

CITY COUNCIL AGENDA

Regular Meeting

August 18, 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 - August 4, 2025

Regular Session - August 4, 2025

B. City Bills

Purchases 8/1/2025 \$29,829.71

Purchases 8/5/2025 \$924,697.15

Purchases 8/8/2025 \$169,001.42

July Power Purchase \$1,136,924.73

Total \$2,260,453.01

C. SPECIAL EVENT REQUEST- CHOOSE MARSHALL CHRISTMAS TREE LIGHTING

D. SPECIAL EVENT REQUEST - COSTUME PARADE

E. CDBG GRANT FOR 125-127 W. MICHIGAN AVE RENTAL REHAB - SET PUBLIC HEARING

8) PRESENTATIONS AND RECOGNITIONS

9) INFORMATIONAL ITEMS

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

11) OLD BUSINESS

12) REPORTS AND RECOMMENDATIONS

A. WATER AND SEWER CAPACITY FEES

B. VEHICLE PURCHASE - PUBLIC WORKS

C. VEHICLE PURCHASE - PARKS MAINTENANCE

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

D. CDBG APPLICATION FOR HOUSING REPAIR GRANT PROGRAM - SET PUBLIC HEARING

E. SALE OF REAL PROPERTY - 0.06 ACRES AT 100 PAGE ST.

13) APPOINTMENTS / ELECTIONS

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

15) COUNCIL AND MANAGER COMMUNICATIONS

16) ADJOURNMENT

CITY COUNCIL MINUTES

August 4, 2025

Work Session - 6:00 PM

1) CALL TO ORDER

IN A REGULAR SESSION held on Monday, August 4, 2025 at 6:00 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, Andrew Scibbe, Ryan Traver, and Ryan Underhill

Also Present: Manager Perry and Clerk Eubank

Absent: None

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.

NONE

4) DISCUSSION ITEMS

A. WATER AND SEWER CAPACITY FEES

Council and staff discussed capacity fees.

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.

NONE

6) ADJOURNMENT

The meeting was adjourned at 6:51 pm.

Respectfully submitted by,

Michelle Eubank
City Clerk

CITY COUNCIL MINUTES

August 4, 2025

Regular Meeting - 7:00 PM

1) CALL TO ORDER

IN A REGULAR SESSION held on Monday, August 4, 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, Andrew Scibbe, Ryan Traver, and Ryan Underhill

Also Present: Manager Perry and Clerk Eubank

Absent: None

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 Jacob Gates, supported by Theresa Chaney-Huggett to approve the agenda as presented.
On a voice vote: **Motion carried.**

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

Barry Wayne Adams of 622 W Green St, David Begg of 504 W Green St, and Regis Klingler of 348 Butler Ct gave public comment.

7) CONSENT AGENDA

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

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

Nays: None

Abstain: None

Motion carried.

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

Moved by James Hackworth, supported by Ryan Underhill to receive the 2025 Action Plan 6-month progress update. On a voice vote: **Motion carried.**

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

A. ZONING ORDINANCE UPDATE (SIGN ORDINANCE REVISION) - PUBLIC HEARING AND APPROVAL

Mayor Wolfersberger opened the public hearing on Ordinance 2025-3, Sign Ordinance revisions, at 7:18 pm.

Cindi MacDonald of Consumer's Credit Union and Barry Wayne Adams of 622 W Green St gave comment during the public hearing.

Mayor Wolfersberger closed the public hearing on Ordinance 2025-3, Sign Ordinance revisions, at 7:24 pm.

Moved by Ryan Traver, supported by James Hackworth to 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 with the following amendments 1) Section 9.04.10- add I-3, 2)Section 9.10.4.A.i- one per side per public entrance excluding alleys, and 3) 9.10.6 Add I-3 to chart at 100 ft. On a roll call vote:

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

Nays: None

Abstain: None

Motion carried.

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:

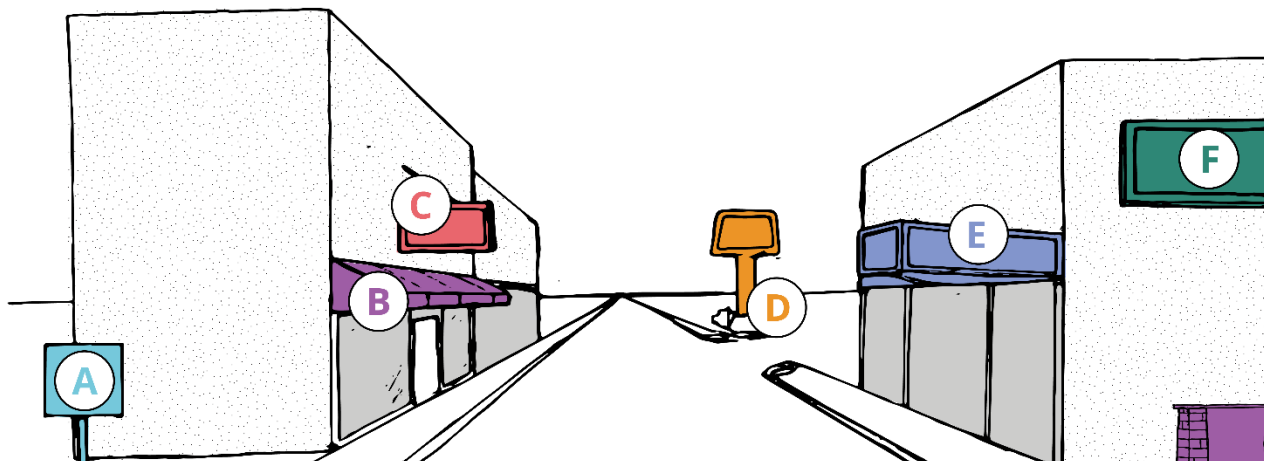
9.01 Intent

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, I-3, 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:

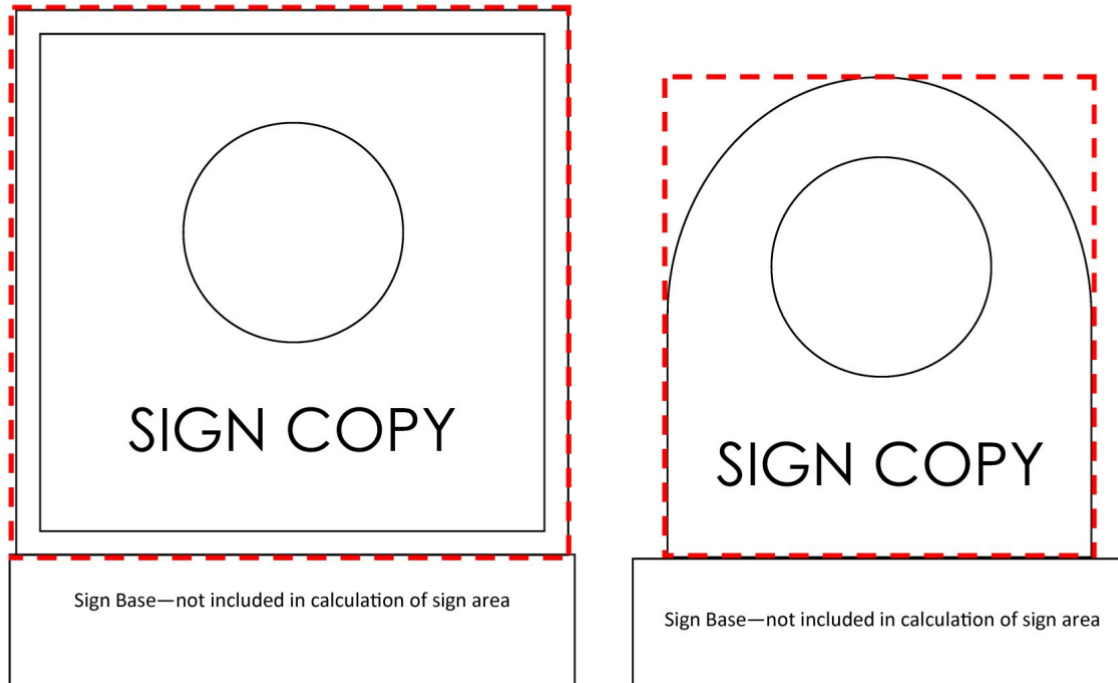
1. Balloon signs.
2. Portable signs, except as otherwise permitted in this ordinance.
3. Roof signs.
4. Snipe signs.
5. Pennant signs.
6. Any sign which requires a permit and is erected without a permit.
7. Any sign or sign structure which obstructs the view of, or may be confused with, a traffic directional/safety 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	-
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
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 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
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 side per public entrance excluding alley sides. 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, I-3	HCF
Maximum wall sign area	N/A	60 sq. ft.	60 sq. ft.	100 sq. ft.	100 sq. ft.	250

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

11) OLD BUSINESS

12) REPORTS AND RECOMMENDATIONS

13) APPOINTMENTS / ELECTIONS

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

Regis Klingler and Barry Wayne Adams gave public comment.

15) COUNCIL AND MANAGER COMMUNICATIONS

16) ADJOURNMENT

The meeting was adjourned at 8:20 pm.

Respectfully submitted by,

Michelle Eubank
City Clerk

APPROVAL LIST FOR CITY OF MARSHALL
EXP CHECK RUN DATES 08/01/2025 - 08/01/2025
JOURNALIZED
PAID

INVOICE NUMBER	VENDOR NAME	DESCRIPTION	PO NUMBER	AMOUNT
07282025-A	ALL STAR MINI BARNS	50% DOWN PAYMENT FOR POLE BARN SHED		1,801.50
07282025-B	ALL STAR MINI BARNS	FINAL PAYMENT FOR POLE BARN SHED		1,801.50
07252025	AMBROSE, KRISTOPHER	TUITION REIMBURSEMENT PROGRAM - AMBROSE		1,000.00
07012025	CALHOUN COUNTY TREASUR	PRE CHANGE INVOICE #249-25, #247-25		60.48
08012025	CITY OF MARSHALL	FARMER'S MARKET PETTY CASH REIMBURSEMENT		542.00
07302025	CROW, CURT	ARTICLE 32 SECTION 9: MEALS 7/29/25		10.00
07242025	CRUZ, CHANDLER	TRAVEL REIMBURSEMENT FOR LINEMAN SCHOOL		196.96
08012025	KIRKLAND, DESMOND	BOARD OF REVIEW SERVICES FOR 2024 TAX YE		100.00
08012025	KURTH, KIERITH	BOARD OF REVIEW SERVICES FOR 2024 TAX YE		100.00
07/31/2025	LLOYD, MICHELE	UB refund for account: 1700440009		8.90
07292025	MAISNER, TODD & NANCY	ENERGY OPTIMIZATION - AC		300.00
07/31/2025	MALIA FLYNN	UB refund for account: 3535		100.60
07102025	MARSHALL COMMUNITY CRE	CREDIT CARD - MAIN ACCOUNT		20.00
07102025COM	MARSHALL COMMUNITY CRE	CREDIT CARD - CITY OF MARSHALL		506.02
07102025CR	MARSHALL COMMUNITY CRE	CREDIT CARD - CHRISTY RAMEY		201.00
07102025DP	MARSHALL COMMUNITY CRE	CREDIT CARD - DEREK PERRY		1,536.43
07102025MFN	MARSHALL COMMUNITY CRE	CREDIT CARD - MARSHALL FIBERNET		447.98
07102025JL	MARSHALL COMMUNITY CRE	CREDIT CARD - JOSHUA LANKERD		2,313.00
07102025JM	MARSHALL COMMUNITY CRE	CREDIT CARD - JUSTIN MILLER		1,482.90
07102025KA	MARSHALL COMMUNITY CRE	CREDIT CARD - KRISTOPHER AMBROSE		1,669.18
07102025MD	MARSHALL COMMUNITY CRE	CREDIT CARD - MARGUERITE DAVENPORT		2,490.77
07102025ME	MARSHALL COMMUNITY CRE	CREDIT CARD - MARTIN ERSKINE		814.36
07/31/2025	MATT DALLY	UB refund for account: 3738		17.00
07/31/2025	PAGE, JAMES	UB refund for account: 185701		62.03
07292025	QUIGLEY, DEBRA	ENERGY OPTIMIZATION - AC		250.00
07/31/2025	SANDBORN, REBECCA	UB refund for account: 217701		57.99
07302025	SANDERS, TIM	ARTICLE 32 SECTION 9: MEALS 7/28/25		10.00
07242025	SHAW, JONATHAN	ENERGY OPTIMIZATION - THERMOSTAT		25.00
07302025	STRAND, MARK	ARTICLE 32 SECTION 9: MEALS 7/29/25		10.00
07302025	TAYLOR, JEFF	ARTICLE 32 SECTION 9: MEALS 7/28/25 - 7/		20.00
278-A	TOP TO BOTTOM TREE SER	ELECTRIC LINE CLEARANCE 7/21/25 - 7/27/2026.011		4,195.50
278-B	TOP TO BOTTOM TREE SER	ELECTRIC LINE CLEARANCE ON CALL STORM OV		738.00
1751	V & V ASSESSING LLC	ASSESSING SERVICES AUGUST 2025	2026.001	5,200.00
40728781	XEROX FINANCIAL SERVIC	ACCT NO. 1017736 XEROX LEASE 111-1017736		1,740.61
GRAND TOTAL:				29,829.71

APPROVAL LIST FOR CITY OF MARSHALL
EXP CHECK RUN DATES 08/05/2025 - 08/05/2025
JOURNALIZED
PAID

INVOICE NUMBER	VENDOR NAME	DESCRIPTION	PO NUMBER	AMOUNT
06302025-ISLAND	5 STAR SPRINKLERS LLC	IRRIGATION REPAIR AT ISLANDS		120.00
06302025-PSB	5 STAR SPRINKLERS LLC	IRRIGATION REPAIR AT PSB		145.00
06302025-ATHLETIC	5 STAR SPRINKLERS LLC	IRRIGATION REPAIR AT ATHLETIC FIELDS		155.00
07142025-PSB	5 STAR SPRINKLERS LLC	IRRIGATION REPAIR AT PSB		265.00
07302025-CITYHALL	5 STAR SPRINKLERS LLC	IRRIGATION REPAIR AT CITY HALL		85.00
07302025-CARVER	5 STAR SPRINKLERS LLC	IRRIGATION REPAIR AT CARVER PARK		85.00
60410	ACTRON SYSTEMS, INC.	POWER HOUSE ALARM MONITORING 2025 Q3		392.04
96675	ALEXANDER CHEMICAL COR	CHLORINE, SULFUR DIOXIDE	2025.037	2,839.87
97087	ALEXANDER CHEMICAL COR	CAIROX, HYDROFLUOROSILICIC ACID		3,237.20
SS1/507066	ALTA INDUSTRIAL EQUIPM	#412 FORK TRUCK PM		233.62
1Y6F-T4GK-4MV3	AMAZON CAPITAL SERVICE	ACCT NO. A1P4GM99HG1EO2 BOND PAPER		69.52
1RKX-YW4N-NKNM	AMAZON CAPITAL SERVICE	ACCT NO. A1P4GM99HG1EO2 INDICATOR PILOT		40.48
1F4K-FPDX-9979	AMAZON CAPITAL SERVICE	UNIFORMS - FULLER, MIKE		453.40
1WNG-NXDX-3K33	AMAZON CAPITAL SERVICE	ACCT NO. A1P4GM99HG1EO2 MOLD TEST KIT		28.69
1C4F-PYR4-LD6N	AMAZON CAPITAL SERVICE	ACCT NO. A1P4GM99HG1EO2 WORK GLOVES, EAR		152.98
1QXD-1RCG-FYG6	AMAZON CAPITAL SERVICE	UNIFORMS - MACK, JEFF		474.80
1PG9-JW9L-XWX1	AMAZON CAPITAL SERVICE	UNIFORMS - POWERS, MATT		179.94
19HP-DLYM-N6RP	AMAZON CAPITAL SERVICE	ACCT NO. A1P4GM99HG1EO2 WORK GLOVES		109.98
1JP9-PTWT-69CC	AMAZON CAPITAL SERVICE	ACCT NO. A1P4GM99HG1EO2 TRAILER TAILGATE		297.74
225-530974	AUTO VALUE MARSHALL	ACCT NO. 22500610 SIMPLE GREEN		12.58
225-531103	AUTO VALUE MARSHALL	ACCT NO. 22500610 ALUMINUM ROD		23.19
225-531285	AUTO VALUE MARSHALL	ACCT NO. 22500610 QF SS MUFFLER		210.29
225-531257	AUTO VALUE MARSHALL	ACCT NO. 22500610 2K ADHES		43.99
225-531247	AUTO VALUE MARSHALL	ACCT NO. 22500610 M18 BATTERY PACKS		534.24
225-531246	AUTO VALUE MARSHALL	ACCT NO. 22500610 AIR TOOL CONDITIONER,		35.87
225-531317	AUTO VALUE MARSHALL	ACCT NO. 22500610 MUFFLER ASSY FRONT		2,018.29
225-531302	AUTO VALUE MARSHALL	ACCT NO. 22500610 ADAPTER, CLAMP		23.57
BN164624-F1	BALTIC NETWORKS	MIKROTIK ROUTERS		1,059.50
0385793-IN	BEAVER RESEARCH COMPAN	TOWELS, WASP SPRAY		300.00
139611	CARR BROTHERS & SONS,	20.28 TONS CRUSHED STONE (DEERFIELD LANE		666.40
139612	CARR BROTHERS & SONS,	20.11 TONS CRUSHED STONE (WINDING WAY)		660.81
139826	CARR BROTHERS & SONS,	21 TONS CRUSHED STONE (DEERFIELD LANE)		690.06
139827	CARR BROTHERS & SONS,	21 TONS CRUSHED STONE (WINDING WAY)		690.06
4235512622	CINTAS CORP	UNIFORM SERVICES - ELECTRIC & FIBER 7/1/		45.53
4235512547	CINTAS CORP	UNIFORM SERVICES - POWER HOUSE 7/1/25		95.62
4235512612	CINTAS CORP	UNIFORM SERVICES - WASTEWATER 7/1/25		66.39
4235512654	CINTAS CORP	UNIFORM SERVICES - WATER 7/1/25		67.32
4236186248	CINTAS CORP	UNIFORM SERVICES - ELECTRIC & FIBER 7/8/		45.53
4236186210	CINTAS CORP	UNIFORM SERVICES - POWER HOUSE 7/8/25		95.62
4236186265	CINTAS CORP	UNIFORM SERVICES - WASTEWATER 7/8/25		66.39
4236186328	CINTAS CORP	UNIFORM SERVICES - WATER 7/8/25		67.32
4236894875	CINTAS CORP	UNIFORM SERVICES - ELECTRIC & FIBER 7/15		45.53
4236894888	CINTAS CORP	UNIFORM SERVICES - POWER HOUSE 7/15/25		95.62
4236894846	CINTAS CORP	UNIFORM SERVICES - WASTEWATER 7/15/25		64.71
4236894878	CINTAS CORP	UNIFORM SERVICES - WATER 7/15/25		67.32
TRANSIT-2026-00000	CITY OF BATTLE CREEK	TRANSIT-2026-00000001 DART BUS #6 MAINTEN		175.39
341182	CIVICPLUS LLC	NEXTREQUEST ECONOMY PLAN 6/16/25 - 6/30/		7,488.00
MKS0059761	COBAN TECHNOLOGIES, IN	REPLACEMENT BODY CAMERA	2025.346	5,680.00
0205407	COOPERATIVE RESPONSE C	SUPPORT BASE FEE & CALLS FOR JUNE 2025		1,566.66
S3-250739890	CUMMINS SALES AND SERV	CUST NO. 179288 GENERATOR MAINTENANCE AT		993.88
S3-250739954	CUMMINS SALES AND SERV	CUST NO. 179288 GENERATOR MAINTENANCE AT		1,863.46
2025007211849	CUSTOM TRUCK ONE SOURC	REPAIR TRUCK #328	2026.019	8,987.59
192130	D & D MAINTENANCE SUPP	ACCT NO. CIMA1 JANITORIAL SUPPLIES CITY		112.60
646626	DARLING ACE HARDWARE	SAFETY CONES		29.98
655583	DARLING ACE HARDWARE	2 GALLON BUCKETS		11.98
655641	DARLING ACE HARDWARE	COUPLING COMPRESSION, CLOTH PLUMBER		11.58
655807	DARLING ACE HARDWARE	HAMMER, LEVEL		43.58
655827	DARLING ACE HARDWARE	SCREWS, MAGNETS, NUTS, BOLTS		35.97
655855	DARLING ACE HARDWARE	MAGNETS		19.98
655873	DARLING ACE HARDWARE	HP ULTRA OIL		15.99
655910	DARLING ACE HARDWARE	FLOOR GLUE, SCRAPER		16.58
655917	DARLING ACE HARDWARE	PUTTY KNIFE		9.99
655980	DARLING ACE HARDWARE	8 X 2 TRIM COMPOSITE		6.99
656063	DARLING ACE HARDWARE	GLOVES		19.99
656086	DARLING ACE HARDWARE	SAW BLADE		12.99
656151	DARLING ACE HARDWARE	BLEACH		23.97
655830	DARLING ACE HARDWARE	BATTERIES, RUST STOP		18.98
9955563	DEFOREST BROTHERS CONC	SIDEWALK REPAIR AT SYCAMORE STREET		1,450.00
9955564	DEFOREST BROTHERS CONC	SIDEWALK REPAIR AT KALAMAZOO & BREWER ST		900.00
9955565	DEFOREST BROTHERS CONC	SIDEWALK REPAIR AT N. EAGLE STREET		2,100.00
9955569	DEFOREST BROTHERS CONC	SIDEWALK REPAIR AT DIVISION STREET		1,445.00
9955570	DEFOREST BROTHERS CONC	SIDEWALK REPAIR AT DIVISION STREET		2,305.00
9955571	DEFOREST BROTHERS CONC	SIDEWALK REPAIR AT MADISON & PROSPECT ST		1,050.00
3429094	EDWARDS INDUSTRIAL SAL	FLAT FACE COUPLERS		652.34
S0020970	EMERGENCY VEHICLE PROD	SET UP 2018 FORD UTILITY VEHICLE FOR FIR		2,758.56
S0020999	EMERGENCY VEHICLE PROD	FIRE TRUCK TIRE REPAIR		245.00
0018874	ENG., INC.	CONSTRUCTION ENGINEERING - VERONA AND WE	2025.271	1,060.00
0019085	ENG., INC.	CONSTRUCTION ENGINEERING - VERONA AND WE	2025.271	35,870.00
0019072	ENG., INC.	COSMOPOLITAN AVENUE WATERMAIN 6/30/25	2025.272	70.00

APPROVAL LIST FOR CITY OF MARSHALL
EXP CHECK RUN DATES 08/05/2025 - 08/05/2025
JOURNALIZED
PAID

INVOICE NUMBER	VENDOR NAME	DESCRIPTION	PO NUMBER	AMOUNT
I137733	ERIC DALE HEATING & AIR	SERVICE CALL FOR AC AT BREWER STREET SUB		394.00
S106335492.001	ETNA SUPPLY	CUST NO. 5277 GATE VALVE, METER COUPLING		1,200.00
S106335492.002	ETNA SUPPLY	CUST NO. 5277 HYDRANT GLANDS, SB 16 EXTE		1,358.20
S106378471.001	ETNA SUPPLY	CUST NO. 5277 SNAP CLAMPS		1,120.00
16428	FIRE CATT, LLC	FIRE HOSE & GROUND LADDER TESTING	2026.026	4,212.45
2025.201 - PAYAPP #	FREEDOM CONSTRUCTION & EATON	PARK PICKLEBALL COURT & SPLASH PAD	2025.201	413,067.92
123393357	GLOBAL INDUSTRIAL	48 GALLON TRASH CANS (QTY 6)		1,175.41
9342420937	GRAYBAR ELECTRIC	FIBER REALFLEX CABLE		2,172.48
2644042	GRIFFIN PEST SOLUTIONS	PEST SERVICES AT FIRE STATION 5/22/25		45.00
2025218	GRP ENGINEERING A VERD.	ENGINEERING SERVICES THROUGH 6/27/25		1,164.25
07142025	GUILFORD, DAVID	MASONRY REPAIR OF THE RACEWAY - NORTH SI	2026.022	3,250.65
07012025	HERITAGE CLEANERS	ACCT NO. 100243 DRY CLEANING SERVICE FOR		284.00
3179419789	IDEXX DISTRIBUTION, IN	LAB SUPPLIES		1,742.45
184878	IMPACT SOLUTIONS	METER INSTALLATION SLIPS		154.93
40305	J AND K PLUMBING SUPPL	COUPLING, VALVE SOCKET, CLAMP		25.61
2020-150	KALAMAZOO RIVER WATERS	2025 ANNUAL TMDL FEE		728.00
S115672169.001	KENDALL ELECTRIC INCOR	RAW VFD FAN		258.69
2507-547504	LEGG LUMBER	3/4" TREATED PLYWOOD		134.97
13050	MACKS FIRE PROTECTION	(SERVICE CALL TO RECHARGE FIRE EXTINGUISH		232.50
20030	MARSHALL FEED & GRAIN	(GRASS SEED, STRAW		67.00
20453	MARSHALL FEED & GRAIN	(STRAW		33.00
07102025-23555	MARSHALL HARDWARE, LLC	BATTERIES, TOILET CLEANER		33.97
07112025-23607	MARSHALL HARDWARE, LLC	MAGNETS		27.97
06202025-22580	MARSHALL HARDWARE, LLC	PADLOCK		11.99
07082025-23450	MARSHALL HARDWARE, LLC	9V BATTERIES (SMOKE DETECTORS)		105.96
06102025-22092	MARSHALL HARDWARE, LLC	METAL HOSE MEND		17.98
07112025	MCGINTY, HITCH, PERSON	CLIENT NO. 4030.001 SERVICES THROUGH 6/3		14,357.50
23-039 - 28	MCKENNA	BUILDING INSPECTION CONTRACT FOR FORD JU	2025.078	109,194.44
48621816	MCMMASTER-CARR	PUNCH TOOL SET		131.88
2169-25	MCSA GROUP, INC.	EATON PARK CONSTRUCTION ADMINISTRATION J	2025.300	2,379.20
S5556290.001	MEDLER ELECTRIC COMPAN	PVC		1,563.58
S5556290.003	MEDLER ELECTRIC COMPAN	3" ELBOWS		98.88
S5549718.003	MEDLER ELECTRIC COMPAN	2" COUPLINGS		28.64
IN2291900	MES SERVICE COMPANY LL	FIRE UNIFORMS - BELTS		238.99
IN2297865	MES SERVICE COMPANY LL	FIRE UNIFORMS - TACLITE SHORTS		273.96
INV-2248	MITCHELL PUMP & SERVIC	CL2 & SO2 FEED SYSTEM PARTS		599.04
95506579	MSC INDUSTRIAL SUPPLY	BLUE & RED MARKING PAINT		784.44
521444	NORTH CENTRAL LABORATO	LAB SUPPLIES	2025.008	130.01
120	OAKLAWN OCCUPATIONAL M	DOT PHYSICAL EXAMS & DRUG SCREENING		310.00
AR1/51043884	PARKSON CORPORATION	RDT REPLACEMENT PARTS		1,223.00
2025.225 #2	PARRISH EXCAVATING, IN	VALEY VIEW DEVELOPMENT INFRASTRUCTURE P	2025.225	145,409.97
56905322	POWER LINE SUPPLY	PIN FOR HENDRIX BRACKET		133.36
56907023	POWER LINE SUPPLY	DIRECT CONNECTION LEAD		156.24
56907147	POWER LINE SUPPLY	METER SOCKET		393.81
56907151	POWER LINE SUPPLY	KIT TWIN LUGS		131.22
56907150	POWER LINE SUPPLY	200 AMP MILLBANK METER SOCKET	2025.341	3,388.00
56907149	POWER LINE SUPPLY	9KV ARRESTER	2025.341	4,440.27
56908183	POWER LINE SUPPLY	WR999 CONNECTORS		1,001.38
56908186	POWER LINE SUPPLY	CONNECTOR SPLIT BOLT, CONNECTOR COMP CU		741.50
56908184	POWER LINE SUPPLY	MACHINE BOLT 5/8" X 14"		402.00
56908182	POWER LINE SUPPLY	ELECTRIC INVENTORY		2,348.57
56909524	POWER LINE SUPPLY	150AMP FUSE		811.90
56909525	POWER LINE SUPPLY	PG CLAMP		658.81
56909512	POWER LINE SUPPLY	#6 AL DUPLEX		955.60
00202919	PROGRESSIVE AE, INC.	HUGHES STREET DEVELOPMENT THROUGH 3/28/2		1,706.25
00203316	PROGRESSIVE AE, INC.	HUGHES STREET DEVELOPMENT THROUGH 4/25/2		97.50
00204078	PROGRESSIVE AE, INC.	MARSHALL ECON DEV PLAN & MARKETING PLAN		681.48
380691	PVS TECHNOLOGIES, INC.	TREATMENT CHEMICALS - FERRIC CHLORIDE	2025.027	9,282.73
10008648	RATHCO SAFETY SUPPLY,	2025 BLUES FEST BARRICADES		550.00
1204	RIGHT WAY CONTROL SERV	WEED CONTROL AT CURB PANS & PARKING LOTS	2026.020	17,300.00
1205	RIGHT WAY CONTROL SERV	WEED CONTROL AT WASTEWATER PLANT		950.00
1206	RIGHT WAY CONTROL SERV	WEED CONTROL AT SUBSTATIONS	2025.262	2,830.00
1207	RIGHT WAY CONTROL SERV	WEED CONTROL AT RIVERWALK, PARKS, & ATHL		2,600.00
30364	RS TECHNICAL SERVICES,	REPLACE CHLORINE CONTROL VALVE	2026.008	3,557.22
97436796	SAFETY-KLEEN SYSTEMS,	16G PARTS WASHER SOLVENT		216.47
2421725	STANTEC CONSULTING MIC	FINANCIAL SERVICES SUPPORT THROUGH 7/4/2	2025.231	1,650.00
7005831408	STAPLES	CUST ACCT # DET 10081052 OFFICE SUPPLIES		816.44
99R2504633	STATE OF MICHIGAN	ELEVATOR CERTIFICATE OF OPERATION RENEWA		293.55
CARE1591REIM250012	STATE OF MICHIGAN - MD	VERONA AND WEST DRIVE CONSTRUCTION	2025.313	1,815.00
1244491	STENSMA	CUST NO. 5154 CHAIN 61PMM3, 14 RM 3/8 PI		160.76
409175	SUNBELT SOLOMON SERVIC	25 KVA POLE MOUNT TRANSFORMERS- DUAL VOL	2025.292	23,250.00
3012	SWIFT FUELS, LLC	3000 GALLONS OF 94 OCTANE FUEL	2026.025	14,216.20
6117501161	VERIZON WIRELESS	ACCT NO. 987146080-00001 6/2/25 - 7/1/25		1,674.01
1305	VOLTAGE TOOLS AND TEST	RUBBER GLOVES		636.75
INV-1694	WATERWORTH	RATE MODEL SYSTEM	2026.027	20,223.00
40729093	XEROX FINANCIAL SERVIC	ACCT NO. 4110874 XEROX LEASE 111-4110874		176.18
R73068051	YOURMEMBERSHIP.COM, IN	JOB POSTING - ELECTRIC DEPUTY DIRECTOR		499.00
GRAND TOTAL:				924,697.15

APPROVAL LIST FOR CITY OF MARSHALL
EXP CHECK RUN DATES 08/08/2025 - 08/08/2025
JOURNALIZED
PAID

INVOICE NUMBER	VENDOR NAME	DESCRIPTION	PO NUMBER	AMOUNT
1YJK-HX79-QMXH	AMAZON CAPITAL SERVICE	ACCT NO. A1P4GM99HG1EO2 LAMP, SLEEP SUPP		82.93
1G3Y-7DF7-LT19	AMAZON CAPITAL SERVICE	ACCT NO. A1P4GM99HG1EO2 ELECTRICAL TAPE		72.73
177R-361M-P4N9	AMAZON CAPITAL SERVICE	UNIFORMS - LONG, ANDREW		149.99
1RPP-FTQF-T4YD	AMAZON CAPITAL SERVICE	ACCT NO. A1P4GM99HG1EO2 NITRILE GLOVES		71.99
1R6L-LKR6-VFHD	AMAZON CAPITAL SERVICE	ACCT NO. A1P4GM99HG1EO2 RETURNED HDMI SP		(14.53)
1TTJ-J7XL-4TWW	AMAZON CAPITAL SERVICE	UNIFORMS - POWERS, MATT		110.95
1F4G-J4YM-3WXR	AMAZON CAPITAL SERVICE	ACCT NO. A1P4GM99HG1EO2 PLOTTER INK		109.11
1KM6-JPFT-HNMJ	AMAZON CAPITAL SERVICE	ACCT NO. A1P4GM99HG1EO2 BATTERY BACKUP/S		89.99
1HPK-C6FJ-HYDM	AMAZON CAPITAL SERVICE	ACCT NO. A1P4GM99HG1EO2 SOCCER BALLS, NA		295.97
1D14-93V9-4TGL	AMAZON CAPITAL SERVICE	ACCT NO. A1P4GM99HG1EO2 SOCCER BALLS, CH		110.01
11N3-LHMY-4LXK	AMAZON CAPITAL SERVICE	ACCT NO. A1P4GM99HG1EO2 CRAFT SUPPLIES		54.91
39722274	APPLIED CAPITAL, LLC	CONTRACT NO. 132-1753516-000 MRLEC COPIE		117.52
2882201	APPLIED INNOVATION	ACCT NO. LAG783-007 MRLEC COPIER SERV AG		131.12
225-531195	AUTO VALUE MARSHALL	ACCT NO. 22500610 60W SNAP-IN BULB		324.95
225-531427	AUTO VALUE MARSHALL	ACCT NO. 22500610 PLASTIC REPAIR		61.99
225-531412	AUTO VALUE MARSHALL	ACCT NO. 22500610 RETURNED SS MUFFLER		(210.29)
225-531469	AUTO VALUE MARSHALL	ACCT NO. 22500610 POR 15 FUEL TANK		52.99
225-531496	AUTO VALUE MARSHALL	ACCT NO. 22500610 OIL FILTER, OIL		56.53
225-531606	AUTO VALUE MARSHALL	ACCT NO. 22500610 ROPE & HANDLE		6.09
225-531738	AUTO VALUE MARSHALL	ACCT NO. 22500610 WIPER SWITCH		96.59
225-531784	AUTO VALUE MARSHALL	ACCT NO. 22500610 10LB SPOOL		57.09
188859	BRUTSCHE CONCRETE PROD	3/4 YARD 8 BAG		207.54
162317	BS& A SOFTWARE	ANNUAL SOFTWARE SUPPORT		7,428.00
2024ELECTIONEARLY	CALHOUN COUNTY CLERK	2024 EARLY VOTING ELECTION COST		1,183.86
283-25	CALHOUN COUNTY TREASUR	ASSESSOR PRE CHANGE #53-008-664-00		28.06
285-25	CALHOUN COUNTY TREASUR	ASSESSOR PRE CHANGE #53-001-280-00		10.46
8028	CALHOUN COUNTY, MI	ANNUAL MAINTENANCE - RMS ANNUAL DUES		4,881.89
07312025	CB HALL ELECTRIC COMPA	ELECTRICAL INSPECTION SERVICES 7/1/25 -		2,850.00
51571	CITY OF COLDWATER	SEMI-ANNUAL "BEAST" REPAIRS 1/1/25 - 6/3		1,280.08
08082025	CITY OF MARSHALL	FARMER'S MARKET PETTY CASH REIMBURSEMENT		686.00
07012025	COGENT COMMUNICATIONS,	FIBERNET ISP PRIMARY PROVIDER JULY 2025 2026.047		10,327.50
08012025	COGENT COMMUNICATIONS,	FIBERNET ISP PRIMARY PROVIDER AUGUST 202 2026.047		10,275.00
77983579	COMFORT INN (CADILLAC)	HOTEL FOR LINEMAN SCHOOL - CRUZ, CHANDLE		519.75
77983655	COMFORT INN (CADILLAC)	HOTEL FOR LINEMAN SCHOOL - BURGHDORF, CO		519.75
253014	CRYSTAL FLASH, INC.	ACCT NO. 149759-1 REC GAS 7/22/25		1,200.69
253110	CRYSTAL FLASH, INC.	ACCT NO. 149759-1 REC GAS 7/22/25		736.13
S3-250740640	CUMMINS SALES AND SERV	SERVICE CALL FOR EMERGENCY GENERATOR AT		779.95
S3-250741243	CUMMINS SALES AND SERV	SCHEDULED SERVICE TO REPLACE GENERATOR B		1,748.14
08082025	CUNNINGHAM, DAVID	ELECTRICAL INSPECTION AT 1600 S. KALAMAZ		75.00
656112	DARLING ACE HARDWARE	GRILL BRUSH, LP GAS		37.05
653512	DARLING ACE HARDWARE	ROUND ROD		4.99
655636	DARLING ACE HARDWARE	CHLORINE TABLETS, SHOCK GRANULES		211.97
655950	DARLING ACE HARDWARE	CONDUIT EXTENSION		131.94
655927	DARLING ACE HARDWARE	TWINE, LED PEN LIGHT		33.98
656052	DARLING ACE HARDWARE	PRIMER BULB 3PK		13.99
656081	DARLING ACE HARDWARE	V BELT, STRAP HANGER		22.88
656135	DARLING ACE HARDWARE	CABLE TIES		19.98
656165	DARLING ACE HARDWARE	LED PEN LIGHT		19.99
656236	DARLING ACE HARDWARE	CORED PLUG 1/4" MPT		4.59
656322	DARLING ACE HARDWARE	BATTERIES		39.98
656304	DARLING ACE HARDWARE	M18 FUEL IMPACT WRENCH		219.99
656381	DARLING ACE HARDWARE	BIT, NUTS, BOLTS		9.04
656380	DARLING ACE HARDWARE	POST HOLE DIGGER		46.99
656378	DARLING ACE HARDWARE	BLACKTOP CRACK STOP		38.97
656383	DARLING ACE HARDWARE	CABLE TIES, WALL PLATES		26.03
656385	DARLING ACE HARDWARE	LOCKS, TOWELS, SCREWS		56.76
656447	DARLING ACE HARDWARE	NUTS, BOLTS		10.26
656428	DARLING ACE HARDWARE	JOINT KNIFE, JOINT TAPE		14.98
656480	DARLING ACE HARDWARE	FINISHING NAILS		2.29
656580	DARLING ACE HARDWARE	COOLER		44.99
656576	DARLING ACE HARDWARE	TOILET CLEANER		15.96
656593	DARLING ACE HARDWARE	JOINT COMPOUND, METAL REPAIR TAPE		19.98
656655	DARLING ACE HARDWARE	PACKOUT DEEP ORGANIZER, PARTS BIN SET		77.98
656695	DARLING ACE HARDWARE	LED BULBS 120W 2PK		19.99
656718	DARLING ACE HARDWARE	CONCRETE PATCH		13.99
656760	DARLING ACE HARDWARE	KEYS		7.17
656710	DARLING ACE HARDWARE	BATTERIES		19.99
INV82512	DORNBOS SIGN, INC.	PARKING & STREET SIGNS		578.24
INV236880	E.H. WACHS UTILITY PRO	PRESSURE WASHER REPLACEMENT FOR VALVE TR2026.036		1,289.71
S0020883	EMERGENCY VEHICLE PROD	SERVICE TO FIRE VEHICLE 12-41		625.32
17217148	EPB FIBER OPTICS	ACCT NO. C10527068 FIBERNET TECH SUPPORT2026.004		6,000.00
S106368016.001	ETNA SUPPLY	CUST NO. 5277 WATER INVENTORY		1,811.60
S106368016.002	ETNA SUPPLY	CUST NO. 5277 WATER INVENTORY		1,336.90
2562	FIELDS ELECTRIC LLC	BASE METER REPLACEMENT		735.00
000000453564	FISHBECK	PERMIT TO INSTALL (PTI) APPLICATION FOR 2025.286		2,871.50
60322	FLASH SANITATION INC	FARMERS MARKET PORTABLE TOILET SERVICE		140.00
60727	FLASH SANITATION INC	FARMERS MARKET PORTABLE TOILET SERVICE		140.00
25-05070A	GARAGE DOORS UNLIMITED	SERVICE CALL FOR SLIDING GATE AT DPW		2,816.85
25-07050	GARAGE DOORS UNLIMITED	SERVICE CALL FOR REPAIR AT CITY HALL FRO		392.56

APPROVAL LIST FOR CITY OF MARSHALL
EXP CHECK RUN DATES 08/08/2025 - 08/08/2025
JOURNALIZED
PAID

INVOICE NUMBER	VENDOR NAME	DESCRIPTION	PO NUMBER	AMOUNT
123412130	GLOBAL INDUSTRIAL	HORNET SPRAY		86.36
9574882818	GRAINGER	CHEMICAL RESISTANT GLOVES		55.84
9342553526	GRAYBAR ELECTRIC	FIBER OPTIC SPLICING WORKSTATION, AERIAL		330.97
9300170960	GRAYBAR ELECTRIC	COMMERCIAL GROMMET, SPLICE TRAY KIT		264.24
9300297110	GRAYBAR ELECTRIC	CABLE SLACK STORAGE BRKT 12PK		304.03
2661955	GRIFFIN PEST SOLUTIONS	PEST SERVICES AT PSB 7/24/25		51.00
2667657	GRIFFIN PEST SOLUTIONS	PEST SERVICES AT MRLEC 7/24/25		88.00
898678	GWIN, DARWIN	MOWING & TRASH AT BROOKS NATURE JULY 202		360.00
43369	HUNTER-PRELL COMPANY	SERVICE CALL FOR PIPES IN BUILDING DEPAR		145.00
INV-001342	HYPERION SOLUTIONS GRO	FIBERNET NETWORK SUPPORT AND MONITORING 2025.332		7,865.47
4383056	IIX INSURANCE INFORMAT	ACCT NO. 888907 MOTOR VEHICLE REPORTS/AC		82.10
184917	IMPACT SOLUTIONS	METER DOOR HANGERS		329.40
711580	ITRON, INC.	METER READING SOFTWARE TEMETRA 8/1/25 - 2025.261		3,568.83
40430	J AND K PLUMBING SUPPL	COMPRESSION COUPLING, GALVENIZED PIPE		90.33
40493	J AND K PLUMBING SUPPL	COMPRESSION COUPLING, GALVANIZED PIPE		122.91
UCI2025-0042	J.R. UNDERGROUND LLC	2" CONDUIT AND BORING FOR UG ELECTRIC WO2026.018		10,227.00
3755	JACK FROST DRAIN SERVI	DRAIN CLEANING AT WASTE WATER PLANT		350.00
3769	JACK FROST DRAIN SERVI	DRAIN CLEANING AT CITY HALL		220.00
2025.093-PAY APP #	JOE RAICA EXCAVATING,	BRIARWOOD DEVELOPMENT INFRASTRUCTURE (FO2025.093		11,051.53
250803-1	JOHNSON SIGN COMPANY,	ALLCOTT PARK SIGN PER PROPOSAL #250803-2025.320		3,450.00
9755	JS BUXTON	CHEMICALS - LIME		1,600.00
350722002	KELLOGGS REPAIR	CHAIN BAR		46.65
S115738423.001	KENDALL ELECTRIC INCOR	VFD - RDT FLOC TANK		510.81
103556759	KIMBALL MIDWEST	FOLDING WORK LIGHT		181.80
120515	L.D. DOCSA ASSOCIATES	SLUDGE STORAGE TANK VALVE REPLACEMENT 2026.007		12,372.00
2024027.00 - 22506	LAWSON-FISHER ASSOCIAT	NUISANCE PLANT MONITORING AND REPORTING 2024.315		921.76
2507-546712	LEGG LUMBER	BLACKTOP PATCH (MDOT)		91.96
2507-548878	LEGG LUMBER	PLYWOOD		19.99
2507-549141	LEGG LUMBER	2X4X10' SPF, 10X6X10' SPF		14.98
2507-549969	LEGG LUMBER	80LB MORTAR MIX		65.94
50963270	LINDE GAS & EQUIPMENT,	CUST NO. 59879658 GASES		214.50
08022025	LOWES BUSINESS ACCOUNT	ACCT NO. 821 3023 902596 5 DRYWALL, TAPE		330.80
3708	MAEDA	REIMBURSEMENT FOR DOWNTOWN TREE LIGHT EL2025.269		625.50
70981	MANER COSTERISAN	FY2025 FINANCIAL STATEMENT & SINGLE AUDI2026.034		5,500.00
07012025-23070	MARSHALL HARDWARE, LLC	KEY CUT QTY 6		19.74
07242025-24174	MARSHALL HARDWARE, LLC	HAMMER, LEVEL, LUMBER CRAYON		62.86
07252025-24241	MARSHALL HARDWARE, LLC	FILTERS 3PK, 15PK ROS DISC, PAINT ROLLER		43.97
07302025-24408	MARSHALL HARDWARE, LLC	18' GARDEN HOSE		18.00
07302025-24401	MARSHALL HARDWARE, LLC	20LB HYDRL WTRSTP		22.99
S5561302.001	MEDLER ELECTRIC COMPAN	2" CONDUIT		1,101.35
S5561014.001	MEDLER ELECTRIC COMPAN	CONTACT CLEANER		396.59
S5562404.002	MEDLER ELECTRIC COMPAN	2" EXPANSION COUPLING		761.26
S5562404.003	MEDLER ELECTRIC COMPAN	2" PVC 45 STD RAD		89.91
S5562404.001	MEDLER ELECTRIC COMPAN	PVC		1,148.08
S5564521.001	MEDLER ELECTRIC COMPAN	CABLE LUBRICANT		51.22
S5564645.001	MEDLER ELECTRIC COMPAN	CABLE LUBRICANT		51.22
315120325033270	MENARDS COMMERCIAL	CREDIT ACCT NO. 587737 ASPHALT SEALER, S		585.40
522231	NORTH CENTRAL LABORATO	LABORATORY SUPPLIES	2026.009	776.12
4788-440401	O'REILLY FIRST CALL	ACCT NO. 1741510 FREON		21.98
3211295	OFFICE THREE SIXTY INC	COPY PAPER		171.96
56910242	POWER LINE SUPPLY	ANCHOR HELIX		795.60
56911747	POWER LINE SUPPLY	WASHERS		370.00
56911749	POWER LINE SUPPLY	VAULT LID		265.00
56911750	POWER LINE SUPPLY	2/0 AL TRIPLEX		1,480.00
56911752	POWER LINE SUPPLY	1/0 AL TRIPLEX		2,420.00
07312025	POWERS, BRYAN	BUILDING INSPECTION SERVICES 7/1/25 - 7/		4,175.00
07042025	QLT CONSUMER LEASE SER	ACCT NO. 269-781-3559 EXTENSION BELLS		13.99
25-0173	QUALITY EXCAVATORS INC	1.5 HOURS MINI EXCAVATOR		217.50
PYYT	RICE'S SHOES, INC	BOOT ALLOWANCE - ARNOLD, GEORGE		200.00
94HU	RICE'S SHOES, INC	BOOT ALLOWANCE - FINNEY, EMILY		259.95
1MQN	RICE'S SHOES, INC	BOOT ALLOWANCE - WISE, TIM		300.00
08082025	S.A.F.E. PLACE SHELTER	2025 NATIONAL NIGHT OUT DONATIONS		150.00
51067	SONAR SOFTWARE	FIBERNET CUSTOMER MANAGEMENT SOFTWARE AU2026.005		2,156.63
591-11338355	STATE OF MICHIGAN - MD	AIRPORT WEATHER OBS & DATA SYSTEM APR -		472.53
R306069607:01	STOOPS FREIGHTLINER	ONSITE SERVICE CALL FOR 2019 FREIGHTLINE		2,321.09
5791-6	THE SHERWIN-WILLIAMS C	ACCOUNT NO. 6731-5519-8 PAINT		85.85
2574	THE WOODHILL GROUP, LL	FINANCE & ACCOUNTING SERVICES JUNE 2025		618.75
279	TOP TO BOTTOM TREE SER	ELECTRIC LINE CLEARANCE 7/28/25 - 8/3/25 2026.011		2,644.50
195415201	ULINE	RUBBERMAID DIGIT SCALE		194.62
08/09/2025	VANG, CHEEMAUA	UB refund for account: 3202500027		47.01
INV3562930VC3	VC3, INC.	ACCT NO. 44996 CISCO SMART NET TOTAL CAR		468.00
VC3-212603	VC3, INC.	ACCT NO. 44996 OFFICE 365 MONTHLY BILLIN		1,322.00
VC3-213745	VC3, INC.	ACCT NO. 44996 PC REPLACEMENTS (PARKS)		1,800.00
INV41-01327	VERSATERM PUBLIC SAFET	VERSATERM ANNUAL CONTRACT AND INSTALLATI2026.046		9,924.00
382446	VIEW NEWSPAPER GROUP	ACCOUNT ID: 100527 NEWSPAPER ADS JUNE 20		2,745.00
07242025	WOW! BUSINESS	ACCT NO. 013934621 DPW		51.84
07292025	WOW! BUSINESS	ACCT NO. 014226414 FIRE DEPARTMENT		149.40
GRAND TOTAL:				169,001.42



MICHIGAN SOUTH CENTRAL POWER AGENCY

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

INVOICE MONTH: July, 2025
INVOICE DATE: 8/14/2025
DUE DATE: 8/29/2025
TOTAL AMOUNT DUE: \$1,136,924.73

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

MSCPA Member Power Billing - July, 2025

Total Power Charges:	\$844,860.52
Transmission / Capacity / Ancillary Services:	\$257,704.73
Total Other Charges:	\$10,921.57
Total Miscellaneous Charges:	\$23,437.91

TOTAL CHARGES	\$1,136,924.73
----------------------	-----------------------

NOTE: PLEASE SEE ENCLOSED BACKUP FOR ADDITIONAL DETAIL

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

Notes:

ITEM: 7.C

ADMINISTRATIVE REPORT



TO: Honorable Mayor and City Council
FROM: Derek N. Perry, City Manager
Marguerite Davenport, Director of Public Services
Joshua Lanker, Chief of Police
DATE: August 18, 2025
SUBJECT: **SPECIAL EVENT REQUEST- CHOOSE MARSHALL CHRISTMAS TREE LIGHTING**

Choose Marshall has purchased a 30' artificial tree to be placed in the lawn of the Honolulu House for the holiday season. They would like to hold a lighting ceremony on November 29, 2025 at 6pm. There will be hot cocoa and cookies, performers, and the official lighting of the tree.

The event will require the closure of North Kalamazoo Avenue from the Fountain Circle to West Mansion Street from 5:00 - 7:30 pm, as well as 4 trash bins. The only other potential city service would be clearing of ice/snow in the event area in the case of inclement weather.

BUDGET IMPACT:

Choose Marshall is a non-profit and is eligible for the \$500 event waiver. Event expenses are currently estimated at \$397, which is below the waiver amount. Any amount exceeding \$500 will be billed to Choose Marshall.

RECOMMENDATION:

Approve the Choose Marshall Christmas Tree Lighting Ceremony Special Event Request for November 29, 2025.



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: Choose Marshall Chamber Christmas Tree

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

Mailing/Billing Address: 323 West Michigan Avenue

City/State/ZIP Code: Marshall, MI 49068

Business Phone: 269-781-5163

Cell Phone: _____

Email Address(es): pattyw@choosemarshall.com

Event Information

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

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

1. Requested day(s), date(s), and time(s) of the Special Event: Saturday, November 29, 2025

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

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

3. Please describe the event(s): The lighting of the Chamber Christmas Tree. Community gathers. Hot cocoa served by KCCU. Brief announcement of welcome and sponsors. Marshall Choral Society will perform too

4. What is the requested location(s) of the event(s): Honolulu House South Lawn

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

Start and End Locations: North entrance to Fountain Circle to W. Mansion St. One block.

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

General

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

Public Services

14. Is the applicant requiring utility connections, such as electric or water services?* Yes^x____ No____
15. Does the applicant require other public services? Yes^x____ No____
- a. Barricades Yes^x____ No____
- b. Fencing Yes____ No^x____
- c. Street Sweeping Yes____ No^x____
- d. Mowing Yes____ No^x____
- e. Rubbish Containers Quantity: 4 Or we provide Yes^x____ No____
- f. Picnic Tables Yes____ No^x____
- g. Cessation of Lawn Sprinklings Yes____ No^x____
- h. Other Snow or Ice removal, if needed Yes^x____ No____
- i. Map including indicating location of these services?* Yes^x____ No____
16. Do you plan to utilize volunteers to help run the event? Yes^x____ No____
17. Do you plan to rent a park facility for the event? Yes____ No^x____

Public Safety

18. Does the applicant have any special security or safety concerns? Yes^x____ No____
19. Are you requesting assistance from the Police/Fire Departments? Yes^x____ No____
20. Will the event include loud or unusual sounds? Yes^x____ No____
- a. Musicians Yes^x____ No____
- b. Singers Yes^x____ No____
- c. Amplified Announcers Yes^x____ No____
- d. Carnival Rides Yes____ No^x____
- e. Motor Vehicle Noises Yes____ No^x____
- f. Other _____ Yes____ No____
21. What are the planned hours for loud or unusual sounds? 6-7pm
22. Will the event include unusual lighting beyond what is normal at that location? Yes^x____ No____

Alcohol Consumption

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

Questionnaire Explanations

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

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

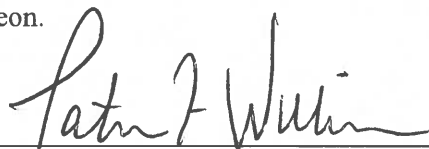
The City of Marshall PROHIBITS any and all painting of any city property, including sidewalk and streets. Events of those persons violating this policy will be canceled and not future event will be allowed.

Continue to next page...

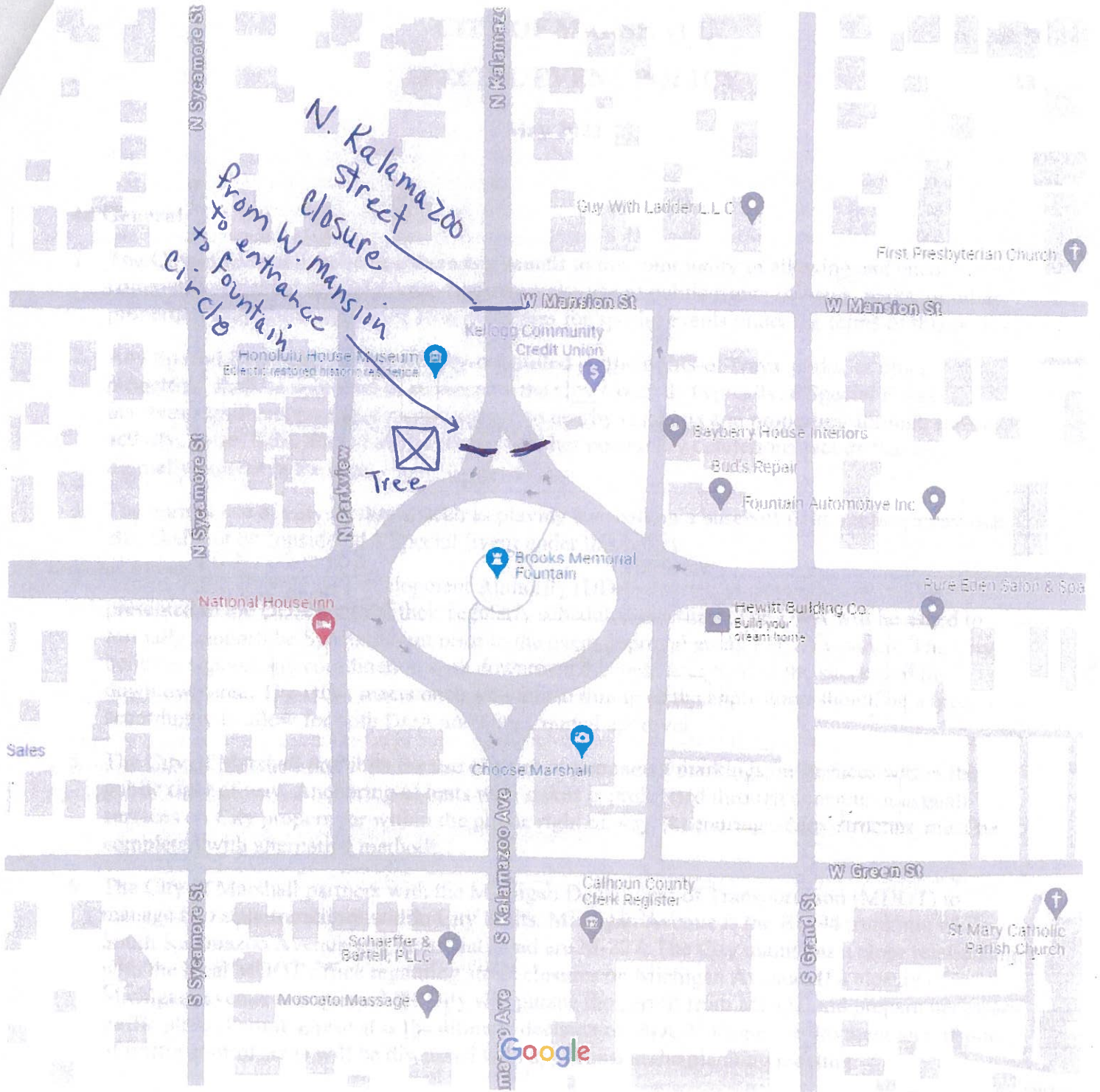
Applicant Signature

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

Applicant Signature: _____

Printed Name: **Patricia Williams/James Durian**Date: **7/8/25**

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



ITEM: 7.D

ADMINISTRATIVE REPORT



TO: Honorable Mayor and City Council
FROM: Derek N. Perry, City Manager
Marguerite Davenport, Director of Public Services
Martin Erskine, Fire Chief
DATE: August 18, 2025
SUBJECT: SPECIAL EVENT REQUEST - COSTUME PARADE

The City has received a special event request for the Costume Parade at 11:00 am on Saturday, October 25, 2025. The annual event is supported by the City's Fire Department and downtown businesses. The community is invited to dress in their Halloween costumes and collect candy along Michigan Avenue from participating businesses.

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

BUDGET IMPACT:

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

RECOMMENDATION:

Approve the City Fire Department Costume Parade Special Event Request for Saturday, October 25, 2025.



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

Special Events Application

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

Applicant Information

Name of Special Event: Children's Halloween Costume Parade

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

Mailing/Billing Address: 1201 Arms St.

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

Business Phone: 269-781-3922

Cell Phone: 260-446-7222

Email Address(es): nwagner@cityofmarshall.com

Event Information

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

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

1. Requested day(s), date(s), and time(s) of the Special Event: October 25th, 2024

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

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

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

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

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

Start and End Locations: Park St to High St

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

General

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

Public Services

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

Public Safety

18. Does the applicant have any special security or safety concerns? Yes ☐ No ☒
19. Are you requesting assistance from the Police/Fire Departments? Yes ☒ No ☐
20. Will the event include loud or unusual sounds? 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 N/A Yes ☐ No ☒
21. What are the planned hours for loud or unusual sounds? N/A
22. Will the event include unusual lighting beyond what is normal at that location? Yes ☐ No ☒

Alcohol Consumption

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

Questionnaire Explanations

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

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

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

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

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

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

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

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

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

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

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

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

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

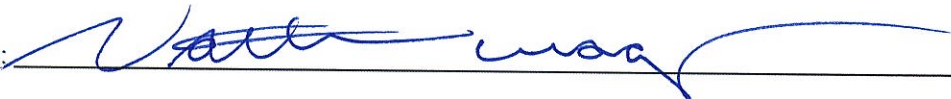
26. The applicant is required to provide \$1,000,000 of liability insurance coverage with respect to the event. A Certificate of Insurance, with the City listed as an additional named insured, must be provided to the City Clerk's Office at least one calendar month before the event. Is the insurance certificate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

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

Continue to next page...

Applicant Signature

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

Applicant Signature: 

Printed Name: **NATHAN WAGNER** Date: **08/07/2025**

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

ITEM: 7.E

ADMINISTRATIVE REPORT



TO: Honorable Mayor and City Council
FROM: Derek N. Perry, City Manager
Marcia Strange, Director of Community Development
DATE: August 18, 2025
SUBJECT: **CDBG GRANT FOR 125-127 W. MICHIGAN AVE RENTAL REHAB - SET PUBLIC HEARING**

The Community Development Block Grant (CDBG) utilized to help fund the rehabilitation of 5 new apartments at 125-127 W. Michigan Avenue requires a closeout public hearing upon completion of the project. Construction is complete, occupancy has been given, and the grant is being closed out. We will have a presentation on the project at the public hearing to give a final report on the project's completion and the impact of the project on our community.

BUDGET IMPACT:

There is no budget impact. The available federal funds have been disbursed through the state grant program.

RECOMMENDATION:

Set a Public Hearing for closeout for the Michigan Community Development Block Grant Funding for the 125-127 W. Michigan Avenue Rental Rehab Project for September 15, 2025, at 7:00 PM at City Hall.

**THE CITY OF MARSHALL
NOTICE OF CLOSEOUT PUBLIC HEARING
FOR MICHIGAN COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)
FUNDING FOR THE 125-127 W. MICHIGAN AVE RENTAL REHAB PROJECT**

The City of Marshall will conduct a closeout public hearing on September 15, 2025, at 7:00 PM at the City Hall, City Hall, 323 W Green St, Marshall, MI 49068, for the purpose of affording citizens an opportunity to submit comments and receive a final report on the completion of the 125-127 W. Michigan Ave Rental Rehab CDBG grant.

The CDBG grant provided funding to assist in the rehabilitation on the 5 new apartments. 51% (one) unit will be rented to an LMI person. The new amenities consist of mechanical, electrical, plumbing, windows, countertops, cabinets and fixtures.

The CDBG project benefited at least 51% low to moderate income persons; Zero persons were displaced as a result of the project.

Interested parties are invited to comment on the project in person at the public hearing or in writing through September 9, 2025 and addressed to Marcia Strange, Director of Community Services, 323 West Michigan Avenue, Marshall, MI 49068 or at mstrange@cityofmarshall.com.

Citizen views and comments on the CDBG project are welcome.

The City of Marshall
Derek Perry, City Manager
269-781-5183

ITEM: 12.A

ADMINISTRATIVE REPORT



TO: Honorable Mayor and City Council
FROM: Derek N. Perry, City Manager
Marguerite Davenport, Director of Public Services
Aaron Ambler, Water Superintendent
Alec Egnatuk, Wastewater Superintendent
DATE: August 18, 2025
SUBJECT: **WATER AND SEWER CAPACITY FEES**

The City recently conducted a Water and Sewer Capacity Fee Rate Study in order to establish an equitable, understandable, and defensible cost-recovery philosophy and charge structure for customers connecting to the City's water and/or sanitary sewer systems. The City's current water and sewer rules and regulations permit the assessment of fees for properties seeking to connect to the water distribution and sanitary sewer collection systems. The complete results of the rate study were presented to City Council and the public at the August 4, 2025 Work Session.

As authorized and required by Chapter 53 of the City Code of Ordinances, a resolution of the proposed capacity fees is required to update these fees.

BUDGET IMPACT:

None. Capacity Fees are under non-operating revenue as they are not used to offset normal operation and maintenance of utility funds. Therefore, any changes in the budget due to this unanticipated revenue will be analyzed, and a budget adjustment made during the quarterly budget updates.

RECOMMENDATION:

Approve Resolution 2025-21, A Resolution to Update Water and Sewer Capacity Fees, and authorize the City Manager and City Clerk to sign the necessary documents.

**CITY OF MARSHALL, MICHIGAN
RESOLUTION NO. 2025-21**

A RESOLUTION TO UPDATE WATER AND SEWER CAPACITY FEES

Minutes of a regular meeting of the Council of the City of Marshall, held on August 18, 2025 at 7:00 PM.

PRESENT:

ABSENT:

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

WHEREAS, City of Marshall deems it necessary and appropriate to periodically review fees and rates as certain costs are incurred in providing a service, and the intent is to set fees at an amount to recover those costs and remain competitive with surrounding municipalities; and

WHEREAS, City of Marshall recently completed a comprehensive Water and Sewer Capacity Fee Rate Study. The study objective was to establish an equitable, understandable, defensible cost recovery philosophy according to industry standards, primarily those endorsed by the American Water Works Association (AWWA); and

WHEREAS, City of Marshall proposes charging capacity fees to customers connecting to the water and/or sanitary sewer systems. Capacity fees operate as "one-time" charge to recover the cost of capacity to serve new development; and

WHEREAS, City of Marshall has established the Capacity Fee based on the developer determined meter size at the requested connection to the water and/or sewer system. The rate determined is on a per Residential Equivalent Unit (REU) basis which is systematically increased for larger connections based on the industry standard equivalent meter chart; and

WHEREAS, the City of Marshall now wishes to establish those fees and rates in accordance with the Utility Rules and Regulations and as authorized by Chapter 53 of the City Code of Ordinances; and

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF MARSHALL hereby updates the water and sewer capacity fees as follows:

Water Capacity Fee - \$960 per REU
Sewer Capacity Fee - \$1,840 per REU

Resolution declared adopted this 18th day of August 2025.

Michelle Eubank, City Clerk

I, Michelle Eubank, being duly sworn as the City Clerk for the City of Marshall, hereby certify that the foregoing is a true and complete copy of the resolution adopted by the City Council, City of Marshall, County of Calhoun, State of Michigan, at a regular meeting held on August 18, 2025 and that the said meeting was conducted and that the minutes of the meeting were kept and will be or have been made available.

Michelle Eubank, City Clerk



City of Marshall, MI

Water and Sewer Capacity Fee Study - Final Report

August 14, 2025





August 14, 2025

Ms. Marguerite Davenport, PE
Director of Public Services
City of Marshall
323 W. Michigan Avenue
Marshall, MI 49068

Re: Water and Sewer
Connection Fee – Final Report

Dear Ms. Davenport,

Stantec is pleased to present this Final Report of the Water and Sewer Capacity Fee Study that we performed for the City of Marshall. We appreciate the assistance provided by all of the members of the City staff who participated in the Study.

If you or others at the City have any questions, please do not hesitate to contact me. We appreciate the opportunity to be of service to the City of Marshall and look forward to working with your team again in the near future.

Sincerely,

Joey Murphy
Principal

1110 Montlimar Drive
Mobile, AL 36609
(251)-450-7786
joey.murphy@stantec.com

Enclosure

TABLE OF CONTENTS

1. Executive Summary.....	1
1.1 Introduction	1
1.2 Study Objectives	1
1.3 Recommendations	1
2. Capacity Fee Analysis.....	2
2.1 Background.....	2
2.2 Methodology	2
2.3 System Value.....	3
2.3.1 Fixed Assets	3
2.3.2 System Credits.....	3
2.3.3 Summary of Cost Basis.....	4
2.4 Determination of System Capacity.....	4
2.4.1 System Capacity	5
2.4.2 Level of Service.....	5
2.5 Results.....	5
3. Recommendations.....	6
3.1 Capacity Charge Analysis	6
3.2 Customer Comparisons.....	6

1. EXECUTIVE SUMMARY

1.1 INTRODUCTION

This Executive Summary presents an overview of the results of the comprehensive Water and Sewer Capacity Fee Rate Study (Study) that was conducted for the water and sewer systems of the City of Marshall (hereafter referred to as the City or Utility) by Stantec Consulting Services Inc. (Stantec).

1.2 STUDY OBJECTIVES

The objective of this study is to establish an equitable, understandable, defensible cost recovery philosophy and charge structure for customers connecting to the City's water and/or sanitary sewer systems. The water and sewer capacity fee calculation in this study used a Combined (recoupment and capital planning) approach based on the demand that a new connection places on the City's systems.

Charges were calculated in accordance with industry standards, primarily those endorsed by the American Water Works Association, and established professional best practices. The next section identifies the recommendations of the analysis. Following the recommendations section, the report provides general background related to the capacity fee charge development followed by an analysis of water and sanitary sewer capacity charges.

1.3 RECOMMENDATIONS

The City currently charges a water and a sewer capital charge for new utility customers connecting to the water and sewer systems. The capacity fees have not been reviewed or updated for several years. The City requested that Stantec review the current charges and update the calculations to confirm that the capacity fees are appropriately set to recover cost of providing water and sewer system capacity to new connections. Based on the detailed analysis outlined in subsequent sections of this Report, Stantec recommends that the City increase the water capacity fee and the sewer capacity fee. The proposed capital charges are presented in Table 1-1 and are shown per Residential Equivalent Unit (REU).

Table 1-1 Proposed Fiscal Year 2026 Water and Sewer Capital Charges per REU

Per REU	Water Capital Charge	Sewer Capital Charge
Proposed Capacity Fee	\$ 960	\$ 1,840
Current Capacity Fee	\$ 600	\$ 1,500

2. CAPACITY FEE ANALYSIS

2.1 BACKGROUND

Capacity fees are often referred to by different names such as capital charges, recovery fees, impact fees, system development charges, or connection fees. These charges operate as a “one-time” charge to recover the cost of capacity to serve new development and are widely applied by water and sewer utility providers. Such charges are the mechanism by which new growth can “pay its own way,” mitigating the extent to which existing residents bear the cost of new or expanded facilities necessitated by new development. Capacity fees are typically based upon the costs of the major backbone infrastructure necessary to provide service to all customers (i.e. water supply facilities, water and sewer treatment facilities, material and equipment, disposal facilities, and water and sewer transmission mains).

2.2 METHODOLOGY

There are three primary approaches for the calculation of capacity fees within the utility industry:

- **Buy-In** – This approach uses the value of the utility’s existing assets as the basis for the fee calculation. This approach is most appropriate for a system with capacity such that most new connections to the system will be served by that existing available capacity.
- **Incremental** – This approach uses the planned multi-year capital improvement program (CIP) that is associated with the provision of additional system capacity as the cost basis for the fee. This approach is most appropriate where 1) the existing system has limited capacity to accommodate growth, 2) the CIP has a significant number of projects that provide additional system capacity for each functional system component to be representative of the cost of capacity for an entire system, or 3) information on existing infrastructure by functional component is not readily available.
- **Combined** – This approach uses the system’s existing assets as well as the growth-related CIP as the cost basis for the fee calculation. This approach is most appropriate to use when 1) there is limited capacity in the current system that will accommodate some growth, but additional capacity is needed in the relative short-term as reflected in the CIP, and 2) the CIP includes a significant amount of projects that will provide additional system capacity, but does not necessarily have a sufficient amount of projects in each functional component to be reflective of a total system.

The City has identified and proposed over \$54 million in the Capital Improvement Program (CIP) for the water and sewer systems over the next planning horizon of six to seven years. A majority of the proposed CIP (approximately \$34 million) is related to renewal and rehabilitation, and as such, would be excluded from inclusion in the capacity fee calculation. Of the remaining approximately \$21 million in expansion-related funds. With the extensive expansion planned in the water and sewer system, the City of Marshall has determined that the Combined Method (buy-in recoupment plus incremental cost for required expansion) is the most appropriate capacity fee collection method. By using this method, the City can

accurately allocate costs based on actual system usage and investment needs, while maintaining ratepayer equity and supporting long-term capital planning.

2.3 SYSTEM VALUE

The first step in calculating the capacity fees involved establishing the cost basis for each system function. The net system value for use in determination of the capital charges is calculated using the following approach:

- 1) The City's accounting records for the Utility's existing and in-service assets were analyzed and used as the basis to determine the replacement cost new less depreciation (RCNLD) of each of the Utility's systems.
- 2) Any donated assets and/or assets not funded by the City (funded by grants, developer contributions, etc.) are removed from the cost basis of existing plant-in-service.
- 3) The resulting cost basis is divided by the total available capacity to determine the capital charge.

2.3.1 Fixed Assets

Stantec evaluated the Utility's fixed asset listing and accounting records which included an asset description, purchase date or year in service, original cost, useful life, and accumulated depreciation for each asset, as of June 30, 2024. In addition, estimated capital construction in progress project values were included if substantially completed. To determine the current value for each component of the Utility, the net book value of each asset was escalated to estimate the current day replacement cost utilizing the Engineering News Record (ENR) Construction Cost Index, based upon the year the asset was placed in service. In this way, the RCNLD was developed for each asset and then allocated between water and sewer systems, and to each system's respective functional components.

2.3.2 System Credits

Upon determination of the replacement costs and planned capital, certain credits must be factored in recognition that certain assets were contributed to the City at no cost or funded via a grant and therefore should not be considered in the cost basis. It is also appropriate for utility systems to deduct debt obligations related to capital project funding from the cost basis, recognizing that the annual debt service payments are primarily paid for from user rates after customers are connected. The present value of the total outstanding debt service for both water and sewer is deducted from the asset base to calculate the capital charge.

2.3.3 Summary of Cost Basis

Tables 2-1 and 2-2 present the resulting net system values for the water and sewer systems, respectively, with the application of each of the components discussed in the preceding sections. The resulting net system value was used as the numerator and cost basis in capacity fee calculations.

Table 2-1 Water Net System Value

Description	Water System
Replacement Cost New Less Depreciation (RCNLD) of Existing Assets	\$60,758,980
Capital Construction Work in Progress	\$421,902
Capital Improvement Plan – planned expenditure	\$3,861,000
Less: Outstanding Principal	(\$7,246,400)
Less: Asset Contributions/Exclusions	(\$43,500,000)
Net System Value	\$14,295,482

Table 2-2 Sewer Net System Value

Description	Collection
Replacement Cost New Less Depreciation (RCNLD) of Existing Assets	\$21,641,008
Capital Construction Work in Progress	\$1,723,599
Capital Improvement Plan – planned expenditure	\$16,765,000
Less: Outstanding Principal	(\$1,475,000)
Less: Asset Contributions / Exclusions	(16,000,000)
Net System Value	\$22,654,607

2.4 DETERMINATION OF SYSTEM CAPACITY

Once the total cost basis was determined, the next step was to determine the water and sewer system capacities as stated in terms of residential equivalent units (REUs). Expressing the system capacities in terms of REUs allows for the development of the unit pricing of capacity which is essential for the determination of capital charges. The total system capacity stated in MGD for each system, divided by the level of service stated in terms of gallons per day (GPD), is equal to the total number of REUs that the Utility can serve with existing infrastructure outlined herein.



2.4.1 System Capacity

Treatment, supply, and disposal capacities are generally accepted to be either the physical or regulatory permitted capacity of such facilities and are typically readily available. The treatment capacities for the water and sewer systems were obtained from City staff. While capacity estimates for treatment, supply, and disposal functions are often readily available, transmission and other system component capacities are typically more difficult for a Utility to quantify. As such, for purposes of the Analysis, water transmission/distribution and sewer transmission/collection system capacity estimates were assumed as a function of the overall treatment capacities of the system. This approach reflects the expectation that the water and sewer transmission systems are generally aligned with treatment system capacities and will need to be sized accordingly.

Table 2-3 presents the system capacity identified for the water and sewer systems.

Table 2-3 System Capacity

Description	Water	Sewer
System Capacity (MGD)	3.86	3.0

2.4.2 Level of Service

In the evaluation of the capital facility needs for providing water and sewer utility services, it is critical that a level of service (LOS) standard be developed. LOS means an indicator of the extent or degrees of service provided by a facility, based on the operational characteristics of the facility. For water and sewer service, the level of service that is commonly used in the industry is the amount of capacity allocable to an REU expressed as the amount of usage in gallons on an average daily basis, plus a system defined peaking factor. The peaking factor accounts for the fact that water and sewer systems must be designed to handle peak demand, not just average daily use. This allocation would generally represent the amount of capacity allowable to the REU. Table 2-4 presents the level of service standards used in the calculation of the capital charges.

Table 2-4 Level of Service (LOS)

Description	Water	Sewer
Level of Service (GPD)	125 gpd design capacity 1.97 observed peaking factor. 246 gpd LOS	125 gpd design capacity 1.85 observed peaking factor. 231 gpd LOS

2.5 RESULTS

The identified capital costs for each system's functional components were divided by the capacity for each component stated in terms of REUs to determine the capacity cost per REU for water and sewer. Based upon the cost and capacity information provided by the City and the Analysis described herein, the water capacity charge is calculated to be \$960 per REU as compared to the existing fee of \$600. The resulting

sewer capacity charge is calculated to be \$1,840 per REU as compared to the existing fee of \$1,500. A comparison of the existing and proposed capital charges is presented in Table 2-5.

Table 2-5 Proposed Capacity Charge per REU

System	Existing	Calculated*	\$ Change	% Change
Water	\$ 600	\$ 960	\$ 360	59%
Sewer	\$ 1,500	\$ 1,840	\$340	22%
Total	\$ 2,100	\$ 2,800	\$ 700	33%

**Calculated capacity charges rounded to nearest \$10*

3. RECOMMENDATIONS

This section of the report presents the recommendations developed as part of the Study.

3.1 CAPACITY CHARGE ANALYSIS

Stantec recommends that the City update the current capacity charges for water and sewer to reflect the calculated capacity charges of \$960 for water and \$1,840 for sewer. These charges are presented below along with a comparison to the current capacity charges.

Table 3-1 Proposed Capacity Charge per REU

System	Existing	Calculated	\$ Change	% Change
Water	\$ 600	\$ 960	\$ 360	59%
Sewer	\$ 1,500	\$1,840	\$ 340	22%
Total	\$ 2,100	\$2,800	\$ 700	33%

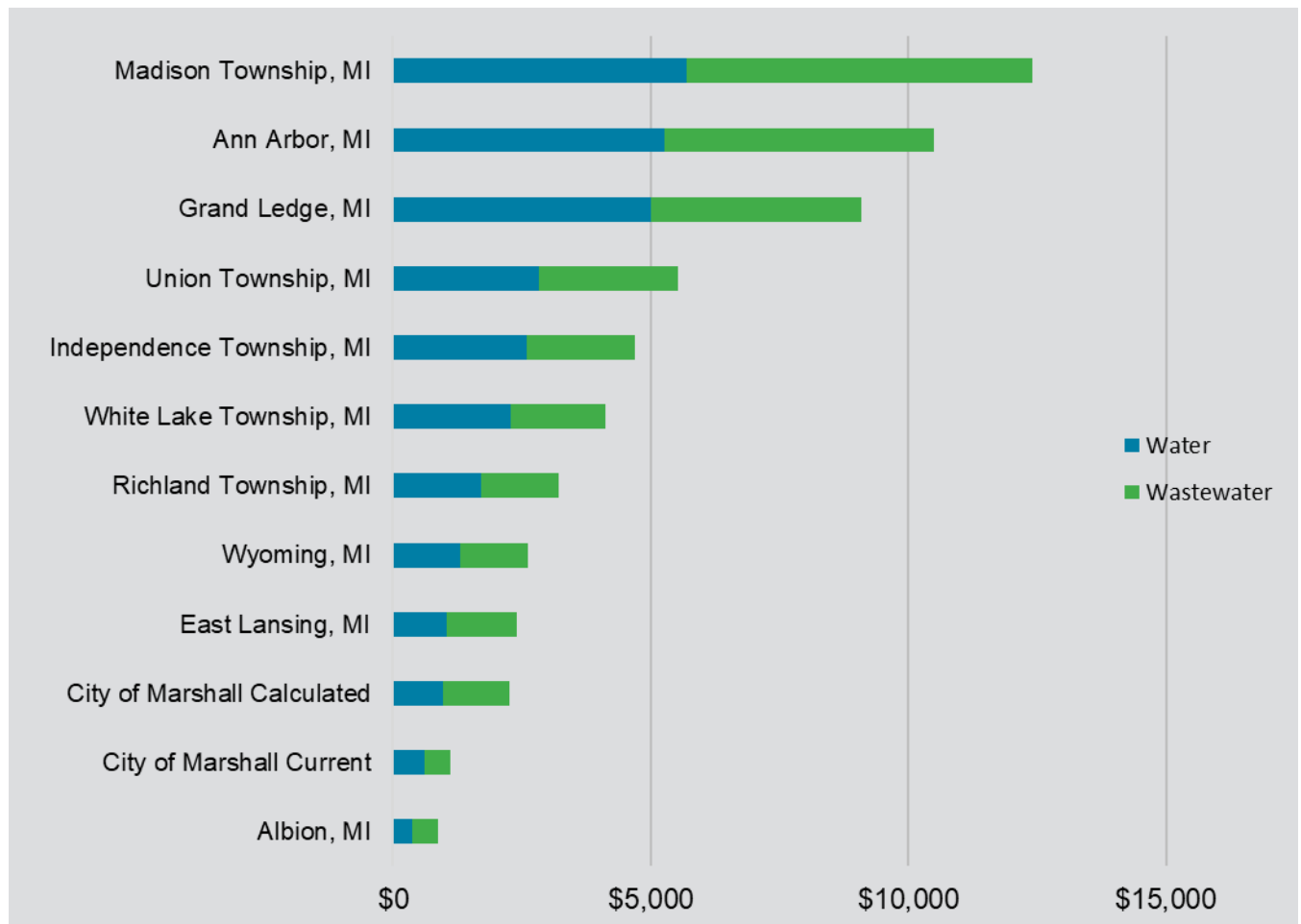
Calculated capacity charges rounded to nearest \$10.

Stantec recommends that the City perform an update to this analysis every three to five years so that cost of providing water and sewer system capacity are reflected in the capacity fees.

3.2 CUSTOMER COMPARISONS

The comparison of current and proposed capacity fee charges for water and sewer with those assessed by surrounding jurisdictions and like sized utilities can provide perspective on the level of cost associated with capacity related fees. The following figures were developed to provide a comparison of what a typical residential customer would pay for water and sewer capacity fees in surrounding jurisdictions. It is important to note that the comparison community bills reflect current rates and do not reflect potential rate adjustments in Fiscal Year 2025, for which data is not yet available.

Figure 3-2 Capacity Fee Comparison – Water and Sewer



Disclaimer

This document was produced by Stantec Consulting Services Inc. ("Stantec") for City of Marshall and is based on a specific scope agreed upon by both parties. In preparing this report, Stantec utilized information and data obtained from City of Marshall or public and/or industry sources. Stantec has relied on the information and data without independent verification, except only to the extent such verification is expressly described in this document. Any projections of future conditions presented in the document are not intended as predictions, as there may be differences between forecasted and actual results, and those differences may be material.

Additionally, the purpose of this document is to summarize Stantec's analysis and findings related to this project, and it is not intended to address all aspects that may surround the subject area. Therefore, this document may have limitations, assumptions, or reliance on data that are not readily apparent on the face of it. Moreover, the reader should understand that Stantec was called on to provide judgments on a variety of critical factors which are incapable of precise measurement. As such, the use of this document and its findings by City of Marshall should only occur after consultation with Stantec, and any use of this document and findings by any other person is done so entirely at their own risk.

ITEM: 12.B

ADMINISTRATIVE REPORT



TO: Honorable Mayor and City Council
FROM: Derek N. Perry, City Manager
Marguerite Davenport, Director of Public Services
DATE: August 18, 2025
SUBJECT: **VEHICLE PURCHASE - PUBLIC WORKS**

The motor pool fund has several vehicles budgeted for replacement this fiscal year and the first priority is replacement of unit #104, a 2007 Ford F-150 1/2-ton pickup truck. The vehicle is primarily utilized by the full-time, seasonal mowing staff in the Department of Public Works. Unit 104 has needed replacement for two years and has gotten pushed back due to other priorities. Recently, however, a significant failure occurred, and the unit has been taken out of service as it is unsafe to drive. A replacement unit is available using the State of Michigan MiDEAL purchasing program.

BUDGET IMPACT:

The new pickup truck unit will be expensed from the Motor Pool capital line, 661-525-900.00 in the amount of \$46,895. The total FY26 capital outlay is budgeted at \$845,000. Of that amount, \$28,000 was earmarked for the replacement of this unit. As the replacement cost exceeds the budgeted amount by \$18,895, reprioritization will be necessary prior to additional Motor Pool vehicle and equipment purchases occurring this fiscal year.

RECOMMENDATION:

Approve the purchase of a 2025 F150 pickup truck in the amount of \$46,895 utilizing the State of Michigan MiDeal program and authorize the City Manager and City Clerk to sign the necessary documents.

ITEM: 12.C

ADMINISTRATIVE REPORT



TO: Honorable Mayor and City Council
FROM: Derek N. Perry, City Manager
Marcia Strange, Director of Community Development
DATE: August 18, 2025
SUBJECT: **VEHICLE PURCHASE - PARKS MAINTENANCE**

As part of the "*provide better parks maintenance*" goal identified in the 5-year Parks and Recreation Master Plan, a new Parks Maintenance Supervisor employee is funded in the FY26 Operating Budget. This position has been a priority for City Council over the last few budget cycles, and we are pleased that we finally have the necessary General Fund revenue to hire the position.

As this is a maintenance employee, a new truck is needed for this position to function effectively as no other suitable vehicles are available in the current Motor Pool fleet. The proposed solution is a 2026 Ford F-450 4x4 truck with stainless steel dump box, tarp, 2K power generator and snowplow. The unit accessories will enable the parks maintenance supervisor to haul materials like mulch, weeds, and dirt as well as equipment and power tools. Additionally, the unit is being purchased with a snowplow to support snow and ice removal efforts in the DDA and the park properties during the winter. As equipped, the cost of the 2026 Ford F-450 4x4 truck is \$98,790.

Similar to other City vehicle purchases of this type, we would purchase the truck under the State of Michigan MiDEAL Program.

BUDGET IMPACT:

The initial purchase (\$98,790) of the 2026 Ford F-450 4x4 truck will be funded with the use of General Fund cash reserves as it is a new addition to the Motor Pool fleet. Subsequent costs related to maintenance and future replacement will be expensed in the Motor Pool (661) budget, which is funded by appropriate rental fees charged back to the Parks Department budget (101-753).

RECOMMENDATION:

Approve the purchase of a 2025 F450 4x4 truck with dump bed and plow in the amount of \$98,790 utilizing the State of Michigan MiDeal program and authorize the City Manager and City Clerk to sign the necessary documents.

ITEM: 12.D

ADMINISTRATIVE REPORT



TO: Honorable Mayor and City Council
FROM: Derek N. Perry, City Manager
 Marcia Strange, Director of Community Development
DATE: August 18, 2025
SUBJECT: CDBG APPLICATION FOR HOUSING REPAIR GRANT PROGRAM - SET PUBLIC HEARING

We are excited to present the following grant opportunity for our residents in need of some home repairs!

We are requesting that the City Council consider the recommendation to schedule a public hearing for September 2, 2025, to consider the submission of a Community Development Block Grant (CDBG) Application for the support of housing rehabilitation projects in the City of Marshall. The application is in early draft form and includes the required information collection and a supplemental sheet of project information collection tailored to our program. Through this grant we will have federal funds amounting to \$250,000 to distribute to our homeowners for qualifying repairs.

Parameters for the grant application and potential funding include:

- House must be owner-occupied (this is not a rental rehab program),
- The scope of projects is limited to facade improvements (siding repairs, brick work, tuck pointing), porch repairs or replacement, roofs, and equipment such as: Furnace/air-conditioners or water heaters.
- A licensed contractor is required, and an estimate must be obtained and approval given (by MISHDA) before 3 bids are obtained, and the project can proceed.
- Building Permits are a qualifying reimbursement and the building department, and the Planning and Zoning Department will work together for any required inspections and provide guidance to the program applicants.
- Individual grant amounts will be limited to \$20,000 or 50% of the qualifying project cost (whichever is lower) as we are targeting to support 10 projects in this first year of grant applicants from our community.
- Qualifying income limits are set by HUD and are currently set at:

CDBG INCOME LIMITS 80% AMI - EFF 5/1/24

COUNTY	1	2	3	4	5	6	7	8
	PERSON	PERSON	PERSON	PERSON	PERSON	PERSON	PERSON	PERSON
Calhoun	\$45,850	\$52,400	\$58,950	\$65,500	\$70,750	\$76,000	\$81,250	\$86,500

We are eager to move forward with this opportunity for our community and are looking to schedule the required public hearing and receive approval of the draft application to submit by the September 17th deadline.

BUDGET IMPACT:

There is no anticipated budget impact as administrative costs will be covered by the grant at 17% of the grant amount.

RECOMMENDATION:

Set a Public Hearing for the CDBG Application for the Housing Repair Grant Program for the September 15, 2025, City Council 7 PM regular meeting.



STATE OF MICHIGAN

GRETCHEN WHITMER
GOVERNOR

MICHIGAN STATE HOUSING DEVELOPMENT AUTHORITY
LANSING

AMY HOVEY
CHIEF EXECUTIVE OFFICER
AND EXECUTIVE DIRECTOR

May 8, 2025

Marcia Strange

Director of Community Development, City of Marshall
City of Marshall
323 W Michigan Ave
Marshall, MI 49068

Subject: FY2023 Funding Designation for MI Neighborhood CDBG Program

Dear Marcia,

Thank you for submitting a Letter of Intent (LOI) for Community Development Block Grant (CDBG) funding through the MI Neighborhood Program. We appreciate your commitment to advancing housing and community development initiatives in your community.

We are pleased to inform you that your proposed LOI activity has been **tentatively designated for funding, contingent upon the successful completion of a CDBG application and required compliance steps** on or before **September 17, 2025** and the execution of a grant agreement thereafter.

Important Reminders:

- **Choice-Limiting Actions:** Please ensure that no choice-limiting decisions are made before receiving formal environmental clearance from MSHDA staff. Examples of actions that should not be undertaken include property acquisition, contracting, or site preparation.
- **Application Submission:** The next step is to complete the formal CDBG application and meet all compliance requirements by the deadline.
- **Compliance Requirements:** Activity-specific compliance requirements are detailed in the CDBG Activity Quick Finders, available on the [MSHDA CDBG webpage](#).

For additional details on the application process and compliance requirements, you may contact our team at MSHDA-CDBG@michigan.gov but we strongly suggest that you review the **Quick Finders** and the **MSHDA CDBG Policy Manual** first.

We look forward to working with you to advance your housing and community development initiatives. Please do not hesitate to reach out if you have any questions.

Best regards,

Chris Lussier
CDBG State Administrative Manager
MSHDA Neighborhood Development Division

Enclosure: Funding Designation Memorandum and the CDBG Application



APPLICATION FOR COMMUNITY DEVELOPMENT BLOCK GRANT HOME REHAB PROGRAM - MARSHALL

PART I - GENERAL INFORMATION

Name of Applicant				Social Security #		Date of Birth	
Name of Co-Applicant				Social Security #		Date of Birth	
Address			City		State MI	County/Township	
Home Phone #		Work Phone #			Mobile Phone #		
Marital Status ☐ Married ☐ Separated ☐ Unmarried (includes widowed, divorced, or single)							
Contact Person (in your absence)			Mobile Phone #			Work Phone #	
Address			City		State	Zip Code	Relationship
How long have you lived at this address?							
Year house was built?							
Is this a Land Contract?			☐ Yes ☐ No				
Have you ever purchased a home?			☐ Yes ☐ No				

PART II - HOUSEHOLD INFORMATION

☐ Yes ☐ No		Is there anyone listed on the title to your property who does <u>not</u> live in the household? If Yes, please list Name(s) and Relationship below.	
	NAME	RELATIONSHIP	
1.			
2.			
3.			
How many people live permanently in your household?			

LIST ALL HOUSEHOLD MEMBERS, their annual gross income and source of income including Social Security Number, Wages, Pensions, DHS, Child Support or Alimony, SSI, General Assistance, self-employment, farm income, and rental income (For self-employed persons, farm, and rental property income, use the appropriate line for "adjusted gross income" from the 1040 IRS Income Tax Return.)



	NAME	AGE	ANNUAL GROSS INCOME	SOURCE OF INCOME
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				

☐ Yes ☐ No	Have you received any assistance or loan from MSHDA's Neighborhood Housing Initiatives Division (NHID) within the past 5 years? If yes, provide names of program(s) and amount? NHID has a \$75,000 maximum per address.
--	--

FOR HOMEOWNER IMPROVEMENT PROJECT (HIP) ONLY	
From your last property tax statement (answer the following):	
What is the estimated market value of your home?	\$
What are your yearly property taxes?	\$
Are your property taxes current?	☐ Yes ☐ No
Is your home insured?	☐ Yes ☐ No
Please list the name of your home insurance company.	
List homeowner improvement project items you are requesting to be completed.	

PART III - CERTIFICATION

Conflict of Interest – The Unit of Local Government cannot provide assistance to an employee, an employee's immediate family member, or any individual associated with the CHILL program. Exceptions may be possible, on a case-by-case basis, if a Conflict of Interest Disclosure is submitted outlining why participation is warranted, and MSHDA legal approves the disclosure request.



323 W Michigan Ave, Marshall, MI 49068
P 269.781.5183 F 269.781.3835
cityofmarshall.com

I certify that the information stated above is true and correct to the best of my knowledge. I understand that giving false information will result in disqualifying me from assistance in the Homeowner Improvement Project (HIP) or Demolition Reconstruction Resale (DRR).

Applicant Signature

Date

Co-Applicant Signature

Date



CITY OF MARSHALL

COMMUNITY
DEVELOPMENT BLOCK
GRANT
APPLICATION

COMMUNITY DEVELOPMENT BLOCK GRANT PROCESS

Applications including plans and support materials can be emailed to:

MStrange@cityofmarshall.com

1. City of Marshall, Community Development Block Grant applications are submitted to the Department of Community Development at City Hall, 323 W. Michigan Ave., Marshall, MI from the hours of 8:00 a.m.-5:00 p.m. Applications may be submitted by mail or in person. Applications must include work descriptions.
2. MSHDA Community Development Block Grant will require an estimate of the scope package for a single, owner occupied, residential project.
3. Projects are bound to HUD requirements related to lead abatement. No project will receive more than \$20,000 in grant money from any federal funding source.
4. **Three** equivalent bids are required and documentation to solicit those bids must be collected by the applicant with support from City staff. Photographs, model numbers, and all pertinent information will be reviewed by Staff for completeness in scope definition.
5. Bid Selection Criteria: Bids must be received on business letterhead
6. Must obtain all permits through the Building Department. This is a qualifying expense.
7. Must schedule inspections, pay applications, and document all receipts for future reference.
8. Complete final inspection and close out walk through prior to final payment.

TO THE APPLICANT- You will be notified within 10 business days (unless otherwise communicated) as to the status of your application by the Director of Community Development. If your project is denied, you will be notified as to the reasons why and be allowed the opportunity to amend or resubmit. If approved to proceed in the process, you will be issued an approval note with guidance to next steps. Please make sure that you have completed, signed, and submitted all the necessary paperwork as to not delay your approval.

City Departments

Web site: www.cityofmarshall.com

City Manager

Derek Perry

269.558.0315

DPerry@cityofmarshall.com

Planning and Zoning

Director Of Community Development

Marcia Strange

269.558.0354

MStrange@cityofmarshall.com

Chief of Police

Josh Lanker

269.781.9810

JLanker@cityofmarshall.com

Director of Public Utilities

Marguerite Davenport

269.558.0323

MDavenport@cityofmarshall.com

Director of Electric Utilities

Kevin Maynard

269.558.0329

KMaynard@cityofmarshall.com

Building Official

Bryan Powers

517.937.8205

BPowers@cityofmarshall.com

Water Dept. Supervisor

Aaron Ambler

269.558.0338

AAmbler@cityofmarshall.com

Wastewater Dept. Supervisor

Alec Egnatuk

269.558.0337

AEgnatuk@cityofmarshall.com

County Department

www.calhouncountymi.gov

Health Department – Food Services- Battle Creek

269-969-6373

Road Department – Soil and Erosion Permits - Marshall

269-781-9841

Michigan Department of Transportation

www.michigan.gov

269-789-0560 or toll free 1-877-324-6368

City of Marshall
Application for Community Development Block Grant

Attn: Planning and Zoning Administrator
323 W Michigan Ave.
Marshall, Michigan, 49068

The following application is made to the City of Marshall's Director of Community Development in accordance with the provisions of the grant requirements. The Applicant must be the owner of the residence and be the primary resident.

1. Applicant Information

Address of property being renovated:

Is this your primary residence?

Owner's Address:

City	State	Zip
------	-------	-----

Owner's Phone Number:

2. Owner's Agent if working for property owner.

Name and Title:

Address:

City	State	Zip
------	-------	-----

Phone Number:

What year was your house built:

City of Marshall
Application for Community Development Block Grant

All houses with exterior work are subject to review by the State Historical Preservation Office. Drawings are NOT typically required, but photographs may be helpful to supplement the project description.

3. Brief description of proposed project

4. Project Information

Roof Replacement, typical manufacturer details must be submitted

Square Footage:

Type:

Asphalt Shingles:

Wood Shake:

Metal Roof (Shingles or Standing

Clay Tile:

Slate Tile:

Concrete Tile:

Composite Tile:

Existing roof material:

Is complete tear off required:

Is underlayment replacement anticipated:

(5% repair expected for any tear off job)

City of Marshall

Application for Community Development Block Grant

Façade Repairs, include description

Siding replacement square footage:

Type:

Wood:

Clay:

Vinyl:

Steel:

Fibrocement:

Engineered Wood:

Aluminum:

Masonry Repairs:

Square Footage:

Brick Replacement:

Tuckpointing Square Footage:

*Mortar should match existing color and coordinate with masonry needs.

*Joint tooling has to match existing unless all is replaced.

Stone Repair Square Footage:

*Any replaced stones should match existing in color, texture, shape, and size.

Ornamental Wood Repair/Replacement:

Cracks and Splits Square Footage:

Small Area of Rotted Wood Square Footage:

Larger Areas or Extensive Dry Rot Square Footage:

*Repairing Missing Venner-Match in Color and grain):

Please Note:

Historic buildings (older than 50 years) should consult with professionals who specialize in historic restoration for advice and guidance.

- Prioritizing repairing original elements whenever possible to preserve historic character.
- If replacement is necessary, skilled craftsmen can replicate intricate millwork, using technology like CAD.
- Professional Help: for extensive damage or complex repairs, it is recommended to consult with a professional façade restoration contactor

Important Notes:

- Wood fillers are typically not suitable for structural repairs. For load bearing areas or significant damage, epoxy fillers offer superior strength and durability.
- Never use architectural poxy as a primer or sealer for end grain as it can impede the wood's ability to regulate moisture.

City of Marshall

Application for Community Development Block Grant

- Always follow the manufacturer's instructions and safety recommendations when using wood fillers, epoxies, and other materials.

Front Porch, repair or replacement

Are stairs being replaced?

Sagging roof requiring structural repair square footage:

Column repair:

 Square 4x4, quantity:

 Decorative 4x4 base, quantity:

 Other, quantity:

Railing Repair:

Existing Railing Height:

Porch decking below 30" above grade, linear feet railing:

Height ≥ 30' above grade, linear feet railing:

New (must meet 4' rule and meet other code heights), linear feet:

Repair (meets code, but needs repair), linear feet:

Modify existing (raise, etc), linear feet and scope:

Railing at stairs (required on one side if 4 or more risers):

Are stairs being replaced? (36" clear width, minimum tread 9" all equal treads):

Does railing meet current code? (4" rule height of handrail 34-38" measured at the nosing line:

Sagging or sloped walking surface requires structural repair, square footage:

Re-deck exterior walking surface (replace deck boards), Square footage:

Porch walking surface:

- Wood dashboards
- Composite deck boards

Footings replacement, quantity and description (requires inspection):

*Porch footprints and landings at the top of stairs cannot extend beyond original footprint without site plan approval.

*Michigan residential code stairway requirements can be found in the 2024 Michigan Residential Code (MRC)

*New stairs must meet new code requirements. _____

Siding Repair, include type (wood or vinyl) and square footage

Will a larger area require painting than what is being repaired? _____

Furnace Replacement

What is the squared footage to be served by the new equipment? What is the purposed size _____

City of Marshall
Application for Community Development Block Grant

of equipment? _____

**Air Conditioning/ Condensing Unit
Replacement:**

Water Heater

What is the number of functions served by the
new equipment? How many bedrooms in the
house? _____

Note: This program is for owner occupied residences. If there are multiple owners of the property or you are representing a group, corporation, or other organization you do not qualify for this program.

STAFF CONSIDERATIONS

The review shall consider the following standards in the process of reviewing any project for access to grant funds:

1. **Adequacy of information.** The order received, information is complete, accurate, and in an understandable form that accurately depicts and describes the proposed work.
2. **Application management. All residences where projects are to be located must be located in the City of Marshall.** Applications will be reviewed in order received. Once the City's fund allocation is met a waiting list will be maintained for any possible future funding.
3. **Scope definition.** The proposed work promotes the normal and orderly development of surrounding lots, and the work preserves, to the extent feasible, the site's natural, cultural, and historical features, such as but not limited to significant building elements, topography, and woodlands.
4. **Scale of project.** The proposed work is defined to limit project scope to grant qualifying scope. Those items that qualify: roof repair or replacement, façade repairs, front porch repair or replacement, exterior stair repair or replacement, furnace or hot water heater replacement, electric panels and necessary repairs to accomplish the targeted scope, as agreed upon with City Staff.
5. **Lead abatement.** Owner will be given help, if needed, for collection of an estimate and three bids from lead certified contractors.
6. **Documentation.** Adequate The grant is federally funded and distribution of funds is contingent on careful record keeping and documentation of money spent on qualifying expenses. Reimbursement of funds will not occur without inspections and confirmation of documentation.

**THE CITY OF MARSHALL
NOTICE OF PUBLIC HEARING
FOR MICHIGAN COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)
FUNDING FOR HOMEOWNER REHAB PROJECT**

The City of Marshall will conduct a public hearing on September 15, 2025, at 7:00 PM at the City Hall, City Hall, 323 W Green St, Marshall, MI 49068, for the purpose of affording citizens an opportunity to submit comments regarding the implementation of a MSHDA Homeowner Rehabilitation CDBG grant program.

The CDBG grant will fund improvements and rehabilitation assistance to homes occupied by low and moderate-income homeowners (LMI persons). \$250,000 will be available for the program for new amenities such as roofs, mechanical, electrical, plumbing and limited façade improvements like masonry, wood siding, stairs, or porch repairs. Grant amounts will be limited to \$20,000.

The City will execute the Grant Agreement with MSHDA on October 1, 2025. CDBG projects must be completed and funds disbursed by September 30, 2027.

Interested parties are invited to comment on the grant program in person at the public hearing or in writing through September 9, 2025 and addressed to Marcia Strange, Director of Community Services, 323 West Michigan Avenue, Marshall, MI 49068 or at mstrange@cityofmarshall.com.

Citizen views and comments on the CDBG grant opportunity are welcome.

The City of Marshall
Derek Perry, City Manager
269-781-5183

ITEM: 12.E

ADMINISTRATIVE REPORT



TO: Honorable Mayor and City Council
FROM: Derek N. Perry, City Manager
DATE: August 18, 2025
SUBJECT: **SALE OF REAL PROPERTY - 0.06 ACRES AT 100 PAGE ST.**

In 2014, the City of Marshall sold property commonly identified as 100 Page St and 500 Industrial Road to Mor-Dall (Dark Horse/ROAK Brewing). Recently, those parcels were sold to Don Loveland, Building Better Spaces, LLC., as he has plans and is working to develop storage units on the property.

It has been discovered that a 0.06 triangle piece of land was inadvertently left out of the sale between the City and Mor-Dall back in 2014. To correct this oversight and allow Building Better Spaces, LLC., to proceed with their development plans, we are recommending that the City authorize the sale of the 0.06 triangle piece of land via a Quit Claim Deed for \$1.00.

BUDGET IMPACT:

The sale of the incidental property is for \$1.00 as it has no marketable value in its present configuration and location.

RECOMMENDATION:

Approve Resolution No. 2025-22, A Resolution to Convey Property, and authorize the City Manager and City Clerk to sign the necessary documents.

**CITY OF MARSHALL
A RESOLUTION TO CONVEY PROPERTY
RESOLUTION NO. 2025-22**

The City of Marshall, Calhoun County, Michigan (the "City").

A regular meeting of the City of Marshall was held at the Town Hall, in the City of Marshall, on the ____ day of August, 2025, at _____ o'clock in the PM.

The meeting was called to order at _____ o'clock in the ____ by _____.

Present: _____

Absent: _____

The following preamble and resolution were offered by Council Member _____ and supported by Council Member _____:

WHEREAS:

1. The City of Marshall, a Michigan city organized and operating under the provisions of the Home Rule City Act, MCL 117.1, et seq., as amended, whose address is 323 W. Michigan Ave., Marshall Michigan 49068, has an interest in real property (the "Property") situated in the City of Marshall, County of Calhoun, State of Michigan, described as follows:

SEE ATTACHMENT "1", EXHIBIT "A"

Tax Identification Nos. 53-002-560-00, 53-002-552-01 and Part of 53-002-538-01 and Part of 53-008-301-00 (the "Property")

2. The City of Marshall has determined that it is necessary to convey the Property to Building Better Spaces, L.L.C., a Michigan limited liability company, to complete the development of storage units to increase economic vitality in the City of Marshall.

3. The City of Marshall has accepted as the purchase price of the Property in the amount of One and 00/100 Dollars (\$1.00) (the "Purchase Price").

NOW, THEREFORE, BE IT RESOLVED THAT:

1. The City of Marshall does hereby authorize the sale of the Property identified in ATTACHMENT “1” as EXHIBIT “A”; to Building Better Spaces, L.L.C., a Michigan limited liability company for the purchase price of One and 00/100 Dollars (\$1.00).

2. The City Council of the City of Marshall authorizes and directs Derek Perry, its City Manager, to execute the Quit Claim Deed, attached hereto substantially in the form as ATTACHMENT “1”.

3. All resolutions and parts of resolutions insofar as they conflict with the provisions of this resolution are hereby rescinded.

Ayes: Members

Nays: Members

Resolution declared adopted.

Michelle Eubank Clerk, City of Marshall

The undersigned duly qualified and acting Clerk of the City of Marshall, hereby certifies that the foregoing is a true and complete copy of a resolution adopted by the City Council at a Regular meeting held on _____, 2025, the original of which is a part of the Council’s minutes and further certifies that notice of the meeting was given to the public pursuant to the provisions of the Open Meetings Act, 1976 PA 267, as amended.

Michelle Eubank Clerk, City of Marshall

ATTACHMENT "1"

QUIT CLAIM DEED

The City of Marshall, a Michigan city organized and operating under the provisions of the Home Rule City Act, MCL 117.1, et seq., as amended, whose address is 323 W. Michigan Ave., Marshall Michigan 49068 (the "Grantor") Quit Claims to Building Better Spaces, L.L.C., a Michigan limited liability company, whose street number and post office address is 5903 Soaring Eagle Way Battle Creek, MI 49014 (the "Grantee") , the following described premises located in the City of Marshall, County of Calhoun, and the State of Michigan:

See Legal Description attached as Exhibit "A" hereto.

Tax Identification Nos. 53-002-560-00, 53-002-552-01 and Part of
53-002-538-01 and Part of 53-008-301-00 (the "Property")

for the consideration and sum of one and 00/100 Dollars (\$1.00).

This deed is subject to the covenants, conditions, restrictions, and reservations, of record.

This deed is exempt from transfer tax pursuant to Section 5(h)(i) of Public Act 134 of 1966, MCL 207.505(h)(i), as amended, and Section 6(h)(i) of Public Act 330 of 1993, MCL 207.526(h)(i), as amended.

The Property may be located within the vicinity of farmland or a farm operation. Generally accepted agricultural and management practices which may generate noise, dust, odors, and other associated conditions may be used and are protected by the Michigan Right to Farm Act, MCL 286.471, et seq., as amended.

[SIGNATURES APPEAR ON THE FOLLOWING PAGE]

CITY OF MARSHALL, a Michigan city

Dated: _____, 2025

By: _____

Derek N. Perry

Its: City Manager

And

BUILDING BETTER SPACES, L.L.C.,

Dated: _____, 2025

By: _____

Its: _____

STATE OF MICHIGAN

COUNTY OF Calhoun

Acknowledged before me in Calhoun County, Michigan, this _____ day of _____, 2025, by Michelle Eubank, City Clerk, the City of Marshall, a Michigan city.

(signature)

(printed)

Notary Public, _____ County, Michigan

My Commission Expires: _____

Acting in the County of _____

When Recorded Return To:	Send Subsequent Tax Bills To:	Prepared By (Without Title Opinion):
Building Better Spaces, L.L.C., 5903 Soaring Eagle Way Battle Creek, MI 49014.	Building Better Spaces, L.L.C., 5903 Soaring Eagle Way Battle Creek, MI 49014.	David M. Revore., Esq. McGinty, Hitch, Person, Anderson & Revore, P.C. 3410 Belle Chase Way, Suite 600 Lansing, MI 48911

Exhibit "A"
Legal Description

LAND SITUATED IN THE CITY OF MARSHALL, COUNTY OF CALHOUN, STATE OF MICHIGAN AS FOLLOWS:

A PARCEL OF LAND LOCATED IN THE SOUTHEAST QUARTER OF SECTION 26, TOWN 2 SOUTH, RANGE 6 WEST, BEING MORE PARTICULARLY DESCRIBED AS:

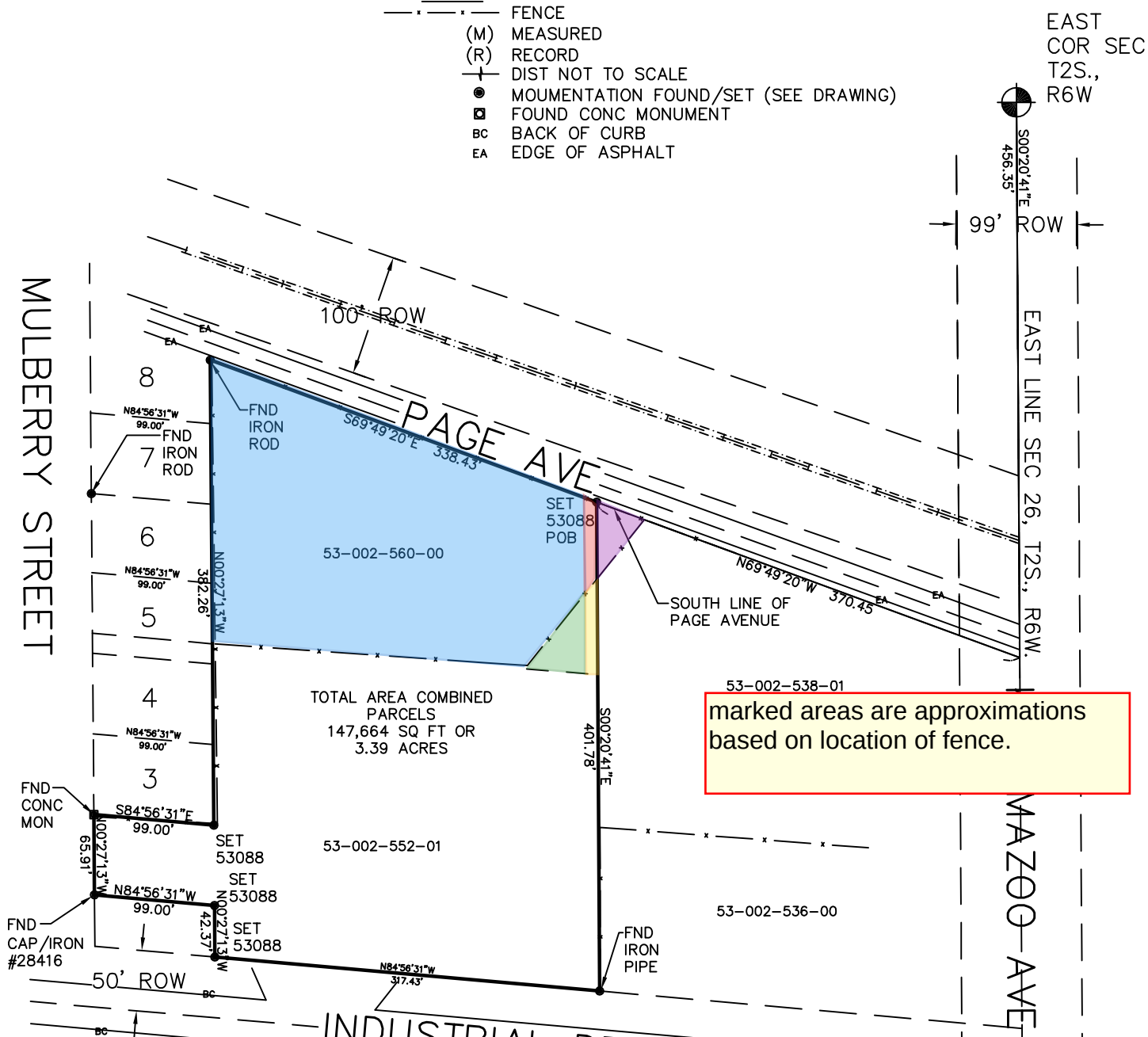
COMMENCING AT THE EAST QUARTER CORNER OF SECTION 26, TOWN 2 SOUTH, RANGE 6 WEST, CALHOUN COUNTY, MICHIGAN; THENCE SOUTH 00°20'41" EAST ALONG THE EAST LINE OF SAID SECTION 26, 456.35 FEET TO THE SOUTHERLY LINE OF PAGE AVENUE EXTENDED; THENCE NORTH 69°49'20" WEST ALONG SAID SOUTH LINE OF PAGE AVENUE 370.45 FEET TO THE POINT OF BEGINNING; THENCE SOUTH 00°20'41" EAST AND PARALLEL WITH THE EAST LINE OF SAID SECTION 26, 401.78 FEET TO THE NORTH LINE OF INDUSTRIAL DRIVE; THENCE NORTH 84°56'31" WEST 317.43 FEET ALONG SAID NORTH LINE OF INDUSTRIAL DRIVE TO THE EASTERLY LINE OF MARTIN & HATCH ADDITION; THENCE NORTH 00°27'13" WEST 42.37 FEET ALONG THE EASTERLY LINE OF SAID MARTIN & HATCH ADDITION; THENCE NORTH 84°56'31" WEST 99 FEET TO THE EASTERLY LINE OF MULBERRY STREET; THENCE NORTH 00°27'13" WEST ALONG THE EASTERLY LINE OF SAID MULBERRY STREET 65.91 FEET; THENCE SOUTH 84°56'31" EAST 99 FEET TO THE EASTERLY LINE OF SAID MARTIN & HATCH ADDITION; THENCE NORTH 00°27'13" WEST ALONG THE EASTERLY LINE OF MARTIN & HATCH ADDITION 382.26 FEET TO THE SOUTH LINE OF SAID PAGE AVENUE; THENCE SOUTH 69°49'20" EAST ALONG THE SOUTH LINE OF SAID SOUTHERLY LINE OF PAGE AVENUE 338.43 FEET BACK TO THE POINT OF BEGINNING OF THIS DESCRIPTION.

(ABOVE LEGAL DESCRIPTION INCLUDES LOT 2 OF MARTIN & HATCH ADDITION)

CERTIFICATE OF SURVEY

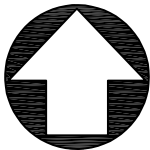
BOUNDARY SURVEY TO COMBINE PARCELS 53-002-560-00 AND
53-002-552-01 WITHIN
THE CITY OF MARSHALL, MICHIGAN.

- LEGEND
- FENCE
 - (M) MEASURED
 - (R) RECORD
 - + DIST NOT TO SCALE
 - MOUMENTATION FOUND/SET (SEE DRAWING)
 - FOUND CONC MONUMENT
 - BC BACK OF CURB
 - EA EDGE OF ASPHALT



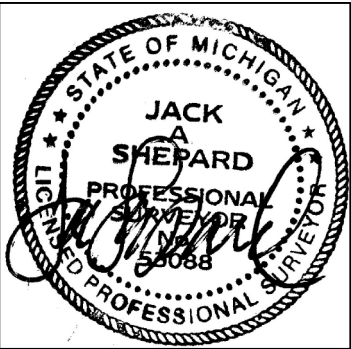
Purple is overlap with adjacent parcel; overlap described as parcel 3 on TSR and not part of this survey's description.
Blue is 1st part of Parcel 2.
Red plus Purple is 2nd part of Parcel 2 (paragraph after exception)
Green is original exception from 722-515.
Green plus Yellow is area deeded to City in 3604-674 that we would need a deed for.

SCALE: 1"=125'
DATE: 22 AUG 2023
DRAWN BY: JAS
PROJECT NO.: 23-0062
PAGE: 1 OF 3



NORTH

CERTIFIED TO:
MR. DONALD LOVELAND



SHEPARD PROFESSIONAL SURVEYING, P.C.
3 HERITAGE OAK LANE
BATTLE CREEK, MICHIGAN 49015
shepprosurv.com
269-963-SURV

JACK A. SHEPARD, P.S. #53088