

The electronic public meeting will be held as a telephonic conference. The public may participate in the electronic public meeting by calling 1-866-866-2244 and entering the conference code number 43959476 when prompted. The public will be able to listen to all discussion by Council members and will be permitted to speak for up to 5 minutes during the public comment section of the agenda.

**MARSHALL CITY COUNCIL AGENDA**

**MONDAY – 7:00 P.M.**

**April 6, 2020**

- 1) **CALL TO ORDER**
- 2) **ROLL CALL**
- 3) **ESTABLISH RULES FOR REMOTE MEETINGS** **P. 3**  
 City Council will consider the recommendation to adopt the resolution to establish Rules for Remote Meetings conducted under Executive Order 2020-15.
- 4) **INVOCATION**
- 5) **PLEDGE OF ALLEGIANCE**
- 6) **APPROVAL OF AGENDA** – Items can be added or deleted from the Agenda by Council action.
- 7) **CANDIDATES FOR PUBLIC OFFICE**
- 8) **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.
- 9) **CONSENT AGENDA**
  - A. **City Council Minutes** **P. 10**  
 Regular Session.....Monday, March 16, 2020
  - B. **City Bills** **P. 16**  
 Regular Purchases..... \$ 82,935.34  
 Weekly Purchases –3/13/20 ..... \$ 209,106.42  
 Weekly Purchases –3/20/20 ..... \$ 148,766.31  
 Weekly Purchases –3/27/20 ..... \$ 76,412.49  
**Total..... \$ 517,220.56**
- 10) **PRESENTATIONS AND RECOGNITIONS**
- 11) **INFORMATIONAL ITEMS**
- 12) **PUBLIC HEARINGS & SUBSEQUENT COUNCIL ACTION**
- 13) **OLD BUSINESS**
- 14) **REPORTS AND RECOMMENDATIONS**
  - A. **MDOT Bridge Program Application** **P. 22**  
 City Council will consider the recommendation to approve the resolution authorizing the application to the Local Bridge Program for the South Marshall Avenue Bridge over Rice Creek

**B. Dial-A-Ride Transit Application for State and Federal Financial Assistance for 2020-2021 Fiscal Year P. 24**

City Council will consider the recommendation to adopt the Resolution of Intent to authorize the City of Marshall to seek financial assistance from the State of Michigan for its public transportation service, DART and AMC.

**C. COVID 19 Update P. 27**

City Council will consider the recommendation to extend the action taken on March 16<sup>th</sup> based on the Governor's Executive Orders.

**15) APPOINTMENTS / ELECTIONS**

**16) 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.

**17) COUNCIL AND MANAGER COMMUNICATIONS**

**18) ADJOURNMENT**

Respectfully submitted,



Tom Tarkiewicz  
City Manager



**ADMINISTRATIVE REPORT**  
**April 6, 2020 – CITY COUNCIL MEETING**

**TO:** Honorable Mayor and City Council

**FROM:** Tom Tarkiewicz, City Manager

**SUBJECT:** Establishment of Rules for Remote Meetings  
Conducted under Executive Order 2020-15

**BACKGROUND:** The Governor through Executive Order 2020-15 has allowed Remote Meetings which amends the Open Meetings Act through April 15, 2020. The City Attorney has developed Rules to abide by the Executive Order. The attached Resolution states the guidelines.

The following guidelines must be followed in order for remote City Council, Board, Commission, Committee and Authority meetings to be properly conducted:

- City Council meetings may be held electronically consistent with EO 2020-15, and similar Executive Orders issued by the Governor during this unprecedented time of COVID-19.
- City Council and the general public may both fully participate in City Council meetings.
- City Council will provide two-way communication in a technology platform that will enable the City to effectuate the provisions of EO 2020-15. The Council also may use technology to facilitate typed public comments that may be read to or shared with members of the public body and other participants.
- City Council members and all participants, both general and City Council, are considered to be present within the electronic meeting.
- City Council members may make motions and vote as he or she would during a physical meeting.
- All votes taken during the electronic meeting shall be completed by roll call vote so the general public will know how each Council member voted; this information will then be properly recorded in the Council meeting minutes.
- City Council may conduct a closed session portion of the meeting, if necessary, as regulated by the Open Meetings Act.
- City Council agenda and materials related to the Council meeting will be made available to the public on the City's website homepage.
- City Council member's contact information will be made available to the public on the City website and procedures about how to contact that member sufficiently in advance of a meeting to provide input on any business that will come before the Council.
- City Council NOTICE of the electronic meeting will be posted as

323 W. Michigan Ave.

Marshall, MI 49068

p 269.781.5183

f 269.781.3835

[cityofmarshall.com](http://cityofmarshall.com)

per the OMA requirements, and information, such as a dial in number and passcode, or a web link, or both will be posted on the City's website dedicated to special or electronic meeting notices and that will be accessible by the general public.

- City Council NOTICE for electronic meetings will contain the following information:
  - Explanation for City Council meeting being held electronically;
  - Detailed procedures for public participation, a link to an electronic link for online meeting participation, or a telephone number for conference calling, or both;
  - Procedures for general public provision of input or to allow the general public to ask questions to the public body related to business that will be conducted during the electronic meeting; and
  - Procedures to allow for participant with disabilities to participate in the electronic meeting.
- The general conduct of the Public includes:
  - The general public may tape-record, videotape, broadcast on live radio, or telecast on live television the proceedings of the City Council meeting without prior approval in accordance with the OMA. Press and other news media are allowed to participate;
  - No person may be excluded, unless a breach of the peace is committed during the City Council meeting and they are excluded by the City Council under the rules stated under the OMA for disruption; and
  - General public participation will not require registration in order to participate, and names will only be given as is necessary to participate in public comment.

**RECOMMENDATION:** It is recommended that the City Council adopt the resolution to establish Rules for Remote Meetings Conducted under Executive Order 2020-15.

**FISCAL EFFECT:** Unknown at this time.

**ALTERNATIVES:** As suggested by Council.

Respectfully submitted,



Tom Tarkiewicz  
City Manager

**CITY OF MARSHALL**

**RESOLUTION NO. 2020-\_\_\_\_\_**

**A RESOLUTION ESTABLISHING RULES FOR REMOTE MEETINGS FOR  
ATTENDANCE BY CITY COUNCIL MEMBERS,  
AND OTHER PUBLIC BODIES OF THE CITY,  
AND MEMBERS OF THE PUBLIC  
AT REMOTE MEETINGS DUE TO  
CORONAVIRUS (COVID-19) PANDEMIC**

City of Marshall, Calhoun County, Michigan, hereby resolves:

At a [regular/special] meeting of the City Council (“Council”) held at City Hall, at 323 West Michigan Avenue, Marshall Michigan, 49068, in the County of Calhoun, State of Michigan, on the \_\_\_\_ day of \_\_\_\_\_, 2020, at \_\_\_\_\_ o'clock in the [AM/PM].

The meeting was called to order at \_\_\_\_\_ o'clock in the [AM/PM] by \_\_\_\_\_.

Present: \_\_\_\_\_

Absent: \_\_\_\_\_

The following preamble and resolution were offered by \_\_\_\_\_ and supported by \_\_\_\_\_:

WHEREAS, on March 10, 2020, Governor Whitmer, acting under the Michigan Constitution of 1963 and Michigan law, declared a state of emergency across the State of Michigan as a result of the COVID-19 outbreak; and

WHEREAS, the Michigan Department of Health and Human Services (MDHHS) has issued Interim Recommendations for COVID-19 Community Mitigation Strategies; and

WHEREAS, such strategies include encouraging staff to tele-work when feasible and implement social distancing measures, including limiting in-person meetings, and to limit large work-related gatherings; and

WHEREAS, on March 18, 2020, Governor Whitmer issued Executive Order 2020-15 to suspend rules and procedures relating to physical presence at meetings and hearings of public bodies to allow for public bodies to continue to conduct public business during the COVID-19 emergency and the general public to continue to participate in government decision making without unduly compromising public health, safety, and welfare; and

WHEREAS, to implement MDHHS’s mitigation strategies and allow the City Council (hereinafter “Council”), and all of its Boards and Commissions (including: Airport Board, Board of Review, Construction Board of Appeals, Marshall Area Farmer’s Market Advisory Board, Parks, Recreation & Cemetery Board, Sister City Board, Zoning Board of Appeals, and Planning Commission) and Committees (as applicable, including Ketchum Park Advisory Committee and Brooks Nature Area Board) (hereinafter, collectively: “Public Body”) to continue public business, and to allow the public to attend meetings of the Public Body remotely if they desire, consistent and in compliance with Executive Order 2020-15, the Council desires to establish rules to authorize and allow the Public Body and general public to attend Public Body meetings by telephone or other electronic means as set forth in this Resolution; and

WHEREAS: The Council desires to authorize and direct its City Manager and City Staff, and applicable Chairpersons, and those so designated, to take all necessary measures to enable the Public Body to facilitate public meetings as permitted under Executive Order 2020-15, and as may be extended, or by superseding Executive Order of similar effect issued by the Governor.

**NOW, THEREFORE, BE IT RESOLVED THAT:**

City Council authorizes and directs the City Manager and City Staff, and applicable Chairpersons, and those so designated, to take all necessary measures to enable the Public Body to facilitate public meetings as permitted under Executive Order 2020-15, and as may be extended, or by superseding Executive Order of similar effect issued by the Governor.

City Council immediately authorizes its Public Body members and Staff and members of the general public to attend all meetings of the Public Body by telephone or other electronic means and establishes rules that must be followed in order for remote public meetings of the Public Body to be properly conducted:

- A. All Public Body meetings may be held electronically consistent with EO 2020-15, and similar Executive Orders issued by the Governor during this unprecedented time of COVID-19.
- B. NOTICE OF PUBLIC MEETINGS:
  - 1. For a meeting(s) to be held pursuant to this Resolution, City officials or Staff shall post on the homepage of City’s website in a conspicuous location and at City Hall at 323 West Michigan Avenue, Marshall Michigan, 49068, the following:
    - a. An explanation of why the meeting is being held remotely.
    - b. The Agenda for the meeting at least 18 hours prior to the meeting.
    - c. Contact information for all members of the Public Body along with information about how the public may contact the member(s) to provide input on any business that will come before the Public Body.
    - d. Procedures for public participation, such as: a link to an electronic link for online meeting participation, or a telephone number for conference calling, or both.
    - e. Procedures to allow for participants with disabilities to participate in the remote meeting.

C. CONDUCT OF THE PUBLIC MEETING:

1. The telephone or other electronic technology being utilized to allow the remote meeting shall allow the Public Body members, Staff, and the general public to communicate.
2. Upon the start of the remote meeting, City officials or Staff shall immediately ensure that that the dial-in number or other means of conducting the meeting remotely is working. If the system is not working properly, the meeting shall either be paused temporarily or adjourned without any decision or deliberation on any matter until such time as the system is working properly.
3. Attendance. Public Body members' remote attendance shall be considered attendance for the purpose of establishing a quorum.
4. Public Body Action. Public Body members may make motions and vote as he or she would during a physical meeting. Any vote by a member participating remotely pursuant to this Resolution shall be counted in the total number of votes for any matter and shall not be held invalid for the reason that it was cast by a member remotely. All votes taken during the remote meeting shall be completed by roll call vote so the general public will know how each member voted; this information will then be properly recorded in the meeting minutes.
5. Closed Session.
  - a. The Public Body may conduct a closed session portion of the meeting, if necessary, as regulated by the Open Meetings Act, EO 2020-15 and authorized applicable Executive Orders.
  - b. For closed sessions conducted under this Resolution, each Public Body member and authorized attendee of the closed session shall not allow anyone else to hear or view the closed session. Except the person designated to keep minutes of the closed session, individual Public Body members and authorized attendees shall not record or cause to be recorded the closed session other than the official closed session meeting minutes.
  - c. All Public Body members and authorized attendees of the closed session shall affirm, before the start of the closed session, that they are in compliance with this Resolution subsection No. 5.
  - d. A separate call-in number or other electronic means of remotely participating shall be available for the Public Body to utilize for closed session that is not available to the public, and that shall not be recorded other than closed session meeting minutes. A Public Body member or Staff shall clearly indicate during the agenda when the closed session will occur and that the general public will not be able to hear or participate or provide comment during the closed session. The Public Body shall return to the public meeting following closed session to adjourn the meeting or take other action as necessary.

6. Emails, texting, or other forms of electronic communication by or between Public Body members during the meeting are prohibited.
7. Public Body members receiving electronic communications from a member of the public one-half (1/2) hour prior to the start of the remote meeting related to any item on the agenda for the meeting may be read by the member receiving the communication during the agenda item and it shall be addressed by the Public Body as appropriate during the meeting.
8. Adjournment of a meeting shall require a roll call vote of the Public Body.

D. ATTENDANCE BY MEMBERS OF THE PUBLIC:

1. Except for closed session, the general public may tape-record, videotape, broadcast on live radio, or telecast on live television the proceedings of the public meeting without prior approval in accordance with the OMA. Press and other news media are allowed to participate.
2. General public participation will not require registration in order to participate, and names will only be given as is necessary to participate in public comment.
3. Members of the public participating remotely shall be provided an opportunity to provide public comment during a public comment section of the agenda pursuant to the rules of the Public Body on public comment. Such opportunity shall be given by the designated facilitator asking each participant whether they have any public comment.
4. No person may be excluded, unless a breach of the peace is committed during the public meeting and they are excluded by the Public Body under the rules stated under the OMA for disruption.

E. PUBLIC HEALTH, SAFETY, AND WELFARE:

This Resolution is intended to establish rules for and authorize participation by remote access by the Public Body members, Staff, and attendance of the general public in the interest of the public health, safety, and welfare during the Coronavirus (COVID-19) pandemic while preserving meaningful access to meetings and participant communication.

F. CONFLICT:

In the event of a conflict between this Resolution and the Rules of the Public Body, this Resolution shall control.

G. EFFECTIVE:

This Resolution shall be effective immediately and shall remain in effect until April 15, 2020 at 11:59 pm or so long as Executive Order 2020-15 is in effect, extended, or superseded by



a similar Executive Order, which shall be acknowledged by the Public Body and the Resolution affirmed at the subsequent public meeting, including remote meetings.

ROLL CALL VOTE:

AYES:

NAYS:

Resolution declared adopted this \_\_\_\_\_ day of \_\_\_\_\_, 2020.

\_\_\_\_\_  
Clerk, City of Marshall

The undersigned duly qualified and acting Clerk of the City of Marshall, hereby certifies that the foregoing is a true and complete copy of a Resolution adopted by the City Council at a Regular meeting held on the \_\_\_\_\_ of \_\_\_\_\_, 2020, the original of which is a part of the City's minutes and further certifies that notice of the meeting was given to the public pursuant to the provisions of the Open Meetings Act, 1976 PA 267, as amended.

\_\_\_\_\_  
Clerk, City of Marshall

### **CALL TO ORDER**

IN REGULAR SESSION Monday, March 16, 2020, at 7:00 P.M. in the Council Chambers of Town Hall, 323 West Michigan Avenue, Marshall, MI, the Marshall City Council was called to order by Mayor Caron.

### **ROLL CALL**

Roll was called:

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

Also Present: City Manager Tarkiewicz and Clerk Nelson.

Absent: Council Member McNeil and Metzger.

**Moved** Wolfersberger, supported Gates, to excuse the absence of Council Member McNeil and Metzger. On a voice vote – **MOTION CARRIED.**

### **INVOCATION/PLEDGE OF ALLEGIANCE**

Mayor Caron led the Pledge of Allegiance.

### **APPROVAL OF THE AGENDA**

**Moved** Gates, supported Underhill, to approve the agenda with the addition of the Michigan South Central Power Agency invoice in the amount of \$605,411.75, enter into Closed Session under section 8(h) of the Open Meetings Act, item 13D COVID 19 Strategy, and also the removal of item 11A. On a voice vote – **MOTION CARRIED.**

### **CANDIDATES FOR PUBLIC OFFICE**

None.

### **PUBLIC COMMENT ON AGENDA ITEMS**

None.

### **CONSENT AGENDA**

**Moved** Gates, supported Wolfersberger, to approve the Consent Agenda:

- A. Approve the request by the American Legion to conduct their Annual Poppy Sales on Friday, May 15<sup>th</sup> and Saturday, May 16<sup>th</sup>;
- B. Minutes of the City Council Regular Session held on Monday, March 2, 2020;
- C. Approve city bills in the amount of \$ 1,130,180.90;

On a roll call vote – ayes: Traver, Underhill, Wolfersberger, Mayor Caron, and Gates; nays: none. **MOTION CARRIED.**

**PRESENTATIONS AND RECOGNITION**

None.

**INFORMATIONAL ITEMS**

**A. Event Report – Farmers Market:**

**Moved** Wolfersberger, supported Underhill, to approve the use of the parking lot located at 125 W. Green Street for the Farmers Market. On a voice vote – **MOTION CARRIED.**

**B. Event Report – Jam for the Cure:**

**Moved** Traver, supported Underhill, to approve the request for the Annual Jam for the Cure Event and to waive the \$35 service connection fee. On a voice vote – **MOTION CARRIED.**

**OLD BUSINESS**

None.

**REPORTS AND RECOMMENDATIONS**

**A. Sale of City Owned Property:**

**Moved** Gates, supported Underhill, to approve the resolution and accept the offer to sell the property located at the corner of 15 Mile Road and Michigan Avenue to Mr. Paul Sage. On a roll call vote – ayes: Underhill, Wolfersberger, Mayor Caron, Gates, and Traver; nays: none. **MOTION CARRIED.**

**CITY OF MARSHALL, MICHIGAN  
RESOLUTION # 2020-12**

**WHEREAS**, the City of Marshall is a Michigan City organized and operating under the provisions of the Home Rule City Act, MCL 117.1, et seq. as amended, whose address is 323 W. Michigan Ave., Marshall MI 49068; and

**WHEREAS**, after due consideration, Council has determined that the property located at the corner of 15 Mile Rd. and Michigan Ave. which is approximately 10.92 acres, is of no real value to the City; and

**WHEREAS**, two adjoining property owners of said property has shown interest in acquiring the property; and

**WHEREAS**, the City has advertised for a “Request for Bids” in the Ad-Visor for the purchase of said property;

**NOW, THEREFORE, BE IT RESOLVED** by the Marshall City Council that the City sell the property known as 16-272-012-00 which is located at the corner of 15 Mile Rd. and Michigan Ave. to the highest bid provided by Mr. Paul Sage, 15230 C Drive North, Marshall MI 49068.

**BE IT FURTHER RESOLVED**, that Trisha Nelson, City Clerk and Joe Caron, City Mayor, is hereby authorized to execute the deed and any other required documents to convey said property.

Ayes: Mayor Caron, Gates, Traver, Underhill, and Wolfersberger.

Nays: None.

Absent: McNeil and Metzger.

**CERTIFICATION OF CITY CLERK**

I, Trisha Nelson, City Clerk, do hereby certify that the foregoing is a true and original copy of a resolution adopted by the Marshall City Council at a Regular Meeting held on March 16, 2020 at 7:00 pm.

---

Trisha Nelson, Clerk

**B. Michigan Public Power Agency Full Voting Membership:**

**Moved** Wolfersberger, supported Gates, to approve the recommendation to adopt the resolution for the City of Marshall to become a full voting member of the Michigan Public Power Agency. On a voice vote – **MOTION CARRIED.**

**CITY OF MARSHALL, MICHIGAN  
RESOLUTION #2020-13**

At a regular meeting of the Marshall City Council Michigan held at 7:00 p.m. Eastern Time, on March 16, 2020, in the Marshall City Council Chambers located at 323 West Michigan Avenue, Marshall, Michigan 49068.

PRESENT: Mayor Caron, Gates, Traver, Underhill, and Wolfersberger.

ABSENT: McNeil and Metzger.

The following resolution was offered by Council Member Wolfersberger, who moved its adoption, and the motion was seconded by Council Member Gates;

WHEREAS, the City of Marshall has previously determined that additional power supply capacity will be required in order to meet the future needs of its customers; and

WHEREAS, the Michigan Public Power Agency ("MPPA") was established pursuant to Act 448 of the Public Acts of 1976 (the Michigan Energy Employment Act) for the purpose of undertaking various projects authorized by the Act; and

WHEREAS, the existence of MPPA and membership in MPPA by the City of Marshall, and other municipalities will foster the continuation of joint planning and undertaking of projects, and the resulting economies and efficiencies to be realized thereby will serve the interests of the residents of the City of Marshall; and

WHEREAS, Member municipalities may elect to participate in only those MPPA projects from which they determine they will benefit; and

WHEREAS, the City of Marshall Electric Department has recommended and the Marshall City Council determines it to be in the best interest of the City of Marshall to become a member of MPPA for the purpose of undertaking and planning, financing, development, acquisition, construction, reconstruction, improvement, enlargement, betterment operation or maintenance of the projects authorized under and pursuant to Act 448;

NOW, THEREFORE, BE IT RESOLVED THAT:

1. The Marshall City Council hereby ratifies and confirms:
  - a. Staff is authorized to seek admission of the City of Marshall as a Member of MPPA.
  - b. The City of Marshall hereby elects to become a Member of MPPA.
  - c. The initial appointment of *Edward E. Rice* to be its representative on the MPPA's Board of Commissioners, and *Thomas Tarkiewicz* to be its alternate representative.
2. Upon the unanimous adoption of a resolution by MPPA approving membership, the City of Marshall will pay its share of the annual dues and other costs related to its admission to membership as required by the By-Laws of MPPA.
3. This resolution shall be effective immediately.

Yeas: Mayor Caron, Gates, Traver, Underhill, and Wolfersberger.

Nays: None.

Absent: McNeil and Metzger.

Abstain: None.

**RESOLUTION DECLARED ADOPTED.**

As City Clerk I place my seal and sign my name that this is a true and accurate copy of the action taken by the Marshall City Council on March 16, 2020.

---

Trisha Nelson, City Clerk  
CITY OF MARSHALL

**C. Pearl Street Electric Substation Easement:**

**Moved** Gates, supported Underhill, to approve the acquisition of the easement from Mr. Katz in the amount of \$25,000 and approve the signing of the easement by the City Clerk to acquire the rights to construct the new exits on private property. On a roll call vote – ayes: Wolfersberger, Mayor Caron, Gates, Traver, and Wolfersberger; nays: none. **MOTION CARRIED.**

**D. COVID 19 Community Mitigation Strategies:**

**Moved** Gates, supported Wolfersberger, In response to the Governor’s declaration of emergency, to support and consent to community mitigation actions taken by City management until further notice, including but not limited to: closing public access to City Hall, Public Services Building, Fire Station, Public Works Building, and all Utility Plants; postponing rental and use of City facilities, temporarily discontinuing non-essential services (i.e. Compost center, water meter and electric meter changeouts), temporarily establishing alternative practices (i.e. Selective transit restrictions, postponement of utility shutoffs), and to authorize any additional actions taken by City management consistent with Center for Disease Control and Prevention or the State of Michigan. On a voice vote – **MOTION CARRIED.**

**APPOINTMENTS/ELECTIONS**

None.

**PUBLIC COMMENT ON NON-AGENDA ITEMS**

Barry Wayne Adams of 622 W. Green feels there is a lot of hysteria and we are dealing with a common cold virus. Mr. Adams stated that democracy has stopped

and there is use of military authority.

**CLOSED SESSION**

**Moved** Traver, supported Wolfersberger, to convene in closed session under section 8(h) of the Open Meetings Act, to consider material exempt from disclosure by state statute, section 13(1)(g) of the Freedom of Information Act, being correspondence from its attorney dated February 26, 2020 and March 16, 2020, for the reason that the correspondence is exempt from disclosure under State law due to the attorney-client privilege. On a roll call vote – ayes: Gates, Traver, Underhill, Wolfersberger, and Mayor Caron; nays: none. **MOTION CARRIED.**

Enter into Closed Session at 7:55 p.m.

Return to Open Session at 8:40 p.m.

**ADJOURNMENT**

The meeting was adjourned at 8:40 p.m.

---

Joe Caron, Mayor

---

Trisha Nelson, City Clerk

INVOICE NUMBER	VENDOR NAME	DESCRIPTION	PO NUMBER	AMOUNT
20457	ALEXANDER CHEMICAL COR.	CHEMICALS FOR WATER TREATMENT PLANT - CH	2020.051	1,256.50
90400	ALL-TRONICS INC	SEMI - ANNUAL MONITORING SERVICE		120.00
90402	ALL-TRONICS INC	QUARTERLY FIRE ALARM MONITORING 4/01/20-		81.00
90401	ALL-TRONICS INC	QUARTERLY FIRE ALARM MONITORING - POWER		81.00
1PTV-9W4L-7971	AMAZON BUSINESS	ACCT # A1P4GM99HG1E02 - WADERS		385.77
1HTQ-JJFV-MXNY	AMAZON BUSINESS	ACCT - A1P4GM99HG1E02		50.05
4544764-00	ANIXTER POWER SOLUTION	ELECTRIC METERS		416.00
02250459627	AUTO VALUE MARSHALL	T12 - ROTATOR LIGHT - SNAP-IN BULB		66.44
02250460156	AUTO VALUE MARSHALL	PAINT/COPPER SILICONE		52.48
02250459846	AUTO VALUE MARSHALL	PANEL 60/SUPER 77/PLAST REPAIR GUN		152.86
02250459992	AUTO VALUE MARSHALL	OIL FILTER/AIR FILTER/TAILOPIPE/ELBOW		59.77
02250459933	AUTO VALUE MARSHALL	ETHANOL/OIL FILTER/FUEL FILTER/LUG NUT		23.12
02250460014	AUTO VALUE MARSHALL	SPRAY 9 CLEANER		9.98
02250459971	AUTO VALUE MARSHALL	DUSTER		8.59
02250460283	AUTO VALUE MARSHALL	18 GREEN/ETCH & FILL/GREEN TAPE		61.48
35602	AUTO-LAB	DART 8 - OIL CHANGE/WIPER BLADES		128.54
35577	AUTO-LAB	DART 15 - TIRES		506.00
1000193812	BALTIC NETWORKS USA	MIKROTIK INTERNATIONAL- RESIDENTIAL ROUT	2020.300	2,401.23
0309276-IN	BEAVER RESEARCH CO	DISINFECTANT		140.00
83539177	BOUND TREE MEDICAL LLC	GLOVES		74.00
25419	COBAN TECHNOLOGIES	SERVICE EDGE CPU MODULE/PARTS		795.00
29149	COBAN TECHNOLOGIES	BODY CAMERA/DVMS LICENSE		975.00
26629	COBAN TECHNOLOGIES	BODY CAMERA PKG/DVMS LICENSE		975.00
29443	COBAN TECHNOLOGIES	VIDEO CAMERA SYSTEM FOR VEHICLE - NEW M-	2020.280	8,116.00
101243	CRT, INC	COBAN SERVER FOR PD	2020.316	4,567.00
101228	CRT, INC	4 REPLACEMENT COMPUTERS	2020.239	3,765.00
101229	CRT, INC	4 REPLACEMENT COMPUTERS	2020.239	398.00
101119	CRT, INC	MONTHLY CLOUD STORAGE		1,286.25
101071	CRT, INC	SMARTNET ACCESS		363.00
101070	CRT, INC	SMARTNET ACCESS		367.00
101065	CRT, INC	LAPTOP FOR MARGUERITE	2020.260	2,044.00
100909	CRT, INC	ADAPTER DISPLAYPORT		24.00
1430300	CRYSTAL FLASH MARSHALL	ACCT - 051300000 - DIESEL		1,205.58
157481	D & D MAINTENANCE SUPP	JANITORIAL		771.15
157401	D & D MAINTENANCE SUPP	GLOVES		14.62
562998	DARLING ACE HARDWARE	ELECTRICAL		56.30
563269	DARLING ACE HARDWARE	KEY		4.78
563581	DARLING ACE HARDWARE	SECURITY BIT		6.59
563580	DARLING ACE HARDWARE	NUTS & BOLTS		2.08
563987	DARLING ACE HARDWARE	TUBE/WALL PLATE		16.23
564279	DARLING ACE HARDWARE	RESPIRATORS		113.94
564295	DARLING ACE HARDWARE	STRAIGHT VALVE/FIT DISCON		22.98
563993	DARLING ACE HARDWARE	6PC SCREWDRIVER SET - FOR 301		23.99
563927	DARLING ACE HARDWARE	DRILL BITS		8.18
564037	DARLING ACE HARDWARE	BATTERIES		8.59
563867	DARLING ACE HARDWARE	PAINT BRUSH/CAULK/SCRUB BRUSH		23.94
563528	DARLING ACE HARDWARE	COMM SNGL RECEP		4.99
564262	DARLING ACE HARDWARE	NUTS & BOLTS		3.00
563917	DARLING ACE HARDWARE	BULB		24.99
563836	DARLING ACE HARDWARE	PAINT		33.99
564290	DARLING ACE HARDWARE	KEY		4.78
564216	DARLING ACE HARDWARE	NUTS & BOLTS		1.09
564217	DARLING ACE HARDWARE	NUTS & BOLTS		1.09
564593	DARLING ACE HARDWARE	SHOWER PORTABLE/MENDER HOSE/CLAMP/VINYL		47.16
INV48768	DORNBOS SIGN INC	CONES		665.00
INV48803	DORNBOS SIGN INC	BREAK NUT/ TRUSS BOLT/ SPACERS		163.00
INV48802	DORNBOS SIGN INC	15 MIN PARKING SIGNS		201.00
15736	DRIESENKA & ASSOCIATES	KETCHUM PARK PAVILION-TESTING AND INSPEC	2020.101	869.50
3293810	EDWARDS INDUSTRIAL SAL	OIL SUCTION GUN		15.82
19-47938	ELECTION SOURCE	ICP/ICX ANNUAL MAINTENANCE		708.00
929693	ENVIRONMENTAL RESOURCE LAB	QUALITY SUPPLIES		626.45
1201831	FIRST ADVANTAGE RESIDE	RESIDENTIAL SCREENING		55.00
16168	FUG	EMBROIDERY		15.00
115711163	GLOBAL EQUIPMENT COMP	GLOVES		198.98
1878935	GRIFFIN PEST SOLUTIONS	PEST CONTROL - FIRE STATION		44.00
1867481/1876998	GRIFFIN PEST SOLUTIONS	PEST CONTROL		102.00
9180052190	HD SUPPLY FACILITIES M	TOILET SEATS		55.03
84635	HERMANS MARSHALL HARDW	SHOWER ROD/CURTAIN/HOOKS - DE-CON ROOM		25.05
26169	HUNTER PRELL COMPANY	ANNUAL MAINTENANCE SERVICE CONTRACT FOR	2020.307	2,597.00
M28799	IMPACT SOLUTIONS	WALL SIGN - MARGUERITE DAVENPORT		23.75
2282020	ISAAC & SONS	APT 220		85.00
15989	J AND K PLUMBING SUPPL	CONNECTOR		12.20
15781	J AND K PLUMBING SUPPL	HANDSHOWER MOUNT		25.96
6174932	J.C. EHRlich	CUST # 14354013 - PEST CONTROL		224.67
6080374	J.C. EHRlich	CUST # 14354013 - PEST CONTROL		73.00
330	JW2 FIRE CONSULTANTS	AFG 2019- TURNOUT GEAR		1,142.85
66817	KEBS INC	EAGLE & JEFFERSON STREET IMPROVEMENTS	SU2020.303	5,200.00
IN129671	4/6/20 CC Packet	PACKET'S POLICE SUPPL	AMMUNITION	16 2,597.56
36071	LAKELAND ASPHALT CORP	BITUMINOUS AGGREGATES		177.66



INVOICE NUMBER	VENDOR NAME	DESCRIPTION	PO NUMBER	AMOUNT
36074	LAKELAND ASPHALT CORPO	BITUMINOUS AGGREGATES		181.42
36064	LAKELAND ASPHALT CORPO	BITUMINOUS AGGREGATES		202.10
01054945	LEGG LUMBER	LUMBER/PLYWOOD/RECIP. BLADES		92.96
9042	MARSHALL WELDING & FAB	REPAIR FAN MOUNT BRACKET		15.00
S4661602.001	MEDLER ELECTRIC COMPAN	CONDUIT		198.55
84448	MERIT NETWORK INC.	ADDITIONAL BANDWIDTH FEES 2000 MBPS TO 2020.302		2,646.00
29779912	MSC INDUSTRIAL SUPPLY	RUBBER BANDS		63.00
2641	NORTHVILLE CHARTER TOW	POLICE TRAINING		400.00
4788-243420	O'REILLY FIRST CALL	FUEL/WTR SEPARATOR		16.99
392020	OAKLAWN HOSPITAL - FIN.	DOT URINE DRUG SCREEN/ALCOHOL TEST		94.00
1596077	OFFICE 360	PAER/TAPE/GLOVES		44.19
1600680	OFFICE 360	DISPENSER/LABELS/REFILL/SANITIZER		14.07
56451394	POWER LINE SUPPLY	PLIERS		144.00
56451395	POWER LINE SUPPLY	HANDLINE CARRIER HOOK		7.50
56451392	POWER LINE SUPPLY	HARNES		402.00
56451842	POWER LINE SUPPLY	BOLTS, CONNECTORS, ANCHOR ROD		604.87
56451791	POWER LINE SUPPLY	LED ROADWAY FIXTURES- OUR STOCK# E290	2020.271	2,226.00
56451263	POWER LINE SUPPLY	CLIMBING BELT - SCHIPPER		542.59
56453635	POWER LINE SUPPLY	TANGENT BRACKET		398.75
56453626	POWER LINE SUPPLY	GUY STRAIN		332.29
56453550	POWER LINE SUPPLY	LANYARD		88.00
300343	PRINTLINK	BUS CONDUCT REPORT		81.00
300376	PRINTLINK	FIBERNET INSERT		186.20
945720	PURITY CYLINDER GASES	TORCH GAS		85.43
064812	SCOTT-MERRIMAN, INC	PARKING CITATIONS		1,188.00
9821	SIGNWORLD CONCEPTS	BUS LETTERING		825.00
1635369	STANTEC CONSULTING MIC	WATER METER AMI RFP	2020.183	167.00
1635366	STANTEC CONSULTING MIC	PERRIN DAM WATERMAIN DESIGN/CONSTRUCTION	2019.126	14,928.73
1635371	STANTEC CONSULTING MIC	ELECTRIC METER AMI RFP	2020.306	584.50
3132020	THOMAS NEIDLINGER MD	DOT PHYSICAL - ERIC DUDA		75.00
MAR21940	TIRE CITY TIRE PROS	M2 - TIRES		931.92
5179792	TOSHIBA AMERICA BUSINE	MRLEC COPIER		79.10
134127	TRI AIR TESTING INC	BREATHING AIR COMPRESSOR TESTING		195.01
154 0085701	UNIFIRST CORPORATION	WATER UNIFORMS		34.82
154 0085702	UNIFIRST CORPORATION	MARSHALL HOUSE UNIFORMS		33.88
154 0085697	UNIFIRST CORPORATION	WASTE WATER UNIFORMS		25.79
154 0086277	UNIFIRST CORPORATION	POWER HOUSE UNIFORMS		54.13
154 0086279	UNIFIRST CORPORATION	MARSHALL HOUSE UNIFORMS		33.88
154 0086278	UNIFIRST CORPORATION	WATER UNIFORMS		34.82
154 0086274	UNIFIRST CORPORATION	WASTE WATER UNIFORMS		25.79
154 0085699	UNIFIRST CORPORATION	ELECTRIC UNIFORMS		253.19
154 0085700	UNIFIRST CORPORATION	POWER HOUSE UNIFORMS		377.04
154 0085698	UNIFIRST CORPORATION	DPW GARAGE UNIFORMS		59.65
154 0086275	UNIFIRST CORPORATION	DPW GARAGE UNIFORMS		62.15
154 0086276	UNIFIRST CORPORATION	ELECTRIC UNIFORMS		182.99
14759980	UPRIGHT, CINDY	3 LOADS SAND/1 LOAD TOPSOIL		930.00
530359848	UTILITIES INSTRUMENTAT	REWIRE OF HYDRO #3 JOB# MARS17.7.263	2020.311	3,757.46
5080	WHARRY ENGINEERING	OBSERVATION OF 111-115 W MICHIGAN		975.00
GRAND TOTAL:				82,935.34

Check Date	Bank	Check #	Vendor Code	Vendor Name	Invoice Total	Credit Total	Total Amount	# Invoices
03/13/2020	MAIN	00000124175	501638	XEROX FINANCIAL SERVICES			1,382.18	1
03/13/2020	MAIN	00000124174	500750	WOW! INTERNET-CABLE-PHONE			1,363.05	1
03/13/2020	MAIN	00000124173	400872	WOW! BUSINESS			154.25	2
03/13/2020	MAIN	00000124172	500683	WEX BANK			8,843.94	1
03/13/2020	MAIN	00000124171	217862	VERIZON WIRELESS			997.23	1
03/13/2020	MAIN	00000124170	502066	TOP TO BOTTOM TREE SERVICE LLC			4,240.00	1
03/13/2020	MAIN	00000124169	501888	TAX EXEMPT LEASING CORP			102,424.30	1
03/13/2020	MAIN	00000124168	8291	STAPLES BUSINESS CREDIT			397.82	1
03/13/2020	MAIN	00000124167	300149	QUADIENT LEASING USA, INC.			584.52	1
03/13/2020	MAIN	00000124166	400232	QUADIENT FINANCE USA, INC			3,000.00	1
03/13/2020	MAIN	00000124165	7683	MILLER CANFIELD PADDOCK & STONE PLC			1,977.70	1
03/13/2020	MAIN	00000124164	8212	MICHIGAN DEPT OF TREASURY			605.65	1
03/13/2020	MAIN	00000124163	8212	MICHIGAN DEPT OF TREASURY			937.48	1
03/13/2020	MAIN	00000124162	7574	MARSHALL PUBLIC SCHOOLS			2,334.25	1
03/13/2020	MAIN	00000124161	7574	MARSHALL PUBLIC SCHOOLS			220.63	1
03/13/2020	MAIN	00000124160	7574	MARSHALL PUBLIC SCHOOLS			220.63	1
03/13/2020	MAIN	00000124159	8065	MARSHALL DISTRICT LIBRARY			66.66	1
03/13/2020	MAIN	00000124158	8065	MARSHALL DISTRICT LIBRARY			91.48	1
03/13/2020	MAIN	00000124157	7558	MARSHALL COMMUNITY CU			997.12	1
03/13/2020	MAIN	00000124156	400752	MARSHALL AREA FIRE FIGHTERS AMBULAN			38.38	1
03/13/2020	MAIN	00000124155	UBRFD	LYON LK UNITED METHODIST CH			12.17	1
03/13/2020	MAIN	00000124154	400773	LOWE'S BUSINESS ACCT/SYNCB			145.35	1
03/13/2020	MAIN	00000124153	400109	LEXISNEXIS RISK DATA MNGMNT			100.00	1
03/13/2020	MAIN	00000124152	UBRFD	KOYL PROPERTY MANAGEMENT LLC			69.32	1
03/13/2020	MAIN	00000124151	7507	KELLOGG COMMUNITY COLLEGE			72.17	1
03/13/2020	MAIN	00000124150	7507	KELLOGG COMMUNITY COLLEGE			99.06	1
03/13/2020	MAIN	00000124149	7507	KELLOGG COMMUNITY COLLEGE			99.06	1
03/13/2020	MAIN	00000124148	502025	KALLEWARD GROUP			65,167.00	1
03/13/2020	MAIN	00000124147	UBRFD	IVANY, ALAN			18.23	1
03/13/2020	MAIN	00000124146	3495	GROENEVELD, ANDREW			17.70	1
03/13/2020	MAIN	00000124145	501064	FULLER, MIKE			30.00	1
03/13/2020	MAIN	00000124144	UBRFD	FIVE BROTHERS DEFAULT MANAGEMENT			6.74	1
03/13/2020	MAIN	00000124143	2823	FISHER, CHARLIE			30.00	1
03/13/2020	MAIN	00000124142	7951	CONSUMERS ENERGY			2,681.67	2
03/13/2020	MAIN	00000124141	7595	CITY OF MARSHALL			40.90	1
03/13/2020	MAIN	00000124140	7218	CHEMICAL BANK SOUTH			1,800.00	1
03/13/2020	MAIN	00000124139	2179082	CHAMBERLAIN, ALEXIS			19.30	1
03/13/2020	MAIN	00000124138	501591	CARRIS, STEVE			700.00	1
03/13/2020	MAIN	00000124137	500535	CAPITAL ONE COMMERCIAL			144.21	1
03/13/2020	MAIN	00000124136	7178	CALHOUN INTERMEDIATE SCHOOL DIST			125.04	1
03/13/2020	MAIN	00000124135	7178	CALHOUN INTERMEDIATE SCHOOL DIST			6.84	1
03/13/2020	4/6/2020 CC Packet	00000124134	7178	CALHOUN INTERMEDIATE SCHOOL DIST			6.97	18
03/13/2020	MAIN	00000124133	7177	CALHOUN COUNTY TREASURER			1,664.41	1

User: TPALODICHUK  
DB: Marshall

BANK CODE: MAIN CHECK DATE: 03/13/2020 INVOICE PAY DATE FROM 03/13/2020 TO 03/13/2020

Check Date	Bank	Check #	Vendor Code	Vendor Name	Invoice Total	Credit Total	Total Amount	# Invoices
03/13/2020	MAIN	00000124131	7177	CALHOUN COUNTY TREASURER			294.84	1
03/13/2020	MAIN	00000124130	9561	CALHOUN COUNTY LAND BANK			1,030.39	1
03/13/2020	MAIN	00000124129	9561	CALHOUN COUNTY LAND BANK			2,719.07	1
03/13/2020	MAIN	00000124128	UBRFD	BETTS, LOGAN			23.62	1
03/13/2020	MAIN	00000124127	500580	AUTO-LAB			590.54	1
03/13/2020	MAIN	00000124126	300182	APWA MEMBERSHIP			400.00	1

Num Checks: 50      Num Stubs: 0      Num Invoices: 52      Total Amount: 209,106.42

INVOICE NUMBER	VENDOR NAME	DESCRIPTION	PO NUMBER	AMOUNT
0133175	AMERICAN LEGAL PUBLISH	CODE OF ORDINANCES/INTERNET HOSTING RENE'		495.00
269789901103-0320	AT&T MOBILITY	ACCT 26978990115991		162.92
269781981503-0320	AT&T MOBILITY	ACCT26978198152670		8,465.78
269781907003-0320	AT&T MOBILITY	ACCT 26978190705731		140.12
269781444703-3020	AT&T MOBILITY	ACCT 26978144477494		567.14
3182020	BROWN, SEAN	BOOT ALLOWANCE REIMBURSEMENT		178.07
3172020	CHEMICAL BANK SOUTH	HSA ACCT #2551012285 - CHERYL VOSBURG		2,700.00
2020-00000050	CITY OF BATTLE CREEK	TRUNKLINE SIGNAL MAINTENANCE		304.31
2292020	CITY OF COLDWATER	HELP DESK		1,231.95
202697020060	CONSUMERS ENERGY	ACCT 100009163203		383.26
204298899035	CONSUMERS ENERGY	ACCT 100007594680		202.26
203231002835	CONSUMERS ENERGY	ACCT 100067101772		75.95
205900743404	CONSUMERS ENERGY	ACCT 103009157670		47.47
202430063926	CONSUMERS ENERGY	ACCT 100009163971		1,103.62
202430063925	CONSUMERS ENERGY	ACCT 100009163435		586.17
203942921332	CONSUMERS ENERGY	ACCT 100072243312		327.98
201362188349	CONSUMERS ENERGY	ACCT 100000335602		2,762.76
910803	DUNIGAN BROS. INC.	WATER MAIN RELOCATION AT PERRIN DAM	2020.132	49,781.00
3182020	EQUITY TRUST COMPANY	EASEMENT AGREEMENT 2020 HUGHES ST PROPER		1.00
504	FREIN, CALEB	REFUND - ADULT BASKETBALL 3 ON 3		100.00
201936.10-2200291	LAWSON-FISHER ASSOCIAT	ENGINEERING FOR THE HYDRO ELECTRIC DAM R	2020.169	26,190.00
15044	LEWEY'S SHOE REPAIR	BOOT ALLOWANCE - MATT POTTER		219.95
3192020	M & R KATZ INVESTMENTS	UTILITY EASEMENT ON INDUSTRIAL ROAD	2020.310	25,000.00
1204	MAEDA	MARSHALL BUCKS		600.00
3182020	MARANA GROUP	POSTAGE - ACCT #M323		500.00
3102020JL	MARSHALL COMMUNITY CU	CITY CREDIT CARD - 3280 - JOSHUA LANKERD		194.85
3102020EZ	MARSHALL COMMUNITY CU	CITY CREDIT CARD - 2217 - ERIC ZUZGA		210.00
3102020CR	MARSHALL COMMUNITY CU	CITY CREDIT CARD - 4860 - CHRISTY RAMEY		786.48
3102020JM	MARSHALL COMMUNITY CU	CITY CREDIT CARD - 9156 - JUSTIN MILLER		195.69
3102020TT	MARSHALL COMMUNITY CU	CITY CREDIT CARD - 7681 - TOM TARKIEWICZ		1,157.69
2020018588	METRO WIRELESS	BUSINESS DATA SERVICES - 10 GBPS INTERNE	2020.067	4,890.22
R8076	MICHIGAN RURAL WATER A	BASIC MATH - ERIC WEBERLING		165.00
R8074-5	MICHIGAN RURAL WATER A	WATER REVIEW S3 & S4		620.00
0093305	ROWE PROFESSIONAL SERV CE	SERVICES MONROE STREET BRIDGE	2019.295	11,397.72
3192020	STATE OF MICHIGAN EGLE	NPDES PERMIT REISSUANCE FEE		750.00
189918	TELNET WORLDWIDE	ACCT 8948		1,961.64
6	TOP TO BOTTOM TREE SER	ELECTRIC LINE CLEARANCE (3-PERSON \$106/2020.	273	4,240.00
3052020	WINDSTREAM, FORMERLY E	ACCT 7018274		70.31
GRAND TOTAL:				148,766.31

INVOICE NUMBER	VENDOR NAME	DESCRIPTION	PO NUMBER	AMOUNT
2142020	AMBROSE, KRIS	MEAL REIMBURSEMENT - POLICE TRAINING		17.70
03/24/2020	ANDY LAWRENCE	UB refund for account: 528		50.00
03142020	AT&T MOBILITY	ACCT 287290494544		42.37
3272020	BARTLETT, JON	REFUND FOR ACCIDENTAL PERSONAL CC USE -		155.00
911GOVAGENCY2020-5	CALHOUN COUNTY CONS DI	CONSOLIDATED DISPATCH PAYMENT (4TH QTR 2 2020.037		40,118.19
205900747336	CONSUMERS ENERGY	ACCT 103013521119		14.00
201985109204	CONSUMERS ENERGY	ACCT 103018520884		933.49
206256630662	CONSUMERS ENERGY	ACCT 100009163708		242.36
032420COM	CRT, INC	100 T-BRICKS	2020.315	11,000.00
03/24/2020	DEBRA COSGROVE	UB refund for account: 1933		50.00
03/24/2020	ECHO LEVINE	UB refund for account: 1659		50.00
4447504/3565240	HOME DEPOT CREDIT SERV	ACCT 6035322538837836		483.65
4418	KALLEWARD GROUP	KETCHUM PARK PAVILION CONSTRUCTION	2020.077	18,614.00
03/27/2020	KEMPF, CRAIG	UB refund for account: 1300540003		160.86
03/24/2020	KYLE MESSMAN	UB refund for account: 1342		34.52
15308	LEWEY'S SHOE REPAIR	BOOT ALLOWANCE - MATT POTTER		80.00
3102020ER	MARSHALL COMMUNITY CU	CITY CREDIT CARD - 4868 - EDWARD RICE		43.87
2142020	POTTER, MATTHEW	MEAL REIMBURSEMENT - POLICE TRAINING		15.00
03/24/2020	SHERYL MILLER	UB refund for account: 993		50.00
7	TOP TO BOTTOM TREE SER	ELECTRIC LINE CLEARANCE (3-PERSON \$106/2020.273		4,240.00
2142020	VANDEBOSS, BRANDON	MEAL REIMBURSEMENT - POLICE TRAINING		17.48
GRAND TOTAL:				76,412.49



**ADMINISTRATIVE REPORT**  
**April 6, 2020 - CITY COUNCIL MEETING**

**REPORT TO:** Honorable Mayor and City Council

**FROM:** Tom Tarkiewicz, City Manager  
Marguerite Davenport, Director of Public Services

**SUBJECT:** MDOT Bridge Program Application – S. Marshall Ave Bridge over Rice Creek

**BACKGROUND:** The City has contracted with ROWE Professional Engineering Services to submit a funding application to MDOT's Local Bridge Program. The proposed project is replacement of the South Marshall Avenue Bridge over Rice Creek. This bridge needed emergency repairs to the structure and railing in the summer of 2019 and requires permanent replacement to remain operational. ROWE designed a portion of the temporary repairs in 2019 which allowed them to be well positioned to complete the Bridge Program funding application.

ROWE has completed a replacement estimate totaling \$1,709,000. The city would be responsible for 5% (\$86,000) of construction costs and 100% of design and construction engineering fees, which are estimated at \$310,000. The total contribution from the city would be \$396,000. This Bridge Program application is for funding in 2023.

**RECOMMENDATION:** It is recommended the City Council approve the attached resolution authorizing the application to the Local Bridge Program for the South Marshall Avenue Bridge over Rice Creek.

**FISCAL EFFECTS:** Funding for the City's portion of the project would need to be added to the Major Street Capital Improvement Plan for the 2022-2023 fiscal year during the next CIP planning period.

**CITY GOAL CLASSIFICATION:** Goal Area Three – Infrastructure and City Services

Respectfully submitted,

Tom Tarkiewicz  
City Manager

Marguerite Davenport  
Director of Public Services

323 W. Michigan Ave.

Marshall, MI 49068

p 269.781.5183

f 269.781.3835

cityofmarshall.com

**CITY OF MARSHALL, MICHIGAN  
RESOLUTION #2020-**

**RESOLUTION FOR MICHIGAN DEPARTMENT OF TRANSPORTATION LOCAL  
BRIDGE PROGRAM GRANT FOR S. MARSHALL AVENUE BRIDGE  
REPLACEMENT**

**WHERE AS**, the City of Marshall is preparing a Local Bridge Program Grant for replacement of the S. Marshall Avenue Bridge over Rice Creek, and

**WHERE AS**, the City of Marshall may be eligible for a maximum of up to 95 percent participation from Federal and/or State sources, and

**WHERE AS**, the condition of the bridge listed below has deteriorated to such an extent that replacement is necessary and

**WHERE AS**, the budget of the City of Marshall will not allow replacement of this bridge without additional funds from other sources.

**THEREFORE, BE IT NOW RESOLVED** that the City of Marshall request local bridge program funds for replacement of the S. Marshall Avenue Bridge over the Rice Creek for the year 2023.

Dated: April 6, 2020

**IN TESTIMONY WHEREOF**, I have hereunto set my hand affixed seal of said City of Marshall, this the 6<sup>th</sup> day of April A.D., 2020.

ATTEST:

Trisha Nelson  
Clerk

Dated:

Drafted by:

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

Subscribed and sworn to before me on the above date:

\_\_\_\_\_  
Notary Public, \_\_\_\_\_, Michigan  
My Commission Expires: \_\_\_\_\_



**ADMINISTRATIVE REPORT**  
**April 6, 2020 - CITY COUNCIL MEETING**

**TO:** Honorable Mayor and City Council Members

**FROM:** Paul LaRose, MDOT Liaison  
Jon Bartlett, Finance Director  
Tom Tarkiewicz, City Manager

**SUBJECT:** Dial-A-Ride Transit Application for State and Federal  
Financial Assistance for 2020-2021 Fiscal Year

**BACKGROUND:** As required by Michigan Public Act 51, Marshall Dial-A-Ride Transit (DART) must submit an annual application to the State of Michigan for financial assistance for transit operations and adopt a Resolution of Intent signifying the City of Marshall's desire to participate in the Comprehensive Transportation Fund (CTF).

The application submitted to the State of Michigan includes the following information:

- Proposed revenues and expenditures for fiscal year 2020-2021, covering the period of October 1, 2020–September 30, 2021.
- Coordination Plan. This report lists other transit providers in the area and describes the efforts for coordinating transit services.
- Federal & State Certifications. Various certifications required as a condition of receiving Federal and State funding.
- Local Bus Capital Assistance. Includes an inventory of DART's current fleet and documentation of ADA accessibility. Marshall DART is requesting capital assistance funds in the 2021 application.
- Operational Data. This refers to projected ridership figures, as well as vehicle miles and hours of service.

For the 2021 State of Michigan fiscal year, Marshall Dial-A-Ride Transit has proposed a preliminary budget with funding sources of \$78,134 (18%) estimated Federal Section 5311 grant funds, \$159,705 (36.7916%) estimated State funds, \$227,700 estimated local funds (millage, local community stabilization share tax, fund balance to offset budget shortfall, and charitable donations), \$48,000 estimated fare revenues, \$5,500 estimated other funds (*RTAP training funding \$2,000, and Advertising \$3,500*), and with total estimated eligible expenses of \$434,080 and estimated ineligible expenses of \$109,440 (*\$47,400 for depreciation, \$140 Association Dues, \$28,900 DB Pensions, \$30,000 DC Other Post-Employment Benefits, \$2,000 RTAP, and \$1,000 Advertising Revenue*) for 2021.

323 W. Michigan Ave.

Marshall, MI 49068

p 269.781.5183

f 269.781.3835

cityofmarshall.com



**RECOMMENDATION:** It is recommended that City Council adopt the attached Resolution of Intent to authorize the City of Marshall to seek financial assistance from the State of Michigan for its public transportation service, DART and AMC.

**FISCAL EFFECTS:** None at this time. This action pertains to just the submittal phase of the application process for Federal and State operating assistance in the amount of \$ 237,839, but it is not the final contract for these funds.

**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.

**GOAL AREA 4. INFRASTRUCTURE**

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

**ALTERNATIVES:** As suggested by Council.

Respectfully Submitted,



Tom Tarkiewicz  
City Manager



Jon Bartlett  
Finance Director



Paul LaRose  
MDOT Liaison

### FY 2021 RESOLUTION OF INTENT

*The approved resolution of intent to apply for state formula operating assistance for fiscal year 2021 under Act 51 of the Public Acts of 1951, as amended.*

WHEREAS, pursuant to Act 51 of the Public Acts of 1951, as amended (Act 51), it is necessary for the  (hereby known as THE APPLICANT) established under Act  to provide a local transportation program for the state fiscal year of 2021 and, therefore, apply for state financial assistance under provisions of Act 51; and

WHEREAS, it is necessary for the governing body, to name an official representative for all public transportation matters, who is authorized to provide such information as deemed necessary by the State Transportation Commission or department for its administration of Act 51; and

WHEREAS, it is necessary to certify that no changes in eligibility documentation have occurred during the past state fiscal year; and

WHEREAS, the performance indicators have been reviewed and approved by the governing body.

WHEREAS, THE APPLICATION , has reviewed and approved the proposed balance (surplus) budget, and funding sources of estimated federal funds \$  estimated state funds \$  estimated local funds \$  with total estimated expenses of \$

(Note: Local funds include fare box and any other local revenue)

NOW THEREFORE, be it resolved that THE APPLICANT hereby makes its intentions known to provide public transportation services and to apply for state financial assistance with this annual plan, in accordance with Act 51; and

HEREBY, appoints  as the Transportation Coordinator, for all public transportation matters, who is authorized to provide such information as deemed necessary by the State Transportation Commission or department for its administration of Act 51 for 2021

I,  (Name)

(Secretary/Clerk) of THE Applicant , having custody of the records and proceedings of THE APPLICANT, does hereby certify that I have compared this resolution adopted by THE APPLICANT at the meeting of

20  with the original minutes now on file and of record in the office and that this resolution is true and correct.

IN TESTIMONY WHEREOF, I have hereunto set my hand and affixed seal of said , this  day of  A.D 20

SIGNATURE



**ADMINISTRATIVE REPORT**  
**April 6, 2020 – CITY COUNCIL MEETING**

**TO:** Honorable Mayor and City Council  
**FROM:** Tom Tarkiewicz, City Manager  
**SUBJECT:** Governor’s State of Michigan Declaration of Emergency – COVID 19 Community Mitigation Strategies

**BACKGROUND:** At the March 16<sup>th</sup> Council meeting, the following motion was adopted:

*In response to the Governor’s declaration of emergency, to support and consent to community mitigation actions taken by City management until further notice, including but not limited to: closing public access to City Hall, Public Services Building, Fire Station, Public Works Building, and all Utility Plants; postponing rental and use of City facilities, temporarily discontinuing non-essential services (i.e. Compost center, water meter and electric meter changeouts), temporarily establishing alternative practices (i.e. Selective transit restrictions, postponement of utility shutoffs), and to authorize any additional actions taken by City management consistent with Center for Disease Control and Prevention or the State of Michigan.*

Governor Whitmer has issued several Executive Orders including the Stay Home Stay Safe EO 2020-21. City Staff has met by conference calling on several occasions to determine the best practices to protect our residents while City Staff continues to provide essential services.

City Staff implemented the following precautionary and temporary measures to continue essential services:

- No public access to City buildings.
- DART transit will limit transportation service for only healthcare appointments, employment, and grocery shopping.
- Postpone utility shutoffs.
- Discontinue non-essential services.
- Use of alternative methods for utility bill payments.
- All Recreation Department activities are canceled through April 12<sup>th</sup>.
- City Fire Station will be closed to the public.
- City Boards, Commissions, and Committees are encouraged to not meet unless an action item is required.
- Marshall House public areas (i.e. community room, library & hair salon) will be closed.
- Marshall House community meal site will be “to go meals” only.

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

- Posting of drive through restaurant & pharmacy pick up lanes in the downtown.
- Only Essential Employees are to report to work.

The above measures are reasonable, precautionary and intended to be temporary.

It is unknown what actions will be taken by the Governor to mitigate the spread of COVID 19. The Council is requested to adopt the following changes and additions to their March 16<sup>th</sup> actions:

- The March 16, 2020 motion be extended to April 13, 2020
- If the Governor lifts the Stay Home Stay Safe Executive Order
  - Code Enforcement will resume services on the week of the 13<sup>th</sup>. They will be asked to catch up on office work first, and then if needed, go into the field for inspections. They will be advised to attempt to have minimal public contact. They will be segregated from the MRLEC and Fire stations for the time being.
  - Electric Distribution (10 employees)
    - Two groups of 5 employees.
    - Each group to work one week on and one week off (no loss of pay.)
    - Work hours will be 7:00 – 3:30.
    - Normal on-call duty. One employee for afterhours on a 24x7 basis.
    - Each group of 5 to maintain “Social Distancing” in the crew room.
    - Each group to disinfect the crew room daily and at the end of their week for the next week group.
    - Two-line workers will be assigned a bucket truck (4 trucks) for the duration of the emergency. No sharing!
    - Each 5-person group will be assigned a digger truck.
    - Staffing for each 5-person group will be determined by personal high exposure (hospital/care givers of significant others).
    - The off group may be called to respond to support the on group for emergency electric line restoration (storms, system failures, customer commitments).
  - Department of Public Works
    - Crew: The crew will be split into (2) 3-man teams working (3) 12-hour shifts.
      - One crew Monday – Wednesday.
      - One crew Thursday – Saturday.
      - Each crew will utilize different break areas

- Daily cleaning to be completed for any overlap areas (bathroom, kitchen, computers, etc.)
- Brush pickup starting April 14<sup>th</sup> will utilize electric department's chipper for second crew.
- Maintenance: Tech will work (5) 8-hour shifts and avoid crew members.
  - Proper cleaning of vehicles pre and post maintenance will be required. Those dropping off vehicles are required to clean them and the maintenance tech will clean them when the job is complete.
- Superintendent: Normal (5) day schedule. Avoid close contact with all team members.
- Post written work plans
- Meet outside and maintain 10' distance for daily crew huddle.
- Seasonal Employees
  - Start date is April 13, 2020
  - Crews will be established and separation maintained.
    - (2) cemetery crew
    - (1) parks crew
    - (1) DDA crew
  - The start date may be delayed 1 week if the situation warrants.
- Compost Center: Center will open on April 14, 2020.
  - Punch cards have been discontinued for 2020.
  - Attendant will maintain 6' distance from all customers and review materials for compliance.
- Parks
  - Parks are currently open
  - The playground equipment has been cordoned off to prevent use since they are not sterilized
  - Playground areas will remain closed until the Stay Home, Stay Safe order is rescinded.
  - Park bathrooms are typically not opened until late April. The cleaning schedules will be established based on state and county recommendations at that time.
- Ketchum park pavilion construction schedule is TBD
- Storm and Sanitary Sewers
- Construction Projects
  - No mission critical projects currently underway

- Maintenance
    - Sanitary sewer root control scheduled for May
- Marshall House:
  - Staff will return to the office and will work with the office doors closed and locked. Requests will need to come in by phone or email until such time as deemed by administration to be safe to open to the public. Maintenance activities will be for general cleaning or emergency needs.
- Recreation
  - Staff will return and work in the PSB that has limited to no access to public. Staff is in the process of changing dates on certain programs to allow them to be run at a later time. Minimize contact with other departments in PSB.
- Building Inspection
  - Upon our initial return, only essential inspections will be completed in person. Video or photos of construction will be considered on a case by case basis. Where a physical inspection is completed, area cleared of workers and a 6' distance between people will be expected to be maintained. We hope to continue the push for permit requests and payment online. Adding a drop box for payments/permit applications in lobby is a possibility. No access to administrative staff at this time.
- Wastewater Department
  - Plant Operators: The crew will be split into (2) teams working (4) 10-hour days.
    - One crew Sunday– Tuesday.
    - One crew Thursday – Saturday.
    - Crews will alternate Wednesdays to further limit interactions.
    - Each crew will utilize different break rooms.
    - Daily cleaning to be completed for any overlap areas (bathroom, computers, etc.)
  - The lab will accept third-party samples for testing
  - Written sample procedure attached.
  - Current third-party customers
    - Olivet
    - Tekonsha
    - Union City
    - Charlotte

- Katz Well Drilling
    - Superintendent: Normal shift, remains in plant office. Avoids contact with plant operators.
    - Post written work schedules.
    - Meet outside and maintain 10' distance for daily crew huddle.
    - Construction Projects
      - No mission critical projects currently underway
    - System Maintenance
      - Nothing out of normal up coming
  - Water Department
    - Plant Operator: Normal shift, remains at plant.
    - Distribution Crew: Normal shift
      - Utilize separate vehicles
      - Do not return to plant for breaks/lunch. Breaks/lunch will need to be taken in their vehicles.
      - Utilize city hall public bathrooms (currently closed to public with access only via keypad).
    - Superintendent: Normal shift, remains in city hall conference room. Avoids contact with plant operator and distribution crew.
    - Post written work plans
    - Meet outside and maintain 10' distance for daily crew huddle.
    - Construction Projects:
      - No mission critical projects currently underway
    - AMI project will be delayed.
    - Perrin Damn WM grouting will be delayed
    - System Maintenance
      - Hydrant flushing scheduled for mid-April to mid-May.
- Although Police and Fire Departments have maintained 24/7 coverage, they have been operating at a restricted level of service. As the data coming from the CDC appears to be leaning towards, they are not predicting a peak of the virus until May, the Police and Fire plan to maintain their restrictions until the CDC advises the worst is past.
- Dial A Ride – Will operate 7-2 and AMC run 8-2:30. We have CNA's that use us to go to work, picking up at 7:15 3 days a week, so we need to start earlier for DART, plus this will allow only 1 driver at a time in the office. AMC has a CNA that travels to Albion at 8:45 and returns on our 1:40-2:00 pick up in Albion and that has

been our last run in Albion since we've modified our reasons for transport. All others are in between those time frames. This will allow us to run just 2 drivers a day so that there are still days off for the other 2, and we will rotate.

- Finance - Annette will be in the office on Mondays and Wednesdays – Drop box, sorting mail, taking mailed utility payments. Tammy will be in the office on Tuesdays and Fridays – Drop box, sorting mail, taking mailed utility payments, accounts payable. Melinda will be in the office on Thursdays and possibly Friday mornings – Drop box, sorting mail, utility billing. Cindy will be in the office on Wednesdays on non-payroll weeks and Tuesday, Wednesday & Thursday the following week – Drop box, sorting mail, payroll, wires/ACHs. Christy will be checking her email daily and can place orders daily. The only problem is having someone to take the delivery. Jon and Will working from home and available to help every day. Back up for any of the above if they call in sick.
- Powerhouse (4 employees)
  - Continue to work existing schedules.
  - Two groups of 2 employees.
  - Each group to work one week on and one week off (no loss of pay.)
  - Each group to disinfect the control room on a daily basis and at the end of their week for the next week group.
  - Work hours will be 7:00 – 3:00 hrs.
  - Normal on-call duty. One employee for after hours on a 24x7 basis.
  - During regular work week customers calls will be answered for Electric, Streets, Water and Waste Water and dispatched to appropriate personnel.
- Metering (3 employees)
  - Normal 40-hour work weeks.
  - All electric and water meters to be read.
  - Turn On/Off requests will be facilitated.
  - New meter installations will be facilitated.
  - High bill complaints will be facilitated.
  - The Meter Reader and Meter Serviceman will only occupy the meter room.
  - The Meter Tester/Serviceman will use his city assigned vehicle as his office.
  - The Meter room will be disinfected on a daily basis.
  - The Meter Serviceman and Meter Tester/Serviceman positions will be separated with no personal contact.
  - The Meter Serviceman will only communicate with the Meter Tester by via phone/email/radio.



- Fibernet (4 employees)
  - Normal 40-hour work week.
  - Office employees will be encouraged to remain in their offices.
  - Offices to be regularly disinfected.
  - Employees to adhere to “Social Distancing” requirements.
  - Employees to communicate via phone/email.
  - FiberNet Technician to perform normal customer work (but being aware of customer site conditions).
  
- Airport
  - Airport staff have continued working through the City shutdown as they work solo and have no contact with the public at this time. They are preparing for an upcoming MDOT Aeronautics inspection and have items that need to be completed to remain in compliance. They will continue to work this way for the foreseeable future.

**RECOMMENDATION:** It is recommended that the City Council extend the March 16<sup>th</sup> actions based on the Governor’s Executive Orders with the additions to the plan.

**FISCAL EFFECT:** Unknown at this time.

**ALTERNATIVES:** As suggested by Council.

Respectfully submitted,



Tom Tarkiewicz  
City Manager