



MARSHALL CITY COUNCIL AGENDA

Monday – 7:00 P.M.

February 7, 2022

- 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 Council action.
- 6) PUBLIC COMMENT ON AGENDA ITEMS – Persons addressing 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 five (5) minutes on any agenda item.
- 7) CONSENT AGENDA

A. **Schedule Public Hearing – Adoption of the July 1, 2022 – June 30, 2028 Capital Improvement Program**

City Council will consider the recommendation to schedule a public hearing for February 22, 2022 for discussion and input regarding the proposed July 1, 2022 through June 30, 2028 Capital Improvement Program.

B. **Schedule Public Hearing - Zoning Amendment Application #RZ22.01 for 108 N. Park Avenue and 302 W. Michigan Avenue**

City Council will consider the recommendation to schedule a public hearing for March 7, 2022 to hear public comment on Rezoning Request #RZ22.01 to rezone 108 N. Park Avenue and 302 W. Michigan Avenue from POSD (Professional Office Service) to B-3 (Neighborhood Commercial District).

C. **Schedule Public Hearing – Zoning Amendment Application #RZ22.02 for 111 N. Grand**

City Council will consider the recommendation to schedule a public hearing for March 7, 2022 to hear public comment on Rezoning Request #RZ22.02 to rezone 111 N. Grand, parcel #53-000-415-00, from POSD (Professional Office Service) to R-3 (Traditional Residential).

D. **Resolution Waiving Fees for Failure to File a Property Transfer Affidavit**

City Council will consider the recommendation to adopt the resolution waiving penalty fees and interest for failure to file a Property Transfer Affidavit.

E. **Poverty Exemption Policy Guidelines and Application**

City Council will consider the recommendation to adopt the Poverty Exemption Guidelines & Asset Test, utilizing the federal poverty income standard as published each year by the federal DHS and provided by the Michigan Department of Treasury, and concur with the use of the annual website guideline version on an ongoing basis.

Mayor:

Joe Caron

Council Members:

Ward 1 - Scott Wolfersberger

Ward 2 - Jim Schwartz

Ward 3 - Jacob Gates

Ward 4 - Jen Rice

Ward 5 - Ryan Underhill

At-Large - Ryan Traver



F. DART Master Agreement for Public Transportation Projects

City Council will consider the recommendation to adopt the resolution to allow the City Manager to sign off on the Master Agreement to allow for future funding of projects for the City of Marshall Dial-A-Ride and the Albion-Marshall Connector.

G. First Responder Training and Recruitment Grant Application Approval

City Council will consider the recommendation to approve the submittal of a First Responder Training and Recruitment Grant Application.

H. City Council Minutes

Regular Session.....Tuesday, January 18, 2022
 Special SessionWednesday, January 19, 2022

I. City Bills

Regular Purchases	\$ 223,670.95
Weekly Purchases –1/14/22.....	\$ 388,843.01
Weekly Purchases –1/21/22.....	\$ 890,785.73
Weekly Purchases –1/28/22.....	\$ 45,937.41
Weekly Purchases –1/28/22 Additional	\$ 56,054.79
Total	\$ 1,605,291.89

8) PRESENTATIONS AND RECOGNITIONS

9) INFORMATIONAL ITEMS

10) PUBLIC HEARINGS & SUBSEQUENT COUNCIL ACTION

A. Obsolete Property Rehabilitation Exemption for 115 South Eagle Street

City Council will hear public comment on the request for a revised 12-year OPRA exemption for the second and third floor of Schuler’s building, located at 115 South Eagle Street

B. Amendments to Chapter 70: Vehicle and Traffic Code

City Council will hear public comment on several amendments of City Ordinance Chapter 70, Vehicle and Traffic Code, in particular, sections 70.08- Parking Regulations; 70.09- Stopping, Standing, Loading, Breakdowns, Dismantled and Inoperable Vehicles; and 70.10- Parking Violations.

11) OLD BUSINESS

12) REPORTS AND RECOMMENDATIONS

A. Franke Center Liquor License Resolution

City Council will consider the recommendation to approve the resolution of Local Government Approval for the application for a new on-premise liquor license for the Franke Center for the Arts.

B. Duncan & Allen Engagement Letter

City Council will consider the recommendation to authorize the City Clerk to execute the engagement letter with Duncan & Allen for services related to FERC Licensing.



C. Interconnection Standards for Installation and Parallel Operation of Customer Owned Renewable Electric Generation Facilities

City Council will consider the recommendation to adopt the Interconnection Standards for Installation and Parallel Operation of Customer Owned Renewable Electric Generation Facilities 30 kWAC or less.

D. Brooks Substation Steel Structures, Control House, and 15 kV Cable

City Council will consider the recommendation to award the bids for the Brooks Substation steel structure to Resco Galvanizers for \$233,693, control building to Electrical Power Products for \$501,682, and underground cable to Powerline Supply for \$333,465.

E. Special Events

City Staff will present information on events and City participation. City Council will be requested to provide direction as a policy is being formulated.

F. Treasury Front Desk Position

City Council will consider the recommendation to authorize a Full-Time position consolidating Treasury Front Desk position and a position from FiberNet.

G. City Manager Agreement

City Council will consider an employment agreement with the candidate for City Manager.

13) APPOINTMENTS / ELECTIONS

A. Board of Review Appointment

City Council will consider the recommendation to appoint Georgia Marsh to the Board of Review with a term expiring January 1, 2024 and reappoint Kathy Miller and Desmond Kirkland with terms expiring January 1, 2024.

14) PUBLIC COMMENT ON NON-AGENDA ITEMS

Persons addressing 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 five (5) minutes on any item not on the agenda.

15) COUNCIL AND MANAGER COMMUNICATIONS

16) CLOSED SESSION

Pursuant to section 8(d) and section 8(e) of the Open Meetings Act, to consult with the City Attorney regarding trial or settlement strategy in connection with specific pending litigation, being *City of Marshall v Timothy Ruddock*, 37th Circuit Court File No. 20-1928-CZ, as open session would have a detrimental financial effect on the litigating or settlement position of the public body.

17) ADJOURNMENT

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Tom Tarkiewicz".

Tom Tarkiewicz
City Manager

February 7, 2022

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ADMINISTRATIVE REPORT
February 7, 2022 – City Council Meeting

TO: Honorable Mayor and City Council Members
FROM: William Dopp, Treasurer/Deputy Finance Director
Tom Tarkiewicz, City Manager
SUBJECT: Schedule a Public Hearing for Adoption of the July 1, 2022 – June 30, 2028 Capital Improvement Program

BACKGROUND: Each year the City of Marshall must prepare a six-year Capital Improvement Program (CIP) that is formally adopted by City Council. This six-year CIP (spreadsheet attached) is the guide for future capital needs and resource allocation for the City of Marshall.

Beginning in October, staff began to update the previous CIP to address the changes impacting the six-year plan and add the latest fiscal year, 2027-28. The Director's Team assembles the data, analyzes the needs, and the potential revenue sources.

The Marshall City Planning Commission set a public hearing at its January 12, 2022, meeting to hear public comment on the proposed CIP on February 9, 2022. The Planning Commission's role is to review the Planning Commission portion of the CIP to make certain it addresses any priorities included in the Master Plan for future land use and development. Council shall conduct a public hearing to receive comments on the proposed Capital Improvement Program in its entirety. Following the public hearing, Council will be asked to adopt the CIP as presented or with any changes Council deems necessary.

On December 16, 2021, the DDA/LDFA Board met, reviewed, and accepted the 2022-2028 CIP as presented, for items within their boundaries.

RECOMMENDATION: Set a public hearing for February 22, 2022 for discussion and public comment regarding the proposed July 1, 2022 through June 30, 2028 Capital Improvement Program.

FISCAL EFFECTS: None.

ALTERNATIVES: As suggested by Council.

CITY GOAL CLASSIFICATION: GOAL AREA IV – INFRASTRUCTURE

Goal Statement: Preserve, rehabilitate, maintain and expand city infrastructure and assets.

323 W. Michigan Ave.
Marshall, MI 49068
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f 269.781.3835
cityofmarshall.com

Respectfully submitted,


William Dopp
Treasurer/Deputy Finance Director


Tom Tarkiewicz
City Manager

FUND	Department	Project Title	Priority Ranking	Estimated Useful Life	Source of Funding	Project Narrative/Purpose	2022-2023 Expenditure	2023-2024 Expenditure	2024-2025 Expenditure	2025-2026 Expenditure	2026-2027 Expenditure	2027-2028 Expenditure	City Expenditure	Other Funds or Grant Share	Total Expenditure	Council - C Planning Council PC
295	Airport	Pavement Marking and Crack Sealing	1	10	General Fund 5%, FAA Allocation 90%, State 5%	Replacement of pavement markings and crack sealing as necessary. Participation in the MDOT crack sealing program to prolong the life of the airport runway and taxiways.		\$1,750		\$1,500			\$3,250	\$61,750	\$65,000	C
295	Airport	North Perimeter Fence	2	20	General Fund 5%, FAA Allocation 90%, State 5%	Design and installation of a fence on the north perimeter of the airport property for safety reasons (wildlife and proximity to new Emerald Hills Development).					\$1,000	\$8,500	\$9,500	\$180,500	\$190,000	C
295	Airport	North Apron and West Parallel Taxiway Rehabilitation	1	15	General Fund 5%, FAA Allocation 90%, State 5%	Engineering and Construction of North Apron and West Parallel Taxiway	\$3,000	\$34,500					\$37,500	\$712,500	\$750,000	C
295	Airport	Airport Master Plan (ALP Update)	2	20	General Fund 5%, FAA Allocation 90%, State 5%	Update of the Airport Master Layout Plan which is used as a guide for future development on the airport grounds. Funding is \$225,000 Federal, \$12,500 State, and \$12,500 City.				\$12,500			\$12,500	\$237,500	\$250,000	C
295	Airport	Land Acquisition	3	50	General Fund/LDFA	Purchase of 66.34 acres from the Udell Trust for airport and Industrial Park expansion. Purchase would have to be funded by City/LDFA and reimbursement for portion used by airport can be pursued using our annual allocation.					\$600,000		\$600,000		\$600,000	PC
TOTAL							\$3,000	\$36,250	\$0	\$14,000	\$601,000	\$8,500	\$662,750	\$1,192,250	\$1,855,000	

711	Cemetery	Cemetery Road Paving Project	2	20	Cemetery Trust Fund	Finishing the drives in the cemetery will provide a clean and solid surface during inclement weather for those visiting their loved ones during a funeral service.	\$18,000	\$18,000					\$36,000		\$36,000	C
711	Cemetery	Cemetery Expansion to Meet Future Demand	2	150	Cemetery Trust Fund	Cemetery has two sections left holding 500 spaces for purchase. The number available will shrink exponentially as families begin having trouble finding blocks of spaces available for family plots. This will drive many to seek alternate locations. \$35,000 Design - \$100,000 Construction.	\$35,000		\$100,000				\$135,000		\$135,000	PC
TOTAL							\$53,000	\$18,000	\$100,000	\$0	\$0	\$0	\$171,000	\$0	\$171,000	

101	DDA	South Activation Zone	2	30	General fund	The City and DDA have embarked on design for a Activation Zone in the area including parking lots 9, 10, and 11 as well as improved garbage management and a social area within Lot 10. On street parking is also part of the project in the 200 block of West Green Street and the 100 block of South Jefferson Street.		\$450,000	\$100,000				\$550,000		\$550,000	PC
101	DDA	North Activation Zone	2	30	General fund	The proposed Social Area will be a 4,000 square foot community area with tables and chairs in the northern portion of lot 10 along the south alley. The proposed trash component will be a coral for business use. The businesses to be served are those located along Michigan Avenue between Eagle Street and Jefferson Streets.				\$450,000		\$100,000	\$550,000		\$550,000	PC
101	DPW	DPW building master plan		2	General Fund	I would like to add a DPW building master plan, to maximize space for the building at 619 Homer Rd. This will help the city understand the changes needed to maximize space.	\$40,000						\$40,000		\$40,000	C
101	City Hall	Generator	1	30	General Fund	Installation of a natural gas generator to provide service to City Hall in the event of an outage. The current generator is not operational. Radio Service for 911 and all city operations depends on a tower at City Hall. A loss of electrical service will cause major issues for 911.	\$40,000						\$40,000		\$40,000	C
101	City Hall	Audio Visual Upgrades	1	10	General Fund	Audio visual upgrades to the Training Room, Conference Room, and Council Chambers. The functionality would allow video conferencing to each room, replace the current council room video and audio systems, provide a smart board function.	\$76,267						\$76,267		\$76,267	C
101	PSB	Generator	1	30	General Fund	Installation of a natural gas generator to provide service to PSB in the event of an outage. This will allow PSB to operate during any long-term loss of electrical service, ensuring reliability for FiberNet and other city departments.	\$100,000						\$100,000		\$100,000	C
101	PSB	Audio Visual Upgrades	2	10	General Fund	Audio visual upgrades to the Training Room and Conference Room.	\$25,837						\$25,837		\$25,837	C
101	City wide	Sidewalk repairs		20	General Fund	Increase monies spent each year on sidewalk repairs to meet the current repair needs in town. Many sidewalk areas are in need of repairs but our current repair spending fall short. Year after year sidewalk repairs are put off which creates liability issues. This increase of monies will help with sidewalk repairs to keep up with repair demands.	\$25,000						\$25,000		\$25,000	C
TOTAL							\$307,104	\$450,000	\$100,000	\$450,000	\$0	\$100,000	\$1,407,104	\$0	\$1,407,104	

207	MRLEC	MRLEC Flooring	3	10	MRLEC Operations	MRLEC building has several carpeted areas that are highly trafficked, The carpet will be 10 years old in 2025			\$50,000				\$50,000		\$50,000	C
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FUND	Department	Project Title	Priority Ranking	Estimated Useful Life	Source of Funding	Project Narrative/Purpose	2022-2023 Expenditure	2023-2024 Expenditure	2024-2025 Expenditure	2025-2026 Expenditure	2026-2027 Expenditure	2027-2028 Expenditure	City Expenditure	Other Funds or Grant Share	Total Expenditure	Council - C Planning Council PC
207	MRLEC	Front Parking Lot Expansion	3	40	MRLEC Operations	A need for additional parking has been identified at MRLEC. There are numerous times each month where the parking lot is overflowing because of trainings or events at MRLEC. The expansion will help solve this issue. The estimated cost (with assistance of the Marshall DPW) of expanding the parking lot is \$50,000. The new section will be added to the 5 year maintenance schedule for resurfacing.		\$50,000					\$50,000		\$50,000	PC
207	MRLEC	MRLEC Roof Repair	1	20	MRLEC Operations	Several leaks in the roof have been located on the MRLEC Barn Building. These leaks have been a problem for many years, and can be traced back to the original contractor. When it rains a significant amount of water leaks through the roof. The estimated cost of fixing the roof is \$40,000. This is in need of being fixed immediately before more related damage occurs. The fix should secure the roof for the next 20 years.		\$40,000					\$40,000		\$40,000	C
207	MRLEC	MRLEC Window Security Film	3	20	MRLEC Operations	After a recent visit by some "civilian auditors" we found a need for added security measures on our windows at MRLEC. Our current windows are clear and are not bullet resistant. Per LEIN regulations all secured areas with LEIN materials must not be open to the public and requires blinds or film to be added to the windows to prevent viewing of this material. In addition, there have been several incidents around the nation where subjects have opened fire on Police Stations. The addition of a reflective ballistic film will add to the security of our facility and add compliance to our LEIN policies. The estimated cost of adding the film is \$24,000 and is estimated to last 20 years.		\$25,000					\$25,000		\$25,000	C
207	MRLEC	Audio Visual Upgrades	2	10	MRLEC Operations	Audio visual upgrades to the Training and EOC Rooms	\$24,805						\$24,805		\$24,805	C
207	MRLEC	Defensive Tactics Room Flooring	3	15	MRLEC Operations	The MRLEC Building was designed with a defensive tactics training room where officers can practice physical control of others and hand to hand fighting. The original plans called for a padded floor but was removed for an unknown reason	\$6,500						\$6,500		\$6,500	C
TOTAL							\$31,305	\$115,000	\$50,000	\$0	\$0	\$0	\$196,305	\$0	\$196,305	

298	Downtown Development Authority	DDA Parking Lots (8,13,14,15)	2	15	DDA Revenues	Mill and pave downtown parking lots #8, 13, 14, 15					\$78,400		\$78,400		\$78,400	C
298	Downtown Development Authority	DDA Parking Lots (1, 4, 5, 6, 7)	2	20	DDA Revenues	Mill and pave downtown parking lots #1, 4, 5, 6, 7			\$115,200				\$115,200		\$115,200	C
TOTAL							\$0	\$0	\$115,200	\$0	\$78,400	\$0	\$193,600	\$0	\$115,200	

296	LDFA	Oliver Drive Extension	3	30	LDFA reserves and possible Bond	Extension of Oliver Drive, water, and sewer infrastructure to serve over 100 acres of undeveloped Industrial zoned property				\$550,000			\$550,000		\$550,000	PC
296	LDFA	Udell Property Lift Station	3	30	LDFA reserves and possible Bond	Addition of a new sanitary lift station to serve 100+ acres of industrial zoned property. Exact location of station on property to be determined.					\$400,000		\$400,000		\$400,000	C
296	LDFA	Industrial Park Street Rehabilitation	2	15		Mill and overlay of Adams, George Brown, Brooks, and Wooley Drives in the Industrial Park. Each street is in need of maintenance due to their age and condition.	\$359,700						\$359,700		\$359,700	C
296	LDFA	Pedestrian Path LDFA	2	15		Construction of an 8' wide path connecting the Industrial Park to the south NIA and rest of town. Council has made a goal of increased walkability and we have seen an increased level of pedestrian activity to and from the Industrial Park.				\$166,700			\$166,700		\$166,700	PC
296	LDFA	Pratt Avenue Rehabilitation	2	15		Mill and overlay of Pratt Avenue as it will be in need of maintenance due to age and condition.				\$413,500			\$413,500		\$413,500	C
TOTAL							\$359,700	\$0	\$0	\$963,500	\$166,700	\$400,000	\$1,889,900	\$0	\$1,889,900	

247	NE NIA	Eastside Redevelopment Infrastructure	1	20	NIA TIF Capture	Infrastructure necessary to allow the redevelopment of the Land Bank property off of East Dr/Mann. Extension of water, sewer, storm sewer, roads, and sidewalks for the development. Does not include electric or fiber extension at this time.		\$1,341,900					\$1,341,900		\$1,341,900	PC
247	NE NIA	Mann Extension	3	20	NIA TIF Capture	Infrastructure necessary to allow the extension of Mann to O'Keefe allowing the development of 10 acres for additional housing opportunities. Extension of water, sewer, storm sewer, roads, and sidewalks for the development.					\$1,520,700		\$1,520,700		\$1,520,700	PC

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247	NE NIA	Pratt Park Future Phases	3	20	NIA TIF Capture	Infrastructure necessary to allow for the development of future phases of Pratt Park for housing opportunities. Extension of water, sewer, storm sewer, roads, and sidewalks for the development.					\$3,172,800		\$3,172,800		\$3,172,800	PC
247	NE NIA	Briarwood Extension	1	20	NIA TIF Capture	Infrastructure necessary to allow the development of Briarwood and the extension of Forest to O'Keefe. Extension of water, sewer, storm sewer, roads, and sidewalks for the development.		\$547,100					\$547,100		\$547,100	PC
TOTAL							\$0	\$1,889,000	\$0	\$0	\$4,693,500	\$0	\$6,582,500	\$0	\$6,582,500	

248	S NIA	Emerald Hills Phase 2	1	20	S NIA TIF Capture	Extension of sewer, electric, fiber, streets, etc. to add or create buildable lots	\$2,161,700						\$2,161,700		\$2,161,700	PC
248	S NIA	Emerald Hills Phase 3	1	20	S NIA TIF Capture	Infrastructure necessary to allow the construction of the third phase of the emerald hills subdivision which includes the planned multi-family units (6 buildings). Extension of water, sewer, storm sewer, roads, and sidewalks for the development.		\$780,000					\$780,000		\$780,000	PC
248	S NIA	Emerald Hills Phase 4	1	20	S NIA TIF Capture	Infrastructure necessary to allow the construction of the fourth phase of the emerald hills subdivision which includes 42 housing units. Extension of water, sewer, storm sewer, roads, and sidewalks for the development.			\$1,142,100				\$1,142,100		\$1,142,100	PC
248	S NIA	Emerald Hills Phase 5	1	20	S NIA TIF Capture	Infrastructure necessary to allow the construction of the second phase of the emerald hills subdivision which is 98 housing units. Extension of water, sewer, storm sewer, roads, and sidewalks for the development.					\$3,550,600		\$3,550,600		\$3,550,600	PC
248	S NIA	Emerald Hills Pedestrian Path	3	15	S NIA TIF Capture	8' wide path built between Circle Drive and the Airport on the east side of South Kalamazoo. This would improve walkability for the proposed development, Fairway meadows, and the surrounding neighborhood. This would be a connection between downtown and the extension of a path from the airport to the industrial park (which is included in LDFA CIP).				\$118,300			\$118,300		\$118,300	PC
TOTAL							\$2,161,700	\$780,000	\$1,142,100	\$118,300	\$3,550,600	\$0	\$7,752,700	\$0	\$7,752,700	

582	Electric	South Substation Improvements	2	40	Electric Fund	The Project includes replacement of two circuit reclosers, addition of transformer protection, removal of 4,160-volt circuit fusing, and repair of various bushings.			\$100,000				\$100,000		\$100,000	C
582	Electric	Supervisory Control and Data Acquisition (SCADA) System Replacement	2	20	Electric Fund	The Electric SCADA System is used to monitor and control various Power Plant and Electric Distribution System functions, including breaker operations, alarms, feeder voltage, current and loads, etc. The existing SCADA System is ten years old. The manufacturer no longer provides hardware or software support for this critical Electric Department equipment. The Project includes purchase and installation of a new SCADA System that will provide even greater functionality.	\$100,000						\$100,000		\$100,000	C
582	Electric	Marshall Hydroelectric Project Regulatory/Compliance Costs	1	N/A	Electric Fund	The Marshall Hydroelectric Project is licensed by the Federal Energy Regulatory Commission (FERC). The FERC license contains various regulatory and compliance requirements, including periodic Part 12D dam safety inspections. A Part 12D inspection is a detailed review of the design, construction, performance, and current condition assessment of the hydroelectric project.	\$200,000						\$200,000		\$200,000	C
582	Electric	Brooks Substation	1	40	LDFA	Design and construct a new 100 MVA 138-kV to 12,470-volt substation in the Industrial Park to provided needed capacity to serve anticipated additional electric requirements of MPM and other Industrial Park customers.	\$6,000,000						\$6,000,000		\$6,000,000	PC

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582	Electric	Replace Tie 1 and 2 underground cable	2	40 years	Electric Fund	A portion of the two main express feeder cables from Pearl St. Substation to the Powerhouse are underground and in a duct system. They have been in service for 35 years and have met their life expectancy. The feeder cables are the main source of power to the City's electric load and are the connection to the grid for the City's internal generation. Because they are a critical component of the electric system the cables should be modernized.	\$700,000	\$700,000					\$1,400,000		\$1,400,000	C
582	Electric	Repair Brick (re-tuck joints & seal)	3	50	Electric Fund	General maintenance of the brick structures. This is a historical site.			\$70,000				\$70,000		\$70,000	C
582	Electric	Replace Windows	3	50	Electric Fund	Existing windows are the original single pane steel framed and not energy efficient. Many of the window sills and frames are deteriorated to the point that water is coming in and further damaging the building.		\$50,000	\$50,000				\$100,000		\$100,000	C
582	Electric	Pearl St. Substation 7.2/12.5 KV Upgrade	2	40	Electric Fund - Revenue Bond	Modernize obsolete 7.2/12.5 KV cubicle breaker and bus systems with open-air system to improve operations and increase safety		\$1,000,000					\$1,000,000		\$1,000,000	C
582	Electric	Pole Replacement and Line Reconstruction	2	40	Electric Fund	Wooden poles have an estimated service life of 33-40 years. To maintain safe, reliable electric service, replacement of old and unsafe poles must be performed on an annual basis.	\$40,000	\$41,200	\$42,436	\$43,709	\$45,020	\$46,371	\$258,736		\$258,736	C
582	Electric	AMI Project	2	20	Electric Fund - Bond	The Automated Metering Infrastructure (AMI) Project consists of hardware, software, communications and metering that will allow electric meters to be read remotely, in the same manner that water meters are now read. The system is designed to reduce operating expenses and provide additional services to customers.		\$900,000					\$900,000		\$900,000	C
582	Electric	Waldon Pond Underground Replacement	2	40	Electric Fund	Replace 40 year old underground electric system in the Waldon Pond Apartment Complex that services approximately 200 customers	\$140,000	\$144,200	\$148,526	\$152,982			\$585,708		\$585,708	C
582	Electric	Circuit Upgrade	2	50	Electric Fund	The municipal electric distribution system currently has two operating voltages, 4,160 volts and 12,470 volts. Circuits on each system cannot be directly tied together for maintenance and reliability purposes, limiting operational flexibility and reliability. The 4,160-volt system has greater resistance losses and less power-carrying capability than if its circuits were operated at 12,470 volts. Staff estimates approximately one-half of the electric distribution system operates at 4,160 volts. These 4,160-volt circuits should be upgraded to 12,470-volt operation as time and funds allow.	\$250,000	\$257,500	\$265,225	\$273,182			\$1,045,907		\$1,045,907	C
TOTAL							\$7,430,000	\$3,092,900	\$676,187	\$469,873	\$45,020	\$46,371	\$11,760,351	\$0	\$11,760,351	

101	Fire	Storage Shed	4	20	General Fund	Fire Department has very little storage area for maintenance equipment. We are currently using an old trailer to store lawn equipment and other limited use items. Marshall High School wood shop teacher has volunteered to build shed if we buy materials. I have material list for a 12X20 storage shed with an overhead door to store all this equipment.	\$7,500						\$7,500		\$7,500	C
101	Fire	Self-Contained Breathing Apparatus	3	10	General Fund/Grants	Our current Self Contained Breathing Apparatus was purchased in the beginning of 2018. They have a life expectancy of 10 to 15 years. This is mandated by MIOSHA and is National Fire Protection Association and Manufactures recommendations. We will need to replace these by the end of 2031.						\$250,000	\$250,000		\$250,000	C
101	Fire	Miscellaneous Fire & Medical Equipment	3	10	General Fund	We have needs for other types of equipment that has not been budget for. These include Fire Hose, Fire Hand Tools, Technical Rescue Equipment, Large Medical Equipment (AED & Chest Compression Device, Backboards ect..). These have no hard life expectancy dates, however every year hose has to be tested and replaced if it fails, same with medical equipment. Hand Tools have a tendency to break during operations. 10 years is a good timeline for most equipment.	\$12,500	\$12,500	\$12,500	\$12,500	\$12,500		\$62,500		\$62,500	C

FUND	Department	Project Title	Priority Ranking	Estimated Useful Life	Source of Funding	Project Narrative/Purpose	2022-2023 Expenditure	2023-2024 Expenditure	2024-2025 Expenditure	2025-2026 Expenditure	2026-2027 Expenditure	2027-2028 Expenditure	City Expenditure	Other Funds or Grant Share	Total Expenditure	Council - C Planning Council PC
101	Fire	Auxiliary Fire Equipment	4	25	General Fund	We have auxiliary equipment such as compressor and fill station for SCBA Bottles and Oxygen Bottles and a hose washer for cleaning soiled fire hose after fires. These are items that will eventually need replaced in the future. They last a long time be we need to plan for replacement through the CIP. Is it better to plan a yearly contribution to CIP or just fund we needed if they need replaced.					\$75,000		\$75,000		\$75,000	C
101	Fire	Replace Fire Engine	1	20	General Fund	Need to purchase new fire engine to replace current 2003 fire engine. Most fire engines have a front line life expectancy of 15 years and if properly maintained can become a reserve apparatus for up to 10 years. We really don't have reserve apparatus we just cover with other front line apparatus and rely on mutual aide response from surrounding townships to fill the gap. When fire engine 12 was purchased it was a demo apparatus. So it was delivered with problems and has been problematic since they had it. With a new versatile fire engine with 1500+ gallon water tank and 1500gpm pump that is properly maintained we should get 25 years of service out of it.	\$700,000						\$700,000		\$700,000	C
101	Fire	Audio Visual Upgrades	2	10	General Fund	Audio visual upgrades to the Training Room	\$21,912						\$21,912		\$21,912	C
101	Fire	Fire PPE Extractor (Washer) & Drying Rack	2	20	General Fund	Our current PPE Washer/Extractor is 28 years old. It is small and is not effectively washing our gear. This is part of the NFPA requirements for maintenance of our new turnout gear. We do not have a PPE drying rack. We just hang gear where we can and wait for them to dry naturally. A drying rack allows us to hang up to 4 complete sets of gear and has a forced air blower attached. Would like ability to use funds approved last year for PPE since we have now received a FEMA grant for them. We will need to use 9100.00 for our match. I would also like to keep the rest and purchase 5 sets of new gear every couple years. This would allow us to have gear that does not come out of compliance all at the same time and in the mean time get us to the new recommendation of a back up set.	\$12,500						\$12,500		\$12,500	C
101	Police, Fire DPW	Community Risk Assessment, Standards of Cover and Long Term Operational Plan	1		General Fund	The MFD seeks to contract with an outside expert to assist them with several CFAI accreditation requirements.	\$60,000						\$60,000		\$60,000	C
TOTAL							\$814,412	\$12,500	\$12,500	\$12,500	\$87,500	\$250,000	\$1,189,412	\$0	\$1,189,412	

661	Motor Pool	2023 Purchases	1	Variable	Motor Pool	Replace 8 units	\$382,000						\$382,000		\$382,000	C
661	Motor Pool	2024 Purchases	1	Variable	Motor Pool	Replace 5 units		\$215,000					\$215,000		\$215,000	C
661	Motor Pool	2025 Purchases	1	Variable	Motor Pool	Replace 6 units			\$203,000				\$203,000		\$203,000	C
661	Motor Pool	2026 Purchases	1	Variable	Motor Pool	Replace 1 unit				\$450,000			\$450,000		\$450,000	C
661	Motor Pool	2027 Purchases	1	Variable	Motor Pool	Replace 1 unit					\$500,000		\$500,000		\$500,000	C
TOTAL							\$382,000	\$215,000	\$203,000	\$450,000	\$500,000	\$0	\$1,750,000	\$0	\$1,750,000	

101	Parks	Stuarts Landing Improvements	2	30	Grants & other	Rehabilitation of Stuart's Landing including the following updates: replace canoe/kayak launch, a new shelter, a linear path around the site, improved shoreline and river access, and related improvements.			\$0				\$0	\$910,000	\$910,000	C
101	Parks	Repair Brooks Fountain	1	25	General Fund	The Brooks Fountain is in need structural repairs	\$750,000						\$750,000		\$750,000	C
101	Parks	Riverwalk Repairs	1	30	General Fund	Replace structural beams along riverwalk. Fix and replace fencing and deckboards. Trim and remove trees throughout riverwalk.	\$50,000						\$50,000		\$50,000	C
101	Parks	Ketchum Park Land Acquisition	2	30	General Fund	Acquire land @ 1111 E. Michigan Ave and 741 E. Montgomery for Ketchum Park expansion.	\$250,000						\$250,000		\$250,000	PC
101	Parks	Athletic Field Renovations	2	7	General Fund	Athletic Field Resurface, clay replacement for pitching areas and batters boxes, level outfield with sand, replace all base pegs, new bases for all fields, fencing repairs	\$75,000						\$75,000		\$75,000	C
101	Parks	Ketchum Park Great Lawn	2	50	General Fund	LOWER KETCHUM COMMONS AND PROMENADE Work related to the establishment of the lower lawn commons, drainage system, and its perimeter pedestrian walkway. Also included is the main path between parking on Montgomery Street and the Rotary Bridge. Construction Cost: \$143,000 Construction and Soft Costs: \$185,900		\$185,900					\$185,900		\$185,900	C
101	Parks	Sand Volleyball Court Renovations	2	20	General Fund	Replace all fencing at Volleyball courts, remove current sand and equipment. Replace with sugar sand. Replace post with new. Replace nets.		\$75,000					\$75,000		\$75,000	C
101	Parks	Skate Park Equipment	4	30	General Fund	Adding up to date & safe skateboard equipment to existing skatepark	\$30,000						\$30,000		\$30,000	C
TOTAL							\$1,155,000	\$260,900	\$0	\$0	\$0	\$0	\$1,415,900	\$910,000	\$2,325,900	

FUND	Department	Project Title	Priority Ranking	Estimated Useful Life	Source of Funding	Project Narrative/Purpose	2022-2023 Expenditure	2023-2024 Expenditure	2024-2025 Expenditure	2025-2026 Expenditure	2026-2027 Expenditure	2027-2028 Expenditure	City Expenditure	Other Funds or Grant Share	Total Expenditure	Council - C Planning Council PC
101	Police	Taser Upgrade	3	5	General Fund	The Police Department issues each sworn officer the Axon Taser X-2 weapon as a less than lethal use of force option. National studies have shown the Taser as an effective means of applying force at a distance, thus minimizing the risks of injury to patrol officers from a physical altercation. Axon only warranties their devices for 5 years, and have typically phased in a newer model every five years. As they are a weapon that can cause injury or death, we should strive to keep the warranty in place. This is both for officer safety (if Taser malfunctions due to age), and to some degree of liability mitigation, as Taser may not legally support us if we are using an out of warranty device.		\$26,000					\$26,000		\$26,000	C
101	Police	Vehicle Changeover	2	5	General Fund	Cover labor to outfit all equipment to new vehicle, buy emergency lighting, radio and equipment console, weapons rack, video camera and radio upgrades, radars, bumpers, cage with restraints, and decal the vehicle for police use.	\$32,000	\$34,000	\$25,000	\$26,000	\$28,000		\$145,000		\$145,000	C
TOTAL							\$32,000	\$60,000	\$25,000	\$26,000	\$28,000	\$0	\$171,000	\$0	\$171,000	

208	Recreation	Replacement of Athletic Field Light System	2	30	Recreation Fund	The current lights on diamond #1 & #2 are approaching the end of their expected life. The entire system should be replaced.	\$200,000						\$200,000		\$200,000	C
208	Recreation	Seal Coating Athletic Field Parking Lot & Pathways. Striping of Parking Lot	1	12	Recreation Fund	Seal Coating Athletic Field Parking Lot & Pathways is considered routine maintenance.	\$35,000						\$35,000		\$35,000	C
208	Recreation	Ketchum Park Parking Lot	4	15	Recreation Fund	Mill and repave parking lot/paint parking spots						\$35,000	\$35,000		\$35,000	C
208	Recreation	Athletic Field Parking Lot	1	15	Recreation Fund	Mill and repave parking lot/paint parking spots						\$35,000	\$35,000		\$35,000	C
208	Recreation	Eaton Park Development	2	30	Recreation Fund/Local Grants	Construction of a new park facility that would provide pickle ball courts, splash pad, bathroom facility, new ADA improvements for accessing the athletic fields from the south, new playground, parking lots, and a basketball court.	\$1,500,000		\$2,000,000				\$3,500,000		\$3,500,000	PC
208	Recreation	Recreation Athletic Facility	3	30	Grants/Fund Raising	Construction of a Recreation Center that would include 2 basketball courts, community room, etc					\$6,000,000		\$6,000,000		\$6,000,000	PC
TOTAL							\$1,735,000	\$0	\$2,000,000	\$0	\$6,000,000	\$70,000	\$9,805,000	\$0	\$9,805,000	

202	Major Streets	West Drive and Verona Drive Sidewalks	2	15	Small Urban Grant/Act 51	Sidewalks		\$372,998					\$372,998	\$425,002	\$798,000	C
203	Local Streets	Replace and Mill/Pave High St	2	25	Act 51	Part of the Watermain Replacement Project for High St between Michigan Ave. and Forest St. The watermain replacement will be resurfaced, remaining area will be mill and pave. Sidewalks and ADA ramps will be installed as needed.			\$256,000				\$256,000		\$256,000	C
203	Local Streets	W. Prospect St. Paving	2	25	Act 51/Street Improvement Bond	Resurfacing of W. Prospect St from Mulberry St. to Sycamore St. as part of a watermain replacement project.	\$37,000						\$37,000		\$37,000	C
203	Local Streets	Fountain St. Paving	2	25	Act 51	Part of the Watermain Replacement Project for Fountain St between W. Hanover to Arms St. The watermain replacement will be resurfaced, remaining area will be mill and pave. Sidewalks and ADA ramps will be installed as needed.		\$65,000					\$65,000		\$65,000	C
TOTAL							\$37,000	\$437,998	\$256,000	\$0	\$0	\$0	\$730,998	\$425,002	\$1,156,000	

590	Wastewater	Wastewater Rate Study	1	4	Wastewater Fund	It has been several years since the City has commissioned a rate study from a consultant. The past few years our rate reviews have been a collaboration between Michigan Rural Water Association and City Staff. MRWA no longer provides this service due to staffing levels. City Staff will be involved with the process but a consultant with appropriate experience will be hire to perform the evaluation and provide rate recommendations.	\$25,000				\$35,000		\$60,000		\$60,000	C
590	Wastewater	Wastewater Laboratory Remodel	3	25	Wastewater Fund	Full remodel of outdated laboratory built in 1975, including cabinets, counter tops, fixtures, flooring, lighting, and lab safety equipment. We plan on retaining much of the existing lab equipment as that has been updated regularly.					\$250,000		\$250,000		\$250,000	C
590	Wastewater	Stand-by Generator at Fountain Street Lift Station	2	20	Wastewater Fund	Purchase and installation of new fully automated, natural gas-driven backup generator for Fountain Street Lift Station. Currently the only means of backup electrical power for Fountain Street Lift Station is a trailerable unit that must be relocated to the site in the event of a power failure. This same unit is needed at any lift station in town that may experience a power failure. Fountain Street is one of the City's more important lift stations. A dedicated unit permanently installed on site will allow the station to operate uninterrupted.	\$70,000						\$70,000		\$70,000	C
590	Wastewater	Channel Monster Cartridge Replacement	2	5	Wastewater Fund	Replace the cutter cartridge in the Channel Monster as recommended by the manufacture.				\$40,000			\$40,000		\$40,000	C

FUND	Department	Project Title	Priority Ranking	Estimated Useful Life	Source of Funding	Project Narrative/Purpose	2022-2023 Expenditure	2023-2024 Expenditure	2024-2025 Expenditure	2025-2026 Expenditure	2026-2027 Expenditure	2027-2028 Expenditure	City Expenditure	Other Funds or Grant Share	Total Expenditure	Council - C Planning Council PC
590	Wastewater	Expand WWTP Property	1	50	Wastewater Fund	Acquire a 5.5 acre portion of the Progressive Dynamics property immediately adjacent to the east property line to allow for expansion of headworks treatment.			\$75,000				\$75,000		\$75,000	PC
590	Wastewater	Muffin Monster cartridge replacement	2	5	Wastewater Fund	Replace the cutter cartridge in the in-line Muffin Monsters as recommended by the manufacture.	\$30,000					\$30,000	\$60,000		\$60,000	C
590	Wastewater	Aeration Blower Replacement	1	15	Wastewater Fund	The current aeration blowers were installed in 1999. Since that time our aeration needs have changed and these blowers provide more air than necessary. Technology has advanced to a level that we can meet today's needs and retain the ability to meet future needs by replacing our current centrifugal blower with one that may be controlled by VFD. The current blowers cannot be controlled by a VFD and must run and full speed.			\$80,000				\$80,000		\$80,000	C
590	Wastewater	Headworks & Equalization Basin Improvements	1	20	Wastewater Fund	Headworks improvements including grit removal and fine screening will extend the life of the downstream equipment.				\$4,000,000			\$4,000,000		\$4,000,000	PC
590	Wastewater	Master Plan	2	10	Wastewater Fund	Update the 2008 Master Plan	\$25,000						\$25,000		\$25,000	C
590	Wastewater	Sewer Lining	1	30	Wastewater Fund	Project will line sewers which have experienced failure and root penetration.	\$60,000	\$60,000	\$60,000	\$60,000	\$60,000	\$60,000	\$360,000		\$360,000	C
590	Wastewater	New Sludge Thickening/De-watering Process	2	20	Wastewater Fund	The current equipment will be 20 years old and the polymer agent used in the process is no longer produced. A suitable replacement is not expected. We have enough polymer to last about 4 years. With a new system, Class A biosolids may be achieved.			\$500,000				\$500,000		\$500,000	C
590	Wastewater	Clarifier Rehabilitation	3	25	Wastewater Fund - Possible Bonds	Rehabilitate concrete and steel structures in each of 4 clarifiers due to age and corrosion. Rehab/Replace clarifier drive mechanisms due to age and wear. Coat all concrete surfaces with marine grade coating.	\$400,000	\$425,000					\$825,000		\$825,000	C
TOTAL							\$610,000	\$485,000	\$715,000	\$4,100,000	\$345,000	\$90,000	\$6,345,000	\$0	\$6,345,000	

591	Water	S. Marshall Ave. Water Main Replacement	2	100	Water Fund	Replace undersized 4" cast iron water main on S. Marshall from Hughes St. to Raymond Rd.	\$186,700						\$186,700		\$186,700	C
591	Water	S. Marshall Ave. Water Main Replacement (Michigan to Spruce)	2	100		Replace undersized 6" cast iron water main on S. Marshall from Michigan to Spruce St. This main was installed in 1958 and will be past it's useful life.						\$301,021	\$301,021		\$301,021	C
591	Water	S. Marshall Ave. Water Main(Spruce to Clinton), line Clinton to Powerhouse	2	100		Replace 4" main on S. Marshall from Spruce to Clinton. This main is undersized and past its useful life. Line water main from Clinton to the Powerhouse. This main can be structurally lined under the railroad tracks and spillway to keep the project cost down.			\$525,520				\$525,520		\$525,520	C
591	Water	Water Treatment Plant SCADA Upgrade	1	20		Replace obsolete SCADA control equipment with new PLCs. This will allow the tracking of more data and the ability to program failures at a much cheaper cost.	\$60,000						\$60,000		\$60,000	C
591	Water	Replace Dump Truck 318	2	25		Replace truck 318 with F550.	\$55,000						\$55,000		\$55,000	C
591	Water	S. Kalamazoo water main lining	2	50		Line water main from Brooks Fountain south to Railroad tracks. Replacement of valves, hydrants and services through the entire area.				\$400,000			\$400,000		\$400,000	C
591	Water	Industrial Rd. Water Main Replacement	1	100		Replace 8" Water Main on Industrial Rd. from S. Kalamazoo to Dobbins and 6" water main on S. Kalamazoo from Industrial to RR tracks. This main has a history of water main breaks and is in need to replacement.	\$750,000						\$750,000		\$750,000	C
591	Water	Hanover St. water main replacement/water main lining	2	100		Replace/line aging 6" water main on Hanover from S. Marshall to S. Kalamazoo. This main is past it's useful life and is known to be in poor condition.					\$500,000		\$500,000		\$500,000	C
591	Water	Replace 10" Cast Iron Water Main on High St.	2	100	Water Fund	Replace 10" water main on High St. from Michigan Ave. to Forest St. Also replace all lead services, hydrants, valves, and connections. The size of the water main and amount of flow is causing water quality issues.			\$500,000				\$500,000		\$500,000	C
591	Water	Replace 6" Water Main on Fountain St.	2	100	Water Fund	Replace 6" water main on Fountain St. from Hanover to Arms St. Currently 6" cast iron with poor water quality.			\$310,000				\$310,000		\$310,000	C
591	Water	500,000 Tower Maintenance	1	25	Water Fund	2019 Maintenance Inspection identified several items that needed to be addressed. These were not critical issues so we have decided to lump them into the 200,000 tower project in 2026.				\$70,000			\$70,000		\$70,000	C
591	Water	200,000 Water Tower Painting	1	15	Water Fund	2019 Water Tower inspection identified that the water tower would need an exterior overcoat in approximately 5-6 years.				\$70,000			\$70,000		\$70,000	C
591	Water	200K Water Tower Paint and Maintenance	1	25	Water Fund	Water Tower inspections in 2019 identified several maintenance problems that need to be addressed in the 200,000 tower.	\$108,000						\$108,000		\$108,000	C
591	Water	Water main lining N. Gordon	2	25		Line 6" water main on N. Gordon between E. Mansion and Forest. Replace fire hydrants, valves and lead services.		\$420,000					\$420,000		\$420,000	C

FUND	Department	Project Title	Priority Ranking	Estimated Useful Life	Source of Funding	Project Narrative/Purpose	2022-2023 Expenditure	2023-2024 Expenditure	2024-2025 Expenditure	2025-2026 Expenditure	2026-2027 Expenditure	2027-2028 Expenditure	City Expenditure	Other Funds or Grant Share	Total Expenditure	Council - C Planning Council PC
591	Water	Lead Service Line Replacement	1	50	Water Fund	Replacement of Lead service lines both on the City side of the service and the Homeowners side of the service. Identification of the homeowners service lines will be accomplished with the meter change-out project starting in December of 2020. The City has	\$78,540	\$80,111	\$80,713	\$83,714			\$323,078		\$323,078	C
591	Water	Water Reliability Study	1	5	Water Fund	It is required by EGLE that every 5 years a water reliability study be completed and submitted to EGLE				\$25,000			\$25,000		\$25,000	C
591	Water	Water Rate Study	2	3		Comprehensive Rate analysis study. Assumed to last 3-4 years	\$25,000						\$25,000		\$25,000	C
591	Water	New Water Treatment Plant	1	60	Water Fund Bond	Replace Water Treatment Plant. Build new iron removal plant on North side of E. Green St. across from existing plant.		\$5,000,000					\$5,000,000		\$5,000,000	PC
591	Water	Replace 6" water main at Walden Pond Apartments	2	100		Replace 6" cast iron water main at Walden Pond Apts. from Verona to Arms. This section of water main is known to have poor water quality and is aging past it's useful life.				\$220,000			\$220,000		\$220,000	C
591	Water	Replace Water Main on W. Prospect	2	100	Water Fund - Bond	Replace aging 6" water main on W. Prospect between Kalamazoo and Mulberry and from between Linden and Verona.	\$585,000						\$585,000		\$585,000	C
591	Water	Water Withdrawal	1	N/A	Water Fund	Per America's Water Infrastructure Act of 2018 The City of Marshall Water Department is required to complete a Reliability Study every 5 years. The Department completed their first study in 2020. This report was required to analyze 20 year water demand versus 20 year water supply for the community. The results are that the Water Department's water supply is not adequate for the anticipated future demand.	\$530,000	\$680,000	\$90,000				\$1,300,000		\$1,300,000	C
591	Water	Lead Service Line Inspection	1	5	Water Fund	Investigate Service materials on both the City owned portion and the Resident owned portion of the water service by potholing around both sides of the curb valves.	\$25,000	\$25,500	\$26,010	\$26,530	\$27,061		\$130,101		\$130,101	C
591	Water	Water Well Overhaul	1	5	Water Fund	Annual water well pump, motor, valves, and piping for wells 1, 2, 3, and 4.	\$25,000	\$25,500	\$226,010	\$26,530			\$303,040		\$303,040	C
TOTAL							\$2,428,240	\$6,231,111	\$1,758,253	\$921,774	\$527,061	\$301,021	\$12,167,460	\$0	\$12,167,460	
GRAND TOTAL							\$17,539,461	\$14,083,659	\$7,153,240	\$7,525,947	\$16,622,781	\$1,265,892	\$64,190,980	\$2,527,252	\$66,679,032	
GENERAL FUND TOTALS							\$2,308,516	\$783,400	\$137,500	\$488,500	\$115,500	\$350,000	\$4,183,416	\$910,000	\$5,093,416	



ADMINISTRATIVE REPORT
February 7, 2022 - CITY COUNCIL MEETING

REPORT TO: Honorable Mayor and City Council Members

FROM: Trisha Nelson, Planning & Zoning Administrator
Tom Tarkiewicz, City Manager

SUBJECT: Set Public Hearing for March 7, 2022 to consider Zoning Amendment Application #RZ22.01 for 108 N. Park Avenue and 302 W. Michigan Avenue from POSD - Professional Office Service to B-3 Neighborhood Commercial District

BACKGROUND: Owner of 108 N. Park Avenue is seeking to rezone the parcel from the current zoning of POSD-Professional Office Service District to B-3 Traditional Residential. Upon looking at the request, staff is also requesting to have 302 W. Michigan Avenue rezoned as well.

The Planning Commission will be holding a public hearing regarding the rezoning request at its regularly scheduled meeting on February 9, 2022 and will formulate a recommendation for City Council.

RECOMMENDATION: It is recommended that a public hearing be established for March 7, 2022 to hear public comment on Rezoning Request #RZ22.01 to rezone 108 N. Park Avenue and 302 W. Michigan Avenue from POSD (Professional Office Service) to B-3 (Neighborhood Commercial District).

FISCAL EFFECTS: None at this time.

ALTERNATIVES: As suggested by Council.

Respectfully submitted,

Trisha Nelson
Planning & Zoning Administrator

Tom Tarkiewicz
City Manager

323 W. Michigan Ave.

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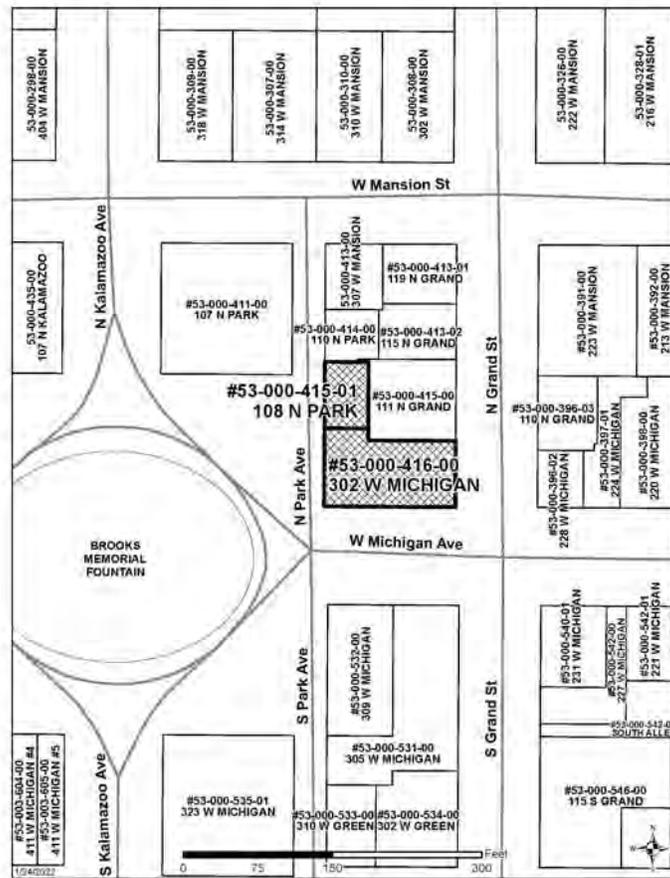
cityofmarshall.com

**CITY OF MARSHALL
ORDINANCE #2022-**

AN ORDINANCE TO AMEND THE ZONING MAP OF THE CITY OF MARSHALL SO AS TO CHANGE THE ZONING OF PARCELS OF REAL PROPERTY AT 108 N PARK AVENUE, PARCEL #53-000-415-01, AND 302 W MICHIGAN AVENUE, PARCEL #53-000-416-00, FROM THE ZONING DISTRICT OF PROFESSIONAL OFFICE SERVICE DISTRICT (POSD) TO NEIGHBORHOOD COMMERCIAL DISTRICT (B-3).

THE CITY OF MARSHALL, MICHIGAN ORDAINS:

Section 1. Pursuant to the authority granted in Section 7.1 of the Marshall City Code, the Zoning Map of the City of Marshall is hereby amended so as to change the zoning district for the below described properties from Professional Office Service District (POSD) to Neighborhood Commercial District (B-3).



TAX PARCEL #53-000-415-01 (108 N. PARK AVENUE) LEGAL DESCRIPTION

MARSHALL CITY, LOWER VILLAGE W 44 FT OF S 13 FT OF LOT 4 & N 54 FT OF W 44 FT OF LOT 5 BLK 15.

TAX PARCEL #53-000-416-00 (302 W. MICHIGAN AVENUE) LEGAL DESCRIPTION

MARSHALL CITY, LOWER VILLAGE BLK 15 LOT 6 & S 12 FT OF W 44 FT OF LOT 5.

Section 2. This Ordinance or a summary thereof shall be published in the *Marshall Chronicle*, a newspaper of general circulation in the City of Marshall qualified under state law to publish legal notices, within ten (10) days after its adoption. This Ordinance shall be recorded in the Ordinance Book and such recording shall be authenticated by the signature of the Mayor and the City Clerk.

Section 3. This Ordinance is declared to be effective immediately upon publication.

Adopted and signed this _____ day of _____, 2022.

Joe Caron, MAYOR

Trisha Nelson, CITY CLERK

I, Trisha Nelson, 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 _____, 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.

Trisha Nelson, CITY CLERK



ADMINISTRATIVE REPORT
February 7, 2022 - CITY COUNCIL MEETING

REPORT TO: Honorable Mayor and City Council Members

FROM: Trisha Nelson, Planning & Zoning Administrator
Tom Tarkiewicz, City Manager

SUBJECT: Set Public Hearing for March 7, 2022 to consider Zoning Amendment Application #RZ22.02 for 111 N Grand to rezone Parcel #53-000-415-00 from POSD (Professional Office Service) to R-3 (Traditional Residential)

BACKGROUND: Owner of 111 N. Grand, is seeking to rezone the parcel from the current zoning of POSD-Professional Office Service District to R-3-Traditional Residential. A rezoning of the property will allow the owner to sell the property as a residential home.

The Planning Commission will be holding a public hearing regarding the rezoning request at its regularly scheduled meeting on February 9, 2022 and will formulate a recommendation for City Council.

RECOMMENDATION: It is recommended that a public hearing be established for March 7, 2022 to hear public comment on Rezoning Request #RZ22.02 to rezone 111 N. Grand, parcel #53-000-415-00, from POSD (Professional Office Service) to R-3 (Traditional Residential).

FISCAL EFFECTS: None at this time.

ALTERNATIVES: As suggested by Council.

Respectfully submitted,

A handwritten signature in blue ink that reads "Trisha Nelson".

Trisha Nelson
Planning & Zoning Administrator

A handwritten signature in blue ink that reads "Tom Tarkiewicz".

Tom Tarkiewicz
City Manager

323 W. Michigan Ave.

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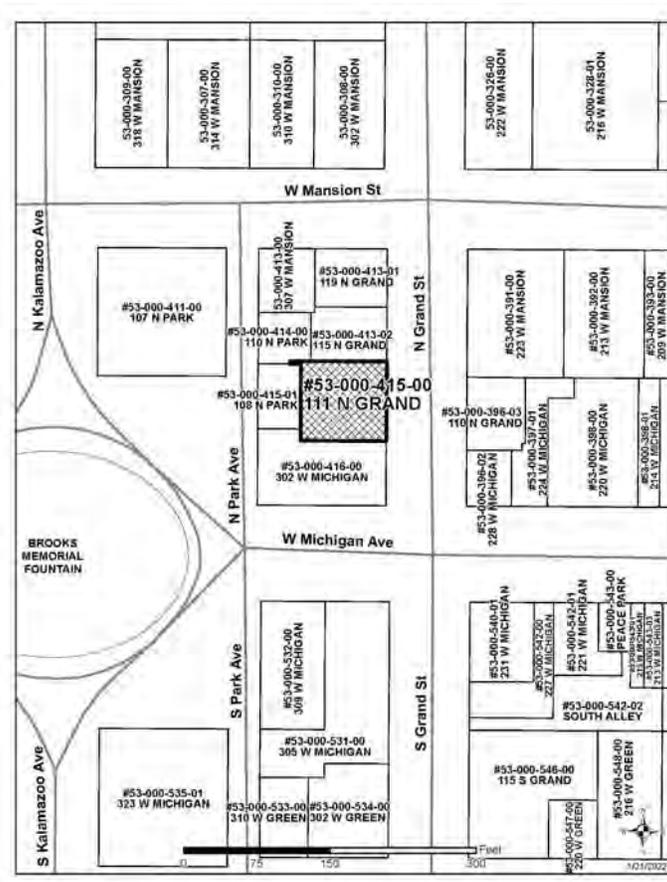
cityofmarshall.com

**CITY OF MARSHALL
ORDINANCE #2022-**

AN ORDINANCE TO AMEND THE ZONING MAP OF THE CITY OF MARSHALL SO AS TO CHANGE THE ZONING OF A PARCEL OF REAL PROPERTY AT 111 N GRAND STREET, PARCEL #53-000-415-00, FROM THE ZONING DISTRICT OF PROFESSIONAL OFFICE SERVICE DISTRICT (POSD) TO TRADITIONAL RESIDENTIAL (R-3).

THE CITY OF MARSHALL, MICHIGAN ORDAINS:

Section 1. Pursuant to the authority granted in Section 7.1 of the Marshall City Code, the Zoning Map of the City of Marshall is hereby amended so as to change the zoning district for the below described properties from Professional Office Service District (POSD) to Traditional Residential (R-3).



TAX PARCEL #53-000-415-00 (111 N. GRAND ST.) LEGAL DESCRIPTION

MARSHALL CITY, LOWER VILLAGE PART LOT 5 BLK 15 BEG SE COR LOT 5, W ALG S LOT LINE 88. 38 FT, N PARL W LINE GRAND ST 66 FT, W ON STRAIT EXT OF N LOT LINE 11 FT, N PARL W LINE SD ST 16 FT, E PAR N LOT LINE 99.38 FT TO W LINE GRAND ST, S TO BEG.; EXCEPT:

COMMENCING AT THE SOUTHWEST CORNER OF LOT 4, BLOCK 15, TH E ALNG S LINE OF LOT 4, 33 FT TO THE POB OF THIS EXCEPTION; N 13 FT, E 11 FT, S 13 FT TO THE S LINE LOT 4, TH W ALNG S LINE 11 FT TO THE BEG.

Section 2. This Ordinance or a summary thereof shall be published in the *Marshall Chronicle*, a newspaper of general circulation in the City of Marshall qualified under state law to publish legal notices, within ten (10) days after its adoption. This Ordinance shall be recorded in the Ordinance Book and such recording shall be authenticated by the signature of the Mayor and the City Clerk.

Section 3. This Ordinance is declared to be effective immediately upon publication.

Adopted and signed this _____ day of _____, 2022.

Joe Caron, MAYOR

Trisha Nelson, CITY CLERK

I, Trisha Nelson, 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 _____, 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.

Trisha Nelson, CITY CLERK



ADMINISTRATIVE REPORT
February 7, 2022 – CITY COUNCIL MEETING

REPORT TO: Honorable Mayor and City Council

FROM: William Dopp III, Treasurer/Deputy Finance Director
Tom Tarkiewicz, City Manager

SUBJECT: Resolution Waiving Fees for Failure to File a Property Transfer Affidavit (PTA)

BACKGROUND: Section 211.27a of the General Property Tax Act requires the buyer, grantee or other transferee of property to file a property transfer affidavit (PTA). The General Property Tax Act imposes penalties for the failure to file a PTA within 45 days, unless the local governing body adopts a resolution waiving said penalties.

The City has never attempted to collect this fee because the cost to administer and collect the fines would likely be considered a net loss. Following the 2016 Audit of Minimum Assessing Requirements (AMAR), the prior City assessor created a resolution waiving these fees, but the resolution was never taken to Council before that assessor's departure.

After the most recent AMAR, the lack of an adopted resolution was noticed, and the current Assessor has provided the attached Resolution Waiving Penalty Fees and Interest for Failure to File a PTA in order to be compliant.

RECOMMENDATION: It is recommended that the Council adopt the Resolution Waiving Penalty Fees and Interest for Failure to File a PTA, bringing us in accordance with State principles.

FISCAL EFFECTS: Adopting the resolution will save us the cost associated with administering the State's process of collecting these fees, quite likely resulting in a net loss.

Respectfully Submitted,

Handwritten signature of William C. Dopp III in black ink.

William Dopp III
Treasurer/Deputy Finance Director

Handwritten signature of Tom Tarkiewicz in blue ink.

Tom Tarkiewicz
City Manager

323 W. Michigan Ave.

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cityofmarshall.com

**CITY OF MARSHALL
CALHOUN COUNTY, MICHIGAN
RESOLUTION #2022-**

**RESOLUTION WAIVING PENALTY FEES AND INTEREST
FOR FAILURE TO FILE A PROPERTY TRANSFER AFFIDAVIT**

WHEREAS, Section 211.27a of the General Property Tax Act requires the buyer, grantee or other transferee of property to file a property transfer affidavit as prescribed by the State Tax Commission, with the appropriate Assessing Officer in the local unit of government in which the property is located; and

WHEREAS, Section 211.27b of the General Property Tax Act imposes penalties for the failure to file a Property Transfer Affidavit after 45 days have elapsed; and

WHEREAS, Section 211.27b of the General Property Tax Act provides that the local governing body may waive, by Resolution, the penalties levied for the failure to file a Property Transfer Affidavit; and

WHEREAS, the City of Marshall hereby waives the penalties for the failure to file a Property Transfer Affidavit within 45 days of transfer.

NOW THEREFORE BE IT HEREBY RESOLVED, that the City of Marshall hereby waive penalties under Section 211.27b of the General Property Tax Act.

IT IS FURTHER RESOLVED that the City Clerk of Marshall is hereby directed to send a certified copy of this Resolution to the City Assessor.

IT IS FURTHER RESOLVED that all resolutions or parts of resolutions in conflict herewith are hereby repealed.

Motion was made by: _____

Supported by: _____

Ayes: _____

Nays: _____

Abstained: _____

Absent: _____

I hereby certify that the foregoing constitutes a true and complete copy of a resolution adopted by the City Council of the City of Marshall, County of Calhoun, Michigan at a regular meeting held on February 7, 2022.

Clerk



ADMINISTRATIVE REPORT
February 7, 2022 – CITY COUNCIL MEETING

REPORT TO: Honorable Mayor and City Council

FROM: William Dopp III, Treasurer/Deputy Finance Director
Tom Tarkiewicz, City Manager

SUBJECT: Poverty Exemption Policy Guidelines and Application

BACKGROUND: Section 211.7u of the General Property Tax Act allows for appeal of property assessments for reasons of poverty based on policy and guidelines established by the local unit. The City of Marshall has established such a policy for several years, but the existing policy no longer meets the State’s standards.

Following the Audit of Minimum Assessing Requirements (AMAR), the City assessor has proposed the attached updated Poverty Exemption Guidelines & Asset Test which achieves the State’s standards. The web Guideline, as posted on the City of Marshall website each year, will reflect these attached guidelines if approved.

RECOMMENDATION: It is recommended that the Council adopt the attached Poverty Exemption Guidelines & Asset Test, utilizing the federal poverty income standard as published each year by the federal DHS and provided by the Michigan Department of Treasury, and concur with the use of the annual website guideline version on an ongoing basis. Any recommended changes to the Policy will be brought to the Council for action.

FISCAL EFFECTS: None.

Respectfully Submitted,

William Dopp III
Treasurer/Deputy Finance Director

Tom Tarkiewicz
City Manager

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City of Marshall

**POVERTY EXEMPTION POLICY
& GUIDELINES**

(Revised February 2022)

This policy was written in accordance with and governed by MCL 211.7u, as amended.

In order to be eligible for the poverty exemption, the claimant **MUST** do all of the following *on an annual basis*:

1. Own and occupy as your principal residence, as defined in Section 7dd of the General Property Tax Act, the property for which the exemption is requested;
2. File a claim with the Board of Review after January 1st, but before the day prior to the last day of the Board of Review, on a form approved by the State Tax Commission (STC);
3. Provide federal and state income tax returns for all persons residing in the principal residence (also referred to as "household" or "homestead") These income tax returns are those filed in the current year or in the immediately preceding year. If you did not file a Tax Return, then you **MUST** get a statement of benefits paid from the Social Security Administration or Michigan Department of Social Services and/or file an affidavit to affirm you were not required to file a Federal or State Tax Return
4. Produce a valid driver's license or other form of identification.
5. Produce a deed, land contract, or other evidence of ownership of the property for which the exemption is being requested;
6. Meet the federal poverty income guidelines for the household, which are updated annually in the federal register by the United States Department of Health and Human Services; and
7. Meet the **claimant and total household asset** levels set by the City of Marshall.

**INCOME & ASSET GUIDELINES
FOR POVERTY EXEMPTIONS**

If your income exceeds the amounts shown or your assets exceed the amounts shown, you are NOT eligible for a Poverty Exemption.

Income Eligibility Updated Annually by the State Tax Commission

(Income levels are updated annually)

Size of Family Unit	Poverty Guidelines
1	Set Annually by STC See March BOR Bulletin for Income Levels
2	
3	
4	
5	
6	
7	
8	
For Each Additional Person	

Asset Eligibility

Applicants shall not have more than \$20,000 in assets to be eligible for consideration and no more cash than an amount equal to one month's gross household income. Assets do not include the primary residence including the minimum amount of land required to meet zoning. Assets do not include 1 automobile per licensed driver residing in the primary residence.

GUIDELINES BY WHICH POVERTY EXEMPTIONS ARE DETERMINED

Completed application form and all required documents and attachments MUST be filed with the City Assessor's Office after January first and before the final meeting of the Board of Review in December.

March 1, for action by the March Board of Review; or

July 1, for action by the July Board of Review; or

December 1, for action by the December Board of Review.

Sign the form when you return it to the Assessor's Office.

NOTE: The filing of a claim constitutes an appearance before the Board of Review. Also, the dates for filing will be updated annually in accordance with the State of Michigan Property Tax Calendar.

1. The Board of Review determines if Income Standards have been met.
2. The Board of Review determines if Asset limits have been met.
3. The Board of Review will consider all revenue and non-revenue producing assets of the owner, co-owner and all members of the household. Any attempt to hide and/or shift assets to another person, business or corporation shall be grounds for denial.
4. Applications must be filed every year. If granted, the exemption is for one year only.
5. Applications will be reviewed by the Board of Review. The Board may ask applicants, or their authorized agents, to be physically present to answer questions. Teleconferencing for the purpose of asking questions of the applicant is allowable if the applicant is not able to attend.
6. Applicants, or their authorized agents, may have to answer questions regarding such subject as financial affairs, health and/or the status of people living in the principal residence at a meeting that is open to the public.
7. All applications will be evaluated based on data and statements given to the Board by the applicant. The Board may also use information gathered from any other source.
8. The Board of Review shall follow the policy and guidelines established herein when granting or denying an exemption.
9. Household income limits are adjusted annually to comply with the Federal Poverty Guidelines.
10. Applicants will be sent a written notice of the Board of Review's final decision. An applicant may appeal the Board of Review's decision to the Michigan Tax Tribunal. An assessor may also appeal the Board of Review's decision. Appeals must be filed with the Michigan Tax Tribunal by the following dates: March Board of Review: by July 31 of the current year. July or December Board of Review: within 35 days of decision.

Date Approved by: February 7th, 2022



ADMINISTRATIVE REPORT
February 7, 2022 - CITY COUNCIL MEETING

TO: Honorable Mayor and City Council Members

FROM: Paul LaRose, MDOT Liaison
Marguerite Davenport, Director of Public Services
Tom Tarkiewicz, City Manager

SUBJECT: DART Master Agreement for Public Transportation Projects through the Michigan Department of Transportation

BACKGROUND: The City of Marshall Dial-a-Ride and Albion-Marshall Connector operate under the rules and regulations of the Michigan Department of Transportation and are subsidized by the State. The agreement being executed covers the fiscal years 2022 through 2027 and will make federal and/or state grant funds available to the City of Marshall, Dial-a-Ride and the Albion-Marshall Connector for the costs of the City's eligible projects that promote or benefit public transportation. This agreement sets forth the terms and conditions for any and all project authorizations issued under the agreement. Awards issued under this Master Agreement will not in any manner provide for or imply any agreement on the part of MDOT to issue any project authorizations to the City of Marshall Dial-a-Ride or the Albion-Marshall Connector.

For each project authorization under this agreement that contains federal funds, the City of Marshall Dial-a-Ride and the Albion-Marshall Connector must follow the federal guidelines and regulations of respective federally agency programs.

The first resolution titled, CERTIFIED SIGNATURE RESOLUTION FOR MDOT MASTER AGREEMENT, will assign the City Manager as the Certified Signature to accept the Master Agreement and all subsequent agreements issued for Dial-a-Ride that fall under the purview of this Master Agreement.

The second resolution titled, MASTER AGREEMENT RESOLUTION, will constitute the City's acceptance of the terms in the agreement to help with future funding from federal and state dollars.

RECOMMENDATION: Staff recommends that Council adopt the attached Resolution to allow the City Manager to sign off on the Master Agreement to allow for future funding of projects for the City of Marshall Dial-a-Ride and the Albion-Marshall Connector.

FISCAL EFFECTS: None at this time. These forms will simply allow for the City of Marshall Dial-a-Ride and the Albion-Marshall Connector to be funded for future projects. Failure to approve the Master Agreement could jeopardize future Federal funding for transportation projects

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CITY GOAL CLASSIFICATION:

GOAL AREA 2. QUALITY OF LIFE

Goal Statement: To achieve and sustain a concentrated effort to promote a vibrant community atmosphere in the Marshall Area.

ALTERNATIVES: As suggested by Council.

Respectfully Submitted,



Tom Tarkiewicz
City Manager



Marguerite Davenport
Director of Public Services



Paul LaRose
MDOT Liaison

**CITY OF MARSHALL, MICHIGAN
RESOLUTION #2022-**

**Combined Master Agreement Resolution
And Project Authorization Resolution**

WHEREAS, the City of Marshall has the authority to contract with the Michigan Department of Transportation for State and/or Federal funds for passenger transportation related service; and

WHEREAS, the City of Marshall does hereby approve Master Agreement No. 2022-0097.

NOW, THEREFORE, be it resolved that the Marshall City Manager be authorized and directed to execute said Agreement No. 2022-0097 for and on behalf of the City of Marshall.

Project Authorization Resolution

WHEREAS, this resolution shall also approve execution of Project Authorizations for all programs designated by the City of Marshall and/or Project authorizations for any amount determined by the City of Marshall with the Michigan Department of Transportation which are issued under Master Agreement No. 2022-0097.

NOW, THEREFORE, be it resolved that the City Manager of the City of Marshall is authorized to enter into and execute on behalf of the City of Marshall all such Project Authorizations with the Michigan Department of Transportation for passenger transportation related services for the agreement period.

CERTIFICATE

The undersigned duly qualified Board Secretary of the City of Marshall certifies the foregoing is a true and correct copy of a resolution adopted at a legally convened meeting of the City of Marshall held on Feb. 7, 2022.

Signature

Printed Name

Title

Date



ADMINISTRATIVE REPORT

February 7, 2022 - CITY COUNCIL MEETING

TO: Honorable Mayor and City Council Members

FROM: Josh Lankerd, Chief of Police
Thomas Tarkiewicz, City Manager

SUBJECT: First Responder Training and Recruitment Grant
Application Approval

BACKGROUND: Michigan Public Act 87 of 2021 appropriates \$5 million to create the First Responder Training and Recruitment Grant Program. The grant program is open to all Michigan cities, villages, townships, counties, or fire authorities are eligible to apply for a grant up to \$200,000 related to first responder recruitment and training. Awards to any one applicant shall be no more than \$100,000 for recruitment, and no more than \$100,000 for training programs.

- A completed application with detailed information must be received by the Michigan Department of Treasury on or before Feb. 15, 2022.
- The governmental unit must demonstrate how budgeted costs directly relate to recruitment or training of first responders.
- Priority will be given to projects that will be completed by Sept. 30, 2022.
- Applications will be selected for funding by the Michigan Department of Treasury based on program purpose, eligibility, and criteria. Projects are funded on a reimbursement basis.

The purpose of the grant program is to support efforts to expand recruitment, improve training, and provide additional professional development and support to first responders in local governments.

The Marshall Police Department retention and training project will expand recruitment and training through a hiring/retention bonus program, increased recruitment advertising and recruitment visits, and increased training for officers. The estimated total of the funding request for the project is between \$40,000 to \$50,000. This project will assist us in retaining the officers we have and in filling the replacement of police officer positions during the grant time frame (February through September 2022).

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cityofmarshall.com

Marshall City Grant Policy requires “All grant applications must be approved by the City Council before the submission for that grant”. Appendix A Application is attached as outlined in the policy. If the grant is approved for submission, it will be completed and submitted prior to the due date. If awarded, a resolution for acceptance of the award will be presented to City Council prior the acceptance of funds.

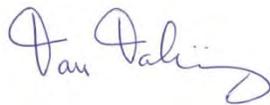
There is a shortage of police officer candidates nationwide leaving departments to compete for limited available candidates. As a small police agency, any unique advantages we can provide will help us in retaining and recruiting candidates for our department. At the same time, improved training and professionalism within our department aids us in attracting quality candidates.

RECOMMENDATION: It is recommended that the City Council approve the submittal of a First Responder Training and Recruitment Grant application.

FISCAL EFFECTS: There are little fiscal effects in completing the application for this grant. There are no grant fees and the Battle Creek Community Foundation has offered to assist in writing this grant at no charge.

ALTERNATIVES: As suggested by Council.

Respectfully submitted,



Tom Tarkiewicz
City Manager



Josh Lankerd
Police Chief

Grant Accounting and Administration Policy

Appendix A

Summary of Grant Application for Review and Approval

Funding agency (if a State agency, it is also important to note if these are pass-through funds)

Michigan Department of Treasury

Grant name and program description and Project Name/File Number (if applicable):

First Responder Training and Recruitment Grant

Program Award Amount: \$ Request ^ 40,000 - ^ 50,000

Grant administrator (name, title, phone #):

TBD

Grant Application Questions:

	Yes	No	N/A
Does the grant require matching funds? If yes, how much? <input type="text"/>		X	
Does the grant require a budget adjustment from the City Council?	X		
If the grant funds FTEs, is there a requirement to retain those employees for a certain period of time? If yes, how many years? <input type="text"/>		X	
If the grant funds capital outlay, is there a requirement to track the equipment for a certain number of years after the grant award? If yes, how many? <input type="text"/>		X	
If the grant has special reporting requirements, have those been discussed with Finance?			X
If the grant has special banking requirements to receive funding, have those been discussed with the Treasurer?			X
Are there other commitments that the City of Marshall will be making if this grant is awarded?			X

Submitted by: Josh Lanford Date: 2-2-2022

Finance Director Approval: _____ Date: _____

Return Completed Form to the Finance Director after all approvals are obtained.

CALL TO ORDER

IN REGULAR SESSION, Tuesday, January 18, 2022 at 7:00 P.M., in the Council Chambers of City Hall, 323 West Michigan Avenue, Marshall, MI 49068. City Council was called to order by Mayor Caron.

ROLL CALL

Roll was called:

Present: Council Members: Mayor Caron, Gates, Schwartz, Traver, Underhill and Wolfersberger.

Also Present: City Manager Tarkiewicz and Deputy Clerk Hall

Absent: Council Member Rice.

INVOCATION/PLEDGE OF ALLEGIANCE

Mayor Caron led the Pledge of Allegiance.

APPROVAL OF THE AGENDA

Moved Wolfersberger, supported Gates, to approve the addition of item 7G Tom Tarkiewicz resignation letter, item 8A Proclamation for Director Scott McDonald, and the MSCPA invoice in the amount of \$775,488.84 and the removal of item 12A Franke Center Liquor License Resolution. On a voice vote – **MOTION CARRIED.**

PUBLIC COMMENT ON AGENDA ITEMS

None.

CONSENT AGENDA

Moved Schwartz, supported Underhill, to approve the Consent Agenda:

- A. Schedule a public hearing for February 7, 2022 to consider the request for a revised 12-year OPRA exemption for the second and third floor of Schuler's building, located at 115 South Eagle Street;
- B. Schedule a public hearing for February 7, 2022 to consider several amendments of City Ordinance Chapter 70, Vehicle and Traffic Code, in particular, sections 70.08- Parking Regulations; 70.09- Stopping, Standing, Loading, Breakdowns, Dismantled and Inoperable Vehicles; and 70.10- Parking Violations;
- C. Approve the allocation for the Calhoun County Parks Millage and authorize staff to submit the required annual report to the County;
- D. Approve the revised Master PA 425 Conditional Land Transfer Agreement with Marshall Township;
- E. Minutes of the City Council Work Session and Regular Session held on Monday, January 3, 2022;
- F. Approve city bills in the amount of \$1,190,176.49.

On a roll call vote – ayes: Gates, Schwartz, Traver, Underhill, Wolfersberger, and

Mayor Caron; nays: none. **MOTION CARRIED.**

PRESENTATIONS AND RECOGNITION

The following proclamation was presented to Director Scott McDonald.

CITY OF MARSHALL, MICHIGAN

A PROCLAMATION TO EXPRESS PUBLIC APPRECIATION TO PUBLIC SAFETY DIRECTOR SCOTT MCDONALD ON THE OCCASION OF HIS RETIREMENT AND TO DECLARE FRIDAY, JANUARY 28, 2022 AS PUBLIC SAFETY DIRECTOR SCOTT MCDONALD DAY IN THE CITY OF MARSHALL.

WHEREAS, the City Council of the City of Marshall is aware that Public Safety Director Scott McDonald has announced his retirement from the Marshall Police Department after over 32 years of faithful service to the Department and the Citizens of the City of Marshall; and

WHEREAS, Director McDonald became a reserve officer in August 1989; and was hired full-time on August 21, 1994; and

WHEREAS, Director McDonald has continually been promoted from Reserve Officer in 1989, Temporary Officer in 1993, Patrol Officer in 1994, Corporal in 1996, Sergeant in 2003, Interim Police Chief in 2008, Lieutenant in 2010, Deputy Chief in 2013, and finally Public Safety Director in 2019; and

WHEREAS, Director Scott McDonald is the example of professionalism and community leadership. Through Scott McDonald's leadership and drive he led the Marshall Police Department through the Michigan Association of Chiefs of Police (MACP) Accreditation Process where the Department received accreditation status in June of 2019. Scott McDonald has continued to assist with the MACP accreditation process as an accreditation assessor, completing accreditation assessments throughout Michigan, and

WHEREAS, Director McDonald has also been an active participant in the community. Early in his career he was very active with the Mothers Against Drunk Driving (MADD) organization, he served many years on the S.A.F.E. Place executive board and has been a participant in the Walk a Mile in Her Shoes events in Calhoun County, and

NOW, THEREFORE LET IT BE RESOLVED that the City Council of the City of Marshall hereby recognizes and congratulates Scott McDonald on his significant life achievement, to thank him for serving and protecting the City of Marshall and declares FRIDAY, JANUARY 28, 2022 as PUBLIC SAFETY DIRECTOR SCOTT MCDONALD DAY in the City of Marshall, and wishes him well on all of his future endeavors.

Mayor Joe Caron

INFORMATIONAL ITEMS

None.

PUBLIC HEARINGS & SUBSEQUENT COUNCIL ACTION

None.

OLD BUSINESS

None.

REPORTS AND RECOMMENDATIONS

A. Special Events:

Information will be discussed at the next Council meeting when staff is present.

APPOINTMENTS/ELECTIONS

None.

PUBLIC COMMENT ON NON-AGENDA ITEMS

None.

ADJOURNMENT

The meeting was adjourned at 7:21 p.m.

Joe Caron, Mayor

Trisha Nelson, City Clerk

CALL TO ORDER

IN SPECIAL SESSION held on Wednesday, January 19, 2022 at 9:00 A.M. in the Council Chambers of City Hall, 323 West Michigan Avenue, Marshall, MI 49068, the Marshall City Council was called to order by Mayor Caron.

ROLL CALL

Roll was called:

Present: Council Members: Mayor Caron, Gates, Rice, Schwartz, Traver, Underhill, and Wolfersberger.

Absent: None.

PUBLIC COMMENT

None.

CITY MANAGER INTERVIEW

City Council conducted an interview with candidate Derek Perry.

The interview concluded at 10:13 a.m.

Consensus of the Council is to extend a conditional offer pending background and contract negotiation. MML and the City of Marshall will run background checks. Mayor Caron and Council Member Traver will work with Attorney Revore on the contract.

ADJOURNMENT

Adjourned at 10:40 a.m.

Joe Caron, Mayor

Trisha Nelson, Clerk

APPROVAL LIST FOR CITY OF MARSHALL
 EXP CHECK RUN DATES 02/10/2022 - 02/10/2022
 UNJOURNALIZED
 BOTH OPEN AND PAID

INVOICE NUMBER	VENDOR NAME	DESCRIPTION	PO NUMBER	AMOUNT
397947	AD-VISOR & CHRONICLE	MARSHALL HOUSE AD		80.88
49705	ALEXANDER CHEMICAL COR.	CHLORINE GAS INVENTORY	2022.189	1,050.00
1GQF-93T4-NWDX	AMAZON CAPITAL SERVICE	ACCT A1P4GM99HG1EO2 - CREDIT MEMO TAX FO		(40.04)
1HTV-MFWG-1NYV	AMAZON CAPITAL SERVICE	ACCT A1P4GM99HG1EO2 - SINK		353.87
1T47-77M1-GDJ9	AMAZON CAPITAL SERVICE	ACCT A1P4GM99HG1EO2 - FRAME		87.63
11VG-PY3Y-33N6	AMAZON CAPITAL SERVICE	ACCT A1P4GM99HG1EO2 - DATE STAMP		27.94
1XCQ-QDK6-46NG	AMAZON CAPITAL SERVICE	ACCT A1P4GM99HG1EO2 - KEYBOARDS		133.92
1MT6-XPL7-JX7P	AMAZON CAPITAL SERVICE	ACCT A1P4GM99HG1EO2 - 6V BATTERIES		72.11
17W6-YC63-GWHY	AMAZON CAPITAL SERVICE	ACCT A1P4GM99HG1EO2 - BATTERY BACKUPS		483.12
13H9-P7QM-KWKG	AMAZON CAPITAL SERVICE	ACCT A1P4GM99HG1EO2 - SOIL PROBE		48.42
1D1N-QG7M-M9DF	AMAZON CAPITAL SERVICE	ACCT A1P4GM99HG1EO2 - CREDIT MEMO		(65.65)
14XT-FF76-4JHF	AMAZON CAPITAL SERVICE	ACCT A1P4GM99HG1EO2 - STOOLS		372.48
1N7J-GGR3-L3C9	AMAZON CAPITAL SERVICE	ACCT A1P4GM99HG1EO2 - DOCKING STATION		237.98
1PC3-1HTW-979W	AMAZON CAPITAL SERVICE	ACCT A1P4GM99HG1EO2 - TAX FORMS		59.07
1NQC-13WP-3YHD	AMAZON CAPITAL SERVICE	ACCT A1P4GM99HG1EO2 - DRAWER ORGANIZERS		29.99
1TMG-W74D-QYYV	AMAZON CAPITAL SERVICE	ACCT A1P4GM99HG1EO2 - TAX FORMS		46.94
55923	AMERICAN VIDEO TRANSFER	INTERVIEW ROOM RECORDING SYSTEM AT MRLE	2022.173	27,517.50
200017327	AMERICAN WATER WORKS A	CITY OF MARSHALL FEB. WATER SOLUTIONS WE		60.00
038778	ASTI ENVIRONMENTAL	ENVIRONMENTAL ASSESSMENT FOR 115 SOUTH E	2021.392	4,800.00
225-488134	AUTO VALUE MARSHALL	GARAGE/STREETS DEPT - BUSHING, PLUG, HOS		13.07
225-488284	AUTO VALUE MARSHALL	GARAGE/STREETS DEPT - OIL FILTER		2.59
225-488237	AUTO VALUE MARSHALL	GARAGE/STREETS DEPT - OIL FILTER		72.78
225-488283	AUTO VALUE MARSHALL	GARAGE/STREETS DEPT - OIL FILTER		7.44
225-487977	AUTO VALUE MARSHALL	GARAGE/STREETS DEPT - DRILL IMP COMBO		529.95
225-487978	AUTO VALUE MARSHALL	GARAGE/STREETS DEPT - CURVD MINI BLCK		3.69
225-487933	AUTO VALUE MARSHALL	WASTE WATER DEPT - TORQUE WR, IMPACT ADA		106.15
225-488595	AUTO VALUE MARSHALL	GARAGE/STREETS DEPT - WARHAWK HELMET		169.99
01272022CR	AUTO VALUE MARSHALL	CREDIT MEMO FOR INVOICE #225-487442 PD B		(60.28)
225-488405	AUTO VALUE MARSHALL	ELECTRIC DEPT - 50PK RED RAGS, PURPLE WW		24.38
225-488526	AUTO VALUE MARSHALL	WATER DEPT - JB WELD SKINCARD		6.79
225-488682	AUTO VALUE MARSHALL	STREETS DEPT - CAST SHOE ASSY		376.14
225-488679	AUTO VALUE MARSHALL	STREETS DEPT - SHOE ASSEMBLY		236.34
225-488678	AUTO VALUE MARSHALL	STREETS DEPT - SHOE ASSEMBLY		78.78
225-488453	AUTO VALUE MARSHALL	GARAGE/STREETS DEPT - LATE MODEL ASST &		132.12
225-488451	AUTO VALUE MARSHALL	GARAGE/STREETS DEPT - MINI FUSE		8.98
225-488450	AUTO VALUE MARSHALL	GARAGE/STREETS DEPT - LOW PROFILE FUSE		4.49
225-488461	AUTO VALUE MARSHALL	GARAGE/STREETS DEPT - OIL FILTER & PREST		45.18
225-488497	AUTO VALUE MARSHALL	GARAGE/STREETS DEPT - RH PARK LMP		206.09
225-488527	AUTO VALUE MARSHALL	GARAGE/STREETS DEPT - F750 SUPER DUTY 7.		31.19
P48228657	BATTERIES PLUS BULBS	CITY OF MARSHALL HPS BULBS		699.40
0337923-IN	BEAVER RESEARCH CO	CITY OF MARSHALL WATER TREATMENT		545.94
4540	BENDZINSKI & CO	CITY OF MARSHALL ANNUAL DISCLOSURE		1,000.00
800409	BOSHEARS FORD SALES IN	2022 FORD F550 DIESEL WITH 9' STAINLESS	2021.325	62,520.00
58023	BUD'S TOWING & AUTOMOT	CITY OF MARSHALL LOCKOUT SERVICE		55.00
01232022	CARRIS, STEVE	MARSHALL HOUSE PAINT UNIT #207		450.00
Q213834	CDW-G GOVERNMENT	HP ELITEBOOK 850 G8	2022.148	3,674.04
48137	CITY OF COLDWATER	SEMIANNUAL BILLING FOR "BEAST" REPAIR CO		1,100.96
104793	CRT, INC	CITY OF MARSHALL OFFICE 2021 HOME/BUSINE		482.00
104804	CRT, INC	NEW COMPUTERS FOR PD	2022.156	2,414.00
35966	CSE MORSE INC.	EMERGENCY REPLACEMENT OF HOT WATER TANK	2022.181	3,705.00
35985	CSE MORSE INC.	MARSHALL HOUSE SERVICE CALL 1/3/2022		590.00
36050	CSE MORSE INC.	MARSHALL HOUSE SERVICE CALL 12/21/2021		1,994.45
36064	CSE MORSE INC.	REPLACEMENT OF THE COLD WATER LINE IN MA	2022.185	11,500.00
166497	D & D MAINTENANCE SUPP	ACCT NO. CIMA1 GARBAGE BAGS		42.15
166498	D & D MAINTENANCE SUPP	ACCT NO. CIMA1 GARBAGE BAGS		168.60
593238	DARLING ACE HARDWARE	CUST ID: 1650 POWER HOUSE		19.04
594178	DARLING ACE HARDWARE	CUST ID: 1650 PUBLIC SERVICE BUILDING		32.99
594501	DARLING ACE HARDWARE	CUST ID: 1650 ELECTRIC DEPT		6.59
594669	DARLING ACE HARDWARE	CUST ID: 1650 MARSHALL HOUSE		33.55
594791	DARLING ACE HARDWARE	CUST ID: 1650 AIRPORT		31.98
595024	DARLING ACE HARDWARE	CUST ID: 1650 AIRPORT		131.96
595146	DARLING ACE HARDWARE	CUST ID: 1650 POWER HOUSE		8.99
595277	DARLING ACE HARDWARE	CUST ID: 1650 FIRE DEPT		65.96
593191	DARLING ACE HARDWARE	CUST ID: 1650 FIRE DEPT		27.96
595347	DARLING ACE HARDWARE	CUST ID: 1650 FIRE DEPT		3.99
595259	DARLING ACE HARDWARE	CUST ID: 1650 MRLEC		21.14
595463	DARLING ACE HARDWARE	CUST ID: 1650 AIRPORT		45.99
595403	DARLING ACE HARDWARE	CUST ID: 1650 WATER DEPT		1.77
595306	DARLING ACE HARDWARE	CUST ID: 1650 WATER DEPT		13.88
595218	DARLING ACE HARDWARE	CUST ID: 1650 WATER DEPT		27.96
595484	DARLING ACE HARDWARE	CUST ID: 1650 STREETS DEPT		28.33
595479	DARLING ACE HARDWARE	CUST ID: 1650 STREET DEPT		64.16
595751	DARLING ACE HARDWARE	CUST ID: 1650 WATER DEPT		85.95
594544	DARLING ACE HARDWARE	CUST ID: 1650 FIBERNET DEPT		7.99
594860	DARLING ACE HARDWARE	CUST ID: 1650 WASTE WATER DEPT		23.22
3343525	EDWARDS INDUSTRIAL SAL	CUSTOMER ID: 92775 COUPLER & PIPE CONNEC		122.01

APPROVAL LIST FOR CITY OF MARSHALL
 EXP CHECK RUN DATES 02/10/2022 - 02/10/2022
 UNJOURNALIZED
 BOTH OPEN AND PAID

INVOICE NUMBER	VENDOR NAME	DESCRIPTION	PO NUMBER	AMOUNT
3342204	EDWARDS INDUSTRIAL SAL	CUSTOMER ID: 92775 HOSE ASSEMBLY & SEALA		229.03
S0015568	EMERGENCY VEHICLE PROD	CUSTOMER ID: MARSH PD NETWORK CABLE		9.75
0016075	ENG, INC	ENGINEERING SERVICES FOR ROAD CONSTRUCTI	2022.004	740.00
0016067	ENG, INC	ENGINEERING & DESIGN OF PROSPECT WATERM	2022.128	16,212.50
MIBAT314062	FASTENAL COMPANY	CUSTOMER NO. MIBAT1561 1/2-13 X 4 TAP GR		7.08
MIBAT313916	FASTENAL COMPANY	CUSTOMER NO. MIBAT1561 HCS 3/4-10 X3		277.43
22-01087	GARAGE DOORS UNLIMITED	CITY OF MARSHALL PSB SERVICE CALL		676.20
22-01036	GARAGE DOORS UNLIMITED	CITY OF MARSHALL CITY HALL SERVICE CALL		170.00
9182228222	GRAINGER	ACCT NO. 804945673 FIRE DEPT SMOKE ALARM		15.59
9175785121	GRAINGER	ACCT NO. 804945673 SHOP TOWELS		146.60
7341	GRAND HAVEN BOARD OF L	CITY OF MARSHALL 2,000 FT OF 7/16" EHS G		2,000.00
9324941009	GRAYBAR ELECTRIC	ACCT NO. 0000571644 DROP CLAMPS		187.50
0065543-IN	HYDROCOP	CUSTOMER NO. MUNMARS INSPECTION & REPORT		909.00
3099297528	IDEXX DISTRIBUTION COR	LAB QUALITY SUPPLIES		1,543.63
C169061	IMPACT SOLUTIONS	CLIENT NO. MARSH - WALL SIGNS		178.15
01242022	ISAAC & SONS	MARSHALL HOUSE CARPET CLEANING SERVICE		125.00
24943	J AND K PLUMBING SUPPL	CITY OF MARSHALL WATER DEPT - FULL PORT		46.56
144	JOHN D BRUNDAGE & JOHN	CITY OF MARSHALL ORDINANCE PROSECUTION 1		10,654.00
17305	LEGG LUMBER	CITY OF MARSHALL LAUAN PLYWOOD, BARREL B		57.35
017542	LEWEY'S SHOE REPAIR	FIRE DEPT - CONNOR BOWSHER BOOTS & SUPPL		297.89
017554	LEWEY'S SHOE REPAIR	WATER DEPT - DAVE JOHNSON BOOTS		220.00
M500-105	MEDALLION MANAGEMENT	MANAGEMENT CONSULTING FEE FOR MARSHALL H	2022.105	4,800.00
M500-106	MEDALLION MANAGEMENT	MARSHALL HOUSE PAYROLL DEC 2021		4,678.02
S4977180.001	MEDLER ELECTRIC COMPAN	CITY OF MARSHALL ELECTRICAL TAPE		187.14
20220116465	METRO WIRELESS	ACCT# 903 METROFIBER INTERNET SERVICE 3/		4,890.22
296333	MICHIGAN INDUSTRIAL GA	CUSTOMER NO. MA5183		114.94
IN3268345	MICHIGAN OFFICE SOLUTI	ACCT NO. MC26-S OVERAGE FOR COPIES		596.70
2020-02852	MICHIGAN RURAL WATER A	CITY OF MARSHALL M. STRAND TRAINING		320.00
1546275	MILLER CANFIELD PADDOC	INVOICE# 1546275 CITY OF MARSHALL SERVIC		199.50
72657	MOTOR SHOP ELECTRICAL	CITY OF MARSHALL TEST GENERATOR		497.88
97256234	MSC INDUSTRIAL SUPPLY	ACCT NO. 02356117 WAND WITH FLAG HOLDER		54.34
99934153	MSC INDUSTRIAL SUPPLY	ACCT NO. 02356117 20 OZ BLUE MARKING SOL		226.32
2203004	MUNIMETRIX SYSTEMS COR	CUSTOMER NO. 1355 IMAGEFLOW LITE/CLERK I		499.00
E29566	MWEA	2022 WASTEWATER ADMIN CONFERENCE - EGNAT		365.00
45215	NAPA OF MARSHALL	ACCT NO. 1400 GREASE FITTING ASSORT		24.99
465414	NORTH CENTRAL LABORATO	BLANKET PO FOR LABORATORY SUPPLIES	2022.031	14.25
802797	NYE UNIFORM COMPANY	MARSHALL POLICE DEPT PROTECTIVE FACE MAS		315.00
792713	NYE UNIFORM COMPANY	MARSHALL POLICE DEPT PEPPERMA		224.85
2180685B1	OFFICE 360	ACCT# 26140 BINDER CLIPS		4.14
2180685B2	OFFICE 360	ACCT# 26140 BINDER CLIPS		1.16
2180685	OFFICE 360	ACCT# 26140 GOLDENROD PAPER		14.38
2178509	OFFICE 360	ACCT# 26140 PLOTTER INK		89.01
01232022	PARKS COMMUNICATION SO	MRLEC 3 CAT 6 DATA DROPS FROM MDF		350.00
56631269	POWER LINE SUPPLY	CUSTOMER ID: 100402 TAGS-SAFETY		320.41
56631267	POWER LINE SUPPLY	CUSTOMER ID: 100402 POWER HOUSE HOOK DIS		11.36
56631321	POWER LINE SUPPLY	CUSTOMER ID: 100402 VULCAN LIGHTS		350.00
56631322	POWER LINE SUPPLY	CUSTOMER ID: 100402 JASON ERB NEW HIRE F		389.00
56631503	POWER LINE SUPPLY	CUSTOMER ID: 100402 TEST & CLEAN RUBBER		462.00
56631110	POWER LINE SUPPLY	CUSTOMER ID: 100402 STEEL LINE PIN		266.50
56631111	POWER LINE SUPPLY	CUSTOMER ID: 100402 T-BRACKET		289.45
56631112	POWER LINE SUPPLY	CUSTOMER ID: 100402 EPOXILATOR		626.08
56630523	POWER LINE SUPPLY	MATERIALS FOR BROOKS SUBSTATION	2022.170	4,635.00
304654	PVS TECHNOLOGIES	BLANKET PO FOR FERRIC CHLORIDE	2022.032	6,441.72
21571	SONAR	ACCT NO. 732 SERVICE 2/1/22 - 2/28/22		250.00
1880932	STANTEC CONSULTING MIC	CLARIFIER CONSTRUCTION SERVICES	2021.350	2,821.25
1880933	STANTEC CONSULTING MIC	IPP - MAHL REVISION ASSISTANCE	2021.238	87.00
1880934	STANTEC CONSULTING MIC	WATER AMI CONSTRUCTION ENGINEERING	2021.097	703.00
761-10670880	STATE OF MICHIGAN EGLE	CUSTOMER ID: 170203 CATEGORY D FACILITY		1,901.00
2015	SWIFT FUELS LLC	UL 94 UNLEADED AV-GAS	2022.179	12,094.22
6307	TIRE CITY TIRE PROS	CITY OF MARSHALL - CARLISLE SPORT & COOP		461.96
5986	TIRE CITY TIRE PROS	CITY OF MARSHALL - CARLISLE MULTI-TRAC		683.97
5599313	TOSHIBA AMERICA BUSINE	CUSTOMER NO. T0BRBDC MRLEC COPIER		48.90
1620021940	UNIFIRST CORPORATION	MARSHALL HOUSE UNIFORMS		39.87
1620021937	UNIFIRST CORPORATION	DPW GARAGE UNIFORMS		60.06
1620021941	UNIFIRST CORPORATION	WATER UNIFORMS		34.83
1620021938	UNIFIRST CORPORATION	POWER HOUSE UNIFORMS		41.64
1620021935	UNIFIRST CORPORATION	WASTE WATER UNIFORMS		31.43
1620021939	UNIFIRST CORPORATION	ELECTRIC UNIFORMS		159.88
530366077	UTILITIES INSTRUMENTAT	JOB # MARS22.7.015 ALARM PANEL SERVICE		1,400.00
COM01282022FL	WALDEN ARMS, LLC	CITY OF MARSHALL - FLASHLIGHTS		445.50
0503764	WJE WISS, JANNEY, ELS	BROOKS FOUNTAIN CONDITION ASSESSMENT & C	2022.116	4,731.28
3035673	XEROX FINANCIAL SERVIC	CUSTOMER NO. 69580 XEROX LEASE		1,614.57
GRAND TOTAL:				223,670.95

APPROVAL LIST FOR CITY OF MARSHALL
 EXP CHECK RUN DATES 01/14/2022 - 01/14/2022
 BOTH JOURNALIZED AND UNJOURNALIZED
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INVOICE NUMBER	VENDOR NAME	DESCRIPTION	PO NUMBER	AMOUNT
12312021	AD-VISOR & CHRONICLE	AD PRINTING 12/01/21 - 12/31/21		972.00
269781949201	AT&T	ACCT NO. 269 781-9492 594 7 DEC 5 - JAN		108.62
2697819070012022	AT&T	ACCT NO. 269 781-9070 573 1 DEC 5 - JAN		79.05
269781843101	AT&T	ACCT NO. 269 781-8431 746 9 DEC 5 - JAN		112.25
2697899011012022	AT&T	ACCT NO. 269 789-9011 599 1 DEC 5 - JAN		74.78
01/14/2022	BAKER, MARY JEAN	UB refund for account: 1301820000		24.64
21-4360	CB HALL ELECTRIC COMPAN	FIX LIGHT IN DPW OFFICE		194.00
5020131A	DLT SOLUTIONS LLC	CITY OF MARSHALL - AUTOCAD LT GOV SINGLE		519.40
01062022	DURHAM, DENNIS	MILEAGE REIMBURSEMENT FOR CITY MANAGER I		568.96
0015987	ENG, INC	ENGINEERING & DESIGN OF PROSPECT WATERM	2022.128	2,475.00
0016002	ENG, INC	ENGINEERING SERVICES FOR ROAD CONSTRUCTI	2022.004	13,279.00
21-12018A	GARAGE DOORS UNLIMITED	SERVICE CALL TO KETCHUM PARK - INSTALLED		194.80
23404970	GRANGER WASTE SERVICES	ACCT NO. 18400290 CITY OF MARSHALL RESID		28,789.30
23412997A	GRANGER WASTE SERVICES	ACCT NO. 2782490 CITY OF MARSHALL COMMER		1,076.33
23383405	GRANGER WASTE SERVICES	ACCT NO. 18422860 CITY OF MARSHALL BUILD		107.00
2162745	GRIFFIN PEST SOLUTIONS	MARSHALL FIRE STATION SERVICE 12/30/2021		42.00
20574	GUTTERS R US LLC	LANDSCAPING AT CITY PARKING LOT- CORNER	2022.100	10,145.00
C167734	IMPACT SOLUTIONS	BUSINESS CARDS - MAYNARD		115.57
C168651	IMPACT SOLUTIONS	NAME PLATE		13.75
01102022	JOHNSON, DAVE	MEAL REIMBURSEMENT FOR ASSE BACKFLOW REC		29.64
201936.10 -2211139	LAWSON-FISHER ASSOCIAT	ENGINEERING FOR THE HYDRO ELECTRIC DAM R	2020.169	12,976.18
001341	MARSHALL HARDWARE	FIRE DEPT. 1040 SUPER		16.99
59431	MCNALLY ELEVATOR COMPAN	INSTALL HYDRAULIC OIL RECLAIM PUMP	2022.159	3,287.00
59430	MCNALLY ELEVATOR COMPAN	INSTALL HYDRAULIC OIL RECLAIM PUMP	2022.159	3,656.00
01142022	MICHIGAN CHAPTER OF NAM	MICHIGAN NAHRO MEMBERSHIP 2022		45.00
949006-003A	MICHIGAN PAVING & MATE	MILL AND PAVE STREET IMPROVEMENTS #1	2021.402	255,097.42
9490006-004	MICHIGAN PAVING & MATE	MILL AND PAVE STREET IMPROVEMENTS #1	2021.402	3,466.87
2022015	MICHIGAN PUBLIC POWER	CITY OF MARSHALL MPPA DUES		1,000.00
741158	NYE UNIFORM COMPANY	FIRE DEPT. - HATBAND, HANKIN EGGS		179.00
777179	NYE UNIFORM COMPANY	POLICE & FIRE DEPT. - SHIELD PROTECTIVE		315.00
109990	O'LEARY WATER CONDITIO	POWERHOUSE COOLER RENTAL, WATER, SALT		270.50
01/14/2022	PACE, CHRISTOPHER	UB refund for account: 3005040015		52.51
01102022	PROGRESSIVE DYNAMICS	ENERGY OPTIMIZATION - LED LIGHTING		3,600.00
01032022	QUADIENT FINANCE USA,	CITY OF MARSHALL POSTAGE		3,000.00
12112112292	REALPAGE INC	ANNUAL FEES FOR SOFTWARE	2022.158	3,920.28
01/14/2022	RICHARD KANE	UB refund for account: 433		34.39
161465	RIVERSIDE INTEGRATED S	CITY OF MARSHALL SERVICE 12/10/2021		401.50
01102022	SCHROEDER DEGRAW PLLC	ENERGY OPTIMIZATION - LED LIGHTING		228.00
01102022	SMITH, JOE	REIMBURSEMENT FOR FASTNETMON (DISCOUNTED		1,980.00
1869087	STANTEC CONSULTING MIC	CLARIFIER CONSTRUCTION SERVICES	2021.350	1,953.75
1639571150	STAPLES BUSINESS CREDI	MONITORS & DOCKING STATION		925.40
761-10670557	STATE OF MICHIGAN	BIOSOLIDS PERMIT FEE	2022.160	2,858.50
591-10676781	STATE OF MICHIGAN - MD	WEATHER OBSERVATION & DATA SYSTEM OCT -		680.84
2203	SVCICC	CITY OF MARSHALL 2022 MADCAD INVOICE #22		255.00
1653	THE WOODHILL GROUP, LL	FINANCE & ACCTG SERVICES FY2022	2022.011	6,825.00
97	TOP TO BOTTOM TREE SER	ELECTRIC LINE CLEARANCE (3-PERSON \$106/	2022.017	3,584.25
9896379155	VERIZON WIRELESS	BILLING FOR DEC 02 - JAN 01		1,355.81
54908	VILLA ENVIRONMENTAL CO	ON-SITE QUARTERLY A/B OPERATOR INSPECTIO		200.00
77456281	WEX BANK	ACCT NO. 0470-00-462076-1 JAN 2022		10,537.40
0500231	WJE WISS, JANNEY, ELS	BROOKS FOUNTAIN CONDITION ASSESSMENT & C	2022.116	5,856.27
01022022	WOW! INTERNET-CABLE-PH	ACCT NO. 010040764		1,363.06
GRAND TOTAL:				388,843.01

INVOICE NUMBER	VENDOR NAME	DESCRIPTION	PO NUMBER	AMOUNT
287290494544X01142	AT&T	ACCT NO. 287290494544 DEC 07 - JAN 06		42.46
2265326393	AUTO ZONE INC	MARSHALL HOUSE AID LIGHT		11.78
P47766782	BATTERIES PLUS BULBS	MARSHALL HOUSE LAMP BOX BULBS		39.92
3400	BLUESTONE PSYCH	CANDIDATE FOR FIREFIGHTER		465.00
113377	BRUTSCHE CONCRETE PRODICIY	OF MARSHALL FOUNDATIONS		113.66
01172022	CALHOUN COUNTY TREASURY	2021 WINTER AD VALOREM DIST #2		53,871.77
01172022	CALHOUN INTERMEDIATE S	2021 WINTER AD VALOREM DIST #2		212,456.74
01/19/2022	CASAREZ JR, ISADORE	PAY FOR PERIOD ENDING: 01/15/2022		60.00
205456724058	CONSUMERS ENERGY	ACCT NO. 1000 9033 6411 JAN 2022		243.38
201452149891	CONSUMERS ENERGY	ACCT NO. 1000 0916 3708 JAN 2022		504.72
205100769080	CONSUMERS ENERGY	ACCT NO. 1030 1852 0884 JAN 2022		1,513.88
202342077046	CONSUMERS ENERGY	ACCT NO. 1030 1352 1119 JAN 2022		21.60
202609044673	CONSUMERS ENERGY	ACCT NO. 1000 0916 3203 JAN 2022		455.20
201452149892	CONSUMERS ENERGY	ACCT NO. 1000 0916 3971 JAN 2022		1,724.47
204566848826	CONSUMERS ENERGY	ACCT NO. 1030 1852 1130 JAN 2022		307.37
203409977031	CONSUMERS ENERGY	ACCT NO. 1000 8921 1096 JAN 2022		420.68
202786997801	CONSUMERS ENERGY	ACCT NO. 1000 0759 4680 JAN 2022		767.74
207057940103	CONSUMERS ENERGY	ACCT NO. 1000 0033 5602 JAN 2022		5,459.98
207057940914	CONSUMERS ENERGY	ACCT NO. 1000 7224 3312 JAN 2022		658.79
201452149890	CONSUMERS ENERGY	ACCT NO. 1000 0916 3435 JAN 2022		1,011.43
205011799628	CONSUMERS ENERGY	ACCT NO. 1030 1580 0248 JAN 2022		1,996.78
01112022	DAVENPORT, MARGUERITE	HOTEL FOR EMPLOYEE TRAINING - BACKFLOW P		92.65
01182022	DOPP, WILLIAM & LINDSE	ENERGY OPTIMIZATION - LED LIGHTING		119.00
01/19/2022	DOUVILLE, ANDREW L	PAY FOR PERIOD ENDING: 01/15/2022		1,689.61
01/19/2022	DUNN, BARBARA	FOR PAY PERIOD ENDING: 01/15/2022		60.00
01202022	FAIR HOUSING CENTER OF SA			10,000.00
89402112	FIRST ADVANTAGE RESIDE	MARSHALL HOUSE RESIDENTIAL SCREENING SER		19.75
5026014	GEORGE INSTRUMENT CO	HONEYWELL EXHAUST TEMPERATURE MONITOR FO 2022.112		8,936.89
9324879682	GRAYBAR ELECTRIC	REAL FLEX CABLES		1,346.50
3789	HE CLEANS TOO, LLC	FIRE DEPT JANITORIAL		209.10
01/21/2022	JOSEPHSON, ARDITH	UB refund for account: 2706580002		462.55
01172022	KELLOGG COMMUNITY COLL	2021 WINTER AD VALOREM DIST #2		75,259.32
700834	KENNEDY INDUSTRIES INC	ANNUAL KISM SCADA MONITORING	2022.180	2,180.00
01202022	LAW OFFICES OF CASEY D SA			13,650.00
01022022	LOWE'S	ACCT NO. 9900 732038 7 MARSHALL HOUSE		75.99
01172022	MARSHALL AREA FIRE FIG	2021 WINTER AD VALOREM DIST #2		30,165.30
01102022CRR	MARSHALL COMMUNITY CU	CITY CREDIT CARD - CHRISTY R RAMEY 4860		180.00
01102022COM	MARSHALL COMMUNITY CU	CITY CREDIT CARD - CITY OF MARSHALL 3431		200.00
01102022JRM	MARSHALL COMMUNITY CU	CITY CREDIT CARD - JUSTIN R MILLER 9156		337.03
01102022KM	MARSHALL COMMUNITY CU	CITY CREDIT CARD - KEVIN MAYNARD 9501		400.00
01102022ME	MARSHALL COMMUNITY CU	CITY CREDIT CARD - MARTIN ERSKINE 9519		228.00
01102022TT	MARSHALL COMMUNITY CU	CITY CREDIT CARD - TOM TARKIEWICZ 7681		323.27
01202022	MARSHALL FIREFIGHTERS	2022 MARSHALL YEARBOOK ADVERTISING		100.00
01172022	MARSHALL PUBLIC SCHOOL	2021 WINTER AD VALOREM DIST #2		418,013.41
01/19/2022	MATTINGLY, MEGAN	FOR PAY PERIOD ENDING: 01/15/2022		50.00
59444	MCNALLY ELEVATOR COMPAN	ACCT NO. MA2391 MARSHALL HOUSE 8/3/21 &		1,901.00
91489	MERIT NETWORK INC.	ACCT NO. 39372 SERVICE 11/1/2021 TO 11/3		1,386.00
913095140- 01192022	MICHIGAN STATE DISBURS	CASE #913095140 DOUVILLE, ANDREW		38.39
2160942	OFFICE 360	ACCT NO. 26140 OFFICE SUPPLIES		1.82
2160942B1	OFFICE 360	ACCT NO. 26140 OFFICE SUPPLIES		6.51
2160942B2	OFFICE 360	ACCT NO. 26140 OFFICE SUPPLIES		3.99
2161776	OFFICE 360	ACCT NO. 26140 OFFICE SUPPLIES		73.98
01202022	PHILLIP MURPHY & KELSE	SA		36,350.00
01042022	QLT CONSUMER LEASE SER	ACCT NO. 269-781-3559 EXTENSION BELL		13.20
238679	TELNET WORLDWIDE	ACCT NO. 8948 JAN 2022		1,289.26
98	TOP TO BOTTOM TREE SER	ELECTRIC LINE CLEARANCE (3-PERSON \$106/2022.017		3,200.00
829357	USA BLUEBOOK	CUSTOMER NO. 859103 HACH POWDER PILLOWS		275.86
GRAND TOTAL:				890,785.73

APPROVAL LIST FOR CITY OF MARSHALL
 EXP CHECK RUN DATES 01/28/2022 - 01/28/2022
 BOTH JOURNALIZED AND UNJOURNALIZED
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INVOICE NUMBER	VENDOR NAME	DESCRIPTION	PO NUMBER	AMOUNT
P45801112	BATTERIES PLUS BULBS	BULBS		144.36
P45589043	BATTERIES PLUS BULBS	LED LIGHTING		3,017.50
P48228656	BATTERIES PLUS BULBS	WALL LIGHT		65.99
396659	BATTLE CREEK SHOPPER	NIHOLIDAY FARMERS MARKET		107.02
01282022A	CALHOUN COUNTY TREASURY	CHARGEBACK - UNSOLD PROPERTIES INVOICE 2		93.39
01282022	CALHOUN COUNTY TREASURY	CHARGEBACK - PRE DENIALS INVOICES 22-7 &		59.26
09-519513	CARLETON EQUIPMENT	BC MEX RENTAL 12/2/2021 - 12/3/2021		375.00
01032022	CB HALL ELECTRIC COMP	CITY OF MARSHALL INSPECTIONS DEC 2021		550.00
47220	CITY OF COLDWATER	HAROLD JENKINS WAGES/BENEFITS JAN 2021		200.00
46964	CITY OF COLDWATER	HAROLD JENKINS WAGES/BENEFITS OCT 2020		200.00
47640	CITY OF COLDWATER	HAROLD JENKINS WAGES/BENEFITS JUNE 2021		300.00
46637CM	CITY OF COLDWATER	CREDIT MEMO - OVERCHARGE ON INVOICE #466		(25.00)
01172022	CITY OF MARSHALL	MARSHALL HOUSE PETTY CASH REPLENISHMENT		76.59
S0015504	EMERGENCY VEHICLE PRODU	CUSTOMER ID: MARSH PD M6 TABLET PACK		921.11
9165722514	GRAINGER	WASTE WATER SHOP TOWELS		14.66
9165722522	GRAINGER	WASTE WATER AIR FILTERS		94.42
12312021	HERITAGE CLEANERS	ACCT NO. 100243 12/31/2021		206.15
0064293-IN	HYDROCORP	CUSTOMER NO. MUNMARS INSPECTION & REPORT		909.00
201936.10-2211242	LAWSON-FISHER ASSOCIATI	ENGINEERING FOR THE HYDRO ELECTRIC DAM R2020.169		605.38
1720997-20211231	LEXISNEXIS RISK DATA MI	MARSHALL PD ACCRINT SEARCH SOFTWARE		100.00
01252022	MARANA GROUP	CITY OF MARSHALL SORTMAX PROCESSING		1,478.30
01102022JL	MARSHALL COMMUNITY CU	CITY CREDIT CARD - JOSHUA LANKERD 3280		655.00
01102022EZ	MARSHALL COMMUNITY CU	CITY CREDIT CARD - ERIC ZUZGA 2217		573.84
01102022MD	MARSHALL COMMUNITY CU	CITY CREDIT CARD - MARGUERITE DAVENPORT		746.78
3294	MICHIGAN MUNICIPAL ELE	CITY OF MARSHALL 2022 MEMBERSHIP DUES		13,605.00
IN3229021	MICHIGAN OFFICE SOLUTI	MRLEC WORK ORDER 12/28/2021		310.20
200004283	MICHIGAN RECREATION &	CITY OF MARSHALL GRAND EXPERIENCE DEPOSI		250.00
4624206	MML WORKER'S COMP FUND	PAYROLL AUDIT 7/1/2020 TO 7/1/2021		4,157.00
464766	NORTH CENTRAL LABORATO	BLANKET PO FOR LABORATORY SUPPLIES	2022.031	1,263.19
792716	NYE UNIFORM COMPANY	MARSHALL PD HOLSTERS		69.50
01/28/2022	QUADA, FRED	UB refund for account: 2603160001		92.09
10372	REVORE LAW FIRM, P.L.C	CITY OF MARSHALL SERVICE DEC 2021		7,500.00
01/28/2022	RICK MILLER	UB refund for account: 2760		50.00
01182022	RIGGS, CAROL	MARSHALL HOUSE RESIDENT REFUND		275.00
70822799	ROSE PEST SOLUTIONS	MARSHALL HOUSE SERVICE 12/30/2021		1,250.00
70826693	ROSE PEST SOLUTIONS	MARSHALL HOUSE SERVICE 1/11/2022		1,200.00
99	TOP TO BOTTOM TREE SER	ELECTRIC LINE CLEARANCE (3-PERSON \$106/2022.017		2,800.00
06178	TRITERRA	INSPECTION SERVICES COMPLETED THRU 01/07		1,600.00
01242022MPD	WOW! BUSINESS	ACCT NO. 013934621 JAN 2022		46.68
GRAND TOTAL:				45,937.41

01/28/2022 03:53 PM
User: KWAGNER
DB: Marshall

APPROVAL LIST FOR CITY OF MARSHALL
EXP CHECK RUN DATES 01/28/2022 - 01/28/2022
UNJOURNALIZED
BOTH OPEN AND PAID

Page: 1/1

INVOICE NUMBER	VENDOR NAME	DESCRIPTION	PO NUMBER	AMOUNT
01282022TAX	CALHOUN COUNTY TREASUR	2021 SUMMER DIST AD VALOREM #5		24,359.53
01282022	CALHOUN INTERMEDIATE S	2021 SUMMER DIST AD VALOREM #5		6,701.06
01282022	KELLOGG COMMUNITY COLL	2021 SUMMER DIST AD VALOREM #5		3,868.13
01282022	MARSHALL DISTRICT LIBR	2021 SUMMER DIST AD VALOREM #5		3,551.24
01282022	MARSHALL PUBLIC SCHOOL	2021 SUMMER DIST AD VALOREM #5		17,574.83
GRAND TOTAL:				56,054.79



Administrative Report
February 7, 2022 – City Council Meeting

REPORT TO: Honorable Mayor and City Council Members
FROM: Eric Zuzga, Director of Community Services
Tom Tarkiewicz, City Manager
SUBJECT: Obsolete Property Rehabilitation (OPRA) Exemption
Public Hearing

BACKGROUND: A public hearing was scheduled for February 7, 2022 to approve a revised request for an OPRA exemption request for the redevelopment of the second and third floor of Schuler's. In June 2021, Council approved an OPRA exemption for the costs known at that time. Since that original approval, the revised project plan has resulted in construction costs of \$2.3 million compared to the original amount of \$900,000. If we didn't consider this revised request, Schuler's would lose the exemption on the \$1.4 million difference.

OPRA is a tool created by the legislature in 2000, to encourage the redevelopment of blighted structures. It works by freezing the taxable value of a property for a period of up to twelve (12) years. Freezing the taxable value of a property provides an incentive for a property owner to make significant improvements to a building without incurring an increase in property taxes for the period approved by Council.

RECOMMENDATION: After hearing comments at the public hearing, it is recommended that the Council approve a 12-year OPRA exemption for the second and third floors of the Schuler's building, located at 115 South Eagle Street.

FISCAL EFFECTS: The OPRA will freeze the property tax value of the second floor at the 2022 State Taxable Value (TV) until the 2034 tax year. This will limit the amount of taxes received by all taxing jurisdictions for that period. Starting in 2034, all jurisdictions will be able to gain the tax benefit of the improved property.

ALTERNATIVES: As suggested by Council.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Eric Zuzga".

Eric Zuzga
Director of Community Services

A handwritten signature in black ink, appearing to read "Tom Tarkiewicz".

Tom Tarkiewicz
City Manager

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

**CITY OF MARSHALL, MICHIGAN
RESOLUTION #2022-XX**

**RESOLUTION TO APPROVE AN OBSOLETE PROPERTY REHABILITATION
EXEMPTION CERTIFICATE APPLICATION
PA 146 OF 2000 AS AMENDED**

Minutes of a regular meeting of the Council of the City of Marshall, held on February 7, 2022 at 7:00 PM.

PRESENT:

ABSENT:

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

**Resolution 2022- Approving Obsolete Property Rehabilitation Exemption
Certificate Application for Schuler's Located at 115 South Eagle Street**

WHEREAS, pursuant to PA 146 of 2000, as amended, the City of Marshall is a Qualified Local Governmental Unit eligible to establish one or more Obsolete Property Rehabilitation Districts (OPRA); and

WHEREAS, the City of Marshall legally established the Obsolete Property Rehabilitation District Schuler's Building Obsolete Property Rehabilitation District No. 1 on October 19, 2020, after a public hearing held on October 19, 2020; and

WHEREAS, the taxable value of the property proposed to be exempt plus the aggregate taxable value of property already exempt under Public Act 146 of 2000 and under Public Act 198 of 1974 (IFT's) does not exceed 5% of the total taxable value of the City of Marshall; and

WHEREAS, the application was approved at a public hearing as provided by section 4(2) of Public Act 146 of 2000, as amended, on February 7, 2022; and

WHEREAS, Schuler's is not delinquent in any taxes related to the facility; and

WHEREAS, the application is for obsolete property as defined in section 2(h) of Public Act 146 of 2000, as amended; and

WHEREAS, the applicant has provided answers to all required questions under the application instructions to the City of Marshall; and

WHEREAS, the City of Marshall requires that rehabilitation of the facility shall be completed by December 31, 2023; and

WHEREAS, the commencement of the rehabilitation of the facility did not occur before the establishment of the Obsolete Property Rehabilitation District; and

WHEREAS, the application relates to a rehabilitation program that when completed constitutes a rehabilitated facility within the meaning of Public Act 146 of 2000, as amended, and that is situated within an Obsolete Property Rehabilitation District established in the City of Marshall eligible under Public Act 146 of 2000, as amended, to establish such a district; and

WHEREAS, completion of the rehabilitated facility is calculated to, and will at the time of issuance of the certificate, have the reasonable likelihood to create employment, revitalize urban areas, and increase the number of residents in the community in which the facility is situated; and

WHEREAS, the rehabilitation includes improvements aggregating 10% or more of the true cash value of the property at commencement of the rehabilitation as provided by section 2(l) of Public Act 146 of 2000.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Marshall and hereby is granted an Obsolete Property Rehabilitation Exemption for the real property (2nd and 3rd floor of 115 South Eagle Street), excluding land, located in Obsolete Property Rehabilitation District Schuler's Building Obsolete Property Rehabilitation District No. 1 at 115 South Eagle Street for a period of 12 years, beginning December 31, 2022, and ending December 30, 2034, pursuant to the provisions of PA 146 of 2000, as amended.

AYES:

NAYS:

RESOLUTION DECLARED ADOPTED.

I hereby certify that the foregoing constitutes a true and complete copy of a resolution adopted by the City Council of the City of Marshall, County of Calhoun, Michigan at a regular meeting held on February 7, 2022.

Clerk



ADMINISTRATIVE REPORT
February 7, 2022 – CITY COUNCIL MEETING

TO: Honorable Mayor Caron and City Council

FROM: Tom Tarkiewicz, City Manager
Joshua L. Lanker, Chief of Police

SUBJECT: Several amendments of City Ordinance Chapter 70, Vehicle and Traffic Code. In particular 70.08- Parking Regulations; 70.09- Stopping, Standing, Loading, Breakdowns, Dismantled and Inoperable Vehicles; and 70.10- Parking Violations.

BACKGROUND: During a review of these codes, and with some recent complaints, it was felt some updates and changes to our parking codes were warranted. In addition to some changes within the City as a whole due to time and maturation, it was found a lot of the current language was very dated, and/or vague.

The proposed ordinances are attached. Overall, the changes include refining definitions, correcting contradictory language, and deleting outdated language. In particular: 70.08- Cleanup on Temporary and Permanent orders for parking. Amended 2am to 6am On Street Parking to be allowed during summer months, and just restricted from December 1 to April 1. Also expanded hardship permits and the process for approval. Removed Parking Meter section. Cleaned up language in the Parking of Trailer as well as Snow and Ice Emergencies.

70.09- Definition and language cleanup for Dismantled and Inoperable Motor Vehicles.

70.10- Cleanup of Notice of Violation and Parking Violations Bureau sections. Revised fee schedule.

RECOMMENDATION: After hearing comments at the public hearing, it is recommended that the Council, the Council adopt amendments to the City Ordinance Chapter 70, sections 70.08, 70.09 and 70.10.

FISCAL EFFECTS: There are no known significant fiscal effects. There is potential for some very insignificant income from Parking Summons, MCI citations and permit fees.

ALTERNATIVES: As suggested by City Council.

323 W. Michigan Ave.

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p 269.781.5183

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Respectfully Submitted,

Joshua Lanker
Chief of Police

Tom Tarkiewicz
City Manager

John D. Brundage
John B. Sullivan
Marshall City Attorney's Office
208 W. Michigan Avenue
Marshall, MI 49068
(269) 781-9989
John@jbsullivanlaw.com

MEMO

February 03, 2022

To: Tom Tarkiewicz
City Manager

From: John Sullivan 
City Attorney

Re: Amendments to Chapter 70: Vehicle and Traffic Code

Thank you for taking the time to talk with Chief Lanker and me about the proposed amendments to Chapter 70. In preparation for the February 7, 2022 hearing, we found two areas which require minor revisions and do not substantively change the proposed ordinances. These changes are as follows:

§ 70.008 PARKING REGULATIONS.

(C) Parking Limited Between 2:00 a.m. and 6:00 a.m.

(5) Hardship Permits.

(b) A permit for parking on the street shall be valid for a period not to exceed one year. Parking permits issued under this subsection shall be issued to the registered owner of a vehicle. Permits are not transferrable. Each permit shall be affixed to the front windshield of the vehicle in a location readily visible. There will be an annual fee in the amount established by resolution for each permit issued. All permits will expire on April 1, and must be renewed prior to ~~November~~ **December 1**.

(6) Temporary Hardship Permits. Temporary hardship permits for periods of up to 30 days may be granted for construction, medical services, or other needs, based upon a finding by the Traffic Engineer that the applicant

has established that a temporary hardship exists. **There will be a fee in an amount established by resolution for each permit issued.**

City of Marshall, Michigan

Ordinance # _____

AN ORDINANCE AMENDING CITY OF MARSHALL CODE OF ORDINANCES, SECTION 70.008

WHEREAS, Marshall City Code Section 70.008 addresses the subject of parking; and

WHEREAS, the City Manager, the Director of Public Safety and other city officials have determined that it is in the best interests of the City to revise Section 70.008; and

WHEREAS, the health, safety and welfare of city residents and visitors to the City will be furthered by the revisions set forth herein;

NOW, THEREFORE, THE CITY OF MARSHALL ORDAINS that the current version of Section 70.008 be deleted and replaced with the version set forth herein;

~~§ 70.008 PARKING REGULATIONS.~~

~~(A) Prohibitions. No persons shall stop, stand or park a vehicle, except when necessary to avoid conflict with other traffic or in compliance with law or the directions of a police officer or traffic control device, in any of the following places:~~

~~(1) Within 200 feet of an accident at which police officers are in attendance;~~

~~(2) On any unimproved surface within a side yard of a residential lot in a residential zoning district. An unimproved surface is one which is not surfaced with concrete, asphalt, gravel or similar material. (Prior Code, § 73.01(A))~~

~~(B) Prohibitions on Specific Streets.~~

~~(1) The Traffic Engineer is hereby authorized, with the consent of the City Council by motion, to prohibit or restrict the stopping, standing or parking of vehicles on any street of the city and to erect signs giving notice thereof, where, in his or her opinion, the stopping, standing or parking of vehicles interferes with the movement of traffic thereon.~~

~~(2) With the consent of the City Council, the Traffic Engineer may prohibit or restrict the stopping, standing or parking of vehicles and may direct the erection of signs giving notice thereof in the following places:~~

~~(a) On city streets and city parking lots; and/or~~

~~(b) On public or private property when, after consultation with the Fire Chief, he or she has designated the same as a fire lane. Fire lane signs~~

erected on private property shall be at the expense of the owners or persons in charge of the property. (Prior Code, § 73.02)

~~(C) — Parking Limited Between 2:00 a.m. and 6:00 a.m.~~

~~(1) — Except as provided in this section, it shall be unlawful for any person to park, allow to be parked or allow to remain parked, any motor vehicle on any paved surface of any public street of the city between the hours of 2:00 a.m. and 6:00 a.m.~~

~~(2) — The Traffic Engineer shall erect signs giving notice of the on-street parking prohibition contained in division (1).~~

~~(3) — Specific blocks of specific streets may be permitted as exceptions to the foregoing general provisions in division (1), when so designated by the Traffic Engineer with the consent of the City Council.~~

~~(4) — Parking on any public street in the City between the hours of 2:00 a.m. and 6:00 a.m. may be permitted for a period of up to three (3) days upon notification to, and approval of, the Marshall Police Department.~~

~~(5) — Parking between 2:00 a.m. and 6:00 a.m. may be permitted under the following circumstances:~~

~~(a) — Two permits for parking on the street shall be issued if the Traffic Engineer finds that no vehicles may be legally parked on a lot of record, as defined by the zoning code, and that the specific characteristics of the lot of record, including size, shape and placement of structures prevent any area from being reasonably adapted for the legal parking of vehicles.~~

~~(b) — One permit for parking on the street shall be issued if the Traffic Engineer finds that no more than one vehicle may be legally parked on a lot of record, as defined by the zoning code, and that the specific characteristics of the lot of record, including size, shape and placement of structures prevent any area from being reasonably adapted for the legal parking of additional vehicles.~~

~~(c) — When issued, a permit for parking on the street shall be valid for a period of time not to exceed one year. Parking permits issued under this subsection shall be issued to the registered owner of a vehicle. Permits shall not be transferrable. Each permit shall be affixed to the front windshield of the vehicle in a location readily visible. There will be an annual fee in the amount established by resolution for each permit issued. All permits will expire each December 31, and must be renewed prior to such date.~~

~~(d) — Permit holders parking on any public street between the hours of 2:00 a.m. and 6:00 a.m. shall park the permitted vehicle on that area of a public street within the lot lines of the lot of record for which the permit has~~

~~been issued and on the same side of the street as the lot of record unless on-street parking is permitted only on the opposite side of the street.~~

~~(e) — Applications for temporary permits for periods of up to 90 days may be granted for construction, medical services, or other needs, based upon a finding of the Traffic Engineer that a hardship has been sufficiently demonstrated.~~

~~(6) — Vehicles parked in violation of division (1) shall be subject to immediate impoundment, in addition to being ticketed, if, in the opinion of the Traffic Engineer or his or her designee, the vehicle or vehicles are interfering or will interfere with the performance of necessary street maintenance service, including, but not limited to, street cleaning or snow plowing operations.~~

~~(7) — Vehicle owners holding a permit issued pursuant to division (5) must, upon notice, immediately remove the vehicle from a public street if, in the opinion of the Traffic Engineer or his or her designee, the vehicle is interfering or will interfere with the performance of necessary street maintenance service, including, but not limited to, street cleaning or snow plowing operations. Vehicles not removed as required in this section shall be subject to immediate impoundment.~~

~~(8) — The Traffic Engineer is authorized, with the consent of City Council by motion, to establish procedures for the issuance of permits for parking overnight on municipal streets.~~

~~(9) — The Traffic Engineer shall erect signs giving notice of the provisions of this section.~~

~~(10) — Specific blocks of specific streets may be permitted as exceptions to the foregoing general provisions in division (1), when so designated by the Traffic Engineer with the consent of the City Council.~~

~~(11) — Vehicles parked in violation of division (1) shall be subject to immediate impoundment, in addition to being ticketed, if, in the opinion of the Director of Public Works or his or her designee, the vehicle or vehicles are interfering or will interfere with the performance of necessary street maintenance service, including, but not limited to street cleaning or snow plowing operations. (Prior Code, § 73.19)~~

~~(D) — *Municipal Lot Parking.*~~

~~(1) — Parking in municipal parking lots is hereby prohibited between the hours of 3:00 a.m. and 6:00 a.m.~~

~~(2) — The Traffic Engineer is authorized, with the consent of the City Council by motion, to establish procedures for the issuance of permits for parking overnight on municipal parking lots.~~

~~(3) — A person who violates subsection (1) without first obtaining a permit or permission pursuant to subsection (2) is responsible for a civil infraction. (Prior Code, § 73.19.1)~~

~~(E) — *Parking or Standing Between Curb or Drainage Line and Sidewalk or Grassy Parkway.* No motor vehicle shall be parked or be allowed to stand between the curb or drainage line and the property line, unless expressly permitted by order of the Traffic Engineer, with the consent by motion of the City Council. (Prior Code, § 73.22)~~

~~(F) — *Parking of Trailers, House Cars and the Like.*~~

~~(1) — No unattached trailer or semitrailer shall be parked at any time in or upon the public streets of the city, except when it is necessary for loading or unloading.~~

~~(2) — No vehicle with a trailer, house car or mobile home attached thereto shall be parked on any public street where angle parking is allowed, nor shall it be parked for a period of more than three hours on any public street in the city.~~

~~(3) — No person shall drive upon, park or leave standing any vehicle in the front yard of a residence as defined in the zoning code or between the curb or curb line and the lot line nearest the street, whether or not any sidewalk or curb is actually installed along the street, except that this provision shall not apply to that portion of land within the front yard and/or between the curb or curb line and the lot line nearest the street upon which there is constructed an improved parking apron or driveway as permitted and provided for in the City Code of Ordinances.~~

~~(4) — It shall be unlawful for any person to park or let stand any semi-truck or semitrailer or other commercial vehicle on any private or publicly owned property zoned by these ordinances as residential, except under temporary circumstances as permitted under this chapter.~~

~~(5) — For purposes of division (2) above, a commercial vehicle is defined by reference to the Motor Vehicle Code § 257.7 and § 257.7a. (Prior Code, § 73.23)~~

~~(G) — *Parking Meters.*~~

~~(1) — The Traffic Engineer is hereby authorized, with the consent of the City Council by motion, to determine and designate metered parking zones, to establish maximum lawful time limits of parking within those zones, and to install and maintain as many parking meters as necessary in such zones, where it is determined that the installation of parking meters shall be necessary to aid in the regulation, control and inspection of the parking of vehicles. The parking meters may be of whatever type is determined by the City Council.~~

~~(2) — When parking meters are erected adjacent to a space marked for parking, no person shall stop or park a vehicle in the space, or permit the same to remain thereon, unless the proper coin has been deposited in the meter and the meter shows that the allotted time has not expired, except on Sundays and legal holidays.~~

~~(3) — Where maximum lawful time limits of parking are established within metered parking zones, no person shall park a vehicle or permit the same to remain within the zone for a time period in excess of the established lawful limit between the hours of 8:00 a.m. and 6:00 p.m. daily, except on Sundays and legal holidays. Each additional expiration of the established lawful maximum time limit for a metered parking zone shall constitute a separate violation.~~

~~(4) — Every vehicle shall be parked wholly within the metered parking space for which the meter shows parking privilege has been granted.~~

~~(5) — The parking system is hereby authorized to develop and install a program of special meter hoods for tradespersons performing work near metered parking spaces, which work requires that a motor vehicle be immediately available for the performance thereof, such as the delivery and removal of tools, materials and supplies, and for special events or temporary emergency needs, provided no off-street parking is conveniently available. The system is further authorized to require the deposit of \$3 per hood and to charge such fees for the use thereof as the City Council shall from time to time establish by resolution.~~

~~(6) — No person shall place or maintain upon any street any parking meter bearing thereon any commercial advertising. (Prior Code, § 73.24)~~

~~(H) — *Snow and Ice Emergencies*~~

~~(1) — The City Manager or an authorized representative is hereby appointed as the Street Emergency Coordinator. If, in the judgment of the Street Emergency Coordinator, a snow or ice emergency exists, the parking or standing of a motor vehicle on a public street or highway in the city shall be prohibited during the term of such emergency.~~

~~(2) — A snow or ice emergency shall be deemed to exist when snow or ice, or a combination thereof, hinders the proper removal of accumulated snow and ice from city streets or highways due to the amount of snow or ice, the number and type of storms, multiple storms in close proximity to each other, or as deemed necessary by the Street Emergency Coordinator.~~

~~(3) — The provisions of this section shall be immediately effective upon the posting of a notice in City Hall by the Street Emergency Coordinator that such emergency is in effect, and upon the announcement of such snow or ice emergency in public media, in a newspaper, or radio station that disseminates news within the city.~~

~~(4) — Any person who owns or is in the control of a vehicle that is in violation of this section shall be subject to fines and costs set forth in § 70.010, in accordance with this chapter, and such motor vehicle may be removed from the city street or highway by the City Police Department or its authorized designee, with the costs of such removal paid by the owner or person in control of the vehicle.~~

~~(5) — Appropriate signs shall be posted at all entrances to the city in conformance with applicable state statutes pertaining thereto.~~

~~(Ord. passed 11-16-1992; Am. Ord. 2013-07, passed 6-17-2013; Am. Ord. 2016-01, passed 1-4-2016)~~

§ 70.008 PARKING REGULATIONS.

(A) Prohibitions. No person shall stop, stand or park a vehicle, except when necessary to avoid conflict with other traffic, or in compliance with law or the direction of a police officer, fire personnel or first responder, or traffic-control device, in any of the following places:

- (1) Within 200 feet of an accident at which police officer, fire personnel or first responders are in attendance;
- (2) On any unimproved surface within a side yard or rear yard of a residential lot in a residential zoning district. An unimproved surface is one which is not surfaced with concrete, asphalt, gravel or similar material. (Prior Code, § 73.01(A)).

(B) Prohibitions on specific streets.

(1) Temporary Orders. The Traffic Engineer is hereby authorized, pursuant to R 28.1153 of the Uniform Traffic Code, as amended, to issue temporary traffic-control orders which permit, prohibit or restrict the stopping, standing or parking of vehicles on any city street, parking lot, or other place open to the general public or generally accessible to motor vehicles and to erect signs giving notice thereof, where, in his or her opinion, the permission, prohibition or restriction is necessary to protect person or property or is in furtherance of public health, safety and welfare. The temporary order shall be effective for a period of 90 days and shall not be renewed or extended without the approval of city council.

(2) Permanent Orders. The Traffic Engineer is hereby authorized, with the consent of the City Council, to permit, prohibit or restrict the stopping, standing or parking of vehicles on any city street, parking lot, or other place open to the general public or generally accessible to motor vehicles for periods which exceed 90 days, and to erect signs giving notice thereof, where, in his or her opinion, the permission, prohibition or restriction is necessary to protect person or property or is in furtherance of public health, safety and welfare.

(3) With the consent of the City Council, the Traffic Engineer may prohibit or restrict the stopping, standing or parking of vehicles and may direct the erection of signs giving notice thereof in the following places:

- (a) On city streets, city parking lots or any city-owned property;

(b) On public or private property when, after consultation with the Fire Chief, he or she has designated the same as a fire lane. Fire lane signs erected on private property shall be at the expense of the owners or persons in charge of the property. (Prior Code, § 73.02)

(C) Parking Limited Between 2:00 a.m. and 6:00 a.m.

(1) Except as provided in this section, it shall be unlawful for any person to park, allow to be parked or allow to remain parked, any motor vehicle on any public street of the city between the hours of 2:00 a.m. and 6:00 a.m., annually, from December 1 to the following April 1.

(2) The Traffic Engineer shall erect signs giving notice of the on-street parking prohibition contained in subsection (1).

(3) Specific blocks of specific streets may be permitted as exceptions to the foregoing general provisions in subsection (1), when so designated by the Traffic Engineer with the consent of the City Council.

(4) Parking on any public street in the City between the hours of 2:00 a.m. and 6:00 a.m., as prohibited in subsection (1), may be permitted for a period of up to three (3) days upon notification to, and approval of, the Marshall Police Department.

(5) Hardship Permits.

(a) Permits for parking on any public street in the City between 2:00 a.m. and 6:00 a.m., as prohibited in subsection (1), may be permitted if all of the following apply:

(i) The Traffic Engineer finds that not more than one vehicle may be legally parked on a lot of record, as defined by the zoning code;

(ii) The specific characteristics of the lot of record, including size, shape and placement of structures prevent any area from being reasonably adapted for the legal parking of more than one;

(iii) Permits may only be issued for vehicles which are owned or operated by a resident of the lot of record.

(b) A permit for parking on the street shall be valid for a period not to exceed one year. Parking permits issued under this subsection shall be issued to the registered owner of a vehicle. Permits are not transferrable. Each permit shall be affixed to the front windshield of the vehicle in a location readily visible. There will be an annual fee in the amount established by resolution for each permit issued. All permits will expire on April 1, and must be renewed prior to November 1.

(c) Permit holders shall park the permitted vehicle on that area of a public street within the lot lines of the lot of record for which the permit has been issued and on the same side of the street as the lot of record unless on-street parking is permitted only on the opposite side of the street.

(6) Temporary Hardship Permits. Temporary hardship permits for periods of up to 30 days may be granted for construction, medical services, or other needs, based upon a finding by the Traffic Engineer that the applicant has established that a temporary hardship exists.

(7) Vehicle owners holding a permit issued pursuant to subsection (5) or subsection (6) must, upon notice, immediately remove the vehicle from a public street if, in the opinion of the Traffic Engineer or his or her designee, the vehicle is interfering or will interfere with the performance of necessary street maintenance service, including, but not limited to, street cleaning or snow plowing operations. Vehicles not removed as required in this section shall be subject to immediate impoundment.

(8) The Traffic Engineer is authorized, with the consent of City Council, to establish procedures for the issuance of permits for parking overnight on municipal streets.

(9) The Traffic Engineer shall erect signs giving notice of the provisions of this section.

(10) Vehicles parked in violation of subsection (1) shall be subject to immediate impoundment, in addition to being ticketed. (Prior Code, § 73.19)

(D) Municipal Lot Parking.

(1) Parking in municipal parking lots is hereby prohibited between the hours of 3:00 a.m. and 6:00 a.m.

(2) The Traffic Engineer is authorized, with the consent of the City Council by motion, to establish procedures for the issuance of permits for parking overnight on municipal parking lots.

(3) A person who violates subsection (1) without first obtaining a permit or permission pursuant to subsection (2) is responsible for a municipal civil infraction. (Prior Code, § 73.19.1)

(E) Parking of Trailers.

(1) No unattached trailer, semi-trailer, camper or any other object designed to be towed behind a vehicle shall be parked at any time in or upon the public streets of the city, except when it is necessary for loading or unloading.

(2) No vehicle with a trailer, semi-trailer or any other object designed to be towed behind a vehicle attached thereto shall be parked on any public street where

angle parking is allowed, nor shall it be parked for a period of more than three hours on any public street in the city.

(F) Snow and Ice Emergencies

(1) If a snow or ice emergency exists, the City Manager, or his or her designee, is authorized to prohibit the parking or standing of a motor vehicle on a public street or highway for the duration of the emergency.

(2) A snow or ice emergency shall be deemed to exist when snow or ice, or a combination thereof, hinders the proper removal of accumulated snow and ice from city streets or highways due to the amount of snow or ice, the number and type of storms, multiple storms in close proximity to each other, or as deemed necessary by the City Manager or designee.

(3) The declaration of a snow or ice emergency shall be immediately effective upon the posting of a notice in City Hall that such emergency is in effect, and upon the announcement of such snow or ice emergency in public media, including but not limited to newspaper, radio, television or electronic social media that disseminates news within the city.

(4) Any person who owns or is in the control of a vehicle that is in violation of this section shall be subject to fines and costs set forth in § 70.010 and the motor vehicle may be removed from the street or highway by the City Police Department or its authorized designee, with the costs of removal and storage paid by the owner or person in control of the vehicle.

(5) Appropriate signs providing notice of this section shall be posted at all entrances to the city.

(Ord. passed 11-16-1992; Am. Ord. 2013-07, passed 6-17-2013; Am. Ord. 2016-01, passed 1-4-2016; Am. Ord. 2022- ____, passed _____)

REPEALER

All Ordinances or parts of Ordinances in conflict herewith are hereby repealed only to the extent necessary to give this Ordinance full force and effect, and the City of Marshall City Code shall remain in full force and effect, amended only as specified above.

SEVERABILITY

If any section, clause or provision of this Ordinance shall be declared to be unconstitutional, void or illegal by any Court of competent jurisdiction, such section, clause or provision shall thereby cease to be a part of this Ordinance, but the remainder of this Ordinance shall stand and be in full force and effect.

ENACTMENT

This ordinance is declared to have been enacted by the City Council of the City of Marshall at a meeting called and held on the ____day of _____, 2022, and ordered to be given publication in the manner prescribed by law.

AYES:

NAYES:

ABSTENTIONS:

Mayor
STATE OF MICHIGAN
COUNTY OF CALHOUN

I, the undersigned, the qualified and acting City Clerk of the City of Marshall, Calhoun County, Michigan, do certify that the foregoing is a true and complete copy of the ordinance adopted by the City Council of the City of Marshall at a meeting called and held on the ____day of _____, 2022, the original of which is on file in my office.

Clerk

Adopted:

Published:

City of Marshall, Michigan

Ordinance # _____

AN ORDINANCE AMENDING CITY OF MARSHALL CODE OF ORDINANCES,
SECTION 70.009

WHEREAS, Marshall City Code Section 70.009 addresses the subject of the stopping standing, loading and breakdown of vehicles, and inoperable and dismantled vehicles; and

WHEREAS, the City Manager, the Director of Public Safety and other city officials have determined that revisions to the ordinance are necessary and in the best interests of the City; and

WHEREAS, the health, safety and welfare of city residents and visitors to the City will be furthered by the revisions set forth herein;

NOW, THEREFORE, THE CITY OF MARSHALL ORDAINS that the current version of Section 70.009 be deleted and replaced with the version set forth herein;

~~**§ 70.009 STOPPING, STANDING, LOADING, BREAKDOWNS, DISMANTLED AND INOPERABLE VEHICLES.**~~

~~(A) *Breakdowns.* In case of the breakdown of a vehicle, the driver shall immediately take all reasonable precautions to prevent accidents by warning other drivers thereof by means of flares, lights or other signals. (Prior Code, § 73.25)~~

~~(B) *Establishment and Use of Curb Loading Zones.* No person shall stop, stand or park a vehicle for any purpose or period of time, except for the expeditious loading or unloading of passengers, in any place marked as a passenger curb loading zone during hours when the regulations applicable to the passenger curb loading zone are effective, and then only for a period not to exceed five minutes. (Prior Code, § 73.27 (B))~~

~~(C) *Loading and Unloading at an Angle to Curb.* No person shall stop, stand or park any vehicle at right angles to the curb, for the purpose of loading or unloading merchandise unless signs permitting the same are posted at the place. (Prior Code, § 73.28)~~

~~(D) *Dismantled or Inoperable Motor Vehicles.*~~

~~(1) For the purpose of this section, the following definitions shall apply unless the context clearly indicates or requires a different meaning:~~

~~**DISMANTLED AND PARTIALLY DISMANTLED MOTOR VEHICLES.** Motor vehicles from which some part or parts which are ordinarily a component of the motor vehicle have been removed or are missing.~~

~~**INOPERABLE AND PARTIALLY DISMANTLED MOTOR VEHICLES.** Motor vehicles which by reason of dismantling, disrepair or other cause are incapable of being propelled under their own power.~~

~~**MOTOR VEHICLES.** Any wheeled vehicles which are self-propelled or intended to be self-propelled.~~

~~(2) — No person shall park or store any dismantled, partially dismantled, unlicensed or inoperable motor vehicle or parts thereof on any premises in the city for a period of more than seven days continuously, and no person shall permit any dismantled, partially dismantled or inoperable motor vehicle or parts thereof to remain on any premises in the city for a period of more than seven days continuously.~~

~~(3) — This section shall not apply to dismantled, partially dismantled or inoperable motor vehicles or parts thereof stored in a closed building or to dismantled, partially dismantled or inoperable motor vehicles or parts thereof stored on the premises of a person engaged in the used car, junk car or automobile storage business and possessing a current state license for the business.~~

~~(4) — Any person owning a dismantled, partially dismantled or inoperable motor vehicle, who is repairing or who is about to have the motor vehicle repaired, may obtain a permit from the Building Inspector to permit the motor vehicle to remain on the premises for a period of an additional ten days. A fee of \$5 for each permit issued shall be collected by the building inspector and paid into the general fund.~~

~~(5) — The presence of any dismantled, partially dismantled or inoperable motor vehicle or parts thereof outdoors on any premises in the city is hereby declared to be a public nuisance and is hereby further declared to be offensive to the public health, welfare and safety.~~

~~(6) — Vehicles parked in violation of this section shall be subject to immediate impoundment, in addition to being ticketed, if, in the opinion of the Director of Public Works or his or her designee, the vehicle or vehicles are interfering or will interfere with the performance of necessary street maintenance service, including, but not limited to, street cleaning or snow plowing operations. (Prior Code, § 73.31)~~

~~(Ord. passed 11-16-1992; Am. Ord. passed 2-1-1993; Am. Ord. 2013-07, passed 6-17-2013)~~

§ 70.009 STOPPING, STANDING, LOADING, BREAKDOWNS, DISMANTLED AND INOPERABLE VEHICLES.

(A) Breakdowns. In case of the breakdown of a vehicle, the driver shall immediately take all reasonable precautions to prevent accidents by warning other drivers thereof by means of flares, lights or other signals. (Prior Code, § 73.25)

(B) Establishment and Use of Curb Loading Zones. No person shall stop, stand or park a vehicle for any purpose or period of time, except for the expeditious loading or unloading of passengers, in any place marked as a passenger curb loading zone during hours when the regulations applicable to the passenger curb loading zone are effective, and then only for a period not to exceed five minutes. (Prior Code, § 73.27 (B))

(C) Loading and Unloading at an Angle to Curb. No person shall stop, stand or park any vehicle at right angles to the curb, for the purpose of loading or unloading merchandise unless signs permitting the same are posted at the place. (Prior Code, § 73.28)

(D) Dismantled or Inoperable Motor Vehicles.

(1) For the purpose of this section, the following definitions shall apply:

MOTOR VEHICLE. Any wheeled vehicle which is self-propelled or intended to be self-propelled.

INOPERABLE MOTOR VEHICLE. Inoperable motor vehicle means a motor vehicle which, by reason of dismantling, disrepair or other cause, is not immediately capable of being propelled under its own power, or does not have a currently valid license plate or registration tab displayed on the motor vehicle.

DISMANTLED OR PARTIALLY DISMANTLED MOTOR VEHICLE. Dismantled or partially dismantled motor vehicle means a motor vehicle from which a component part, including a component part which is ordinarily a component of such a motor vehicle to permit its self-propulsion or legal presence on a public street, has been removed, is missing, or is in disrepair.

COMPONENT PART. A component part of a motor vehicle means a major component part, as defined in MCL 257.1351, or a part which is necessary to self-propulsion, including motor, inflated tires, axles, drive train, battery, transmission, ignition system, brakes, headlamps, signal lights, intact window glass, and those parts required by the Michigan Vehicle Code, MCL 257.1 et seq.

(2) No person shall park or store any dismantled, partially dismantled, unlicensed or inoperable motor vehicle or parts thereof on any premises in the city for a period of more than seven days continuously, and no person shall permit, any dismantled, partially dismantled or inoperable motor vehicle or parts thereof to remain on any premises in the city for a period of more than seven days continuously.

(3) This section shall not apply to dismantled, partially dismantled, unlicensed or inoperable motor vehicles or parts thereof stored in a closed building.

(4) Any person owning a dismantled, partially dismantled, or inoperable motor vehicle, who is repairing or who is about to have the motor vehicle repaired, may obtain a permit from the Inspection Office to permit the motor vehicle to remain on the premises for a period of an additional ten days. A fee of \$15 for each permit issued shall be collected by the Inspection Office and paid into the general fund.

(5) The presence of any dismantled, partially dismantled, unlicensed or inoperable motor vehicle or parts thereof outdoors on any premises in the city is hereby declared to be a public nuisance and is hereby further declared to be offensive to the public health, welfare and safety.

(6) Vehicles parked in violation of this section shall be subject to immediate impoundment, in addition to being ticketed, if, in the opinion of the Director of Public Services or his or her designee, the vehicle or vehicles are interfering or will interfere with the performance of necessary street or utility maintenance, including, but not limited to, street cleaning or snow plowing operations. (Prior Code, § 73.31)

(Ord. passed 11-16-1992; Am. Ord. passed 2-1-1993; Am. Ord. 2013-07, passed 6-17-2013; Am. Ord. 2022- ____, passed _____)

REPEALER

All Ordinances or parts of Ordinances in conflict herewith are hereby repealed only to the extent necessary to give this Ordinance full force and effect, and the City of Marshall City Code shall remain in full force and effect, amended only as specified above.

SEVERABILITY

If any section, clause or provision of this Ordinance shall be declared to be unconstitutional, void or illegal by any Court of competent jurisdiction, such section, clause or provision shall thereby cease to be a part of this Ordinance, but the remainder of this Ordinance shall stand and be in full force and effect.

ENACTMENT

This ordinance is declared to have been enacted by the City Council of the City of Marshall at a meeting called and held on the ____day of _____, 2022, and ordered to be given publication in the manner prescribed by law.

AYES:

NAYES:

ABSTENTIONS:

Mayor
STATE OF MICHIGAN
COUNTY OF CALHOUN

I, the undersigned, the qualified and acting City Clerk of the City of Marshall, Calhoun County, Michigan, do certify that the foregoing is a true and complete copy of the ordinance adopted by the City Council of the City of Marshall at a meeting called and held on the ____day of _____, 2022, the original of which is on file in my office.

Clerk

Adopted:

Published:

City of Marshall, Michigan
Ordinance # _____

AN ORDINANCE AMENDING CITY OF MARSHALL CODE OF ORDINANCES,
SECTION 70.010

WHEREAS, Marshall City Code Section 70.010 addresses the subject of parking violations; and

WHEREAS, the City Manager, the Director of Public Safety and other city officials have determined that it is in the best interests of the City to revise Section 70.010; and

WHEREAS, the health, safety and welfare of city residents and visitors to the City will be furthered by the revisions set forth herein;

NOW, THEREFORE, THE CITY OF MARSHALL ORDAINS that the current version of Section 70.010 be deleted and replaced with the version set forth herein;

§ 70.010 PARKING VIOLATIONS.

~~(A) *Parking Ticket or Notice of Violation.*~~

~~(1) Whenever any motor vehicle without driver is found parked or stopped in violation of any of the provisions of this chapter or any order promulgated under this chapter, or in violation of state law, the police officer finding the vehicle shall take its registration number and may take any other information displayed on the vehicle which may identify its user, and shall conspicuously affix to the vehicle a parking ticket or notice of violation. The City Manager may delegate to other persons the power to issue and affix the tickets or notices for parking violations, but no other power normally exercised by a police officer in the exercise of his or her normal duties.~~

~~(2) The issuance of a parking ticket or notice of violation by a police officer or other authorized person shall be deemed an allegation of a parking violation. The traffic ticket or notice of violation shall indicate the length of time in which the person to whom the same was issued must respond before the Parking Violations Bureau. It shall also indicate the address of the Bureau, the hours during which the bureau is open, the amount of the penalty scheduled for the offense of the person to whom the ticket was issued and advise that a civil infraction citation will be sought if the person fails to respond within the prescribed time. (Prior Code, § 73.45)~~

~~(B) *Parking Violations Bureau Generally.*~~

~~(1) Pursuant to § 8395 of the Revised Judicature Act, State of Michigan, as amended, being M.C.L.A. § 600.8395, the Parking Violations Bureau is hereby established for the purpose of handling alleged parking violations within the city and to collect and retain civil fines and costs prescribed in this chapter.~~

~~(2) The Parking Violations Bureau shall be under the supervision and control of the City Manager.~~

~~(3) The City Manager shall, subject to the approval of the City Council, establish a convenient location for the Parking Violations Bureau, and the City Manager shall appoint qualified city employees to administer the Bureau and adopt rules and regulations for the operation thereof.~~

~~(4) No violation not scheduled in subsection (C) below shall be disposed of by the Parking Violations Bureau. The fact that a particular violation is scheduled shall not entitle the alleged violator to disposition of the violation at the Bureau, and in any case, the person in charge of the Bureau may refuse to dispose of the violation, in which case, any person having knowledge of the facts may, make a sworn complaint before any court having jurisdiction of the offense as provided by law.~~

~~(5) No violation may be settled at the Parking Violations Bureau, except at the specific request of the alleged violator. No penalty for any violation shall be accepted from any person who denies having committed the offense, and in no case shall the person who is in charge of the Bureau determine, or attempt to determine, the truth or falsity of any fact or matter relating to the alleged violation. No person shall be required to dispose of a parking violation at the Parking Violations Bureau, and all persons shall be entitled to have any such violation processed before a court having jurisdiction thereof, if he or she so desires. The unwillingness of any person to dispose of any violation at the Parking Violations Bureau shall not prejudice him or her or in any way diminish the rights, privileges and protection accorded to him or her by law.~~

~~(6) The City Council may, by resolution, authorize other persons to enforce the provisions of this section, including the issuance of civil infraction citations. (Prior Code, § 73.47)~~

~~(C) Schedule of Fines Payable to Parking Violations Bureau. The schedule of fines payable to the City of Marshall Parking Violations Bureau shall be as follows:~~

<i>Violation</i>	<i>Fine</i>		
	<i>Paid in Seven Days or Less</i>	<i>Paid After Seven Days</i>	<i>Paid after 30 Days</i>
<i>Violation</i>	<i>Fine</i>		

	<i>Paid in Seven Days or Less</i>	<i>Paid After Seven Days</i>	<i>Paid after 30 Days</i>
Loading Zone	\$5	\$7	\$20
15 feet of fire hydrant	\$10	\$12	\$20
Parked in alley	\$5	\$7	\$20
Over one foot from curb	\$5	\$7	\$20
General sign violations			
Parking against traffic	\$10	\$12	\$20
No parking here to corner	\$10	\$12	\$20
No parking anytime	\$10	\$12	\$20
No parking between drives	\$10	\$12	\$20
No parking 2:00 a.m. to 6:00 a.m.	\$10	\$12	\$20
No stopping or standing	\$10	\$12	\$20
No parking between signs	\$10	\$12	\$20
Bus stop	\$10	\$12	\$20
Taxi zone	\$10	\$12	\$20
Double park	\$10	\$12	\$20
Parked on sidewalk	\$10	\$12	\$20
Parked on crosswalk	\$10	\$12	\$20
Blocking drive	\$10	\$12	\$20
Obstructing traffic	\$10	\$12	\$20
Not parked within space	\$5	\$7	\$20
Angle parking violation	\$5	\$7	\$20
Parking within intersections	\$10	\$12	\$20

Blocking emergency exit	\$10	\$12	\$20
Blocking fire escape	\$10	\$12	\$20
Taking two spaces	\$10	\$12	\$20
Beside street excavation when traffic obstructed	\$10	\$12	\$20
Within 25 feet of corner lot lines	\$10	\$12	\$20
Within 50 feet of railroad crossing	\$10	\$12	\$20
Within 20 feet of fire station entrance	\$10	\$12	\$20
Within 75 feet of fire station entrance on opposite side of the street	\$10	\$12	\$20
Within 20 of a crosswalk	\$10	\$12	\$20
Within 15 feet of an intersection	\$10	\$12	\$20
Alternate side of street parking	\$10	\$12	\$20
City vehicle only	\$10	\$12	\$20
No parking, except Sunday	\$10	\$12	\$20
Front yard parking	\$10	\$12	\$20
Other, as described	\$10	\$12	\$20
Handicapped vehicle only	\$50	\$52	\$100
Hotel and center vehicles only	\$10	\$12	\$20
Overnight parking without a valid permit	\$25	\$30	\$50
Expired meter (paid in 48 hours or less)	-	-	\$1
Expired meter (paid after 48 hours to 17 days)	-	-	\$5

Expired meter (paid after 17 days up to and until 30 days)	-	-	\$10
Expired meter (paid after 30 days)	-	-	\$20
Vehicle standing or parking on city street during declared snow or ice emergency	\$25	\$30	\$50

~~(Prior Code, §73.48) (Ord. passed 11-16-1992; Am. Ord. passed 2-1-1993; Am. Ord. 01-11, passed 7-16-2000; Am. Ord. 03-01, passed 3-17-2003; Am. Ord. 2013-07, passed 6-17-2013; Am. Ord. 2016-02, passed 1-4-2016)~~

§ 70.010 PARKING VIOLATIONS.

(A) Parking Ticket or Notice of Violation.

(1) Whenever a motor vehicle is parked or stopped in violation of any of the provisions of this chapter or any order promulgated under this chapter, or in violation of state law, the police officer finding the vehicle shall take its registration number and may take any other information displayed on the vehicle which may identify its user, and shall conspicuously affix to the vehicle a parking ticket or notice of violation. The City Manager may delegate to other persons the power to issue and affix the tickets or notices for parking violations, but no other power normally exercised by a police officer in the exercise of his or her normal duties may be delegated pursuant to this section.

(2) The issuance of a parking ticket or notice of violation by a police officer or other authorized person shall be deemed an allegation of a parking violation. The parking ticket or notice of violation shall indicate the length of time in which the person to whom the ticket was issued must respond before the Parking Violations Bureau and the alternative methods by which the violator may respond. It shall also indicate the address of the Bureau, the hours during which the Bureau is open, the amount of the penalty scheduled for the offense of the person to whom the ticket was issued and advise that a municipal civil infraction citation will be sought if the person fails to respond within the prescribed time. (Prior Code, § 73.45)

(B) Parking Violations Bureau Generally.

(1) Pursuant to § 8395 of the Revised Judicature Act, State of Michigan, as amended, being M.C.L.A. § 600.8395, the Parking Violations Bureau is hereby established for the purpose of handling alleged parking violations within the city and to collect and retain civil fines and costs prescribed in this chapter.

(2) The Parking Violations Bureau shall be under the supervision and control of the City Manager.

(3) The City Manager shall, subject to the approval of the City Council, establish a convenient location for the Parking Violations Bureau, and the City Manager shall appoint qualified city employees to administer the Bureau and adopt rules and regulations for the operation thereof.

(4) The Bureau may only dispose of violations in cases where a fine is set forth in subsection (C) below and the recipient of the ticket admits responsibility. The Bureau shall not accept payment of a fine from anyone who denies having committed the offense and, in no event shall the Bureau determine or attempt to determine the truth or falsity of any fact or matter relating to the alleged violation.

(5) If the fine for the violation is not paid at the Bureau, the Bureau shall notify the issuing official that the alleged violator has not admitted responsibility and/or has not paid the fines and costs. A municipal civil infraction citation may be filed with the District Court and a copy of the citation may be served by first class mail upon the alleged violator at his or her last known address.

(C) Schedule of Fines Payable to Parking Violations Bureau. The schedule of fines payable to the City of Marshall Parking Violations Bureau shall be as follows:

Violation	Fine		
	Paid in Seven Days or Less	Paid After Seven Days	Paid after 30 Days
Loading Zone	\$25	\$35	\$50
15 feet of fire hydrant	\$50	\$60	\$75
Parked in alley	\$25	\$35	\$50
Over one foot from curb	\$25	\$35	\$50
General Sign Violations			
Parking against traffic	\$25	\$35	\$50
No parking here to corner	\$25	\$35	\$50
No parking anytime	\$25	\$35	\$50
No parking between drives	\$25	\$35	\$50
No parking 2:00 a.m. to 6:00 a.m.	\$25	\$35	\$50
No stopping or standing	\$25	\$35	\$50

No parking between signs	\$25	\$35	\$50
Bus stop	\$25	\$35	\$50
Taxi zone	\$25	\$35	\$50
Taxi zone	\$25	\$35	\$50
Double park	\$25	\$35	\$50
Parked on sidewalk	\$25	\$35	\$50
Parked on crosswalk	\$25	\$35	\$50
Blocking drive	\$25	\$35	\$50
Obstructing traffic	\$25	\$35	\$50
Not parked within space	\$25	\$35	\$50
Angle parking violation	\$25	\$35	\$50
Parking within intersections	\$25	\$35	\$50
Blocking emergency exit	\$25	\$35	\$50
Blocking fire escape	\$25	\$35	\$50
Taking two spaces	\$25	\$35	\$50
Beside street excavation when traffic obstructed	\$25	\$35	\$50
Within 25 feet of corner lot lines	\$25	\$35	\$50
Within 50 feet of railroad crossing	\$25	\$35	\$50
Within 20 feet of fire station entrance	\$50	\$60	\$75
Within 75 feet of fire station entrance on opposite side of the street	\$50	\$60	\$75
Within 20 of a crosswalk	\$25	\$60	\$50
Within 15 feet of an intersection	\$25	\$60	\$50
Alternate side of street parking	\$25	\$60	\$50
City vehicle only	\$25	\$60	\$50
No parking, except Sunday	\$25	\$60	\$50
Front yard parking	\$50	\$60	\$75
Other, as described	\$25	\$35	\$50

Handicapped vehicle only	\$200	\$210	\$225
Hotel and center vehicles only	\$25	\$35	\$50
Overnight street parking without a valid permit	\$25	\$35	\$50
Overnight City Lot parking without a valid permit	\$100	\$110	\$125
Vehicle standing or parking on city street during declared snow or ice emergency	\$200	\$210	\$225
Parking in Temporary No Parking Zone	\$50	\$60	\$60

(Prior Code, §73.48) (Ord. passed 11-16-1992; Am. Ord. passed 2-1-1993; Am. Ord. 01-11, passed 7-16-2000; Am. Ord. 03-01, passed 3-17-2003; Am. Ord. 2013-07, passed 6-17-2013; Am. Ord. 2016-02, passed 1-4-2016 Am. Ord. 2022- ____, passed _____)

REPEALER

All Ordinances or parts of Ordinances in conflict herewith are hereby repealed only to the extent necessary to give this Ordinance full force and effect, and the City of Marshall City Code shall remain in full force and effect, amended only as specified above.

SEVERABILITY

If any section, clause or provision of this Ordinance shall be declared to be unconstitutional, void or illegal by any Court of competent jurisdiction, such section, clause or provision shall thereby cease to be a part of this Ordinance, but the remainder of this Ordinance shall stand and be in full force and effect.

ENACTMENT

This ordinance is declared to have been enacted by the City Council of the City of Marshall at a meeting called and held on the ____day of _____, 2022, and ordered to be given publication in the manner prescribed by law.

AYES:

NAYES:

ABSTENTIONS:

Mayor
STATE OF MICHIGAN
COUNTY OF CALHOUN

I, the undersigned, the qualified and acting City Clerk of the City of Marshall, Calhoun County, Michigan, do certify that the foregoing is a true and complete copy of the ordinance adopted by the City Council of the City of Marshall at a meeting called and held on the ____day of _____, 2022, the original of which is on file in my office.

Clerk

Adopted:

Published:



ADMINISTRATIVE REPORT
February 7, 2022 - CITY COUNCIL MEETING

REPORT TO: Honorable Mayor Caron and City Council Members

FROM: Joshua L. Lankerd, Chief of Police
Tom Tarkiewicz, City Manager

SUBJECT: Liquor License Resolution
Franke Center for the Arts

BACKGROUND: The Franke Center for the Arts is requesting a liquor license to sell and serve alcohol at 214 E. Mansion Street, Marshall, MI. 49068. The building has been under significant renovation and growth. In the past, the Center has received 'Special Permits' from the LCC to serve alcohol at various events. These permits, while still obtainable, are limited in volume per year. The Center is seeking to expand their venue by adding more events, and without a true LCC permit, they are limited in events they can provide alcohol.

An inspection of the property does support this type of permit as planned. The planned development for this property was designed for food and beverage service. This location meets the requirements of the zoning for this type of license and there are no foreseen issues with allowing a liquor license to meet the needs of Franke Center for the Arts.

It should be noted that this licensing is being sought under the State of Michigan's new "On-premises Development District (DDA) Licensing provisions, MCL 436.1521a(1)(b). In addition to this resolution, the Franke Center for the Arts will need the following City assistance to accompany their LCC application.

- A copy of the resolution from the city council establishing the DDA area which specifically references the statute under which it was established (Part 2 of Public Act 57 of 2018 (formerly Public Act 197 of 1975)). *This is attached to this report.*

- An affidavit from the city assessor certified by the City Clerk stating the following: The total amount of public and private investment in real and personal property within the development district or area over a period of the preceding five (5) years (must specifically state the start and end dates for the investment, e.g. January 1, 2016 to December 31, 2021). *This is pending with the Assessing Department.*

- A legible map of the DDA district which clearly labels all street names. *This is attached to this report.*

It should be noted that the Police Department has signed off on LCC Special Permits for the Franke Center for the Arts for many years. They have been thorough in their past applications, and have been good stewards of their past permits. There are no known issues stemming from any of these permits.

323 W. Michigan Ave.
Marshall, MI 49068
p 269.781.5183
f 269.781.3835
cityofmarshall.com

RECOMMENDATION: It is recommended that Council approve the resolution as presented. The requirements for Franke Center for the Arts meets the current City requirements needed for this type of license.

FISCAL EFFECTS: There are no known fiscal effects to the City.

ALTERNATIVES: As suggested by Council

Respectfully submitted,



Joshua L. Lankerd
Chief of Police



Tom Tarkiewicz
City Manager

From: Jacob Gates <jgates@thefranke.org>
Sent: Wednesday, December 8, 2021 11:57 AM
To: Tom Tarkiewicz <TTarkiewicz@cityofmarshall.com>
Subject: Franke Center Liquor License

Hi Tom,

I hope your trip to California went well and the jet lag isn't too bad! I know you have a lot on your plate over the next few months, but I'm afraid I have one more request to add.

The Franke Center is in the process of pursuing a permanent liquor license through the DDA special license process. Under our current arrangement we are only allowed to apply for 12 non-profit special licenses per year. Having a permanent license will allow us to do more programming and to generate bar revenue from our rental events here at The Franke-- making our organization more sustainable. There are a couple of things we need from the city in order to complete the process:

1. Attached is a resolution that city council would need to pass
2. A copy of the resolution from the city council establishing the DDA area which specifically references the statute under which it was established (Part 2 of Public Act 57 of 2018 (formerly Public Act 197 of 1975))
3. An affidavit from the city assessor certified by the city clerk stating the following: The total amount of public and private investment in real and personal property within the development district or area over a period of the preceding five (5) years (must specifically state the start and end dates for the investment, e.g. January 1, 2016 to December 31, 2021)
4. A legible map of the DDA district which clearly labels all street names

Thank you in advance for helping make this happen, and please let me know if you have any questions or if there's anything I can do to facilitate the process.

Best,

Jacob Gates | Executive Director

The Franke Center for the Arts



Local Government Approval
(Authorized by MCL 436.1501)

Instructions for Applicants:

- You must obtain a recommendation from the local legislative body for a new on-premises license application, certain types of license classification transfers, and/or a new banquet facility permit.

Instructions for Local Legislative Body:

- Complete this resolution or provide a resolution, along with certification from the clerk or adopted minutes from the meeting at which this request was considered.

At a _____ meeting of the _____ council/board
(regular or special) (township, city, village)

called to order by _____ on _____ at _____
(date) (time)

the following resolution was offered:

Moved by _____ and supported by _____

that the application from MCCT, Inc
(name of applicant - if a corporation or limited liability company, please state the company name)

for the following license(s): Class C liquor license
(list specific licenses requested)

to be located at: 214 East Mansion Street, Marshall, MI 49068

and the following permit, if applied for:

Banquet Facility Permit Address of Banquet Facility: _____

It is the consensus of this body that it _____ this application be considered for
(recommends/does not recommend)

approval by the Michigan Liquor Control Commission.

If disapproved, the reasons for disapproval are _____

Vote

Yeas: _____

Nays: _____

Absent: _____

I hereby certify that the foregoing is true and is a complete copy of the resolution offered and adopted by the _____
council/board at a _____ meeting held on _____ (township, city, village)
(regular or special) (date)

Print Name of Clerk

Signature of Clerk

Date

Under Article IV, Section 40, of the Constitution of Michigan (1963), the Commission shall exercise complete control of the alcoholic beverage traffic within this state, including the retail sales thereof, subject to statutory limitations. Further, the Commission shall have the sole right, power, and duty to control the alcoholic beverage traffic and traffic in other alcoholic liquor within this state, including the licensure of businesses and individuals.

Please return this completed form along with any corresponding documents to:
Michigan Liquor Control Commission

Mailing address: P.O. Box 30005, Lansing, MI 48909

Hand deliveries or overnight packages: Constitution Hall - 525 W. Allegan, Lansing, MI 48933

Fax to: 517-763-0059

RESOLUTION NO.2012-29
CITY OF MARSHALL
DOWNTOWN REDEVELOPMENT PROJECT AREA

WHEREAS, the City of Marshall certifies that the Marshall Downtown Development Authority was established pursuant to Public Act 197 of the Public Acts of Michigan of 1975, and with the City of Marshall Ordinance number 2.24 dated August 3, 1981; and

WHEREAS, the City of Marshall wishes to establish the Marshall Downtown Development Authority Area as its redevelopment project area as required in Public Act 501 of the Public Acts of 2006; and

WHEREAS, the legal description for the Downtown Development Authority Area and the newly designated redevelopment project area is attachment #1; and

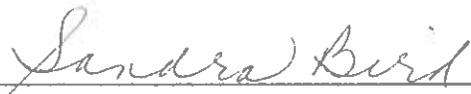
WHEREAS, attachment #2 is a map outlining the Downtown Development Authority Area and newly designated redevelopment project area;

NOW, THEREFORE BE IT RESOLVED, the City of Marshall by copies of this resolution submits this document with attachments to the Michigan Liquor Control Commission in compliance of its regulations to establish a redevelopment project area for purposes of securing liquor licenses under Public Act 501 of the Public Acts of 2006.

Ayes: Booton, Metzger, Miller, Reed and Williams

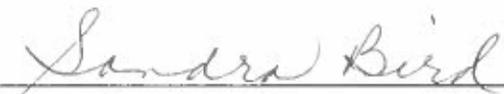
Nayes:

Resolution Declared Adopted



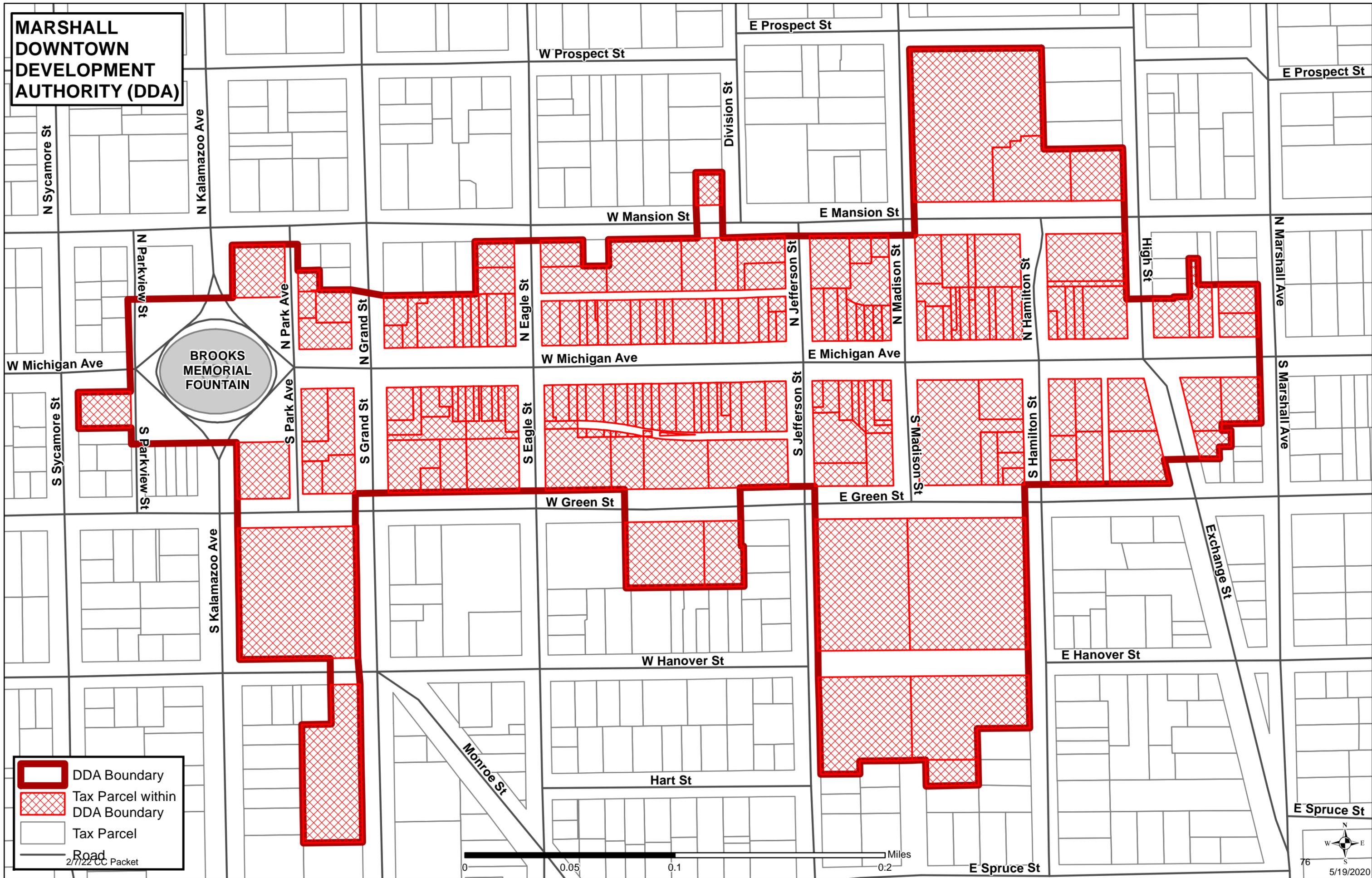
Sandra Bird, Clerk-Treasurer

I, Sandra Bird, being duly sworn as the Clerk-Treasurer for the City of Marshall, hereby certify that the foregoing is a true and complete copy of a resolution adopted by the City Council, City of Marshall, County of Calhoun, State of Michigan, at a regular meeting held on August 20, 2012 and that said meeting was conducted and that the minutes of said meeting were kept and will be or have been made available.



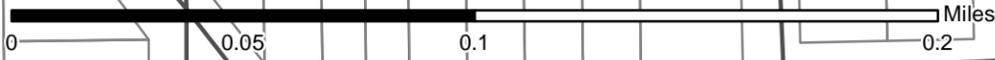
Sandra Bird, Clerk-Treasurer

**MARSHALL
DOWNTOWN
DEVELOPMENT
AUTHORITY (DDA)**



	DDA Boundary
	Tax Parcel within DDA Boundary
	Tax Parcel
	Road

2/7/22 CC Packet



E Spruce St



76
5/19/2020



Administrative Report
February 7, 2022- City Council Meeting

To: Honorable Mayor and Council Members

From Kevin Maynard, Director of Electric Utilities
Tom Tarkiewicz, City Manager

Subject: Duncan & Allen Engagement Letter

Background: The City of Marshall is investigating potential options regarding the Marshall Hydroelectric Project, including continuing current operations through the Federal Energy Regulatory Commission (FERC) license period of 2035 and surrendering the license. Each option provides certain benefits, obligations and expenses.

The City has investigated continuing current FERC-licensed operations and surrendering the FERC license, but no formal action has been taken in the matter. A third possibility exists—obtaining a FERC license exemption. The FERC issues hydroelectric license exemptions for projects with generating capacities of 10,000 kilowatts (10 MW) or less. The Marshall Hydroelectric Project has a generating capacity of 319 kW. Hydroelectric facilities receiving an exemption are exempt from the licensing provisions of Part I of the Federal Power Act and are subject only to the conditions FERC attaches to the exemption. Exempted projects remain subject to mandatory terms and conditions established by federal and state fish and wildlife agencies and by the FERC. License exemptions have no expiration date.

We would like to schedule a face-to-face meeting with the FERC Washington, D.C., staff that issue licenses and license exemptions, and that also handle the surrender of FERC hydroelectric licenses to get their reaction to each of our three potential courses of action and determine what leeway the City may have under each of these scenarios.

We believe it would be to the City's advantage to have an experienced individual who is acquainted with FERC staff accompany me to this meeting, and would respectfully recommend Gregg Ottinger of Duncan & Allen in Washington, D.C. Mr. Ottinger's FERC experience includes hydroelectric re-licensing processes, obtaining preliminary permits, and securing license exemptions. He also chaired the Federal Energy Bar Association's Hydroelectric Regulation Committee in 1991-92.

Duncan & Allen provided the attached engagement letter that would allow the firm to assist us in this effort. The engagement letter is an enabling agreement and does not commit the City to a particular scope or cost; however, Mr. Ottinger estimates the costs of scheduling, preparing for and

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Marshall, MI 49068
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cityofmarshall.com

attending the FERC meeting and any required follow-up in the \$3,000-\$5,000 range.

Recommendation: Staff respectfully requests that City Council authorize the City Clerk to execute the attached Duncan & Allen engagement letter.

Fiscal Effects: The purpose of the FERC meeting is to collect information that will help the City make an informed decision regarding future operation of the Marshall Hydroelectric Project. Regardless of the direction, the information should help us reduce operational costs or increase the value of the Project's energy, capacity and Renewable Energy Credits (RECs) in the future.

Alternatives: As suggested by City Council.

Respectfully Submitted,



Tom Tarkiewicz
City Manager



Kevin M. Maynard
Director of Electric Utilities

January 18, 2022

VIA ELECTRONIC MAIL

Mr. Tom Tarkiewicz, City Manager
Marshall City Hall
323 W. Michigan Avenue
Marshall, Michigan 49068
ttarkiewicz@cityofmarshall.com

Mr. Kevin Maynard, Director of Electric Utilities
Public Services Building
900 S. Marshall Avenue
Marshall, Michigan 49068
kmaynard@cityofmarshall.com

Re: **Engagement of Legal Services**

Gentlemen:

I am writing to formalize the engagement of Duncan & Allen LLP's services by the City of Marshall, Michigan ("the City"), effective upon the execution of this letter agreement by the appropriate official(s) of the City of Marshall, with respect to the matters set forth in paragraph 1 below. If this letter accurately sets forth our understanding, I would appreciate your signing a copy of the letter and returning it to me.

1. **Client; Scope of Representation.** Under the City's general direction, Duncan & Allen LLP will advise and represent the City in connection with:

- (a) Advice and assistance concerning modification of the City's Federal Energy Regulatory Commission hydroelectric license for the Marshall (Perrin) Hydroelectric Project (FERC Project No. 6514) and related matters; and

(b) Such other and further undertakings as the City may from time to time request, and Duncan & Allen LLP may accept.

2. **Terms of Engagement.** Either of us may terminate the engagement at any time for any reason by written notice, subject on our part to applicable rules of professional responsibility. In the event that we terminate the engagement, we will take such steps as are reasonably practicable to protect the City's interests in the above matters.

In the event that the City exercises its option to terminate this agreement, we will, under the City's direction, arrange for an orderly transfer of any remaining responsibilities consistent with our professional responsibilities. We understand further that we may withdraw as the City's attorneys at any time, consistent with our professional responsibilities as attorneys to the City. In the event of our withdrawal, the City will remain responsible for the payment of all of our fees and expenses accrued as of the date of withdrawal.

During our representation, we will endeavor to keep the City informed of all relevant progress and developments, and respond promptly to the City's inquiries and communications to the best of our professional abilities. With the City's advance permission, we will engage such professional services and such consultants as we determine are necessary to fulfill our responsibilities. We will depend on the City to (1) keep us informed of developments relevant to our activities, (2) assist us in the acquisition of information relating to the representation and (3) make any and all payments required by this Agreement in a timely manner.

Unless previously terminated, Duncan & Allen LLP's representation of the City will terminate upon our sending you our final statement for services rendered. Following such termination, any otherwise nonpublic information you have supplied to Duncan & Allen LLP which is retained by us will be kept confidential in accordance with applicable rules of professional responsibility. If, upon such termination, you wish to have any documents delivered to you, please advise us. Otherwise, all such documents will be transferred to the person responsible for administering our records retention program. For various reasons, including the minimization of unnecessary storage expenses, we reserve the right to destroy or otherwise dispose of any such documents retained by us.

The City is engaging Duncan & Allen LLP to provide legal services in connection with the specific representation as set forth above. After completion of the representation, changes may occur in the applicable laws or regulations that could have an impact upon the City's future rights and liabilities. Unless the City actually engages us after the completion of the representation to provide additional advice on issues arising from the representation, Duncan & Allen LLP has no continuing obligation to advise the City with respect to future legal developments.

3. Fees and Expenses. Our fees will be based on the billing rate for each attorney and legal assistant devoting time to this matter. Our billing rates for attorneys currently range from \$300 per hour for new associates to \$450 per hour for senior partners. Gregg Ottinger will be the attorney primarily responsible for this engagement. Gregg's hourly rate for this engagement is \$400. Gregg will be assisted primarily by Timothy B. Hamilton, whose current hourly rate is \$300. Time devoted by law clerks is charged at the current billing rate of \$100 per hour. These billing rates are subject to change from time to time, on reasonable advance notice to the client.

We will include on our bills our direct, out-of-pocket costs for services such as photocopying, messenger and delivery service, as well as travel, and search and filing fees. These costs are passed through without mark-up of any kind. On-line legal research is covered by the hourly rates set forth above, and is not the subject of separate charges. We anticipate billing the City monthly, and will appreciate payment within thirty days of invoice. To the extent that any special arrangements are necessary to ensure timely payment (for example, e-mailing invoices, invoicing to special addresses, ACH transfer arrangements or other requirements), we will be happy to implement those on reasonable notice.

4. Conflicts. Although we hope it never happens, it is possible that an adverse relationship may develop in the future between the City and one of our other clients. If Duncan & Allen LLP is not representing the City in that matter and the matter in which the City and another client have adverse interests is not substantially related to our representation of the City as described above, the City agrees that we may represent the other client. You should know that, in similar engagement letters with many of our other clients, we have asked for similar agreements to preserve our ability to represent the City.

Once again, we are very pleased to have this opportunity to work with you. I hope the foregoing satisfactorily states the proposed arrangement between Duncan & Allen LLP and the City. If you have any questions or comments during the course of our representation, please call me at (202) 289-8400 (main) or (202) 842-8194 (direct), or Gregg at (240) 461-4425.

Very truly yours,

John P. Coyle

Accepted by
City of Marshall, Michigan:

By:
Its [Title]



Administrative Report
February 7, 2022- City Council Meeting

To: Honorable Mayor and Council Members

From Kevin Maynard, Director of Electric Utilities
Tom Tarkiewicz, City Manager

Subject: Interconnection Standards for Installation and Parallel Operation of Customer-Owned Renewable Electric Generation Facilities 30 kW_{AC} or Less

Background: On August 20, 2012, Marshall City Council adopted Net Metering and Interconnection Standards for customer-owned renewable generators of less than 30 kW capacity. These Net Metering and Interconnection Standards were amended and expanded in 2018.

The City has experienced continued customer interest in residential and commercial/industrial customer solar energy installations. The City currently has no Net Metering and Interconnection Standards for 30 kW and larger customer-owned solar or wind generators.

The attached updated Interconnection Standards for small (30 kW or less) customer-owned solar or wind generators can also be applied to larger capacity projects, which are subject to separate negotiation to address all issues.

The proposed new Interconnection Standards are designed to address customer-owned generator concerns including safety, operational, legal, technical and financial.

Existing electric rates are not designed for net metering service; they are based on the City providing all customer electric needs. If a customer decreases energy purchased from the City, some fixed costs included in existing rates will not be recovered. These costs must then be recovered through rate adjustments or by shifting expenses to other customers. "Unbundling" electric rates into components that can be avoided and those that can't be avoided helps ensure appropriate cost recovery.

Under the proposed Net Metering Rider customers would be billed under their applicable rate schedule using unbundled rates. Net Metering unbundled rates will be developed during a planned 2022 electric cost of service and rate study.

Recommendation: Staff respectfully requests that City Council adopt the attached Interconnection Standards for Installation and Parallel Operation of Customer-Owned Renewable Electric Generation Facilities 30 kW_{AC} or Less.

323 W. Michigan Ave.

Marshall, MI 49068

p 269.781.5183

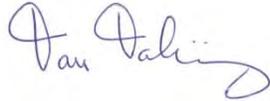
f 269.781.3835

cityofmarshall.com

Fiscal Effects: If unbundled electric rates are developed and implemented for net metering customers, no fiscal effects are anticipated by adoption of these standards.

Alternatives: As suggested by City Council.

Respectfully Submitted,



Tom Tarkiewicz
City Manager



Kevin M. Maynard
Director of Electric Utilities

Interconnection of Customer-Owned Renewable Generation and Net Metering



Marshall City Council

February 7, 2022

Michigan Net Metering Background

- **Michigan Public Act 295 of 2008**
 - Created a Michigan Renewable Portfolio Standard (RPS)
 - Directed the Michigan Public Service Commission (MPSC) to develop a mandatory, statewide net-metering program
- **In May 2009, MPSC adopted net metering and interconnection rules to implement PA 295**
 - These rules do not apply to Marshall, because municipal electric systems are not regulated by the MPSC
 - Each municipal electric utility decides whether to offer net metering and interconnection standards, and to determine the terms and conditions of such programs

Marshall Net Metering Program

- PA 295 did not mandate customer choice for municipal electric systems
- Unless authorized by City Council, alternate electric suppliers may not serve municipal electric system customers
- City Council has not authorized alternate electric suppliers to serve customers
- The City has continued to plan for and provide all customer power supply needs

Marshall Net Metering Program

- On August 20, 2012, Marshall City Council adopted amendments to electric utility Standard Rules and Regulations
- Amendments included Net Metering and Interconnection Standards for customer-owned renewable generators of 30 kW or less
- These Net Metering and Interconnection Standards were amended and expanded in 2018

Marshall Net Metering Program

- Must be a City electric customer
- Solar, wind, biomass, hydro, geothermal or other approved renewable resources
- Generator nameplate capacity must be less than 30 kilowatts (kW)
- Generator may not be sized to exceed customer's annual energy (kWh) needs
- Customers may not blend biomass with any type of fossil fuel

Marshall Net Metering Program

- Must comply with Customer Owned Generation Interconnect Policy and Electric Generator Interconnection Requirements
- Generator must be located on customer's premises and serve only customer's premises
- Generator annual kWh output may not exceed customer's annual energy needs
- Requires bi-directional billing meter

Marshall Net Metering Program

- Customers billed monthly on difference between energy used and energy generated
- If energy generated exceeds energy used, bill includes Net Excess Generation (NEG) Credits
- NEGs are carried over to next billing period
- Any NEGs that remain at year's end are forfeited
- Program limits the nameplate capacity of all participating generators to 1% of electric system peak demand

Customer-Owned Renewable Generation

- The City has experienced continued customer interest in solar energy installations, including residential as well as larger commercial/industrial customers
- Developed new interconnection standards for small (30 kW or less) customer-owned solar or wind generators that can also be applied to larger projects

Customer-Owned Generator Concerns

- **Proposed new Interconnection Standards are designed to address these customer-owned generator concerns:**
 - ***Safety***—Electricity flow from customer-owned generator into de-energized electric distribution lines presents an electrocution hazard for lineworkers and firefighters
 - ***Operational***—Can create power quality issues such as voltage fluctuations that impact service to other electric customers
 - ***Legal***—Who is responsible in event of injury, property damage, or power quality issues caused by customer generators?

Customer-Owned Generator Concerns

- **Technical**—Customer generator output may exceed capacity of electric system transformer, feeder or other equipment
- **Financial**—City has long-term “Take or Pay” power supply contracts
- These concerns may be addressed by adopting updated Interconnection Standards and executing customer interconnection agreements

Proposed Interconnection Standards/Net Metering

Customer-Owned Generation Requirements

- Owned by customer (not by a third party)
- Inverter-based wind or solar energy facility
- Complies with City Interconnection Standards
- Located on customer premises and serves only the customer load (doesn't serve other customers)
- Generator capacity limited to customer's energy needs or demand requirements
- Generator must automatically disconnect from electric distribution system during power outages

Interconnection Process

- Customer submits completed generator Interconnection Application
- Customer-owned generator must meet technical, operational, safety, legal and financial requirements of City Interconnection Standards
- Customer pays for generator interconnection study if needed
- Customer pays for electric distribution system upgrades if needed

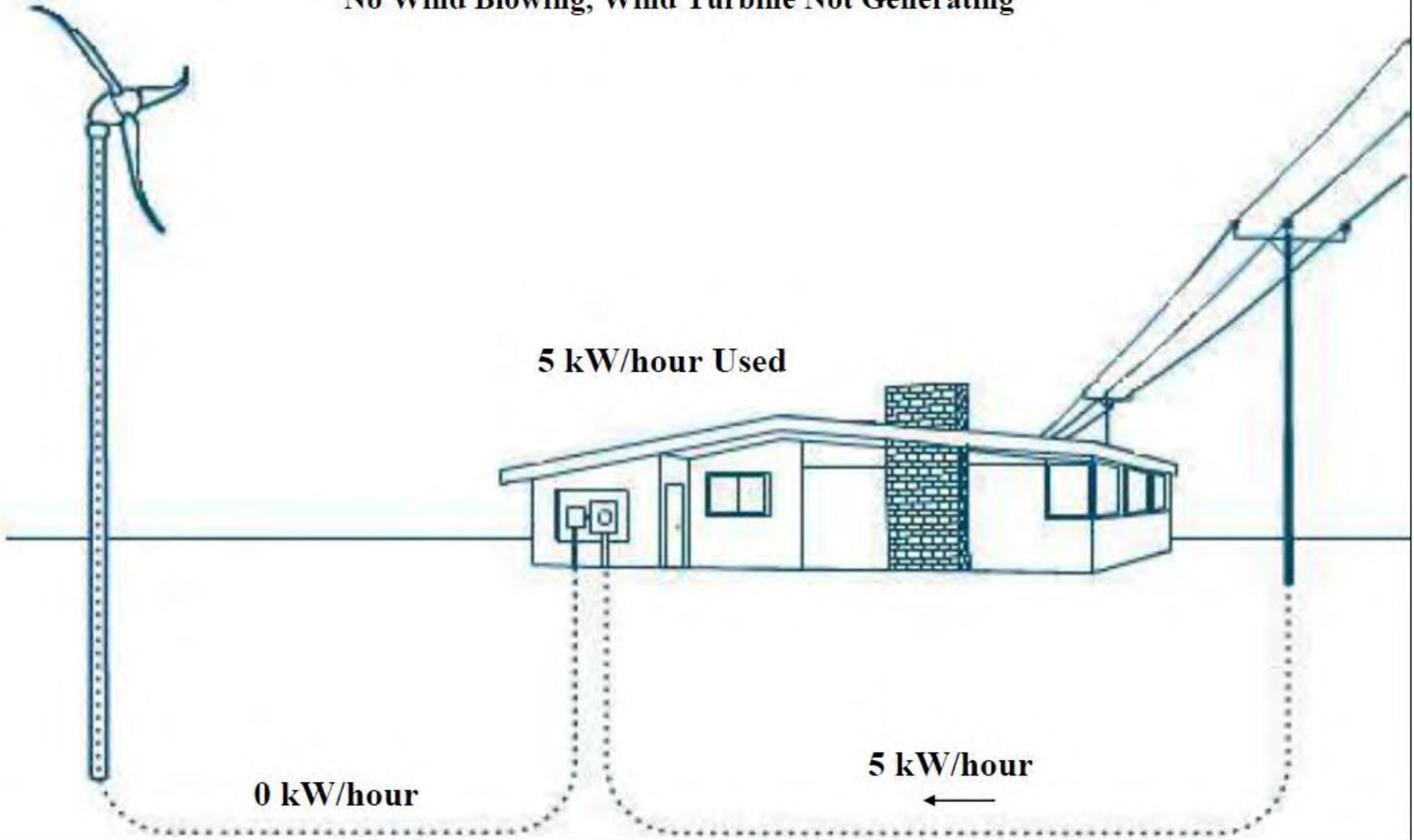
Net Metering

- Customer offsets part or all of its energy use using a wind turbine or solar array
- City provides a billing credit for excess energy delivered to utility electric distribution system

Net Metering Example 1

10 kW Wind Turbine Connected to Residence with 5 kW/hour Demand

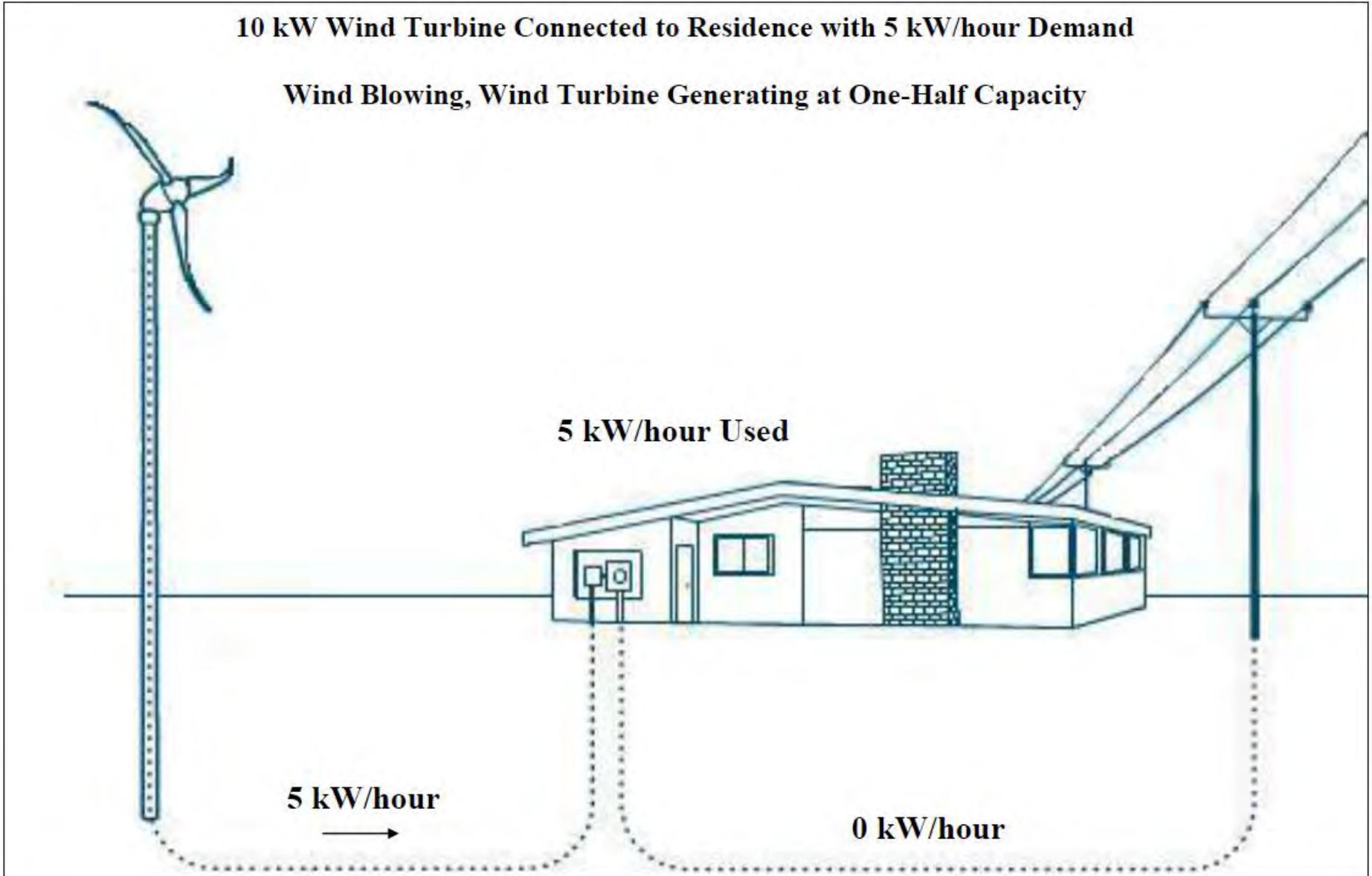
No Wind Blowing, Wind Turbine Not Generating



Net Metering Example 2

10 kW Wind Turbine Connected to Residence with 5 kW/hour Demand

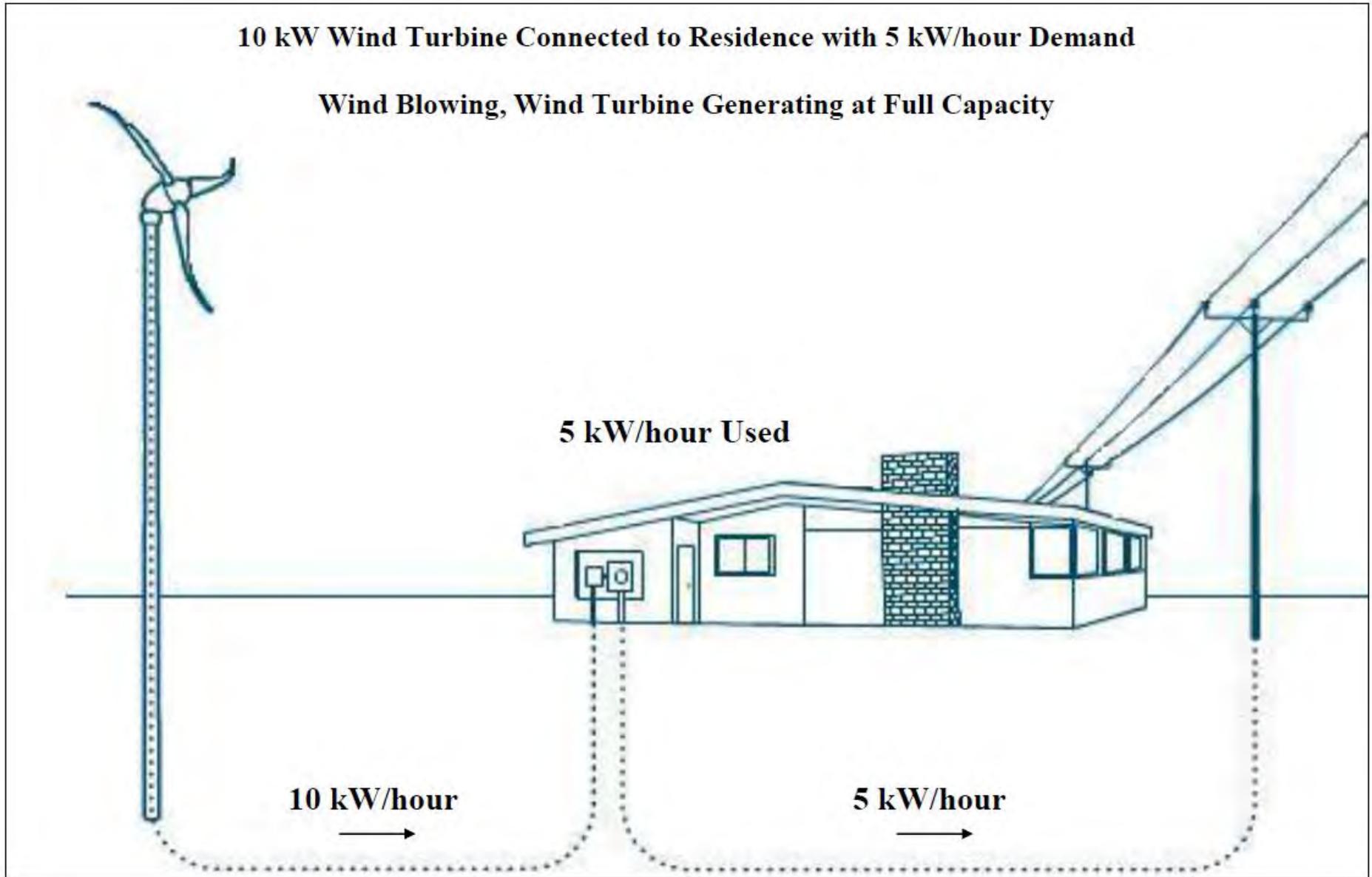
Wind Blowing, Wind Turbine Generating at One-Half Capacity



Net Metering Example 3

10 kW Wind Turbine Connected to Residence with 5 kW/hour Demand

Wind Blowing, Wind Turbine Generating at Full Capacity



Existing City Electric Rates

- Designed to recover cost of providing service including:
 - Power Supply
 - Transmission
 - Distribution
 - Accounting, Billing and Collection
 - Administrative and General
 - Operation and Maintenance
 - Capital Improvements
 - Debt Service
- Some costs are fixed, others vary with energy use

Existing City Electric Rates

- Existing rates are not designed for net metering service
- Existing rates are based on providing all customer electric needs
- If a customer decreases energy purchased from City, some fixed costs will not be recovered
- These costs must then be recovered through rate adjustments or by shifting expenses to other customers
- “Unbundling” rates into components that can be avoided and those that can’t be avoided helps ensure appropriate cost recovery

Suggested Net Metering Tariff

- Requires meter or meters capable of measuring flow of electricity in each direction
- Meter(s) installed at customer's expense
- Energy delivered to customer billed under applicable rate schedule using unbundled rates
- Net Metering unbundled rates to be developed during 2022 electric cost of service and rate study

City Power Supply Commitments

- City has implemented a long-term power supply plan
- Included construction of power generating facilities designed to operate many years
- City is legally obligated to pay for power supply resources including long-term debt, fixed O&M expenses, capacity and transmission costs

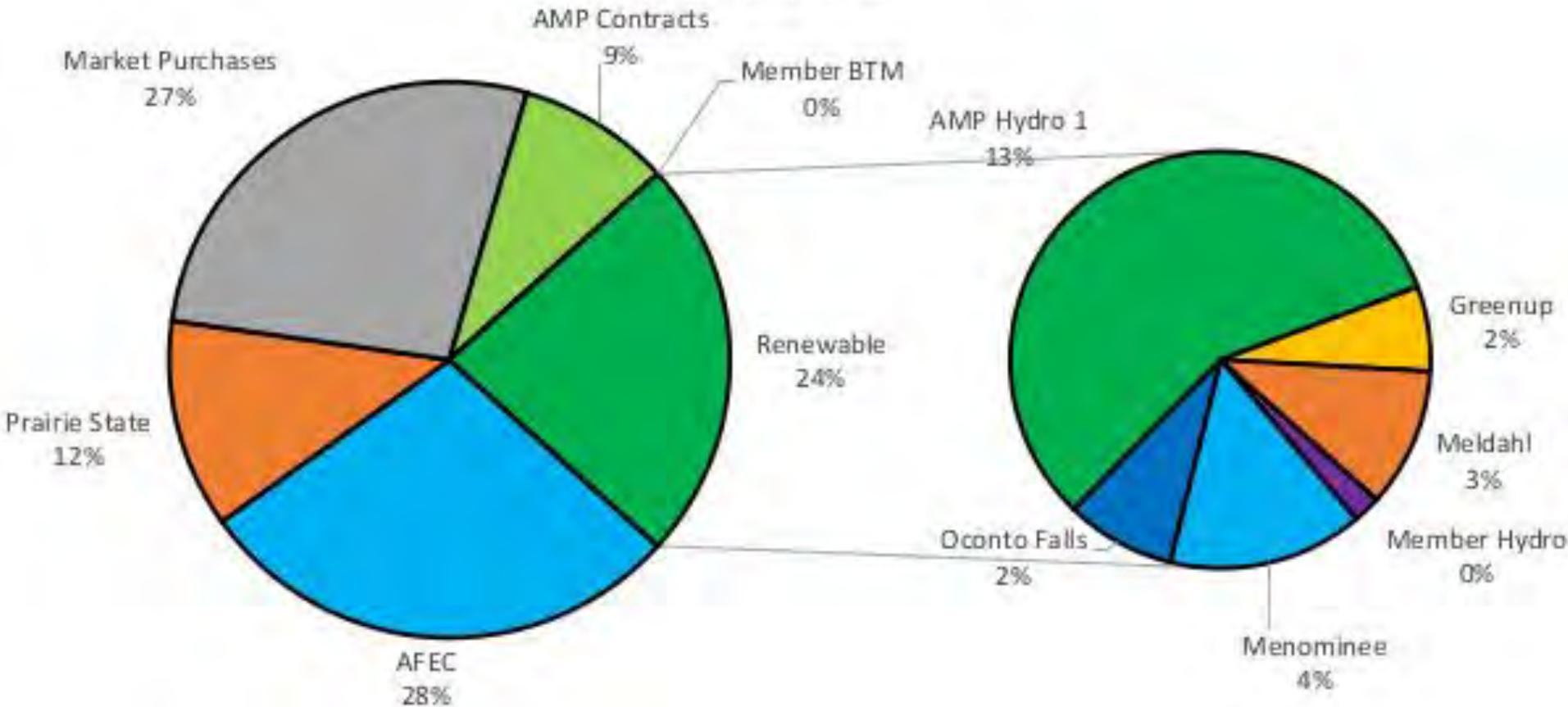
City Power Supply Commitments

- These power supply costs must be recovered from electric customers through electric rates
- The City cannot avoid these power supply costs by installation of customer-owned generation facilities

City Power Supply Commitments

Power Supply Resources 2021-22

Fiscal YTD



City Power Supply Commitments

- Approximately 27% of 2021 City power supply requirements are projected to be short-term market purchases
- Typically recommend approximately 5% to 10% of power supply requirements be purchased from short-term market
 - Allows City to take advantage of favorable market prices
 - Avoid increased rates in case of electric load loss
- City has sufficient power supply resources to meet its customers' projected needs at this time
- No additional power supply resources needed

Net Metering Recommendations

- Limit total customer-owned generator capacity to 1% of prior year system peak demand
 - City 2021 Peak Demand 26,842 kW
 - 1% Equals 268.42 kW
 - Energy Produced by 268 kW Generator Annually
 - Wind (35% Annual Capacity Factor) 821,688 kWh
 - Solar (18% Annual Capacity Factor) 422,582 kWh

Net Metering Recommendations

- Develop unbundled rates for net metering customers
- Limit generation facility capacity to non-demand metered customer's annual energy requirements
- For demand-metered customers, limit generator capacity to customer's average monthly demand
 - May avoid generation interconnection study and system upgrades
 - Smaller projects per customer

Suggested Interconnection Standards/Net Metering Tariff

- Consistent with similar utility industry policies and practices with these exceptions:
 - Generation facility must be customer-owned – not an alternate supplier
 - Total customer-owned generation capacity limited to 1% of prior year system peak demand
 - Recognizes City's power supply commitments
 - Helps reduce risk of rate adjustments in event of electric load loss

Questions?



**Interconnection Standards for
Installation and Parallel Operation of
Customer-Owned Renewable Electric
Generation Facilities 30 kW_{AC} or Less**



City of Marshall Electric Department

Adopted _____, 2022

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PART 1. OVERVIEW

1. PURPOSE:

The purpose of this document is to establish standards for eligible customers (“Customer”) to interconnect and operate Customer-Owned inverter-based solar and wind Generation Facilities with a rated output of 30 kilowatts Alternating Current (kW_{AC}) or less in parallel with the City of Marshall (“City”) Electric Distribution System.

2. DEFINITIONS:

- a. **AC** – Alternating Current
- b. **Applicable Laws and Regulations** – All duly promulgated applicable federal, state and local laws, regulations, rules, ordinances, codes, decrees, judgments, directives, or judicial or administrative orders, permits and other duly authorized actions of any Governmental Authority, including ordinances and resolutions of Marshall City Council and City Electric Department Standard Rules and Regulations.
- c. **City** – The City of Marshall, Michigan.
- d. **Commercial Operation Date** – The date on which the Generation Facility is operating and is in compliance with the requirements of these Interconnection Standards for Installation and Parallel Operation of Customer-Owned Renewable Electric Generation Facilities 30 kW_{AC} or Less as determined by the City.
- e. **Customer** – a Residential or Commercial electric customer interconnected to the Electric Distribution System for the purpose of receiving retail electric service that also owns and operates an approved Generation Facility.
- f. **DC** – Direct Current
- g. **Electric Distribution System** – The City facilities and equipment used to provide electric service to customers, including the Customer.
- h. **Electric Utility** – The City of Marshall Electric Department.
- i. **Generation Facility** – For purposes of these Interconnection Standards, the Customer device for conversion of wind energy or solar energy to electricity, as identified in the Interconnection Application, that:
 1. is an inverter-based wind or solar energy facility with a rated capacity/output of 30 kW_{AC} or less;
 2. is owned by the Customer;
 3. is located on the Customer’s premises;
 4. serves only the Customer’s premises (serves no other customers)
 5. is interconnected with and operates in parallel phase and synchronization with the Electric Distribution System and is in compliance with these Interconnection Standards;

6. is intended primarily to offset part or all of the Customer's own electrical energy requirements;
7. contains a City-approved mechanism(s) that automatically disconnects the Generation Facility and interrupts the flow of electricity to the Electric Distribution System in the event that electric service to the Customer is interrupted.
8. meets all of the following generating capacity limitations:
 - a. Generator annual energy production shall not exceed Customer's annual energy requirements.
 - b. For demand-metered customers, generator capacity/output in kW_{AC} shall not exceed Customer's average monthly demand for the previous 12-month period, or 30 kW, whichever is less.
 - c. Total capacity of all Customer-Owned Generation Facilities shall not exceed one percent (1%) of the previous year Electric Utility system peak demand. No Generation Facility shall be interconnected that would cause total Customer-Owned Generation Facility capacity connected to the Electric Distribution System to exceed one percent (1%) of the previous year Electric Utility System peak demand.
- j. **Governmental Authority** – Any federal, state, local or other governmental regulatory or administrative agency, court, commission, department, board, or other governmental subdivision, legislature, rulemaking board, tribunal, or other governmental authority having jurisdiction over the Parties, their respective facilities, or the respective services they provide, and exercising or entitled to exercise any administrative, executive, police, or taxing authority or power; provided, however, that such term does not include the Customer or any Affiliate thereof.
- k. **Harmonic Distortion** – Distortion of the normal AC sine wave typically caused by non-linear loads or inverters.
- l. **Interconnection** – The physical connection of a Generation Facility to the City Electric Distribution System.
- m. **Interconnection Application** – The Customer request to interconnect a new Generation Facility, or to increase the capacity of, or make a material modification to the operating characteristics of an existing Generation Facility that is interconnected with the Electric Distribution System.
- n. **Interconnection Standards** – Interconnection Standards shall mean all provisions, forms and related documents described in the collective parts of these Interconnection Standards for Installation and Parallel Operation of Customer-Owned Renewable Electric Generation Facilities 30 kW_{AC} or Less, or successor document.
- o. **Metering Point** – The electric meter shown on the one-line diagram accompanying the Interconnection Application.

- p. **Party** – Individually the City and the Customer; collectively the “Parties.”
- q. **Prudent Utility Practice** – Any of the practices, methods and acts engaged in or approved by a significant portion of the electric utility industry during the relevant time period, or any of the practices, methods and acts which, in the exercise of reasonable judgment in light of the facts known at the time the decision was made, could have been expected to accomplish the desired result at a reasonable cost consistent with good business practices, reliability, safety and expedition. Prudent Utility Practice is not intended to be limited to the optimum practice, method, or act to the exclusion of all others, but rather to be acceptable practices, methods, or acts generally accepted by the electric utility industry in the region.
- r. **Reasonable Efforts** – With respect to an action required to be attempted or taken by a Party under the Interconnection Agreement, efforts that are timely and consistent with Prudent Utility Practice and are otherwise substantially equivalent to those a Party would use to protect its own interests.
- s. **System Upgrades** – Additions, modifications, improvements, and upgrades to the Electric Distribution System or Customer service connection at or beyond the point of interconnection to facilitate interconnection of the Customer Generation Facility.
- t. **Voltage Flicker** – A variation of voltage sufficient in duration to allow visual observation of a change in electric light source intensity.

3. ELIGIBILITY:

- a. Must be a Residential or Commercial electric customer with a Customer-Owned inverter-based wind or solar energy Generation Facility as defined herein that is interconnected behind the meter (connected to the customer side of the electric meter or meters) and single-phase or three-phase service at 60 Hertz at a nominal voltage of 120/240 volts, 208 volts or 480 volts furnished through a single bidirectional electric meter or meters capable of recording the flow of electricity in each direction or multiple meters. Specific metering shall be at the City’s discretion.
- b. Customer’s utility account must be in good standing and in compliance with City electric rate schedules and Electric Department Standard Rules and Regulations.
- c. A Generation Facility that does not meet all of the requirements of Section 2i. above, including capacity limitations, is not eligible to interconnect with the Electric Distribution System under these Interconnection Standards. Such facilities are subject to separate negotiation with the City.

4. INTERCONNECTION REQUEST:

The Customer shall request interconnection of a Generation Facility by completing and submitting to the Electric Utility the attached document entitled “Interconnection Application.” The Electric Utility may require additional information or clarification to

evaluate the Customer Interconnection Request. Interconnection Applications will be reviewed by the Electric Utility in the order in which they are received. If an Interconnection Application is viewed as incomplete, the Electric Utility will provide notice to the Customer that the Application is not complete, provide a description of the information needed to complete the Application and include a statement that processing of the Application cannot begin until the Application is complete.

5. ELECTRIC DISTRIBUTION SYSTEM IMPACT ANALYSIS:

After receiving a properly completed Interconnection Application, the Electric Utility will analyze the potential impact of the Generation Facility on the Electric Distribution System and on other Electric Utility customers. Such analyses will be based on Prudent Utility Practice to determine thermal effects, voltage ranges, power quality, system stability, etc., and will include the following:

- a. The Customer Generation Facility's proposed interconnection point is on a radial distribution circuit and not a transmission line.
- b. The proposed Generation Facility complies with IEEE 1547 and UL 1741 standards.
- c. The proposed Generation Facility's capacity in aggregation with other generation on the circuit shall not exceed 15 percent (15%) of the total circuit peak demand (kW) as most recently measured at the substation during the previous 12-month period; nor shall it exceed 15 percent (15%) of a distribution circuit line section annual peak demand (kW).
- d. The proposed Generation Facility, in aggregation with other generation on the distribution circuit, shall not contribute more than 10 percent (10%) to the distribution circuit's maximum fault current at the point on the primary voltage distribution line nearest the proposed interconnection point.
- e. The proposed Generation Facility, in aggregation with other Customer-Owned Generation Facilities connected to the distribution circuit, may not cause any distribution protective devices and equipment (including substation breakers, fuse cutouts, and line reclosers, or other customer equipment on the electric distribution system to be exposed to fault currents exceeding 85 percent (85%) of the short circuit interrupting capability.
- f. No additional Generation Facilities shall be interconnected on a circuit that already exceeds 85 percent (85%) of its short circuit interrupting capability.
- g. No Generation Facility shall be interconnected that would cause the total interconnected Customer-Owned Generating Facility capacity to exceed one percent (1%) of the previous year Electric Utility system peak demand.
- h. When a proposed Generation Facility is single-phase and is to be interconnected on a center tap neutral on a 240-volt service, its addition shall not create an imbalance between the two sides of the 240-volt service of more than 20 percent of the nameplate rating of the service transformer.
- i. The proposed Generation Facility installation must be certified to pass an applicable non-islanding test or use reverse power relays or other means to meet IEEE 1547 unintentional islanding requirements.

- j. On a three-phase, three-wire primary electric distribution line, a three-phase or single-phase generator shall be connected phase-to-phase.
- k. When the Applicant's facility is to be connected to three-phase, four-wire primary distribution lines, a three-phase or single-phase generator shall be connected line-to-neutral and shall be effectively grounded.
- l. A review of the type of electrical service provided to the Customer, including line configuration, and the transformer connection, shall be conducted to limit the potential for creating over-voltage on the Electric Distribution System due to a loss of ground during the operation time of any anti-islanding function.
- m. When the proposed Generation Facility is to be interconnected on a single-phase shared secondary line, the aggregate generation capacity on the shared secondary line, including the proposed Generation Facility, shall not exceed ten kilowatts (10 kW).

Feasibility Analysis

If the proposed Generation Facility fails to meet one or more of the above requirements, the Customer may request the Electric Utility to complete an analysis to determine the feasibility of interconnecting the proposed Generation Facility to the Electric Distribution System. The Feasibility Analysis shall include:

1. Initial identification of any circuit breaker short-circuit capability limits exceeded as a result of the interconnection.
2. Initial identification of any thermal overload or voltage limit violations resulting from the interconnection.
3. Initial review of grounding requirements and system protection.
4. A description and nonbinding estimated cost of facilities required, in the Electric Utility's sole determination, to interconnect the Generation Facility to the Electric Distribution System in a safe and reliable manner.

The actual cost of the Feasibility Analysis shall be paid by the Customer. The Electric Utility will provide an estimated cost of the Feasibility Analysis to Customer. Customer shall advance 50% of such estimate to Electric Utility if Customer requests the Electric Utility to prepare the Feasibility Analysis. When Feasibility Analysis cost exceeds 50% of the estimated cost, Electric Utility shall bill Customer as such fees are incurred.

System Impact Study

If the Feasibility Analysis concludes that interconnection of the proposed Generation Facility would create an adverse system impact, a System Impact Study is required.

A System Impact Study shall evaluate the impact of the proposed Generation Facility interconnection on the safety and reliability of the Electric Distribution system. The study shall:

1. Identify and detail the system impacts that result if the proposed Generation Facility is interconnected without project or system modifications.
2. Consider the adverse system impacts or potential impacts identified in the Feasibility Analysis.
3. Consider all Generating Facilities that, on the date the System Impact Study is commenced, are directly interconnected with the Electric Distribution System.
4. Consider pending Interconnection Applications of Generation Facilities requesting interconnection to the Electric Distribution System.

The System Impact Study shall consider the following criteria:

1. A load flow study.
2. A short circuit analysis.
3. A stability analysis.
4. Voltage drop and flicker studies.
5. Protection and set point coordination studies.
6. Grounding reviews.

The City shall state the underlying assumptions of the Study and show the results of the analyses to the Customer, including the following:

1. Any potential impediments to providing the requested interconnection service.
2. Any required Electric Distribution System Upgrades and the estimated cost and time to engineer and construct said System Upgrades.

The actual cost of the System Impact Study shall be paid by the Customer. The Electric Utility will provide an estimated cost of the System Impact Study to Customer and Customer shall advance 50% of such estimate to Electric Utility if Customer requests the Electric Utility to prepare the System Impact Study. When System Impact Study cost exceeds 50% of the estimated cost, Electric Utility shall bill Customer as such fees are incurred.

6. SYSTEM UPGRADES:

The City shall not be obligated to make upgrades or improvements to its Electric Distribution System to accommodate the Customer's Generation Facility. Where System Upgrades are required prior to interconnection of the Generation Facility as identified in the Feasibility Study and/or System Impact Study, the City will provide the Customer with an estimated schedule and the Customer's cost for said System Upgrades.

7. INTERCONNECTION AGREEMENT:

After the Customer and the City have identified and mutually agreed on the project scope including the Generation Facility, System Upgrades and estimated costs (if any), the Customer and the City shall execute the attached document entitled "Interconnection Agreement." The Interconnection Agreement shall be between the City and the Customer

and shall not include third parties. Prior to commencement of System Upgrades required to allow interconnection of the Customer-Owned Generation Facility, Customer shall deposit with the Electric Utility an amount equal to the estimated cost of said System Upgrades. See “Section 4. Interconnection Costs” of the Interconnection Agreement for additional information.

8. CODES AND PERMITS:

- a. The Customer shall be responsible for procuring all building, operating, environmental or other permits for the Generation Facility and for the necessary ancillary structures to be installed that are required by any Governmental Authority having jurisdiction.
- b. The Generation Facility and interconnecting equipment shall meet the requirements listed in “Part 2. Technical Requirements” of these Interconnection Standards.
- c. The construction and facilities shall meet all applicable building and electrical codes.

9. CERTIFICATE OF COMPLETION:

Upon completion of the Generation Facility and prior to the Commercial Operation Date of said Facility, the Customer shall complete and submit a signed copy of the attached document entitled “Certificate of Completion.”

10. NORMAL OPERATION:

The Customer may begin Commercial Operation of the Generation Facility upon receipt of written approval from the Electric Utility.

PART 2. TECHNICAL REQUIREMENTS

1. CHARACTER OF SERVICE:

The electric service shall be 60 cycles per second (60 Hertz) alternating current (AC) at supply voltages and number of phases under the Residential or Commercial electric rate schedule that would apply if the Customer did not have an interconnected Generation Facility.

2. CODE REQUIREMENTS:

The Generation Facility shall meet all requirements established by the National Electrical Code (NEC), National Electrical Safety Code (NESC), Institute of Electrical and Electronics Engineers (IEEE), Underwriters Laboratories (UL), and the Occupational Safety and Health Administration. Specific applicable codes are shown in Section 7 of this Part 2 below as “Standards for Interconnection, Safety and Operating Reliability.” In addition, manufacturer’s ownership, operating and maintenance manuals or documents shall be provided to the Electric Utility with the Customer Interconnection Application. The Electric Utility shall review said manuals or documents as part of the Interconnection Application review process.

3. GENERATION FACILITY CONTROL:

The control system of the Generation Facility shall comply with IEEE and UL specifications and standards for parallel operation with the Electric Distribution System and in particular as follows:

- a. Power output control system shall automatically disconnect from the Electric Distribution System upon loss of System voltage and shall not reconnect until System voltage has been restored by the Electric Utility.
- b. Power output control system shall automatically disconnect from the Electric Distribution System if System voltage fluctuates beyond plus or minus ten percent (10%).
- c. Power output control system shall automatically disconnect from the Electric Distribution System if frequency fluctuates plus or minus two cycles (2 Hertz).
- d. Inverter output Harmonic Distortion shall meet IEEE and UL standards.
- e. The Generation Facility shall meet applicable IEEE and UL standards concerning impacts to the Electric Distribution System with regard to Harmonic Distortion, Voltage Flicker, power factor, direct current injection and electromagnetic interference.

4. FAULT CURRENT DISCONNECTION:

The Generation Facility shall be equipped with protective equipment designed to automatically disconnect from the Electric Distribution System during fault current conditions and remain disconnected until System voltage and frequency have stabilized.

5. RECLOSING COORDINATION:

The Generation Facility shall be coordinated with Electric Distribution System reclosing devices by disconnecting from the System during de-energized System operation. The Generation Facility shall remain disconnected until System voltage and frequency have stabilized.

6. EXTERIOR GENERATOR AC DISCONNECT SWITCH:

The Customer shall install a Generator Alternating Current (AC) Disconnect Switch on the exterior of the premises served within six (6) feet of the Electric Utility electric meter or service entrance. Said exterior Generator AC Disconnect Switch shall be visible and readily accessible to Electric Utility representatives at all times. This switch shall be clearly labeled as "Generator AC Disconnect Switch." The switch shall be capable of being locked in an open position and shall prevent the Generation Facility from supplying power to the Electric Distribution System while in the open position.

7. STANDARDS FOR INTERCONNECTION, SAFETY AND OPERATING RELIABILITY:

The interconnection of a Generation Facility and associated equipment to the Electric Distribution System shall meet the applicable provisions of the following publications or successor standards:

- a. ANSI/IEEE1547-2003 Standard for Interconnecting Distributed Resources with Electric Power Systems (including use of IEEE 1547.1 testing protocols to establish conformity). The following standards shall be used as guidance in applying IEEE 1547:
 1. IEEE Standard 519-1992, IEEE Recommended Practices and Requirements for Harmonic Control in Electrical Power Systems
 2. IEC/TR3 61000-3-7 Assessment of emission limits for fluctuating loads in MV and HV power systems
- b. UL 1741 Standard for Inverters, Converters and Controllers for Use in Independent Power Systems
- c. ANSI/NFPA 70 (2008), National Electrical Code
- d. OSHA (29 CFR § 1910.269)
- e. IEEE Standard 929-2000, *IEEE Recommended Practice for Utility Interface of Photovoltaic (PV) Systems*
- f. IEEE Standard C37.90.1-1989 (R1994), *IEEE Standard Surge Withstand Capability (SWC) Tests for Protective Relays and Relay Systems*
- g. IEEE Standard C37.90.2 (1995), *IEEE Standard Withstand Capability of Relay Systems to Radiated Electromagnetic Interference from Transceivers*
- h. IEEE Standard C62.41.2-2002, *IEEE Recommended Practice on Characterization of Surges in Low Voltage (1000V and Less) AC Power Circuits*

- i. IEEE Standard C62.45-1992 (R2002), *IEEE Recommended Practice on Surge Testing for Equipment Connected to Low-Voltage (1000V and Less) AC Power Circuits*
- j. ANSI C84.1-1995 *Electric Power Systems and Equipment – Voltage Ratings (60 Hertz)*

8. ACCESS AND INSPECTION BY ELECTRIC UTILITY:

Customer shall provide the Electric Utility reasonable opportunity to inspect the Generation Facility prior to its interconnection and Commercial Operation Date and to witness initial testing and commissioning of the Generation Facility. The Electric Utility may witness any commissioning tests required by IEEE 1547/UL 1741.

Following initial testing and inspection of the Generation Facility and upon reasonable advance notice to Customer, the Electric Utility shall have access at reasonable times to the Generation Facility to perform on-site inspections to verify that the installation, maintenance and operation of the Generation Facility complies with the requirements of these Interconnection Standards. The Electric Utility cost of such inspection(s) shall be at the Electric Utility's expense; however, the Electric Utility shall not be responsible for any other cost Customer may incur as a result of such inspection(s). Upon written request, Customer shall inform the Electric Utility of the next scheduled maintenance and allow the Electric Utility to witness the maintenance program and any associated testing.

The Electric Utility shall at all times have immediate access to the exterior Generator AC Disconnect Switch to isolate the Generation Facility from the Electric Distribution System.

9. GENERATION FACILITY OPERATION:

- a. Customer shall install, operate, and maintain, at Customer's sole cost and expense, the Generation Facility in accordance with the manufacturer's suggested practices for safe, efficient and reliable operation of the Generation Facility in parallel with the Electric Distribution System. Customer shall bear full responsibility for the installation, maintenance and safe operation of the Generation Facility. Upon request from the Electric Utility, Customer shall supply copies of periodic test reports or inspection logs.
- b. Customer shall be responsible for protecting, at Customer's sole cost and expense, the Generation Facility from any condition or disturbance on the Electric Distribution System, including, but not limited to, voltage sags or swells, system faults, outages, loss of a single phase of supply, equipment failures, and lightning or switching surges.
- c. Customer agrees that, without prior written permission from the Electric Utility, no changes shall be made to the configuration of the Generation Facility as approved by the Electric Utility, and no relay or other control or protection settings shall be set, reset, adjusted or tampered with, except to the extent necessary to verify that the Generation Facility complies with City-approved settings.
- d. Customer shall operate the Generation Facility in such a manner as not to cause undue voltage fluctuations, power quality issues, intermittent load characteristics or to

otherwise interfere with the operation of the Electric Distribution System. At all times when the Generation Facility is operated in parallel with the Electric Distribution System, Customer shall operate said Generation Facility in such a manner that no disturbance will be produced thereby to the service rendered by the Electric Utility to any of its other customers or to any electric system interconnected with the Electric Distribution System. Customer understands and agrees that the interconnection and operation of the Generation Facility pursuant to these Interconnection Standards is secondary to, and shall not reduce the safety, quality, or reliability of electric service provided by the Electric Utility.

- e. Customer's control equipment for the Generation Facility shall immediately, completely, and automatically disconnect and isolate the Generation Facility from the Electric Distribution System in the event of a fault on the Electric Distribution System, a fault on Customer's electric system, or loss of a source or sources on the Electric Distribution System. The automatic disconnecting device included in such control equipment shall not be capable of reclosing until after service is restored on the Electric Distribution System. Additionally, if the fault is on Customer's electric system, such automatic disconnecting device shall not be reclosed until after the fault is isolated from the Customer's electric system.

10. RIGHT TO DISCONNECT GENERATION FACILITY:

The Electric Utility shall have the right and authority to disconnect and isolate the Generation Facility without notice at the Electric Utility's sole discretion if the Electric Utility believes that any of the following has occurred or is occurring:

- a. Electric service to Customer's premises is discontinued for any reason.
- b. Adverse electrical effects (such as power quality problems) on the Electric Distribution System and/or the electrical equipment of other Electric Utility customers attributed to the Generation Facility as determined by the Electric Utility.
- c. Electric Distribution System emergencies or maintenance requirements.
- d. Hazardous conditions existing on the Electric Distribution System as a result of the operation of the Generation Facility or protective equipment.
- e. Failure of the Customer to maintain required insurance and to provide the Electric Utility with proof of insurance within ten (10) days of request. Electric Utility shall be named as an additional "insured" on said insurance policy.
- f. Electric Utility identification of uninspected or unapproved equipment or modifications to the Generation Facility after initial approval.
- g. Recurring abnormal operation, substandard operation or inadequate maintenance of the Generation Facility.
- h. In non-emergency situations, the Electric Utility shall give Customer notice of noncompliance including a description of the specific noncompliance condition and

allow Customer a reasonable time to cure the noncompliance prior to disconnecting and isolating the Generation Facility.

- i. In the event that the Electric Utility disconnects the Generation Facility for routine maintenance, the Electric Utility shall make reasonable efforts to reconnect the Generation Facility as soon as practicable.
- j. The Customer retains the option to temporarily disconnect the Generation Facility from the Electric Distribution System at any time. Such temporary disconnection shall not constitute termination of the Interconnection Agreement unless the Customer exercises its termination rights under Section 14.

11. RATES AND OTHER CHARGES:

- a. Customer must participate in the Electric Utility's Renewable Energy Net Metering Program as a condition of interconnecting a Customer-Owned Generating Facility.
- b. Customer must complete and submit to the Electric Utility the Renewable Energy Net Metering Rider-Application for Service in Part 7. The Electric Utility shall not approve a Customer-Owned Generation Facility Interconnection Application that does not include a completed Net Metering Rider-Application for Service.
- c. Terms and conditions of service under the Renewable Energy Net Metering Program are contained in the Renewable Energy Net Metering Rider.

12. INSURANCE:

Customer shall maintain reasonable amounts of insurance coverage against risks related to the Generation Facility for which there is a reasonable likelihood of occurrence. Customer shall agree to provide the Electric Utility with proof of such insurance upon the Electric Utility's request. The Electric Utility's receipt of evidence of insurance coverage does not imply an endorsement of the terms and conditions of said coverage. Electric Utility shall be named as an additional "insured" on said policy.

13. LIMITATION OF LIABILITY AND INDEMNIFICATION:

Customer agrees to assume all liability for and shall indemnify the Electric Utility for any claims, losses, costs, and expenses of any kind or character to the extent that they result from the design, construction, operation or maintenance of the Generation Facility. Such indemnity shall include, but is not limited to, financial responsibility for: (a) the Electric Utility's monetary losses; (b) reasonable costs and expenses of defending an action or claim made by a third party; (c) damages related to the death or injury of a third party; (d) damages to the property of the Electric Utility; (e) damages to the property of a third party; (f) damages for the disruption of the business of a third party. This paragraph does not create a liability on the part of the Customer to the Electric Utility or a third party, but requires indemnification where such liability exists. The limitations of liability provided in this paragraph do not apply in cases of gross negligence or intentional wrongdoing.

14. EFFECTIVE TERM AND TERMINATION RIGHTS:

The Interconnection Agreement shall become effective when executed by both Parties and shall continue in effect until terminated in accordance with the provisions of this Section. The Interconnection Agreement may be terminated for the following reasons:

- a. Electric service to Customer's premises is discontinued for any reason. If electric service is disconnected for any reason or a change occurs in the account holder, a new Interconnection Application must be submitted to the City for consideration;
- b. Customer may terminate the Interconnection Agreement at any time by giving the Electric Utility at least sixty (60) days' prior written notice stating Customer's intent to terminate the Agreement at the expiration of such notice period;
- c. the Electric Utility may terminate the Agreement at any time following Customer's failure to generate energy from the Generation Facility in parallel with the Electric Distribution System by the later of two (2) years from the date of execution of the Interconnection Agreement or after any twelve- (12-) month period following completion of the interconnection provided for by the Agreement;
- d. either Party may terminate the Interconnection Agreement at any time by giving the other Party at least sixty (60) days' prior written notice that the other Party is in default of any of the material terms and conditions of the Interconnection Agreement or these Interconnection Standards for Installation and Parallel Operation of Customer-Owned Renewable Electric Generation Facilities 30 kW_{AC} or Less, so long as the notice specifies the basis for termination and there is reasonable opportunity for the Party in default to cure the default; or
- e. the Electric Utility may terminate the Interconnection Agreement at any time by giving Customer at least sixty (60) days' prior written notice in the event that there is a change in an applicable rule or statute affecting the Agreement.

Upon termination of the Interconnection Agreement, Customer's Generation Facility shall be permanently disconnected from the Electric Distribution System.

Termination of the Interconnection Agreement shall not relieve either party of its liabilities and obligations, owed or continuing at the time of said termination.

15. TERMINATION OF ANY APPLICABLE PRIOR AGREEMENT:

From and after the date when service commences under the Interconnection Agreement, the Agreement shall supersede any oral and/or written agreement or understanding between the Electric Utility and Customer concerning the interconnection service covered by the Agreement. Any such prior agreement or understanding shall be deemed to be terminated as of the date interconnection service commences under the Interconnection Agreement.

16. FORCE MAJEURE:

For purposes of the Interconnection Agreement, the term "Force Majeure" means any cause or event not reasonably within the control of the Party claiming Force Majeure, including,

but not limited to, the following: acts of God, strikes, lockouts, or other industrial disturbances; acts of public enemies; orders or permits or the absence of the necessary orders or permits of any kind which have been properly applied for from the government of the United States, the State of Ohio, any political subdivision or municipal subdivision or any of their departments, agencies or officials, or any civil or military authority; unavailability of a fuel or resource used in connection with the generation of electricity; extraordinary delay in transportation; unforeseen soil conditions; equipment, material, supplies, labor or machinery shortages; epidemics; landslides; lightning; earthquakes; fires; hurricanes; tornadoes; storms; floods; washouts; drought; arrest; war; civil disturbances; explosions; breakage or accident to machinery, transmission lines, pipes or canals; partial or entire failure of utilities; breach of contract by any supplier, contractor, subcontractor, laborer or materialman; sabotage; injunction; blight; famine; blockade; or quarantine. A Force Majeure event does not include an act of negligence or intentional wrongdoing.

If either Party is rendered wholly or partly unable to perform its obligations under the Interconnection Agreement because of Force Majeure, both Parties shall be excused from whatever obligations under the Agreement are affected by the Force Majeure (other than the obligation to pay money) and shall not be liable or responsible for any delay in the performance of, or the inability to perform, any such obligations for so long as the Force Majeure continues. The Party suffering an occurrence of Force Majeure shall, as soon as is reasonably possible after such occurrence, give the other Party written notice describing the particulars of the occurrence and shall use reasonable efforts to remedy its inability to perform; provided, however, that the settlement of any strike, walkout, lockout or other labor dispute shall be entirely within the discretion of the Party involved in such labor dispute.

PART 3. INTERCONNECTION APPLICATION

Application No. _____

**City of Marshall Electric Department
Customer-Owned Renewable Electric Generation Facility 30 kW_{AC} or Less**

This Application for Interconnection of a Customer-Owned Renewable Electric Generation Facility 30 kW_{AC} or Less is considered complete when it provides all applicable and correct information required below. The City of Marshall may require additional information or clarification to evaluate the Interconnection Application.

Processing Fee

A non-refundable processing fee of \$100 must accompany this Application.

Customer

Name: _____ Utility Account Number: _____

Address: _____ Utility Location Number: _____

City: _____ State: _____ Zip: _____

Telephone (Day): _____ (Evening): _____

Fax: _____ E-Mail Address: _____

Is the Generation Facility owned by the Customer listed above? Yes No

Contact (if different from Customer)

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Telephone (Day): _____ (Evening): _____

Fax: _____ E-Mail Address: _____

Generation Facility Information

Location (if different from above): _____

Inverter Manufacturer: _____

Model _____

Nameplate Rating: (kW) _____ (kVA) _____

System Design Capacity: (kW_{AC}) _____ (kVA_{AC}) _____

Energy Source: Solar Wind

Is the Generation Facility equipment IEEE 1547/UL 1741 Certified? Yes No

If Yes, attach manufacturer's documentation showing IEEE 1547/UL 1741 certification

City-Accessible Exterior Generator AC Disconnect Switch Provided (Required) Yes No

Location of City-Accessible Exterior Generator AC Disconnect Switch _____
(e.g. Two feet west of electric meter)

Estimated Installation Date: _____ Estimated Commercial Operation Date: _____

List components of the Generation Facility equipment package that are currently certified:

Equipment Type	Certifying Entity
1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____

Equipment Installation Contractor: Indicate by owner if applicable

Name: _____
Mailing Address: _____
City: _____ State: _____ Zip Code: _____
Contact Person (If other than Above): _____
Telephone (Daytime): _____ (Evening): _____
Facsimile Number: _____ E-Mail Address: _____

Electrical Contractor: (If Applicable) Indicate if not applicable

Name: _____
Mailing Address: _____
City: _____ State: _____ Zip Code: _____
Contact Person (If other than Above): _____
Telephone (Daytime): _____ (Evening): _____
Facsimile Number: _____ E-Mail Address: _____

Consulting Engineer: (If Applicable) Indicate if not applicable

Name: _____
Mailing Address: _____
City: _____ State: _____ Zip Code: _____
Contact Person (If other than Above): _____
Telephone (Daytime): _____ (Evening): _____
Facsimile Number: _____ E-Mail Address: _____

Provide a one line diagram of the Generation Facility. The one line diagram is a basic drawing of an electric circuit in which one or more conductors are represented by a single line and each electrical device and major component of the installation, from the generator to the point of interconnection, are noted by symbols. See attached example.

Copies of manufacturer's ownership, operating and maintenance manuals for all Generation equipment, inverters, and other proposed Generation Facility equipment must be submitted with this Application.

Customer Signature

I hereby certify that, to the best of my knowledge, the information provided in this Interconnection Application is true. I agree to abide by the terms and conditions of the City of Marshall Interconnection Standards for Installation and Parallel Operation of Customer-Owned Renewable Electric Generation Facilities 30 kW_{AC} or Less and will return the Certificate of Completion to the Electric Utility when the Generation Facility has been installed and prior to commencing operation of said Generation Facility.

Signature: _____ Date: _____

-----**Utility Use**-----

Contingent Approval to Interconnect the Generation Facility

Interconnection of the Generation Facility is approved contingent upon Customer compliance with all of the terms and conditions of the City of Marshall Interconnection Standards and upon return of the Certificate of Completion prior to commencement of Commercial Operation of said Generation Facility.

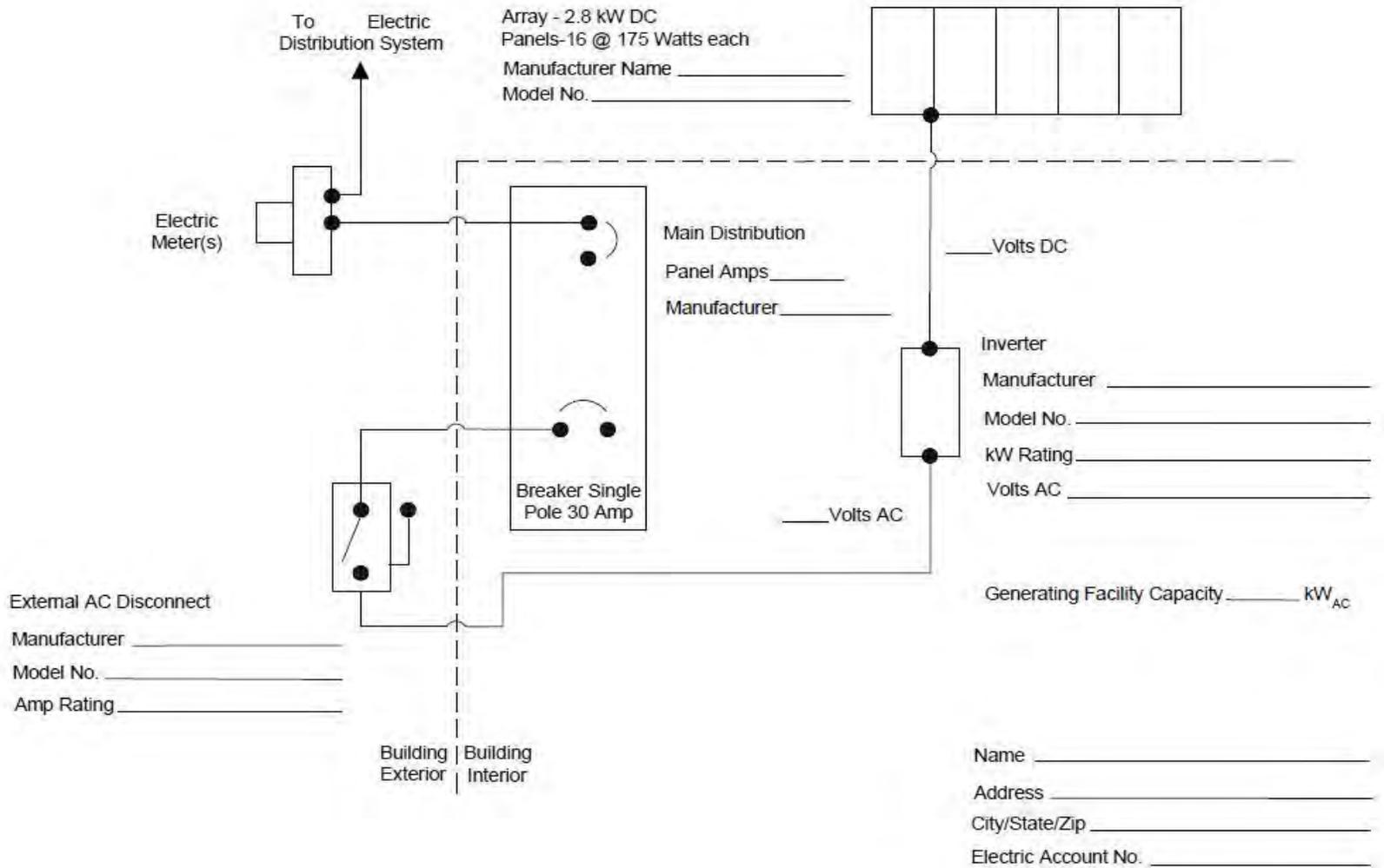
City of Marshall Signature: _____

Title: _____ Date: _____

Application Number: _____

City waives inspection/witness test? Yes No Initial _____

One Line Diagram Example



PART 4. INTERCONNECTION AGREEMENT

Application No. _____

**City of Marshall Electric Department
Customer-Owned Renewable Electric Generation Facility 30 kW_{AC} or Less**

This Agreement, (“**Agreement**”) is entered into by and between the City of Marshall (“**City**”) and _____, (“**Customer**”). The Customer electric account subject to this Agreement is Account Number _____. Customer and the City are referenced in this Agreement collectively as “**Parties**” and individually as “**Party.**”

Recitals

WHEREAS, the City and operates an Electric Distribution System serving the City of Marshall, Michigan, and surrounding area;

WHEREAS, Customer owns or desires to install, own and operate a City-approved renewable, inverter-based electric Generation Facility with a rated output of 30 kW_{AC} or less, interconnected with and operating in parallel with the Electric Distribution System;

Agreement

NOW, THEREFORE, in consideration of the covenants and promises herein, the Parties mutually agree as follows:

1. SCOPE OF AGREEMENT:

This Agreement governs the terms and conditions under which the Generation Facility will interconnect with and operate in parallel with the Electric Distribution System.

2. DEFINITIONS:

The definitions used in this Interconnection Agreement are those found in Part 1, Section 2 of the City Interconnection Standards for Installation and Parallel Operation of Customer-Owned Renewable Electric Generation Facilities 30 kW_{AC} or Less.

3. PARALLEL OPERATION:

Customer shall not interconnect or commence parallel operation of the Generation Facility until written Approval to Energize the Generation Facility under Part 6 of these Interconnection Standards has been provided by the City. Electric Utility shall have the right to have representatives present during initial testing of the Generation Facility and its protective apparatus.

4. INTERCONNECTION COSTS:

The Electric Utility has estimated the costs, including overheads, for necessary System Upgrades to its Electric Distribution System and Customer service connection, if any, and has provided a detailed itemization of such costs in the attached description of estimated System Upgrade costs. Prior to commencement of System Upgrades required to allow interconnection of the Customer-Owned Generation Facility, Customer shall deposit with the Electric Utility an amount equal to the estimated cost of said System Upgrades. If the actual costs of said System Upgrades are less than the amount deposited by the Customer, the Electric Utility will refund the difference to the Customer within 60 days of completing said System Upgrades. If the actual costs of said System Upgrades exceed the amount deposited by the Customer, the Electric Utility shall bill the Customer for the difference. Customer agrees to pay the invoiced amount within 30 days of the invoice date.

5. INTERRUPTION OR REDUCTION OF DELIVERIES:

The Electric Utility may require the Customer to interrupt or reduce energy deliveries when the Electric Utility determines, in its sole discretion, that curtailment, interruption or reduction is necessary because of maintenance, safety, emergency, Force Majeure or compliance with Prudent Utility Practices. No compensation or credit will be provided to the Customer by the Electric Utility for such interruptions or reductions in energy deliveries.

6. ADVERSE OPERATING EFFECTS:

The interconnection of the Generation Facility shall not reduce the reliability and quality of the City Electric Distribution System service. This includes, but is not limited to power quality issues such as Harmonic Distortion, Voltage Flicker and frequency deviations. The Electric Utility shall notify the Customer as soon as practicable if, based on Prudent Utility Practice, operation of the Generation Facility causes disruption in or deterioration of service to other Electric Utility customers or if operating the Generation Facility could damage the Electric Distribution System. If, after notice, the Customer fails to timely remedy the adverse operating effect, the City may disconnect the Generation Facility with no further notice.

7. LIMITATION OF LIABILITY AND INDEMNIFICATION:

Customer shall assume all liability for and agrees to indemnify the Electric Utility and the City of Marshall for any claims, losses, costs, and expenses of any kind or character to the extent that they result from the design, construction, operation or maintenance of the Generation Facility. Such indemnity shall include, but is not limited to, financial responsibility for: (a) the Electric Utility's monetary losses; (b) reasonable costs and expenses of defending an action or claim made by a third party; (c) damages related to the death or injury of a third party; (d) damages to the property of the Electric Utility; (e) damages to the property of a third party; (f) damages for the disruption of the business of a third party. This paragraph does not create a liability on the part of the Customer to the Electric Utility, the City or a third party, but requires indemnification where such liability

exists. The limitations of liability provided in this paragraph do not apply in cases of gross negligence or intentional wrongdoing.

8. ACCESS TO PREMISES:

Electric Utility shall have access to the Customer premises or property and to the Exterior AC Generator Disconnect Switch as permitted in its policies, Rules and Regulations and these Interconnection Standards.

9. GOVERNING LAW:

This Agreement shall be interpreted and governed under the laws of the State of Michigan, the ordinances and resolutions of the Marshall City Council, City Electric Department Standard Rules and Regulations and applicable City Electric Rates.

10. DOCUMENTS:

This Agreement incorporates all other provisions and related documents of these Interconnection Standards for Installation and Parallel Operation of Customer-Owned Renewable Electric Generation Facilities 30 kW_{AC} or Less as the same may be amended from time to time.

11. NOTICES:

All written notices shall be directed as follows:

Customer:	City of Marshall:
Name: _____	Name: _____
Address: _____	Title: _____
City/State/Zip: _____	City/State/Zip: _____

12. TERM OF AGREEMENT:

This Agreement shall be in effect when executed by the Customer and the City and shall remain in effect thereafter month to month unless terminated in accordance with the provisions of Section 14 of “Part 2. Technical Requirements.”

IN WITNESS WHEREOF, the Parties hereto have caused two originals of this Agreement to be executed by their duly authorized representatives.

This Agreement is effective as of the last date set forth below.

Customer:

Signature

Print Name

Date

For City of Marshall:

Signature

Print Name and Title

Date

PART 5. CERTIFICATE OF COMPLETION

Application No. _____

**City of Marshall Electric Department
Customer-Owned Renewable Electric Generation Facility**

Is the Generation Facility installed, tested and ready for operation? Yes _____ No _____

Customer: _____ Utility Account Number: _____

Address: _____

Telephone (Day): _____ (Evening): _____

Fax: _____ E-Mail Address: _____

Location of the Generation Facility (if different from above):

Electrician/Service Company:

Name: _____

Address: _____

City/State/Zip: _____

Telephone (Day): _____ (Evening): _____

Fax: _____ E-Mail Address: _____

License number: _____

Date City of Marshall approved interconnection of Generation Facility: _____

Application number: _____

Inspection:

The Generation Facility has been installed and inspected in compliance with all applicable electrical codes.

A copy of the signed electrical inspection form is attached. Yes No

(If inspection form is not attached)

Signature of inspector:

Date

Printed name of inspector

PART 6. APPROVAL TO ENERGIZE GENERATION FACILITY

Application No. _____

**City of Marshall Electric Department
Customer-Owned Renewable Electric Generation Facility**

The City of Marshall Electric Department, having entered into an Interconnection Agreement for the Generation Facility described in the Application noted by number above and having received a Certificate of Completion with proper documentation of the electrical inspection hereby authorizes the Generation Facility to be energized:

City of Marshall Signature: _____

Title: _____ Date: _____

PART 7. RENEWABLE ENERGY NET METERING RIDER – APPLICATION FOR SERVICE

Application No. _____

City of Marshall Electric Department

Customer Name: _____

Service Address: _____

City: _____ State: _____ Zip: _____

Utility Account Number: _____

Contact Person: _____

Telephone Number: _____

Address: _____

City: _____ State: _____ Zip: _____

E-Mail Address: _____

This application is for electric service under the City of Marshall (“City”) Renewable Energy Net Metering Rider for the above customer (“Customer”). The Customer Generation Facility is a solar or wind Generation Facility as defined in the City’s Interconnection Standards for Installation and Parallel Operation of Customer-Owned Renewable Electric Generation Facilities 30 kW_{AC} or Less.

The Generation Facility qualifies for the Net Metering Rider as it meets the definitions and requirements of said Interconnection Standards. Total rated output of the Generation Facility under the Renewable Energy Net Metering Rider, is ____ kW_{AC}. Customer acknowledges that he/she has read the Rider and agrees to all terms and conditions contained therein, including without limitation those specified in the Interconnection Standards for Installation and Parallel Operation of Customer-Owned Renewable Electric Generation Facilities 30 kW_{AC} or Less. Specifically, the Customer understands and agrees that an electric meter or meters capable of registering the flow of electricity in each direction must be in service at the facility. If a City-approved meter with this capability is not in service, Customer must submit a written request to the Electric Utility to acquire, install, maintain, and read an approved meter or meters at the Customer’s cost. All costs related to installation of said meter or meters shall be borne by the Customer.

Customer acknowledges and agrees that operation of said Generation Facility is intended primarily to offset part or all of Customer’s electricity requirements, and that the Generation Facility including any related energy storage, is not sized to exceed the annual electric energy requirements of the Customer’s premises. Customer further acknowledges and agrees that the Electric Utility will not provide credit for surplus energy generated by the Generation Facility under the Renewable Energy Net Metering Rider that exceeds the Customer’s annual energy consumption.

Requested By:

Customer Name

Authorized Signature

Date

Approved By:

Name

City of Marshall Signature

Date

Rejected:

Name

City of Marshall Signature

Reason for Rejection

Date

PART 8. RENEWABLE ENERGY NET METERING RATE RIDER

1. AVAILABILITY

Service under this Renewable Energy Net Metering Rate Rider is available to City of Marshall Electric Department (“City”) Electric Utility customers in good standing with a Customer-Owned wind or solar renewable electric Generation Facility as defined in the City Interconnection Standards for Installation and Parallel Operation of Customer-Owned Renewable Electric Generation Facilities 30 kW_{AC} or Less that wish to receive a billing credit for surplus renewable energy supplied to the Electric Utility subject to the terms and conditions of this Rate Rider. Customer-Owned renewable generation and associated equipment are collectively referred to as a Generation Facility. Customers served under this Rate Rider must also receive service under the standard service electric rate schedule that would apply if the Customer did not have an interconnected Generation Facility.

2. CONDITIONS OF SERVICE

A qualifying Customer is a Residential or Commercial electric customer connected to the Electric Distribution System for the purpose of receiving retail electric service that also owns and operates a Generation Facility as defined in the City Interconnection Standards for Installation and Parallel Operation of Customer-Owned Renewable Electric Generation Facilities 30 kW_{AC} or Less. The Generation Facility shall be installed and operated in accordance with the requirements of said City Interconnection Standards.

3. METERING

Metering shall be accomplished by use of an Electric Utility approved electric meter or meters capable of registering the flow of electricity in each direction. If the existing electric meter installed at the Customer’s premises is not capable of measuring the bidirectional flow of electricity, the Electric Utility, upon written request of the Customer, shall install at the Customer’s expense an appropriate meter or meters with such capability. The Electric Utility may, at its own expense, install one or more additional meters to monitor the flow of electricity.

4. CUSTOMER BILLING CREDIT

- a. Customers served under the Net Metering Rate Rider must receive service under the standard service electric rate schedule that would apply if the Customer did not have an interconnected Generation Facility.
- b. Customer will be billed using the Unbundled Rate option of said applicable rate schedule.
- c. The billing credit for surplus renewable energy generated by the Generation Facility and delivered to the Electric Distribution System shall be in accordance with the Unbundled Rate option of the applicable rate schedule.

- d. In the event that the energy (kWh) generated by the Generation Facility exceeds the energy (kWh) consumed by the Customer at the Customer's premises during any annual period, or portion thereof, no credit shall be provided for energy (in kWh) in excess of the Customer's energy consumption during said annual period, or portion thereof.

5. OTHER TERMS AND CONDITIONS

- a. The Electric Utility shall offer this Renewable Energy Net Metering Rate Rider to its Customers that wish to receive billing credit for surplus renewable energy supplied to the Electric Utility from eligible Customer-Owned Generation Facilities.
- b. This Rate Rider shall only be available to Customers in good standing under the Electric Utility's electric rate schedules and Electric Department General Rules and Regulations. All agreements hereunder shall be between the Customer and the City and will not include third parties.
- c. The Interconnection Agreement between the City and Customer must remain in effect and the Customer-Owned Generation Facility must be in full compliance with the terms and conditions of the Interconnection Standards for Installation and Parallel Operation of Customer-Owned Renewable Electric Generation Facilities 30 kW_{AC} or Less.
- d. The charges and credits for service under this Rate Rider are exclusive of and in addition to charges for service rendered to the Customer under any other applicable rate schedule.
- e. Service under this Rate Rider is subject to all applicable provisions of the ordinances and resolutions of Marshall City Council, City Electric Department Standard Rules and Regulations, and applicable Electric Rates.
- f. Any insurance coverage that may be required is specifically addressed in the Interconnection Standards for Installation and Parallel Operation of Customer-Owned Renewable Electric Generation Facilities 30 kW_{AC} or Less.
- g. Nothing in this Rate Rider shall abrogate any Customer's obligation to comply with all applicable Federal, State and Local laws, codes or Ordinances.

6. SPECIAL TERMS AND CONDITIONS

This Renewable Energy Net Metering Rate Rider is subject to the terms and conditions of the applicable electric rate schedule under which the customer receives service, ordinances and resolutions of Marshall City Council, City Electric Department Rules and Regulations, and applicable Electric Rates. This schedule is also subject to the applicable provisions of the Interconnection Standards for Installation and Parallel Operation of Customer-Owned Renewable Electric Generation Facilities 30 kW_{AC} or Less.



Administrative Report
February 7, 2022- City Council Meeting

To: Honorable Mayor and Council Members

From: Kevin Maynard, Director of Electric Utilities
 Christy Ramey, Purchasing Agent
 Tom Tarkiewicz, City Manager

Subject: Bid Award Recommendation for Brooks Substation Steel Structures, Control House and 15kV Underground Cable

Background: In 2022, the City plans to construct the new Brooks Substation, a 138kV to 12.47kV distribution substation, at 11301 Old US-27 South, to increase electric distribution system power delivery capacity and improve electric system reliability. On February 1, 2022, bids were opened for the following Brooks Substation equipment:

- Steel Structures
- Control House
- 15kV Medium Voltage Underground Cable

The bid item, low bidder, bid amount(s), delivery time and warranty information are included in the table below. More detailed information regarding the bids is included in the attached bid tabulations and letters of recommendation from the City’s consulting engineers, GRP Group.

Brooks Substation Steel Structures, Control House and 15 kV Cable				
Item	Low Bidder	Bid Amount	Delivery time	Bid Warranty
Steel Structures	Resco Galvanizers	\$233,693	8-20 weeks	
Control House	Electrical Power Products	\$501,682	26-28 weeks	
15 kV Underground Cable	Powerline Supply	\$333,465	10-11 weeks	

Recommendation: The lowest responsive bidder for each item conformed with the bid specifications and required delivery times. Therefore, staff respectfully recommends that City Council award the bids for the Brooks Substation steel structure to Resco Galvanizers for \$233,693, control building to Electrical Power Products for \$501,682, and underground cable to Powerline Supply for \$333,465.

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 cityofmarshall.com

Fiscal Effects: The Brooks Substation is being financed by the Local Development Financing Authority (LDFA). and is not included in the Fiscal Year 2021-2022 Electric Department budget.

Alternatives: As suggested by City Council.

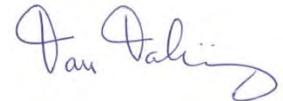
Respectfully submitted,



Christy Ramey
Purchasing Agent



Kevin M. Maynard
Director of Electric Utilities



Tom Tarkiewicz
City Manager

February 2, 2022
21-1194.01

Mr. Kevin Maynard
Director of Electric Utilities
City of Marshall
900 S. Marshall Ave.
Marshall, MI 49068

**RE: Brooks Substation
Substation Steel Structures Recommendation**

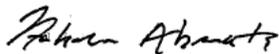
Dear Kevin:

GRP Engineering, Inc. has completed our evaluation of the Substation Steel Structures bids received for the Brooks Substation project. Of the six (6) bids received, RESCO submitted the low bid in the amount of \$233,693.00. The quoted lead time of a maximum of 20 weeks for structures after receipt of approval drawings meets the project schedule. List of all bid prices is shown below.

<u>Firm</u>	<u>Price</u>	
RESCO	\$233,693.00	<i>Low Bid</i>
KW Associates	\$265,080.00	
Power Link	\$292,850.00	
MVA Power	\$319,221.69	
U and I Sales	\$372,137.30	
Distran	NA	<i>Incomplete Bid</i>

GRP Engineering, Inc. sees no reason not to accept the bid from RESCO. Please contact me should you have any additional questions regarding this evaluation and recommendation.

Sincerely,
GRP Engineering, Inc.



Nicholas M. Abraitis
Project Engineer

BID TABULATION

Steel Structures

OWNER:

City of Marshall
323 W. Michigan Ave
Marshall, MI 49068

ENGINEER:

GRP ENGINEERING, INC.
459 Bay Street
Petoskey, MI 49770

Bidder	Fabricator	BASE BID	LEAD TIME (ARO)	REMARKS
RESCO	Galvenizers Inc.	\$233,693.00	8-20 weeks	Low Bid
KW Associates	Peak Substation Services	\$265,080.00	20 weeks	
Power Link	Rohn	\$292,850.00	12-14 weeks	
MVA Power		\$319,221.69	22 weeks	
U&I Sales	Klute	\$372,137.30	32 weeks	
Distran		NA		Incomplete Bid

This is to certify that at 2:00p.m., local time on Tuesday, February 1, 2022, the bids tabulated herein were publicly opened and read.

GRP Engineering, Inc.



Nicholas M. Abraitis

February 2, 2022
21-1194.01

Mr. Kevin Maynard
Director of Electric Utilities
City of Marshall
900 S. Marshall Ave.
Marshall, MI 49068

**RE: Brooks Substation
Control Building & Relay Panel Recommendation**

Dear Kevin:

GRP Engineering, Inc. has completed our evaluation of the Control Building & Relay Panels bids received for the Brooks Substation project. Of the four (4) bids received, EP2 submitted the low bid in the amount of \$501,682.00. The quoted lead time of 30 weeks meets the project schedule. List of all bid prices is shown below.

	<u>Firm</u>	<u>Price</u>	
EP2		\$501,682.00	<i>Low Bid</i>
Panel Matic		\$509,500.00	
Crown		\$572,482.69	
Panel Built		NA	<i>Incomplete Bid</i>

GRP Engineering, Inc. sees no reason not to accept the bid from EP2. Please contact me should you have any additional questions regarding this evaluation and recommendation.

Sincerely,
GRP Engineering, Inc.



Nicholas M. Abraitis
Project Engineer

BID TABULATION

Control House and Relay Panels

OWNER:
 City of Marshall
 323 W. Michigan Ave
 Marshall, MI 49068

ENGINEER:
 GRP ENGINEERING, INC.
 459 Bay Street
 Petoskey, MI 49770

Vendor	BASE BID	BID BOND	LEAD TIME (ARO)	REMARKS
EP2	501,682.00	10%	30 weeks	Low Bid
Panel Matic	509,500.00	10%	26-28 weeks	
Crown	572,482.69	10%	8/29/2022	
Panel Built	NA	No		Incomplete Bid

This is to certify that at 2:00p.m., local time on Tuesday, February 1, 2022, the bids tabulated herein were publicly opened and read.

GRP Engineering, Inc.



Nicholas M. Abraitis

February 2, 2022
21-1194.01

Mr. Kevin Maynard
Director of Electric Utilities
City of Marshall
900 S. Marshall Ave.
Marshall, MI 49068

**RE: Brooks Substation
MV Underground Cable Bid Evaluation & Recommendation**

Dear Kevin:

GRP Engineering, Inc. has completed our evaluation of the bids received for the Medium Voltage Underground Cable for the Brooks Substation project. Of the six (6) vendors invited to submit bids for purchase of the cable, three responded with bids. Power Line Supply (PLS) submitted the low bid in the amount of \$333,465.00 for Okonite cable. A complete bid tabulation is attached to this letter.

<u>Vendor</u>	<u>Total</u>	
Irby	\$333,795.00	
Power Line Supply	\$333,465.00	<i>Low Bid</i>
RESCO	\$419,925.00	

Note that since cable is a commodity, final price will be determined by the cost of copper on the day that the cable ships. GRP Engineering, Inc. sees no reason not to accept Power Line Supply's bid. Please contact me should you have any questions regarding this evaluation.

Sincerely,
GRP Engineering, Inc.



Michael P. McGeehan, P.E.
Project Manager

BID TABULATION

OWNER:
CITY OF MARSHALL
323 W. MICHIGAN AVE
MARSHALL, MI 49068

BROOKS SUBSTATION
MV UNDERGROUND CABLE

ENGINEER:
GRP ENGINEERING, INC.
459 BAY STREET
PETOSKEY, MI 49770

BIDDERS	MFG	PRICE PER FOOT	TOTAL BID PRICE		COMMENTS
Irby 5846 Venture Way Mt. Pleasant, MI 48858	Okonite	\$20.23	\$333,795.00	10-11 Weeks	
Power Line Supply 420 Roth Street Reed City, MI 49677	Okonite	\$20.21	\$333,465.00	10-11 Weeks	Low Bid
RESCO 2250 Pinehurst Dr Middleton, WI 53562	Kerite	\$25.45	\$419,925.00	5/20/2022	

This is to certify that at 2:00p.m., local time on Tuesday, February 1, 2022, the bids tabulated herein were publicly opened and read.

GRP Engineering, Inc.

Nicholas M. Abraitis

By: _____
 Nicholas M. Abraitis



ADMINISTRATIVE PRESENTATION
February 7, 2022 - CITY COUNCIL MEETING

REPORT TO: Honorable Mayor and City Council Members

FROM: Josh Lankerd, Chief of Police
 Marguerite Davenport, Director of Public Services
 Tom Tarkiewicz, City Manager

SUBJECT: Special Events Presentation

BACKGROUND: The City of Marshall is fortunate to maintain a historic and lively downtown that is the host of many special events throughout the year. The city has, over the last couple years, fielded more and more requests for special events downtown. The events are run by various groups and range from fundraisers, to public awareness, to entertainment. City staff would like to streamline and improve the event approval process and the presentation today will provide a summary of the event types and the cost of support from City staff throughout the year. The goal of today’s presentation is to understand how City Council would like to move forward with the cost incurred by the City to support special events.

EVENT SUMMARY:

The twenty-six event requests that come to the City annually are summarized by the chart below.

Type of Events	Number
Fundraiser	11
Awareness	3
Community Enrichment	6
Entertainment	6
Street Closure Requested	
Yes	9
Temporary	6
No	11
MDOT Permit Required	
Yes	9
No	17

EVENT COST SUMMARY:

Special events in our city have related costs for the City of Marshall. These costs include preparation costs, equipment costs, and staffing costs. The preparation costs include administrative processing, legal review, MDOT permit applications, along with planning and coordination of staff and services for the event. Equipment costs include use of city owned equipment (barricades, cones, tape, vehicles). The staffing costs include wages and benefits for the

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employees. These costs are essential to the success of the event along with the overall safety of our citizens.

After a review of our event reports over the last three years we estimated a full year of special events cost the city around \$27,600 a year.

Type of Events	Costs
Fundraiser	\$4,780.87
Awareness	\$5,474.67
Community Enrichment	\$9,567.36
Entertainment	\$7,762.02
Total	\$27,584.92

APPLICATION:

Currently, various City staff receive requests to hold events in town via multiple avenues like email, phone, and in-person. Staff propose to implement an application process and procedure so that all applicants are given the necessary information throughout the process. An application would include all the event information like the event sponsor, contact person, type of event, date and time of event. This is a document that can be distributed to applicable departments so that all staff get the pertinent information to their department.

ANCILLARY REQUESTS:

Along with event requests, the City receives requests that coincide with events, but typically follow a different path of approval and implementation. Staff propose to bring all these requests into one application and approval. For example, several events banners are hung across Kalamazoo Avenue from lights poles. Past practice was this request gets routed directly to Department of Public Works or the Electric Department. The event sponsor is responsible for providing the banner and wire and one of the above departments completes the installation and removal. Other additional requests that come with events is electrical sources, etc.

OTHER COMMUNITIES:

In researching other communities, we found that many are using a special event application process. In reviewing these application documents, we found they contained four general sections which included an event information section, requested services section, insurance coverage section, and an indemnification agreement section. Other considerations we also gleaned from our research include a required advance notice time frame of 60 or 90 days prior to the event, transparent fees outlined on the application, and a narrowing event requiring council approval.

We anticipate working with staff to develop an application and application process that is easy for staff and citizens to use, while also outlining the applicant responsibilities. The requirements for payments will be outlined in the application.

OPTIONS:

Cost of Events: One of the sticking points during event approval discussions at Council meetings in the past has been cost. As summarized in the cost section above special event work performed by City staff is significant. The options for the cost component are as follows:

1. Charge for all events
2. Charge for all events except non-profits
 - a. The sponsor of the event would have to provide proof of status
3. Split the cost for all events with sponsors
4. Charge for all events except split the cost with non-profits

Council Approval:

Taking 26 events to City Council for approval can be unnecessary and repetitive. However, it is the right of City Council to be informed and make decisions on special events using City right-of-way. Therefore, staff present the following options for council consideration as part of this presentation:

1. Council approval for all special event applications
2. Council approval will only be required for new events, events with alcohol consumption, or where a major street is closed. Major changes to re-occurring events may also require Council approval as recommended by City staff.

Respectfully submitted,



Josh Lankerd
Chief of Police



Marguerite Davenport
Director of Public Services



Tom Tarkiewicz
City Manager

Event Name	Date	Sponsor	Type	Description	Street Closure	Closed Streets	MDOT Permit	Estimated Costs
Halloween Hustle	TBD	Southern Michigan Bank	Awareness		No		No	\$ 1,430.17
Ride of Silence	TBD		Awareness		No		No	\$ 122.19
Hospitality Classic	8/11/2022	Oaklawn	Awareness		Yes	Michigan Ave	Yes	\$ 3,922.31
Graduation Parade	TBD	MPS	Community Enrichment		Temp	Route	No	\$ 1,127.86
If these Walls Could Talk	TBD	MAEDA	Community Enrichment	benefit community awareness	No		No	\$ 4,109.75
Veterans Day	11/11/2022	VFW	Community Enrichment		No		No	\$ 122.19
Youghish Professionals	TBD	MAEDA	Community Enrichment		No		No	\$ 96.47
Memorial Day Parade	5/30/2022	VFW	Community Enrichment		Yes	Michigan Ave	Yes	\$ 3,922.31
Christmas Parade	11/28/2022	MAEDA	Community Enrichment		Yes	Michigan Ave	Yes	\$ 188.78
Witches Walk	TBD	MAEDA	Entertainment		No		No	\$ 96.47
Copper Anniversary	TBD	Copper Athletic Club	Entertainment		No		No	\$ 188.15
Blues Festival	TBD	MAEDA	Entertainment	for profit fundraiser for MAEDA	Yes	Michigan Ave	Yes	\$ 2,961.69
Cruise the Fountain	TBD	CCAIS	Entertainment		Temp		Yes	\$ 3,922.31
Grand River Anniversary	TBD	Grand River Brewery	Entertainment		Yes	S Jefferson	Yes	\$ 296.70
Grand River Oktoberfest	TBD	Grand River Brewery	Entertainment		Yes	S Jefferson	Yes	\$ 296.70
Reuben Race	TBD	Pastrami Joes	Fundraiser	benefit Fountain Clinic	Temp	Route	No	\$ 1,127.86
Wish A Mile Biking Event	TBD		Fundraiser	benefit Make a Wish	No		No	\$ 1,225.75
Home Tour (two days)	TBD	Historical Society	Fundraiser	benefit Historical Society	No		No	\$ 96.47
Darkhorse Donut Roll	TBD		Fundraiser	benefit MACS	Temp	Route	No	\$ 1,026.45
Tractor Parade	9/17/2022		Fundraiser	benefit Cancer	Temp	Route	No	\$ 122.19
Relay for Live 5 K	TBD		Fundraiser		Temp	Route	No	\$ 122.19
Autism Parade	TBD		Fundraiser	Non Profit	Possible	Route	No	\$ 465.00
Ruck March	TBD	Veterans Group	Fundraiser		No		No	\$ 122.19
Vintage Market Garden	TBD	Bayberry House Interiors	Fundraiser	benefit Marshall Garden Club	No		No	\$ 188.15
Chicken BBQ	7/4/2022	Oaklawn	Fundraiser		Yes	Michigan Ave	Yes	\$ 96.47
Honolulu Ball	TBD	Historical Society	Fundraiser	benefit Historical Society	Yes	N Kalamazoo	Yes	\$ 188.15
								\$ 27,584.92



ADMINISTRATIVE REPORT
February 7, 2022 - CITY COUNCIL MEETING

REPORT TO: Honorable Mayor and City Council Members

FROM: Tom Tarkiewicz, City Manager
Eric Zuzga, Director of Community Service
William Dopp, Deputy Finance Director/Treasurer
Karen Lancaster, Interim Finance Director

SUBJECT: Treasury Front Desk Position Transition from FiberNet position

BACKGROUND: In the last month, the City has lost a position (part-time-25 hours) in Treasury and a position (full-time) in Fibernet. Staff has evaluated options and would like to consolidate the duties of these positions into one full-time position in Treasury. The duties of this position will include billing for FiberNet and Solid Waste as well as front-desk duties including taking payments, phone calls and other customer service duties. The remaining duties at FiberNet are currently being evaluated and restructured. There is no net increase in full-time positions.

The total cost of a full-time position at \$16.00/hour with benefits is \$59,659 and will be funded as follows:

General Fund	\$20,000
FiberNet Fund	\$30,000
Solid Waste Fund	\$ 9,659

Staff believes this will improve customer service and allow citizens to have "one-stop shopping".

RECOMMENDATION: It is recommended for Council to authorize the full time position.

FISCAL EFFECTS: The General Fund has no budget impact as Treasury will not be filling the vacant part-time position. The FiberNet Fund will save approximately \$30,000 but will likely be using these funds in options to restructure FiberNet. Solid Waste has no budget impact.

Respectfully Submitted,

Eric Zuzga
Director of Community Service

William Dopp
Deputy Finance Director/Treasurer

Karen Lancaster
Interim Finance Director

Tom Tarkiewicz
City Manager

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