CITY COUNCIL AGENDA

Regular Meeting

January 6, 2025 at 7:00 PM

1) **COUNCIL MEMBER OATH OF OFFICE**
2) **CALL TO ORDER**
3) **ROLL CALL**
4) **MAYORAL OFFICE**
   - A. **WARD 1 COUNCIL MEMBER - LETTER OF RESIGNATION**
   - B. **MAYORAL OATH OF OFFICE**
5) **INVOCATION**
6) **PLEDGE OF ALLEGIANCE**
7) **APPROVAL OF AGENDA** - Items can be added or deleted from the Agenda by City Council action.
8) **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.
9) **COUNCIL ORGANIZATION**
   - A. **ELECTION OF MAYOR PRO-TEM**
   - B. **COUNCIL VACANCY APPOINTMENT PROCESS**
10) **CONSENT AGENDA**
    - A. **City Council Minutes**
      December 16, 2024
    - B. **City Bills**

Purchases 12/13/2024	$86,082.66
Purchases 12/20/2024	$678,098.14
Purchases 12/23/2024	$55,986.15
Purchases 12/30/2024	$14,715.55
Purchases 12/31/2024	$67,447.63
TOTAL	**$902,330.13**

11) **PRESENTATIONS AND RECOGNITIONS**
12) **INFORMATIONAL ITEMS**
    - A. **2024 ACTION PLAN**
13) **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.
14) **OLD BUSINESS**

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

15) REPORTS AND RECOMMENDATIONS

A. 2025 COUNTY PARK MILLAGE REPORT

16) APPOINTMENTS / ELECTIONS

A. BOARDS AND COMMISSIONS LIAISON APPOINTMENTS

B. FIREKEEPER'S LOCAL REVENUE SHARING BOARD APPOINTMENT

C. BUILDING OFFICIAL APPOINTMENT

D. ZONING BOARD OF APPEALS APPOINTMENT - ALTERNATE

17) 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.

18) COUNCIL AND MANAGER COMMUNICATIONS

19) ADJOURNMENT

ITEM: 4.A
ADMINISTRATIVE REPORT

TO:	Honorable Mayor and City Council
FROM:	Derek N. Perry, City Manager Michelle Eubank, City Clerk
DATE:	January 6, 2025
SUBJECT:	**WARD 1 COUNCIL MEMBER - LETTER OF RESIGNATION**

With the November 6, 2024 election of Scott Wolfersberger as Mayor, it is necessary for him to vacate his Ward 1 City Council seat. Upon acceptance of his attached resignation letter by City Council, Mayor elect Wolfersberger may be properly sworn in as the Mayor for his two-year term.

BUDGET IMPACT:
None.

RECOMMENDATION:
Accept the resignation of Scott Wolfersberger from the Ward 1 City Council position effective January 1, 2025.

December 19, 2024

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

RE: Resignation of Ward 1 City Council Seat

Ms. Eubank,

Effective January 1, 2025, I resign my seat as the Ward 1 member of the City Council for the City of Marshall. I am resigning my seat so that I may be sworn in to my new office, Mayor of the City of Marshall.

Thank you,

Scott Wolfersberger

ITEM: 9.A
ADMINISTRATIVE REPORT

TO:	Honorable Mayor and City Council
FROM:	Scott Wolfersberger, Mayor Derek N. Perry, City Manager
DATE:	January 6, 2025
SUBJECT:	**ELECTION OF MAYOR PRO-TEM**

According to the Marshall City Charter, Section 2.07, at the first meeting in January following each regular city election, the City Council shall elect from amongst its members a Mayor Pro-tem who shall act as Mayor during absence or disability of the Mayor, and if a vacancy occurs, shall become Mayor for the remainder of the unexpired term.

BUDGET IMPACT:
None.

RECOMMENDATION:
Elect At-Large Council Member Ryan Traver as Mayor Pro-tem.

ITEM: 9.B

ADMINISTRATIVE REPORT

TO:	Honorable Mayor and City Council
FROM:	Derek N. Perry, City Manager Michelle Eubank, City Clerk
DATE:	January 6, 2025
SUBJECT:	**COUNCIL VACANCY APPOINTMENT PROCESS**

The Marshall City Charter, Section 2.09, outlines the procedures for when a vacancy occurs on City Council.

(a) Vacancies. The office of any council member, including the office of mayor, shall become vacant upon the occurrence of one or more of the following events: (1) for any reason specified by law or for any intentional violation of this charter, (2) the council member's death or adjudication of mental incompetency, (3) the council member's resignation tendered to the council and accepted by the council, (4) the council member's termination of residency within that area from which he or she was nominated as specified in Section 2.01, (5) the council member's absence from four (4) consecutive regular meetings of the council or 25% of all regular meetings in any calendar year unless such absence shall in each case be excused by the council, (6) the council member's conviction of a felony.

(b) Filling of Vacancies. If a vacancy occurs in the city council, except in the office of mayor, the city council shall, at a regular meeting and within sixty (60) days after such vacancy occurs, appoint a person who possesses the qualifications required of holders of said office. This term shall expire on January first of the year following the next regular election. At this election such vacancies shall be filled for the balance of the unexpired term, if any. However, if any such vacancy is not filled within sixty (60) days or if three or more vacancies in the positions of mayor and council members exist simultaneously or are held by appointments, the clerk shall, within ten (10) days, call a special election to be held within one hundred twenty (120) days thereafter to fill such vacancies for the unexpired terms. No vacancies shall be filled in any manner if fewer than ninety (90) days remain in said vacant council term of office.

With the November 6, 2024 election of Ward 1 City Council member Wolfersberger to the Mayor position, and the resignation of City Council member Underhill from Ward 5, we need to approve a plan and timeline to fill the Ward 1 and Ward 5 City Council vacancies within the sixty (60) day requirement.

An example of a process to facilitate the filling of the vacancies within 60 days could include:

- January 6, 2025--- Accept resignation of the Ward 1 seat (Ward 5 was accepted on 12/16/24).
- January 7, 2025--- Advertise vacancies in the local paper and on the City website.

- January 7 - 24, 2025--- Accept letters of interest/resumes from potential qualified elector candidates.
- February 3, 2025--- Conduct interviews of candidates during a work session.
- February 3, 2025 --- City Council makes appointments to Ward 1 and Ward 5 vacancies during regular meeting.

We recommend that the process concludes by the February 3, 2025 regular City Council meeting to meet the 60-day requirement.

BUDGET IMPACT:

None.

RECOMMENDATION:

Approve the recommended process to appoint City Council members to fill the Ward 1 and Ward 5 vacancies as presented.

CITY COUNCIL MINUTES

December 16, 2024
Regular Meeting - 7:00 PM

1) CALL TO ORDER

IN A REGULAR SESSION held on Monday, December 16, 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: Joe Caron, Jacob Gates, Ryan Traver, and Scott Wolfersberger

Also Present: Manager Perry and Clerk Eubank

Absent: Theresa Chaney-Huggett and Ryan Underhill

Moved by Scott Wolfersberger, supported by Joe Caron to excuse members Chaney-Huggett and Underhill. On a voice vote: **Motion carried.**

3) INVOCATION

Bill Cole led the invocation.

4) PLEDGE OF ALLEGIANCE

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

Moved by Scott Wolfersberger, supported by Joe Caron to amend the agenda to include the November Power Purchase in the consent agenda for a total purchase of $2,459,121.50 and add item 9a- Letter of Resignation. On a voice vote: **Motion carried.**

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

Regis Klingler of Marshall, Barry Wayne Adams of 622 W Green St and Rebekah Sebring of Fredonia Twp gave public comment.

7) CONSENT AGENDA

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

Ayes: Joe Caron, Jacob Gates, Ryan Traver, Scott Wolfersberger
Nays: None
Abstain: None
Motion carried.

A. City Council Minutes

Work Session - November 18, 2024
Regular Session - November 18, 2024

B. **City Bills**

Purchases 11/15/2024	$17,032.26
Purchases 11/19/2024	$791,256.81
Purchases 11/21/2024	$129,716.70
Purchases 11/22/2024	$733.18
Purchases 11/27/2024	$249,053.14
Purchases 11/29/2024	$184,110.68
Purchases 12/4/2024	$6,378.66
Purchases 12/6/2024	$45,737.78
Purchases 12/9/2024	$239,025.62
November Power Purchase	$796,076.67
Total	**$2,459,121.50**

C. **2025 CITY COUNCIL MEETING CALENDAR**

CITY OF MARSHALL, MICHIGAN
RESOLUTION NO. 2024-34

A RESOLUTION TO SET THE 2025 CITY COUNCIL MEETING CALENDAR

At a regular meeting of the Council of the City of Marshall, held on December 16th, 2024, at 7:00 PM.

PRESENT:
ABSENT:
The following preamble and resolution were offered by __________________, and supported by ____________________.

WHEREAS, the Marshall City Charter, Section 2.15 (a) Meetings, specifies that the Council shall meet regularly at least once in every month at such time and places as the Council may prescribe by resolution; and

WHEREAS, the Marshall City Council may hold work sessions prior to City Council meetings at 6:00 PM at City Hall in the Training Room, 323 West Michigan Avenue, Marshall, MI 49068; and

WHEREAS, the Marshall City Council will hold its regular meetings in the year 2025 at 7:00 PM, at City Hall in the City Council Chambers, 323 West Michigan Avenue, Marshall, MI 49068 on the following dates:

Monday, January 6th	**Tuesday, January 21st**
Monday, February 3rd	**Tuesday, February 18th**
Monday, March 3rd	Monday, March 17th
Monday, April 7th	Monday, April 21st
Monday, May 5th	Monday, May 19th

Monday, June 2nd	Monday, June 16th
Monday, July 7th	Monday, July 21st
Monday, August 4th	Monday, August 18th
Tuesday, September 2nd	Monday, September 15th
Monday, October 6th	Monday, October 20th
Monday, November 3rd	Monday, November 17th
Tuesday, December 2nd	Monday, December 15th

*Saturday, January 11 at 9 AM in the City Hall Training Room

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF MARSHALL, approves and sets the 2025 meeting schedule as required by the Marshall City Charter Section 2.15(a).

AYES:
NAYES:
ABSTAINED:

RESOLUTION DECLARED ADOPTED.

STATE OF MICHIGAN)
COUNTY OF CALHOUN) ss:

I, the undersigned, the fully qualified Clerk of the City of Marshall, State of Michigan, do hereby certify that the foregoing is a true and complete copy of a resolution adopted by the City Council of the City of Marshall at a regular meeting held on the 16th day of December 2024, the original of which resolution is on file in my office.

IN WITNESS WHEREOF, I have hereunto set my official signature this 16th day of December 2024.

____
Michelle Eubank, City of Marshall City Clerk

D. 2025 BOARD AND COMMISSION VACANCIES

E. PARKS AND RECREATION 5-YEAR MASTER PLAN ADOPTION

CITY OF MARSHALL, MICHIGAN
RESOLUTION NO. 2024-35

A RESOLUTION TO ADOPT THE CITY OF MARSHALL 2025-2029 PARKS AND RECREATION MASTER PLAN

Minutes of a regular meeting of the Council of the City of Marshall, held on December 16, 2024, at 7:00 PM.

PRESENT:
ABSENT:
The following preamble and resolution were offered by __________________, and supported by ____________________.

WHEREAS, the City of Marshall has undertaken a five-year Parks and Recreation Plan which describes the physical features, existing recreation facilities, and the desired actions to be taken to improve and maintain recreation facilities during the period between 2025 and 2029; and

WHEREAS, an online input survey was made available to the public from June 22, 2024, to September 15, 2024; and

WHEREAS, the Parks and Recreation Plan was developed for the benefit of the entire community and the City wishes to use the plan as a document to assist in meeting the recreation needs of the community; and

WHEREAS, on August 27, 2024, the Marshall Parks, Recreation, and Cemetery Advisory Board reviewed the responses from the public survey and a draft plan; and

WHEREAS, at a meeting held on September 24, 2024, the Marshall Parks, Recreation, and Cemetery Advisory Board reviewed the draft plan and recommended adoption by the City Council; and

WHEREAS, the draft Parks and Recreation Plan was made available for review and public comment from October 7, 2024, to November 8, 2024; and

WHEREAS, a public meeting was held on November 18, 2024, at 7:00 pm at the Marshall City Hall to provide an opportunity for citizens to express opinions, ask questions, and discuss all aspects of the Parks and Recreation Plan; and

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF MARSHALL hereby adopts the 2025-2029 Parks and Recreation Plan for the City of Marshall.

Resolution declared adopted this 16th day of December 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 December 16, 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

F. TRAFFIC CONTROL ORDER 134 and 135

G. JULY 1, 2025–JUNE 30, 2031, CAPITAL IMPROVEMENT PROGRAM (CIP) ADOPTION - SCHEDULE A PUBLIC HEARING

8) PRESENTATIONS AND RECOGNITIONS

A. OATH OF OFFICE - DEPUTY CLERK

The Oath of Office was administered to Deputy Clerk Cary.

B. FY2024 ANNUAL FINANCIAL AUDIT

Moved by None, supported by Joe Caron to approve the receipt of the FY2024 Annual Financial Audit and place it on file in the office of the City Clerk. On a voice vote: **Motion carried.**

9) INFORMATIONAL ITEMS

A. LETTER OF RESIGNATION

Moved by Scott Wolfersberger, supported by Jacob Gates to accept the resignation of Ryan Underhill from the Council Member Ward 5 position. On a voice vote: **Motion carried.**

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. EAST PROSPECT ST. VACATION REQUEST

Moved by Jacob Gates, supported by Scott Wolfersberger to refer the East Prospect Street Vacation Request to the Planning Commission for review and recommendation. On a voice vote: **Motion carried.**

B. PERSONNEL POLICY MANUAL REVISIONS

Moved by Scott Wolfersberger, supported by Joe Caron to approve the revised Personnel Policy Manual as presented. On a voice vote: **Motion carried.**

C. WATER FUND AND WASTEWATER FUND - MINIMUM CASH RESERVE POLICIES

Moved by Scott Wolfersberger, supported by Jacob Gates to adopt the Water Fund Minimum Cash Reserve Policy and the Wastewater Fund Minimum Cash Reserve Policy to help ensure each Department maintains adequate cash to meet its requirements and as a safeguard against potential future deficits. On a voice vote: **Motion carried.**

D. TREE CITY USA CERTIFICATION

Moved by Joe Caron, supported by Jacob Gates to approve Resolution #2024-36, A Resolution to Apply for Tree City USA Certification and authorize the City Manager and City Clerk to sign the necessary documents. On a voice vote: **Motion carried.**

CITY OF MARSHALL, MICHIGAN
RESOLUTION NO. 2024-36

A RESOLUTION TO APPLY FOR TREE CITY USA CERTIFICATION

Minutes of a regular meeting of the Council of the City of Marshall, held on December 16, 2024 at 7:00 PM.

PRESENT:
ABSENT:
The following preamble and resolution were offered by __________________, and supported by ____________________.

WHEREAS, on April 1, 2024 City Council proclaimed support for tree care and maintenance throughout the City and acknowledges the enhanced quality of life provided to Marshall residents through tree plantings; and

WHEREAS, on April 26, 2024, the City of Marshall staff planted trees in the fountain circle in celebration of Arbor Day; and

WHEREAS, the City of Marshall received a $25,000 grant for tree planting activities from Ford to improve the City's urban forest; and

WHEREAS, the City of Marshall received a $102,000 Urban Community Forest Inflation Reduction Grant to complete a tree inventory, plant 30 trees, and maintain trees in the 2025 calendar year; and

WHEREAS, the City of Marshall wishes to obtain Tree City USA status once again and maintain that status in the coming years; and

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF MARSHALL hereby determines that maintenance and enhancement of the City's urban forest is in the public interest and herby approves the Application for Tree City USA.

Resolution declared adopted this 16th day of December, 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 December 16, 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

E. CONSTRUCTION CONTRACT - NE NIA INFRASTRUCTURE

Moved by Scott Wolfersberger, supported by Jacob Gates to approve a construction contract with Parrish Excavating for Valley View I in the amount of $973,178.00 with a contingency of $96,822 for a total funded amount of $1,070,000, approve a construction contract with Hoffman Brothers for Sidewalk Improvements in the amount of $133,864.19 with a contingency of $13,135.81 for a total funded amount of $147,000 and approve a construction engineering contract with VK Civil for Valley View I and Sidewalk Improvements in the amount $109,350.00 with a contingency of $10,650 for a total funded amount of $120,000 and authorize the City Manager and City Clerk to sign the necessary documents. On a roll call vote:

Ayes: Joe Caron, Jacob Gates, Ryan Traver, Scott Wolfersberger
Nays: None
Abstain: None
Motion carried.

F. 100 PAGE STREET/ 500 INDUSTRIAL RD. EXISTING BROWNFIELD PLAN TERMINATION - SET PUBLIC HEARING

Moved by Joe Caron, supported by Jacob Gates to introduce Resolution #2025-01, A Resolution to Terminate the Brownfield Plan for Dark Horse Brewing Company Redevelopment and Set a Public Hearing for the January 21, 2025, City Council meeting at 7 PM. On a voice vote: **Motion carried.**

G. 100 PAGE STREET/ 500 INDUSTRIAL - BROWNFIELD ESTABLISHMENT - SET PUBLIC HEARING

Moved by Scott Wolfersberger, supported by Joe Caron to introduce Resolution #2025-02, A Resolution Supporting the Adoption of a Brownfield Plan of Building Better Spaces, LLC Redevelopment and set a Public Hearing for the January 21, 2025, City Council meeting at 7 PM. On a voice vote: **Motion carried.**

13) APPOINTMENTS / ELECTIONS

A. PLANNING COMMISSION APPOINTMENTS

Moved by Joe Caron, supported by Jacob Gates to approve the reappointment of Tim Banfield and Timothy Fitzgerald to the Planning Commission for a term ending on December 31, 2027. On a voice vote: **Motion carried.**

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

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

Regis Klingler of Marshall, Barry Wayne Adams of 622 W Green St, and Rebekah Sebring of Fredonia Twp gave public comment.

15) COUNCIL AND MANAGER COMMUNICATIONS

16) ADJOURNMENT

The meeting was adjourned at 8:22 pm.

Respectfully submitted by,

Michelle Eubank
City Clerk

APPROVAL LIST FOR CITY OF MARSHALL
EXP CHECK RUN DATES 12/13/2024 - 12/13/2024
JOURNALIZED
PAID

INVOICE NUMBER	VENDOR NAME	DESCRIPTION	PO NUMBER	AMOUNT
12062024	ADKINS, BRENDA	REFUND CANCELLED PERMIT PE24-116		75.00
12272024	CITY OF MARSHALL	ST. MARY'S UB NOVEMBER 2024 FOR ELECTION		216.31
12092024	CORELOGIC CENTRALIZED	2024 SUMMER PROPERTY TAX REFUND - PRE CH		582.37
11252024-A	DAVIS, JOSHUA	BOOT ALLOWANCE - DAVIS, JOSHUA		123.98
12112024	DAVIS, JOSHUA	BOOT ALLOWANCE - DAVIS, JOSHUA		58.29
12112024	DOPP III, WILLIAM	TRAVEL REIMBURSEMENT FOR AUDIT MEETING		17.03
12092024	FINNEY, EMILY	BOOT ALLOWANCE - FINNEY, EMILY		89.81
12132024	GENE B. GLICK COMPANY,	REFUND MARSHALL HOUSE SECTION 8 HAP NOVE		57,367.00
12/12/2024	NICHOLAS, JENNIFER	UB refund for account: 2900570044		13.31
12132024	OAKLAWN HOSPITAL	PARKING RAMP LEASE DDA - DECEMBER 2024		13,875.00
12/12/2024	PRIDE, LUKE	UB refund for account: 502160032		44.88
24-0259	QUALITY EXCAVATORS INC	CONCRETE PAD FOR STORAGE SHED	2025.163	8,898.00
245	TOP TO BOTTOM TREE SER	ELECTRIC LINE CLEARANCE 12/2/24 - 12/8/2	2025.011	4,692.00
12/12/2024	WALBRIDGE	UB refund for account: 3205040033		29.68
GRAND TOTAL:				86,082.66

APPROVAL LIST FOR CITY OF MARSHALL
EXP CHECK RUN DATES 12/20/2024 - 12/20/2024
JOURNALIZED
PAID

INVOICE NUMBER	VENDOR NAME	DESCRIPTION	PO NUMBER	AMOUNT
INV9378	AZTECA SYSTEMS HOLDING:	ANNUAL CITYWORKS AGREEMENT 2025-2026	2025.149	18,660.10
12182024	CALHOUN COUNTY TREASUR:	2024 WINTER AD VALOREM DIST #1		44,774.69
12182024	CALHOUN INTERMEDIATE S(	2024 WINTER AD VALOREM DIST #1		61,117.98
12192024	CITY OF MARSHALL	FARMER'S MARKET PETTY CASH REIMBURSEMENT		372.50
1514849	CLARK HILL PLC	CLIENT NO. K9950 SERVICES THROUGH 11/30/		1,419.00
1514850	CLARK HILL PLC	CLIENT NO. K9950 SERVICES THROUGH 11/30/		875.00
S0019837	EMERGENCY VEHICLE PROD|	TOWER 12 PREVENTATIVE MAINTENANCE		1,542.29
S0019838	EMERGENCY VEHICLE PROD|	TOWER 12 PREVENTATIVE MAINTENANCE		983.09
S0019839	EMERGENCY VEHICLE PROD|	TOWER 12 REPAIRS		1,299.38
0445948	EN SPECIALTY SERVICES,	ELECTRIC DEPARTMENT SCADA SYSTEM REPLACE	2024.324	112,660.00
15233	FAIRBANKS MORSE, LLC	PIELSTICK GAS VALVES FOR ENGINE 6	2024.294	3,394.50
9313025364	GRAINGER	DUCT HOSE BRIDGE CLAMP		179.76
2024837	GRP ENGINEERING, INC.	ENGINEERING SERVICES - GENERAL MISC SERV		1,404.73
2024836	GRP ENGINEERING, INC.	ENGINEERING SERVICES FOR THE MEGASITE CI		2,654.32
INV-001129	HYPERION SOLUTIONS GRO|	FIBERNET NETWORK ENGINEERING SERVICES	2025.003	5,569.12
INV-001145	HYPERION SOLUTIONS GRO|	FIBERNET NETWORK ENGINEERING SERVICES	2025.003	4,950.00
1713092	J HARLEN CO., INC.	TOOL TRAY		149.90
1715227	J HARLEN CO., INC.	STAPLE STICK		243.04
12182024	KELLOGG COMMUNITY COLL:	2024 WINTER AD VALOREM DIST #1		35,457.68
1100063138	LEXISNEXIS RISK DATA M|	BILLING ID: 1720997 NOVEMBER 2024		200.00
12182024	MARSHALL AREA FIRE FIG:	2024 WINTER AD VALOREM DIST #1		13,694.10
12182024	MARSHALL PUBLIC SCHOOL:	2024 WINTER AD VALOREM DIST #1		117,462.40
12022024	MCGINTY, HITCH, PERSON	CLIENT NO. 4030.001 SERVICES THROUGH 11/		15,147.00
24511498-00	NEW PIG CORPORATION	STORM COVER		127.94
18989	PRECISION ENERGY SERVI(	OXIDATION CATALYSTS FOR UNITS 2 & 4 LABO	2024.237	62,000.00
00200469	PROGRESSIVE AE, INC.	MASTER PLAN AND OTHER PLANNING DOCUMENTS	2024.313	16,917.32
00200486	PROGRESSIVE AE, INC.	SITE PLAN AND STORM SERVICES FOR BOBP TH	2024.285	743.75
00200540	PROGRESSIVE AE, INC.	ACTIVATION ZONE II CONSTRUCTION ENGINEER	2024.328	700.64
00200910	PROGRESSIVE AE, INC.	MASTER PLAN AND OTHER PLANNING DOCUMENTS	2024.313	8,794.57
00200915	PROGRESSIVE AE, INC.	MARSHALL ECON DEV PLAN & MARKETING PLAN	2024.313	6,389.27
157915	SME	LDFA INDUSTRIAL PARK SURVEY 9/30/24 - 11	2025.159	54,655.45
158528	SME	LDFA INDUSTRIAL PARK SURVEY 11/4/24 - 12	2025.160	12,771.25
45373	SONAR SOFTWARE	FIBERNET CUSTOMER MANAGEMENT SOFTWARE DE	2025.106	2,146.50
7003140203	STAPLES	CUST ACCT # DET 10081052 OFFICE SUPPLIES		1,018.74
12182024	TACC	2024 WINTER AD VALOREM DIST #1		52,242.52
246	TOP TO BOTTOM TREE SER'	ELECTRIC LINE CLEARANCE 12/9/24 - 12/15/		5,106.00
VC3-181650	VC3 INC	ACCT NO. MAR11 OFFICE 365 DECEMBER 2024		1,119.90
101514171	WEX BANK	ACCT NO. 0470-00-462076-1 FUEL PURCHASES		9,003.71
R70045095	YOURMEMBERSHIP.COM, IN(	JOB POSTING - BUILDING OFFICIAL		150.00
GRAND TOTAL:				678,098.14

INVOICE NUMBER	VENDOR NAME	DESCRIPTION	PO NUMBER	AMOUNT
94159	ALL-TRONICS, INC.	DISCUSS CITY HALL PHONE SYSTEM & GENERAT		507.00
94182	ALL-TRONICS, INC.	QUARTERLY FIRE ALARM MONITORING 1/1/25 -		81.00
94183	ALL-TRONICS, INC.	QUARTERLY FIRE ALARM MONITORING 1/1/25 -		81.00
1QD1-RTF1-3CM7	AMAZON CAPITAL SERVICE	ACCT NO. A1P4GM99HG1EO2 CREDIT SHIPPING		(7.90)
1H6N-TVGJ-49C7	AMAZON CAPITAL SERVICE	ACCT NO. A1P4GM99HG1EO2 CREDIT SHIPPING		(5.73)
1MCJ-VY93-PHVV	AMAZON CAPITAL SERVICE	ACCT NO. A1P4GM99HG1EO2 WORK PANTS		232.60
1LXQ-G3P4-CTGM	AMAZON CAPITAL SERVICE	ACCT NO. A1P4GM99HG1EO2 CHEERLEADING POM		49.99
1DF3-14X6-CD7T	AMAZON CAPITAL SERVICE	ACCT NO. A1P4GM99HG1EO2 RIVERWALK SIGNAG		101.85
17GC-YM1K-47HN	AMAZON CAPITAL SERVICE	ACCT NO. A1P4GM99HG1EO2 VINYL NUMBERS		35.92
1RXH-JFTF-171M	AMAZON CAPITAL SERVICE	ACCT NO. A1P4GM99HG1EO2 AED DEFIBRILLATO		1,479.00
19H1-QHDD-11K7	AMAZON CAPITAL SERVICE	ACCT NO. A1P4GM99HG1EO2 PAPER TOWELS		56.10
19C7-RYJP-3N1F	AMAZON CAPITAL SERVICE	ACCT NO. A1P4GM99HG1EO2 EARPLUGS		49.83
1CKP-JYDP-CYMC	AMAZON CAPITAL SERVICE	ACCT NO. A1P4GM99HG1EO2 CHEERLEADING POM		49.99
1WH4-TJCN-DQJT	AMAZON CAPITAL SERVICE	ACCT NO. A1P4GM99HG1EO2 BASKETBALL RACK		44.99
1HG9-NRG3-JPGJ	AMAZON CAPITAL SERVICE	ACCT NO. A1P4GM99HG1EO2 WRENCH, BIT		220.61
1117-TJR4-1HF3	AMAZON CAPITAL SERVICE	ACCT NO. A1P4GM99HG1EO2 HARD DRIVE		99.99
1KXG-NRXF-1XHC	AMAZON CAPITAL SERVICE	ACCT NO. A1P4GM99HG1EO2 CHEERLEADING POM		60.98
16KK-JKFK-MQ9H	AMAZON CAPITAL SERVICE	ACCT NO. A1P4GM99HG1EO2 ENTRANCE MAT, OU		148.98
1CNJ-Q4GV-MK9R	AMAZON CAPITAL SERVICE	ACCT NO. A1P4GM99HG1EO2 KEYBOARD, MOUSE,		72.83
13HV-QQYR-PYTJ	AMAZON CAPITAL SERVICE	ACCT NO. A1P4GM99HG1EO2 RETURNED EARPLUG		(34.59)
1PYN-YRHV-NCLQ	AMAZON CAPITAL SERVICE	ACCT NO. A1P4GM99HG1EO2 EARPLUGS		34.59
328851	APEX SOFTWARE	ACCT NO. 103566 MAINTENANCE RENEWAL FOR		520.00
556023	ASCENSION MICHIGAN EMP	DOT PHYSICAL EXAM - SCHIPPER		90.00
225-524948	AUTO VALUE MARSHALL	1/2 DRILL DRIVE, FUEL FILTER, OIL FILTER		419.17
225-524994	AUTO VALUE MARSHALL	5 PK RECP BLD		38.59
225-525018	AUTO VALUE MARSHALL	5 PC SCISSOR SET, BLACK GLOSS, BLACK WHE		40.97
225-525042	AUTO VALUE MARSHALL	SWITCHES		33.72
225-525112	AUTO VALUE MARSHALL	AIR FILTER		29.36
225-525183	AUTO VALUE MARSHALL	RECEIVER TUBE, OIL FILTER, AIR FILTER		324.53
225-525213	AUTO VALUE MARSHALL	BLOWER MOTOR		71.39
225-525207	AUTO VALUE MARSHALL	OIL FILTER, OIL		30.01
225-525231	AUTO VALUE MARSHALL	WIPER ARM		33.19
225-525248	AUTO VALUE MARSHALL	WIPER BLADE		9.69
225-525273	AUTO VALUE MARSHALL	ELECTRICAL TAPE, AMBR MRKR LIGHT		12.38
225-525315	AUTO VALUE MARSHALL	ELECTRICAL TAPE		3.18
225-525348	AUTO VALUE MARSHALL	OIL		52.98
225-525366	AUTO VALUE MARSHALL	VEHICLE BATTERY		165.46
225-525343	AUTO VALUE MARSHALL	OIL FILTER, AIR FILTER, VEHICLE BATTERY		179.54
225-525389	AUTO VALUE MARSHALL	OIL FILTER, AIR FILTER, OIL		40.57
225-525441	AUTO VALUE MARSHALL	CORE RETURN		(36.00)
225-525431	AUTO VALUE MARSHALL	SNOW BRUSH, WASHER SOLVENT, CONTOUR BLAD		192.67
225-525474	AUTO VALUE MARSHALL	COOLANT		109.49
225-525501	AUTO VALUE MARSHALL	AIR FILTER, WIPER BLADES, STRAP CLAMP		69.22
225-525554	AUTO VALUE MARSHALL	VEHICLE BATTERIES, CORE RETURN		317.14
02265662132	AUTOZONE, INC.	CUST NO. 11585226 3/8 X 10' WIRE CON, HD		15.67
02265667346	AUTOZONE, INC.	CUST NO. 11585226 MOTOR OIL		49.48
161791-F1	BALTIC NETWORKS	MICROTIK HAP AC ROUTERS	2025.071	529.75
22131029.00 - 3	BARR ENGINEERING CO.	INCREMENTAL DAM BREACH ANALYSIS FOR MARS	2025.029	5,880.50
12/23/2024	BENJAMIN ELYEA	UB refund for account: 3142		87.40
16577	BUD'S TOWING & AUTOMOT	DART BUS INSPECTION & OIL CHANGE 11/25/2		438.07
STREETS-2025-00000(	CITY OF BATTLE CREEK	STREETS-2025-00000003 JUNE 2024 TRAFFIC		742.07
STREETS-2025-00000(	CITY OF BATTLE CREEK	STREETS-2025-00000020 TRAFFIC LIGHT REPL	2025.162	3,500.00
TRANSIT-2025-00000(	CITY OF BATTLE CREEK	TRANSIT-2025-00000010 DART BUS #9 MAINTE		215.00
TRANSIT-2025-00000(	CITY OF BATTLE CREEK	TRANSIT-2025-00000009 DART BUS #4 MAINTE		310.00
1070	CODE CONCEPTS GROUP LL	CONSULTING SERVICES FOR BOBP MONTHLY RET	2025.075	5,000.00
1077	CODE CONCEPTS GROUP LL	CONSULTING SERVICES FOR BOBP MONTHLY RET	2025.075	5,000.00
10062	COURTNEY & ASSOCIATES	ELECTRIC RATE AND CONSULTING RETAINER NO	2025.140	250.00
12092024	DUSTY NASH EMERGENCY V	ENGINE 12 ROTATOR WARNING LIGHT REPLACEM		65.00
10637	FUG, INC./MARSHALL CUS	SAFETY SHIRTS WITH SCREEN PRINTING		178.00
10729	FUG, INC./MARSHALL CUS	SIGNS		80.00
12/23/2024	HAROFF, TRACY & THOMAS	UB refund for account: 2203960012		193.98
20126	HOEKSTRA ROOFING COMPA	SERVICE CALL FOR ROOF LEAKS AT POWER HOU		2,164.38
CI-03672	HYDROCORP	CUST NO. C000161 INSPECTION & REPORTING		1,350.00
SO-250835	INDUSTRIAL NETWORKING	SIERRA WIRELESS MANAGEMENT RENEWAL 1/1/2		175.00
12/23/2024	LOWDER, KENNETH	UB refund for account: 2303460000		106.74
12022024	LOWES BUSINESS ACCOUNT	ACCT NO. 821 3023 902596 5 SPACE HEATER,		114.43
12/23/2024	MATTIS, DORA J.	UB refund for account: 1101740001		106.12
S5456789.001	MEDLER ELECTRIC COMPAN	LIGHT BULBS		78.54
S5458517.001	MEDLER ELECTRIC COMPAN	2" CONDUIT		582.79
S5460522.001	MEDLER ELECTRIC COMPAN	LIGHT BULBS		82.14
S5464295.001	MEDLER ELECTRIC COMPAN	ELECTRICAL TAPE		663.82
1396	MICHIGAN POLICE TRAINI	CMV ENFORCEMENT CLASS - VANDENBOSS		495.00
56857101	POWER LINE SUPPLY	HOT STICK, REFLECTIVE HOLDER CARD		1,026.00
56857102	POWER LINE SUPPLY	UNIFORMS (FR) - LONG		147.00
56857108	POWER LINE SUPPLY	MATERIALS FOR VOLTAGE CONVERSION - PS 11	2025.116	2,088.90
56857826	POWER LINE SUPPLY	200:5 CT'S		2,640.00
56859126	POWER LINE SUPPLY	SCREWS		416.40
56859127	POWER LINE SUPPLY	2" U-GUARD		237.00
56859657	POWER LINE SUPPLY	ANTI-SKID GROUND MAT 58" X 58"		727.00

INVOICE NUMBER	VENDOR NAME	DESCRIPTION	PO NUMBER	AMOUNT
56859686	POWER LINE SUPPLY	GLOVES		156.30
56859724	POWER LINE SUPPLY	GLOVES		293.40
56863025	POWER LINE SUPPLY	GLOVES		273.84
12032024	QUADIENT FINANCE USA,	ACCT NO. 7900 0440 5582 9307 POSTAGE NOV		5,649.20
Q1620078	QUADIENT LEASING USA,	CUST NO. 01041574 POSTAGE MACHINE LEASE		696.73
12/23/2024	SKOWRONSKI, CAROL	UB refund for account: 2708520003		27.38
247	TOP TO BOTTOM TREE SER	ELECTRIC LINE CLEARANCE 12/16/24 - 12/22	2025.173	5,175.00
6100144769	VERIZON WIRELESS	ACCT NO. 987146080-00001 11/2/24 - 12/1/		1,719.64
12/23/2024	WEST, BAIZE	UB refund for account: 2900410032		96.72
12/23/2024	WHITNEY, SAVANNAH	UB refund for account: 3205000031		55.48
GRAND TOTAL:				55,986.15

APPROVAL LIST FOR CITY OF MARSHALL
EXP CHECK RUN DATES 12/30/2024 - 12/30/2024
JOURNALIZED
PAID

INVOICE NUMBER	VENDOR NAME	DESCRIPTION	PO NUMBER	AMOUNT
3263	EMERGENCY NETWORKING,	ANNUAL SUBSCRIPTION FEE FIRE SUITE & EPC		2,775.00
IN102411220229	FS.COM INC	SIMPLEX PATCH CABLES	2025.153	269.50
INV-001151	HYPERION SOLUTIONS GRO	FIBERNET NETWORK ENGINEERING SERVICES		1,125.00
INV-001155	HYPERION SOLUTIONS GRO	FIBERNET NETWORK ENGINEERING SERVICES		1,856.25
56861999	POWER LINE SUPPLY	CONNECTOR H-TAP, ELBOW CONDUIT		226.29
56862001	POWER LINE SUPPLY	THIMBLES		153.74
56862002	POWER LINE SUPPLY	CAP LOADBREAK 15KV, CONNECTORS		846.32
56862003	POWER LINE SUPPLY	VISE TOP PIN INSULATOR		498.80
56863303	POWER LINE SUPPLY	2/0 AL TRIPLEX		2,191.65
56864641	POWER LINE SUPPLY	TERMINAL CABLE		692.00
56864780	POWER LINE SUPPLY	UNIFORMS - CRUZ		112.00
56864815	POWER LINE SUPPLY	CT 300:5		1,320.00
56864818	POWER LINE SUPPLY	CT 200:5		2,649.00
GRAND TOTAL:				14,715.55

INVOICE NUMBER	VENDOR NAME	DESCRIPTION	PO NUMBER	AMOUNT
4211233574	CINTAS CORP	UNIFORM SERVICES - ELECTRIC & FIBER 11/1		58.34
4211233529	CINTAS CORP	UNIFORM SERVICES - POWER HOUSE 11/12/24		95.62
4211233564	CINTAS CORP	UNIFORM SERVICES - WASTEWATER 11/12/24		63.00
4211233607	CINTAS CORP	UNIFORM SERVICES - WATER 11/12/24		69.64
4211986131	CINTAS CORP	UNIFORM SERVICES - ELECTRIC & FIBER 11/1		58.34
4211986144	CINTAS CORP	UNIFORM SERVICES - POWER HOUSE 11/19/24		95.62
4211986100	CINTAS CORP	UNIFORM SERVICES - WASTEWATER 11/19/24		63.00
4211986225	CINTAS CORP	UNIFORM SERVICES - WATER 11/19/24		69.64
4212679045	CINTAS CORP	UNIFORM SERVICES - ELECTRIC & FIBER 11/2		80.23
4212679084	CINTAS CORP	UNIFORM SERVICES - POWER HOUSE 11/25/24		95.62
4212679052	CINTAS CORP	UNIFORM SERVICES - WASTEWATER 11/25/24		65.97
4212679183	CINTAS CORP	UNIFORM SERVICES - WATER 11/25/24		69.64
12232024	EASTEND STUDIO & GALLE	PROGRAM PARTNERSHIP FOR COOKIES & CANVAS		204.00
12182024	FINNEY, EMILY	ARTICLE 32 SECTION 9: MEALS 12/18/24		10.00
27606752	GRANGER WASTE SERVICES	ACCT NO. 18400290 RESIDENTIAL DECEMBER 2		33,603.09
27571045	GRANGER WASTE SERVICES	ACCT NO. 18422860 CITY BUILDINGS RECYCLI		70.14
27614497	GRANGER WASTE SERVICES	ACCT NO. 2782490 CITY BUILDINGS WASTE DE		903.68
2563965	GRIFFIN PEST SOLUTIONS	PEST SERVICES AT CITY HALL 10/30/24		59.00
2577154	GRIFFIN PEST SOLUTIONS	PEST SERVICES AT CITY HALL 11/20/24		59.00
2564672	GRIFFIN PEST SOLUTIONS	PEST SERVICES AT FIRE STATION 10/17/24		42.00
2577788	GRIFFIN PEST SOLUTIONS	PEST SERVICES AT FIRE STATION 11/25/24		42.00
2577947	GRIFFIN PEST SOLUTIONS	PEST SERVICES AT MRLEC 11/20/24		88.00
2590166	GRIFFIN PEST SOLUTIONS	PEST SERVICES AT MRLEC 12/18/24		88.00
28204	GUTTERS R US	MRLEC SNOW REMOVAL & SIDEWALK SALTING 20	2025.178	4,526.40
28400	GUTTERS R US	MRLEC SNOW REMOVAL & SIDEWALK SALTING 20	2025.178	4,526.40
12182024	JOHNSON, DAVE	ARTICLE 32 SECTION 9: MEALS 12/18/24		10.00
INV-KA-351844	KNOX COMPANY	KNOXBOX 3200 (QTY 3)	2025.148	1,510.00
24-2041HS	MARSHALL AREA FIRE FIG	CPR & AED TRAINING 11/12/24		450.00
24-2042HS	MARSHALL AREA FIRE FIG	CPR & AED TRAINING 11/19/24		405.00
DDDN2025	MARSHALL PUBLIC SCHOOL	2025 DADDY DAUGHTER DATE NIGHT FACILITY		200.00
1963428	MILLER JOHNSON ATTORNE	CLIENT NO. 52636 SERVICES THROUGH 11/30/		1,988.00
12012024	SPARTAN STORES, LLC	CUST NO. 021063 REC OPERATING SUPPLIES		33.24
761-11288515	STATE OF MICHIGAN	CUST ID: 156863 WATER SAMPLE TESTING		30.00
761-11279925	STATE OF MICHIGAN	CUST ID: 182921 NPDES ANNUAL PERMIT FEE	2025.158	5,500.00
761-11280507	STATE OF MICHIGAN	CUST ID: 489105 NPDES ANNUAL PERMIT FEE		150.00
551-647474	STATE OF MICHIGAN	CUST ID: 64276 REGISTRATION FEE FOR HAZA		950.00
12182024	STEELE, JEREMIAH	ARTICLE 32 SECTION 9: MEALS 12/18/24		10.00
2163	T&A DIESEL LLC	FIRE SQUAD 12 REPAIR		2,137.97
86149	TELNET WORLDWIDE	ACCT NO. 8948 DECEMBER 2024		1,030.98
7492273	TEREX USA, LLC	PM & REPAIRS FOR VEHICLE #323		1,595.74
2375	THE WOODHILL GROUP, LL	FINANCE & ACCOUNTING SERVICES NOVEMBER 2		2,483.33
248	TOP TO BOTTOM TREE SER	ELECTRIC LINE CLEARANCE 12/23/24 - 12/29	2025.173	3,312.00
368064	VIEW NEWSPAPER GROUP	ACCOUNT ID: 100527 NEWSPAPER ADS NOVEMBE		451.00
368239	VIEW NEWSPAPER GROUP	ACCOUNT ID: 103068 ABANDONED VEHICLE AUC		84.00
12182024	WEST, REUBEN	ARTICLE 32 SECTION 9: MEALS 12/18/24		10.00
GRAND TOTAL:				67,447.63

ITEM: 12.A
ADMINISTRATIVE REPORT

TO:	Honorable Mayor and City Council
FROM:	Derek N. Perry, City Manager
DATE:	January 6, 2025
SUBJECT:	**2024 ACTION PLAN**

On behalf of the City Leadership Team, I am pleased to present the 2024 Action Plan progress report. The annual update will be available at City Hall and placed on the City website.

BUDGET IMPACT:
None.

RECOMMENDATION:
Approve receipt of the 2024 Action Plan Annual Update.

2024 Action Plan

Annual Update

Finance

Create and Adopt FY 2025 Budget
The FY2025 budget was adopted by the City Council at their May 20, 2024, meeting, per the requirements of the City Charter. The budget is available on the City website.

Complete the FY 2024 Audit
Results of the audit were presented to the City Council at the December 16, 2024, Council meeting. Our auditors, Maner Costerisan, issued a clean opinion on the financial statements.

Create and Adopt 2024-2030 CIP
The CIP was created by staff over several months and adopted by the Council in February.

Develop and implement a minimum cash reserve policy for each utility
The Electric Fund reserve policy was adopted by the City Council in 2023. Cash reserves policies for the Water and Wastewater funds were adopted at the December 16, 2024, City Council meeting.

Complete cost of service study and rate design for utilities
Rate studies have been completed for Electric, Sewer, and Water, and the findings were presented to Council over multiple work sessions. We chose to table any FiberNet rate discussions until we review final recommendations from our consultant, Magellan/Entrust.

Develop and Adopt BlueOval PILOT
After multiple incentive discussions with the State of Michigan and initial Payment in Lieu of Taxes (PILOT) discussions with the City of Marshall, Ford has decided to withdraw their request for a Renaissance Zone incentive. There will no longer be the need for a PILOT. Ford/BlueOval will pay property taxes subject to a PA 198 tax abatement approved by City Council on August 19, 2024, for a period of 12-years (12/31/24 to 12/30/2038).

Renew Assessing Services agreement
On June 17, 2024, the assessing contract with V&V Assessing LLC was renewed through June 30, 2027.

Update the Personnel Policy Manual
Over several months, the Personnel Policy Manual was updated by staff and our City labor attorney and approved by Council on December 16, 2024.

Review the Purchasing Ordinance and Policy
Work on this project has begun, but updates will be brought to Council as a 2025 goal.

Clerk

Update the FOIA policy and procedures
A draft policy has been developed. The clerk’s office is working with the Police Department and City Attorney Revore for finalization and adoption in 2025.

Renew the expiring Trash, Leaf and Brush Millage
At the April 15, 2024, City Council meeting, a resolution for placing the .75 mill, four-year, renewal was authorized for placement on the August 2024 ballot. The millage will provide approximately $200,000 each year for a single pass curbside brush pickup in April, a bulk curbside trash pickup in May, and two passes for curbside bulk leaf pickup in October-December depending on leaf drop and weather.

On August 6, 2024, the City voters overwhelmingly approved the ballot request. 1,374 total votes were cast, with 82% choosing yes.

Police

Maintain Department staffing through recruitment and hiring program
The Marshall Police Department made an effort to improve our recruitment and hiring program in 2024. We were unable to fill a vacant police officer position from November 2023. We had seven qualified candidates for the position, but four candidates dropped out of the process and the other three did not make it through the background investigation process.

In February, we held a multi-agency recruiting fair to try and increase our recruitment efforts. Our increased efforts didn't result in any additional candidates. After failing to find qualified candidates, a new Police Recruit position was created to establish a sponsorship program. We completed a new job description and updated our hiring and recruiting plan. We secured two spots in the KCC academy and applied for the Public Safety Academy Assistance grant which we received. The grant for the academy and wages up to $24,000 per recruit ($48,000 total).

The Marshall Police Department tested 19 police recruit candidates. 7 candidates passed the written test and moved on to interviews. Seven interviews were completed, with two candidates being selected for the recruit positions. The two candidates completed the pre-testing for MCOLES, a background investigation and psychological examination. The two candidates were hired and assigned a Marshall Police Officer to mentor them through the academy process. Both completed the Kellogg Community College Police Academy and started their Field Training in December. They are projected to be on full duty in March 2025.

Officer Troy DeKryger retired on May 30th, 2024. We updated our policy and completed a letter of understanding to allow for retirees to return to full time work after a 60-day separation. After a 60-day separation he returned to work on August 8th, 2024.

The Marshall Police Department is currently fully- staffed with 16 sworn officers for the first time in several years. We continue to assess our service demands and staffing levels.

Continue and Expand Traffic Safety and Enforcement program
An operational plan was developed in December of 2023 to address the traffic impact of BlueOval and the MAJOR campus over the next 3 years. The plan addresses projected calls for service increases along with several concerns regarding traffic safety. The following items were completed as part of our operational plan.

- All Marshall Police personnel were deputized by Sheriff Hinkley to assist with any jurisdictional conflicts when enforcing laws in areas between the City of Marshall and the local 625 contract properties in the townships.

- An MOU with the Calhoun County Accident Reconstruction Team was finalized and signed. Officer Patterson responded to 8 accidents with the Reconstruction Team in 2024. Officer Patterson will be receiving additional accident investigation training with a goal to complete the Accreditation Commission for Traffic Accident Reconstruction (ACTAR) certification. Officer Patterson is planning to complete the required training over the next 2 to 3 years. It should be noted there are only 28 ACTAR Reconstructs in Michigan.
- Officer Vandenboss completed a Motor Carrier Enforcement Class in 2024.

In 2024 the Marshall Police Department set some goals of increasing our traffic safety and Enforcement. Officer Vandenboss and Sgt. Potter have taken a lead roles in our Traffic Safety Program. Officer Vandenboss is leading the department in proactive enforcement actions. Sgt. Potter and Officer Vandenboss also used our radar speed monitors to complete 11 speed studies in 2024.

In 2024, the Police Department worked with the Department of Public Works to assess some of traffic control signage throughout the city. Based on this assessment, we completed 17 new traffic control orders, adding signage and controls that will improve traffic and pedestrian safety in the Marshall community.

Improve Community Engagement Efforts (6 Events)
Community engagement remains a focus for the Marshall Police Department as we continue to maintain and build community trust. We worked to increase our community engagement efforts in 2024. We planned for at least 6 community events, and we completed eight.

Events Completed in 2024:

- LCC Training held January 17th, 2024
- Police Recruiting Event held February 3rd, 2024. 19 Agencies participated
- 4 SHARP Trainings held Feb 13th, 2024, April 13th, October 7th.
- Small Business Crimes Training Scheduled for May 7th, 2024
- National Night Out August 6th, 2024, at Fairgrounds
- Fraud Training at Marshall Library November 21st, partnered with Marshall Community Credit Union
- Shop with a Cop December 14th.

In 2024, we also created a non-endowed sub fund with the Marshall Community Foundation to solicit funds for the Marshall Police Department Community Training and Event Fund. This will assist us in raising funds for community trainings and events, as we expand our community engagement efforts. We are working to create a marketing plan to solicit donations for this fund in 2025.

We should also note that School Resource Officer Andrew Groeneveld is very active in Marshall Schools and attends most of the school sporting events and dances.

Complete Downtown Parking Assessment
The City Parking Ordinance was updated in January 2024. All 642 parking spots in the city were mapped in GIS with designations. A resolution was passed for consent of City Council for the designations.

In May, a resolution was completed and approved by City Council to update the parking changes/improvements for parking lots 6 and 7.

In December, the annual parking assessment was completed along with a workshop with Marshall City Council. City Staff is in the process of completing the signage for the changes.

Update department strategic plan (2024-2027)
Strategic planning was budgeted in the 2024-2025 budget. We contracted with Humanergy to complete our strategic planning process and update our strategic plan. Focus group sessions were completed with the Sergeants and Patrol Officers. 57 surveys were also sent to key stakeholders in the community to gain additional feedback. Three work sessions were completed along with a wrap up meeting. The plan was recently presented and provided to staff. The plan will be provided to city council, and a summary will be provided to the public in January/Feb 2025 along with our annual goals.

Develop and Implement community camera public safety program
We had several meetings with Verkada and Avigilon cameras in 2024. We have also met with the City Directors and others to discuss solutions. We are in the process of creating a committee to investigate and create a plan. This was incorporated with a citywide strategic plan for access control, cameras, and alarms. The goal is to bring some consistency and integration options for citywide growth. Several camera programs have been started in surrounding communities including Albion, Battle Creek, and by the Calhoun County Sheriff's Office. Many of the programs are using license plate reader (LPR) technology. We have continued to discuss and research camera options. In 2025 we plan to work with a consultant to create a citywide plan. Once we create a plan we will seek grant funding for the project.

Implement community engagement software platform
Over the last few years area police agencies have been implementing a community engagement software platform for their departments. We researched these programs and discussed the success of the programs that were being used by MSP, CCSD, and BCPD. We received a quote from SPIDR Tech/Versaterm and budgeted the project in the 2024-2025 Budget with revenues from a potential grant.

We submitted and were granted a Marshall Community Foundation Momentum grant for the project. The contract was completed and reviewed by the City Attorney. The contract was approved on October 7th and used to purchase and implement software.

The service contract was reviewed and amended a few times before being signed in November. The project is in progress with an estimated completion date for the end of January. We will be releasing a press release and informing the public prior to release.

Fire

Identify SAFER grant employee funding
City Council approved application for an additional SAFER Grant to FEMA in March of 2024. In September we learned that we were not funded, however we were approved to continue to use

the remaining grant dollars to fund the three positions through August of 2025. This will allow us to budget for the three positions in the FY26 operating budget.

Reduce ISO rating to a 3 or lower
Staff has completed work related to training, pre-fire planning and inspections to gain more favorable scores when they return for our evaluation. We are awaiting a date from the ISO organization for an inspection date.

Conduct a Community Risk Assessment and Reduction Plan
Lt Brad Hawley has completed a Risk Assessment and now he and Chief Erskine are working on the Risk Reduction Plan.

Complete Hazardous Materials Technician Training
3 staff members completed the training this year and more are scheduled for 2025.

Implement new Fire Code Inspection Plan and Inspection program
Working with Attorney Revore, City Council approved the inspection ordinance and adopted the 2021 International Fire Code (2021 IFC) this year. Also, City Council adopted an ordinance for cost recovery to cover costs. Implementation planning has started, and we will be meeting with impacted businesses to inform them of the program and how it relates to the Community Risk Assessment and Reduction Plan in 2025.

Pursue the replacement of the 2003 Spartan Fire Engine
This year, as part of the budget process, the Fire Department equipment fleet was added to the Motor Pool fund. This will provide consistent annual funding for fleet replacement that includes an evaluation to maintain apparatus that serves our needs and is most cost effective going forward.

The development of specifications and ordering of the new engine would proceed once funding has been identified and allocated.

Safety

Implement City safety manual update and new orientation program
We have developed a new safety manual with policies and procedures for all departments and the document has been passed out to all City employees for implementation.

Continue monthly Safety Program and annual Safety Day
Safety Day in September was a success and we continue to have monthly safety classes with required annual training. The City Safety Committee meets every other month to review employee incidents and discuss safety topics.

Update and Improve the City Safety Program
We continue to update and improve safety programs by identifying equipment and training that is needed. New confined space equipment that is modern and compliant with current safety standards has been purchased and training on its use has occurred.

Public Services

Complete the design for the Verona Road- West Drive resurfacing project
Engineering design is complete and approved by MDOT. The project scope includes a combination of full depth mill and pave, partial depth mill and pave, and sidewalk installation The project has been obligated by MDOT which commits $385,000 in Small Urban program funding to the City's project. The project was bid in September with the low bid be awarded to Rieth Riley. Construction is planned for the Spring of 2025 and a webpage for the project has been created on the City's website.

Finalize plans and construct the Activation Zone Improvements
The construction for the 2024 improvements to the Activation Zone are complete. Coordination and finalization of the community dumpsters needs to still be completed by participating adjacent businesses.

Continue development and oversight of the MAJOR Campus utility extension
Water Infrastructure: Watermain installation is complete, and the City is serving the MAJOR Campus with municipal water. The construction at the WTP is approximately 65% complete. The Facilities Site water tank is complete and will be placed into service in the spring. City staff are currently working with the City of Battle Creek on the water purchase agreement and operational plans.

Wastewater Infrastructure: The 30% design documents for the WWTP have been issued to the contractor. The scope of work currently includes a new headworks building with large wet well, mechanical screening, grit removal, and new blowers and air diffusers. Projects 5 and 6, the sanitary sewer pump station and force main, are underway. The force main construction is complete from the facilities site to just outside the WWTP.

Stormwater: The stormwater basins for control of construction stormwater are under modification to get them to the permanent stormwater condition. The installation of the outlet control structure that controls the outflow of water to the culverts under the railroad tracks is complete.

Complete tree planting program and pursue Tree City USA certification
The City has met all four of the program standards for 2024 calendar year and submitted the application for Tree City USA recognition. The City utilized staff, contractors, and volunteers to complete tree activities this year. Approximately $45,000 was spent in City labor for tree maintenance and care. The City contracted for approximately $15,000 in tree removal this year. City staff planted trees on Arbor Day in 2024 and volunteers planted approximately 100 trees during the Rotary's waterways stewards' event in October. The $25,000 donation from Ford earlier this year has not been spent and will fund a neighborhood street tree planting program in 2025.

Update tree assessment and maintenance program
An RFP was issued for stump removal in 2024 with no responses. Staff will be re-issuing the RFP in January. The City was awarded a $100,000 grant for the inventory of all trees with the City's right-of-way in late 2024. An RFP for this work will be issued and a contractor selected to complete the inventory in 2025.

Finalize restoration plans for Brooks Fountain and identify funding sources
The Brooks Memorial Fountain plans have been developed to assist with estimating construction cost. The fountain and park have 1.5 to 2.0 million dollars of improvements needed depending on the type of replacement material that is ultimately chosen. The donation of $140,000 by Ford will go toward the project and we continue to seek out additional funders. The City will celebrate its bicentennial in 2030, and we plan to make the renovation of the Brooks Memorial Fountain the centerpiece of the festivity.

Continue lead service line inventory and replacements program
The Complete Distribution Service Line Materials Inventory was completed by the Water Department per EGLE requirements. The current inventory and information on the lead service line program can be found on the departments webpage. All 2024 requirements were met, and staff are planning for the necessary investigation and replacements for the 2025 calendar year.

Establish sewer pipe assessment program
Review of other peer City contracts for similar services has been started to develop our program.

Update the Stormwater Ordinance and Master Plan
This project has not been started.

Continue Cityworks Asset Management Program Implementation
This activity continues with additional divisions being incorporated into the program.

Develop Engineering and Inspection Services RFQ's
This project has not been started.

Renew Collective Bargaining Agreement with Public Services Employee Group
The new three-year CBA was approved by the City Council and took effect on July 1, 2024.

Complete Cosmopolitan Watermain Rehabilitation Project
The scope of the project has been confirmed with a combination of replacement and rehabilitation planned in 2025. Watermain replacement will occur along the public right-of-way while watermain lining will occur on the cross lot watermain between Cosmopolitan Avenue and North Madison Street. The street will be partially reconstructed pending final information from Consumers Gas on their component of work in the area. The watermain lining request for bids has been issued and staff are currently accepting quotes on the watermain replacement design engineering work.

Electric

Electric System Reliability (meet or exceed top quartile of utilities)
The Electric Department established 2024 Distribution System Reliability goals that are based on the top quartile of utilities reporting through the American Public Power Association (APPA) eReliability Tracker software for the previous year. These indices include:

- System Average Interruption Frequency Index (SAIFI), the average number of times that a customer experiences a service interruption during the stated time period;

- System Average Interruption Duration Index (SAIDI), the average duration of customer service interruptions in minutes. SAIDI is how long, on average, each customer was without power during the stated time period;
- Customer Average Interruption Duration Index (CAIDI), the average time (in minutes) required to restore service following an interruption; and
- Average Service Availability Index (ASAI), the ratio of the total number of customer hours that service was available to the total customer hours;

Staff enters service interruption data—including outage duration and number of affected customers—into the APPA eReliability Tracker software. The software calculates these indices for the City of Marshall electric distribution system. The 2024 electric distribution system reliability goals and results for November and from January-November are shown below. The November reliability results continued to be a mixed bag, as the SAIFI and CAIDI targets were achieved, while the SAIDI and ASAI were not. Year to date 2024, only the CAIDI goal was exceeded, while the SAIFI, SAIDI and ASAI objectives fell short. The Electric Department will continue working to minimize service interruption frequency and duration through the remainder of 2024 and beyond.

	2024 Goal	November 2024	January-November 2024
SAIFI (# interruptions)	0.63	0.449	1.447
SAIDI (minutes)	0.25	10.234	74.315
CAIDI (minutes)	51.99	22.781	51.345
ASAI (%)	99.9900	99.9763	99.9858

Replace approximately 70 wooden poles
The Electric Department goal is to replace approximately 70 wooden poles in 2024. In 2024, 71 new wooden poles were set, 101.43% of the annual goal. This total does not include 26 new poles set by Electric Distribution staff in August for the electric distribution system extension that will serve new City water and wastewater facilities at the MAJOR site.

Replace 500 electric meters
The 2024 Electric Department goal is to replace 500 older electromechanical meters that predate modern solid state electronic meters. In 2024, Metering staff replaced 509 electric meters, 101.8% of the annual goal.

Extend electric service to MAJOR Campus to serve City facilities
The Electric Department is extending a new three-phase 12,470-volt electric distribution feeder from a point near the Michigan Department of Transportation facility on West Michigan Avenue to the City's proposed water and wastewater facilities at the MAJOR site. Work on the overhead portion of the line is complete. Conduit and cable have been installed on the underground portion of the feeder. Electric Distribution staff must terminate the underground cables to complete this part of the project. The 750-kVA transformer to serve the new water and wastewater facilities has been set and the underground service installed. If the weather cooperates, the electric distribution system extension should be ready to energize by mid-January. The project completion deadline is January 31, 2025.

Maintain 91% or greater generating availability annually
One of the ways to gauge Power Plant readiness to respond to an emergency is by calculating Generating Unit Availability. This benchmark is calculated by dividing the total number of hours a generating unit was available for service (whether it was operating or not) by the total number of hours in the time period (month or year). Availability can be tracked for both individual generating units and for all units collectively.

Generating Unit Availability is also an indicator of preventive maintenance program effectiveness and an adequate capital improvements program. The 2024 Electric Department goal is to meet or exceed 91% annual availability factor. Collective generating unit availability has exceeded 91% each month in 2024. Through November, collective availability of the five Power Plant generating units was 100% seven of eleven months in 2024.

Produce at least 1,185,786 kWh from the Hydro units annually
Despite this lack of precipitation during the second half of 2024, hydroelectric energy production through November has exceeded 100,000 kWh each month. Year-to-date 2024 hydroelectric energy production of 1,303,718 kWh exceeds 12-month totals in 2021, 2022 and 2023. Year-to-date 2024 hydroelectric energy production of 1,303,718 kWh is 109.95% of the 2024 hydroelectric energy production goal of 1,185,786 kWh with one month (December) remaining. This appears to be the greatest annual hydroelectric energy production total since 1,587,950 kWh were generated in 12 months in 2011.

Return generating units #2 and #4 to commercial operation
For more than a year, the City of Marshall has been working to return existing Power Plant internal combustion generating Units #2 and #4 to commercial operation. Returning Units #2 and #4 to service provides value to the community in the form of approximately 2,000 kW (2 MW) of MISO Zone 7 and State of Michigan capacity, as well as an additional 2 MW of emergency backup generation. The City engaged Precision Energy Services of West Burlington, Iowa, to design and install the necessary oxidation catalysts and emissions-monitoring equipment. Precision completed installation of the two oxidation catalysts and emissions monitoring equipment in May 2024.

The proposed return of Units #2 and #4 to commercial operation has experienced delays as EGLE and the City debated whether the units are considered “intermittent emissions sources” or “continuous emissions sources.” Existing Power Plant Units #3, #5 and #6 are considered intermittent sources and have averaged approximately 50 hours of operation annually from 2018-2023. EGLE maintains that only emergency generators connected to a specific structure (such as a hospital, water plant, fire station, etc.) may be classified as intermittent sources. EGLE staff are working with US EPA representatives on resolution of this question. An answer is not expected until 2025.

Install four new 2.5 MW natural gas generators at the Power Plant
Work on this approximately $10.5 million project is substantially complete with all four 2.5-MW Caterpillar natural gas generators available for service. The units can be remotely started from AMP headquarters in Columbus or locally by Power Plant staff. The four generating units are commercially available and have been registered as Midcontinent Independent System Operator (MISO) installed capacity.

Achieve a $3.5 Million cash balance at year-end
Finance Director William Dopp reports that as of September 30, 2024, the Electric Fund had approximately $4.434 million in cash. This cash reserve will change throughout the year and bears continued monitoring through December 31, 2024; however, it appears that the Electric Fund is well positioned to achieve this 2024 goal.

Maintain competitive rates with Consumers Energy and DTE across all rate classes
As part of the recent Electric Utility Cost of Service and Rate Study, public utility consultants Courtney & Associates updated bill comparisons for residential, small business and industrial customers with those of similar customers served by Consumers Energy and DTE Energy. New City electric rates became effective June 1, 2024. City of Marshall rates remain competitive with those of Consumers and DTE in nearly every customer category.

Achieve zero lost time accidents
In 2024, there were three lost time accidents in the Electric Department. Although none of these workplace injuries were serious, they each resulted in lost time. These are the first lost time accidents since at least the beginning of 2023.

Update the Electric System Emergency Action Plan
Updates of the existing Electric Department Contingency Plan for Emergency Operations have been completed. Contact names and information were updated. An electric system one-line diagram and copies of Electric Department mutual aid agreements with American Municipal Power (AMP), the Michigan Municipal Electric Association (MMEA), the American Public Power Association (APPA) and Consumers Energy were added to the document. Copies of the updated plan have been distributed to the City Manager, Power Plant, Electric Distribution, Director of Electric Utilities and Assistant to the Electric Director.

FiberNet

Conduct a comprehensive infrastructure and operational evaluation of the utility
On January 2, 2024, the City Council authorized retaining Magellan/Entrust to perform the audit of the utility. Entrust has completed the evaluation, including a site assessment of all the equipment and has made three major recommendations. 1. Move to a new network support provider to assist the current employee responsible for these operations. Based on the recommendation of Entrust, we have engaged Hyperion Solutions Group, and they now assist with active monitoring and management of the network. 2. Move away from the current customer service/tech support provider. EPB was selected and hired to provide our necessary technical support service for our customers. EPB will start performing their services by the end of January 2025. In addition, we have added administrative support to the department to provide customer service, marketing and communications during normal business hours. 3. Develop and refine a capital improvement/replacement plan for the existing servers, switches and routers. Based on the inventory, it was determined that a large portion of our components need to be updated and replaced as items have reached the end of their service life and are experiencing failures. Entrust has provided a plan to move forward and we will be focusing on this third recommendation once we have successfully implemented both of the previous recommendations.

Develop Marketing and year-end Rebate program
As part of the evaluation project performed by Magellan/Entrust, a recommendation was made related to the business plan and an associated marketing strategy development and its implementation. Based on the critical work that needs to occur on the network and the customer and technical service components discussed above, we have moved this project to a lower priority. A one-time 10% rebate was issued in February 2024 to all current FiberNet customers to account for the previous reliability issues.

Information Technology

Replace the Citywide telephone system
A Draft RFP is under review, and we anticipate finalization in the spring of 2025, inclusion in the FY26 budget and implementation of the new phone system in fall of 2025.

Complete server replacements at City Hall and MRLEC
Both servers have been replaced and the new servers are in service.

Finalize and implement IT capital replacement program
VC3 has provided initial budget and capital replacement information. Staff are in the process of reviewing the data and will develop a new program and implement for FY2025 and FY2026 Budgets. Multiple PC replacements replacing old units occurred in 2025. Quarterly employee security training has been implemented and necessary security upgrades have occurred.

Community Development

Update the City Master Plan
City Council approved the award of contract to Progressive AE to update the Master Plan on March 4, 2024. To date, transportation and small business focus groups have met, a Joint Council/Planning Commission Workshop was completed, a survey that received over 300 responses was conducted, several “pop up” events were held at the Brooks Fountain and the farmers market this summer, and a community open house event took place in October to solicit resident input. The Master Plan is on track for a final community-wide open house in February and ultimate approval in the first quarter of 2025.

Update the Parks and Recreation 5-year Master Plan
Following survey results, public input, comments from the Parks, Recreation, and Cemetery Advisory Board and a public hearing, the Parks and Rec Master Plan was adopted by City Council on December 16, 2024. The plan has been submitted to the Michigan DNR to make us eligible for grant funding, and to provide guidance for the next 5-years.

Develop a Non-Motorized Master Plan
The City Council approved the award of contract to Progressive AE to develop a Non-Motorized Plan in March of 2024. A draft plan was developed this fall with input from county and regional trails organizations along with local stakeholders related to the proposed routing of trails through

and around Marshall. The Non-Motorized Plan is on track for inclusion with City Master Plan to be approved in first quarter 2025.

Review the Master PA 425 Agreement
No review work was completed on this topic.

Achieve Redevelopment Ready Community Certification
All of the Master planning projects once finalized will complete the primary outstanding items for RRC recertification. Staff is working on other minor items in conjunction with MEDC and will have everything in place according to a schedule laid out for first quarter 2025. Upon completion, we will be eligible for recertification.

Complete the LDFA- Brooks Parcel Inventory update project
Initial survey work, wetland delineation and appraisal work are currently underway. We continue to coordinate with MAEDA on determining and developing functional buildable sites for potential small-scale development.

Continue partnership with MAEDA and MEDC to promote and develop the Marshall MAJOR Campus
We continue to work with MAEDA, MDOT, MEDC and other partners to identify issues in the development of the remaining land on the MAJOR Campus.

Complete the Sale of the Marshall House Property
On October 28, 2024, the Marshall House property was sold to the Gene B. Glick Company.

Continue Adaptive Reuse program for the upper floors in the downtown
Five new apartments are nearing final construction at 125/127 West Michigan Avenue. An apartment is included in the Frentz project on Mansion Street as well as three hotel rooms in the 19 Zero 9 Venue project. Projects at the Masonic Temple, Stagecoach, and other downtown buildings have been proposed.

Continue Housing Development projects using NIA TIF and other incentives
Nine new homes have been completed on Forest St using the NE NIA TIF mechanism for infrastructure funding. Phase II, which includes the extension of Forest St to O'Keefe started as well. Finalization of the street connector will start next year and allow for new homes construction. The proposed multifamily development on Hughes Street will be submitted for site plan in the first quarter of 2025. Additionally, a housing study with Albion and MEDC to provide the necessary data to attract developers is near completion and we received $15,000 from MEDC to develop housing concepts on three general areas as part of the Master Plan.

Investigate opportunities for retail cannabis facilities
Nothing has started on this topic yet. Discussions may occur as part of the Master Plan process or work begun later next year utilizing a separate process.

Complete critical repairs to the Riverwalk
The necessary EGLE permit for replacement of a section of the Riverwalk from Stuart's Landing to South Marshall Avenue was approved this summer and Phase 1A was completed that replaced the worse sections of the original Riverwalk. Additional funding is required for the final phase and grant funding will be investigated and potentially submitted in the spring of 2025.

Complete the Development of Eaton Park
Fundraising continues and we have received bids for the construction of the improvements. We are reviewing the bids for a recommendation to City Council in January. If approved, construction would commence in the spring of 2025.

Continue branding and amenities efforts for the River District
A committee has been established to work on this issue in partnership with MAEDA. The primary goal is to construct a 10’ wide multiuse path between the River District and downtown. The pathway would include a few benches, flowerpots and historical interpretive signs highlighting the areas unique history. Our recent grant application was not successful, but we will continue to pursue others in 2025.

ITEM: 15.A

ADMINISTRATIVE REPORT

TO:	Honorable Mayor and City Council
FROM:	Derek N. Perry, City Manager Marcia Strange, Director of Community Development Justin Miller, Parks and Recreation Superintendent
DATE:	January 6, 2025
SUBJECT:	**2025 COUNTY PARK MILLAGE REPORT**

In 2020, voters approved a county wide millage for parks. The millage rate is .2 mills for five years. In year four of the 5-year county millage, the allocation for the City of Marshall parks is estimated at $23,105.00.

Our intention would be to spend or save this year's allocation towards Riverwalk repairs.

BUDGET IMPACT:
$23,105.00 will be available from the dedicated County park millage for use to repair the Riverwalk.

RECOMMENDATION:
Authorize submission of the Calhoun County 2024 Parks Millage Allocation Report, accept the 2025 Allocation Request in the amount of $23,105.00 and authorize the City Manager and City Clerk to sign the necessary documents.

General Instructions:

- All communities that received an allocation must complete the following reports. Section 1 asks how a community used (or did not use) its 2024 allocation. Section 2 covers if a community accepts or declines its 2025 millage allocation.
- Communities declining their allocation must sign and submit the form, leaving most fields blank, other than the notice of declining. Documentation of approval of this form by a local government body, such as meeting minutes when action was taken or a resolution by the governing body, is required. Minutes or a resolution can be provided after February 15th but should be on the following meeting agenda.
- This information will be used to advise staff, citizens, committee members, and elected officials on how the County Parks Millage funds are being spent by local municipalities.

Financial and reporting guide:

- Municipalities must be able to report on Parks Millage funds separately from general park expenditures. The end of year millage report requires millage expenses be separated from general or other operating fund parks expenses.
- The allocation request and year-end millage reports are due on February 15th. Municipalities will be contacted prior to the due date with a reminder and instructions.
- Municipalities can maintain a balance of funds up to three years' worth of allocations. Municipalities that have not submitted any plans to spend funds between 2022-2024 will not receive a fifth-year allocation unless significant planning or progress is shown. Municipalities in this situation must reach out to Parks Coordinator, Luke Siefken, at 269-781-0772 to discuss options
- Municipalities that fail to complete this form forfeit their allocation. Forfeited funds will be placed back into the municipal allocation pool and divided proportionately among remaining municipalities.

What can millage funds be used for?

Millage funds must be used in accordance with the ballot language citizens approved on Aug. 4, 2020. It reads, millage funds will "be used and dispersed for the purpose of maintaining, operating, preserving, acquiring, and developing parks in Calhoun County." See the list below for examples.

Capital repairs or replacements	Park acquisitions	Park amenities
Additional park maintenance	Matching funds	Park planning and engineering

What can't millage funds be used for?

Parks requiring an entry fee	Parks that are not open to the public
Recreation leagues	Athletic fields that are not open to the public
Sports programming	Replacing local municipality parks funding
Cemeteries	

*Municipalities that have ideas that fall outside the guidelines of this document must contact Calhoun County Parks staff to discuss the proposal. All proposals will be reviewed on a case-by-case basis.

Timeline/Due dates

Allocation request and previous year's report due	February 15th, 2025
Allocations sent to municipalities	Early May 2025

City of Marshall

Section 1: 2024 Allocation Report

Complete the following to explain how your municipality used its 2024 local share of the park millage.

2024 Allocation Financial Report:

1.	2024 County millage allocation		**$22,637.22**
2.	Balance from 2021-23 allocations		$45,456.96
3.		**Total**	$68,094.18
4.	2024 Millage expenses		
	4a. Salaries and fringe		$
	4b. Contractual services		$ 68,094.18
	4c. Supplies and equipment		$
	4d. Other		$
			$
5.	Total millage expenditures (Add lines 4a through 4d)		$
6.	Ending millage balance (Subtract line 4 from line 3)		$ 0

Ending millage balance must less than $46,628.24 **to receive a fourth-year allocation.**

What did you accomplish with your 2024 millage allocation?

he City of Marshall was able to replace a section of our Riverwalk on the Kalamazoo River that was closed due to it being dilapidated.

How did your results differ from your original proposal?

Results were in line with the original proposal of repairing current sections of the Riverwalk.

Was millage money used as matching funds for state, federal, or local grants?

▣ Yes ☐ No If yes, how much grant money was awarded? $ 100,000

Section 2: 2025 Allocation Request

The following reviews if/how your municipality intends to use its 2025 local share of the parks millage. Please note the allocation below is an estimate and will change based on actual taxes collected.

City of Marshall's 2025 Park's Millage Allocation estimate is $23,105.00

Municipal allocation commitment

▣ City of Marshall accepts its millage allocation.

☐ City of Marshall declines its millage allocation.

☐ City of Marshall has not spent one year's worth of allocations and is not eligible for a fourth-year allocation.

Project(s) Description – Please explain if/how you plan to spend the 2025 Park Millage Allocation

The City of Marshall will continue to use the County Parks Millage dollars for additional repairs to the next section of the Riverwalk.

Project Type(s):
Check all that apply

- ■ Capital Replacement
- ■ Additional Maintenance
- ☐ Planning or Engineering
- ☐ Other (explain below)
- ☐ New Capital Improvement
- ☐ Equipment
- ☐ No project in 2025:

Estimated Budget:

Salaries and fringe	$_________
Contractual services	$ 300,000
Supplies and equipment	$_________
Other:	$_________
Other:	$_________
Total Budget	$_________

How would your municipality fund the ongoing maintenance of this project(s) if the millage isn't renewed at the end of the five-year period?

The City of Marshall has added phases of repairs and replacement to our CIP program for the next 5 years for the Riverwalk.

■ City of Marshall does herby certify that Calhoun County Parks Millage funding is not being used to replace existing municipal park funding and that these funds are being used to expand the quality of parks in our community.

Documentation

■ Municipalities must provide documentation of approval of this form by a local government body such as meeting minutes where action was taken or a resolution by the governing body.

____
Date

____
Authorized official signature

____
Date of approval of local governing board
(Township board, city, or village council).

____
Authorized official printed name

____
Authorized official title

Additional comments/space:

ITEM: 16.A
ADMINISTRATIVE REPORT

TO:	Honorable Mayor and City Council
FROM:	Scott Wolfersberger, Mayor Derek N. Perry, City Manager
DATE:	January 6, 2025
SUBJECT:	**BOARDS AND COMMISSIONS LIAISON APPOINTMENTS**

At the first meeting in January after the City elections, the Mayor appoints the Board and Commission liaisons.

For 2025/2026, the Mayor appoints the following City Council members to the:

Calhoun County Consolidated Dispatch Authority-- Mayor Scott Wolfersberger
DDA/LDFA--Council Member Ryan Traver
Marshall Area Farmers Market Board-- Council Member James Hackworth
Parks, Recreation and Cemetery Board-- Council Member Jacob Gates
South Neighborhood Improvement Authority-- Council Member for Ward 5
Northeast Neighborhood Improvement Authority-- Council Member for Ward 1
Airport Board-- Council Member Theresa Chaney-Huggett

BUDGET IMPACT:
None.

RECOMMENDATION:
Approve the Mayor's liaison appointments to the City of Marshall Boards and Commissions as presented.

ITEM: 16.B

ADMINISTRATIVE REPORT

TO:	Honorable Mayor and City Council
FROM:	Scott Wolfersberger, Mayor Derek N. Perry, City Manager
DATE:	January 6, 2025
SUBJECT:	**FIREKEEPER'S LOCAL REVENUE SHARING BOARD APPOINTMENT**

The City of Marshall participates with the Nottawaseppi Huron Band of the Potawatomi Indians and other local municipalities on a Local Revenue Sharing Board for the purpose of receiving and directing the disbursement of revenue sharing payments generated by the Firekeepers Casino. As a member of the Local Revenue Sharing Board, the City is allowed a Board representative and alternate.

As in prior appointments, we are recommending that the Mayor, Scott Wolfersberger, be appointed as the City of Marshall Board Representative and City Manager Derek N. Perry as the Board alternate. To designate those representatives, the attached City of Marshall Resolution #2025-04 is requested to be approved.

BUDGET IMPACT:
None.

RECOMMENDATION:
Approve Resolution #2025-04, A Resolution Appointing Representatives and Alternates to the Local Revenue Sharing Board and authorize the City Manager and City Clerk to sign the necessary documents.

CITY OF MARSHALL, MICHIGAN
RESOLUTION NO. 2025-04

A RESOLUTION APPOINTING REPRESENTATIVES AND ALTERNATES TO THE LOCAL REVENUE SHARING BOARD

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

PRESENT:

ABSENT:

The following preamble and resolution were offered by _________________, and supported by ___________________.

WHEREAS, the Urban Cooperation Act of 1967 (MCL 124.501 et seq., as amended: hereinafter the "Urban Cooperation Act") provides that Public agencies of the State of Michigan and Public agencies of the United States may enter into interlocal agreements to exercise jointly with each other any power, privilege or authority that the agencies share in common and that each may exercise separately; and

WHEREAS, under subsection 2(e) of the Urban Cooperation Act (MCL 124.502(e)), Calhoun County, Emmett Charter Township, the City of Battle Creek, the City of Marshall, and Athens Township are Public agencies of the State of Michigan, each of which have the authority to enter into an interlocal agreement; and

WHEREAS, for purposes of the Urban Cooperation Act, the Nottawaseppi Huron Band of the Potawatomi Indians (hereinafter "the Tribe") is treated as a Public agency of the United States with the authority to enter into an interlocal agreement; and

WHEREAS, in accordance with the Indian Gaming Regulatory Act (25 U.S.C. 2701 et seq,; hereinafter referred to as "IGRA"), on December 3, 1998 the State of Michigan and the Tribe made and entered into a Compact providing for the conduct of casino gaming, as approved by the U.S. Secretary of the Interior by publication in the Federal Register on February 18, 1999 (64 Fed. Reg. 8111), and as amended on July 23, 2009 in accordance with Section 16 of the Compact and approved by the U.S. Secretary of the Interior by publication in the Federal Register on October 8, 2009, (74 Fed. Reg. 51875) (hereinafter collectively referred to as the "Compact"); and

WHEREAS, the Tribe, a federally-recognized Indian tribe, acting under its governmental authority in accordance with IGRA and the Compact, commenced casino gaming operations on August 1, 2009, at the Firekeepers Casino (hereinafter the "Casino") on land located in Emmett Township, Michigan that is held in trust for the Nottawaseppi Huron Band by the United States; and

WHEREAS, growth and development on and in the vicinity of the Pine Creek Indian Reservation, which is the governmental and community center of the Tribe, will have impacts on Athens Township, which will be affected by the Tribe's operation of the Casino; and

WHEREAS, the Compact provides that the local units of government that are in the immediate vicinity or are otherwise directly affected by the Casino, together with the local government(s) affected by growth and development of the Tribe's governmental and community facilities on and in the immediate vicinity of the Pine Creek Reservation that will result from the operation of the Casino, may, at their option, form a Local Revenue Sharing Board in conjunction with the Tribe for the purpose of receiving and directing the disbursement of revenue sharing payments required by the Compact; and

WHEREAS, by entering into this interlocal agreement (hereinafter this "Agreement"), the parties hereto seek to create a Local Revenue Sharing Board, consistent with the terms and provisions of the Compact and for the purposes stated therein; and

WHEREAS, the Local Revenue Sharing Board bylaws allow appointment of a Board representative and Board alternates; and

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF MARSHALL hereby appoints Mayor Scott Wolfersberger as the Board representative and City Manager Derek N. Perry as the Board alternate.

Resolution declared adopted this 6th day of January 2025.

____
Michelle Eubank, City Clerk

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

____
Michelle Eubank, City Clerk

ITEM: 16.C
ADMINISTRATIVE REPORT

TO:	Honorable Mayor and City Council
FROM:	Derek N. Perry, City Manager Marcia Strange, Director of Community Development
DATE:	January 6, 2025
SUBJECT:	**BUILDING OFFICIAL APPOINTMENT**

With the retirement of former Building Official Tim Musser at the end of the year, the City has requested that McKenna act and perform as our City Building Official on a temporary basis. They are already performing the role and duty for the BlueOval Battery Michigan Project and are willing to serve in the same capacity for non-BlueOval projects within the City.

Our goal is to hire a fulltime, permanent employee as our Building Official, but this arrangement will allow us to perform the proper search and have a qualified person in place performing the role, until the hiring process is completed successfully.

BUDGET IMPACT:
Funding for the temporary position is provided for in the FY25 Building Fund operating budget and will be reallocated from the Payroll line item to the Contracted Services line item until the position is permanently filled.

RECOMMENDATION:
Approve Resolution No. 2025-05, A Resolution to appoint Ralph Welton of McKenna as the Building Official and Inspector for the City of Marshall.

CITY OF MARSHALL, MICHIGAN
RESOLUTION NO. 2025-05

A RESOLUTION TO APPOINT RALPH WELTON OF MCKENNA AS THE BUILDING OFFICIAL AND INSPECTOR FOR THE CITY OF MARSHALL

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

PRESENT:

ABSENT:

The following preamble and resolution were offered by __________________, and supported by ____________________.

WHEREAS, the City of Marshall has adopted City Ordinance Chapter 150, Building Regulations; Construction, which adopts the State Construction Code and provides the duties of the City building official; and

WHEREAS, the Michigan Building Code of 2015 under Section 103.2 requires the appointment of a Building Official; and

WHEREAS, the Marshall City Charter under Section 3.04, requires the City Manager to appoint, direct and supervise all administrative officials, department heads and employees of the City; and

WHEREAS, on November 2, 2015, the City Council passed Resolution No. 2015-32, designating Tim Musser as the City of Marshall's Building Official and Inspector; and

WHEREAS, Tim Musser has retired and is no longer an employee of the City of Marshall as of December 31, 2024; and

WHEREAS, on June 20, 2023, the City Council approved a contract with McKenna of Northville, MI to provide building inspection services to the City for the Construction of the BlueOval Battery Michigan Project; and

WHEREAS, McKenna has agreed to provide additional Building Official and Inspector Services for the City of Marshall; and

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF MARSHALL appoints Ralph Welton of McKenna as the Building Official and Inspector for the City of Marshall.

Resolution declared adopted this 6th day of January 2025.

____
Michelle Eubank, City Clerk

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

____
Michelle Eubank, City Clerk

ITEM: 16.D

ADMINISTRATIVE REPORT

TO:	Honorable Mayor and City Council
FROM:	Scott Wolfersberger, Mayor Derek N. Perry, City Manager
DATE:	January 6, 2025
SUBJECT:	**ZONING BOARD OF APPEALS APPOINTMENT - ALTERNATE**

The Zoning Board of Appeals (ZBA) is composed of five members and up to two alternates who are appointed to three-year terms. The ZBA exists to hear appeals for variances from the zoning ordinance, appeals of interpretation of zoning maps, and appeals of administrative interpretations. State statute allows a member of the City Council to serve as a regular or alternate member of the ZBA and allows a member of the Planning Commission to serve on the ZBA.

Current Zoning Board of Appeals members include:
Jeff Karns, term ending March 10, 2025
Arthur Hill, term ending March 10, 2025
Ian Stewart, term ending March 10, 2026
Russell Byrne, term ending March 10, 2026
Justin Fisher Short, term ending March 10, 2027
Scott Wolfersberger, Alternate, term ending March 10, 2027

Current Zoning Board of Appeals (ZBA) Alternate member, Scott Wolfersberger, will no longer be serving in this role and as such, an alternate vacancy exists on the ZBA.

We are recommending that Ryan Underhill be appointed as an alternate member of the ZBA for a term expiring on March 10, 2027.

BUDGET IMPACT:
Members of the Zoning Board of Appeals serve without compensation.

RECOMMENDATION:
Approve the appointment of Ryan Underhill to the Zoning Board of Appeals as an alternate for a term ending on March 10, 2027.

CITY OF MARSHALL
BOARDS & COMMISSIONS
APPLICATION

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

Date 1/3/2025

Applicant Name Ryan Underhill

Address 917 Forest St, Marshall, MI 49068

Home Phone [redacted] Work Phone

E-Mail Address [redacted]

How long have you lived in the City of Marshall? 20+ Years

Education BA in Financial Planning from Olivet College '12

Community Experience and Affiliations:

Former Ward 5 City Council Member 2019-2024, Marshall United Way, Board Of Directors

Kids 'n' Stuff, Marshall Community Foundation - Impact Committee, Youngish Professionals

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Please specify the Board/Committee sought: Zoning Board of Appeals

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

With my time on city council I was able to see the results the board moved onto us for a vote, and I loved looking into their decisions. I would like to still review these projects and have a say.

Can you commit to attend all meeting: Yes or No

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

BOARD DESCRIPTIONS

Airport Board – 3 year term

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

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

Board of Review – 2 year term

Meets annually in March and December

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

Brooks Nature Area Advisory Board – 3 year term

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

Downtown Development Authority – 4 year term

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

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

Local Development Finance Authority – 4 year term

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

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

Local Advisory Council – 3 year term

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

Marshall District Library Board – 3 year term

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

<u>Marshall Farmer's Market Advisory Board</u> – 3 year term

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

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

<u>Parks, Recreation, and Cemetery Board</u> – 3 year term

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

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

<u>Planning Commission</u> – 4 year term

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

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

<u>Zoning Board of Appeals</u> – 3 year term

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

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