CITY COUNCIL AGENDA

Regular Meeting

August 4, 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**
     Work Session - July 7, 2025
     Regular Session - July 7, 2025
   - B. **City Bills**

Purchases 7/1/2025	$464,628.62
Purchases 7/3/2025	$25,597.29
Purchases 7/11/2025	$84,184.72
Purchases 7/18/2025	$449,110.12
Purchases 7/25/2025	$19,777.02
June Power Purchase	$1,012,653.42
TOTAL	**$2,055,951.19**

   - C. **SPECIAL EVENT REQUEST - HOME TOUR**
8) **PRESENTATIONS AND RECOGNITIONS**
9) **INFORMATIONAL ITEMS**
   - A. **2025 ACTION PLAN UPDATE**
10) **PUBLIC HEARINGS & SUBSEQUENT COUNCIL ACTION** Persons addressing City Council are required to give their name and address for the record when called upon by the Mayor. Members of the public shall be limited to speaking for a maximum of three (3) minutes per public hearing.
    - A. **ZONING ORDINANCE UPDATE (SIGN ORDINANCE REVISION) - PUBLIC HEARING AND APPROVAL**
11) **OLD BUSINESS**
12) **REPORTS AND RECOMMENDATIONS**
13) **APPOINTMENTS / ELECTIONS**

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

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

15) COUNCIL AND MANAGER COMMUNICATIONS

16) ADJOURNMENT

CITY COUNCIL MINUTES

July 7, 2025
Work Session - 6:00 PM

1) CALL TO ORDER

IN A REGULAR SESSION held on Monday, July 7, 2025 at 6:00 PM in the Training Room 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, Jacob Gates, James Hackworth, and Andrew Scibbe

Also Present: Manager Perry and Clerk Eubank

Absent: Ryan Traver and Ryan Underhill

3) 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.

No public comment was heard.

4) DISCUSSION ITEMS

A. CH. 92 - NUISANCES (NOXIOUS WEEDS/VEGETATION)

Discussion was had between staff and council on proposed changes to Chapter 92 of the City Ordinance.

5) 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.

No public comment was heard.

6) ADJOURNMENT

The meeting was adjourned at 6:55 pm.

Respectfully submitted by,

Michelle Eubank
City Clerk

CITY COUNCIL MINUTES

July 7, 2025
Regular Meeting - 7:00 PM

1) CALL TO ORDER

IN A REGULAR SESSION held on Monday, July 7, 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, Jacob Gates, James Hackworth, and Andrew Scibbe

Also Present: Manager Perry and Clerk Eubank

Absent:Ryan Traver and Ryan Underhill

Moved by Theresa Chaney-Huggett, supported by James Hackworth to excuse members Traver 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 Andrew Scibbe, supported by Jacob Gates to move item 7C- Pastrami Joe's Sidewalk Use Permit to reports and recommendation item 12H. On a voice vote: **Motion carried.**

Moved by Jacob Gates, supported by Theresa Chaney Hugget to approve the agenda as amended. On a voice vote: **Motion carried.**

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

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

7) CONSENT AGENDA

Moved by Theresa Chaney-Huggett, supported by James Hackworth to approve the consent agenda as presented. On a roll call vote:

Ayes: Jacob Gates, James Hackworth, Andrew Scibbe, Scott Wolfersberger, Theresa Chaney-Huggett
Nays: None
Abstain: None
Motion carried.

A. City Council Minutes

Work Session - June 16, 2025
Regular Session - June 16, 2025

B. City Bills

Purchases - 6/13/2025	$523,537.12
Purchases - 6/18/2025	$16,653.50
Purchases - 6/20/2025	$484,780.08
Purchases - 6/24/2025	$4,929.43
Purchases - 6/27/2025	$436,346.67
May Power Purchase	$900,489.39
TOTAL	**$2,366,736.19**

8) PRESENTATIONS AND RECOGNITIONS

A. CALHOUN COUNTY SENIOR SERVICES UPDATE

Rod Auton of Calhoun County Senior Services gave an update.

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. CONTRACT - COSMOPOLITAN AVENUE WATERMAIN REPLACEMENT

Moved by James Hackworth, supported by Theresa Chaney-Huggett to approve the Cosmopolitan Avenue Watermain Replacement contract with Parrish Excavating in the amount of $364,823 with a contingency amount of $37,000 for a total funded amount of $401,823 and the Cosmopolitan Avenue Watermain Construction Engineering contract with ENG. in the amount of $66,015 with a contingency of $4,000 for a total funded amount of $70,015 and authorize the City Manager and City Clerk to sign the necessary documents. On a roll call vote:

Ayes: Andrew Scibbe, Scott Wolfersberger, Theresa Chaney-Huggett, Jacob Gates, James Hackworth
Nays: None
Abstain: None
Motion carried.

B. CONTRACT - TREE INVENTORY AND ASSESSMENT

Moved by Jacob Gates, supported by James Hackworth to approve the Tree Inventory and Assessment Proposal with Davey Resource Group in the amount of $40,003.40 with

a contingency of $6,000.00 for a total funded amount of 46,003.40 and authorize the City Manager and City Clerk to sign the necessary documents. On a roll call vote:

Ayes: Theresa Chaney-Huggett, Jacob Gates, James Hackworth, Andrew Scibbe, Scott Wolfersberger
Nays: None
Abstain: None
Motion carried.

C. CONTRACT - VARIOUS DRIVEWAY IMPROVEMENTS

Moved by Andrew Scibbe, supported by Theresa Chaney-Huggett to approve the contract with Quality Excavators Incorporated for Various Driveway Improvements in the amount of $50,648 with a contingency of $5,000 for a total funded amount of $55,648 and authorize the City Manager and City Clerk to sign the necessary documents. On a roll call vote:

Ayes: Jacob Gates, James Hackworth, Andrew Scibbe, Scott Wolfersberger, Theresa Chaney-Huggett
Nays: None
Abstain: None
Motion carried.

D. ZONING ORDINANCE UPDATE (SIGN ORDINANCE REVISION) - INTRODUCTION AND SET PUBLIC HEARING

Moved by Theresa Chaney-Huggett, supported by Jacob Gates to introduce Ordinance #2025-03, An Ordinance to Amend City of Marshall Zoning Code, Repeal of Chapter 5.0 Site Standards, Section 5.1 Signs, the Addition of Article 9, Signs, to Repeal any Ordinances in Conflict Thereof, and to Provide an Effective Date Hereof, Publish a Summary in the local newspaper and set a Public Hearing for August 4, 2025. On a voice vote: **Motion carried.**

E. 2025 DRAFT MASTER PLAN

Moved by James Hackworth, supported by Andrew Scibbe to approve Resolution 2025-18, A Resolution to authorize a public hearing, approve the distribution for public comment, and reserve the right to be the adopting authority for the proposed Master Plan and authorize the City Manager and City Clerk to sign the necessary documents. On a roll call vote:

Ayes: Andrew Scibbe, Scott Wolfersberger, Theresa Chaney-Huggett, Jacob Gates, James Hackworth
Nays: None
Abstain: None
Motion carried.

CITY OF MARSHALL, MICHIGAN
RESOLUTION NO. 2025-18

A RESOLUTION TO authorize a public hearing, approve the distribution for public comment and reserve the right to be the adopting authority for the proposed Master Plan

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

PRESENT:

ABSENT:

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

WHEREAS, the Marshall City Council established a Planning Commission to prepare plans for the development of the City, and

WHEREAS, the Michigan Planning Enabling Act, PA 33 of 2008 establishes the procedures for the development and adoption of Master Plans, and

WHEREAS on May 8, 2024 the Marshall City Planning Commission began the formal process of updating the Master Plan and;

WHEREAS throughout the past year, the City of Marshall sought input from the community through various means including focus groups, public open houses, and surveys and;

WHEREAS on June 11, 2025 the Marshall City Planning Commission moved to send the draft 2025 Master Plan to City Council and set a public hearing for the September 10, 2025 Planning Commission meeting and approve distribution of the proposed plan for public comment, and;

WHEREAS, the Michigan Planning Enabling Act provides the City Council with the option of assuming for themselves the right of final approval of a Master plan adopted by the Planning Commission, now

THEREFORE BE IT RESOLVED that the City Council authorizes a public hearing on the plan, approves the distribution of the proposed plan for public comment and reserves the right to be the adopting authority for the Plan, having final approval of the Marshall Master Plan as authorized under the Michigan Planning Enabling Act.

Resolution 2025-18 declared adopted this 7th day of July, 2025.

_____
Michelle Eubank, City Clerk

F. DDA LIQUOR LICENSE REQUEST - HOME SLICE PIZZA, 115 S. GRAND ST.

Moved by James Hackworth, supported by Jacob Gates to approve Resolution 2025-19, A Resolution of recommendation for a DDA liquored License Request for Home Slice Pizza at 115 S. Grand St and authorize the City Manager and City Clerk to sign the necessary documents. On a roll call vote:

Ayes: Theresa Chaney-Huggett, Jacob Gates, James Hackworth, Andrew Scibbe, Scott Wolfersberger
Nays: None
Abstain: None
Motion carried.

G. DDA LIQUOR LICENSE REQUEST - PASTA BELLA, 301 E MICHIGAN AVE.

Moved by Jacob Gates, supported by James Hackworth to approve Resolution 2025-20, A resolution of recommendation for a DDA liquored License Request for Pasta Bella at 301 E Michigan Ave and authorize the City Manager and City Clerk to sign the necessary documents. On a roll call vote:

Ayes: James Hackworth, Andrew Scibbe, Scott Wolfersberger, Theresa Chaney-Huggett, Jacob Gates
Nays: None
Abstain: None
Motion carried.

H. PASTRAMI JOE'S SIDEWALK USE PERMIT

Moved by Andrew Scibbe, supported by Jacob Gates to recuse member Scibbe from item 12H. On a voice vote: **Motion carried.**

Moved by Jacob Gates, supported by James Hackworth to approve the Sidewalk Use application from Pastrami Joe's for the purpose of an outdoor cafe from May 1, 2025 to April 30, 2026. On a voice vote: **Motion carried.**

13) APPOINTMENTS / ELECTIONS

14) PUBLIC COMMENT ON NON-AGENDA ITEMS

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

Barry Wayne Adams of 622 W Green St and Ryan Watson of 310 N Mulberry gave public comment.

15) COUNCIL AND MANAGER COMMUNICATIONS

16) ADJOURNMENT

The meeting was adjourned at 8:01 pm.

Respectfully submitted by,

Michelle Eubank
City Clerk

APPROVAL LIST FOR CITY OF MARSHALL
EXP CHECK RUN DATES 07/01/2025 - 07/01/2025
JOURNALIZED
PAID

INVOICE NUMBER	VENDOR NAME	DESCRIPTION	PO NUMBER	AMOUNT
1MGT-N9N7-TLD7	AMAZON CAPITAL SERVICE	ACCT NO. A1P4GM99HG1EO2 SOFA (INTERVIEW		179.97
1MR1-3MKL-KN7N	AMAZON CAPITAL SERVICE	ACCT NO. A1P4GM99HG1EO2 TABLET CASE		90.24
17VP-QMKX-KMRD	AMAZON CAPITAL SERVICE	ACCT NO. A1P4GM99HG1EO2 CRAYONS, POSTER		83.97
1JKX-CMFX-WNYL	AMAZON CAPITAL SERVICE	ACCT NO. A1P4GM99HG1EO2 BIKE ACCESSORIES		118.61
1V41-6V9D-TFFM	AMAZON CAPITAL SERVICE	ACCT NO. A1P4GM99HG1EO2 MINI FRIDGE, BOT		394.69
2856489	APPLIED INNOVATION	ACCT NO. LAG783-007 MRLEC COPIER SERV AG		94.99
225-530224	AUTO VALUE MARSHALL	ACCT NO. 22500610 L&G BATTERY		60.99
225-530306	AUTO VALUE MARSHALL	ACCT NO. 22500610 DIESEL OIL, TYPE FA TR		1,919.66
225-530338	AUTO VALUE MARSHALL	ACCT NO. 22500610 WINDOW SWITCH		176.98
225-530337	AUTO VALUE MARSHALL	ACCT NO. 22500610 BATTERY CABLE, RAIN-X		30.96
225-530421	AUTO VALUE MARSHALL	ACCT NO. 22500610 2-1/2 HDGM CLAMP		11.56
0384772-IN	BEAVER RESEARCH COMPAN	INSECT SPRAY		189.00
05252025	BOSSERD FAMILY FARM	FLOWERS FOR PLANTERS IN ACTIVATION ZONE		329.45
139482	CARR BROTHERS & SONS,	20 YDS CRUSHED STONE, 14 YDS DRAINFIELD		1,215.00
4233283114	CINTAS CORP	UNIFORM SERVICES - ELECTRIC & FIBER 6/10		58.34
4233283011	CINTAS CORP	UNIFORM SERVICES - POWER HOUSE 6/10/25		95.62
4233282948	CINTAS CORP	UNIFORM SERVICES - WASTEWATER 6/10/25		55.86
4233283124	CINTAS CORP	UNIFORM SERVICES - WATER 6/10/25		67.32
4234032373	CINTAS CORP	UNIFORM SERVICES - ELECTRIC & FIBER 6/17		58.34
4234032259	CINTAS CORP	UNIFORM SERVICES - POWER HOUSE 6/17/25		95.62
4234032258	CINTAS CORP	UNIFORM SERVICES - WASTEWATER 6/17/25		64.71
4234032378	CINTAS CORP	UNIFORM SERVICES - WATER 6/17/25		67.32
4234704975	CINTAS CORP	UNIFORM SERVICES - ELECTRIC & FIBER 6/24		46.68
4234704915	CINTAS CORP	UNIFORM SERVICES - POWER HOUSE 6/24/25		95.62
4234704982	CINTAS CORP	UNIFORM SERVICES - WASTEWATER 6/24/25		64.71
4234704970	CINTAS CORP	UNIFORM SERVICES - WATER 6/24/25		67.32
07/07/2025	CITY OF MARSHALL	MARSHALL UNITED WAY UB FIBERNET #4301		64.00
191735	D & D MAINTENANCE SUPP	ACCT NO. CIMA1 VACUUM PSB		526.47
191753	D & D MAINTENANCE SUPP	ACCT NO. CIMA1 JANITORIAL SUPPLIES PARKS		131.01
1527	D&D DIAGNOSTICS LLC	INSTALL ARROW BOARD TO TRUCK #324	2025.330	5,067.75
1538	D&D DIAGNOSTICS LLC	REPAIR AC TRUCK #301		915.10
654946	DARLING ACE HARDWARE	GREASE		5.99
654814	DARLING ACE HARDWARE	NUTS, BOLTS		4.60
654960	DARLING ACE HARDWARE	LINK CHAIN, ROOF NAILS		8.18
654994	DARLING ACE HARDWARE	NEEDLE DRAIN 1/4"		4.59
654750	DARLING ACE HARDWARE	PENLIGHT		39.98
654727	DARLING ACE HARDWARE	TANK SPRAYER		59.98
654490	DARLING ACE HARDWARE	TAPE MEASURE, ADHESIVE NUMBERS		30.97
653712	DARLING ACE HARDWARE	NUTS, BOLTS		27.60
654861	DARLING ACE HARDWARE	ALL PURPOSE SPRAYER		7.98
654791	DARLING ACE HARDWARE	PAINTER'S TAPE, ROLLER COVERS		27.98
654737	DARLING ACE HARDWARE	TAPE MEASURE, CLIP		21.57
654793	DARLING ACE HARDWARE	PLIER 9" CRIMP, TERMINAL RING		75.97
654786	DARLING ACE HARDWARE	EX CORD 12/3SJTW YL 25', HOSE NOZZLE		53.98
654691	DARLING ACE HARDWARE	NUTS, BOLTS		2.24
654361	DARLING ACE HARDWARE	SCREWDRIVERS, SOCKET SET		28.56
654033	DARLING ACE HARDWARE	NUTS, BOLTS		4.95
652765	DARLING ACE HARDWARE	BATTERIES		23.98
653138	DARLING ACE HARDWARE	FLOWERS		90.93
INV82030	DORNBOS SIGN, INC.	STREET SIGNS		366.00
0018943	ENG., INC.	COSMOPOLITAN AVENUE WATERMAIN 4/30/25	2025.272	1,215.00
0018946	ENG., INC.	CONSTRUCTION ENGINEERING - VERONA AND WE	2025.271	3,102.50
0019000	ENG., INC.	COSMOPOLITAN AVENUE WATERMAIN 5/31/25	2025.272	752.50
0019011	ENG., INC.	CONSTRUCTION ENGINEERING - VERONA AND WE	2025.271	20,820.06
900019550	ESRI, INC.	ANNUAL ARCGIS SUBSCRIPTION	2025.301	13,160.00
S103731136.017	ETNA SUPPLY	ANNUAL SENSUS HOSTING FEES	2025.328	25,705.00
123256032	GLOBAL INDUSTRIAL	CAUTION TAPE		74.05
9546148470	GRAINGER	PAPER TOWELS		122.66
9342344803	GRAYBAR ELECTRIC	STD MTG BRKT KIT SLACK STORAGE PM 12PK		262.85
54207024	GREAT LAKES ELECTRIC M	METER SCHOOL - LONG, ANDREW		584.00
11102023	HENRY, JUSTIN	ARTICLE 32 SECTION 9: MEALS 11/8/23 - 11		10.00
05312025	HERITAGE CLEANERS	ACCT NO. 100243 DRY CLEANING SERVICE FOR		282.50
245	HERMAN ELECTRIC	RETROFIT LIGHTS IN BANDSHELL TO LED W/ L		1,499.61
184643	IMPACT SOLUTIONS	SHUT OFF DOOR TAGS		302.30
09-719020	INTERSTATE BILLING SER	CARLETON EQUIPMENT - E35 W/ 24" BUCKET R		350.00
40153	J AND K PLUMBING SUPPL	PARTS FOR FOUNTAIN FILTER		465.13
40181	J AND K PLUMBING SUPPL	RETURNED PARTS FOR FOUNTAIN FILTER		(5.58)
40192	J AND K PLUMBING SUPPL	SHUT OFF VALVE, FULL PORT BALL VALVE		36.85
I301	JIMMY'S JOHN'S PORTABL	2025 BLUES FEST PORTABLE TOILETS & WASH		1,900.00
5307121	KOPPERS UTILITY & INDU	TRUCKLOAD OF WOODEN UTILITY POLES	2025.307	17,116.72
46044	LAKELAND ASPHALT CORPO	2.05 TONS BITUMINOUS AGGREGATES		142.48
2506-543999	LEGG LUMBER	80LB GRAVEL MIX		41.95
020223	LEWEY'S SHOE REPAIR	BOOT ALLOWANCE - SWOPE, KURT		325.84
05152025-20905	MARSHALL HARDWARE, LLC	FLOWERS		89.94
06192025-22519	MARSHALL HARDWARE, LLC	9PC HEX KEY SET, 9" T-HANDLE HEX KEY		53.98
06192025-22516	MARSHALL HARDWARE, LLC	92' 5/16" G30 CHAIN		62.64
06182025-22469	MARSHALL HARDWARE, LLC	SCREWS		12.68
23-039 - 26	MCKENNA	BUILDING INSPECTION CONTRACT FOR FORD AP	2025.078	110,469.44
23-039 - 27	MCKENNA	BUILDING INSPECTION CONTRACT FOR FORD MA	2025.078	110,244.44

INVOICE NUMBER	VENDOR NAME	DESCRIPTION	PO NUMBER	AMOUNT
47532157	MCMASTER-CARR	PADLOCKS FOR PARKS		114.43
S5549718.002	MEDLER ELECTRIC COMPAN	PVC COUPLINGS		138.11
S5549718.001	MEDLER ELECTRIC COMPAN	PVC INVENTORY		2,093.04
17262	MIDWEST COMMUNICATION	2024 MISS DIG SERVICES FOR FIBER OPTIC C		2,557.50
520682	NORTH CENTRAL LABORATO	LAB SUPPLIES	2025.008	72.85
132640	O'LEARY WATER CONDITIO	FIRE DEPT BOTTLED WATER DELIVERY 4/7, 4/		66.00
4788-437855	O'REILLY FIRST CALL	ACCT NO. 1741510 BALL MOUNT, PIN & CLIP,		357.36
85489	PEERLESS MIDWEST, INC.	2025 ANNUAL WELL & PUMP MAINTENANCE - WA		1,500.00
INV79000	POLLY PRODUCTS	6' BLACK CAMBRIDGE BENCH W/ CEDAR BOARDS	2025.319	3,363.95
56903488	POWER LINE SUPPLY	BOOT ALLOWANCE/UNIFORMS - ERB, JASON		424.00
56901853	POWER LINE SUPPLY	1/0 JACKETED SPLICE KIT NEW #E461.6	2025.326	3,673.50
56903592	POWER LINE SUPPLY	1/0 AL PRIMARY UNDERGROUND CABLE	2025.294	10,125.00
56903591	POWER LINE SUPPLY	#6 CU TIE WIRE		1,039.12
06302025	POWERS, BRYAN	BUILDING INSPECTION SERVICES 6/1/25 - 6/		3,650.00
25-1080	PRECISE EXCAVATING, IN	5 YARDS MULCH FOR GRAND STREET PARK		150.00
00203550	PROGRESSIVE AE, INC.	MASTER PLAN AND OTHER PLANNING DOCUMENTS	2024.313	1,385.61
25-0124	QUALITY EXCAVATORS INC	8 YARDS TOPSOIL		304.00
2023.227-PAY APP 4	QUALITY EXCAVATORS INC	LEAD SERVICE LINE REPLACEMENT AND INVEST	2023.227	29,329.24
249385	RIDGEWEAR SPORTS & IMP	FIRE UNIFORMS SHIRTS & HATS		1,542.50
30321	RS TECHNICAL SERVICES,	SERVICE CALL FOR CL2 GAS SENSOR AT WATER		1,229.89
235275	SPICER GROUP	2024 DRIVEWAY MODIFICATIONS THROUGH 12/2	2025.091	1,605.25
237215	SPICER GROUP	2024 DRIVEWAY MODIFICATIONS THROUGH 3/29	2025.091	985.00
234551	SPICER GROUP	2024 DRIVEWAY MODIFICATIONS THROUGH 11/2	2025.091	3,462.75
237942	SPICER GROUP	2024 DRIVEWAY MODIFICATIONS THROUGH 5/3/	2025.091	3,458.00
2414849	STANTEC CONSULTING MIC	GIS SUPPORT THROUGH 5/30/25	2025.237	195.00
2399070	STANTEC CONSULTING MIC	WATER CONNECTION/CAPACITY FEE ANALYSIS 5	2025.235	2,287.00
2399075	STANTEC CONSULTING MIC	WASTEWATER CAPACTIY/CONNECTION FEE ANALY	2025.236	2,563.00
3126884	SUMMIT FIRE PROTECTION	ANNUAL FIRE EXTINGUISHER INSPECTION - PS		1,661.75
408118	SUNBELT SOLOMON SERVIC	37.5 KVA POLE MOUNT TRANSFORMERS - DUAL	2025.283	27,390.00
408045	SUNBELT SOLOMON SERVIC	500 KVA PADMOUNT TRANSFORMER DUAL VOLTA	2025.200	33,375.00
103002	THE KALBLUE GROUP, INC	ENGRAVED SIGNS FOR BNA SHED & TRASH BINS		233.34
INV3562186VC3	VC3, INC.	ACCT NO. 44996 CISCO SMART NET TOTAL CAR		843.00
VC3-207006	VC3, INC.	ACCT NO. 44996 COMPUTER REPLACEMENT AT W		600.00
0615425	WJE WISS, JANNEY, ELS	PROFESSIONAL SERVICES FOR BROOKS FOUNTAI	2024.342	330.00
GRAND TOTAL:				464,628.62

APPROVAL LIST FOR CITY OF MARSHALL
EXP CHECK RUN DATES 07/03/2025 - 07/03/2025
JOURNALIZED
PAID

INVOICE NUMBER	VENDOR NAME	DESCRIPTION	PO NUMBER	AMOUNT
D2478	BELLEVUE HARDWARE	BOOT ALLOWANCE - JACKSON, JACOB		63.75
06302025	CB HALL ELECTRIC COMPA	ELECTRICAL INSPECTION SERVICES 6/1/25 -		975.00
07032025	CITY OF MARSHALL	FARMER'S MARKET PETTY CASH REIMBURSEMENT		552.00
019079	CMP DISTRIBUTORS, INC.	SRT UNIFORMS		553.25
07/03/2025	COGSWELL, AUDRY	UB refund for account: 2900540038		24.34
06262025	CROW, CURT	ARTICLE 32 SECTION 9: MEALS 6/23/25 - 6/		20.00
07/03/2025	CRULL, MAYA	UB refund for account: 3005560040		21.50
07/03/2025	GALLOWAY, EMMA OR YEAG	UB refund for account: 1602220004		15.94
898677	GWIN, DARWIN	MOWING & TRASH AT BROOKS NATURE JUNE 202		360.00
07/03/2025	HALCOMB, JUSTIN	UB refund for account: 200860028		128.71
73861	HUNTINGTON NATIONAL BA	ACCT NO. 3584232304 BOND ADMIN FEES 2025		500.00
73893	HUNTINGTON NATIONAL BA	ACCT NO. 3584276301 BOND ADMIN FEES 2025		500.00
73894	HUNTINGTON NATIONAL BA	ACCT NO. 3584276409 BOND ADMIN FEES 2025		500.00
73895	HUNTINGTON NATIONAL BA	ACCT NO. 3584276604 BOND ADMIN FEES 2025		500.00
74380	HUNTINGTON NATIONAL BA	ACCT NO. 3584170807 BOND ADMIN FEES 2025		500.00
4376252	IIX INSURANCE INFORMAT	ACCT NO. 888907 MOTOR VEHICLE REPORTS/AC		44.80
07/03/2025	LOGAN, NICK	UB refund for account: 3005480042		42.50
06092025COM	MARSHALL COMMUNITY CRE	CREDIT CARD - CITY OF MARSHALL 0668		2,006.80
06092025CR	MARSHALL COMMUNITY CRE	CREDIT CARD - CHRISTY RAMEY 0075		369.03
06092025DP	MARSHALL COMMUNITY CRE	CREDIT CARD - DEREK PERRY 0601		1,162.55
06092025JL	MARSHALL COMMUNITY CRE	CREDIT CARD - JOSHUA LANKERD 0577		291.20
06092025JM	MARSHALL COMMUNITY CRE	CREDIT CARD - JUSTIN MILLER 0593		467.16
06092025MD	MARSHALL COMMUNITY CRE	CREDIT CARD - MARGUERITE DAVENPORT 0018		1,532.59
06092025ME	MARSHALL COMMUNITY CRE	CREDIT CARD - MARTIN ERSKINE 0551		537.73
06092025MF	MARSHALL COMMUNITY CRE	CREDIT CARD - MARSHALL FIBERNET		184.64
06262025	POWERPLAN	AIS INVOICE # F58512 & F58115 VEHICLE MA		1,038.04
06262025	SANDERS, TIM	ARTICLE 32 SECTION 9: MEALS 6/23/25		10.00
06302025	SHELDON, PAUL	INSPECTION SERVICES 6/1/25 - 6/30/25		375.00
06262025	STRAND, MARK	ARTICLE 32 SECTION 9: MEALS 6/23/25 - 6/		20.00
06302025	SWOPE, KURT	BOOT ALLOWANCE - SWOPE, KURT		124.16
06262025	TAYLOR, JEFF	ARTICLE 32 SECTION 9: MEALS 6/23/25 - 6/		20.00
21874	TIRE CITY TIRE PROS	NEW TIRES & ALIGNMENT POLICE VEHICLE		1,369.34
21886	TIRE CITY TIRE PROS	NEW TIRES & INSTALL FOR POLICE VEHICLE		820.21
21910	TIRE CITY TIRE PROS	NEW TIRES & INSTALL FOR POLICE VEHICLE		820.21
274	TOP TO BOTTOM TREE SER	ELECTRIC LINE CLEARANCE 6/23/25 - 6/29/2	2025.173	3,682.00
208796068	TRUGREEN	LAWN SERVICE AT CITY HALL 5/15/25		213.00
1740	V & V ASSESSING LLC	ASSESSING SERVICES JULY 2025	2026.001	5,200.00
06242025	WOW! BUSINESS	ACCT NO. 013934621 DPW		51.84
GRAND TOTAL:				25,597.29

APPROVAL LIST FOR CITY OF MARSHALL
EXP CHECK RUN DATES 07/11/2025 - 07/11/2025
JOURNALIZED
PAID

INVOICE NUMBER	VENDOR NAME	DESCRIPTION	PO NUMBER	AMOUNT
07/10/2025	AVALOS, KALEB	UB refund for account: 3200610032		0.78
07/10/2025	BAKER, GARY	UB refund for account: 1100880005		72.80
07/10/2025	BRYAN PARNIN	UB refund for account: 4309		72.00
07112025	CITY OF MARSHALL	FARMER'S MARKET PETTY CASH REIMBURSEMENT		365.00
INV-001317	HYPERION SOLUTIONS GRO	FIBERNET NETWORK ENGINEERING SERVICES		2,000.00
INV-001318	HYPERION SOLUTIONS GRO	FIBERNET NETWORK ENGINEERING SERVICES		2,362.50
INV-001319	HYPERION SOLUTIONS GRO	FIBERNET NETWORK ENGINEERING SERVICES		2,812.50
INV-001323	HYPERION SOLUTIONS GRO	FIBERNET NETWORK SUPPORT AND MONITORING	2025.332	7,865.47
INV-001331	HYPERION SOLUTIONS GRO	FIBERNET NETWORK ENGINEERING SERVICES		5,175.00
07/10/2025	IAN LAUTZENHEISER	UB refund for account: 3081		78.60
07072025	KEDO, MISSY	BOOT ALLOWANCE - KEDO, MISSY		206.64
07092025	LONG, ANDREW	BOOT ALLOWANCE - LONG, ANDREW		47.69
07112025	MICHIGAN DEPARTMENT OF	SALES TAX RETURN FOR 2025 MARSHALL BLUES		437.82
1991710	MILLER JOHNSON ATTORNE	CLIENT NO. 52636 SERVICES THROUGH 5/31/2		10,710.00
07/10/2025	OLIVIA MOELLER	UB refund for account: 3758		89.60
07112025-A	PEHRSON, KORY	TRAVEL REIMBURSEMENT FOR LINEMAN SCHOOL		308.10
07112025-B	PEHRSON, KORY	TRAVEL REIMBURSEMENT FOR LINEMAN SCHOOL		335.88
XGZ1	RICE'S SHOES, INC	BOOT ALLOWANCE - ARNOLD, GEORGE		264.99
JLZY	RICE'S SHOES, INC	BOOT ALLOWANCE - ASHBY, RON		230.00
7HBX	RICE'S SHOES, INC	BOOT ALLOWANCE - WISE, TIM		210.00
07/10/2025	SETH BARRY	UB refund for account: 3773		73.10
50330	SONAR SOFTWARE	FIBERNET CUSTOMER MANAGEMENT SOFTWARE JU	2026.005	2,171.51
110771	TELNET WORLDWIDE	ACCT NO. 8948 USAGE FOR JUNE 2025		1,046.24
275	TOP TO BOTTOM TREE SER	ELECTRIC LINE CLEARANCE 6/30/25 - 7/6/25	2026.011	3,770.00
380346	VIEW NEWSPAPER GROUP	ACCOUNT ID: 100527 NEWSPAPER ADS MAY 202		2,226.00
15646	VK CIVIL	BRIARWOOD CONSTRUCTION ENGINEERING	2025.062	10,000.00
16384 A	VK CIVIL	VALLEY VIEW I AND SIDEWALK	2025.195	11,017.50
16384 B	VK CIVIL	VALLEY VIEW I AND SIDEWALK	2025.195	4,000.00
16554	VK CIVIL	VALLEY VIEW I AND SIDEWALK	2025.195	14,435.00
16693	VK CIVIL	NE NIA INFRASTRUCTURE DESIGN ENGINEERING	2024.272	1,800.00
GRAND TOTAL:				84,184.72

INVOICE NUMBER	VENDOR NAME	DESCRIPTION	PO NUMBER	AMOUNT
96676	ALEXANDER CHEMICAL COR	CHLORINE		1,096.41
1V77-QTMM-RC9H	AMAZON CAPITAL SERVICE	ACCT NO. A1P4GM99HG1EO2 CARABINER CLIPS,		5.80
1GTG-H6XW-RF7Q	AMAZON CAPITAL SERVICE	ACCT NO. A1P4GM99HG1EO2 BOARD GAMES, PLA		126.93
1JQL-HP1G-LHQP	AMAZON CAPITAL SERVICE	ACCT NO. A1P4GM99HG1EO2 DOG WASTE BAGS,		159.85
1199-LVXN-TLYT	AMAZON CAPITAL SERVICE	ACCT NO. A1P4GM99HG1EO2 FIBER CABLE WIPE		29.89
1FDQ-Y67C-DXM1	AMAZON CAPITAL SERVICE	ACCT NO. A1P4GM99HG1EO2 CABLE TIES, CCNA		96.27
1NRH-HQFV-1LV6	AMAZON CAPITAL SERVICE	ACCT NO. A1P4GM99HG1EO2 FOOTBALLS		58.59
1Q99-MDYV-JWR3	AMAZON CAPITAL SERVICE	ACCT NO. A1P4GM99HG1EO2 RESTROOM SIGNS		61.96
1WF7-TNK4-3KXJ	AMAZON CAPITAL SERVICE	ACCT NO. A1P4GM99HG1EO2 CORDLESS DRILL S		44.99
1QHW-Q1RV-TXQR	AMAZON CAPITAL SERVICE	ACCT NO. A1P4GM99HG1EO2 6-FOOT RESTRAINT		54.97
1FW3-NK7W-LHDQ	AMAZON CAPITAL SERVICE	ACCT NO. A1P4GM99HG1EO2 DRY ERASE MARKER		64.01
19PV-9FX3-MP3Y	AMAZON CAPITAL SERVICE	ACCT NO. A1P4GM99HG1EO2 ELECTRICIAN SCIS		24.48
16JW-XPJL-X37V	AMAZON CAPITAL SERVICE	ACCT NO. A1P4GM99HG1EO2 SCREEN PROTECTOR		25.97
17VR-HRXD-9DYY	AMAZON CAPITAL SERVICE	ACCT NO. A1P4GM99HG1EO2 FIBER OPTIC COUP		57.80
1XC3-YLLY-7YT3	AMAZON CAPITAL SERVICE	ACCT NO. A1P4GM99HG1EO2 HAND SANITIZER		32.98
1VW9-NY1G-43WL	AMAZON CAPITAL SERVICE	ACCT NO. A1P4GM99HG1EO2 SQUARE CARD READ		43.99
139F-RHW3-4DX4	AMAZON CAPITAL SERVICE	ACCT NO. A1P4GM99HG1EO2 MONITOR		90.48
1LPJ-K4WX-3QNQ	AMAZON CAPITAL SERVICE	ACCT NO. A1P4GM99HG1EO2 LABEL TAPE		38.13
1VW9-NY1G-7QN9	AMAZON CAPITAL SERVICE	ACCT NO. A1P4GM99HG1EO2 PORTABLE SOCCER		138.74
1NHQ-QWFK-1Y73	AMAZON CAPITAL SERVICE	ACCT NO. A1P4GM99HG1EO2 SIGA-SD DUCT SMO		474.63
1XGJ-39PH-DF4Q	AMAZON CAPITAL SERVICE	ACCT NO. A1P4GM99HG1EO2 HARD HATS & GLOV		283.37
1P6V-J74H-JCRW	AMAZON CAPITAL SERVICE	ACCT NO. A1P4GM99HG1EO2 SAFETY JACKETS		270.08
AR-1416	AMERICAN RAMP COMPANY	SKATE PARK REPLACEMENT 50% DOWN QUOTE# Q	2025.331	45,000.00
SO239908	AMERICAN WATER WORKS A	MEMBER NO. 269636 9/1/25 - 8/31/26		431.00
07/17/2025	ANDRUS, SUSAN & CHOMA,	UB refund for account: 3005760053		16.94
39486026	APPLIED CAPITAL, LLC	CONTRACT NO. 132-1753516-000 MRLEC COPIE		117.52
225-530444	AUTO VALUE MARSHALL	ACCT NO. 22500610 GRAY PRIMER		10.99
225-530445	AUTO VALUE MARSHALL	ACCT NO. 22500610 PAINT BRUSH SET		4.49
225-530504	AUTO VALUE MARSHALL	ACCT NO. 22500610 ULTRA BLACK, BTB RESTO		35.77
225-530662	AUTO VALUE MARSHALL	ACCT NO. 22500610 JOHNSENS CARB CL		40.68
225-530716	AUTO VALUE MARSHALL	ACCT NO. 22500610 RIGHT STUFF CRTG, TITA		26.67
225-530764	AUTO VALUE MARSHALL	ACCT NO. 22500610 18 OZ REFRIGERANT, 18		136.98
225-530783	AUTO VALUE MARSHALL	ACCT NO. 22500610 FUEL SENSOR		50.81
225-530840	AUTO VALUE MARSHALL	ACCT NO. 22500610 MAGNETIC TOOL		20.39
225-530884	AUTO VALUE MARSHALL	ACCT NO. 22500610 POWER STEERING FLUID,		19.08
225-530976	AUTO VALUE MARSHALL	ACCT NO. 22500610 GEN PURP ADH		28.19
225-531014	AUTO VALUE MARSHALL	ACCT NO. 22500610 OIL, OIL FILTER		66.47
225-531078	AUTO VALUE MARSHALL	ACCT NO. 22500610 ELECTRICAL TAPE		29.40
0003	AXES & IRONS VEHICLE A	FIRE HOSE	2025.340	9,690.00
07112025	AYERS BASEMENT SYSTEMS	REFUND DUPLICATE BUILDING PERMIT FOR 403		527.00
I-049281	BATTLE CREEK RENTAL	RENTAL MINI EXCAVATOR WITH TRAILER 6/11/		755.00
07/17/2025	BATY, JOHN	UB refund for account: 901820000		198.16
0385336-IN	BEAVER RESEARCH COMPAN	LUBRICANT 14OZ		90.00
07/17/2025	BELL, KATHRYN	UB refund for account: 201800038		28.75
BLU-13798	BLUFISH CONSULTING, LL	2025 BLUES FEST CAMPAIGN MATERIALS		13,185.15
07/17/2025	BOWERS, JENNIFER	UB refund for account: 3204140025		12.21
404-4728	BRONSON HELPNET	EMPLOYEE ASSISTANCE PROGRAM 7/1/25 - 9/3		1,038.33
17627	BUD'S TOWING & AUTOMOT	DART BUS INSPECTION & OIL CHANGE #4 5/20		220.56
17669	BUD'S TOWING & AUTOMOT	DART BUS INSPECTION & OIL CHANGE #6 5/27		105.14
17809	BUD'S TOWING & AUTOMOT	DART BUS INSPECTION & OIL CHANGE #7 6/13		99.25
17909	BUD'S TOWING & AUTOMOT	DART BUS INSPECTION & OIL CHANGE #9 6/27		99.25
771300	CHR SOLUTIONS	FIBERNET MANAGED IT SERVICES JULY 2025	2026.017	5,100.00
07182025	CITY OF MARSHALL	FARMER'S MARKET PETTY CASH REIMBURSEMENT		362.00
339864	CIVICPLUS LLC	AGENDA & MEETING MANAGEMENT ANNUAL FEE 8		4,336.50
339858	CIVICPLUS LLC	MUNICIPAL WEBSITE ANNUAL FEES 8/25/25 -		8,403.01
1123	CODE CONCEPTS GROUP LL	CONSULTING SERVICES FOR BOBP MONTHLY RET	2025.075	5,000.00
JMAP2025	COMFORT INN (CADILLAC)	2025 SPRING LODGING FOR JMAP APPRENTICE		3,148.20
296183	CONNECTED SOLUTIONS GR	QUOTE #44017 PLASMA CASE	2025.230	89.00
INV-2020034872	CRITERION INC.	TALENT LITE - CHR EDITION 8/1/25 - 7/31/		3,712.50
220134	CRYSTAL FLASH, INC.	ACCT NO. 149759-1 REC GAS 6/19/25		1,277.21
5574	CRYSTAL FLASH, INC.	ACCT NO. 149759-2 DIESEL GAS 7/2/25		1,731.95
5575	CRYSTAL FLASH, INC.	ACCT NO. 149759-1 REC GAS 7/2/25		992.93
S3-250739772	CUMMINS SALES AND SERV	CUST NO. 179288 GENERATOR MAINTENANCE AT		930.75
S3-250740062	CUMMINS SALES AND SERV	CUST NO. 179288 GENERATOR MAINTENANCE AT		1,522.54
188832	D & D MAINTENANCE SUPP	ACCT NO. CIMA1 JANITORIAL SUPPLIES PSB		337.80
191821	D & D MAINTENANCE SUPP	JANITORIAL SERVICE AT MRLEC 5/5/25 - 6/1		2,220.00
655236	DARLING ACE HARDWARE	400FT TRIMMER LINE, WEED SPRAY		53.98
652343	DARLING ACE HARDWARE	PVC COUP S40 3/4"		31.96
652755	DARLING ACE HARDWARE	HEAD LAMP, CABLE TIES		40.98
653516	DARLING ACE HARDWARE	WORK GLOVES		29.99
653656	DARLING ACE HARDWARE	M18 FUEL IMPACT DRILL		349.99
653617	DARLING ACE HARDWARE	MARKING PAINT, TAPE MEASURE		49.98
653786	DARLING ACE HARDWARE	BAR & CHAIN OIL		9.99
654101	DARLING ACE HARDWARE	MLW BIT HOLDER 6", HOLE SAW ARBOR 7/16'		38.98
654398	DARLING ACE HARDWARE	HANDHELD FERTILIZER SPREADER, GRASS SEED		121.98
654510	DARLING ACE HARDWARE	RD HMMR BIT SDS 3/8 X 6'		12.99
654511	DARLING ACE HARDWARE	GREASE		9.99
654849	DARLING ACE HARDWARE	SWIFFER DUSTER		9.99
655083	DARLING ACE HARDWARE	GALVANIZED CONNECTORS		17.16

INVOICE NUMBER	VENDOR NAME	DESCRIPTION	PO NUMBER	AMOUNT
655075	DARLING ACE HARDWARE	PAINTER PAIL LINERS, SANDING SPONGES, SA		21.97
655020	DARLING ACE HARDWARE	PAINT		49.99
655146	DARLING ACE HARDWARE	PAINT, PAINT ROLLER		61.17
655136	DARLING ACE HARDWARE	PAINT COLOR SAMPLE		6.99
655169	DARLING ACE HARDWARE	AUTOCUT C 6-2 HEAD W/ .095 LIN		79.98
655203	DARLING ACE HARDWARE	HANDLE HOLDERS		4.99
655312	DARLING ACE HARDWARE	PAINT, PAINTER PAIL LINER		58.98
655412	DARLING ACE HARDWARE	BR430 BACKPACK BLOWER, MOTO MIX 1 GALLON		489.98
655357	DARLING ACE HARDWARE	FUSE AUTO ATC 10AMP		6.99
655369	DARLING ACE HARDWARE	NUTS, BOLTS		6.40
655489	DARLING ACE HARDWARE	PAINT ROLLER		6.99
655519	DARLING ACE HARDWARE	AUGER BIT 3/4 X 17.5"		35.99
655493	DARLING ACE HARDWARE	TESTER REPLACEMENT LEADS		9.99
655593	DARLING ACE HARDWARE	AUGER PLASTIC 1/4" X 20'		19.99
655572	DARLING ACE HARDWARE	WEED SPRAY		43.98
655651	DARLING ACE HARDWARE	HAND SOAP		6.59
655663	DARLING ACE HARDWARE	SHOVELS		27.98
655692	DARLING ACE HARDWARE	14" GP METAL WHEEL		27.98
655747	DARLING ACE HARDWARE	MOUNTING TAPE		7.99
25-0600	DIXON ENGINEERING, INC	200K WATER TOWER INSPECTION	2025.150	4,750.00
INV82108	DORNBOS SIGN, INC.	OVERNIGHT PARKING SIGNS		82.50
INV82261	DORNBOS SIGN, INC.	MDOT SIGNS FOR INDUSTRIAL & WEST DRIVE		395.60
07/17/2025	DORTCH, ROBERT	UB refund for account: 281801		62.64
17078934	EPB FIBER OPTICS	ACCT NO. C10527068 FIBERNET TECH SUPPORT	2025.131	6,000.00
S106340564.001	ETNA SUPPLY	CORDONEL WATER METERS	2025.342	12,790.00
S106337966.001	ETNA SUPPLY	EAST JORDAN FIRE HYDRANTS	2025.337	9,936.00
S106337966.002	ETNA SUPPLY	EAST JORDAN FIRE HYDRANTS	2025.337	6,624.00
S106340564.002	ETNA SUPPLY	CORDONEL WATER METERS	2025.342	4,984.35
159001633	EVERON, LLC	MRLEC HARDWARE & CONNECTORS		1,519.15
1671	FER-PAL CONSTRUCTION U	COSMOPOLITAN WATERMAIN LINING - APPLICAT	2025.343	111,415.50
07102025-1	FREDS, MATT	UNIFORMS - FREDS, MATT		190.77
07102025-2	FREDS, MATT	BOOT ALLOWANCE - FREDS, MATT		78.11
IN102506240061	FS.COM INC	TRANSCEIVERS FOR JUNIPER NETWORK	2025.336	3,233.00
12443	FUG, INC./MARSHALL CUS	BROOKS FOUNTAIN PROJECT SIGNS		108.00
031659609	GALLS, LLC	ACCT NO. 1003688492 BIKE PANTS		281.57
031673554	GALLS, LLC	ACCT NO. 1003688492 BIKE UNIFORM		122.40
25-06296	GARAGE DOORS UNLIMITED	SERVICE CALL FOR TEMPORARY REPAIR AT CIT		225.00
07012025	GEARHART, SCOTT	REPAIRED OBSERVATION DECK POSTS AT BROOK		400.00
9531025196	GRAINGER	PRESSURE SWITCH		22.30
9552568744	GRAINGER	ADA WARNING PAD		442.54
28663621	GRANGER WASTE SERVICES	ACCT NO. 2782490 CITY BUILDINGS WASTE JU		1,018.57
28603503	GRANGER WASTE SERVICES	ACCT NO. 18422860 CITY BUILDINGS RECYCLI		72.93
28656515	GRANGER WASTE SERVICES	ACCT NO. 18400290 RESIDENTIAL JULY 2025		35,190.16
9342042639	GRAYBAR ELECTRIC	WALL MOUNT PANELS		233.93
9342400328	GRAYBAR ELECTRIC	OUTDOOR BOX 12F SPLICE TRAY		168.57
9342429993	GRAYBAR ELECTRIC	DROP TERMINATION CLOSURE		147.50
9342481213	GRAYBAR ELECTRIC	S-OP-24-ND-G-BK-CMB-CUT REEL		1,096.58
9342502454	GRAYBAR ELECTRIC	PIGTAIL SM CORNING SC/APC IN/OUT 3MM 5FT		114.02
2655473	GRIFFIN PEST SOLUTIONS	PEST SERVICES AT FIRE STATION 6/23/25		45.00
2632669, 2643396	GRIFFIN PEST SOLUTIONS	PEST SERVICES AT CITY HALL 4/23/25 & 5/2		118.00
2650098	GRIFFIN PEST SOLUTIONS	PEST SERVICES AT PSB 6/25/25		51.00
2655613	GRIFFIN PEST SOLUTIONS	PEST SERVICES AT MRLEC 6/25/25		88.00
07152025	GROENEVELD, ANDREW	TRAVEL REIMBURSEMENT 6/15/25 - 6/18/25		57.73
247	HERMAN ELECTRIC	LED LIGHTING UPGRADES AT WWTP ADMIN BUIL	2025.329	2,756.55
203	HERMAN ELECTRIC	REPLACE ALL EMERGENCY LIGHTING AT PARKIN	2026.003	15,654.10
43212	HUNTER-PRELL COMPANY	SERVICE CALL FOR HIGH STACK TEMP ALARM A		493.00
CI-06971	HYDROCORP	CUST NO. C000161 INSPECTION & REPORTING		1,350.00
1637-2025	IMPACT LAWN & LANDSCAP	2025 LAWN MOWING AT ATHLETIC FIELDS JUNE		1,875.00
1644-2025	IMPACT LAWN & LANDSCAP	2025 LAWN MOWING AT INDUSTRIAL PARK JUNE		425.00
1647-2025	IMPACT LAWN & LANDSCAP	2025 LAWN MOWING AT WATER JUNE		500.00
184706	IMPACT SOLUTIONS	PROCESSING/SHIPPING FEE FOR ENVELOPES &		27.00
40057	J AND K PLUMBING SUPPL	COUPLINGS, TAPE		28.19
40200	J AND K PLUMBING SUPPL	1 1/2 FLANGED SPUD WASHER		2.84
40193	J AND K PLUMBING SUPPL	BLACK POLY PIPE, HOSE CLAMPS		12.30
40198	J AND K PLUMBING SUPPL	HOSE CLAMPS, GALVANIZED PIPE, ELBOWS		37.41
40263	J AND K PLUMBING SUPPL	HOSE BIBB ADAPTER, 3/4" FULL PORT BV-FIP		26.49
20232	KANSAS MUNICIPAL UTILI	POWER PLANT TECHNOLOGY PROGRAM TUITION -	2026.016	800.00
20233	KANSAS MUNICIPAL UTILI	POWER PLANT TECHNOLOGY PROGRAM TUITION -	2026.016	800.00
20234	KANSAS MUNICIPAL UTILI	POWER PLANT TECHNOLOGY PROGRAM TUITION -	2026.016	800.00
20235	KANSAS MUNICIPAL UTILI	POWER PLANT TECHNOLOGY PROGRAM TUITION -	2026.016	800.00
46107	LAKELAND ASPHALT CORPO	2.13 TONS BITUMINOUS AGGREGATES		148.04
50428278	LINDE GAS & EQUIPMENT,	CUST NO. 59879658 GASES		220.82
07022025	LOWES BUSINESS ACCOUNT	ACCT NO. 821 3023 902596 5 AC UNIT (ELEC		1,125.07
3442	MAEDA	2025-2026 CHAMBER MEMBERSHIP		550.00
07/17/2025	MANSFIELD, GARY OR	UB refund for account: 601020000		78.47
07182025	MARANA GROUP	ACCT NO. M323 PREPAYMENT FOR DAILY MAIL		1,000.00
2025SUMMERTAX	MARENGO TOWNSHIP	2025 SUMMER PROPERTY TAXES PARCEL #15-31		436.02
06302025-23017	MARSHALL HARDWARE, LLC	CARABINER KEYCHAIN		2.49
07012025-23081	MARSHALL HARDWARE, LLC	12QT HOT DIPPED PAIL		19.99

INVOICE NUMBER	VENDOR NAME	DESCRIPTION	PO NUMBER	AMOUNT
07032025-23249	MARSHALL HARDWARE, LLC	HITCH PINS		11.67
07092025-23495	MARSHALL HARDWARE, LLC	18" BAR CLAMP		29.99
07072025	MATHIS, BOBBIE	REPAIRS TO DICKEY MONUMENT		650.00
S5556290.002	MEDLER ELECTRIC COMPAN	FUSE HOLDER		519.22
IN2287866	MES SERVICE COMPANY LL	FIRE UNIFORMS - BELTS		58.94
IN2281857	MES SERVICE COMPANY LL	FIRE UNIFORMS - PANTS, SHIRTS, BELTS		1,617.80
INV-0000011199	METRO WIRELESS	BUSINESS DATA SERVICES - 10 GBPS INTERNE	2026.006	2,500.00
200023514	MI-AWWA	MI-ACE CONFERENCE - AMBLER, AARON		535.00
2020-14464	MICHIGAN RURAL WATER A	2025-2026 ANNUAL DUES		970.00
1996210	MILLER JOHNSON ATTORNE	CLIENT NO. 52636 SERVICES THROUGH 6/30/2		1,066.50
33913280	MSC INDUSTRIAL SUPPLY	TRANSFORMER STICKERS		472.20
32343500	MSC INDUSTRIAL SUPPLY	TRANSFORMER STICKERS		47.22
25718	MWEA	2025-2026 MWEA MEMBERSHIP - WEBERLING, E		100.00
25610	MWEA	2025-2026 MWEA MEMBERSHIP - FINNEY, KEN		100.00
E37147	MWEA	MWEA ANNUAL IPP SEMINAR - EGNATUK & DAVE		370.00
07/17/2025	NEWBY, KRISTIN	UB refund for account: 2104260021		76.32
4788-439793	O'REILLY FIRST CALL	ACCT NO. 1741510 CABIN AIR FILTER		22.56
49	OAKLAWN OCCUPATIONAL M	DRUG SCREENING		105.00
06022025	PARKS COMMUNICATION SO	WEBCAM BROOKS MEMORIAL FOUNTAIN 50% DOWN	2026.012	1,700.00
07152025	PEHRSON, KORY	UNIFORMS - PEHRSON, KORY		394.64
M140369	PENNCARE	GLOVES, THERMOMETER		173.03
8122866-00	POWER & TELEPHONE	10" HANDHOLES		322.36
56905325	POWER LINE SUPPLY	200 AMP MILLBANK METER SOCKET	2025.341	3,663.45
56905323	POWER LINE SUPPLY	ELECTRIC INVENTORY		1,629.53
07032025	QUADIENT FINANCE USA,	ACCT NO. 7900 0440 5582 9307 POSTAGE JUN		3,000.00
25-0144	QUALITY EXCAVATORS INC	3 YARDS GRAVEL		138.00
30342	RS TECHNICAL SERVICES,	SERVICE CALL FOR HYDRO 230 WALL PANEL CH		1,110.00
91322	SHAFER BROS INC.	CONCRETE MIX, SEALANT		287.63
591-11336609	STATE OF MICHIGAN - MD	FY2021 LOCAL BUS OPERATING FINAL AUDIT		3,828.00
1231991	STEENSMA	CUST NO. 5154 V BELT, DIAL KNOB		276.21
1234875	STEENSMA	CUST NO. 5154 KIT STARTER ELECTRIC		245.82
1236865	STEENSMA	CUST NO. 5154 AUTOCUT HEAD, 5LB TRIMMER		240.40
1239045	STEENSMA	CUST NO. 5154 ROTARY SWITCH		87.75
1239697	STEENSMA	EXMARK LRX921GKA726Q1 72" MOWER	2025.347	15,611.00
R306069351:01	STOOPS FREIGHTLINER	ONSITE SERVICE CALL FOR 2019 FREIGHTLINE		667.00
07/17/2025	SWALLOW, REBECCA	UB refund for account: 2701240007		103.88
BC-PSINV038338	THERMALNETICS, INC.	3 YEAR HVAC SERVICE AGREEMENT (YEAR 3) J	2026.002	1,040.58
23583	TIRE CITY TIRE PROS	SERVICE TO AC IN VEHICLE #115		433.84
276	TOP TO BOTTOM TREE SER	ELECTRIC LINE CLEARANCE 7/7/25 - 7/13/25	2026.011	4,938.00
55107	TURNKEY NETWORK SOLUTI	EMERGENCY SERVICE CALL TO REPAIR FIBER L		12,105.26
INV/2025/000950	UNMANNED VEHICLE TECHN	ACCESSORIES FOR DRONE	2025.327	4,753.74
INV00743055	USABLUEBOOK	LAB SUPPLIES		1,740.41
INV00755001	USABLUEBOOK	HACH DPD FOR 10ML SAMPLE 100/PK, POWDER		207.36
INV3562449VC3	VC3, INC.	ACCT NO. 44996 MICROSOFT TABLET, KEYBOAR		2,030.98
INV3562504VC3	VC3, INC.	ACCT NO. 44996 DESKTOP COMPUTER, MONITOR		4,072.93
VC3-210360	VC3, INC.	ACCT NO. 44996 TABLET SETUP		300.00
VC3-210369	VC3, INC.	ACCT NO. 44996 WINDOWS UPDATES (FIRE)		3,300.00
VC3-207281	VC3, INC.	ACCT NO. 44996 OFFICE 365 JUNE BILLING		1,276.00
S42238	VERMEER OF MICHIGAN, I	CHIPPER REPAIR #409	2025.344	5,922.98
105955124	WEX BANK	ACCT NO. 0470-00-462076-1 FUEL PURCHASES		10,255.15
BROOKSJUNE25	WHITE COLLAR LAWN & LA	2025 LAWN MOWING AT BROOKS AIRPORT JUNE		3,000.00
06292025	WOW! BUSINESS	ACCT NO. 014226414 FIRE DEPT		149.40
40598906	XEROX FINANCIAL SERVIC	ACCT NO. 1017736 XEROX LEASE 211-1017736		615.54
40623901	XEROX FINANCIAL SERVIC	ACCT NO. 4110874 XEROX LEASE 111-4110874		352.36
40623592	XEROX FINANCIAL SERVIC	ACCT NO. 1017736 XEROX LEASE 111-1017736		1,568.50
GRAND TOTAL:				449,110.12

APPROVAL LIST FOR CITY OF MARSHALL
EXP CHECK RUN DATES 07/25/2025 - 07/25/2025
JOURNALIZED
PAID

INVOICE NUMBER	VENDOR NAME	DESCRIPTION	PO NUMBER	AMOUNT
94630	ALL-TRONICS, INC.	MRLEC PHONE CORD		139.70
94629	ALL-TRONICS, INC.	CITY PRI CONNECTION		257.00
07212025	BURGHDORF, CODY	BOOT ALLOWANCE		296.23
07232025	BURGHDORF, CODY	TRAVEL REIMBURSE 7/13-7/18		213.73
07242025	CITY OF MARSHALL	FARMER'S MARKET PETTY CASH REIMBURSEMENT		553.00
07232025	CONSUMERS ENERGY	CONSUMERS ENERGY UTILITY BILLS JUL 2025		1,880.04
192171	D & D MAINTENANCE SUPP	ACCT NO. CIMA1 JANITORIAL SUPPLIES		743.78
192203	D & D MAINTENANCE SUPP	ACCT NO. CIMA1 JANITORIAL SUPPLIES-MRLEC		169.02
192131	D & D MAINTENANCE SUPP	ACCT NO. CIMA1 JANITORIAL SUPPLIES-MRLEC		264.56
48004	DUNCAN & ALLEN LLP	ADVICE & GENERAL COUNCIL ASSISTANCE THRO	2024.252	2,888.00
1518	GREAT LAKES FUNDRAISIN	SOCCER SHIRTS		981.50
24064628	GUARDIAN ALARM COMPANY	MRLEC-WO#781768		260.00
158	JOHN B. SULLIVAN	PROFESSIONAL SERVICES APRIL-JUNE, 2025		8,412.50
020301	LEWEY'S SHOE REPAIR	BICYLCE UNIFORM		36.00
22087	MARSHALL HARDWARE, LLC	PUTTY KNIFE		7.48
22150	MARSHALL HARDWARE, LLC	BEE KILLER		7.99
20218	MARSHALL HARDWARE, LLC	CEMENT		62.98
20355	MARSHALL HARDWARE, LLC	WRENCH		99.98
22645	MARSHALL HARDWARE, LLC	SUPPLIES		121.03
133172	O'LEARY WATER CONDITIO	POWERHOUSE-JUNE & JULY 2025		71.00
249413	RIDGEWEAR SPORTS & IMP	EMBROIDERY LOGO		64.00
277	TOP TO BOTTOM TREE SER	ELECTRIC LINE CLEARANCE (3-PERSON $145/	2026.011	1,305.00
277-STREET	TOP TO BOTTOM TREE SER	TREE REMOVAL 307 S MARSHALL		942.50
GRAND TOTAL:				19,777.02

MICHIGAN SOUTH CENTRAL POWER AGENCY

168 DIVISION STREET

COLDWATER, MICHIGAN 49036

PHONE (517) 279-6961

FAX (517) 279-6969

INVOICE MONTH:	June, 2025
INVOICE DATE:	7/17/2025
DUE DATE:	7/31/2025
TOTAL AMOUNT DUE:	$1,012,653.42

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

MSCPA Member Power Billing - June, 2025

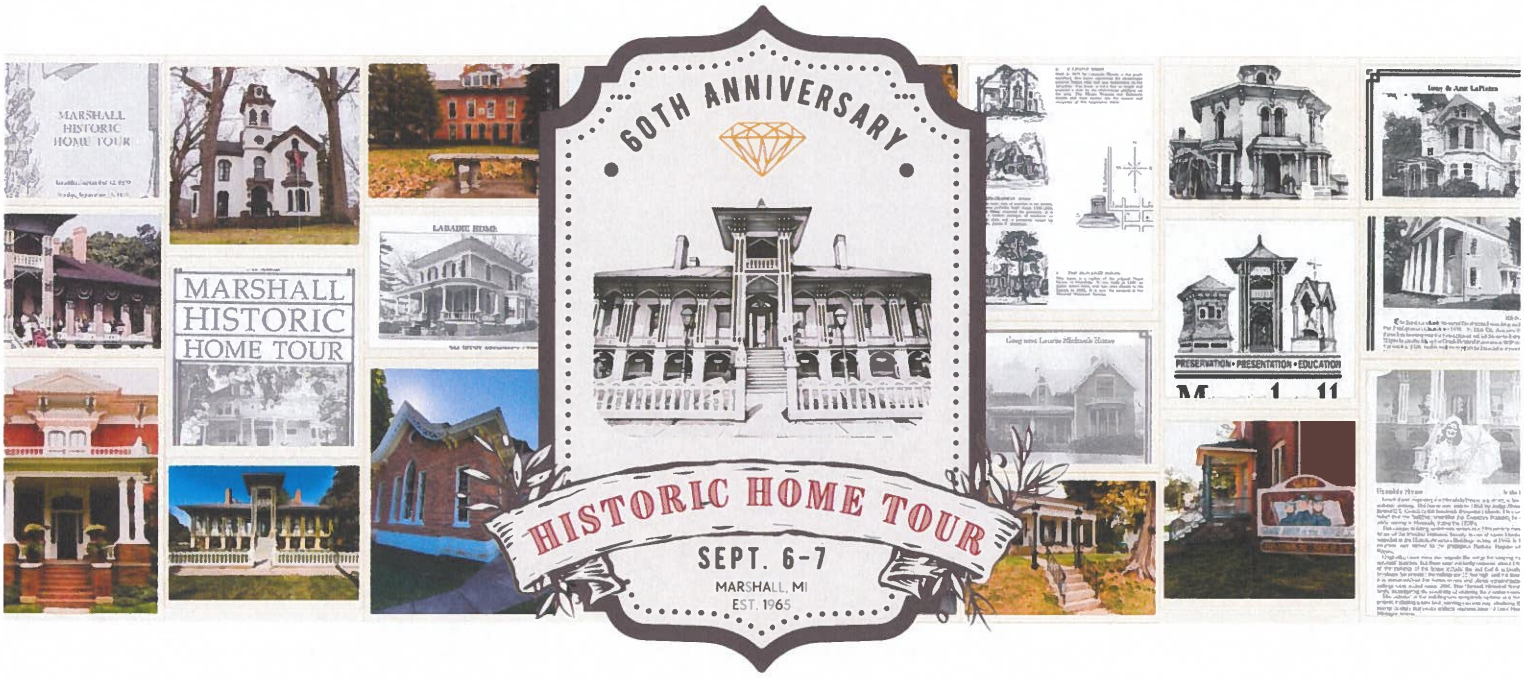
Total Power Charges:	$784,568.35
Transmission / Capacity / Ancillary Services:	$214,047.88
Total Other Charges:	$9,837.50
Total Miscellaneous Charges:	$4,199.70

TOTAL CHARGES $1,012,653.42

NOTE: PLEASE SEE ENCLOSED BACKUP FOR ADDITIONAL DETAIL

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

Notes:



City of Marshall

Special Event Application

for the

60th Annual Marshall Historic Home Tour

PRESERVATION • PRESENTATION • EDUCATION
Marshall Historical Society

Date Submitted: June 18, 2025

Main Contact:
Alena Guenther
269-578-3384
director@marshallhistoricalsociety.com

RECEIVED
2-13-20

DEPARTMENT OF THE TREASURY

INTERNAL REVENUE SERVICE
P. O. BOX 2508
CINCINNATI, OH 45201

Date: JAN 2 [illegible]

MARSHALL HISTORICAL SOCIETY INC
107 NORTH KALAMAZOO AVENUE
MARSHALL, MI 49068-1526

Employer Identification Number:
38-6092179
DLN:
29053350864009
Contact Person:
CUSTOMER SERVICE ID# 31954
Contact Telephone Number:
(877) 829-5500
Accounting Period Ending:
December 31
Public Charity Status:
509(a)(2)
Form 990/990-EZ/990-N Required:
Yes
Effective Date of Exemption:
December 6, 2019
Contribution Deductibility:
Yes
Addendum Applies:
No

Dear Applicant:

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

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

Based on the information you submitted in your application, we approved your request for reinstatement under Revenue Procedure 2014-11. Your effective date of exemption, as listed at the top of this letter, is the submission date of your application.

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

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

For important information about your responsibilities as a tax-exempt organization, go to www.irs.gov/charities. Enter "4221-PC" in the search bar

Letter 947

Schedule of Events

Saturday, September 6

7am-8am: Art at the Museum and Vintage Market vendors set up
8am - N Kalamazoo Street CLOSED in front of Honolulu House and KCCU
9am- Home Tour Begins
5pm- Home Tour Ends
6pm- Honolulu House Ball Begins
11pm- Honolulu House Ball Ends & N Kalamazoo Ave OPEN

Sunday, September 7

9am - N Kalamazoo Street CLOSED in front of Honolulu House and KCCU
10am- Home Tour Begins
5pm- Home Tour Ends
6pm - N Kalamazoo Ave OPEN

Homes on Tour:

419 W Mansion St.
518 E Mansion St.
513 N Kalamazoo Ave.
218 S Eagle St.
602 Kalamazoo Ave.
108 N Park Ave.
343 High St.

Museums on Tour

Honolulu House (107 N Kalamazoo)
Marshall Historical Museum (402 E Michigan)
Capitol Hill School (606 Washington)
US Postal Service Museum (202 E Michigan)
Governor's Mansion Museum (612 S Marshall)
American Museum of Magic (107 E Michigan)
Walter's Gasoline Museum (220 W Michigan)

Map of Homes

602 N Kalamazoo
513 N Kalamazoo
343 High St
419 W Mansion
108 N Park Ave
518 E Mansion
218 S Eagle
Hobart Rd
Brewer St
Birch St
N Kalamazoo Ave
Union St
N Sycamore St
N Grand St
N Eagle St
N Division St
N Madison St
High St
N Marshall Ave
Forest St
Schuyler St
N Gordon St
W Prospect St
E Prospect St
W Mansion St
E Mansion St
N Mulberry St
S Mulberry St
S Sycamore St
S Eagle St
I-94 Emergency
S Jefferson St
S Hamilton St
Exchange St
S Marshall Ave
Michigan Ave
S Gordon St
W Green St
E Green St
W Hanover St
E Hanover St

Map of Markets and Ticket Area

= Possible food truck location (more details to come)

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: 60th Annual Marshall Historic Home Tour

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

Mailing/Billing Address: 107 N Kalamazoo Ave

City/State/ZIP Code: Marshall, MI 49068

Business Phone: 269-781-8544 **Cell Phone:** 269-578-3384

Email Address(es): director@marshallhistoricalsociety.com

Event Information

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

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

1. **Requested day(s), date(s), and time(s) of the Special Event:** September 6 9am-5pm + September 7 10am-5pm
2. **Is there a requested alternative date(s)?** ☐ Yes ☑ No

   If yes, please provide the alternative date(s):
3. **Please describe the event(s):** Tour of historic homes and museum as a major fundraiser for the Marshall Historical Society.
4. **What is the requested location(s) of the event(s):** 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? Always weekend after Labor Day
7. Have you included a map indicating the location of your event?* Yes ✓ No
8. Is your event located within the Downtown Development Authority? Partially. 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: 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? 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? Sat 9am-5pm Sun 10am-5pm
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 or picnic tables or other fixtures, or cessation of lawn sprinkling?** If yes, you must coordinate with the Director of Public Services to determine if assistance from Public Services is appropriate and available, and provide a description of the services Public Services has indicated it could provide. The applicant will be charged for these services. Any

16. **Do you plan to utilize volunteers to help run the event?** Depending on the scope of the event, volunteers can help reduce the cost of special events for the applicant. The City has limited staff to help with special events and encourages organizers to utilize volunteers as much as possible.

17. **Is your event located at Stuarts Landing Band Shell or Ketchum Park's Cronin Millrace Pavilion?** These two facilities are available for rent. A separate *Park Rental Agreement* for park facilities is required as part of the special event application.

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

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

20. **Will the event include loud or unusual sounds, such as a musicians, singers, amplified announcers, carnival rides, motor vehicle noises beyond those regularly present in the location, etc.?**
If yes, you must please attach information indicating all of these on this application.

20. **Will the event include unusual lighting beyond that regularly present in the location that could have an impact upon occupants of neighboring properties?**
If yes, you must please attach information indicating all of the types of lighting, the location, the beginning and end times, and whether the lighting is constant or intermittent during those times.

21. **Are alcoholic beverages proposed to be served as part of the event?**
If yes, you must advise the Police Department of your intention to serve alcoholic beverages. Approval of the special event does not constitute final approval of service of alcoholic beverages; any necessary approval of a liquor license is a separate process.

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

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

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

Continue to next page…

Applicant Signature

I hearby 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: 6/18/25

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, pen@gmailalties, 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.

Municipal Banners
Application for Display of Banners

PRIOR APPROVAL FOR THE DESIGN AND INSTALLATION OF BANNERS IS REQUIRED FROM THE CITY OF MARSHALL. DO NOT ORDER ANY BANNERS WITHOUT FIRST OBTAINING CITY APPROVAL.

NAME OF COMMUNITY EVENT:

60th Annual Marshall Historic Home Tour

NAME OF AWARENESS INITIATIVE:

REQUESTED NUMBER OF BANNERS TO BE DISPLAYED:

CROSS STREET 2 POLE BANNERS: 0

DATES OF BANNER DISPLAY

START DATE: Aug 5 END DATE: Sept 5 or 8

BANNER DESIGN: Attach artwork, photo, banner material (fabric, mesh or vinyl) or sample of proposed banners.

BANNER LOCATIONS:

Cross Street Banner Locations (see Appendix D of Banner Policy for map)

- ☑ Kalamazoo Avenue Option #1
- ☑ Michigan Avenue Option #2
- ☐ Michigan Avenue Option #3

Streetlight Pole Banner Locations (see Appendix B of Banner Policy for map)

☐ 1	☐ 12	☐ 23	☐ 34
☐ 2	☐ 13	☐ 24	☐ 35
☐ 3	☐ 14	☐ 25	☐ 36
☐ 4	☐ 15	☐ 26	☐ 37
☐ 5	☐ 16	☐ 27	☐ 38
☐ 6	☐ 17	☐ 28	☐ 39
☐ 7	☐ 18	☐ 29	☐ 40
☐ 8	☐ 19	☐ 30	☐ 41
☐ 9	☐ 20	☐ 31	☐ 42
☐ 10	☐ 21	☐ 32	☐ 43
☐ 11	☐ 22	☐ 33	

Municipal Banners

Application for Display of Banners

ORGANIZER CONTACT INFORMATION

NAME OF ORGANIZATION:

Marshall Historical Society

MAILING ADDRESS:

107 N Kalamazoo Ave

CONTACT PERSON: Alena Guenther

DAYTIME PHONE NUMBER: 269-578-3384

EMAIL ADDRESS: director@marshallhistoricalsociety.com

DATE SUBMITTED: _____

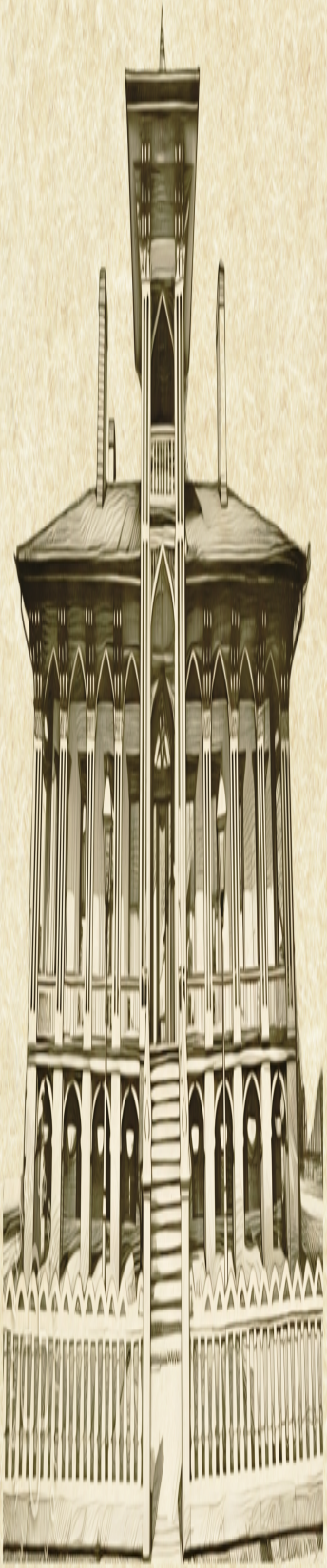
ORGANIZER SIGNATURE: Alena Guenther

MARSHALL HISTORIC HOME TOUR

PRESENTING SPONSOR

BlueOval Battery Park Michigan

60TH ANNIVERSARY



SEPT. 6-7 2025

Marshall Historical Society

Special Event Application
Internal Planning and Approval Form

City Fees

Public Services			
Activity	*Price*	*Quantity*	*Total*
Street Closure Barricades (per intersection)	$95.00	1	95
Street Closure Traffic Control (1 per closure event)	$250.00	1	250
Street Sweeping (per block)	$77.00		
Street Sweeping – Overtime (per block)	$115.00		
Downtown Rubbish Collection	$82.00		
Downtown Rubbish Collection – Overtime	$124.00		
Restroom Cleaning	$54.00		
Restroom Cleaning - Overtime	$80.00		
Rubbish Containers	$13.50	20	270
Water Tank	$120.00		
Staff Hourly Rate Activity: No parking signs	$30.00	5	150

Park Rental Application Completed and Attached to Special Event Application:_____

Utilities			
Activity	*Price*	*Quantity*	*Total*
Electric Drop	$35.00		
Electric Rate	$		
Water Service (from Hydrant)	$500 Deposit $10.00/day $.01/gal		
Hang Banner	$400.00	2	800

Public Safety			
Activity	*Price/hr*	*Quantity*	*Total*
Police Officer	$55.00		
Police Officer - Overtime	$85.00		
Vehicle	$20.00		
Fire Fighter	$62.00		
Fire Fighter – Overtime	$91.00		
Part – Paid Fire Fighter	$30.00		
Fire Apparatis	$60.00		

Special Event Application
Internal Planning and Approval Form

City Department Approval

DPW	☐ Approved	☐ Denied	Comments:_____
Electric	☐ Approved	☐ Denied	Comments:_____
Police	☐ Approve	☐ Denied	Comments:_____
Fire	☐ Approved	☐ Denied	Comments:_____
Clerk	☐ Approved	☐ Denied	Comments:_____
Parks	☐ Approved	☐ Denied	Comments:_____
Water	☐ Approved	☐ Denied	Comments:_____
MAEDA	☐ Approved	☐ Denied	Comments:_____

City Council Approval/Denial

City Council Action: ☐ Approved ☐ Denied

Date of City Council Action:_____

City Manager Signature:_____ **Date**:_____

If denied by City Council, reason for denial:_____

_____

_____

Conditions or changes from application:_____

_____

Copy: Chief of Police, Director of Public Services, Fire Chief, Director of Electric, City Clerk, Director of Community Services

Special Event Application
Internal Planning and Approval Form

Post-Approval Follow-Up

Insurance policy received with application? ☐ Yes ☐ No

If no, date by which Insurance Policy must be received:_____
(one calendar month before the event)

Date Insurance Policy Received: _____ **By:**_____

Fee Invoicing:

Fund	GL Code	Amount
General Fund	**101-000-679.00**	
Electric	**582-000-679.00**	
Water	**591-000-679.00**	

Date Invoice Sent:_____**Initials:** _____

ITEM: 9.A
ADMINISTRATIVE REPORT

TO:	Honorable Mayor and City Council
FROM:	Derek N. Perry, City Manager
DATE:	August 4, 2025
SUBJECT:	**2025 ACTION PLAN UPDATE**

On January 11, 2025, City Council approved the 2025 Action Plan, which includes 69 department priorities or goals that we are endeavoring to accomplish this year.

On behalf of the City Leadership Team, I am pleased to present the 2025 mid-year Action Plan progress report. The update will be available at City Hall and placed on the City website.

BUDGET IMPACT:
None.

RECOMMENDATION:
Receive the 2025 Action Plan 6-month progress update.

2025 Action Plan

6 Month Update

Finance

Create and Adopt FY2026 Budget
The FY2026 budget was adopted by the City Council at their May 19, 2025, meeting, per the requirements of the City Charter. The budget is available on the City website.

Complete the FY 2025 Audit
The auditors were in the finance office the week of July 7th, 2025, performing preliminary fieldwork. They will be back for full-year fieldwork in September and will present their opinion to the City Council in December.

Create and Adopt 2026-2031 CIP
The CIP was created by staff over several months and adopted by the City Council following a Public Hearing on January 21, 2025.

Review existing Property and Liability Insurance program
An RFP was developed over several months and will be published in July of 2025.

Develop and implement a minimum cash reserve policy for FiberNet
The FiberNet minimum cash reserve policy will be brought to City Council in the fall of 2025 to review.

Review the Purchasing Ordinance and Policy
Work on this policy has begun and will be brought to City Council later this year.

Review current Utility Bill Format for potential redesign
This will coincide with reviewing the customer on-line payment interface and software.

Review customer on-line payment interface and software program
The City has started the process of changing from Point & Pay to BS&A Payments for our online and credit card payment processing. This move will result in a more seamless payment portal, as well as offering additional payment options (text reminders, text to pay, tap to pay, etc.).

Examine and improve customer outage and response interface and functionality
Electric, Water, Wastewater, and DPW after hours calls moved from NRTC to Cooperative Response Center (CRC) on March 3, 2025, to improve the customer service experience. The City website also has a "Notify Me" section where people can sign up for text and email emergency alerts.

Complete and Implement new Cost Allocation Plan
The City's updated Cost Allocation Plan was completed in the spring by MGT Consulting and implemented in the FY2026 budget.

Complete and Implement LDFA Public Safety funding agreement
An agreement was created by staff and the City Attorney, presented to the DDA/LDFA Finance committee, and then presented to the LDFA at its April meeting. The Board did not adopt the agreement as presented. We anticipate this will be brought back to the Board this year.

Clerk

Update the FOIA policy and procedures
The City Council has approved the revised FOIA policy. We are in the process of implementing new FOIA software which should be going live soon. This software will hopefully make things more efficient on the city side and will also allow us to make some documents public after a FOIA request if we choose to, hopefully lessening the amount of work on our end.

Update and implement the Records Retention Policy and Program
The clerk's office is working diligently on getting the city back on track with record retention. We have gone through the building department records, election records, and are working our way through finance records currently. We are moving through one department at a time to make the process as smooth and efficient as possible.

Complete the Ward Reapportionment Process
The Clerk's office has worked with the GIS department to gather census data and review the ward map for the city. Currently we are waiting for a legal review to determine what we are able to do at this point in a census cycle. Based on 2020 census data there is not a huge discrepancy between any of the wards, and the smallest ward, ward 4, is the one looking at the largest potential growth with the new Hughes St addition.

Implement the video and audio recording of all Boards and Commission meetings
All regular and special meetings of all boards and commissions are now being recorded and posted to the City YouTube channel, barring any technical issues.

Police

Evaluate and Improve the Code Enforcement Program
The Marshall Police Department completed a strategic plan in 2024. The plan identified several goals relating to code enforcement including improvements to proactive enforcement and moving code enforcement back to a designated assignment. Based on this feedback, a Detective/Code assignment was created which assigned investigations and code enforcement to one officer, separating the duties from road patrol duties. Detective Erin Hug was assigned as the Detective/Code Officer, and a letter of understanding was drafted to separate the investigations and code duties from road patrol duties in our patrol contract. Additional part-time salary funds for code enforcement were requested and approved for the 2025-2026 budget. The Marshall Police Department has created a part-time Police Services Assistant (PSA) position which will assist code enforcement. We are currently in the process of filling two part-time positions with a goal of starting them in July. The Police Services Assistants will also help with community events, subpoena service, and other duties.

A brief glance at our code enforcement statistics show we have increased our enforcements in the first 6 months of 2025 compared to 2024. In the first half of 2024 we had around 40 code enforcements documented and in 2025 we have 107 documented enforcements. We continue to evaluate and improve our code enforcement program. The addition of the Police Services Assistants will improve our code program while also providing a future recruitment opportunity. Over the last 6 months we have also been in the process of reviewing Chapter 92 of the City Of Marshall Ordinances, specifically our nuisance ordinance as it relates to rubbish and prohibited vegetation. Ordinance changes are being introduced to address specific issues within the City of

Marshall. This includes updating the rubbish and litter definitions along with our prohibited vegetation and grass ordinance abatement notice and compliance time requirements. We are in the process of researching other communities to gain additional information on potential improvements to the ordinance. We will be holding a council work session in July to talk over the proposed changes.

Improve the School Resource Officer Program

The Marshall Police Department made some goals for improving the School Resource Officer Program. The first goal was to renew the School Resource Officer contract with Marshall Public Schools. The three-year contract renewal was negotiated with Marshall Public Schools through June of 2028. A few changes were made to the contract and our Special Assignment Policy, to align the contract length with the School Resource Officer assignment length. The contract renewal was reviewed and approved in May 2025. Officer Groeneveld will remain in the School Resource Officer assignment through June 30, 2028.

Another goal for the School Resource Officer Program is to increase the training opportunities. SRO Groeneveld completed several training courses this last year and has scheduled additional training with MPS and MPD staff. SRO Groeneveld recently conducted a walkthrough of the MHS with Marshall PD, Marshall FD, Marshall Ambulance, and Calhoun County Emergency Management personnel. SRO Groeneveld also has a tabletop exercise/training planned for August with school administration and first responders where we will be walking through police response and the school reunification process. SRO Groeneveld has also been working with Sgt. Philpott to improve our active assailant response training which will assist our schools and local businesses in planning and training for shootings incidents.

An additional goal for SRO Groeneveld this year is to implement the Handle with Care Program. The Handle with Care program is a statewide formalized law enforcement notification process for schools, to notify staff when students have had a law enforcement contact and may need extra care. This program uses trauma-sensitive curricula and training to inform officers and school staff to better communicate and connect supports services for students in need. We currently have a similar practice, but we are working on adopting the Handle with Care program. We are currently working with the Calhoun County Sheriff's Department to create a countywide Handle with Care program.

Research and implement a Drone program

The Marshall Police Department is a member of the countywide Calhoun Unmanned Aerial Systems (CALUS) team headed up by the Calhoun County Sheriff's Department (CCSD). Officer Vandenboss has been assigned to this team and has obtained his drone pilot license. The Marshall Police Department had a goal in 2025 to purchase and implement a drone to assist in increasing the capabilities of the countywide team.

We researched drones and worked with CCSD to identify the drone product that would best complement Marshall PD and the CALUS team. In our monthly review of our 2024-2025 budget, we found we had enough funds left to purchase a drone. The DJI Matrice 30T was purchased and arrived at the beginning of June. This drone is the same drone model being used by other area agencies. The drone has been set up and registered. We are currently in the process of updating and reviewing our drone policy and procedures, which mirrors the Calhoun County Sheriff's Department policy. Our goal is to have all the processes formalized and training completed with a deployment date in early July.

Increase Traffic Enforcement Efforts

Traffic complaints remain one of the top complaints we received from citizens. Traffic enforcement was also identified as an area to improve in our 2024 strategic plan. In 2025 the Marshall Police Department set a goal of increasing our proactive traffic enforcement while also continuing to improve our accident reconstruction and motor carrier enforcement training.

An emphasis has been placed on proactive enforcement this year and the officers have responded with a 128% increase in traffic stops and a 225% increase in citations during the 1st quarter. (see the table below. The first quarter statistics also show a slight decrease in accidents for the first quarter. We will continue to monitor our progress and acknowledge the great job our staff is doing to increase proactive traffic enforcement.

1st Quarter	Arrests	Reports	T/S	Citations	FC/Disp
2024	31	108	129	15	1050
	26	97	97	15	933
	27	124	94	18	1013
	41	123	138	28	1001
Totals	125	452	458	76	3997
2025	21	114	203	46	1205
	25	109	212	50	1140
	29	134	268	56	1307
	45	121	362	95	1395
Totals	120	478	1045	247	5047
Difference	-5	26	587	171	1050
Percentage	-4%	6%	128%	225%	26%

Officer Patterson is currently our accident investigator. Officer Patterson set a goal of becoming an accredited accident reconstructionist. He will be working on this training over the next 3 years, as he continues to conduct accident investigations as part of the countywide CAIT-Calhoun County Accident Investigation Team. He assisted CCSD with two accident reconstruction events this year and is scheduled to attend tire forensics training later in the year.

Officer Vandenboss attended a basic motor carrier training last year. He will be looking to attend additional training in 2025 to increase his knowledge regarding commercial traffic laws.

Develop and Implement a community camera program

In 2024 we met with both Verkada and Avigilon, who presented the capabilities of their camera products and software. In April of 2025 we met again with Avigilon to discuss their cloud-based camera solution. We learned that Marshall Public Schools recently purchased new Avigilon cameras and updated software. The Avigilon software has the ability to integrate with the Aware

software being used by Central Dispatch which provides the ability for dispatch to live feed the schools' cameras in an emergency. Avigilon representatives advised they could create a camera plan for the City of Marshall if Avigilon is the product we choose to use.

Flock cameras have also reached out to set up meetings. They are a growing license plate reader (LPR) camera provider being used throughout the state. Currently the City of Albion, City of Coldwater, and Calhoun County are using Flock cameras.

We continue to examine camera solutions for the City of Marshall. The goal for 2025 is to seek grant funding for a consultant to create a community camera plan for the City of Marshall. The plan would help guide a scalable camera project over the next several years as funding is available.

Evaluate and research camera and body camera systems for replacement
The Marshall Police Department is evaluating our current camera system. We have received demos of new products from our current vendor Safefleet, and we have also had a demo meeting with Axon in April 2025. Axon is currently the industry leader in police cameras and digital evidence storage (evidence.com). The product and service provided by Axon is high quality and also very expensive in comparison.

Our current system is adequate at this time, but we are seeking cost-effective solutions. Our goal by the end of the year is to select the preferred vendor and create a plan for funding and implementation over the next 5 years.

Improve Community Engagement Efforts
Community engagement remains a core value for the Marshall Police Department. We continue to participate in the City of Marshall special events, assist businesses with trainings, and have implemented the Versaterm Community Engagement Software.
As of July 5th, the Police Department has assisted in reviewing and providing support for over 12 special events. The Police Department has also completed and carried out operation plans for three larger events (Oaklawn Color Run, Memorial Day Parade, Blues Festival). We continue to work with other city staff to refine and update our Special Events review process while also finding ways to improve safety.

The Marshall Police Department continues to provide community trainings along with training support for businesses. Here is a list of a few training courses and events we have provided or partnered with so far in 2025:

- SHARP Self-Defense community training February 3rd
- SHARP Self-Defense training for the Calhoun County Area Career Center students March 11th.
- Deputy Chief Ambrose completed a Fraud Presentation at Marshall Rotary in April.
- Detective Hug Participated in a multi-jurisdiction recruiting event on May 10th.
- Sgt. Brown presented on Election Security at the County Clerks Monthly Meeting in May.
- Sgt. Philpott assisted Southern Michigan Bank with Active Shooter Training in June.
- The Marshall Police Department assisted Tractor Supply with a "touch a truck event" in June.

The Marshall Police Department continues to be a resource, providing trainings and support for our community. We established a Community Training Fund at the Marshall Community

Foundation in February to help gain community engagement and financial support for our training programs. This fund will be used to help sustain and grow our community trainings.

The Marshall Police Department implemented the Versaterm Community Connect engagement software on February 10th, 2025. This software is an automated customer service solution that sends text messages and emails directly to 911 callers and crime victims, along with mobile-friendly surveys to community members who interact with an agency. This program has been a great success, see the summary highlights below:

- Survey Completion rate of 27%
- 224 Surveys completed
- Police Officer Rating 4.74 out of 5
- Dispatch Rating 4.64 out of 5
- Department Rating 4.55 out of 5
- 64 Respondent Comments

The information gathered from the surveys is being used to improve services. We've learned that interaction and follow-up communication increases customer satisfaction. An increased emphasis has been placed on increasing our interaction and following up with our complainants. The comments, which are overwhelmingly positive, are shared with the officers weekly and are inspirational. We will continue to monitor and use this data to help guide our operations.

Fire

Reduce ISO rating to a 3 or lower
The ISO inspection was completed. We are currently awaiting the final results. Preparation throughout 2024 positioned us well for a potential rating improvement.

Implement a resident door-to-door free smoke detector installation program
Launched on June 2nd. The initiative is off to a great start with positive feedback from the community.

Continue Advanced Training Programs
Hazardous Materials Technician, Premier Swift Water Rescue, etc.
Four members completed the Swift Water Rescue Technician course in South Bend, IN. We will continue seeking advanced training opportunities for staff development.

Continue working with Ford to properly prepare for BlueOval LFP battery manufacturing
Multiple meetings have taken place with the BOBP Fire Official. We are actively collaborating on Emergency Action Plans and coordinating future training for plant staff.

Certify (FF I&II) and train new Part-Paid On-call Employees
Both individuals have successfully completed training and are now certified FF I & II. They have already proven to be valuable assets to the department.

Continue Training and fostering Partnerships with surrounding Fire Department agencies
Three joint quarterly trainings have occurred: Marshall: Technical Rope Rescue & Confined Space, Marengo Township: Grain Bin Rescue, and Marshall Township: Fire Ground Communications & 800MHz Radios. A fourth training course is scheduled for fall in Fredonia, focusing on Auto Extrication.

Safety

Continue monthly Safety Program and annual Safety Day
Monthly safety classes continue through the Safety Committee. Notably, our Confined Space Program was successfully utilized on May 5th during a DPW entry, reinforcing our commitment to safe operations even when setup takes extra time.

Continue to work with the Employee Events Committee to improve interdepartmental relationships and morale
Two events have been held to date, including a March Madness lunch and Bracket Challenge. Planning is underway for the annual summer picnic to further support interdepartmental camaraderie and morale.

Public Services

Complete Verona Road- West Drive construction project
Verona Road and West Drive construction project kicked off in April with tree removal on the south side of the road for sidewalk installation. To date, the sidewalk and driveway approach installation, sewer repairs, and road improvements are complete. The project will continue through July with an expected substantial completion in August.

Continue development and oversight of the MAJOR Campus utility extension
Significant construction milestones have been met by the construction team in the first 6 months of 2025. The City is on the cusp of taking ownership of Projects 1 through 6, 8, and 9. Official substantial completion has been met, and the City is operating the water and sewer infrastructure serving the MAJOR Campus. The BlueOval parcel uses metered water for construction activities, and the wastewater treatment plant has received flows from the site. The construction at the WWTP is expected to start in late August with a duration well into 2027.

Establish MAJOR Campus Stormwater System Operations and Maintenance Plan
City staff, legal representatives, and consulting engineers will be presenting a stormwater special assessment district for the Major Campus to City council in the coming months. This district will be the mechanism in which the City generates revenue for the operation and maintenance of the stormwater infrastructure serving the Major Campus. Several site visits have been conducted over the first part of 2025 by City staff and their consultants. A deep understanding and inventory of the stormwater assets that will be owned, operated and maintained by the City has been developed.

Complete tree planting program and achieve Tree City USA certification
In partnership with the Marshall Area Conservation Committee, the City has completed this goal as of this Spring. Sixty trees were planted this year on April 26, 2025. The trees were purchased with funding from a generous donation by Ford BlueOval Battery Park Michigan. With the tree planting, and the arbor day proclamation the City has met all 3 of the standards to be certified as Tree City USA for 2025.

Complete Tree Inventory, Tree Assessment, and Maintenance Program
Bids for tree inventory in the right of way and on select City properties were received recently and approved by City Council. The expected completion of the inventory is August 2025 with the assessment and maintenance program following shortly after.

Complete detailed laser scan and coat basin of the Brooks Memorial Fountain
The laser scan was completed in May. The basin coating is complete as of July 18, 2025.

Continue lead service line inventory and replacements program
Lead service line inventory has started by the City's contractor on East Hanover Street. The next area for further investigation is High Street. Lead service line replacements have occurred as the lead service lines are discovered. Year to date, over 5 service lines have been replaced.

Establish sewer pipe assessment program and sewer collection model
Initial steps of the sewer collection model have begun with sewer flow monitoring. The monitoring is active now through the City's collection system and is expected to be completed in August. The monitoring is the first step in building a collection model by providing flow data for the entire system at 20 different locations. This data is then used to build the model. The next step after sewer monitoring is to survey data collection of the system.

Complete the Cosmopolitan Watermain construction project
The watermain lining component of the project is completed. The watermain replacement component has been bid and the contract is being finalized. The project documents stipulate a November 2025 completion date, however, based on the timing of the bid some of the project work may seep into Spring of 2026.

Complete Valley View I and Neighborhood Sidewalk construction project.
The neighborhood sidewalk project is substantially complete. The installation of sidewalk on Forest Street and Allen Road occurred in May. The Valley View I public infrastructure project is underway with grading and underground infrastructure for stormwater, sanitary sewer, and water distribution.

Review Citywide Rubbish contract and program
This project has not been started

Complete Risk and Resiliency, Emergency Response, Water Reliability and Asset Management plans for the water utility
The City has authorized consulting support for the Water Reliability report. The project has completed initial meetings but has not progressed beyond initial data compilation.

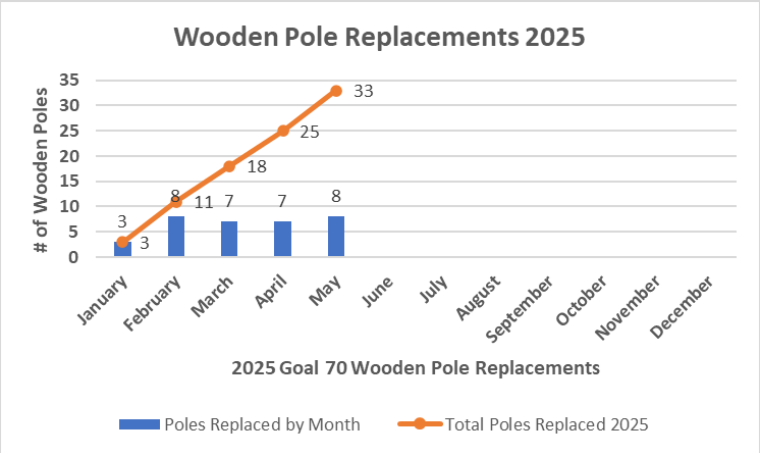
Electric

Electric System Reliability—meet or exceed 2024 SAIFI, SAIDI, CAIDI, ASAI
The Electric Department 2025 Distribution System Reliability goals are to improve on its 2024 results reported using the American Public Power Association (APPA) eReliability Tracker software. These indices include: System Average Interruption Frequency Index (SAIFI), System Average Interruption Duration Index (SAIDI), Customer Average Interruption Duration Index (CAIDI) and Average Service Availability Index (ASAI).

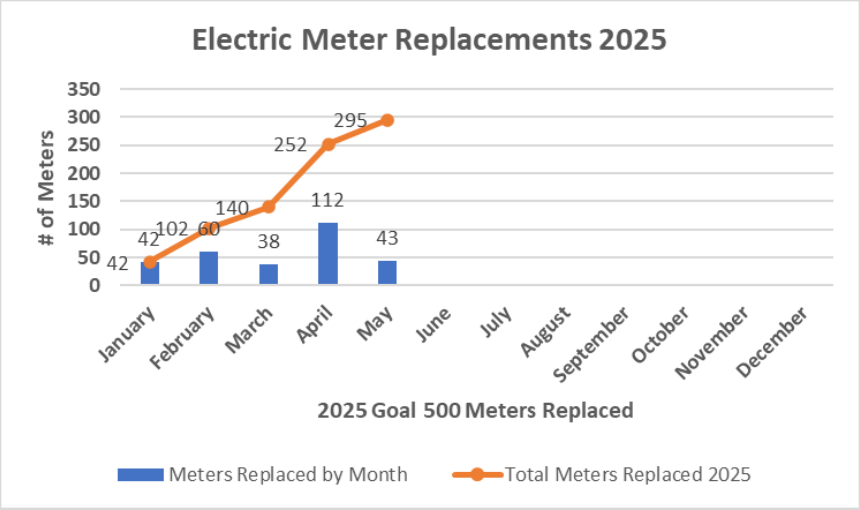
Staff enters electric service interruption data—including outage duration and number of affected customers—into the APPA eReliability Tracker software. The software calculates reliability statistics for the City of Marshall electric distribution system. The 2025 electric distribution system reliability goals, results for May 2025 and year-to-date (YTD) 2025 are shown below. In May the SAIFI, SAIDI and ASAI reliability goals were all achieved, while CAIDI was not. YTD 2025, the SAIFI, SAIDI and ASAI targets were achieved, while CAIDI was not. The Electric Department will continue working to minimize service interruption frequency and duration in 2025.

	2025 Goal	May 2025	January-May 2025
SAIFI (# interruptions)	1.452	0.0136	0.0987
SAIDI (minutes)	74.51	1.423	6.753
CAIDI (minutes)	51.307	104.796	68.41
ASAI (%)	99.9858	99.9968	99.9968

Replace approximately 70 wooden poles
The Electric Department goal is to replace approximately 70 wooden poles in 2025. In May, eight new wooden poles were set, bringing total 2025 wooden pole replacements to 33, 47.14% of the annual goal, with seven months remaining in the year. Thirty-seven additional wooden poles (approximately five per month) must be replaced this year to meet the Electric Department 2025 goal.

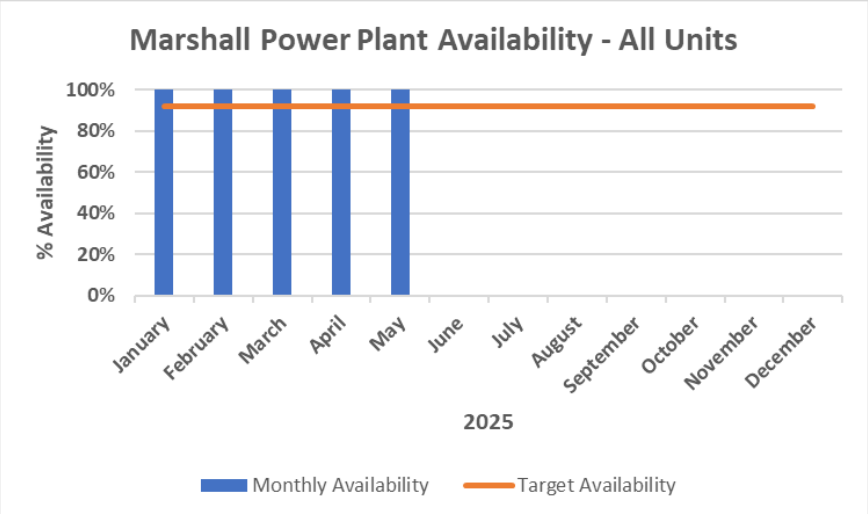


Replace 500 electromechanical electric meters
The Electric Department 2025 goal is to replace 500 electromechanical meters. Metering staff replaced 43 electric meters in May, bringing total 2025 electric meter replacements to 295, 59% of the annual goal, with seven months remaining in the year. Metering staff must replace an additional 205 electric meters this year (29 per month) to meet the 2025 goal.

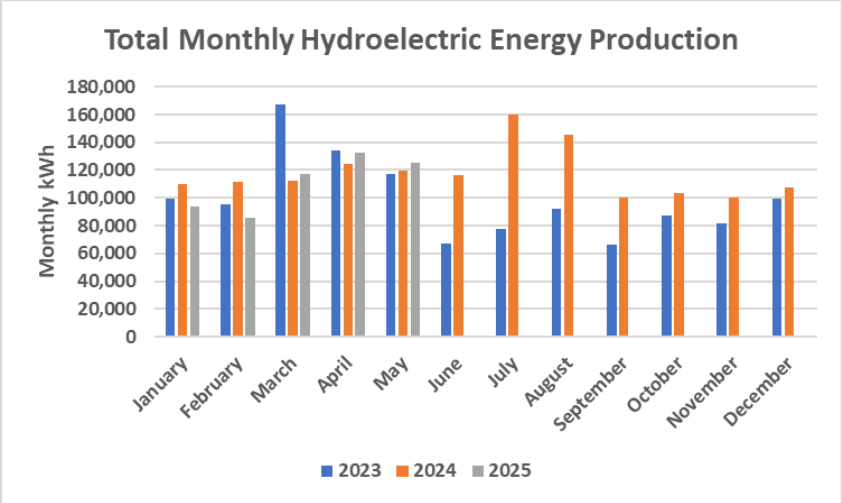


Maintain 92% or greater generating unit availability
Power Plant Generating Unit Availability is calculated by dividing the total number of hours a generating unit was available for service (whether it was operating or not) by the total number of hours in the time period (month or year). Availability can be tracked for both individual generating units and for all units collectively.

The 2025 Electric Department goal is to meet or exceed a 92% annual availability factor. In May 2025, collective availability of the five Power Plant generating units was 100.00% for the fifth consecutive month. Year to date 2025 collective generating unit availability is 100%.



Generate at least 1,200,000 kWh from Marshall Hydroelectric Project
Through May, year to date 2025 hydroelectric energy production totals 554,915 kWh, 46.24% of the annual energy production goal of 1,200,000 kWh, with seven months remaining in the year. Assuming hydroelectric generating unit availability remains high, Kalamazoo River conditions through December 31 will determine whether the annual energy production goal is met. Low river flow as well as high river flow can negatively impact energy production at the City hydroelectric plant.



Maintain competitive rates with Consumers Energy and DTE across all rate classes
In addition to reliable service, competitive electric rates are one of the most critical measures of municipal electric system success. As part of the annual Electric Department Revenue Requirement update presented to City Council earlier this year, rate consultants Courtney & Associates updated electric rate comparisons with Consumers Energy and DTE. With the exception of the largest industrial customers, City of Marshall electric rates remain very competitive with those of area investor-owned utilities. City of Marshall large customer rates are scheduled to decrease as part of the five-year electric rate plan adopted by Marshall City Council in 2024.

Achieve zero lost time accidents
Through June 15, the Electric Department has experienced zero 2025 lost time accidents.

Develop and Implement Department Organization and Succession Plan
The City of Marshall Electric-FiberNet Department Succession Plan was approved by City Council on April 7, 2025. The Succession Plan recommended two new positions to help ensure smooth transitions in the future—Deputy Director of Electric Utilities and Power Production Superintendent. The City is currently soliciting candidates for these two new positions.

FiberNet

Finalize Capital Improvement Plan for network components and infrastructure
Earlier this spring, our consultants and FiberNet team developed a plan to reduce the number of active nodes and replace the aging switches and routers in the FiberNet network. The equipment has been procured and is in the process of being programed, networked and installed. Significant network changes have also occurred over the past many months that have improved reliability, redundancy and set the stage for this new network plan.

Additionally, as part of this project, the customer router system was also identified as needing replacement due to age and functionality and the FiberNet team is evaluating a replacement option that will also provide additional customer functionality and control.

Develop and Implement Marketing and Sales program
This phase of the project will begin towards the end of the year once we have upgraded the network components and started the customer router implementation to coincide with the roll out and installation communication plan. As part of this project, our speed tiers and rates will be examined.

Develop and Implement Department Organization and Staffing Plan
In conjunction with the Electric Department reorganization plan, FiberNet management and oversight is being evaluated for efficiency and optimization with our new administrative hires and existing staff. Once the Electric Department Deputy Director position is hired, the review of the FiberNet organization and staffing plan will be finalized.

Information Technology

Replace the Citywide telephone system
The City has retained the services of Parks Communications Solutions to help guide the City with the development of a request for proposals (RFP) to replace the aged city telephone system. An ad-hoc employee team is currently working with the owner, Matt Parks, on the RFP and is anticipating being able to go to bid in the next 60 days.

Review Citywide IT Services contract
The City is currently in the process of developing a professional services agreement with Calhoun County to provide the City with Information Technology services currently being provided to the City by a private company which is expiring. We are in the final stages of the new proposals' development and will be bringing the agreement for City Council consideration in August.

Community Development

Adopt the City Master Plan including the Non-Motorized Master Plan
The Master Plan, including the Non-Motorized Plan, is in the adoption process and is anticipated to be adopted in the third quarter of 2025.

Following the Completion of the Master Plan, review the Zoning Ordinance for updates
Zoning Ordinances will be reviewed upon adoption of the Master Plan. This will be completed in 2026.

Update Sign Ordinance and Implement updates
The sign ordinance has been revised and is anticipated to be adopted by the Council in the third quarter of 2025.

Achieve Redevelopment Ready Community Certification
The primary items have been completed for RRC recertification and staff is working with RRC staff to ensure recertification is achieved in the first quarter of 2026.

Implement the downtown Traffic Calming Project in partnership with MDOT
Due to budget constraints, implementation has been delayed until 2026.

Complete the LDFA- Brooks Parcel Inventory Update
The Brooks Parcel Inventory update project was completed. Accurate parcel information is now available, including wetland delineation boundaries. MAEDA is working to market the buildable sites.

Continue partnership with MAEDA and MEDC to develop the Marshall MAJOR Campus
Ongoing work continues with MAEDA, MDOT, and other partners to identify opportunities in the development of the remaining land on the MAJOR Campus. Recent work includes coordinating with the MAJOR Campus development concept plan to ensure connectivity and non-motorized access while encouraging Industrial development.

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

Continue Housing Development projects using NIA TIF and other incentives
Development continues on Forest St using the NE NIA for infrastructure funding. The final lots are being sold, and completion of this development is anticipated in 2026. Infrastructure installation is underway on Valley View Development. Construction of homes is anticipated in 2026. Discussions with the County Land Bank regarding the development of the former State Farm property have started.

Significant progress has been made in the South NIA, as several housing units have been constructed and sold. Discussions related to the next phase pf the development have started as sales of the duplex product have been robust in the last 12 months.

The proposed development in Hughes Street will be submitted for site plan in the fourth quarter of 2025 with the expectation that a Brownfield housing incentive will be part of the development. This project has the potential to add significant housing stock to the community.

Investigate opportunities for retail cannabis facilities
No progress has been made as the Master Plan update process did not identify this as a priority. Due to financial revenue sharing from the State, and multiple inquiries from interested growers, this may be worth revisiting under a separate process in 2026.

Complete the improvements to the Athletic Field Expansion/Eaton Park
Construction is underway and completion is expected by the end of 2025. Pickleball courts and splashpad will be ready for play in Spring of 2026.

Pursue the construction of the River District pathway, signage and amenities
A committee has been established to work on this issue. Grant opportunities to fund a 10' wide path to connect the River District and Downtown have not been successful, but we will continue to be investigated.

Develop wayfinding signage plans for downtown businesses, City properties and points of interest.
Wayfinding has been identified as a need especially as it relates to locations away from Downtown. This has been identified as a priority in the Master Plan and a consultant will be engaged to develop a wayfinding plan in late 2025.

ITEM: 10.A
ADMINISTRATIVE REPORT

TO: Honorable Mayor and City Council
FROM: Derek N. Perry, City Manager
Marcia Strange, Director of Community Development
DATE: August 4, 2025
SUBJECT: **ZONING ORDINANCE UPDATE (SIGN ORDINANCE REVISION) - PUBLIC HEARING AND APPROVAL**

Over the past year and a half, the Planning Commission and City Council have held multiple discussions with staff and our consultant from the Progressive Companies, on desired changes to the sign ordinance. These discussions and Progessive's technical review have resulted in a proposed ordinance update which is attached to this report. The proposed ordinance brings us up to date with all of the recent changes from a legal perspective and incorporates needed changes that have been identified since the last update. During this process Attorney Revore did review the ordinance and provided comments. Since the Planning Commission recommended adoption of the updated ordinance in August of 2024, additional revisions have been made, including those based on requests from the City Council Sign Ordinance work session on June 16, 2025.

Tonight is the scheduled public hearing followed by the Council's consideration of the public comments and approval of the proposed sign ordinance changes.

BUDGET IMPACT:
There is no impact to the budget.

RECOMMENDATION:
Enact Ordinance #2025-03, an Ordinance to Amend City of Marshall Zoning Code, Repeal of Chapter 5.0 Site Standards, Section 5.1 Signs, the Addition of Article 9, Signs, to Repeal any Ordinances in Conflict Thereof, and to Provide an Effective Date Hereof, and direct the City Clerk to publish the ordinance in full.

CITY OF MARSHALL, MICHIGAN

ORDINANCE #2025-3

PREAMBLE

AN ORDINANCE TO AMEND CITY OF MARSHALL ZONING CODE, REPEAL OF CHAPTER 5.0 SITE STANDARDS, SECTION 5.1, SIGNS, THE ADDITION OF ARTICLE 9, SIGNS, TO REPEAL ANY ORDINANCES IN CONFLICT THEREOF, AND TO PROVIDE AN EFFECTIVE DATE HEREOF.

THE CITY OF MARSHALL HEREBY ORDAINS:

Section 1. Title and Purpose. This Ordinance shall be titled as the "Sign Ordinance Revision."

The purpose of this ordinance is to amend the City of Marshall Zoning Ordinance through a revision of the sign ordinance. The ordinance will result in the deletion of Section 5.1 and the addition of Article 9, Signs.

Section 2. Repeal Section 5.1- Signs. That **Chapter 5.0, Site Standards** of the Marshall City Zoning Code be amended as follows, Section 5.1, Signs is hereby repealed.

Section 3. Addition of Article 9- Signs. That Article 9.0, Signs be added to the Marshall City Zoning Code as follows:

9.01 Intent

These regulations establish rules and standards for the construction, location, maintenance and removal of privately-owned signs. Directional, emergency, or traffic-related signs owned by the city, county, state or federal government agencies are not regulated by this Section. The execution of these regulations recognizes that the purpose of this Chapter is to protect the interest of public health, safety and welfare and to ensure the maintenance of an attractive physical environment while satisfying the needs of sign users for adequate identification, communication and advertising. To achieve such purposes, the following objectives shall be applied for this Chapter and any future additions, deletions and amendments:

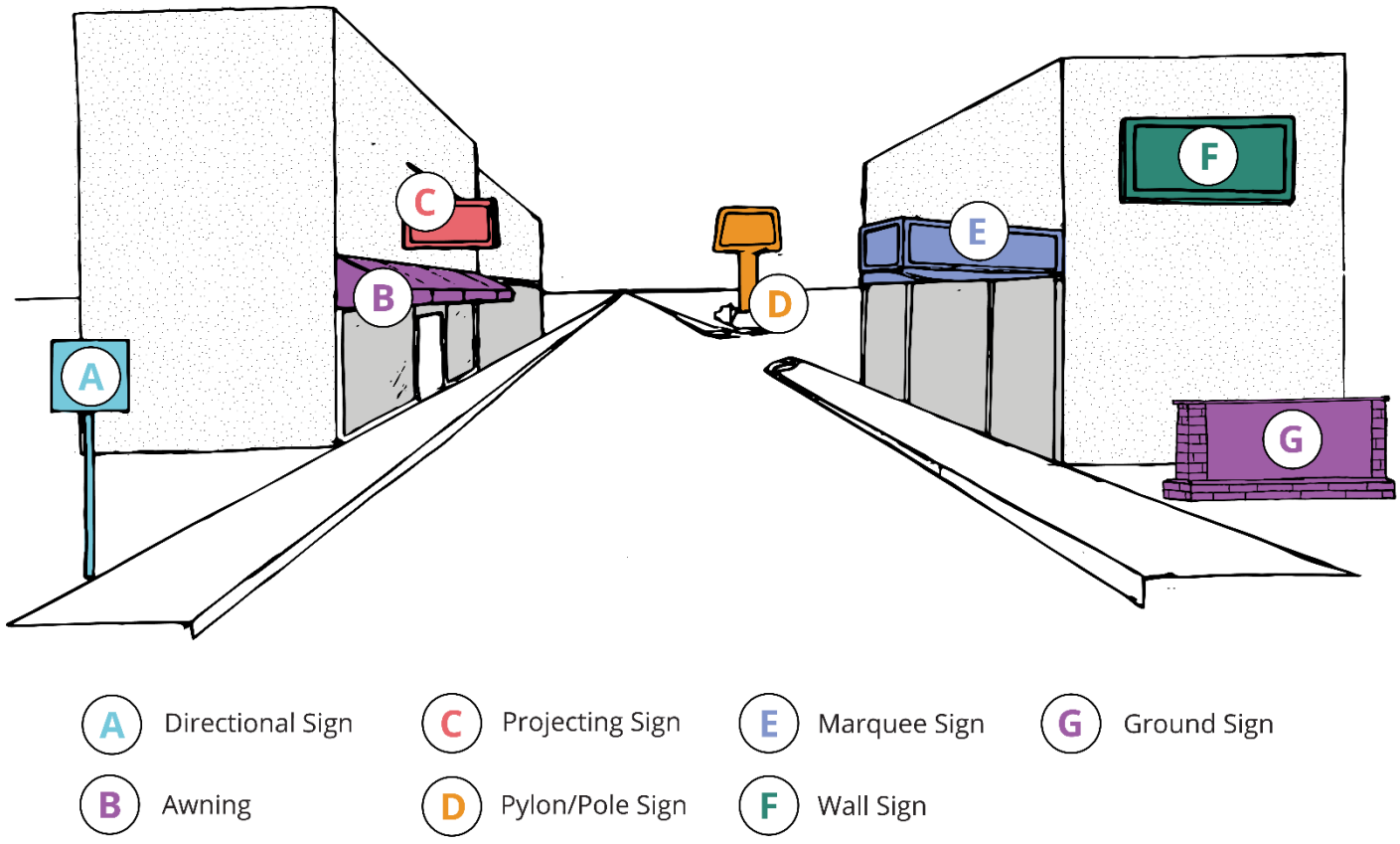
1. **General.** Ensure that signs are located, designed, constructed, installed and maintained in a way that protects life, health, morals, property and the public welfare.
2. **Public Safety.** Protect public safety by prohibiting signs that are structurally unsafe or poorly maintained; that cause unsafe traffic conditions through distraction of motorists, confusion with traffic signs, or hindrance of vision; and that impede safe movement of pedestrians or safe ingress and egress from buildings or sites.
3. **Protect Aesthetic Quality of Districts and Neighborhoods**. Prevent blight and protect aesthetic qualities by preventing visual clutter and protecting views, preventing

intrusion of commercial messages into non-commercial areas, and eliminating signs and sign structures on unused commercial properties. Also, to avoid glare, light trespass and skyglow through a selection of fixture type and location, lighting technology and control of light levels.

4. **Content.** Respect constitutional rights and to allow signs as a means of communication.
5. **Reduce Conflict.** Reduce conflict among signs and between public and private information systems.
6. **Business Identification.** Allow for adequate and effective signage for business identification and other commercial speech, non-commercial speech and dissemination of public information, including but not limited to, public safety information and notification as may be required by law.
7. **Foster Economic Development.** Ensure that signs are located in a manner that does not cause visual clutter, blight and distraction, but rather promotes identification and communication necessary for sustaining and expanding economic development in the City.
8. **Recognize Unique Areas.** Acknowledge the unique character of certain districts and establish special time, place and manner regulations that reflect the unique aesthetic, historical and/or cultural characteristics of these areas.

9.02 Definitions

Common Sign Types Illustration



1. **Sign.** Any surface, device, letter, word, model, balloon, pennant, insignia, emblem, logo, icon, painting, placard, poster, flag or representation, illuminated or non-illuminated,

which is visible from a public place, including, but not limited to, highways, streets, alleys or publicly-owned property, or is located on private property and exposed to the public, which directs attention to a product, service, place, activity, person, institution, business or constitutes a solicitation. For the purpose of this Article, the following definitions shall apply unless the context clearly indicates or requires a different meaning.

2. **Abandoned Sign.** A permanent sign erected on a property in conjunction with a particular use which has been discontinued for a period of 180 days or longer or a sign with content pertaining to a time, event or purpose which no longer applies.
3. **Address Sign.** A sign depicting the street number of the property on which it is located.
4. **Animated Sign.** A changeable copy sign where the information conveyed changes more than once per minute. Any sign that uses movement, projection, or change of lighting, LED, or other electrical impulses to depict action, moving pictures, or create a special effect.
5. **Awning.** A roof-like cover, typically constructed of canvas, vinyl or similar fabric stretched over a framework, that projects from the wall of the building for the purpose of shielding a doorway, a window or pedestrians from the elements.
6. **Awning Sign**. A permanent sign painted on, printed on or attached flat against the surface of an awning.
7. **Balloon Sign**. A type of portable sign filled with air or gas.
8. **Banner Sign**. A temporary sign constructed of cloth, fabric or other similar material with or without a structural frame. A national flag of the United State of America, the State of Michigan flag, the City of Marshall municipal flag, the official flag of any religious, institutional or business establishment, or displays for holidays or public events shall not be considered banner signs.
9. **Barber Pole Sign**. A permanent sign attached to the building in a vertical cylinder shape with moving and/or alternating colors.
10. **Base.** The bottom portion of a permanent sign that is typically required for support.
11. **Billboard Sign.** A permanent sign which identifies a use or advertises products and services not available on the site or parcel on which the sign is located.
12. **Changeable Copy Sign**. A permanent sign, electrical or non-electrical, on which the copy changes automatically or is designed to allow the copy to be changed manually while the surface of the sign remains unchanged, such as electronic time and temperature units or reader boards with changeable letters. A sign on which the copy changes more than once per minute shall be considered an animated sign.
13. **Construction Sign**. A temporary sign located on a parcel with a current building permit on which construction is occurring.
14. **Directional Sign.** A temporary or permanent sign that displays a message related to a product, activity, event or service and commonly includes an arrow or other directional means to assist in determining a correct route to an entrance, event or parking area.
15. **Double Faced Sign.** Signs with two (2) parallel or nonparallel sign surfaces not more than twenty-four (24) inches apart at any point on the opposite face.
16. **Dwell.** Time a sign is to be motionless for a certain interval during operation.

17. **Electronic Illuminated Changeable Copy Signs**. A type of changeable copy sign consisting of LED or other light sources used for electronic screens where digitally formatted displays are presented as changeable copy.
18. **Feather (or Flutter) Sign.** Any sign that is comprised of material that is suspended or attached in such a manner to a pole or stake as to attract attention by waving, moving or fluttering from natural wind currents. It also includes similar signs that do not move or flutter.
19. **First Floor Building Area**. On a single-story building, the area of an exterior building wall below the roof or eave line. On multi-story buildings, the area of an exterior building wall below the first-floor cornice or window sill of the second-floor window if no cornice is present.
20. **Flag Sign.** A permanent or temporary sign made of a rectangular piece of fabric of distinctive design used as a symbol or signaling device that includes the official insignia or flag of the United State of America, the State of Michigan the City of Marshall or that of any religious, institutional or business establishment.
21. **Freestanding Sign.** A permanent sign attached to or supported by a post(s), pole(s), base or the like and not attached to a building. Freestanding signs include pylon and ground signs.
22. **Ground Sign.** A sign extending upward from grade that is attached to a permanent foundation for a distance of not less than fifty (50) percent of its length, and which may be attached or dependent for support from any pole, posts or similar uprights provided such supports are concealed within the sign structure.
23. **Historical Marker.** A sign, monument or marker designating a location or structure of historical significance, on a site approved by the city, state or federal government is exempt from regulation by this Chapter.
24. **Maintenance.** The cleaning, painting, repair or replacement of defective parts of a sign in a manner that does not alter the basic copy, design or structure of the sign.
25. **Marquee.** Any permanent roof like structure projecting from a building or extending along and projecting beyond the wall of the building generally designed and constructed to provide protection from weather.
26. **Marquee Sign.** A permanent sign attached to any part of a marquee other than the roof.
27. **Mural.** A permanent design or representation painted or drawn on a wall that does not advertise a business, product, service or activity.
28. **Nameplate Sign.** A permanent sign affixed to the wall of a building or incorporated into the façade of the building. Examples include, but are not limited to, the name of the building and date of construction or opening.
29. **Nonconforming Sign.** A temporary sign or permanent sign which lawfully existed at the effective date of this Chapter, or any amendment thereto, does not conform to all of the current requirements of this Chapter.
30. **On-Premises Sign.** A temporary sign or permanent sign which pertains to the use of the premises on which it is located.
31. **Pennant Sign**. A sign, with or without a printed design or text, made of flexible materials suspended from one (1) or two (2) corners, used in combination or on a cable or other similar support with other such signs to create the impression of a line.

32. **Permanent Sign**. Any sign of durable material permanently anchored or secured to a building, accessory structure or the ground.
33. **Portable Sign.** A temporary sign designed to be moved from place to place, whether or not it is attached to the ground or a structure.
34. **Projecting Architectural Feature.** Elements such as cornices, eaves and overhangs, canopies, porches, bay windows and chimneys that are attached to or project out from the main building walls below the roof.
35. **Projecting Sign.** A permanent sign attached to a building which extends from the building toward the street.
36. **Pylon (or Pole) Sign.** A sign supported by one (1) or more poles, posts, braces or pylons located in or upon the ground and not attached to a building.
37. **Roof Sign.** A temporary sign or permanent sign erected upon, against or directly above a roof or on top of or above the parapet of a building, or signs where any portion of the sign extends above the roof of the building where the sign is located. Projecting architectural features, as defined in this Chapter, shall not be considered part of the roof.
38. **Sandwich Board Sign.** A temporary sign containing two (2) separate faces which are attached to one another at the top by one (1) or more hinges or fasteners and which when placed upon the ground will stand upright without any additional support.
39. **Sign Copy.** Any written characters, emblems, logos, images or projections meant to promote, advertise, or otherwise call attention to a business, cause, location, organization or event.
40. **Snipe Sign.** An off-premises sign that is tacked, nailed, posted, pasted, glued or otherwise attached to trees, poles, stakes, fences or to other objects.
41. **Temporary Sign**. A sign erected for ninety (90) days or less for a specific purpose or event, which is not intended to be permanent, and is not otherwise defined in this Article.
42. **Wall Sign**. A permanent sign painted on, incorporated in or attached directly to a building wall, window or projecting architectural feature with the exposed face of the sign in a plane parallel to the building wall, window or projecting architectural feature. A mural shall not be considered a wall sign.
43. **Warning Sign.** See incidental sign.
44. **Water Tower Sign.** A permanent sign attached to a water tower.
45. **Window Sign.** A temporary sign or permanent sign; picture, symbol or combination thereof that is placed inside a window or upon the window panes or glass and is visible from the exterior of the window.
46. **Yard Sign**. A sign of relatively impermanent construction manually placed in a yard and typically intended to announce or advertise an infrequent event such as, but not limited to, a garage sale; or to support a political candidate or political position; or the sale or rental of real property.

9.03 General Sign Regulations

1. **General Requirements.** The following regulations shall apply, unless otherwise specifically stated in this Chapter, to all signs erected or located in any zoning district within the City.
   A. All signs shall conform to all applicable codes and ordinances of the City, and where required, shall be approved by the Zoning Administrator or their designee according to the requirements of Section 9.15.
   B. Signs not visible from any street, alley or publicly-owned property are exempt from the provisions of this Chapter and do not require a sign permit.
   C. A sign shall not be placed in, upon or over any public street, public right-of-way, alley or other publicly-owned land, except as otherwise expressly permitted by this Chapter.
   D. Only signs established and maintained by the City, county, state or federal governments, or expressly permitted by this Chapter shall be permitted in a public street right-of-way, dedicated public easement or upon publicly-owned land.
      i. Other government agencies may be allowed to erect temporary signs within a public street right-of-way, dedicated easement or upon publicly-owned land with approval by City Manager or designee.
   E. No public or commercial pole, utility pole or other supporting member located in a public right-of-way shall be used for the placement of any sign unless specifically designed and approved for the use.
   F. No sign shall be located on or attached to any tree or other natural feature.
   G. A sign shall not be erected in any place where it may, by reason of its position, shape, color or other characteristic, interfere with, obstruct the view of or be confused with any authorized traffic sign, signal or device, obstruct the view of any intersection or entrance to any public street or alley, or constitute a public nuisance.
   H. No sign shall employ animated or moving parts, except as otherwise permitted in this Section.
   I. No sign shall employ any flashing, moving, oscillating, blinking or variable intensity light; except as otherwise provided for in this Chapter.
   J. No sign shall exhibit statements, words or pictures of an obscene or pornographic nature.
   K. No sign shall emit a sound, odor or visible matter such as smoke or vapor.
   L. All signs, except billboards, with a sign height of greater than two (2) feet shall be set back the lesser of three (3) feet from a street right-of-way line or fifteen (15) feet from any front, side or rear property line unless attached to a building or permitted within the public street right-of-way.
   M. Signs affixed to the ground shall not obstruct vision above a height of two (2) feet from the established street grades within a clear vision zone. A clear vision zone is the triangular area formed by the intersection of any street right-of-way lines and a point along each right-of-way line twenty-five (25) feet from the point of the intersection.

N. All signs, except directional signs, awning signs, wall signs and window signs, must be set back fifteen (15) feet from the intersection of the edge of an access drive and a street right-of-way line.
O. Signs required by any federal, state or municipal statute or ordinance shall be exempt from the provisions of this Chapter and shall not be included when calculating sign area.
P. Abandoned signs shall be removed or put into service. Removal of such signs shall include removal of the poles and/or supports. If the property upon which the sign is located is vacant and the previous use is abandoned, the entire sign (including above-ground base, height, poles, size, wires, panels and any other element) shall be removed within thirty (30) days of the property becoming abandoned.
Q. A minimum ten (10) foot horizontal separation shall be maintained between any sign and any overhead utility. The nearest part of any sign, including support structures shall be at least four (4) feet from any electrical conductor, electric light pole, road lamp, traffic light or other public utility pole or standard.

2. **Substitution**. Any commercial message lawfully established on a sign may be replaced with a non-commercial message provided that the regulations of this Article are otherwise met.
3. **Historic Painted Signs.** A historic business sign that was previously painted on the side(s) of a building prior to adoption of this ordinance shall be permitted to remain and to be maintained in its original design, colors and materials. A historic painted sign shall not be altered without the approval of the Zoning Administrator.

9.04 Signs Not Requiring a Permit

The following signs shall be permitted without a permit, pursuant to the applicable regulations in this Section:

1. **Address Signs.** Address signs shall comply with the requirements of Chapter 95 and shall be visible and legible from the right-of-way.
2. **Permanent directional signs**. Permanent directional signs are permitted in non-residential zoning districts.
   A. The maximum height of an on-premises directional sign shall be six (6) feet.
   B. The number of directional signs per parcel shall not exceed five (5).
   C. Permanent directional signs shall not exceed four (4) square feet in area.
3. **Flag Signs.** Flag signs are permitted in all zoning districts.
   A. Flag signs shall not exceed forty (40) square feet in residential districts.
   B. Flag signs shall not exceed eighty (80) square feet in commercial or industrial zoning districts.
   C. Flag signs shall be displayed in one (1) of two (2) ways:
      i. Affixed to a permanent pole affixed to the ground. Pole shall not exceed twenty-five (25) feet in height.
      ii. Affixed to a permanent or temporary pole that is attached to a mounting point on the ground floor exterior wall of a building. Where such a flag sign extends

over a sidewalk, there shall be not less than eight (8) feet of clearance from the lowest part of the flag to the surface of the sidewalk.

iii. Flag signs shall be maintained in good condition.

iv. Up to three (3) flag signs are permitted per parcel, provided that in no case shall the total area of all flag signs exceed 160 square feet.

4. **Murals.** Murals are permitted in the B-2, B-3, B-4 and POSD districts, as well as the River District overlay district.
5. **Nameplate Signs**. Nameplate signs are permitted in all districts.
   A. Nameplate signs shall not exceed two (2) square feet in area.
   B. Nameplate signs shall be mounted on the ground floor of the façade where the primary entryway is located.
6. **Sandwich Board Signs**. Sandwich board signs are permitted in the B-2, B-3, B-4 and HCHSD districts and do not require a sign permit. Sandwich board signs must meet the following standards:
   A. One (1) sandwich board sign shall be permitted per business in a building, provided that the spacing standards below are met.
   B. Sandwich board signs shall not exceed twelve (12) square feet in area per side.
   C. The height of a sandwich board sign shall not exceed four (4) feet.
   D. The width of a sandwich board sign shall not exceed three (3) feet.
   E. Sandwich board signs shall not be illuminated.
   F. Sandwich board signs shall be located a minimum of three (3) feet from the back of curb of the adjacent street or maneuvering lane.
   G. Sandwich board signs shall not impede pedestrian access to buildings or interfere with pedestrian movement on a public sidewalk.
   H. Sandwich board signs shall not be moored or anchored to any object but shall be designed or weighted to prevent instability or movement by wind or other natural forces.
   I. Sandwich board signs shall be placed as near to the entryway of the promoted establishment as possible, and not further than ten (10) horizontal feet from the center of the entryway, as measured along the building façade.
   J. Sandwich board signs shall be permitted only during operating business hours or from the hours of 8:00am to 10:00pm, whichever is less, and must be stored inside when the establishment is not open to the general public.
   K. Sandwich board signs shall not include moving parts or attachments, including, but not limited to, balloons, pinwheels, streamers, pennants, flags or similar adornments.
   L. Sandwich board signs must be professionally constructed of weather-proof, durable material and kept in good repair.
7. **Temporary Signs**. Temporary signs do not include banners, yard signs, construction signs, prohibited signs, or other sign types otherwise defined in this Article.
   A. Temporary Signs in Residential Districts.
      i. Temporary signs, shall not exceed three (3) feet in height.
      ii. Properties with a principal residential use may erect a single temporary sign not exceeding six (6) square feet in area.

iii. Properties with non-residential use may erect one (1) temporary sign per frontage. The total area of all temporary signs displayed concurrently on one (1) parcel shall not exceed twenty-four (24) square feet.
iv. Temporary signs shall not be placed on the exterior wall of a residential structure or accessory structure.

B. Temporary Signs in Non-Residential Districts.
i. Temporary signs shall not exceed six (6) feet in height.
ii. No temporary sign shall exceed six (6) square feet in area.
iv. The total area of all temporary signs displayed concurrently on one (1) parcel shall not exceed thirty-two (32) square feet. Temporary signs shall not be placed within the clear vision triangle.

8. **Feather Signs**. Feather or Teardrop signs are temporary signs permitted in residential districts for less than 48 hours and less than 90 consecutive days in commercial districts. Feather signs must meet the following standards:
A. No more than one (1) such sign shall be displayed concurrently on any property or parcel.
B. The maximum area of a feather sign is thirty-two (32) square feet. Feather signs are not included in the computation of maximum permanent sign area for a site.
C. The maximum height of the sign is ten (10) feet.
D. Feather signs in commercial districts shall be removed within two (2) days of the conclusion of the advertised event.
E. No zoning lot shall display a feather sign for greater than 126 days in a calendar year.

9. **Water Tower Signs.** Water tower signs are permitted on any water tower.

10. **Window Signs.** Window signs are permitted in the B-2, B-3, B-4, POSD, FS, I-1, I-2 and HCHSD districts. Window signs must meet the following standards:
A. The total area of all window signs shall not exceed 25 percent of all ground floor window area or twenty-five (25) percent of the window to which the sign is affixed.
B. Window signs must be located in such a manner as to allow for clear visibility into the building and visibility of the checkout area of the building if the use is retail in nature.
C. The total area of all window signs shall not exceed the maximum wall sign area permitted on the building.
D. Window signs include all signage positioned near or applied to a window and visible from the public right-of-way or property line, including, but not limited to, signs painted directly onto the window pane, decals, static clings and posters placed in a window. Sign area shall be calculated to the fullest extent of the limits of sign copy, regardless of the opacity of the window sign.

11. **Yard Signs.** Yard signs are permitted in all zoning districts and do not require a sign permit. Yard signs must meet the following standards.
A. One (1) yard sign is permitted per frontage.
B. Additional yard signs are permitted during a time period of thirty (30) days prior to an election date to seven (7) days after the election date and during times of emergency to allow businesses the ability to adequately advertise business practices.

C. Yard signs shall not exceed four (4) square feet in area on residential property and eight (8) square feet in area on nonresidential property.
D. Yard signs shall be setback a minimum of two (2) feet from the property line where a sidewalk is present adjacent to the parcel or a minimum of fifteen (15) feet from the curb/road edge on parcels without an adjacent sidewalk.

9.05 Prohibited Signs

Any Sign not clearly permitted by this ordinance is prohibited. The following signs are specifically prohibited:

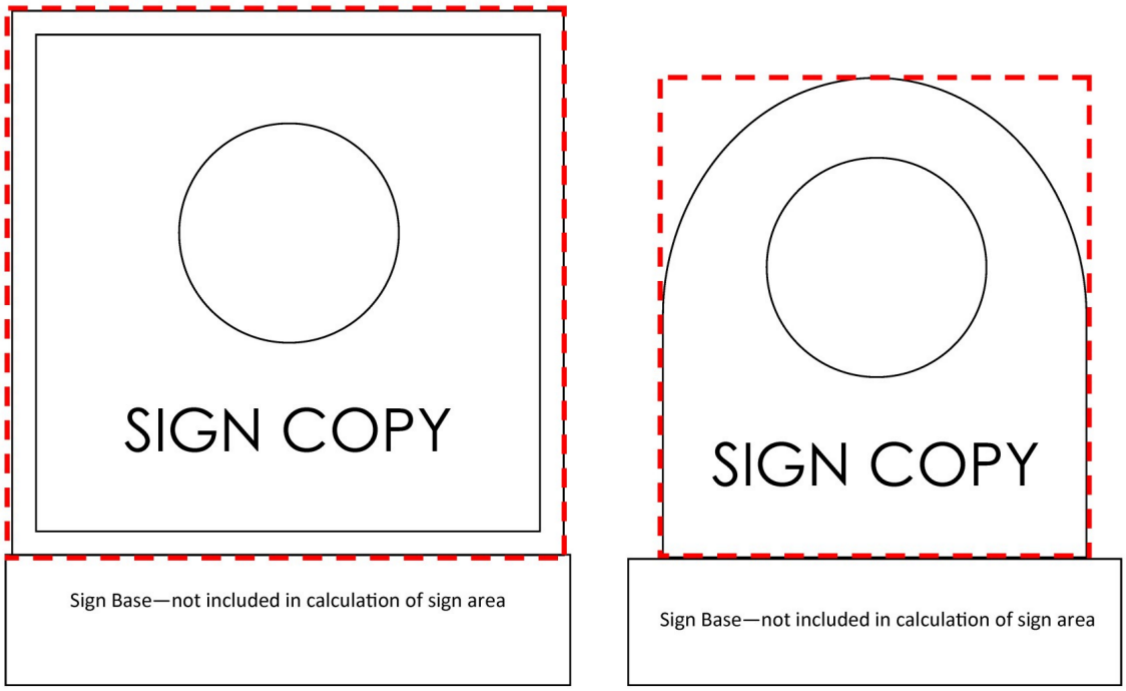
1. Balloon signs.
2. Portable signs, except as otherwise permitted in this ordinance.
3. Roof signs.
4. Snipe signs.
5. Pennant signs.
6. Any sign which requires a permit and is erected without a permit.
7. Any sign or sign structure which obstructs the view of, or may be confused with, a traffic directional/safety sign.
8. Signs which simulate or imitate in size, color, lettering or design, of any traffic sign or signal or any sign which by design or location may in any manner interfere with, mislead or confuse the public with respect thereto or obstruct the public view thereof.
9. Any sign that advertises a business, event or use no longer located on the same site as the sign. When a use changes, the owner shall have thirty (30) days to replace a sign that is no longer applicable to the property on which it is located. The Planning Commission may extend this time limit upon demonstration by the property owner that extraordinary circumstances exist such that application of this provision would be inequitable.
10. Any sign equipped to transmit sound or other forms of broadcast signals.

9.06 Measuring Sign Area and Height

1. **Measuring Sign Area.** The sign area shall include the surface area which encloses the extreme limits of sign copy, together with the frame or other material or color forming an integral part of the display or used to differentiate the sign from the background against which it is placed, excluding only the structure necessary to support the sign.
   A. A double-faced sign, as defined in this Chapter, shall be considered as having one (1) face and the area of the one (1) face shall be included in computing the sign area.

Measuring Sign Area: Ground Sign / Pylon Sign

Area outlined in dashed red is included in total sign area calculation; includes frame around the display area and the maximum extent of areas meant to distinguish the sign from its background.



2. **Measuring Sign Height.** Sign height shall be the vertical distance measured from the point of ground immediately beneath the sign to the highest point of the sign, including decorative embellishments. Where the ground elevation beneath a sign varies, the average grade of the ground within a five (5) foot radius of the sign structure shall be used. The average grade shall be the highest point within said radius plus the lowest point within said radius, divided by two (2). Any filling, berming, mounding or excavating solely for the purpose of locating the sign shall not be included in the calculation of average grade.
3. **Measuring Base Height.** Base height shall be the vertical distance measured from average grade (as described in Sign Height description) to the top of Sign Base. Where the ground elevation beneath a sign varies, the average grade of the ground within a five (5) foot radius of the sign structure shall be used. The average grade shall be the highest point within said radius plus the lowest point within said radius, divided by two (2). Any filling, berming, mounding or excavating solely for the purpose of locating the sign shall not be included in the calculation of average grade. Maximum Base Height in all locations is 24 inches.

9.07 Illumination of Signs

1. Where illumination of Signs is permitted by this ordinance, three (3) methods of illumination are permitted:

A. Internal Illumination. Where a sign is internally illuminated, no portion of the surface of the sign shall be transparent.
B. External Illumination. Where a sign is externally illuminated, the source of illumination shall be directed downward and shielded from directing glare onto neighboring properties or into the public right-of-way.
C. Halo Illumination (Backlighting). Where a sign is backlit, forming a halo of light around the sign copy on the surface behind the sign, the source of illumination shall not be visible from neighboring properties or the public right-of-way.

9.08 Changeable Copy Signs

Changeable Copy Signs are permitted as follows:

1. Any changeable copy area shall be part of a billboard, permanent ground or pylon sign, except in the B-3 district, where the Planning Commission may permit changeable copy areas on wall signs and marquee signs. Animated signs and electronic changeable copy signs are prohibited in the B-3 zoning district. Changeable copy billboards are prohibited in all but the I-3 district.
2. The changeable copy sign area of any sign not classified as a billboard shall not exceed two-thirds (2/3) or sixty-seven percent (67%) of the permitted sign area and must be integrated into the design of the overall sign.
3. The changeable copy sign area shall be counted as part of the total sign area allowed.
4. Light level and illumination requirements:
   A. The illumination average of any electronic sign shall be no more than 5,000 nits during daylight hours and shall be reduced to no more than 150 nits from a half hour before sunset to a half hour after sunrise.
   B. The luminance shall be controlled to not create glare, hazards or nuisances.
   C. All electronic changeable copy signs shall have installed ambient light monitors that automatically adjust the brightness level of the electronic sign based on ambient light conditions. At no time shall light levels exceed 0.3 foot-candles of light above the normal ambient light level.
   D. All electronic changeable copy signs shall be equipped with a properly functioning default mechanism that will stop the sign display on one message or image and reduce the luminance level to 150 nits should a malfunction occur.
   E. The display shall not, or shall not appear to, flash, undulate, pulse, or portray explosions, fireworks, flashes of light, or blinking or chasing lights; the display shall not appear to move toward or away from the viewer, expand or contract, bounce, rotate, spin, twist or simulate similar movements that could be disorienting or distracting to motorists or pedestrians.
   F. In non-residential zoning districts, the rate of change for an electronic changeable copy sign shall not exceed once (1) per twelve (12) seconds where the speed limit is less than forty-five (45) miles per hour and once (1) per ten (10) seconds where the speed limit is forty-five (45) miles per hour or greater.
   G. Billboards in I-3 zoning districts, the rate of change for an electronic changeable copy sign shall not exceed once (1) per ten (10) seconds where the speed limit is

less than forty-five (45) miles per hour and once (1) per eight (8) seconds where the speed limit is forty-five (45) miles per hour or greater. If location requires Michigan Department of Transportation billboard permitting, the more stringent requirements will dictate.

5. Animated signs shall be subject to the following:
   A. Animated signs shall be turned off from midnight to 5:00 a.m.; excluding businesses open during this time period. During this time, if on, the sign message must be static.
   B. Animated signs are limited to reader board type that displays still images, scrolling images or moving images, including video and animation. Television type animated signs are not allowed.
   C. The display shall not, or shall not appear to, flash, undulate, pulse, or portray explosions, fireworks, flashes of light, or blinking or chasing lights; the display shall not appear to move toward or away from the viewer, expand or contract, bounce, rotate, spin, twist or simulate similar movements that could be disorienting or distracting to motorists or pedestrians.
   D. In non-residential zoning districts, the rate of change for an electronic changeable copy sign shall not exceed once (1) per twelve (12) seconds where the speed limit is less than forty-five (45) miles per hour and once (1) per ten (10) seconds where the speed limit is forty-five (45) miles per hour or greater.
   E. Billboards in I-3 zoning districts, the rate of change for an electronic changeable copy sign shall not exceed once (1) per ten (10) seconds where the speed limit is less than forty-five (45) miles per hour and once (1) per eight (8) seconds where the speed limit is forty-five (45) miles per hour or greater. Where location requires Michigan Department of Transportation billboard permitting, the more stringent requirements will dictate.
   F. Animated signs are prohibited in a yard that directly abuts or is across the street from a residential property.
6. Electronic changeable message signs located within a residential zoning district, or having a sign face that is oriented toward a residential district, whether animated or not, shall be turned off between 9:00 p.m. and 6:00 a.m.
7. No electronic or animated signs are permitted on properties with a principal residential use.
8. The Zoning Administrator reserves the right to require current documentation of the luminance and dwell of any sign on an annual basis.
   1. Luminance shall be determined by a calibrated luminosity meter, operated by a qualified lighting professional following the instruments manufacturer's instructions.
   2. The measurement of luminance shall be taken from the nearest roadway perpendicular to the sign.
   3. The measurement of luminance shall include the measurement of an all-white displayed by the sign to evaluate the worst-case condition.

9.09 Standards for Permanent Signs Requiring a Permit

The following table provides a summary of dimensional requirements for signs that require a permit and for which dimensional standards vary by zoning district. Additional standards for each sign type are contained in Section 9.10.

In the event of inconsistency between this table and the standards elsewhere in this Article, the standards elsewhere shall control.

9.09 Permanent Signs Requiring a Permit				
Sign Type	Max. Surface Display Area	Max. Height	Number	Additional Standards
R-1, R-2 and R-3 districts				
Ground	24 sq. ft.	4 feet	1	-
	Permitted for non-residential uses only, except that a ground sign may be permitted at a subdivision, condominium development or multiple family residential street entrance.			
MFRD, MHPD and POSD districts				
Awning (POSD only)	12 sq. ft.	N/A	1 per awning	-
Ground	32 sq. ft.	4 feet in MFRD and MHPD; 9 feet in POSD	1 per frontage on a major thoroughfare	-
Wall	Total 5% of first floor building elevation, up to 60 sq. ft.	Must be located on the first-floor building elevation	1 per frontage	9.10.6
B-3 district				
Awning	12 sq. ft.	N/A	1 per awning	-

9.09 Permanent Signs Requiring a Permit				
Sign Type	Max. Surface Display Area	Max. Height	Number	Additional Standards
Marquee	25% of first-floor building elevation, up to 60 sq. ft.; electronic signs are prohibited	Shall not project above the eave or roofline of the marquee	1 per street frontage	9.10.3
Projecting	12 sq. ft.	Shall not project above the first-floor building elevation	1 per building; 1 per tenant for multi-tenant buildings	9.10.4
Wall	10% of first-floor building elevation, up to 60 sq. ft.; electronic signs are prohibited	Shall not project above the first-floor building elevation	1 per frontage	9.10.6
B-2 and B-4 districts				
Awning	12 Square Feet	N/A	1 per awning	-
Marquee	25% of first-floor building elevation, up to 100 sq. ft.	Shall not project above the eave or roofline if the marquee	1 per street frontage	9.10.3
Ground	32-sq. ft.; 48 sq. ft. for multi-tenant centers, 48 total sq. ft. for multiple signs	8 feet	1 per frontage on a major thoroughfare	-
Projecting	12 sq. ft.	Shall not project above the first-floor building elevation	1 per building; 1 per tenant for multi-tenant buildings	9.10.4
Wall	25% of first-floor building elevation, up to 100 sq. ft.	Shall not project above the eave or roofline	1 per frontage	9.10.6

9.09 Permanent Signs Requiring a Permit				
Sign Type	Max. Surface Display Area	Max. Height	Number	Additional Standards
FS district				
Awning	12 sq. ft.	N/A	1 per awning	-
Ground	48 sq. ft.; 72 sq. ft. for multi-tenant centers, 72 total sq. ft. for multiple signs	9 feet	1 per frontage on a major thoroughfare	9.09.3 9.09.4
Pylon	100 sq. ft.	30 feet	1	9.09.7
Wall	Total of 25% of first-floor building elevation, up to 150 sq. ft.	Shall not project above the eave or roofline	1 per frontage	9.10.6
I-1, I-2 and I-3 districts				
Awning	12 sq. ft.	N/A	1 per awning	-
Billboard	200 sq. ft.; up to 25% changeable copy	20 feet	1 per 1,000 feet of right-of-way frontage	-
	Billboard signs are allowed in I-3 zoning only. A billboard sign shall be located at least 1,000 feet from any other billboard sign. Billboards shall be set back a minimum of 3 feet and no more than 10 feet from the right-of-way.			
Marquee	25% of first-floor building elevation, up to 100 sq. ft.	Shall not project above the eave or roofline of the marquee	1 per frontage	9.10.3

9.09 Permanent Signs Requiring a Permit				
Sign Type	Max. Surface Display Area	Max. Height	Number	Additional Standards
Ground	48 sq. ft.; 72 sq. ft. for multi-tenant centers, 72 total sq. ft. for multiple signs	9 feet	1 per frontage on a major thoroughfare	-
Wall	Total of 25% of first-floor building elevation, up to 100 sq. ft.	Shall not project above the eave or roofline	1 per frontage	9.10.6
HCHSD district				
Awning	12 sq. ft.	N/A	1 per awning	-
Marquee	25% of marquee surface, up to 10 sq. ft.	Shall not project above the eave or roofline of the marquee	1 per frontage	9.10.3
Ground	250 sq. ft, total of all signs	11 feet	No limit: total sign area shall not exceed 250	-
Wall	Total of 5% of first-floor building elevation, up to 250 sq. ft.	Shall not project above the eave or roofline	No limit: total sign area shall not exceed 250 sq ft	9.10.6

9.10 Additional Regulations for Signs Requiring a Permit

1. **Banner Signs**. Banner signs are temporary signs permitted in commercial and industrial zoning districts following issuance of a sign permit. Banner signs must meet the following standards:
   A. No more than five (5) such signs shall be displayed for any given event or purpose.
   B. No more than one (1) such sign shall be displayed concurrently on any property or parcel.
   C. The maximum area of a banner sign is thirty-two (32) square feet. Banner signs are not included in the computation of maximum permanent sign area for a site.
   D. Where a banner sign is not attached to a building, the maximum height of the banner is six (6) feet.

E. Banner signs shall be removed within two (2) days of the conclusion of the advertised event.
F. In no event shall a banner sign remain posted for more than forty-two (42) days.
G. No zoning lot shall display a banner sign for greater than 126 days in a calendar year.

2. **Construction Signs.** Construction signs are temporary signs permitted in all districts following the issuance of a sign permit. Construction signs must meet the following standards:
   A. One (1) construction sign is permitted per site.
   B. Construction signs shall have a maximum height of six (6) feet.
   C. Construction signs shall not exceed thirty-two (32) square feet in size in non-residential districts or twelve (12) square feet in residential districts.
   D. Construction signs shall not be erected until a building permit is obtained for the project, if required, or until construction begins, whichever is later.
   E. Construction signs shall be removed when construction is complete.
3. **Marquee Signs.** Marquee signs are permitted subject to the following:
   A. A maximum of two (2) sides of a marquee may feature a sign.
   B. Marquee signs shall not project more than twelve (12) inches from the mounting surface.
   C. Marquee signs are permitted only for non-residential uses.
4. **Projecting Signs.** Projecting signs are permitted in non-residential zoning districts, subject to the following:
   A. Number allowed:
      i. One (1) sign per building. A single sign may advertise multiple businesses or entities or communicate other messages.
   B. Locations, size, lighting and height restrictions:
      i. Projecting signs shall not project more than thirty-six (36) inches from the face of the building or wall.
      ii. Signs shall maintain a minimum clearance of eight (8) feet from the sidewalk to the bottom of the sign.
      iii. Projecting signs shall be mounted a minimum of four (4) feet from each building edge or lot line as defined by a common wall between the businesses.
      iv. Projecting signs shall not be free swinging, so as to pose a danger to the public during high winds.
      v. Projecting signs shall not be lighted, internally or externally.
      vi. Where an establishment fronts on two (2) or more streets, a projecting sign shall only be permitted on the frontage where the main entryway is located.
   C. Right-of-Way Encroachment
      i. A projecting sign may extend over a public sidewalk or within a right-of-way with an additional right-of-way permit from the City of Marshall.
5. **Pylon Signs**. Pylon signs are permitted in subject to the following:
   A. No portion of the sign area shall be within nine (9) feet of the ground.
   B. No portion of the ground support shall exceed a combined width of thirty-six (36) inches.

C. Sign area for a multi-tenant commercial development may be increased by following the Planned Sign Program requirements but shall not exceed two hundred (200) total square feet in area.

6. **Wall Signs**. Wall signs are permitted subject to the following:
   A. Wall signs shall not project outward from the surface of the wall more than twelve (12) inches.
   B. Wall signs are not permitted for single-family residential uses.

9.10.6 Maximum Wall Sign Area						
	R1, R2, R3	MFRD, MHPD & POSD	B-3	B-2, B-4, FS	I-1, I-2	HCHSD
Maximum wall sign area	N/A	60 sq. ft.	60 sq. ft.	100 sq. ft.	100 sq. ft.	250 sq. ft.

9.11 District-Specific Regulations

1. **R1, R2, R-3, MFRD, MHPD, B-3.** Home occupations located in single family dwelling units shall be permitted a single nameplate sign, to be affixed on the ground floor of the street-facing façade. No other signs shall be permitted for any single-family dwelling unit. Home occupations located in attached or multi-family dwelling units are not permitted a sign.
2. **River District Overlay.** Live/work units shall be permitted a single nameplate sign.

9.12 Vintage Sign Design

1. **Purpose and Intent.** The purpose of allowing vintage sign designs is to support and reinforce the existing character of the City of Marshall's downtown business district. New signs that present as a vintage sign should contribute to the historic and architectural character of the property, block and business district.
2. **Sign Types.** Eligible vintage sign designs may apply to wall signs and projecting signs.
3. **Procedure.** The Planning Commission shall have the authority to waive sign size and placement requirements and may allow the use of exposed standard neon tubing for vintage signs, provided that the applicant fulfills the requirements of this Section.
   A. Eligibility. Only commercial properties within the B3 zoning district may request a vintage sign design.
   B. Planning Commission Public Hearing. The Planning Commission shall review the application for a vintage sign design at its regular meeting upon publishing a notice and notifying property owners pursuant to Section 103 (General Provisions) of the Michigan Zoning Enabling Act (P.A. 110 of 2006).
   C. Application. Applications for a vintage sign design shall include, at a minimum, the following materials:
      i. A narrative description indicating:

a. A statement demonstrating that the eligibility requirements are met.
b. The general design intent for proposed sign.
c. A description of how the sign is coordinated with building architecture and compatibility with the surrounding development context.
d. A demonstration of how the requested vintage sign design fulfills the Standards for Approval.

ii. The proposed location, types, heights and size of the signs, indicated on scaled plans and/or building elevation drawings.
iii. Proposed materials, fabrication details and illumination proposed for sign structures and faces.

D. Standards for Approval. The Planning Commission may approve a vintage sign design provided the following criteria are met:
i. The applicant has provided examples or likenesses of vintage signs that demonstrate a specified historical period, and the applicant has sufficiently described how the new proposed sign design should be regarded as having a "vintage" design.
ii. The proposed sign design is complementary to existing signage within the district and reinforces the historic context of downtown Marshall.
iii. The sign design does not confuse drivers, pedestrians or bicyclists as to the location of any businesses or uses.
iv. The placement of the sign will not conceal architectural details of the building, substantially block views of adjacent buildings or create a nuisance for upper-level users.
v. The proposed sign is compatible with adjacent uses and the existing or intended character of the surrounding neighborhood and will not have an adverse impact upon or interfere with development, use or enjoyment of adjacent properties.

4. **Conditions.** The Planning Commission may, in its consideration of a larger sign than would otherwise be permitted, require the removal of existing signage on a building, set a maximum total amount (square footage) of allowable signage for a site, and/or impose other conditions as necessary to ensure signage is cohesive with the district's context.
5. **Approval.** Once approved, no other application for an additional vintage sign may be approved for the same property. The sign shall not be altered in any way except as may be necessary for necessary maintenance or in the instance of a renaming. If the message on the sign must be altered, the Zoning Administrator may approve such a change provided the shape, size and style of lettering is the same or smaller. If a vintage sign approved by the Planning Commission is removed, any subsequent sign shall meet the requirements of this Article.

9.13 Planned Sign Program

1. **Applicability.** The Planning Commission may review and approve a Planned Sign Program for signs in a commercial or industrial zoning district.
2. **Purpose.** The purpose of a Planned Sign Program is to allow a greater degree of flexibility in sign design and display in cases where strict compliance with the

requirements of this Article may not be feasible. Further, a Planned Sign Program is intended to be used for multiple signs for large project development areas and integrated complexes to ensure that the requested signs function in a coordinated fashion to meet the general intent for signs in the zoning district.

3. **Intent.** This Section shall not be used to circumvent the variance process or to simply permit larger, more visible, or additional signs than may otherwise be permitted by this Article, without any consideration for unique sign design and display or other conditions.
4. **Procedures.** The Planning Commission shall have the authority to approve alternative requirements for sign design, number, type, size, height, location and lighting, provided that the applicant fulfills the requirements of this Section.
   A. Eligibility. A Planned Sign Program may be approved only for project sites larger than one (1) acre in size.
   B. Planning Commission Public Hearing. The Planning Commission shall review the application for a Planned Sign Program at its regular meeting upon publishing a notice and notifying property owners pursuant to Section 103 (General Provisions) of the Michigan Zoning Enabling Act (P.A. 110 of 2006).
   C. Application. Applications for a Planned Sign Program shall include, at a minimum, the following materials.
      i. A narrative description indicating:
         a. A statement demonstrating that the eligibility requirements are met.
         b. The general design intent for proposed signs.
         c. A description of how the signs are coordinated with proposed building architecture and compatibility with the surrounding development context.
         d. A demonstration of how the requested Planned Sign Program fulfills the Standards for Approval.
      ii. The proposed locations, types, number, heights and sizes of all signs, indicated on scaled plans and/or building elevation drawings.
      iii. Proposed materials, fabrication details and illumination proposed for sign structures and faces.
      iv. A clear description of the Zoning Ordinance provisions for which a modification is requested.
   D. Standards for Approval. The applicant shall demonstrate, and the Planning Commission shall find, that each of the following standards are met before a Planned Sign Program may be approved.
      i. That the Planned Sign Program would result in a more attractive aesthetic setting, improved safety, provide more convenient identification for planned users, or other similar purposes that would not be achievable without deviations from the specific requirements of this Article;
      ii. That the location and/or physical characteristics of the applicant's property or the needs for identification are unique when compared to other similarly situated parcels in the same zoning district and in the same vicinity;
      iii. That the proposed Planned Sign Program substantially furthers the purposes and intent of this Section; and

iv. That approval of the Planned Sign Program would not create any adverse effects on one (1) or more properties in the vicinity.

5. **Amendments.**
   A. Minor modifications to a previously approved Planned Sign Program may be approved by the Zoning Administrator provided the general sign design, number of signs and dimensional requirements are maintained. Minor modifications include:
      i. Changes in sign location of not more than five (5) feet;
      ii. Changes to sign faces, provided that the face is no larger and materials are consistent with the approved sign; and
      iii. Changes to landscaping and lighting.
   B. An amendment to an approved Planned Sign Program that does not qualify as a minor modification shall be reviewed by the Planning Commission using the same process as the original application.

9.14 Non-Conforming Signs

1. A sign lawfully erected prior to the adoption of this Article or any applicable amendment thereto which does not meet the standards of this Article may be continued as a legal non-conforming sign, except as hereinafter provided. A legal non-conforming sign shall:
   A. Not be substantially altered in structure so as to change the shape, size, location, type or design of the sign; "substantially altered" does not refer to normal maintenance, such as painting or a change in message panels.
   B. A non-conforming sign may remain as long as the sign is properly maintained and is not detrimental to health, safety and welfare. If damaged to an extent exceeding fifty (50) percent of its replacement cost, the sign shall not be repaired/replaced except in conformity with this Article.
2. If the owner of the premises on which a sign is located changes the location of a property line or sign so that a sign is rendered non-conforming, the sign must be removed or made to conform to the provisions of this Article.
3. If the activity, business or utilization of a non-conforming sign is communicating has been discontinued for one hundred eighty (180) days or longer, the Zoning Board of Appeals may declare the sign abandoned, following the standards in Section 7.7.6.B and require its removal or reconstruction to conform to the standards of this Article.
   A. If a sign is declared abandoned, the owner shall have thirty (30) days to have the sign removed. If the sign is not removed within thirty (30) days, the Building Inspector may have the sign removed at the cost of the property owner.
4. A non-conforming sign may be replaced by another non-conforming sign of the same type and character so long as the new sign is reduced in total area by at least twenty-five (25) percent.

9.15 Administration and Enforcement

1. **Enforcement.**
   A. The sign provisions of this ordinance shall be administered and enforced by Zoning Administrator(s) or their designee.

B. The Zoning Administrator(s) or their designee may enter at any reasonable time upon the premises where any sign is located. All sign violations shall be considered civil infractions. No criminal penalty shall be attached for violations except where a police officer has actually observed a criminal violation being committed.

2. **Permits.**
   A. For signs requiring a permit, the Zoning Administrator must issue a zoning permit prior to receiving a building permit to construct a sign.
   B. The zoning permit shall confirm that the sign meets the requirements of this Article and any additional requirements of the Zoning Ordinance.
   C. No person shall erect, place, relocate, alter or add to any sign for which a zoning permit is required without obtaining a building permit from the City Building Inspector. The Building Inspector may determine that certain types of signs do not require a building permit.
3. **Plans and Specifications.** No person shall erect or alter any sign for which a permit is required, except in accordance with the plans and specifications approved by the Zoning Administrator and Building Inspector.
4. **Application and Permit Fee.** Application for sign zoning permits shall show the name and address of the owner of the sign and the person responsible therefore and the location, type, sign height and sign area of the sign and shall contain a drawing or other rendering of the proposed sign. The application and permit fee shall be filed with the Zoning Administrator for investigation. If the Zoning Administrator finds that the sign conforms to all provisions of this Article and other relevant Sections of the Zoning Ordinance, a permit shall be issued. The Zoning Administrator shall make a finding within ten (10) business days of filing the application.
5. **Fees.** The fee for sign permits shall be as adopted and amended from time to time by resolution of the City Council.
6. **Inspection.**
   A. After being erected, each sign for which a permit is required, shall be approved and inspected by the Zoning Administrator for zoning compliance.
   B. If, upon any inspection by the Building Inspector or Zoning Administrator, a sign is found to be unsafe or in a condition that does not comply with the provisions of this Ordinance, the Zoning Administrator shall give notice of the condition to the owner or the person responsible. Within thirty (30) days thereafter, the necessary repairs shall be made in order to bring the sign into compliance with this Chapter.
7. **Unsafe Conditions.** If a sign is found to be in such an unsafe condition that immediate repairs or the removal thereof are required, the Building Inspector shall take such precautions as may be necessary to protect the safety of the public in the use of the streets the cost of which shall be the responsibility of the owner.

8. **Maintenance.**
   A. Signs, including the face, framing and all supports thereof, shall be kept and maintained in a safe condition, shall be adequately protected against corrosion and shall conform to all the provisions of this Ordinance.

B. Signs which are broken, torn, bent or whose supports are broken, bent or damaged and signs that are not reasonably level and plumb shall be repaired and installed in a manner prescribed by the Zoning Administrator and/or Building Inspector, but in no case shall repair requirements exceed building code requirements and the original condition of the sign and/or its supports.
C. All signs shall be maintained in good structural condition, in compliance with all building and electrical codes and in conformance with this Ordinance. Failure to comply with this Section may result in action by the Zoning Administrator or Building Inspector to rescind the permit with subsequent removal of the entire structure.
D. Signs shall be free from disfigured, cracked, ripped or peeling paint, poster paper or other material.
E. A sign shall not stand with bent or broken sign facing, with broken supports, with loose appendages or struts, or more than fifteen (15) degrees from vertical.
F. A sign shall not have weeds, trees, vines or other vegetation growing upon it, or obscuring the view of the sign from the public right-of-way from which it is to be viewed.
G. An internally illuminated sign shall not be allowed to stand with only partial illumination.

9. **Nuisance.** Any sign erected or displayed without a permit or any sign which does not comply with the provisions of this Chapter shall be deemed a hazard to the safety of the public and is declared to be a public nuisance and may be abated as permitted by law.
10. **Signs within Fire Limits.** No person shall erect a lighted or mechanical sign within the fire limits of the City unless the sign and supports therefore be entirely constructed of fire-resistant materials and complies with the provisions of the City's Fire Code.
11. **Obstruction Hazard.** No person shall erect, display or maintain any sign which obstructs any fire escape, building entrance or public passage, or at a horizontal distance of less than ten (10) feet from any fire hydrant or traffic light.
12. **Appeals.** The Zoning Board of Appeals is authorized to hear and decide appeals where it is alleged by the appellant that there is an error in any order, requirement, decision or determination made in connection with the enforcement of this Article. The Zoning Board of Appeals shall also have the power to authorize a variance from the strict application of this Section following the procedures contained in Section 7.8 of the Zoning Ordinance.

Section 4. Severability. It is the legislative intent of the City adopting this Ordinance that all provisions hereof shall be liberally construed to protect the public health, safety, and general welfare of the inhabitants of the City and all other persons affected by this Ordinance. Consequently, should any provision of this Ordinance be held to be unconstitutional, invalid or of no effect, such holding shall not be construed as affecting the validity of any of the remaining provisions of this Ordinance or Zoning Code, it being the intent of the City Council that this Ordinance shall stand and remain in effect, notwithstanding the invalidity of any provision hereof.

Section 5. Savings Clause. Except as specifically amended herein, all other provisions of the Marshall Zoning Ordinance shall remain in full force and effect.

Section 6. Conflicting Ordinance and Code Provisions Repealed. Any Marshall Ordinance, parts of Ordinances, or any Marshall Code provision in conflict or inconsistent with any of the provisions of this Ordinance shall be and is hereby repealed.

Section 7. Publication. This Ordinance shall be published in a newspaper of general circulation in the City of Marshall qualified under state law to publish legal notices. This Ordinance shall be recorded in the Ordinance Book and such recording shall be authenticated by the signatures of the Mayor and the City Clerk.

Section 8. Effective. This Ordinance is declared to be effective seven (7) days after publication or as provided by law.

Section 9. Code Edits. The editors of the Marshall Code are hereby authorized, subject to approval of the City Manager, Clerk, or Council authorized designee, to update and revise Code section numbers to effectuate the provisions of this Ordinance.

Adopted and signed this _____ day of _____, 2025.

_____ _____
Scott Wolfersberger, MAYOR 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 an ordinance approved by the City Council, City of Marshall, County of Calhoun, State of Michigan, at a regular meeting held on _____, 2025, and that said meeting was conducted and public notice of said meeting was given pursuant to and in full compliance with the Open Meetings Act, being Act 267, Public Acts of Michigan, 1976, and that the minutes of said meeting were kept and will be or have been made available by said Act.

_____
Michelle Eubank, CITY CLERK