2024, the City received and opened bids for the proposed work. Bids were received from TJM Services, Grand River Construction and Anlaan Corporation. Because of the extensive need to repair and reconstruct various sections of the Riverwalk, the bid was broken into segments for bidding purposes. TMJ Services of Allegan was the low bidder with a base bid of \$1,124,552. The base bid would replace the entire stretch of Riverwalk from Stuarts Landing to S. Marshall. As we do not have the funds for the entire replacement, we recommend that we award just the phase 1A work with value engineering to TJM Services. The owner of TJM Services constructed the Riverwalk originally and has completed many projects for MCSA Group over the years.

BUDGET IMPACT:
\$340,000 is available for repair/replacement work.

RECOMMENDATION:
Approve the construction bid with TJM Services for phase 1A of the Riverwalk and maximize the use of the available \$340,000 construction funds for the project.



Landscape Architecture
Park & Recreation Planning
Architecture • Urban Design
Sports Facility Planning

August 1, 2024

Derek Perry
City of Marshall
323 W. Michigan Avenue
Marshall, MI 49068

RE: Marshall Riverwalk Phase 1 Boardwalk Replacement

Dear Derek,

Bids for the Marshall Riverwalk Improvements were received and opened at the City of Marshall offices on Tuesday, July 20, 2024 at 2:00 pm. There were three (3) bids received on the project. Bids were received from TJM Services, Grand River Construction and Anlaan Corporation.

The project includes the removal and replacement of the existing boardwalk and overlook decks from Stuarts Landing to South Marshall Avenue as well as the removal and replacement of the concrete walk approach.

TJM Services of Allegan, Michigan was the low bidder with a base bid of \$1,124,552.00.

Upon review of TJM Services bid, we find it complete. Based on the city's budget at this time, it is recommended that Phase 1A be awarded, with value engineering reducing the amount of boardwalk to be replaced to the amount of \$320,000.00.

I spoke with Jack Miedema, of TJM Services, and he indicated he was excited to work on this project. TJM Services completed this portion of the original boardwalk in 1995.

MCSA Group Inc. has worked with TJM Services on several waterfront projects. TJM was the General Contractor on the Paw Paw River County Park in Berrien County, the total cost for that project was \$657,087.90. Additionally, TJM Services was the General Contractor on Crystal Lake Boating Access Site in Benzie County for the Michigan Department of Natural Resources. The total Construction cost was \$1,040,000.00. In Lake County, TJM was the General Contractor on the Lake Idlewild State Park for the State of Michigan. The total construction cost was \$250,000.00 In Kent County, TJM constructed Waterfront Park for the City of East Grand Rapids. The total construction cost was \$450,000.00.



MCSA
GROUP, Inc.

Landscape Architects and Architects
EAST GRAND RAPIDS • MICHIGAN

Landscape Architecture
Park & Recreation Planning
Architecture • Urban Design
Sports Facility Planning

Marshall Riverwalk Phase 1 Boardwalk Replacement

August 1, 2024

Page 2

MCSA Group, Inc., Berrien County, the State of Michigan Department of Natural Resources and City of East Grand Rapids were satisfied with the services of TJM Construction, Inc.

If you have any questions or need additional information concerning this recommendation, please feel free to contact me.

Sincerely,

MCSA Group, Inc.

Tiffany Smith
President
MCSA Group, Inc.

BOARDWALK OVERLOOK
ALTERNATE A1

6

BOARDWALK DECKING
AND RAILING TO BE
REPLACED AS NEEDED,
ALTERNATE A3 AND A4

1

EXISTING TIMBER
ABUTMENT TO REMAIN
KALAMAZOO RIVER
WATER SURFACE ELEVATION=883.00
(OBSERVED SEPT. 25, 2023)

KALAMAZOO RIVER
WATER SURFACE ELEVATION=883.43
(OBSERVED SEPT. 25, 2023)

3 BOARDWALK AT
EXISTING BRIDGE
ABUTMENT
TYPICAL AT BOTH
ENDS OF BRIDGE
REPAINT AND INSTALL
CAP AT EXISTING
RAILING POST, TYPICAL
OF 4

KALAMAZOO RIVER
WATER SURFACE ELEVATION=883.43
(OBSERVED SEPT. 25, 2023)

EXISTING PEDESTRIAN BRIDGE

EXISTING BRIDGE ABUTMENT

PROPOSED PHASE 1A TO PHASE 1B TRANSITION
AREA FROM EXISTING 4'-6" WIDTH TO 6'-0" WIDTH.
NOTE THAT IF BID PRICES ALLOW, PHASE 1A SHALL
EXTEND TO THE NEXT BOARDWALK CORNER AND
TRANSITION AREA SHALL BE IN THAT LOCATION.

5

KALAMAZOO RIVER
WATER SURFACE ELEVATION=883.21
(OBSERVED SEPT. 25, 2023)

LIMIT OF WORK
BOARDWALK - SEE
DETAILS SHEET 4 AND 5

3 NEW CONCRETE AT
EXISTING CONCRETE

5

6

NEW CONCRETE AT
BOARDWALK

4

EXISTING CONCRETE

SITE LEGEND

BOARDWALK

CONCRETE PAVING

LIMIT OF WORK

SITE GENERAL NOTES:
SITE PLAN SHOWN FOR GENERAL
INFORMATION AND DETAIL REFERENCE
ONLY. SEE FOLLOWING PLAN SHEETS FOR
EXISTING CONDITIONS AND REMOVALS,
SITE LAYOUT, AND GRADING.

COMPLIANCE:
ALL CONSTRUCTION SHALL CONFORM TO
ALL ASPECTS OF THE STATE OF MICHIGAN
BUILDING CODE (MBC), THE ADA
ACCESSIBILITY GUIDELINES FOR BUILDINGS
AND FACILITIES (ADAA) AND THE
AMERICANS WITH DISABILITIES ACT (ADA).
ALL WORK BY THE CONTRACTOR FOR
COMPLETE EXECUTION OF THIS PROJECT
SHALL MEET OR EXCEED LAWS,
GUIDELINES, AND STATUTES IN EVERY
SITUATION. IN THE EVENT THE
CONTRACTOR BELIEVES THAT ANY
PORTION OF THE WORK IS INCONSISTENT
WITH THE MBC, ADAA, AND ADA THEY
MUST IMMEDIATELY INFORM THE
LANDSCAPE ARCHITECT.

PHASE 1 BOARDWALK REPLACEMENT

CITY OF MARSHALL, MI

MCSA GROUP, INC.

Landscape Architecture • Park & Recreation Planning & Architecture
Downstream Planning • Interior Design • Sports Facility Planning
4201 Greenwood Avenue S.E. • Kent Grand Rapids, MI 49508
616-411-1100 • FAX 616-411-1100 • EMAIL: info@mcsagroup.com



SCALE:
1" = 20'

SITE PLAN

DATE	PROJECT NO.
7.8.2024	2203
REVISIONS	SHEET NO.
	1

ITEM: 12.E

ADMINISTRATIVE REPORT



TO: Honorable Mayor and City Council
FROM: Derek N. Perry, City Manager
DATE: August 5, 2024
SUBJECT: DART MILLAGE LEVY RESOLUTION

Since 1974, the City of Marshall has operated a Dial-A-Ride Transit (DART) Service for its residents. Part of its current funding structure includes a dedicated City tax levy (0.9020 mills for FY 2025) that generates approximately \$234,000 for its operations.

With the establishment of the Transportation Authority of Calhoun County (TACC), they will be seeking a voter-approved millage in November 2024. This millage, if approved, would generate \$5,023,197 (2.66 mills) from the participating cities of Marshall, Albion, Battle Creek and Springfield for a period of 5 years (2024-2028) and fund transportation programs and services for the communities.

As such, the City dedicated DART millage would no longer need to be levied in addition to the TACC millage if it's successful, and we are recommending that we declare our intent to not do so as it would no longer be necessary. We believe this is important as the TACC begins its educational campaign on the issue and funding is explained and presented to the taxpayers. A resolution has been prepared to that effect for your consideration.

BUDGET IMPACT:

If the TACC voter approved millage is approved in November 2024, the current City DART voter approved millage of 0.9020 mills would not be levied as the TACC millage will provide revenue for public transportation programs and services in the City of Marshall.

RECOMMENDATION:

Approve Resolution 2024-22, A Resolution to Declare DART Millage Levy Intent.

**CITY OF MARSHALL, MICHIGAN
RESOLUTION NO. 2024-22**

A RESOLUTION TO DECLARE DART MILLAGE LEVY INTENT

Minutes of a regular meeting of the Council of the City of Marshall, held on August 5, 2024 at 7:00 PM.

PRESENT:

ABSENT:

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

WHEREAS, since 1974, the City of Marshall has operated a Dial-A-Ride Transit (DART) Service for its residents; and

WHEREAS, as part of its revenue sources, the City levies an annual tax, currently at 0.9020 mills for FY2025, on all taxable real and non-exempt personal property in the City of Marshall as approved by the vote of the citizens on August 5, 1975, to operate the DART program; and

WHEREAS, the Calhoun County Planning and Economic Development Department and the Calhoun County Conservation District were notified as part of the application; and

WHEREAS, in September of 2023, the Transportation Authority of Calhoun County (TACC) was formally created, and its Articles of Incorporation were amended in November 2023 in accordance with Public Act 196 of 1986; and

WHEREAS, the City of Marshall has opted to participate in the Authority and on November 6, 2024, designated it's TACC representative as Tom Tarkiewicz and includes the member cities of Albion, Battle Creek and Springfield; and

WHEREAS, the TACC met in July and adopted ballot language for the November 2024 general election that asks the question, shall the TACC levy a new tax for public transportation purposes of up to 2.66 mills for a period of 5 years (2024-2028) to generate revenue of \$5,023,197 to support its operation; and

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF MARSHALL hereby determines that upon successful approval of the TACC tax levy by the voters of the Authority and upon its started authorized collection period, the City of Marshall commits to not levy its dedicated DART millage as authorized by the voters on August 5, 1975.

Resolution declared adopted this 5th day of August 2024.

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 August 5, 2024 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