

CITY COUNCIL AGENDA

Regular Meeting

June 16, 2025 at 7:00 PM



- 1) **CALL TO ORDER**
- 2) **ROLL CALL**
- 3) **INVOCATION**
- 4) **PLEDGE OF ALLEGIANCE**
- 5) **APPROVAL OF AGENDA** - Items can be added or deleted from the Agenda by City Council action.
- 6) **PUBLIC COMMENT ON AGENDA ITEMS** Persons addressing City Council are required to give their name and address for the record when called upon by the Mayor. Members of the public shall be limited to speaking for a maximum of three (3) minutes. Comments shall address AGENDA ITEM topics. Public Hearing items should be addressed during the PUBLIC HEARING portion (Item 10) of the meeting agenda. Non-Agenda items shall be addressed during the PUBLIC COMMENT-NON-AGENDA ITEMS (Item 14) portion of the meeting agenda.
- 7) **CONSENT AGENDA**
 - A. **City Council Minutes**
Regular Session - June 2, 2025
 - B. **City Bills**

Purchases 5/30/2025	\$145,243.83
Purchases 6/2/2025	\$7,796.28
Purchases 6/6/2025	\$289,611.31
TOTAL	\$442,651.42
 - C. **FOURTH QUARTER FY2025 BUDGET AMENDMENTS**
 - D. **MARSHALL RENEWABLE ENERGY PLAN FILING**
 - E. **SPECIAL EVENT APPLICATION - ROTARY DUCK PLUCK**
 - F. **SPECIAL EVENT APPLICATION - MARSHALL MOTORFEST**
- 8) **PRESENTATIONS AND RECOGNITIONS**
- 9) **INFORMATIONAL ITEMS**
- 10) **PUBLIC HEARINGS & SUBSEQUENT COUNCIL ACTION** Persons addressing City Council are required to give their name and address for the record when called upon by the Mayor. Members of the public shall be limited to speaking for a maximum of three (3) minutes per public hearing.
- 11) **OLD BUSINESS**
- 12) **REPORTS AND RECOMMENDATIONS**
 - A. **RESOLUTION OF SUPPORT - MDOT I-69 GATEWAY AESTHETIC**
 - B. **2025-2028 DEPARTMENT OF PUBLIC WORKS COLLECTIVE BARGAINING AGREEMENT**
 - C. **2025-2028 FIRE DEPARTMENT COLLECTIVE BARGAINING AGREEMENT**
 - D. **SPECIAL EVENT APPLICATION- WELLNESS WAGON WEDNESDAY**

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

E. SPECIAL EVENT APPLICATION- MOVIES AT THE AIRPORT

13) APPOINTMENTS / ELECTIONS

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

15) COUNCIL AND MANAGER COMMUNICATIONS

16) ADJOURNMENT

CITY COUNCIL MINUTES

June 2, 2025

Regular Meeting - 7:00 PM

1) **CALL TO ORDER**

IN A REGULAR SESSION held on Monday, June 2, 2025 at 7:00 PM in the Council Chambers of City Hall, 323 West Michigan Ave, Marshall, MI 49068, the Marshall City Council was called to order by Mayor Wolfersberger.

2) **ROLL CALL**

Roll was called:

Present: Mayor Scott Wolfersberger, Theresa Chaney-Huggett, James Hackworth, Andrew Scibbe, Ryan Traver

Also Present: Manager Perry and Clerk Eubank

Absent: Members Jacob Gates and Ryan Underhill

Moved by James Hackworth, supported by Theresa Chaney-Huggett to excuse members Gates and Underhill. On a voice vote: **Motion carried.**

3) **INVOCATION**

4) **PLEDGE OF ALLEGIANCE**

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

Moved by Ryan Traver, supported by James Hackworth to approve the agenda as presented. On a voice vote: **Motion carried.**

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

Barry Wayne Adams of 622 W Green St gave public comment.

7) **CONSENT AGENDA**

Moved by James Hackworth, supported by Ryan Traver to approve the consent agenda as presented. On a roll call vote: **Motion carried.**

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

Nays: None

Abstain: None

Motion carried.

CITY OF MARSHALL, MICHIGAN
RESOLUTION #2025-15
THE CITY OF MARSHALL

AMENDED GENERAL APPROPRIATION ACT RESOLUTION
July 1, 2024 – June 30, 2025

THE CITY OF MARSHALL RESOLVES that the revenues and expenditures for the fiscal year, commencing July 1, 2024, and ending June 30, 2025, are hereby amended on a departmental and fund total basis per the attachment, summarized as follows:

	Revenues	Expenditures
General (Fund 101)	150,000 0	210,500
Contributions	100,000 0	-
Miscellaneous Revenue	50,000	-
Chapel		500
City Attorney		50,000
Other City Property		5,000
Parks		155,000

RESOLVED, the use of prior year's fund balance/net position reserves is not reflected in a Fund's revenue figure above, and that the source of funding for a Fund's Net Loss/(Deficit) shall be the use of prior year's fund balance/net position reserves.

This Resolution shall take effect upon adoption.

Dated: June 2, 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 a resolution adopted by the City Council, City of Marshall, County of Calhoun, State of Michigan, at a regular meeting held on June 2, 2025, and that said meeting was conducted and that the minutes of said meeting were kept and will be or have been made available.

Michelle Eubank, City Clerk

CITY OF MARSHALL, MICHIGAN
RESOLUTION #2025-16
THE CITY OF MARSHALL
AMENDED GENERAL APPROPRIATION ACT RESOLUTION
July 1, 2024 – June 30, 2025

THE CITY OF MARSHALL RESOLVES that the revenues and expenditures for the fiscal year, commencing July 1, 2024, and ending June 30, 2025, are hereby amended on a departmental and fund total basis per the attachment, summarized as follows:

	Revenues	Expenditures
General (Fund 101)	75,000	78,000
Miscellaneous Revenue	75,000	-
Clerk		8,500
City Attorney		50,000
Human Resources		8,000
Parks		11,500
MRLEC (Fund 207)		20,000
Farmers Market (Fund 211)		8,500
Local Development Finance Authority (Fund 250)		75,000
Drug Forfeiture Fund (Fund 265)	100	1,000
Federal Grant Fund CDBG - Cahill (Fund 297)	200,000	200,000
Capital Improvement Bond Fund (Fund 301)		5,000
Building Authority (Fund 369)	3,855,000	3,855,000
Special Projects Fund (Fund 404)	400,000	400,000
Marshall House Fund (Fund 536)	9,500,000	12,500,000
Safety Fund (Fund 678)	800	800

RESOLVED, the use of prior year's fund balance/net position reserves is not reflected in a Fund's revenue figure above, and that the source of funding for a Fund's Net Loss/(Deficit) shall be the use of prior year's fund balance/net position reserves.

This Resolution shall take effect upon adoption.

Dated: June 2, 2025

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Michelle Eubank, City Clerk

A. City Council Minutes

Regular Session - May 19, 2025
Closed Session - May 19, 2025

B. City Bills

Purchases 5/16/2025	\$19,434.52
Purchases 5/23/2025	\$103,735.43
TOTAL	\$123,169.95

C. THIRD QUARTER FY 2026 FINANCIAL REPORT

D. THIRD QUARTER FY 2025 INVESTMENT PORTFOLIO

E. THIRD QUARTER FY 2025 CASH POSITION REPORT

F. SECOND AND THIRD QUARTER FY 2025 BUDGET AMENDMENTS

G. SPECIAL EVENT REQUEST - STORIES AT THE FOUNTAIN SERIES

H. SPECIAL EVENT REQUEST - MUSEUM OF MAGIC

8) PRESENTATIONS AND RECOGNITIONS

9) INFORMATIONAL ITEMS

- 10) PUBLIC HEARINGS & SUBSEQUENT COUNCIL ACTION** Persons addressing City Council are required to give their name and address for the record when called upon by the Mayor. Members of the public shall be limited to speaking for a maximum of three (3) minutes per public hearing.

11) OLD BUSINESS

12) REPORTS AND RECOMMENDATIONS

A. SKATE PARK EQUIPMENT PURCHASE

Moved by Ryan Traver, supported by James Hackworth to Approve the American Ramp Company purchase agreement for \$90,000 and authorize the City Manager to sign the necessary documents. On a roll call vote:

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

Nays: None

Abstain: None

Motion carried.

13) APPOINTMENTS / ELECTIONS

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

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

15) COUNCIL AND MANAGER COMMUNICATIONS

16) ADJOURNMENT

The meeting was adjourned at 7:33 pm.

Respectfully submitted by,

Michelle Eubank
City Clerk

APPROVAL LIST FOR CITY OF MARSHALL
EXP CHECK RUN DATES 05/30/2025 - 05/30/2025
JOURNALIZED
PAID

INVOICE NUMBER	VENDOR NAME	DESCRIPTION	PO NUMBER	AMOUNT
157704	ABONMARCHE CONSULTANTS ENGINEERING SERVICES FOR LIGHTING AND HE	2025.187		10,020.00
50153	ACE PARKING LOT STRIPING	PARKING LOT STRIPING AT MANSION STREET		600.00
52920	ACTRON SYSTEMS, INC.	POWER HOUSE ALARM MONITORING 2025 Q2		392.04
93897	ALEXANDER CHEMICAL CORP	CHLORINE, FLUORIDE, & PERMANGANATE	2025.275	3,053.53
1YGG-NKN1-1C3K	AMAZON CAPITAL SERVICE	ACCT NO. A1P4GM99HG1EO2 PLOTTER PAPER		76.62
1XWY-DT4P-CFL7	AMAZON CAPITAL SERVICE	ACCT NO. A1P4GM99HG1EO2 WATER FILTER		42.64
16HP-HWQG-9TWV	AMAZON CAPITAL SERVICE	ACCT NO. A1P4GM99HG1EO2 BASEBALLS		99.99
17MN-KK9X-QW4N	AMAZON CAPITAL SERVICE	ACCT NO. A1P4GM99HG1EO2 BINDERS, HARD HA		85.34
1TJ3-VTD1-3F7H	AMAZON CAPITAL SERVICE	ACCT NO. A1P4GM99HG1EO2 LOCK BOX		39.59
1YYV-G1PK-V7D7	AMAZON CAPITAL SERVICE	ACCT NO. A1P4GM99HG1EO2 DEHUMIDIFIER		234.99
1JWW-KXH6-VCDH	AMAZON CAPITAL SERVICE	ACCT NO. A1P4GM99HG1EO2 GIVEAWAY HATS		58.99
1FWH-JY9M-WXW4	AMAZON CAPITAL SERVICE	ACCT NO. A1P4GM99HG1EO2 FRAMING		117.05
1Q7C-YL43-FCMW	AMAZON CAPITAL SERVICE	ACCT NO. A1P4GM99HG1EO2 MOTHER SON NIGHT		251.45
1K1K-7TD3-9VX6	AMAZON CAPITAL SERVICE	ACCT NO. A1P4GM99HG1EO2 DOG WASTE BAGS,		263.71
1L67-YHWX-3VWC	AMAZON CAPITAL SERVICE	ACCT NO. A1P4GM99HG1EO2 TONER FOR SCADA		122.01
05282025	ASHBY, RON	BOOT ALLOWANCE - ASHBY, RON		73.11
225-528774	AUTO VALUE MARSHALL	ACCT NO. 22500610 ELECTRICAL TAPE		29.37
225-528805	AUTO VALUE MARSHALL	ACCT NO. 22500610 OIL FILTER		3.52
225-528804	AUTO VALUE MARSHALL	ACCT NO. 22500610 PLASTIC WELD		10.98
225-528803	AUTO VALUE MARSHALL	ACCT NO. 22500610 BRAKE PADS		287.19
225-528816	AUTO VALUE MARSHALL	ACCT NO. 22500610 PLASTIC WELD, ULTRA BL		31.38
225-528960	AUTO VALUE MARSHALL	ACCT NO. 22500610 3/4 X 36 GUIDES		29.29
642651	BOSHEARS FORD SALES, I	HOSE, VALVE		353.55
105506	BUD'S TOWING & AUTOMOT	VEHICLE #M4 TOW/HOOK FEE TO CITY GARAGE		84.00
138720	CARR BROTHERS & SONS,	60 YDS TOPSOIL & DELIVERY		2,532.00
MAR-04	CHALLENGER TECHNOLOGIE	REPLACED NETWORK JACK & PATCH CABLE AT A		274.75
770704	CHR SOLUTIONS	FIBERNET MANAGED IT SERVICES APRIL 2025	2025.055	5,100.00
4227365390	CINTAS CORP	UNIFORM SERVICES - ELECTRIC & FIBER 4/15		58.34
4227365356	CINTAS CORP	UNIFORM SERVICES - POWER HOUSE 4/15/25		95.62
4227365365	CINTAS CORP	UNIFORM SERVICES - WASTEWATER 4/15/25		49.72
4227365406	CINTAS CORP	UNIFORM SERVICES - WATER 4/15/25		67.32
4228092166	CINTAS CORP	UNIFORM SERVICES - ELECTRIC & FIBER 4/22		58.34
4228092185	CINTAS CORP	UNIFORM SERVICES - POWER HOUSE 4/22/25		95.62
4228092089	CINTAS CORP	UNIFORM SERVICES - WASTEWATER 4/22/25		49.72
4228092274	CINTAS CORP	UNIFORM SERVICES - WATER 4/22/25		67.32
4228821711	CINTAS CORP	UNIFORM SERVICES - ELECTRIC & FIBER 4/29		58.34
4228821649	CINTAS CORP	UNIFORM SERVICES - POWER HOUSE 4/29/25		95.62
4228821725	CINTAS CORP	UNIFORM SERVICES - WASTEWATER 4/29/25		49.72
4228821739	CINTAS CORP	UNIFORM SERVICES - WATER 4/29/25		67.32
05302025	CITY OF MARSHALL	FARMER'S MARKET PETTY CASH REIMBURSEMENT		431.00
1561927	CLARK HILL PLC	CLIENT NO. K9950 SERVICES THROUGH 3/31/2		70.00
1561928	CLARK HILL PLC	CLIENT NO. K9950 SERVICES THROUGH 3/31/2		4,445.00
1561930	CLARK HILL PLC	CLIENT NO. K9950 SERVICES THROUGH 3/31/2		118.00
89749	CRYSTAL FLASH, INC.	ACCT NO. 149759-2 DIESEL GAS 4/23/25		1,523.60
89750	CRYSTAL FLASH, INC.	ACCT NO. 149759-1 REC GAS 4/23/25		1,195.90
191119	D & D MAINTENANCE SUPP	ACCT NO. CIMA1 JANITORIAL SUPPLIES MRLEC		571.76
651844	DARLING ACE HARDWARE	DISH BRUSH		3.99
651848	DARLING ACE HARDWARE	PUTTY KNIFE 2PK		2.79
651890	DARLING ACE HARDWARE	NUTS, BOLTS, BOLT EYE		3.09
651963	DARLING ACE HARDWARE	SHOVELS, SPRAY PAINT		94.93
651942	DARLING ACE HARDWARE	TAP 3-OUTLET, EXTENSION CORD 50'		32.98
651961	DARLING ACE HARDWARE	JOINT COMPOUND, MASKING TAPE, ROLLER		33.57
651977	DARLING ACE HARDWARE	SANDING SPONGE		7.99
652037	DARLING ACE HARDWARE	NUTS, BOLTS, 1/2" SET SCREW CONN, BOX MO		24.95
652038	DARLING ACE HARDWARE	MASONRY NAILS, COMMON NAILS		16.18
652125	DARLING ACE HARDWARE	PAINT MIXER, PLASTIC PAIL, BUCKET LID		32.55
652182	DARLING ACE HARDWARE	SHOVELS		89.97
652322	DARLING ACE HARDWARE	HOSE NOZZLE, WASP SPRAY		33.97
652374	DARLING ACE HARDWARE	PAINT BRUSH		12.99
652430	DARLING ACE HARDWARE	RAKE		32.99
05272025	DAVENPORT, MARGUERITE	MILEAGE REIMBURSEMENT FOR DIRECTOR CITY		121.10
25-0356	DIXON ENGINEERING, INC	500K WATER TOWER INSPECTION	2025.238	5,400.00
S0020624	EMERGENCY VEHICLE PROD	M6 PATROL CAR BUILD OUT		465.00
I136275	ERIC DALE HEATING & AI	REPAIR HVAC UNIT AT WWTP		223.00
S106222961.001	ETNA SUPPLY	WATER INVENTORY 3" METERS	2025.289	4,810.00
18166	FREDRICKSON SUPPLY, LL	PART #22332-02-X QUICK CLAMP, #30230-01-		1,307.85
18191	FREDRICKSON SUPPLY, LL	PART #51481-P6-F 1 X 600, #52105-00-F 1X		3,738.99
9480892778	GRAINGER	RAW PUMP GASKETS		12.33
9486459465	GRAINGER	SAFETY GLASSES		35.28
9491600871	GRAINGER	FUSES		105.60
9341731858	GRAYBAR ELECTRIC	DROP CABLES FOR VALLEY VIEW		1,172.32
9341795142	GRAYBAR ELECTRIC	FIBER FOR VALLEY VIEW EXTENSION		1,098.99
9341814777	GRAYBAR ELECTRIC	FIBER DROPS FOR VALLEY VIEW		716.53
9341978571	GRAYBAR ELECTRIC	SPLICE CASE FOR BLUEOVAL		153.31
2510	GREAT LAKES FUNDRAISIN	FLAG FOOTBALL & REC CHAMP SHIRTS		1,509.00
2633509	GRIFFIN PEST SOLUTIONS	PEST SERVICES AT MRLEC 4/24/25		88.00
CI-05883	HYDROCORP	CUST NO. C000161 INSPECTION & REPORTING		1,350.00
3174284521	IDEXX DISTRIBUTION, IN	BAC-T TESTING SUPPLIES	2025.279	2,834.34
3174284522	IDEXX DISTRIBUTION, IN	BAC-T TESTING SUPPLIES	2025.279	387.03

APPROVAL LIST FOR CITY OF MARSHALL
EXP CHECK RUN DATES 05/30/2025 - 05/30/2025
JOURNALIZED
PAID

INVOICE NUMBER	VENDOR NAME	DESCRIPTION	PO NUMBER	AMOUNT
1582-2025	IMPACT LAWN & LANDSCAP	2025 LAWN MOWING AT ATHLETIC FIELDS APRI		1,110.00
1589-2025	IMPACT LAWN & LANDSCAP	2025 LAWN MOWING AT INDUSTRIAL PARK APRI		255.00
1594-2025	IMPACT LAWN & LANDSCAP	2025 LAWN MOWING AT WASTEWATER APRIL		230.00
1595-2025	IMPACT LAWN & LANDSCAP	2025 LAWN MOWING AT WATER APRIL		250.00
39524	J AND K PLUMBING SUPPL	3/4" UNION COUPLER, PEX		18.15
39646	J AND K PLUMBING SUPPL	VACUUM BREAKER		8.25
219074	KELLOGG COMMUNITY COLL	MENTAL HEALTH CRISIS TRAINING		225.00
350416001	KELLOGGS REPAIR	GATOR BLADES, DECK CHUTE, TIRE		601.65
350421012	KELLOGGS REPAIR	SPINDLE		165.75
IN259686	KIESLER POLICE SUPPLY	CUST NO. L12818 9MM AMMO	2025.293	3,801.60
103311058	KIMBALL MIDWEST	TERMINALS		216.00
2504-538404	LEGG LUMBER	3/8" CDX PLYWOOD		287.88
49236183	LINDE GAS & EQUIPMENT	CUST NO. 59879658 GASES		180.19
03032025-17639	MARSHALL HARDWARE, LLC	5/16 X 3' ZP SMOOTH ROD		8.29
03042025-17686	MARSHALL HARDWARE, LLC	NUTS, BOLTS		12.44
03062025-17746	MARSHALL HARDWARE, LLC	TAPE MEASURE, NUTS, BOLTS		51.16
03062025-17754	MARSHALL HARDWARE, LLC	LOCK WASHERS, BOLTS		3.08
03102025-17871	MARSHALL HARDWARE, LLC	1/2 X 1 BIT		24.99
03182025-18132	MARSHALL HARDWARE, LLC	HAND SOAP		3.29
03282025-18521	MARSHALL HARDWARE, LLC	KEYBOARD DUSTER		23.98
03312025-18612	MARSHALL HARDWARE, LLC	7/16" SPRING SNAP LINK		18.87
04042025-18756	MARSHALL HARDWARE, LLC	KEY CUT, BATTERIES		21.85
04082025-18883	MARSHALL HARDWARE, LLC	BOLTS		0.82
04082025-18912	MARSHALL HARDWARE, LLC	LOCK WASHERS		17.60
04112025-19032	MARSHALL HARDWARE, LLC	WHITE & BROWN ENAMEL		36.98
04112025-19039	MARSHALL HARDWARE, LLC	8PC KEY CHAIN TAGS, LENS WIPES		15.29
04212025-19430	MARSHALL HARDWARE, LLC	NIFTY NABBER		24.99
04242025-19584	MARSHALL HARDWARE, LLC	RETURNED HITCH PIN		(1.95)
04242025-19587	MARSHALL HARDWARE, LLC	32.5" LOPPER, RATCHET 4PK		59.98
04242025-19580	MARSHALL HARDWARE, LLC	HITCH PIN		6.49
04222025-19489	MARSHALL HARDWARE, LLC	NIFTY NABBER, PISTOL GRIP GRABBER		107.96
04242025-19595	MARSHALL HARDWARE, LLC	YELLOW MARKING PAINT		11.79
04252025-19714	MARSHALL HARDWARE, LLC	YARD WASTE BAGS		29.67
04252025-19699	MARSHALL HARDWARE, LLC	S HOOKS, CONDUIT HANGERS		23.35
04292025-19892	MARSHALL HARDWARE, LLC	3PK 12-16GAL FILTERS		26.49
05052025-20250	MARSHALL HARDWARE, LLC	60LB MORTAR MIX		47.95
05062025-20297	MARSHALL HARDWARE, LLC	5X8 NYLON FLAG		69.99
05082025-20417	MARSHALL HARDWARE, LLC	MANSFIELD UNV TANK L		10.29
05082025-20399	MARSHALL HARDWARE, LLC	1/4" X 600' POLY TWIST		25.00
05132025-20764	MARSHALL HARDWARE, LLC	BATTERIES, TOILET CLEANER		55.96
05152025-20911	MARSHALL HARDWARE, LLC	SCRUBBER, RUST REMOVER		11.37
05152025-20936	MARSHALL HARDWARE, LLC	0.7CF 700W BLK MICRO		104.99
INV-0000010190	METRO WIRELESS	BUSINESS DATA SERVICES - 10 GBPS INTERNE	2025.107	2,500.00
62150	MGT IMPACT SOLUTIONS,	CITY OF MARSHALL - COST ALLOCATION PLAN	2025.276	5,775.00
200023317	MI-AWWA	REGIONAL WATER SEMINAR - DAVENPORT		155.00
658317	NAPA OF MARSHALL	ACCT NO. 1400 OIL FILTER, OIL		34.26
658634	NAPA OF MARSHALL	ACCT NO. 1400 BATTERY		625.68
4788-431465	O'REILLY FIRST CALL	ACCT NO. 1741510 WEATHER STRIPS		31.98
4788-431945	O'REILLY FIRST CALL	ACCT NO. 1741510 GROMMET		5.99
4788-433111	O'REILLY FIRST CALL	ACCT NO. 1741510 SEAT COVERS		39.99
2025.225 #1	PARRISH EXCAVATING, INC	VALLEY VIEW DEVELOPMENT INFRASTRUCTURE P	2025.225	21,609.89
25-6304	PLANTWISE, LLC	ECOLOGICAL BURN AT BROOKS NATURE AREA		3,375.00
56890506	POWER LINE SUPPLY	METER TAMPERING LOCKS		2,092.54
56890631	POWER LINE SUPPLY	UNIFORMS - SCHIPPER		491.00
56891081	POWER LINE SUPPLY	ADAPTER MOULDING		1,580.04
56891079	POWER LINE SUPPLY	ELECTRIC INVENTORY		2,994.48
56892368	POWER LINE SUPPLY	UNIFORMS - SUNDBERG		286.00
56892792	POWER LINE SUPPLY	5/8" BOLTS		92.03
56892791	POWER LINE SUPPLY	#8 TIE WIRE COPPER		1,140.00
56892789	POWER LINE SUPPLY	MATERIALS FOR VOLTAGE CONVERSION - PS 11	2025.116	2,343.60
237708	PRINTING SYSTEMS, INC.	VOTER INFO CARDS		61.52
05272025	RECTOR, NATALIE	REIMBURSEMENT FOR FLOWERS (ACTIVATION ZO		82.60
180514	RIVERSIDE INTEGRATED S	SERVICE CALL TO PROGRAM SMOKE DETECTOR/P		533.00
180543	RIVERSIDE INTEGRATED S	SERVICE CALL TO REPLACE PANEL SMOKE DETE		735.51
INV74761	SD MYERS, LLC	OIL TESTING - PER QUOTE #D00043329	2025.245	2,005.00
2386512	STANTEC CONSULTING MIC	SEWER FLOW MONITORING S KALAMAZOO SIPHON	2025.210	5,662.43
2386518	STANTEC CONSULTING MIC	GIS SUPPORT THROUGH 3/31/25	2025.237	756.00
7005054358	STAPLES	CUST ACCT # DET 10081052 OFFICE SUPPLIES		642.00
BC-PSINV036448	THERMALNETICS, INC.	3 YEAR HVAC SERVICE AGREEMENT (YEAR 2) M	2025.016	1,040.58
269	TOP TO BOTTOM TREE SER	ELECTRIC LINE CLEARANCE 5/19/25 - 5/25/2	2025.173	4,857.50
P-1264	TORISHIMA SERVICE SOLU	INFLUENT PUMP REPAIR	2025.243	5,360.00
INV00693404	USABLUBOOK	HACH DPD FOR 10ML SAMPLE 100/PK, POWDER		321.81
104701313	WEX BANK	ACCT NO. 0470-00-462076-1 FUEL PURCHASES		9,925.01
R72085039	YOURMEMBERSHIP.COM, IN	JOB POSTING - POWER PLANT SUPERINTENDENT		499.00
GRAND TOTAL:				145,243.83

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INVOICE NUMBER	VENDOR NAME	DESCRIPTION	PO NUMBER	AMOUNT
05092025COM	MARSHALL COMMUNITY	CRE CREDIT CARD - CITY OF MARSHALL 0668		410.30
05092025CR	MARSHALL COMMUNITY	CRE CREDIT CARD - CHRISTY RAMEY 0075		191.36
05092025DP	MARSHALL COMMUNITY	CRE CREDIT CARD - DEREK PERRY 0601		708.22
05092025JL	MARSHALL COMMUNITY	CRE CREDIT CARD - JOSHUA LANKERD 0577		632.28
05092025JM	MARSHALL COMMUNITY	CRE CREDIT CARD - JUSTIN MILLER 0593		1,129.19
05092025KA	MARSHALL COMMUNITY	CRE CREDIT CARD - KRISTOPHER AMBROSE 0635		1,668.03
05092025MF	MARSHALL COMMUNITY	CRE CREDIT CARD - MARSHALL FIBERNET		247.13
05092025MD	MARSHALL COMMUNITY	CRE CREDIT CARD - MARGUERITE DAVENPORT 0018		1,557.13
05092025ME	MARSHALL COMMUNITY	CRE CREDIT CARD - MARTIN ERSKINE 0551		625.14
05092025WD	MARSHALL COMMUNITY	CRE CREDIT CARD - WILLIAM DOPP III 0536		627.50
GRAND TOTAL:				7,796.28

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INVOICE NUMBER	VENDOR NAME	DESCRIPTION	PO NUMBER	AMOUNT
05142025-CITYHALL	5 STAR SPRINKLERS LLC	CITY HALL IRRIGATION START-UP		95.00
05142025-PSB	5 STAR SPRINKLERS LLC	PSB IRRIGATION START-UP		135.00
05142025-ISLAND	5 STAR SPRINKLERS LLC	ISLAND IRRIGATION START-UP		145.00
05142025-GRAND	5 STAR SPRINKLERS LLC	GRAND ST PARK IRRIGATION START-UP		125.00
05142025-CARVER	5 STAR SPRINKLERS LLC	CARVER PARK IRRIGATION START-UP		85.00
05142025-FOUNTAIN	5 STAR SPRINKLERS LLC	FOUNTAIN CIRCLE IRRIGATION START-UP		255.00
05142025-ATHLETIC	5 STAR SPRINKLERS LLC	ATHLETIC FIELD IRRIGATION START-UP		85.00
7106715139	ABB INC. VIA VERHILL	VOG-11 PT TRANSFORMERS - PER QUOTE# 99Q2025.141		3,067.26
06/05/2025	ABELLA JR, JESUS	UB refund for account: 3005340013		41.39
94605	ALEXANDER CHEMICAL CORP	CHLORINE & SULFUR DIOXIDE	2025.037	2,418.47
1GRL-H3H6-6MX1	AMAZON CAPITAL SERVICE	ACCT NO. A1P4GM99HG1EO2 SOFTBALLS		215.79
196M-JKVY-6DN3	AMAZON CAPITAL SERVICE	ACCT NO. A1P4GM99HG1EO2 TRASH BAGS, BATT		395.77
1X1F-MFLC-9MJX	AMAZON CAPITAL SERVICE	ACCT NO. A1P4GM99HG1EO2 TISSUES, MOUSE		47.40
1G36-ML6X-QKTX	AMAZON CAPITAL SERVICE	ACCT NO. A1P4GM99HG1EO2 HEADSET		129.99
1JH7-MVN9-74XQ	AMAZON CAPITAL SERVICE	ACCT NO. A1P4GM99HG1EO2 PLAYGROUND SUPPL		337.82
1FWH-JY9M-WXW4	AMAZON CAPITAL SERVICE	ACCT NO. A1P4GM99HG1EO2 POSTER BOARD		117.05
1JWW-KXH6-4N34	AMAZON CAPITAL SERVICE	ACCT NO. A1P4GM99HG1EO2 TABLET SCREEN PR		120.29
11WT-YYKQ-VLTW	AMAZON CAPITAL SERVICE	ACCT NO. A1P4GM99HG1EO2 TOOL BAG, SPLICI		94.06
1MP6-KQ1W-KYM4	AMAZON CAPITAL SERVICE	ACCT NO. A1P4GM99HG1EO2 FIELD MARKING PA		45.95
16VJ-3QVP-T3H3	AMAZON CAPITAL SERVICE	ACCT NO. A1P4GM99HG1EO2 CLIPBOARD		39.95
1HCH-16RW-4DLL	AMAZON CAPITAL SERVICE	ACCT NO. A1P4GM99HG1EO2 UNIFORMS - SCHIP		309.90
19L4-CJJH-3PTX	AMAZON CAPITAL SERVICE	ACCT NO. A1P4GM99HG1EO2 CREDIT MEMO		(17.53)
1L6M-7QRG-1PNQ	AMAZON CAPITAL SERVICE	ACCT NO. A1P4GM99HG1EO2 HEADSET		18.99
11Q7-P6KN-JQR3	AMAZON CAPITAL SERVICE	ACCT NO. A1P4GM99HG1EO2 TOW DUMP CART		326.98
2831933	APPLIED INNOVATION	ACCT NO. LAG783-007 MRLEC COPIER SERV AG		86.99
8487	ASI SECURITY	MRLEC CAMERA SERVICE		1,100.00
225-529087	AUTO VALUE MARSHALL	ACCT NO. 22500610-BRAKES/PADS		173.17
225-529076	AUTO VALUE MARSHALL	ACCT NO. 22500610-OIL & FILTER		30.05
225-529089	AUTO VALUE MARSHALL	ACCT NO. 22500610-PAINT-PRIMER		39.97
225-529117	AUTO VALUE MARSHALL	ACCT NO. 22500610-WHEEL NUT		71.60
225-529165	AUTO VALUE MARSHALL	ACCT NO. 22500610-FUEL LEVEL		27.90
225-529176	AUTO VALUE MARSHALL	ACCT NO. 22500610-BRAKES, PADS, BLADES		735.33
225-529194	AUTO VALUE MARSHALL	ACCT NO. 22500610-BATTERY		68.99
225-529179	AUTO VALUE MARSHALL	ACCT NO. 22500610-LB5Z18125J		234.65
225-529221	AUTO VALUE MARSHALL	ACCT NO. 22500610-CALIP.LUBE		16.69
225-529254	AUTO VALUE MARSHALL	ACCT NO. 22500610-OIL, FILTER, CLAMP		70.45
225-529340	AUTO VALUE MARSHALL	ACCT NO. 22500610-BATTERY		165.46
225-529338	AUTO VALUE MARSHALL	ACCT NO. 22500610-CLNR WAX, CLOTH, FOAM		36.06
225-529307	AUTO VALUE MARSHALL	ACCT NO. 22500610-SEAM SLR BEIGE		13.99
225-529359	AUTO VALUE MARSHALL	ACCT NO. 22500610-OIL & FILTER		106.92
225-529360	AUTO VALUE MARSHALL	ACCT NO. 22500610-SWITCHES		7.29
225-529407	AUTO VALUE MARSHALL	ACCT NO. 22500610-BATT CORE CREDIT		(18.00)
I-049269	BATTLE CREEK RENTAL	BOBCAT RENTAL		355.00
930307087	BORDER STATES INDUSTRI	RITZ PT'S	2025.260	3,743.49
930331017	BORDER STATES INDUSTRI	RITZ PT'S	2025.260	4,209.78
294850	BOSSERD FAMILY FARM	FLOWERS FOR DOWNTOWN BEDS AND PLANTERS		1,992.84
160412	BS& A SOFTWARE	ANNUAL SOFTWARE SUPPORT		5,163.00
06/05/2025	BUSH, WILLIAM G	UB Receipt Refund for Account #: 1000940		338.00
06/05/2025	BUSH, WILLIAM G	UB Receipt Refund for Account #: 1000940		338.00
7789	CALHOUN CO. CONSOLIDAT	2025 Q2 CONSOLIDATED DISPATCH CALLS FOR	2025.223	16,439.92
05302025	CALHOUN COUNTY TREASUR	PRE CHANGE INVOICE #174-25, #172-25, #17		92.42
05312025	CB HALL ELECTRIC COMP	ELECTRICAL INSPECTION SERVICES 5/1/25 -		600.00
AD85T4A	CDW GOVERNMENT	MICROSOFT SURFACE PRO10 AND KEYBOARD	2025.285	1,883.81
4229591994	CINTAS CORP	UNIFORM SERVICES - ELEC & FIBER 5/6		58.34
4229592002	CINTAS CORP	UNIFORM SERVICES - POWER HOUSE 5/6		95.62
4229591972	CINTAS CORP	UNIFORM SERVICES - WASTEWATER 5/6		49.72
4229592006	CINTAS CORP	UNIFORM SERVICES - WATER 5/6		67.32
4230324869	CINTAS CORP	UNIFORM SERVICES - ELEC & FIBER 5/13		58.34
4230324914	CINTAS CORP	UNIFORM SERVICES - POWER HOUSE 5/13		95.62
4230324932	CINTAS CORP	UNIFORM SERVICES - WASTEWATER 5/13		49.72
4230324870	CINTAS CORP	UNIFORM SERVICES - WATER 5/13		67.32
4232515626	CINTAS CORP	UNIFORM SERVICES - WASTEWATER 6/3		49.69
4232515712	CINTAS CORP	UNIFORM SERVICES - WATER 6/3		67.32
TRANSIT-2025-000002	CITY OF BATTLE CREEK	TRANSIT-2025-00000023 DART BUS #5 MAINT		928.26
2500032962	CITY OF JACKSON	SPRING 2025 SOUTHERN MI TRAINING CONSORT		1,129.38
06062025	CITY OF MARSHALL	FARMER'S MARKET PETTY CASH REIMBURSEMENT		540.00
1574638	CLARK HILL PLC	CLIENT NO. K9950 SERVICES THROUGH 4/30/2		280.00
1574640	CLARK HILL PLC	CLIENT NO. K9950 SERVICES THROUGH 4/30/2		6,440.00
1574642	CLARK HILL PLC	CLIENT NO. K9950 SERVICES THROUGH 4/30/2		105.00
05012025	COGENT COMMUNICATIONS,	ACCT NO. CITYOFMA00002 MAJOR CAMPUS 1000	2025.092	10,050.00
9870	COMPLETE ELECTRIC	BEARINGS AND LABOR		194.62
20079	CUSTOM SIGNS & DESIGNS	M6 REFLECTIVE LETTERING & LOGOS		1,275.00
191290	D & D MAINTENANCE SUPP	ANITORIAL SERVICE AT MRLEC 4/7/25 - 5/4		2,220.00
649474	DARLING ACE HARDWARE	WIRE STRINGR WHL, SPRAY PAINT		62.95
651869	DARLING ACE HARDWARE	WEED FEED		149.98
652441	DARLING ACE HARDWARE	SCKT ADAPTER		9.99
652518	DARLING ACE HARDWARE	HPULTRA2.5		26.99
652606	DARLING ACE HARDWARE	FLAT BAR, PRIMER, PVC UNION		64.97
652600	DARLING ACE HARDWARE	RUBBER PASTE		113.97

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652632	DARLING ACE HARDWARE	RETURN PASTE/HYDRAULIC CEMENT		(15.00)
652595	DARLING ACE HARDWARE	LP GAS		31.08
652599	DARLING ACE HARDWARE	PLIERS AND TROWL		99.57
652660	DARLING ACE HARDWARE	RODENT BAIT		39.16
652670	DARLING ACE HARDWARE	INCAN BULB		6.59
652674	DARLING ACE HARDWARE	JNT COMPOIND		16.99
652676	DARLING ACE HARDWARE	PUTTY KNIFE, BRUSH, BOLTS		49.03
652684	DARLING ACE HARDWARE	GAP, BROOM, PEA GRAVEL		87.50
652927	DARLING ACE HARDWARE	AUTOCUT C 6-2 HEAD		79.98
652928	DARLING ACE HARDWARE	ROUNDUP		24.99
652932	DARLING ACE HARDWARE	TUBING, HOSE CLAMP		12.75
653001	DARLING ACE HARDWARE	PWR ERASER, SPRAY BOTTLE		33.77
653009	DARLING ACE HARDWARE	KNIFE, CONTRACTOR BAG		24.98
653076	DARLING ACE HARDWARE	SNAP KNIFE/RETURN		(3.40)
653109	DARLING ACE HARDWARE	MASON LINE&REEL		15.99
653361	DARLING ACE HARDWARE	CARWAX SEAL		9.99
05302025	DICKINSON, KYLEE	REIMBURSEMENT FOR PATROL BICYCLE TIRE TU		8.46
05302025	DOPP III, WILLIAM	MEAL REIMBURSEMENT FOR TREASURER MEETING		16.59
16952481	EPB FIBER OPTICS	ACCT NO. C10527068 FIBERNET TECH SUPPORT 2025.131		6,000.00
05282025-A	ERB, JASON	TRAVEL REIMBURSEMENT FOR LINEMAN SCHOOL		224.45
05282025-B	ERB, JASON	TRAVEL REIMBURSEMENT FOR LINEMAN SCHOOL		257.00
I136312	ERIC DALE HEATING & A/C	CITY HALL AC TUNE UP		616.04
I136327	ERIC DALE HEATING & A/C	PSB AC TUNE UP		116.83
I136345	ERIC DALE HEATING & A/C	REPAIR WATER HEATER AT 401 N. MARSHALL A		1,619.00
S106222961.002	ETNA SUPPLY	WATER INVENTORY - 3" METER	2025.289	810.00
2500592504	FIRST ADVANTAGE OCCUPA	ACCT NO. 866466 CLINIC COLLECTION		56.35
59403	FLASH SANITATION INC	FARMER'S MARKET PORTABLE TOILET SERVICE		140.00
18226	FREDRICKSON SUPPLY, LL	PART #500620		496.21
18232	FREDRICKSON SUPPLY, LL	PART #501679 WIRE		2,048.38
IN102505150116	FS.COM INC	FIBER PATCH CABLE		166.50
11932	FUG, INC./MARSHALL CUS	MARSHALL BASEBALL HATS		660.00
12045	FUG, INC./MARSHALL CUS	REC BASEBALL JERSEYS		575.00
25-05070	GARAGE DOORS UNLIMITED	DOOR DAMAGE 619 HOMER RD		275.00
151459	GIVE 'EM A BRAKE SAFET	TRAFFIC CONTROL 5/16/25 - 5/17/25		5,471.00
9492256103	GRAINGER	UNIFORMS - SCHIPPER		287.58
9493808993	GRAINGER	LONG HANDLE BRUSHES		183.60
9505104050	GRAINGER	WIPES		127.61
2633352	GRIFFIN PEST SOLUTIONS	PEST SERVICES AT FIRE STATION		45.00
06032025-A	GROENEVELD, ANDREW	TRAVEL REIMBURSEMENT TO GREAT LAKES ASSO		32.67
06032025-B	GROENEVELD, ANDREW	TRAVEL REIMBURSEMENT TO GREAT LAKES HOME		180.33
2025162	GRP ENGINEERING A VERD	ENGINEERING FOR BLUE OVAL CIRCUIT RELOCA 2025.172		385.00
2025163	GRP ENGINEERING A VERD	MISC ENGINEERING SERVICES THROUGH 4/25/2		792.50
989676	GWIN, DARWIN	MOWING & TRASH AT BROOKS NATURE MAY 2025		360.00
06/05/2025	HARRINGTON, J. OR WALT	UB refund for account: 1101160004		40.82
06042025	HAYES, CHARLES	REIMBURSEMENT FOR PARTIAL COST OF CURB R		2,136.00
05012025	HERITAGE CLEANERS	ACCT NO. 100243 DRY CLEANING SERVICE FOR		434.00
42930	HUNTER-PRELL COMPANY	SERVICE CALL FOR ATHLETIC FIELD		464.72
43023	HUNTER-PRELL COMPANY	REPAIR LEAKING BACKFLOW ON HYDRANT		132.50
CI-06657	HYDROCORP	CUST NO. C000161 INSPECTION & REPORTING		1,350.00
INV-001300	HYPERION SOLUTIONS GRO	FIBERNET NETWORK ENGINEERING SERVICES	2025.242	5,865.47
4362504	IIX INSURANCE INFORMAT	ACCT NO. 888907 MOTOR VEHICLE REPORTS/AC		63.70
1616-2025	IMPACT LAWN & LANDSCAP	2025 LAWN MOWING AT INDUSTRIAL PARK MAY		340.00
1609-2025	IMPACT LAWN & LANDSCAP	2025 LAWN MOWING AT ATHLETIC FIELDS MAY		2,085.00
1621-2025	IMPACT LAWN & LANDSCAP	2025 LAWN MOWING AT WASTEWATER MAY		460.00
1622-2025	IMPACT LAWN & LANDSCAP	2025 LAWN MOWING AT WATER MAY		500.00
184130	IMPACT SOLUTIONS	#10 WINDOW ENVELOPES TRUCK		27.00
184131	IMPACT SOLUTIONS	WALL SIGN-LINDA		48.39
09-711999	INTERSTATE BILLING SER	CARLETON EQUIPMENT - E35 W/ 18" SMOOTH B		745.00
39653	J AND K PLUMBING SUPPL	SLOAN HANDLE/KIT		27.40
39690	J AND K PLUMBING SUPPL	BRASSCRAFT 1/2"		15.69
39696	J AND K PLUMBING SUPPL	MACHINE PIPE THREAD		1.25
39702	J AND K PLUMBING SUPPL	1/4" STRAIGHT CONNECTOR		2.84
39719	J AND K PLUMBING SUPPL	GALV PIPE AND COUP		42.92
1748482	J HARLEN CO., INC.	BUCKET BAGS		146.54
1749136	J HARLEN CO., INC.	BUCKET		65.54
06/05/2025	JACOBY, BILL	UB refund for account: 3100260001		101.86
157	JOHN B. SULLIVAN	PROFESSIONAL SERVICES 01/01/25-03/31/25		9,000.00
9712	JS BUXTON	CHEMICALS - LIME		1,600.00
06/05/2025	KEVIN BUNN	UB refund for account: 2697		54.40
646573	KISM, LLC.	INSTALL MINI PC AT WATER & WASTEWATER PL 2025.316		15,500.00
25-017	KNRCONTROL, LLC	SHARP INSTRUCTOR COURSE - GOODRICH		350.00
06/05/2025	KOENIG, KELLEY	UB refund for account: 2201880004		17.43
06032025	LANGFORD, SEAN	BOOT ALLOWANCE - LANGFORD, SEAN		211.46
2505-540895	LEGG LUMBER	LUMBER		155.92
2505-541037	LEGG LUMBER	PLYWOOD		119.95
03112025-17891	MARSHALL HARDWARE, LLC	FRICITION TAPE		10.58
03112025-17910	MARSHALL HARDWARE, LLC	FRICITION TAPE		8.58
151	MARSHALL PUBLIC SCHOOL	REC DEPT WINTER 2025		1,380.00
05132025	MCGINTY, HITCH, PERSON	CLIENT NO. 4030.001 SERVICES THROUGH 4/3		12,182.50

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S5533201.001	MEDLER ELECTRIC COMPANY	ELECTRIC TAPE		1,000.05
S5533201.002	MEDLER ELECTRIC COMPANY	ELECTRIC TAPE		28.17
315111425111522	MENARDS COMMERCIAL	CREDIT ACCT NO. 587737 TABLES & CHAIRS		635.81
INV-0000010704	METRO WIRELESS	BUSINESS DATA SERVICES - 10 GBPS INTERNET	2025.107	2,500.00
6-2025	MICHIGAN SHIGA SISTER	2025 SISTER CITY DUES		50.00
220000082406	MIKE'S TEAM ACTIVE BIKES	HELMET		120.00
1987069	MILLER JOHNSON ATTORNEY	CLIENT NO. 52636 SERVICES THROUGH 4/30/2		5,135.00
118	MPARKS - MICHIGAN REC	2025 MPARKS GRAND EXPERIENCE TRIP SEPTEMBER	2025.302	11,050.00
96347639	MSC INDUSTRIAL SUPPLY	MARKING PAINT		157.32
659275	NAPA OF MARSHALL	ACCT NO. 1400 HAND CLEANER		35.60
519200	NORTH CENTRAL LABORATORY	LAB SUPPLIES	2025.008	21.35
519519	NORTH CENTRAL LABORATORY	LAB SUPPLIES	2025.008	47.43
NG-657	NUTRIGRO ENVIRONMENTAL	SPRING BIOSOLIDS HAULING	2025.312	24,087.20
908078	NYE UNIFORM COMPANY	COLLAR BRASS, PEPPER SPRAY		519.56
132057	O'LEARY WATER CONDITIONING	POWERHOUSE COOLER RENTAL APR/MAY -BOTTLE		93.00
10192	PARRISH EXCAVATING, INC.	JOB NO:24-402 DRAINAGE REPAIR		2,112.00
8106791-00	POWER & TELEPHONE	FIBERNET JUNIPER SWITCHES AND SUPPORT	2025.263	17,868.18
56893904	POWER LINE SUPPLY	METER SOCKETS		1,452.00
56893905	POWER LINE SUPPLY	METER COVERS		345.00
56893906	POWER LINE SUPPLY	500 MCM LUG		787.50
56893911	POWER LINE SUPPLY	#6 TIE WIRE		442.00
56893949	POWER LINE SUPPLY	SAFETY GLASSES		147.00
56893950	POWER LINE SUPPLY	TRANSFORMER TESTER		1,450.00
56893951	POWER LINE SUPPLY	SAFETY GLASSES		144.00
56895822	POWER LINE SUPPLY	BUSHING EXTENSION		157.44
56895826	POWER LINE SUPPLY	INSULINK & GUY STRAIN		458.42
INV-137111	POWERDMS, INC.	CUST NO A-41376 POWER POLICY PROFESSIONAL		4,850.41
05312025	POWERS, BRYAN	BUILDING INSPECTION SERVICES 5/1/25 - 5/		3,225.00
25-1059	PRECISE EXCAVATING, INC.	20 YDS BLACK MULCH FOR ATHLETIC FIELDS		560.00
4-151481	PRECISION GLASS & GLAZ	NEW WINDSHIELD		500.00
00202810	PROGRESSIVE AE, INC.	MARSHALL ECON DEV PLAN & MARKETING PLAN	2025.315	3,132.90
00203136	PROGRESSIVE AE, INC.	MASTER PLAN AND OTHER PLANNING DOCUMENTS	2024.313	5,482.75
377579	PVS TECHNOLOGIES, INC.	TREATMENT CHEMICALS - FERRIC CHLORIDE	2025.027	9,483.94
25-0083	QUALITY EXCAVATORS INC	TOPSOIL, SAND		327.00
25-0098	QUALITY EXCAVATORS INC	CITY HALL MULCH DELIVERY		275.00
INV76183	SD MYERS, LLC	OIL TESTING - PER QUOTE #D00043504	2025.244	3,336.00
SI00009451	SHAFFER REDI MIX	LIMESTONE FOR OAKRIDGE CEMETERY		2,010.00
05312025	SHELDON, PAUL	INSPECTION SERVICES 5/1/25 - 5/31/25		225.00
2403005	STANTEC CONSULTING MIC	GIS SUPPORT THROUGH 5/2/25	2025.237	7,179.00
X306265220:01	STOOPS FREIGHTLINER	306X/HOP47225		145.98
214950	TESCO	REPAIR METER TESTER		369.80
270	TOP TO BOTTOM TREE SERVICE	ELECTRIC LINE CLEARANCE 5/26/25 - 6/1/25	2025.173	3,770.00
INV00692074	USABBLUEBOOK	LAB SUPPLIES		1,515.68
INV00696871	USABBLUEBOOK	TRACER WIRE		104.19
INV00720838	USABBLUEBOOK	LAB SUPPLIES		265.75
530379246	UTILITIES INSTRUMENTATION	FIELD WORK- IDENTIFY BREAKERS	2025.299	9,901.81
1727	V & V ASSESSING LLC	ASSESSING SERVICES 6/1/25 - 6/30/25	2025.001	5,200.00
VC3-199192	VC3, INC.	ACCT NO. 44996 OFFICE 365 APRIL BILLING		1,203.00
INV3561560VC3	VC3, INC.	ACCT NO. 44996 LENOVO THINKPAD		1,246.98
378143	VIEW NEWSPAPER GROUP	ACCOUNT ID: 100527 NEWSPAPER ADS APRIL 2		2,156.00
232772	VISION METERING, LLC	1S METER		830.00
40498139	XEROX FINANCIAL SERVICES	CUST NO. 1017736 XEROX LEASE 211-1017736		180.00
40519597	XEROX FINANCIAL SERVICES	ACCT NO. 4110874 XEROX LEASE 5/4/25 - 6/		1,631.14
R72175453	YOURMEMBERSHIP.COM, INC	JOB POSTING - ELECTRIC DEPUTY DIRECTOR		499.00
GRAND TOTAL:				289,611.31

ITEM: 7.C

ADMINISTRATIVE REPORT



TO: Honorable Mayor and City Council
FROM: Derek N. Perry, City Manager
William Dopp, Finance Director/ City Treasurer
DATE: June 16, 2025
SUBJECT: **FOURTH QUARTER FY2025 BUDGET AMENDMENTS**

Public Act 2 of 1968, better known as the Uniform Budgeting and Accounting Act, requires an amendment to the adopted budget when it can be determined that the budget projections will be different from those originally anticipated. Each quarter, staff review the revenues and expenditures to develop an amended budget resolution to more closely reflect the actual operational costs and the associated revenues. Any numbers in parentheses in the “change column” reflect a negative direction in terms of the budget. For example, if the “change column” for revenue has a parenthesis, then revenues are expected to be lower than originally budgeted.

The following is a summary of the recommended budget amendments:

General Fund (Fund 101):

Miscellaneous Revenue requires an increase of \$40,000 for MAJOR Campus project reimbursements.

The City Council department needs an increase of \$2,300 to cover travel expenses and operating supplies.

The City Manager department is in need of a \$21,000 expense increase. This is due to the timing of contract negotiations and the original budget creation.

The Clerk department needs a \$5,300 increase to cover election supplies expenses. These were offset by a State grant.

It is necessary to increase expenses for the City Assessor department by \$4,000 due to the timing of the contract renewal compared to the original budget adoption.

The City Hall department will require an \$11,500 increase for the recently hired intern, Guardian Alarm expenses, and Bell Clock Tower and AC maintenance.

The City Attorney Fee requires an expenditure increase of \$50,000 of that associated with ordinance updates, as well as MAJOR Campus expenses. There is a partial offsetting revenue increase above.

The Dispatch Operations department needs a \$3,000 increase associated with siren inspection and service.

The PSB department requires an increased expense budget of \$38,000 for part-time payroll, increased gas utility charges, and drywall work.

The Parks department requires a \$13,000 expense increase for a much-needed sign for Allcott Park, service of the fireplace, new benches, and increased payroll needs.

Farmer’s Market Fund (Fund 211): Increased Revenue due to \$6,000 sponsorship from Ford that was not budgeted. This fund also needs an expense increase of \$5,900 because of

expanded programming and market entertainment.

Federal Grant Fund – SAFER Grant (Fund 246): Offsetting revenue and expense increases of \$15,000.

Federal Grant Fund – RAP 2.0 Program (Fund 286): Establish a budget for revenue and expenses.

Airport Fund (Fund 295): Add \$6,000 expense for tank monitor and pump maintenance.

Fiber to the Premise (Fund 570): Increase Commercial Sales revenue by \$113,000. Also included are increased expenses of \$193,000 due to payroll changes from negotiations after budget adoption, increased Contracted Services, and increased Capital Outlay.

Solid Waste (Fund 596): Add \$25,000 in expenses for the Granger contract.

BUDGET IMPACT:

As detailed by the information included in this Administrative Report.

RECOMMENDATION:

Approve Resolution No. 2025-17, A Resolution to Amend the General Appropriation Act Resolution July 1, 2024 - June 30, 2025, to amend the FY25 Budget.

CITY OF MARSHALL, MICHIGAN
RESOLUTION #2025-17

**THE CITY OF MARSHALL
AMENDED GENERAL APPROPRIATION ACT RESOLUTION
July 1, 2024 – June 30, 2025**

THE CITY OF MARSHALL RESOLVES that the revenues and expenditures for the fiscal year, commencing July 1, 2024, and ending June 30, 2025, are hereby amended on a departmental and fund total basis per the attachment, summarized as follows:

	Revenues	Expenditures
General (Fund 101)	40,000	148,100
Miscellaneous Revenue	40,000	
City Council		2,300
City Manager		21,000
Clerk		5,300
City Assessor		4,000
City Hall		11,500
City Attorney		50,000
Dispatch Operations		3,000
PSB Operations		38,000
Parks		13,000
Farmers Market (Fund 211)	6,000	5,900
Federal Grant Fund - SAFER Grant (Fund 246)	15,000	15,000
Federal Grant Fund - RAP 2.0 Program (Fund 286)	400,000	400,000
Airport Fund (Fund 295)		6,000
Fiber to the Premise (Fund 570)	113,000	193,000
Solid Waste (Fund 596)		25,000

RESOLVED, the use of prior year's fund balance/net position reserves is not reflected in a Fund's revenue figure above, and that the source of funding for a Fund's Net Loss/(Deficit) shall be the use of prior year's fund balance/net position reserves.

This Resolution shall take effect upon adoption.

Dated: June 16, 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 a resolution adopted by the City Council, City of Marshall, County of Calhoun, State of Michigan, at a regular meeting held on June 16, 2025, and that said meeting was conducted and that the minutes of said meeting were kept and will be or have been made available.

Michelle Eubank, City Clerk

ITEM: 7.D

ADMINISTRATIVE REPORT



TO: Honorable Mayor and City Council
FROM: Derek N. Perry, City Manager
Kevin Maynard, Director of Electric Utilities
DATE: June 16, 2025
SUBJECT: **MARSHALL RENEWABLE ENERGY PLAN FILING**

In November 2023, Michigan Senate Bill (SB) 271 was approved by Governor Whitmer, establishing Public Act (PA) 235. PA 235 amended 2008 PA 295 requiring all Michigan electric providers including investor owned, cooperatives and municipal electric utilities to prepare and file Renewable Energy Plans and Energy Waste Reduction plans that conform to PA 235 requirements.

PA 235 requires each electric utility to file biennial (every two years) plans forecasting renewable energy resources needed to comply with the renewable energy supply portfolio requirements established by the Act. These requirements increase over time from a current requirement of 15% renewable energy through 2029; 50% from 2030 through 2034; and 60% beginning in 2035.

Currently, the City power supply portfolio includes approximately 25% renewable energy. The additional 25% needed by 2030 can be provided by constructing additional renewable energy resources such as solar, increasing the Marshall Hydroelectric Project's energy output, entering into power purchase agreements from renewable energy facilities that include energy and Renewable Energy Credits/Certificates (RECs), or the purchase of Michigan certified RECs.

The Michigan South Central Power Agency (MSCPA) prepared Renewable Energy Plans on behalf of its member communities, including Marshall, and submitted these plans to the Michigan Public Service Commission by the February 27, 2025, filing deadline. The Marshall Renewable Energy Plan includes existing resources such as the Marshall Hydroelectric Project, the MSCPA PPA for the Menominee and Oconto Falls hydroelectric facilities located in the Michigan UP and Wisconsin (expires in 2032), the AMP hydroelectric projects (Cannelton, Smithland, Willow Island, Meldahl and Greenup) that the City currently participates in, proposed solar PPAs that the MSCPA is negotiating, and the purchase of RECs.

The plan doesn't obligate the City to the particular resources listed in the document—the plan is a forecast and can be amended as the City firms up renewable energy resources over time. Each electric utility must file an updated Renewable Energy Plan with the MPSC every two years.

AMP/MSCPA will work with Marshall and other Michigan member communities to strategically plan on how to most cost effectively manage the compliance requirements of PA 235.

The Michigan Municipal Electric Association (MMEA) recommends that each of its members ask their legislative bodies to approve their Renewable Energy Plans to show the MPSC that local officials regulate the municipal electric utility and that they support the plan's objectives.

BUDGET IMPACT:

There is no budget impact on the filing of the Renewable Energy Plan.

RECOMMENDATION:

Approve the Marshall Renewable Energy Plan and authorize the City Manager to submit the document to the Michigan Public Service Commission (MPSC) as required by PA 235 of 2023.

Marshall Renewable Energy Plan Filing

Paul Beckhusen, SVP Power
Supply & Energy Marketing
February 21, 2025



Summary

- Senate Bill (SB) 271 was approved by Michigan Governor November 2023, establishing Public Act (PA) 235
 - PA 235 amended the PA 295 from 2008 that established renewable energy plans and energy waste reduction plans for investor owned, alternative, cooperative owned, and municipal owned electric providers
- PA 235 Requirements
 - File biennial (every two years) plan forecasting the renewable energy resources needed to comply with the renewable energy credit requirements established by the Act
 - Renewable energy credit portfolio requirement
 - Effective date, through 2029 – 15%
 - 2030 through 2034 – 50%
 - 2035, and each year thereafter – 60%

Summary

- Filing date for the initial renewable energy resource plan (REP) is February 27, 2025
- The final Michigan Public Service Commission (MPSC) order begins 300 days from the REP filing
 - Estimated compliance period for 2025 would be from December 24-31, 2025 (i.e., a partial year)
 - 2026 will be the year for compliance, with the compliance filing due in June 2026 and every June thereafter for the respective compliance year
 - December 2027 would be the estimated next biennial plan filing
- The required renewable energy credit is based on the previous three-year average of retail customer sales (this is the same measure for the current requirements).
 - Example for 2026: (average of 2023/2024/2025 retail sales) x 15%

Summary

- Municipal owned electric providers can meet the requirements through 2034 by purchasing renewable energy credits (RECs)
- The initial REP assumptions for the City of Marshall
 - The annual retail energy growth rate is 1.4%
 - This is based on AMP's long-term growth forecast
 - The RECs from Marshall's share of the following resources:
 - Marshall hydroelectric units
 - Menominee and Oconto Falls
 - Purchase power agreement (PPA) through MSCPA for hydroelectric facilities located in the UP of Michigan and Wisconsin. This PPA expires in 2032.
 - AMP hydroelectric projects (Cannelton/Smithland/Willow Island/Meldahl/Greenup)
 - AMP/NextEra Solar PPAs (commercial operation expected in 2027)

Summary

- The initial REP shows that additional resources will need to be added around 2035 in the amount of ~64,000 MWhs per year to meet compliance thereafter
- The REP does not commit the City of Marshall to how it will comply with the requirements of PA 235 each year, it is just a forecast and will be updated every two (2) years
- AMP will work with the City of Marshall, and the other MSCPA communities, to strategically plan on how to most cost effectively manage the compliance requirements of PA 235

REP Filing

2025-2045 MUNICIPAL UTILITY						
PA 235 RENEWABLE ENERGY PLAN SUMMARY						
City of Marshall + E-DOCKET #						
Row #		2025	2026	2027	2028	2029
1	Sales and Requirement Calculation					
2	Method: Weather Normalized or 3 Year Average					
3	If Selected Weather Normalized:					
4	Current Year Sales to Retail Customers					
5	Less Number of Megawatt Hours Sold from Michigan Nuclear Energy					
6	Current Year Weather Normalization Factor					
7	Less VGP Sales					
8	Less Outflow from DG Customers					
9	Current Year Weather Normalized Sales					
10	If Selected 3 Year Average:					
11	Current Year Retail Sales to Retail Customers	132,701	134,559	136,443	138,353	140,290
12	Less Number of Megawatt Hours Sold from Michigan Nuclear Energy					
13	Less VGP Sales					
14	Less Outflow from DG Customers					
15	3 Year Average of Retail Sales	130,836	133,724	132,667	134,568	136,452
16	RECs Reported to Provider Subject to Section 29(4)					
17	MWh Electricity Sold for PA-235 Compliance Requirement (Row 15 - 13 - 14 - 16)	130,836	133,724	132,667	134,568	136,452
18	RPS Required Energy Credits (Row 17 * Compliance Factor) (Compliance Factors: 2025-2029 = 15%, 2030-2034 = 50%, 2035+ = 60%)	19,625	20,059	19,900	20,185	20,468
19	Energy Credits					
20	Energy Credit Beginning Balance	23,692	33,752	43,378	60,774	77,847
21	Energy Credits Obtained Through Generation/BOT	1,293	1,293	1,293	1,293	1,293
22	Energy Credits Obtained Through PPA	28,392	28,392	36,003	35,965	35,927
23	Energy Credits Obtained Through REC Purchases					
24	Plus: Energy Credits Obtained (Row 21 + 22 + 23)	29,685	29,685	37,296	37,258	37,220
25	Less: Energy Credits Sold					
26	Available Energy Credits (Row 20 + 24 - 25)	53,377	63,437	80,674	98,032	115,068
27	Compliance Requirement (Row 18)	19,625	20,059	19,900	20,185	20,468
28	Less: Energy Credit Expiration					
29	Energy Credit Ending Balance (Row 26 - 27 - 28)	33,752	43,378	60,774	77,847	94,600

REP Filing

2025-2045 MUNICIPAL UTILITY						
PA 235 RENEWABLE ENERGY PLAN SUMMARY						
City of Marshall + E-DOCKET #						
Row #		2030	2031	2032	2033	2034
1	Sales and Requirement Calculation					
2	Method: Weather Normalized or 3 Year Average					
3	If Selected Weather Normalized:					
4	Current Year Sales to Retail Customers					
5	Less Number of Megawatt Hours Sold from Michigan Nuclear Energy					
6	Current Year Weather Normalization Factor					
7	Less VGP Sales					
8	Less Outflow from DG Customers					
9	Current Year Weather Normalized Sales					
10	If Selected 3 Year Average:					
11	Current Year Retail Sales to Retail Customers	142,254	144,245	146,265	148,313	150,389
12	Less Number of Megawatt Hours Sold from Michigan Nuclear Energy					
13	Less VGP Sales					
14	Less Outflow from DG Customers					
15	3 Year Average of Retail Sales	138,362	140,299	142,263	144,255	146,274
16	RECs Reported to Provider Subject to Section 29(4)					
17	MWh Electricity Sold for PA-235 Compliance Requirement (Row 15 - 13 - 14 - 16)	138,362	140,299	142,263	144,255	146,274
18	RPS Required Energy Credits (Row 17 * Compliance Factor) (Compliance Factors: 2025-2029 = 15%, 2030-2034 = 50%, 2035+ = 60%)	69,181	70,149	71,132	72,127	73,137
19	Energy Credits					
20	Energy Credit Beginning Balance	94,600	62,601	66,423	69,225	63,088
21	Energy Credits Obtained Through Generation/BOT	1,293	1,293	1,293	1,293	1,293
22	Energy Credits Obtained Through PPA	35,890	35,852	35,815	27,871	27,834
23	Energy Credits Obtained Through REC Purchases		36,826	36,826	36,826	36,826
24	Plus: Energy Credits Obtained (Row 21 + 22 + 23)	37,183	73,971	73,934	65,990	65,953
25	Less: Energy Credits Sold					
26	Available Energy Credits (Row 20 + 24 - 25)	131,782	136,573	140,357	135,215	129,040
27	Compliance Requirement (Row 18)	69,181	70,149	71,132	72,127	73,137
28	Less: Energy Credit Expiration					
29	Energy Credit Ending Balance (Row 26 - 27 - 28)	62,601	66,423	69,225	63,088	55,903

REP Filing

2025-2045 MUNICIPAL UTILITY						
PA 235 RENEWABLE ENERGY PLAN SUMMARY						
City of Marshall + E-DOCKET #						
Row #		2035	2036	2037	2038	2039
1	Sales and Requirement Calculation					
2	Method: Weather Normalized or 3 Year Average					
3	If Selected Weather Normalized:					
4	Current Year Sales to Retail Customers					
5	Less Number of Megawatt Hours Sold from Michigan Nuclear Energy					
6	Current Year Weather Normalization Factor					
7	Less VGP Sales					
8	Less Outflow from DG Customers					
9	Current Year Weather Normalized Sales					
10	If Selected 3 Year Average:					
11	Current Year Retail Sales to Retail Customers	152,494	154,629	156,794	158,989	161,215
12	Less Number of Megawatt Hours Sold from Michigan Nuclear Energy					
13	Less VGP Sales					
14	Less Outflow from DG Customers					
15	3 Year Average of Retail Sales	148,322	150,399	152,504	154,639	156,804
16	RECs Reported to Provider Subject to Section 29(4)					
17	MWh Electricity Sold for PA-235 Compliance Requirement (Row 15 - 13 - 14 - 16)	148,322	150,399	152,504	154,639	156,804
18	RPS Required Energy Credits (Row 17 * Compliance Factor) (Compliance Factors: 2025-2029 = 15%, 2030-2034 = 50%, 2035+ = 60%)	88,993	90,239	91,503	92,784	94,083
19	Energy Credits					
20	Energy Credit Beginning Balance	55,903	59,182	61,177	61,873	61,252
21	Energy Credits Obtained Through Generation/BOT	1,293	1,293	1,293	1,293	1,293
22	Energy Credits Obtained Through PPA	90,979	90,942	90,906	90,869	90,833
23	Energy Credits Obtained Through REC Purchases					
24	Plus: Energy Credits Obtained (Row 21 + 22 + 23)	92,272	92,235	92,199	92,162	92,126
25	Less: Energy Credits Sold					
26	Available Energy Credits (Row 20 + 24 - 25)	148,175	151,417	153,376	154,036	153,379
27	Compliance Requirement (Row 18)	88,993	90,239	91,503	92,784	94,083
28	Less: Energy Credit Expiration					
29	Energy Credit Ending Balance (Row 26 - 27 - 28)	59,182	61,177	61,873	61,252	59,296

REP Filing

2025-2045 MUNICIPAL UTILITY PA 235 RENEWABLE ENERGY PLAN SUMMARY							
City of Marshall + E-DOCKET #							
Row #		2040	2041	2042	2043	2044	2045
1	Sales and Requirement Calculation						
2	Method: Weather Normalized or 3 Year Average						
3	If Selected Weather Normalized:						
4	Current Year Sales to Retail Customers						
5	Less Number of Megawatt Hours Sold from Michigan Nuclear Energy						
6	Current Year Weather Normalization Factor						
7	Less VGP Sales						
8	Less Outflow from DG Customers						
9	Current Year Weather Normalized Sales						
10	If Selected 3 Year Average:						
11	Current Year Retail Sales to Retail Customers	163,472	165,761	168,081	170,435	172,821	175,240
12	Less Number of Megawatt Hours Sold from Michigan Nuclear Energy						
13	Less VGP Sales						
14	Less Outflow from DG Customers						
15	3 Year Average of Retail Sales	159,000	161,226	163,483	165,771	168,092	170,446
16	RECs Reported to Provider Subject to Section 29(4)						
17	MWh Electricity Sold for PA-235 Compliance Requirement (Row 15 - 13 - 14 - 16)	159,000	161,226	163,483	165,771	168,092	170,446
18	RPS Required Energy Credits (Row 17 * Compliance Factor) (Compliance Factors: 2025-2029 = 15%, 2030-2034 = 50%, 2035+ = 60%)	95,400	96,735	98,090	99,463	100,855	102,267
19	Energy Credits						
20	Energy Credit Beginning Balance	59,296	55,987	51,307	45,236	37,758	28,851
21	Energy Credits Obtained Through Generation/BOT	1,293	1,293	1,293	1,293	1,293	1,293
22	Energy Credits Obtained Through PPA	90,798	90,762	90,726	90,691	90,656	90,621
23	Energy Credits Obtained Through REC Purchases						
24	Plus: Energy Credits Obtained (Row 21 + 22 + 23)	92,091	92,055	92,019	91,984	91,949	91,914
25	Less: Energy Credits Sold						
26	Available Energy Credits (Row 20 + 24 - 25)	151,387	148,042	143,326	137,220	129,707	120,765
27	Compliance Requirement (Row 18)	95,400	96,735	98,090	99,463	100,855	102,267
28	Less: Energy Credit Expiration						
29	Energy Credit Ending Balance (Row 26 - 27 - 28)	55,987	51,307	45,236	37,758	28,851	18,498



For more information visit
www.ampppartners.org



ITEM: 7.F

ADMINISTRATIVE REPORT



TO: Honorable Mayor and City Council
FROM: Derek N. Perry, City Manager
Michelle Eubank, City Clerk
Marguerite Davenport, Director of Public Services
DATE: June 16, 2025
SUBJECT: SPECIAL EVENT APPLICATION - MARSHALL MOTORFEST

MAEDA-Choose Marshall is requesting to hold the 2nd annual Marshall MotorFest event on August 2, 2025. The event will consist of a family event with yard games, bounce houses and other items starting at 3 PM on N Jefferson St. between Michigan Ave. and Mansion St.

A classic car vehicle cruise will also occur beginning at 5 PM until approximately 5:20 PM and be led by the Marshall Police Department. Staging for the cruise will take place on Pratt Avenue past Woolley Drive. After cruising, the vehicles will park along Michigan Avenue in the downtown for viewing. Michigan Avenue will be closed east of the Fountain to Exchange Street from 4 PM to 9 PM for the event. MDOT has approved the Michigan Avenue closure. The event hosts are requesting the closure of lot 9 off of Jefferson Street and lot 11, the Farmer's Market lot, for their event. Lot 9 will host a Ford Electric Vehicle test drive program and Lot 11 has been requested for classic car overflow parking. Additionally, they are requesting the closure of South Jefferson from Michigan Avenue to Green Street and South Eagle, North Eagle, and North Madison all from Michigan Avenue to the respective north/south alley.

BUDGET IMPACT:

Estimated costs are anticipated to exceed the \$500 non-profit waiver. Costs over \$500 will be billed to the event organizer.

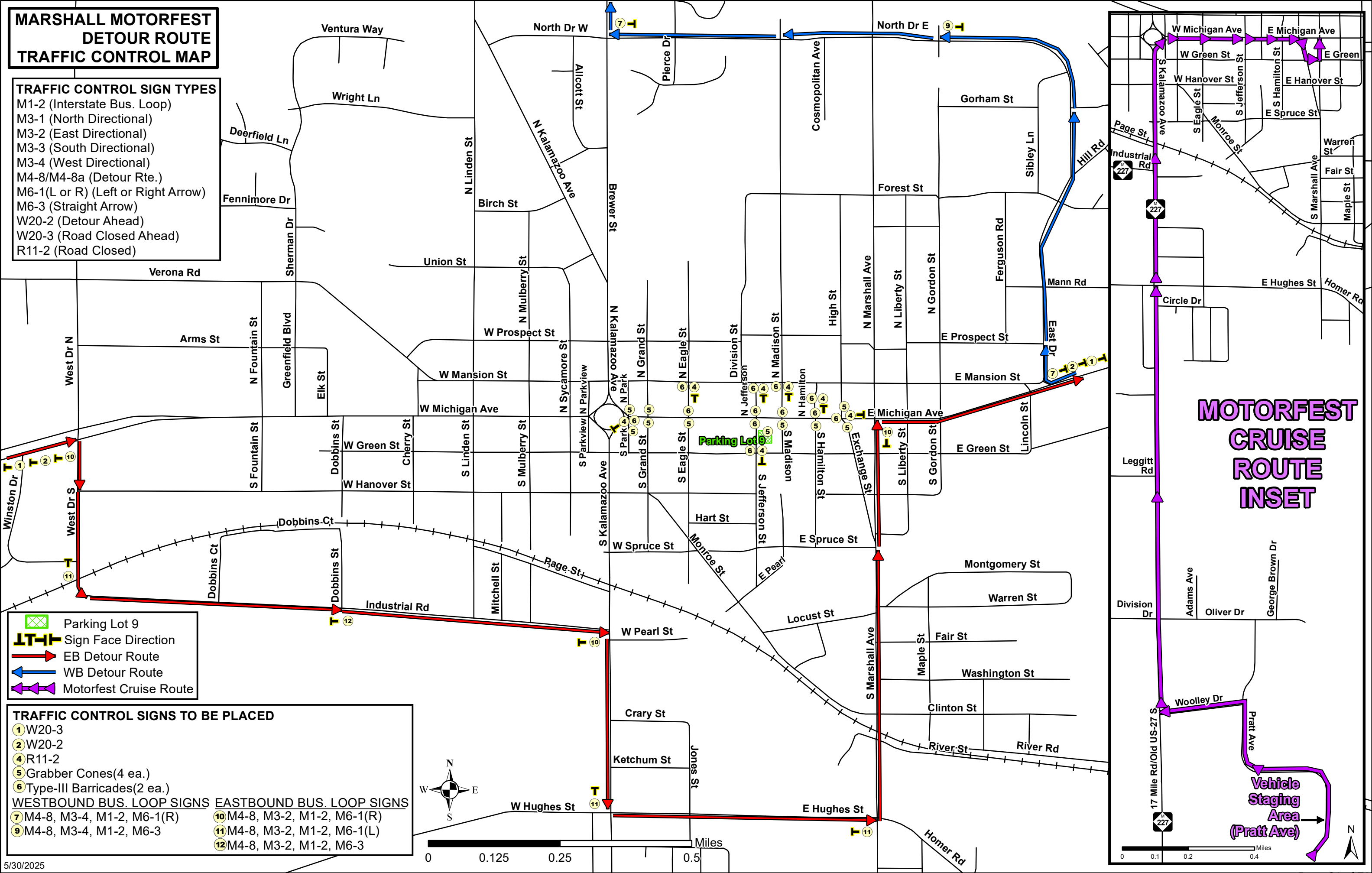
RECOMMENDATION:

Approve the MAEDA Marshall MotorFest Special Event Application for August 2, 2025.

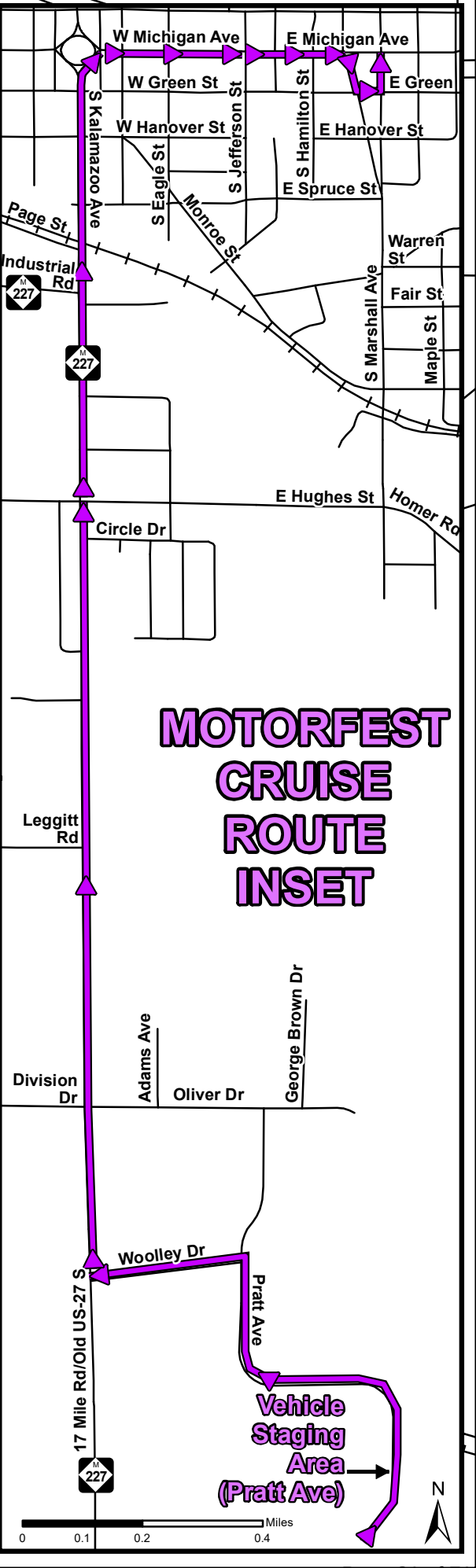
**MARSHALL MOTORFEST
DETOUR ROUTE
TRAFFIC CONTROL MAP**

TRAFFIC CONTROL SIGN TYPES

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



**MOTORFEST
CRUISE
ROUTE
INSET**





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

Special Events Application

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

Applicant Information

Name of Special Event: Marshall Motorfest

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

Mailing/Billing Address: 323 W Michigan Ave

City/State/ZIP Code: Marshall, MI 49068

Business Phone: 269-781-5163

Cell Phone: _____

Email Address(es): Alena@choosemarshall.com; James@choosemarshall.com

Event Information

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

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

1. Requested day(s), date(s), and time(s) of the Special Event: Saturday, August 2, 2025 from 2pm-9pm

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

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

3. Please describe the event(s): A family friendly car show with vendors and entertainment

4. What is the requested location(s) of the event(s): Downtown Marshall (see attached)

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

Start and End Locations: See attached

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

General

6. Is this event expected to occur again in a future calendar year? Yes ☒ No ☐
 Normal Annual Date? 1st Saturday in August
7. Have you included a map indicating the location of your event? Yes ☒ No ☐
8. Is your event located within the Downtown Development Authority? Yes ☒ No ☐
9. Does the applicant wish to prohibit vending within the event area? Yes ☐ No ☒
10. Does the applicant plan to include vending as part of this event? Yes ☒ No ☐
11. Will this event include the use of signs? Yes ☐ No ☒
12. Will the event require the hanging of a banner? Yes ☐ No ☒
13. Is the applicant requesting special parking arrangements, such as reserved parking? Yes ☒ No ☐

Public Services

14. Is the applicant requiring utility connections, such as electric or water services? Yes ☒ No ☐
15. Does the applicant require other public services?
- a. Barricades Yes ☒ No ☐
 - b. Fencing Yes ☐ No ☒
 - c. Street Sweeping Yes ☐ No ☒
 - d. Mowing Yes ☐ No ☒
 - e. Rubbish Containers Quantity: 20 Yes ☒ No ☐
 - f. Picnic Tables Yes ☐ No ☒
 - g. Cessation of Lawn Sprinklings Yes ☐ No ☒
 - h. Other ☐ Yes ☐ No ☐
 - i. Map including indicating location of these services? Yes ☐ No ☒
16. Do you plan to utilize volunteers to help run the event? Yes ☒ No ☐
17. Do you plan to rent a park facility for the event? Yes ☐ No ☒

Public Safety

18. Does the applicant have any special security or safety concerns? Yes ☐ No ☒
19. Are you requesting assistance from the Police/Fire Departments? Yes ☒ No ☐
20. Will the event include loud or unusual sounds?
- a. Musicians Yes ☐ No ☒
 - b. Singers Yes ☐ No ☒
 - c. Amplified Announcers Yes ☒ No ☐
 - d. Carnival Rides Yes ☐ No ☒
 - e. Motor Vehicle Noises Yes ☒ No ☐
 - f. Other Will need access to downtown sound system. Yes ☒ No ☐
21. What are the planned hours for loud or unusual sounds? 2pm-9pm
22. Will the event include unusual lighting beyond what is normal at that location? Yes ☐ No ☒

Alcohol Consumption

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

Questionnaire Explanations

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

18. Does the applicant have any special security or safety concerns? Is the applicant requesting assistance from the Police Department in addressing these concerns? If yes, you must contact the Chief of Police to determine what assistance from the Police Department is appropriate and available, and provide a description of the services the Police Department has indicated it could provide. The applicant will be charged for these services.

19. Is the applicant requesting assistance from the Police or Fire Departments in addressing these concerns?

If yes, you must contact both the Police and Fire Chief to determine what assistance from the Departments is appropriate and available, and provide a description of the services the Departments have indicated they could provide. The applicant will be charged for these services.

20. Will the event include loud or unusual sounds, such as a musicians, singers, amplified announcers, carnival rides, motor vehicle noises beyond those regularly present in the location, etc.?

If yes, you must please attach information indicating all of these on this application.

20. Will the event include unusual lighting beyond that regularly present in the location that could have an impact upon occupants of neighboring properties?

If yes, you must please attach information indicating all of the types of lighting, the location, the beginning and end times, and whether the lighting is constant or intermittent during those times.

21. Are alcoholic beverages proposed to be served as part of the event?

If yes, you must advise the Police Department of your intention to serve alcoholic beverages. Approval of the special event does not constitute final approval of service of alcoholic beverages; any necessary approval of a liquor license is a separate process.

25. Please attach a separate sheet detailing any aspects of the event that are not specifically addressed in this form but of which the City Council should be aware to make a fully informed decision with regard to approval of the proposed event.

26. The applicant is required to provide \$1,000,000 of liability insurance coverage with respect to the event. A Certificate of Insurance, with the City listed as an additional named insured, must be provided to the City Clerk's Office at least one calendar month before the event. Is the insurance certificate attached?

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

Continue to next page...

Applicant Signature

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

Applicant Signature: Alena Guenther

Printed Name: Alena Guenther Date: 4/16/2025

The APPLICANT does hereby agree to indemnify, hold harmless and defend the CITY and each of its officers, officials, employees, agents and authorized volunteers from any and all loss, liability, fines, penalties, forfeitures, costs and damages (whether in contract, tort or strict liability, including but not limited to personal injury, death at any time and property damage) incurred by CITY, OWNER, PERMITTEE (Renter) or any other person, and from any and all claims, demands and actions in law or equity (including attorney's fee and litigation expenses), arising or alleged to have arisen directly or indirectly out of the operation and use of CITY property and public right of way. APPLICANT'S obligations under the preceding sentence shall apply regardless of whether City or any of its officers, officials, employees, agents or authorized volunteers are negligent, but shall not apply to any loss, liability, fines, penalties, forfeitures, costs or damages caused solely by the gross negligence, or caused by the willful misconduct, of CITY or any of its officers, officials, employees, agents or authorized volunteers.

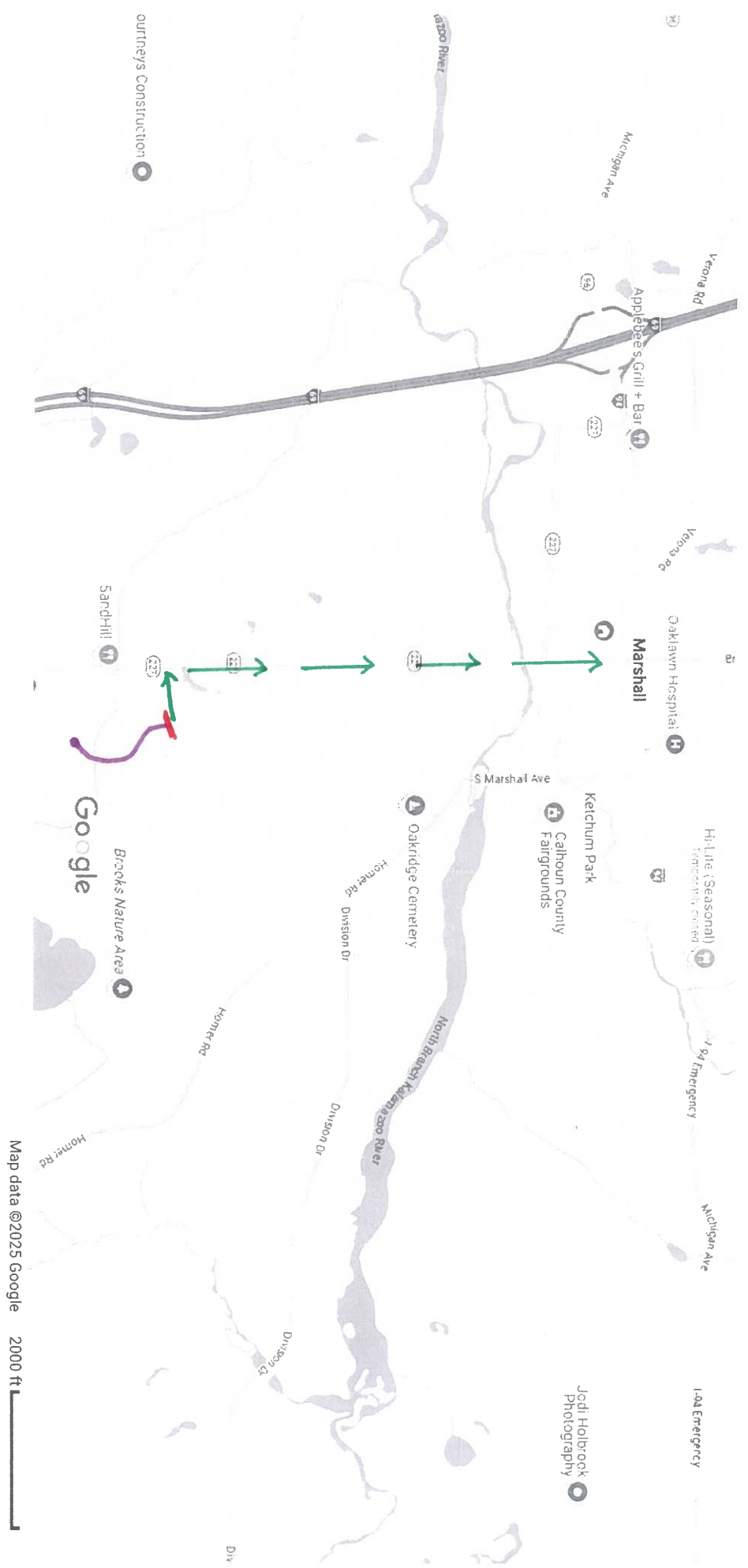
2025 Motorfest



- Industrial Drive blocked/closed in the morning - make sure it's clean/free of debris
- Registration moves to Industrial from downtown @ 3:00PM
- Cruise departs @ 5:00PM

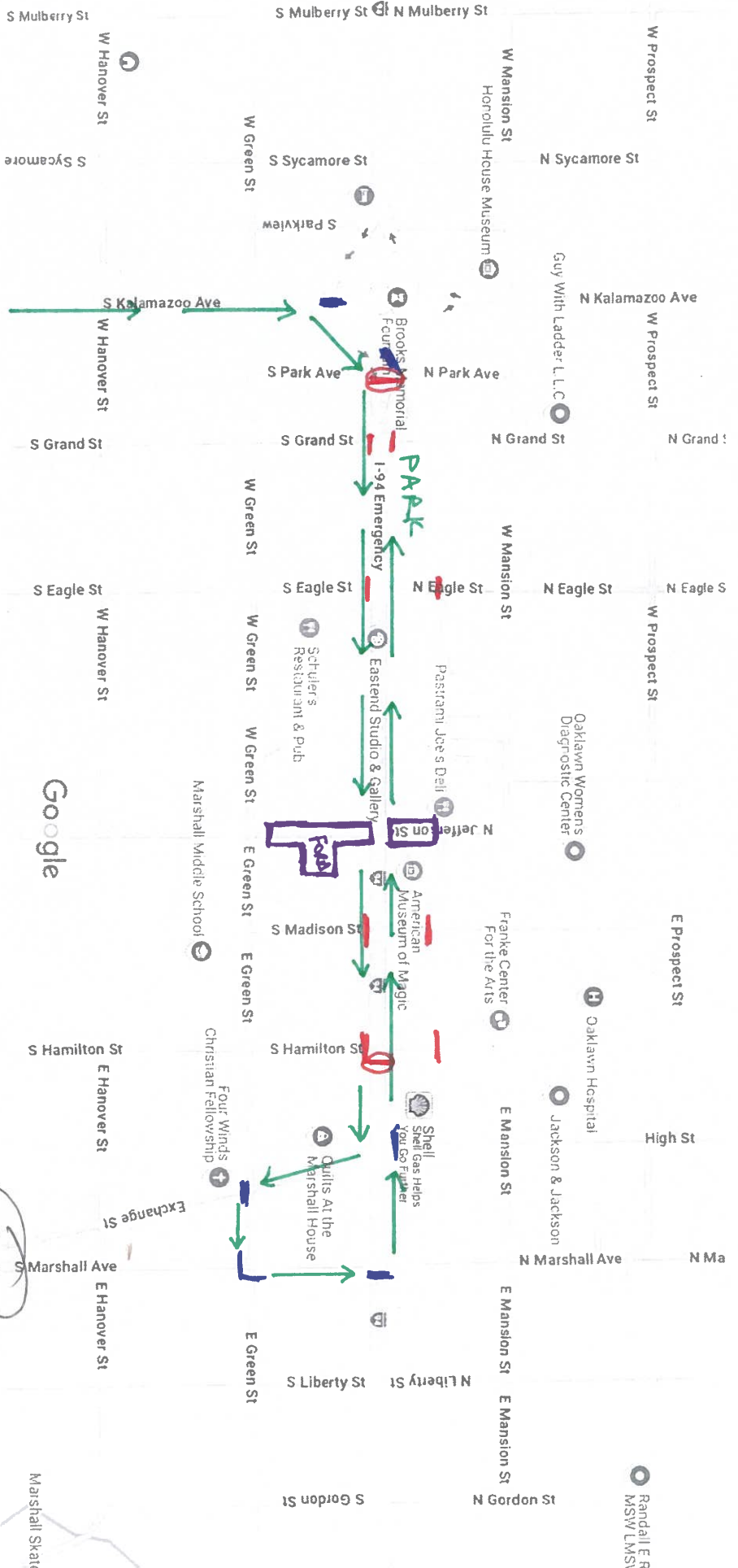
2025 Motorfest

Google Maps



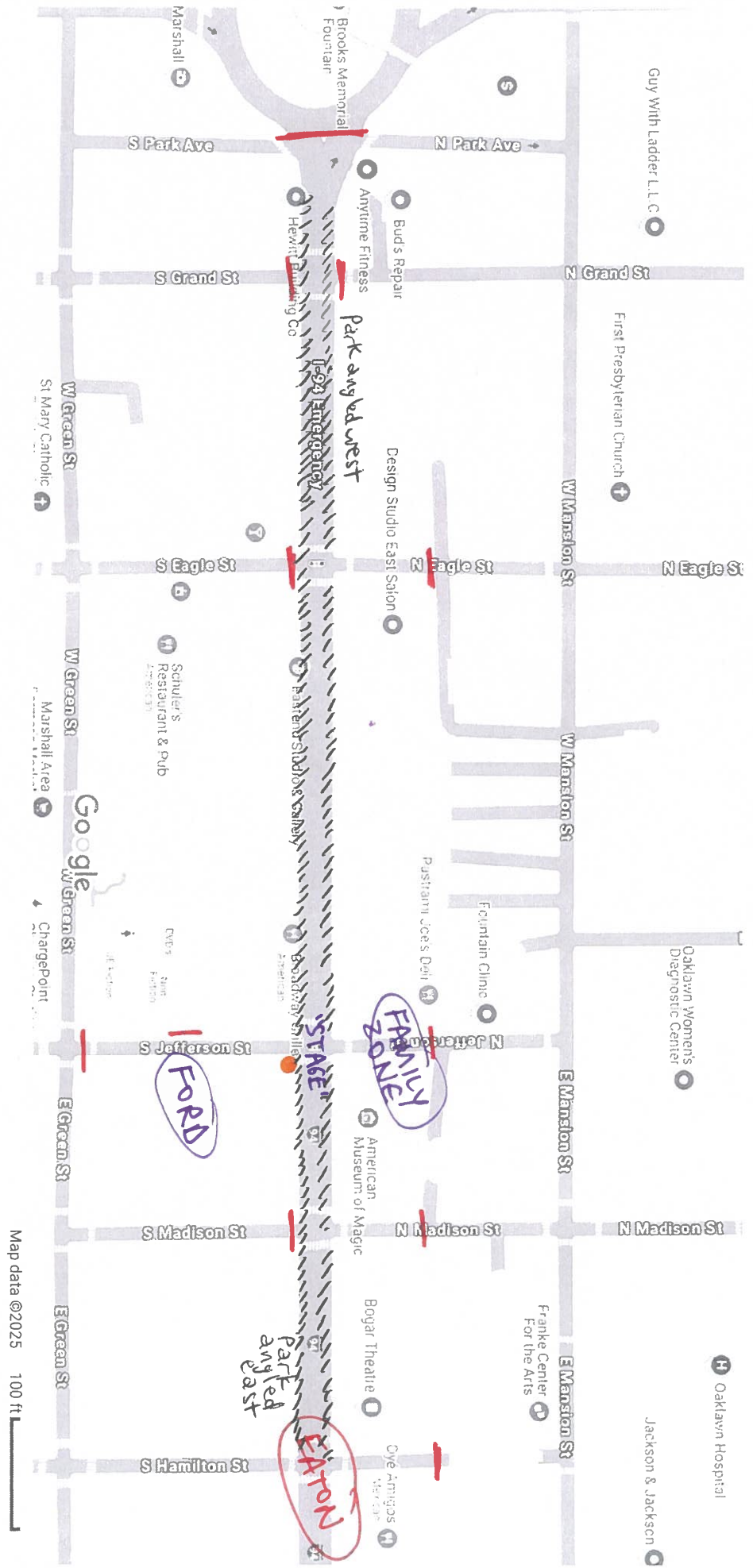
- Line up/staging 3PM-5PM (Industrial Road)
- Cruise route to town
- Block/close Industrial Drive in the morning - make sure it's clean/free of debris

2025 Motorfest



Google

- Jefferson closed 9 AM - 3 PM
- Streets closed 4 PM - 9 PM (move circled for cruise)
- Temporary closure for cruise
- Cruise route (once parked cars reach Jefferson, Mich Ave @ Hamilton will close + cars will begin parking on south side (not make Exchange)



- utility connection for audio/microphone throughout downtown



INDIVIDUAL CONSTRUCTION PERMIT
For Operations within State Highway Right-of-Way

Issued To:
City of Marshall

323 W MICHIGAN AVE
MARSHALL MI 49068-1547

Contact:
Phil Smith
269-558-0324(O) 269-317-4654(Cell)
psmith@cityofmarshall.com

Secondary Contact:
Marguerite Davenport
269-558-0323(O) 269-209-5392(Cell)
mdavenport@cityofmarshall.com

Permit Number: 13044-110519-25-051325
Permit Type: Individual Application
Permit Fee:
Effective Date: May 13, 2025 to Jul 20, 2025
Bond Numbers:
Liability Insurance Expiration Date:

THIS PERMIT IS VALID ONLY FOR THE FOLLOWING PROPOSED OPERATIONS:

PURPOSE:

Choose Marshall and City of Marshall are hosting the annual MotorFest event

STATE ROUTE: BL-94 **CITY OF:** Marshall **COUNTY:** Calhoun County

NEAREST INTERSECTION:	SIDE OF ROAD:	DISTANCE TO NEAREST INTERSECTION:	(in feet)				DIRECTION TO NEAREST INTERSECTION:
Eagle	N S	0.00					West

CONTROL SECTION:	MILE POINT FROM:	MILE POINT TO:	LOCATION:			
			LEFT	MEDIAN	RIGHT	TRANSVERSE
13044	0.050	0.400	☒	☐	☒	☐

REQUISITION NUMBER: **WORK ORDER NUMBER:** **MDOT JOB NUMBER:** **ORG JOB NUMBER:**
MotorFest

13044-110519-25-051325 Issued To:City of Marshall

This permit is incomplete without "General Conditions and Supplemental Specifications"

I certify that I accept the following:

- 1 I am the legal owner of this property or facility, the owner's authorized representative, or have statutory authority to work within state highway Right-of-Way.
2. Commencement of work set forth in the permit application constitutes acceptance of the permit as issued.
- 3 Failure to object, **within ten (10) days** to the permit as issued constitutes acceptance of the permit as issued.
- 4 If this permit is accepted by either of the above methods, I will comply with the provisions of the permit.
- 5 I agree that Advance Notice for Permitted Activities for shall be submitted **5 days prior** to the commencement of the proposed work.
I agree that Advance Notice for Permitted Utility Tree Trimming and Tree Removal Activities shall be submitted **15 days prior** to the commencement of the proposed work for an annual permit.

CAUTION

**Work shall NOT begin until the Advance Notice has been approved.
Failure to submit the advance notice may result in a Stop Work Order.**

City of Marshall

Brandon Betz
MDOT

May 13, 2025
Approved Date

TSC Contact Info

Marshall TSC

(269) 789-0592

THE STANDARD ATTACHMENTS, ATTACHMENTS AND SPECIAL CONDITIONS MARKED BELOW ARE A PART OF THIS PERMIT.

STANDARD ATTACHMENTS:

- 1 Special Conditions For Underground Construction (2205C)
- 2 Special Conditions For Closure of a State Highway By Local Governmental Agency (2292)
- 3 ENVIRONMENTAL REQUIREMENTS FOR ACTIVITIES WITHIN MDOT RIGHT-OF-WAY (2486)
- 4 Historical and Archaeological Discoveries During Construction Operations Updated 03/22 (Const. Advisory H)
- 5 General Conditions (General Conditions)

ADDITIONAL ATTACHMENTS:

- 1 SC-Restore.pdf
- 2 SC-TTCDev.pdf
- 3 Marshall MotorFest UP-67-25.pdf
- 4 2025.04.29_MarshallMotorfest-TrafCtrlMap_DRAFT.pdf

13044-110519-25-051325 Issued To:City of Marshall

AMENDMENT ATTACHMENTS:

SPECIAL CONDITIONS:

- 1 The Department of Transportation does not, by issuance of this permit, assume any liability claims or maintenance costs resulting from the Parade/Detour facility placed by this permit. The Department reserves the right to require removal of all or any portion of this facility as needed for highway maintenance or construction purposes without replacement or reimbursement of any costs incurred by the permitted or other party. The permitted will defend, indemnify and hold harmless the Department for any claims whatsoever resulting from the construction or the removal of the authorized by this permit.
- 2 All disturbed areas within the right of way shall be top-soiled, seeded and mulched to match existing areas per current MDOT standards and specifications.
- 3 Detour and/or closure signs are not to be placed more than 4 hours prior to the event, must be dismantled within 2 hours after the event, and removed within 24 hours.
- 4 Traffic control devices are not to be placed into operation more than 2 hours prior to the event, must be dismantled/removed from operation within 2 hours after the event, and removed from the ROW by the end of the next business day.



CITY OF MARSHALL Temporary Service Connection

Name Kimber Thompson
Address 323 W Michigan Ave, Marshall, MI
Contact Phone 269-781-5163
Request Date 4/3/2025
Date Required 8/2/2025
☒ Non- Metered ☐ Metered

☐ ~~Fountain Circle~~
☐ ~~Ketchum Park~~
☒ Downtown
☐ ~~Stuart's Landing~~
☐ ~~Carver Park~~
☐ ~~Other~~

Add drop at SE
corner of Jefferson
and Michigan

Please be specific, and describe the electrical requirements and location:

Pastrami Joe's will require 120V and 15 amp outlets at the NW corner of Jefferson and Michigan Ave for the Family Zone (bounce houses, food warmers). Another drop may be required on S. Jefferson.

City of Marshall Utilities Rate Classification and Standard Rules and Regulations.

Customers desiring lighting and/or secondary power service for a short time only, such as for construction jobs, which service requires the installation of a temporary service connection, meters or other facilities of a temporary nature, shall pay a cost of installing and removing all facilities necessary to supply such service. Service connection charge will be a minimum \$35.00 payment, to be made in advance of installation. Temporary service will also be subject to minimum monthly charge for KWh consumed, as determined by General Secondary Rate B, and no case less than \$9.00 as determined by Watt-hour meter installed on the job.

For single phase temporary service connection of more than 100 amps, there will be a charge of \$1.50 per amp.

For temporary service other than service connections, customer should apply at City Hall, City of Marshall, 323 W Michigan Ave, Marshall, MI 49068.

NON-METERED TEMPORARY SERVICE CONNECTIONS

Requests to turn-on electricity, reset breakers, and/or replace blown fuses will be assessed as follows:

\$125.00 during regular business hours

\$250 during non-business hours

METERED TEMPORARY SERVICE CONNECTIONS

Meter information and location: _____

	Meter #	Serial #	Size	Make	Type	Amp	Volts	Wire	Phase	Meter Multi	Meter Reading
In											
Out											

I, or We, the undersigned applicant(s) do hereby agree to indemnify and save harmless the City of Marshall, Michigan from any and all claims, liability, responsibility, damage or costs, including, but not limited to, claims by the applicant(s), resulting from the issuance of this permit of the disconnection of the temporary electrical services at the direction of the City of Marshall, by its Electrical Official. Such agreement to indemnify and save harmless shall apply to the

City of Marshall and any and all its officials, employees, or agents.

I, or We, understand that it shall be unlawful for anyone to use this service to supply electrical service to any building or vehicle which is used as living quarters.

It is understood that all work and materials used in this installation of temporary electrical service shall conform strictly to the National Electric Code, the Nationals Electric Safety Code, and the State Code; that the permit shall be approved before commencing work and that no installation will be concealed until inspection is made.

Completed By _____ Date _____ Approved By _____

ITEM: 12.A

ADMINISTRATIVE REPORT



TO: Honorable Mayor and City Council
FROM: Derek N. Perry, City Manager
Marguerite Davenport, Director of Public Services
Marcia Strange, Director of Community Development
DATE: June 16, 2025
SUBJECT: RESOLUTION OF SUPPORT - MDOT I-69 GATEWAY AESTHETIC

The City was approached by the Michigan Department of Transportation (MDOT) during the planning of the Marshall Modernization project to gauge interest in having a Marshall-branded bridge over Interstate 69. Like other newly constructed bridges in the area, MDOT offered for the bridge to include a design identifying the bridge as "Marshall". The proposed design is included in the packet. The City will be responsible for the cost of the esthetics, which is estimated at \$166,000. Public input and engagement was sought on the design during the MDOT open house on the Marshall Modernization project hosted at the City's Public Service Building this past winter.

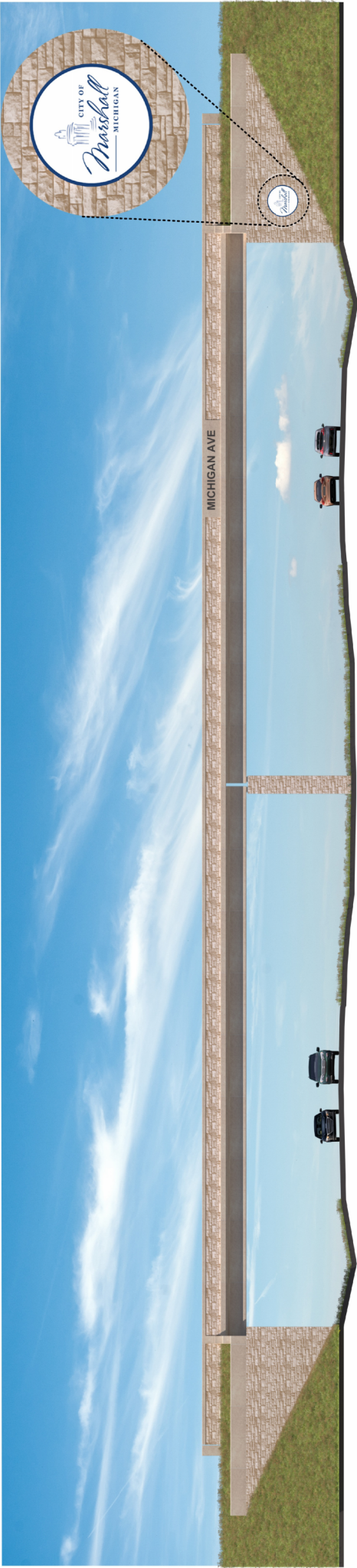
To execute the construction of the bridge aesthetic MDOT requires a Resolution of Support.

BUDGET IMPACT:

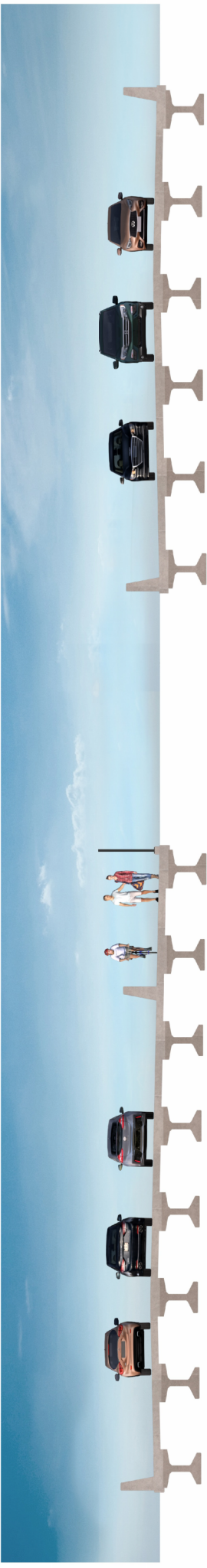
The City's share of expense for the bridge aesthetic will be expensed through the major streets fund capital line item 202-900-970.00. A budget amendment will be brought to the council at the quarterly budget amendments when the invoice is prepared and sent to the City from MDOT in FY26.

RECOMMENDATION:

Approve Resolution 2025-14, A Resolution to execute Michigan Department of Transportation Form 0225A and authorize the City Manager and City Clerk to sign the necessary documents.



Elevation



Section
Looking East

**CITY OF MARSHALL, MICHIGAN
RESOLUTION NO. 2025-14**

**A RESOLUTION TO EXECUTE MICHIGAN DEPARTMENT OF TRANSPORTATION
FORM 0225A**

Minutes of a regular meeting of the Council of the City of Marshall, held on June 2, 2025 at 7:00 PM.

PRESENT:

ABSENT:

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

WHEREAS, as part of the planned construction in 2025 through 2027 along Interstate 69, the City of Marshall and the Michigan Department of Transportation (MDOT) have conceptually developed a gateway treatment to the Michigan Avenue bridge over Interstate 69; and

WHEREAS, The Michigan State Transportation Commission formally adopted a Context Sensitive Solutions (CSS) process as an integrated part of the MDOT mission to provide the highest quality integrated transportation services for economic benefit and improved quality of life. Under CSS, MDOT requests stakeholder dialogue to ensure that interchanges, bridges, other transportation projects, and alternative uses align with community goals, objectives and vision, and respect the scenic, aesthetic, historic, economic, and environmental character of the community; and

WHEREAS, The City of Marshall co-hosted a public open house with MDOT on March 11, 2025 where public input was sought on the Marshall Modernization project including the gateway treatment; and

WHEREAS, The treatment will be incorporated into the new structure and the City will be responsible for the cost associated with the installation and maintenance. The estimate cost for installation is \$166,000 and will be funded with fund balance dollars in the major street fund; and

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF MARSHALL That the City Manager is authorized to sign Michigan Department of Transportation form 0525A for the Context Sensitive Solutions for Alternative Use of Highway Right-of-Way for the gateway treatment to the Michigan Avenue Bridge over Interstate 69.

Resolution declared adopted this 2nd day of June 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 MONTH DATE, YEAR 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: 12.B

ADMINISTRATIVE REPORT



TO: Honorable Mayor and City Council
FROM: Derek N. Perry, City Manager
Marguerite Davenport, Director of Public Services
DATE: June 16, 2025
SUBJECT: **2025-2028 DEPARTMENT OF PUBLIC WORKS COLLECTIVE BARGAINING AGREEMENT**

Following a negotiation session on May 15, 2025, the City of Marshall and the Teamsters Local 214 Department of Public Works came to a tentative agreement for a three (3) year employment contract. On May 28, 2025, the City was notified that the Union membership approved and passed the contract tentative agreement (TA).

Year one wage increases were based on comparable wages with other peer municipalities and classifications. For years two and three of the agreement, wages are set to increase by 3% and 3% respectively. Also included are license/certification/educational wage incentive opportunities to provide an increase in training and skill value to the organization and the employees.

A summary of the additional changes (TA's), such as earned vacation, funeral leave, recognition of overtime, mutual aid meals and CDL training payback, etc. being recommended in the collective bargaining agreement, is included as part of the administrative report.

BUDGET IMPACT:

The agreement will increase the Public Works Department Budget from \$1,115,558 to \$1,149,138 in FY2026.

RECOMMENDATION:

Approve the 2025-2028 City of Marshall Collective Bargaining Agreement with the Teamsters Local 214, DPW and authorize the City Manager to sign the necessary documents.

**CONTRACT PROPOSALS
Final TA's**

**City of Marshall
And
Teamsters Local 214, DPW**

Change who is used for arbitration

Section 2: If the grievance has not been satisfactorily resolved, the Union or the City shall have the right to refer such grievance to arbitration in accordance with the rules and procedures of the ~~Federal Mediation and Conciliation Service~~ **Michigan Employment Relation Commission** then in effect...

Vacation

Full-time employees with the required city-wide seniority as of their anniversary date of hire shall earn vacation leave with pay in accordance with the following schedule:

<u>Seniority Required</u>	<u>Vacation Leave</u>
Hire date – 2 nd anniversary	80 hrs
3 rd – 5 th anniversary	136 hrs
6 th – 9 th anniversary	152 hrs
10 th – 14 th anniversary	176 hrs
15 th – 19 th anniversary	200 hrs
20 th + anniversary	240 hrs

Funeral Leave

Section 2. In the event it is necessary to take additional days beyond that provided for in Section 1, **it may be granted by the City Manager and will be charged to sick leave, vacation or personal leave. If the employee does not have any paid leave remaining, the time off will be unpaid.**

Section 3. **For attendance at funerals other than for immediate family members, an employee may take up to two (2) normal working days from either the employee's accumulated sick leave, vacation leave, or personal time. Anything beyond two days must be taken from vacation or personal time. If the employee does not have any paid leave remaining, the time off will be unpaid.**

Double Time on 7th Day

Two (2) times an employee's regular straight time hourly rate shall be paid for all work performed on the seventh (7th) consecutive day of working within a work week. For purposes of this section, "work week" shall mean the regularly scheduled work week, and "seventh day" shall be the second regularly scheduled day off. **Also for purposes of this section, paid leave (sick, vacation, personal, and holiday) will count as a day worked.**

Add NEW - Recognition of Overtime

Section 3: Recognition of Overtime: The employees recognize that they may be required to work planned overtime and agree that they will perform such additional work as a condition of their continued employment. In cases of emergency, employees shall return to duty when requested by the DPW Superintendent, Director of Public Services, or the City Manager.

Uniform Allowance

Section 2. At the beginning of this agreement, the city will set aside an amount of ~~\$900~~ **\$1,050** for the purchase of safety footwear or outerwear that must be worn on the job. The set aside will dissolve at the expiration of this contract. The employee must demonstrate proof of purchase to the Finance Department who will process the City's contribution through established account payable procedures. If an employee leaves employment of the City within 12 months of the purchase, the employee will reimburse the city for the allowance prorated on a monthly basis.

Rates for Meals

Section 1: Meals. A ~~ten-dollar (\$10.00)~~ **fifteen-dollar (\$15.00)** meal payment shall be paid to an employee who works the following unscheduled hours:...

Section 2: Mutual Aid Meals. When providing Mutual Aid, an employee shall receive \$60 for each calendar day of combined work and travel of 12 hours or more. If hours of work/travel are 12 hours or less, but greater than 4 hours, an employee shall receive ~~\$20~~ **\$30**. The daily amount will be reduced ~~\$20~~ **\$30** for each meal provided by the company requesting mutual aid.

CDL Training Payback

1. If employee leaves employment of the City before 12 ~~24~~ months from receiving the CDL, the employee will reimburse the City for the total cost paid to obtain the CDL license prorated on a monthly basis.
- ~~2. If employee leaves employment of the City between 12-24 months from receiving the CDL, the employee will reimburse the City for fifty percent (50%) of the total cost paid to obtain the CDL license.~~

Wages

EQUIPMENT OPERATOR

		<u>No CDL-A START</u>	<u>CDL-A START</u>	<u>1ST YEAR</u>	<u>2ND YEAR</u>	<u>3rd YEAR</u>
7/01/2025	\$1.63	25.69	27.69	28.42	29.06	29.87
7/01/2026*	3%	26.46	28.52	29.27	29.93	30.77
7/01/2027*	3%	27.25	29.38	30.15	30.83	31.69

WORKING FORMAN

<u>PROBATION</u>	<u>END OF PROBATION</u>
\$2.00/hr above 3 rd year Operator	\$4.00/hr above 3 rd year Operator

*NOTE: If the non-union employees or the Teamster DPS employees receive an across the board percentage wage increase higher than the 3% increase shown above for 7/01/2026 or 7/01/2027, DPW employees will receive the same across the board percent increase. This does not include any increase based on promotions or market based adjustments.

Add NEW – Premium Pay

Section 2: Premium Pay for Licenses: License premium pay will begin the first day of the pay period following official notification the license was obtained. Failure to maintain any license for which a premium is paid, shall cause the premium to be forfeited as of the date of expiration or revocation.

\$0.50/hr	Michigan Department of Agriculture and Rural Development (MDARD) Commercial Pesticide Applicator Certification with Category 6.
\$0.50/hr	Michigan Department of Environment, Great Lakes, and Energy (EGLE) Water Distribution Operator Certification - S4 License
\$0.50/hr	Michigan Department of Environment, Great Lakes, and Energy (EGLE) Stormwater Operator Certification
\$1.00/hr	Michigan American Public Works Association (MI APWA) Road Scholar Program

ITEM: 12.C

ADMINISTRATIVE REPORT



TO: Honorable Mayor and City Council
FROM: Derek N. Perry, City Manager
Martin Erskine, Fire Chief
DATE: June 16, 2025
SUBJECT: **2025-2028 FIRE DEPARTMENT COLLECTIVE BARGAINING AGREEMENT**

Following a negotiation session on May 16, 2025, the City of Marshall and the International Association of Fire Fighters, Local 1929 came to a tentative agreement for a three (3) year employment contract. On May 27, 2025, the City was notified that the Union membership approved and passed the contract tentative agreement (TA).

Year one wage increases were based on comparable wages with other peer municipalities and classifications. For years two and three of the agreement, wages are set to increase by 3% and 3% respectively. Also included are license/certification/educational wage incentive opportunities to provide an increase in training and skill value to the organization and the employees.

A summary of the additional changes (TA's), such as earned vacation, command pay, food allowance, shift bidding, physical ability testing, etc. being recommended in the collective bargaining agreement is included as part of the administrative report.

BUDGET IMPACT:

The agreement will increase the Fire Department Budget from \$1,825,667 to \$1,911,000 in FY2026.

RECOMMENDATION:

Approve the 2025-2028 City of Marshall Collective Bargaining Agreement with the International Association of Fire Fighters, Local 1929, and authorize the City Manager to sign the necessary documents.

**CONTRACT PROPOSALS
Final TA's**

**City of Marshall
And
International Association of Fire Fighters, Local 1929**

Correction to pay calculation

- (d) If at the end of the 28-day work period the employee, solely by virtue of having worked the regularly scheduled duty days, has actually worked regularly scheduled work hours in excess of 212 **224**, the employee shall receive an extra half-time pay for each regularly scheduled work hour in excess of 212 **224** so worked.

Adjust maximum usage of Sick Leave

- (f) Unused and accumulated sick leave will carry over from year to year. However, employees may not use more than 4440 **2016** hours of sick time per 12-month period. An employee may request a medical leave of absence without pay once sick leave benefits have been exhausted or the maximum use allowance has been reached. A leave of absence without pay is explained in Section 2 Above.

Vacation Carryover

- (g) ~~All employees are to use vacation or personal leave days within the anniversary year in which they were earned. Only under extreme circumstances will an employee be permitted to carry over unused vacation or personal leave days.~~

A maximum of 72 hours of vacation time may be carried over into the next vacation year. All vacation hours over 72 hours that are not taken in the year it is earned will be forfeited.

Earning Vacation Time

Employees shall receive vacation pay and vacation time off in accordance with the following schedule:

1 through 4 years	Hire- 2nd Anniversary	144 hours
5 through 9 years	3rd-5th Anniversary	192 hours
10 through 14 years	6th-9th Anniversary	240 hours
15 through 19 years	10th-14th Anniversary	288 hours
20 through 24 years	15th-19th Anniversary	312 hours
25 years and over	20th + Anniversary	336 hours

Sick Leave for new employees

An employee earns sick leave after ~~one~~ **six** full months of employment.

Add NEW – Presumed Cancer Coverage

The City will comply with **WORKER'S DISABILITY COMPENSATION ACT OF 1969 Act 317**, as amended to include Christopher R. Slezak first responder presumed cancer coverage.

A member who is diagnosed with one of the identified cancers is presumed to be work related. The member's claim will be processed, as required, as a work-related injury.

Comp Time

All employees covered by this Agreement shall have the option to exchange any overtime hours worked for Compensatory Time (comp time) hours at the rate of time and one-half (1-1/2). Comp time must be used at a minimum of a ~~2-hour~~ **1-hour** segment. The scheduling of Comp time off shall be arranged in advance by the employee and granted according to the rules for scheduling and granting vacation (Article 6: section 4). Comp time may be used without prior notice if it does not create overtime.

Command Pay

In the event that all Command Officers (Fire Chief, Deputy Fire Chief, Captain), are absent from a shift for any of the following reasons:

- (a) Sickness
- (b) Vacation
- (c) No Command Officer assigned to the shift or
- (d) Being out of the City of Marshall limits for more than two hours during the shift

then, ~~the senior Lieutenant~~ **highest ranking, most senior, qualified employee** on duty that day shall be paid Command Pay. Command Pay shall be ~~the same as Captain pay in the same Pay Step as that of the Lieutenant~~ **an additional \$2.00 per hour**.

Food Allowance

Each employee covered by this agreement shall receive a food allowance as specified below. The food allowance will be pro-rated for extended absences from work such as worker's compensation, FMLA, military leave or an approved leave of absence without pay.

~~\$400.00~~ **\$500.00** - second pay in December

~~\$400.00~~ **\$500.00** - last pay in June

Add NEW - Shift Bidding

Biennially on December 1st the Marshall Fire Department will hold a shift bid. Members will submit their preferred shift with an effective date of January 1st. Selection shall be based upon seniority in rank with a minimum of one (1) Captain and one (1) Lieutenant per shift. The Fire Chief or their designee will have the authority to make shift assignments for members on probation.

If an opening is created on a specific shift, employees of the same rank will be offered the ability to submit a request to move to the open shift. If multiple requests are submitted, the employee with the highest seniority will be granted the vacant position. All bargaining unit members will have the right to remain in their assigned shifts unless moved by the Fire Chief for operational necessity. Members will be given at least 30 days' notice if they are to be transferred to a different shift. Unrequested shift transfers will be limited to 90 days.

Reasons for unrequested transfer will be limited to personnel conflicts, poor performance or promotions. In the rare event that an unrequested transfer occurs, seniority will prevail with shift realignment. ie: if there is conflict with a Lt and FF the FF will move shifts. The shift they move to will affect the lowest seniority FF.

Upon request from an employee, an explanation for transfer will be provided in writing.

If the Union believes that a decision to transfer an employee has been made without cause, that decision will be subject to the grievance procedure.

Fire Inspector must hold position for a minimum of 3 years before bidding to another position

Vacation Scheduling

~~A schedule will be established each year~~ A vacation bid will occur directly after the annual shift bid or between December 1 and December 15 on a non-bid year. ~~by seniority~~. Vacation bidding shall be based on seniority with the most senior member going first. Bidding will work as follows:

- 1) The first round of bidding shall be limited to the amount of vacation days you will earn on your anniversary during the vacation period.
- 2) After each member has had the opportunity to bid their vacation days, holiday bidding will begin. Starting with the most senior member. Each member can bid up to seven (7), 24-hour holidays.
- 3) After each member has had the opportunity to bid 7 Holidays, starting with the most senior member, they will be allowed to bid any other time they have accumulated.

Add NEW – Physical Ability

The Fire Chief or their designee may administer a reasonable physical ability test on an annual basis. Members of this bargaining unit are required to make a good faith effort to complete the test within the allotted time. No punitive action will be taken by the City solely based on the outcome of the test, provided the member demonstrates a genuine attempt to complete it.

The Union will appoint one member to work with the Fire Chief on creating a reasonable Physical Ability Test. Once both parties agree the test may be administered.

Add NEW - Educational Incentive

Employees will receive the following incentives for obtaining and/or keeping the following credentials.

- \$300 - Machine Rescue
- \$300 - Hazmat Technician
- \$300 - Rope Rescue
- \$300 - Confined Space Rescue
- \$300 - Swift Water Rescue
- \$300 - Paramedic
- \$300 - Associate in Fire Science
- \$500 - Approved Fire Staff and Command
- \$500 - Bachelor in Fire Related Subject

Educational incentives shall be paid on the first pay period in July up to a maximum of \$1,000.

Wages

Captains

7/1/2025	\$2.00	Annual \$80,975.17
7/1/2026	3%	Annual \$83,404.43
7/1/2027	3%	Annual \$85,906.56

*Reset wages based on above increase so that
Lieutenant is 8% above Firefighter
Captain is 8% above Lieutenant*

Fire Inspector

Start	<i>Equal to Captain start wage</i>
Fire Inspector I	<i>Equal to Captain Year 1 wage</i>
Fire Inspector II & Plan Review	<i>Equal to Captain Year 2 (top) wage</i>

ITEM: 12.D

ADMINISTRATIVE REPORT



TO: Honorable Mayor and City Council
FROM: Derek N. Perry, City Manager
Michelle Eubank, City Clerk
DATE: June 16, 2025
SUBJECT: SPECIAL EVENT APPLICATION- WELLNESS WAGON WEDNESDAY

The Marshall District Library is looking to host Wellness Wagon Wednesdays this summer. On June 18, July 16 and August 13, the Calhoun County Health Department will bring their wellness wagon to lot 10. They are looking to block off approx 8 spaces across from the Downtown Community Space and a portion of the drive for community members to be able to participate safely. Events include a bike helmet giveaway, sun safety, and physical fitness fun. The library will be responsible for blocking off the requested area.

BUDGET IMPACT:

Expenses for the events are not expected to exceed the \$500 non-profit waiver. If expenses exceed \$500, the library will be billed for the remaining balance.

RECOMMENDATION:

Approve the special event application for Wellness Wagon Wednesday from the Marshall District Library for June 18, July 16, and August 13, 2025.

CITY OF MARSHALL

SPECIAL EVENT POLICY

May 2022

In General

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

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

Procedures

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

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



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

Special Events Application

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

Applicant Information

Name of Special Event: _____

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

Mailing/Billing Address: _____

City/State/ZIP Code: _____

Business Phone: _____ Cell Phone: _____

Email Address(es): _____

Event Information

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

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

1. Requested day(s), date(s), and time(s) of the Special Event: _____

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

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

3. Please describe the event(s): _____

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

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

Start and End Locations: _____

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

General

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

Public Services

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

Public Safety

18. Does the applicant have any special security or safety concerns? Yes_____No_____
19. Are you requesting assistance from the Police/Fire Departments? Yes_____No_____
20. Will the event include loud or unusual sounds? Yes_____No_____
- a. Musicians Yes_____No_____
- b. Singers Yes_____No_____
- c. Amplified Announcers Yes_____No_____
- d. Carnival Rides Yes_____No_____
- e. Motor Vehicle Noises Yes_____No_____
- f. Other_____ Yes_____No_____
21. What are the planned hours for loud or unusual sounds?_____
22. Will the event include unusual lighting beyond what is normal at that location? Yes_____No_____

Alcohol Consumption

23. Are alcoholic beverages proposed to be served as part of the event? Yes_____No_____
24. Will you be utilizing a LLC regulated boundary? Yes_____No_____
25. Are you using the Social District for outdoor alcohol consumption? Yes_____No_____
26. Have all necessary liquor licenses been obtain at the time of this application? Yes_____No_____
27. Does the applicant have any other requests that are not listed in this form? Yes_____No_____
28. The applicant is require to provide \$1,000,000 of liability insurance coverage with respect to the event; have you attached a Certificate of Insurance listing the City of Marshall as an additionally insured? Yes_____No_____

Questionnaire Explanations

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

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

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

Continue to next page...

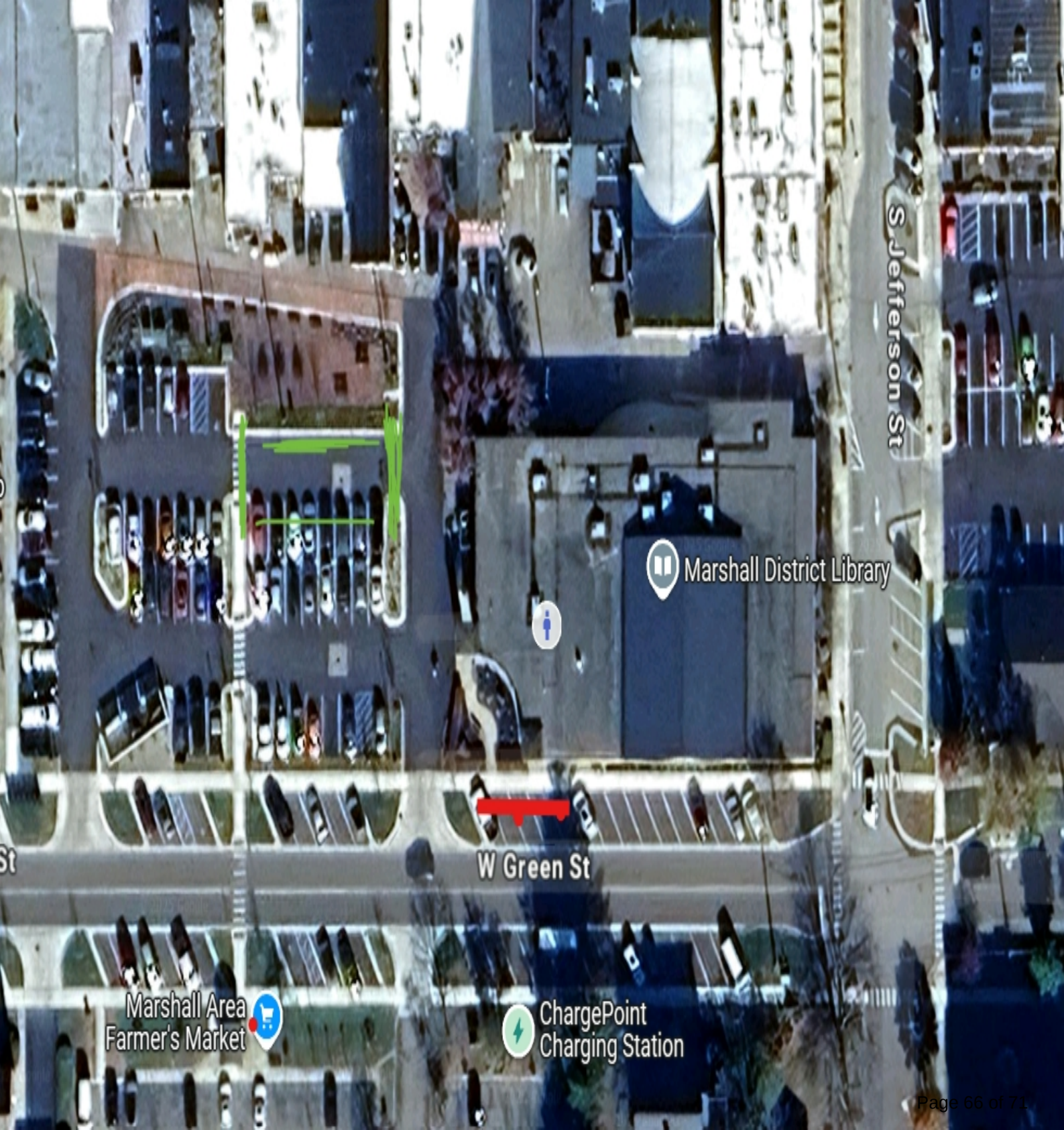
Applicant Signature

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

Applicant Signature: _____

Printed Name: _____ Date: _____

The APPLICANT does hereby agree to indemnify, hold harmless and defend the CITY and each of its officers, officials, employees, agents and authorized volunteers from any and all loss, liability, fines, penalties, forfeitures, costs and damages (whether in contract, tort or strict liability, including but not limited to personal injury, death at any time and property damage) incurred by CITY, OWNER, PERMITTEE (Renter) or any other person, and from any and all claims, demands and actions in law or equity (including attorney's fee and litigation expenses), arising or alleged to have arisen directly or indirectly out of the operation and use of CITY property and public right of way. APPLICANT'S obligations under the preceding sentence shall apply regardless of whether City or any of its officers, officials, employees, agents or authorized volunteers are negligent, but shall not apply to any loss, liability, fines, penalties, forfeitures, costs or damages caused solely by the gross negligence, or caused by the willful misconduct, of CITY or any of its officers, officials, employees, agents or authorized volunteers.



S Jefferson St

Marshall District Library

W Green St

Marshall Area
Farmer's Market

ChargePoint
Charging Station

ITEM: 12.E

ADMINISTRATIVE REPORT



TO: Honorable Mayor and City Council
FROM: Derek N. Perry, City Manager
Marcia Strange, Director of Community Development
DATE: June 16, 2025
SUBJECT: SPECIAL EVENT APPLICATION- MOVIES AT THE AIRPORT

Choose Marshall is hosting Movies at the Airport as part of their Motor Month. Fridays in July they would show different car themed movies on the east side of the hanger. They are asking for permission to use the airport facility for these events, as well as cones or barricades for traffic control. No airport facilities will be unusable as a result of the event. The airport board supports this event.

BUDGET IMPACT:

Expenses are not expected to exceed the \$500 non-profit waiver. If the expenses do exceed \$500, the remainder will be billed to the event organizer.

RECOMMENDATION:

Approve the Special Event Application for Movie's at the Airport.



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

Special Events Application

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

Applicant Information

Name of Special Event: Movies at the Airport

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

Mailing/Billing Address: 323 W Michigan Avenue

City/State/ZIP Code: Marshall MI 49068

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

Email Address(es): kimber@choosemarshall.com

Event Information

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

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

1. Requested day(s), date(s), and time(s) of the Special Event: Fridays in July 2025:
the 11th, 18th, 25th, and August 1

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

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

3. Please describe the event(s): Cars and planes will drive/fly in to the airport and view
movies broadcast onto the east wall of the hanger

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

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

Start and End Locations: _____

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

General

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

Public Services

14. Is the applicant requiring utility connections, such as electric or water services?* Yes _____ No X
15. Does the applicant require other public services?
a. Barricades Yes X No _____
b. Fencing Yes _____ No X
c. Street Sweeping Yes _____ No X
d. Mowing Yes _____ No X
e. Rubbish Containers Quantity: _____ Yes _____ No X
f. Picnic Tables Yes _____ No X
g. Cessation of Lawn Sprinklings Yes _____ No X
h. Other _____ Yes _____ No X
i. Map including indicating location of these services?* Yes X No _____
16. Do you plan to utilize volunteers to help run the event? Yes X No _____
17. Do you plan to rent a park facility for the event? Yes _____ No X

Public Safety

18. Does the applicant have any special security or safety concerns? Yes _____ No X
19. Are you requesting assistance from the Police/Fire Departments? Yes _____ No X
20. Will the event include loud or unusual sounds?
a. Musicians Yes _____ No X
b. Singers Yes _____ No X
c. Amplified Announcers Yes X No _____
d. Carnival Rides Yes _____ No X
e. Motor Vehicle Noises Yes _____ No X
f. Other _____ Yes _____ No X
21. What are the planned hours for loud or unusual sounds? 7 PM TO 11 PM
22. Will the event include unusual lighting beyond what is normal at that location? Yes X No _____

Alcohol Consumption

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

Applicant Signature

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

Applicant Signature: 

Printed Name: Kimber Thompson Date: 6-11-2025

The APPLICANT does hereby agree to indemnify, hold harmless and defend the CITY and each of its officers, officials, employees, agents and authorized volunteers from any and all loss, liability, fines, penalties, forfeitures, costs and damages (whether in contract, tort or strict liability, including but not limited to personal injury, death at any time and property damage) incurred by CITY, OWNER, PERMITTEE (Renter) or any other person, and from any and all claims, demands and actions in law or equity (including attorney's fee and litigation expenses), arising or alleged to have arisen directly or indirectly out of the operation and use of CITY property and public right of way. APPLICANT'S obligations under the preceding sentence shall apply regardless of whether City or any of its officers, officials, employees, agents or authorized volunteers are negligent, but shall not apply to any loss, liability, fines, penalties, forfeitures, costs or damages caused solely by the gross negligence, or caused by the willful misconduct, of CITY or any of its officers, officials, employees, agents or authorized volunteers.

Movies at the Airport 2025 Map



Cars will enter and travel on the north side of the terminal, and park on the grassy area. Viewers will bring their chairs to the parking lot on the east side of the hanger, the movie will be projected on the wall on the east side of the hanger.

Planes can fly in and see the movie also.

Movies will be car-themed. We are still sourcing the movies but the ones we are looking at are Back to the Future, Cars, Smoky and the Bandit, Ford vs. Ferrari or something similar.

We will provide a porta potty and hand wash station and volunteers to direct traffic as well as run the movie.

We would like permission to use the airport facility and the use of cones or barricades to keep cars in the designated area, and separate from planes.

No airport facilities will be blocked for this event, planes will still have full access to fuel pumps and the VIP lounge.

The airport board may provide refreshments for donations. The board voted in favor of this event at their last meeting.