



**MARSHALL CITY COUNCIL AGENDA**

**WEDNESDAY – 7:00 P.M.**

**July 5, 2017**

- 1) CALL TO ORDER
- 2) ROLL CALL
- 3) INVOCATION – Zack Langford, Surrendered Life Church
- 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.	<u>City Council Minutes</u>	P. 3
	Regular Session.....	Monday, June 19, 2017
B.	<u>City Bills</u>	P. 10
	Regular Purchases.....	\$ 341,384.17
	Weekly Purchases – 6/16/17.....	\$ 81,128.27
	Weekly Purchases – 6/23/17.....	\$ 24,565.70
	<b>Total.....</b>	<b>\$ 447,078.14</b>

- 8) PRESENTATIONS AND RECOGNITIONS
- 9) INFORMATIONAL ITEMS
- 10) PUBLIC HEARINGS & SUBSEQUENT COUNCIL ACTION
- 11) OLD BUSINESS
- 12) REPORTS AND RECOMMENDATIONS

A.	<u>Command Union Agreement</u>	P. 14
	City Council will consider the recommendation to approve the Union Agreement with Police Officers Labor Council, Command Unit.	
B.	<u>Patrol Union Agreement</u>	P. 16
	City Council will consider the recommendation to approve the Union Agreement with Police Officers Labor Council, Patrol Officer’s Division.	
C.	<u>Personnel Policy Manual Amendment</u>	P. 18
	City Council will consider the recommendation to approve the proposed change to the Personnel Policy Manual.	

Mayor:

Jack Reed

Council Members:

Ward 1 - Kari Schurig

Ward 2 - Nick Metzger

Ward 3 - Brent Williams

Ward 4 - Michael McNeil

Ward 5 - Robert Costa

At-Large - Joe Caron



**13) APPOINTMENTS / ELECTIONS**

**A. Marshall Farmer's Market Advisory Board P. 20**

City Council will consider the recommendation to appoint Barbara Cooke to the Marshall Farmer's Market Advisory Board with a term expiring October 20, 2020.

**B. Zoning Board of Appeals Appointment P. 21**

City Council will consider the recommendation to appoint Alissa Hubbell to the Zoning Board of Appeals with a term expiring March 10, 2019.

**C. Downtown Development Authority/Local Development Finance Authority Appointments P. 24**

City Council will consider the recommendation to reappoint Jim Pardoe and Jason LaForge to the Downtown Development Authority and Local Development Finance Authority for terms expiring September 15, 2021.

**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**

The City Attorney has requested to enter into Closed Session under section 8 (d) of the Open Meetings Act to consider the purchase of real property. Council action may take action after the Closed Session.

**17) ADJOURNMENT**

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Tom Tarkiewicz", written in a cursive style.

Tom Tarkiewicz  
City Manager

July 5, 2017

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**CALL TO ORDER**

IN REGULAR SESSION Monday, June 19, 2017 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 Reed.

**ROLL CALL**

Roll was called:

Present: Council Members: Caron, Costa, McNeil, Metzger, Mayor Reed, Schurig, and Williams.

Also Present: City Manager Tarkiewicz and Clerk Nelson.

Absent: None.

**INVOCATION/PLEDGE OF ALLEGIANCE**

Don Coppo of Cross Roads Church & Ministries gave the invocation and Mayor Reed led the Pledge of Allegiance.

**APPROVAL OF THE AGENDA**

Moved Metzger, supported Schurig, to approve the agenda with the addition of the Michigan South Central Power Agency invoice in the amount of \$702,695.43. On a voice vote – **MOTION CARRIED.**

**PUBLIC COMMENT ON AGENDA ITEMS**

None.

**CONSENT AGENDA**

Moved Williams, supported Caron, to approve the Consent Agenda:

- A. Adopt the resolution to amend the FY 2017 Budget;

CITY OF MARSHALL, MICHIGAN  
RESOLUTION #2017-14  
**THE CITY OF MARSHALL**  
**AMENDED GENERAL APPROPRIATION ACT RESOLUTION**  
**July 1, 2016 – June 30, 2017**

THE CITY OF MARSHALL RESOLVES that the revenues and expenditures for the fiscal year, commencing July 1, 2016, and ending June 30, 2017, are hereby amended on a departmental and fund total basis as follows:

Marshall City Council, Regular Session  
Monday, June 19, 2017  
Unofficial

<b><u>General Fund Revenues</u></b>	<b><u>Adopted</u></b>	<b><u>Amended Mid-Year</u></b>	<b><u>Amended June, 2017</u></b>	<b><u>Change</u></b>
Taxes	3,502,884	3,502,884	3,560,500	57,616
Licenses and Permits	67,000	67,000	81,265	14,265
Intergovernmental Revenues	811,136	811,136	822,490	11,354
Charges for Services	110,600	110,600	95,160	(15,440)
Fines and Forfeits	50,300	50,300	54,150	3,850
Interest	6,500	6,500	21,600	15,100
Miscellaneous	270,150	270,150	313,886	43,736
Other Financing Sources	1,789,424	1,789,424	1,774,424	(15,000)
<b>Total Revenues</b>	<b>6,607,994</b>	<b>6,607,994</b>	<b>6,723,475</b>	<b>115,481</b>
<b><u>General Fund Expenditures</u></b>				
City Council	4,108	4,108	3,708	400
City Manager	192,672	192,672	191,672	1,000
Assessor	164,885	164,111	164,885	(774)
Attorney	50,000	50,000	55,000	(5,000)
Human Resources	86,254	86,254	89,990	(3,736)
Clerk	96,835	96,835	100,250	(3,415)
Treasurer	532,053	532,053	530,053	2,000
City Hall	74,153	74,153	74,153	0
Chapel	1,400	1,400	500	900
Other City Property	30,000	30,000	30,000	0
Cemetery	133,728	133,728	180,804	(47,076)
Non-Departmental	1,183,269	1,183,269	1,246,446	(63,177)
Police	1,663,037	1,663,037	1,647,294	15,743
Crossing Guards	14,224	14,224	12,224	2,000
Dispatch	112,900	112,000	110,000	2,000
Fire	909,032	909,032	1,030,565	(121,533)
Inspection	141,977	141,977	140,800	1,177
Planning/Zoning	109,818	109,818	89,610	20,208
Streets	855,258	855,258	825,807	29,451
Engineering	54,581	54,581	46,166	8,415
Public Svcs. Build Operations	123,703	123,703	141,240	(17,537)
	<b><u>Adopted</u></b>	<b><u>Amended Mid-Year</u></b>	<b><u>Amended June, 2017</u></b>	<b><u>Change</u></b>
Parks	152,712	152,712	126,500	26,212
Capital Improvements	27,900	27,900	33,000	(5,100)
<b>Total Expenditures</b>	<b>6,712,825</b>	<b>6,712,825</b>	<b>6,870,667</b>	<b>(157,842)</b>
<b>GF Net Surplus/(Deficit)</b>	<b>(104,831)</b>	<b>(104,831)</b>	<b>(147,192)</b>	

Marshall City Council, Regular Session  
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<b>GF - Recreation</b>				
Revenues	395,605	395,605	417,500	21,895
Expenditures	418,854	418,854	414,650	4,204
Net Surplus/(Deficit)	(23,249)	(23,249)	2,850	

<b>GF - Farmers Market</b>				
Revenues	22,959	22,959	23,625	666
Expenditures	17,614	17,614	18,840	(1,226)
Net Surplus/(Deficit)	5,345	5,345	4,785	

<b>GF - Composting</b>				
Revenues	15,750	15,750	36,050	20,300
Expenditures	65,056	65,056	88,695	(23,639)
Net Surplus/(Deficit)	(49,306)	(49,306)	(52,645)	

<b>Leaf/Brush</b>				
Revenues	96,720	96,720	95,398	(1,322)
Expenditures	96,677	96,677	95,318	1,359
Net Surplus/(Deficit)	43	43	80	

<b>MVH-Major &amp; Trunkline</b>				
Revenues	534,786	534,786	535,472	686
Expenditures	628,603	628,603	668,750	(40,147)
Net Surplus/(Deficit)	(93,817)	(93,817)	(133,278)	

<b>MVH-Local</b>				
Revenues	315,160	315,160	317,540	2,380
Expenditures	324,024	324,024	501,360	(177,336)
Net Surplus/(Deficit)	(8,864)	(8,864)	(183,820)	

<b>MRLEC</b>				
Revenues	333,811	333,811	300,300	(33,511)
Expenditures	212,836	212,836	319,635	(106,799)
Net Surplus/(Deficit)	120,975	120,975	(19,335)	

<b>Local Develop. Finance Auth.</b>				
Revenues	419,000	419,000	446,900	27,900
Expenditures	384,990	384,990	400,000	(15,010)
Net Surplus/(Deficit)	34,010	34,010	46,900	

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	<u>Adopted</u>	<u>Amended Mid-Year</u>	<u>Amended June, 2017</u>	<u>Change</u>
<b><u>Downtown Develop. Auth.</u></b>				
Revenues	172,740	172,082	195,740	23,658
Expenditures	228,283	172,082	195,740	(23,658)
Net Surplus/(Deficit)	(56,083)	0	0	

<b><u>GF - Airport</u></b>				
Revenues	158,500	158,500	160,620	2,120
Expenditures	160,467	174,667	182,080	(7,413)
Net Surplus/(Deficit)	(1,967)	(16,167)	(21,460)	

<b><u>Marshall House</u></b>				
Revenues	754,510	754,510	880,500	125,990
Expenditures	1,186,235	1,186,235	767,754	418,481
Net Surplus/(Deficit)	(431,725)	(431,725)	112,746	

<b><u>Electric</u></b>				
Revenues	15,831,000	15,831,000	12,494,653	(3,336,347)
Expenditures	16,810,736	16,810,736	14,437,661	2,373,075
Net Surplus/(Deficit)	(979,736)	(979,736)	(1,943,008)	

<b><u>Dial-A-Ride</u></b>				
Revenues	585,158	585,158	558,931	(26,227)
Expenditures	628,600	628,600	542,041	86,559
Net Surplus/(Deficit)	(43,442)	(43,442)	16,890	

<b><u>Wastewater</u></b>				
Revenues	1,540,100	1,540,100	1,653,700	113,600
Expenditures	2,224,370	2,224,370	2,046,531	177,839
Net Surplus/(Deficit)	(684,270)	(684,270)	(392,831)	

<b><u>Water</u></b>				
Revenues	1,587,600	1,597,131	1,695,000	97,869
Expenditures	1,679,161	1,688,692	1,723,851	(35,159)
Net Surplus/(Deficit)	(91,561)	(91,561)	(28,851)	

Marshall City Council, Regular Session  
Monday, June 19, 2017  
Unofficial

	<u>Adopted</u>	<u>Amended Mid-Year</u>	<u>Amended June, 2017</u>	<u>Change</u>
<b>Data Processing</b>				
Revenues	151,905	151,905	151,905	0
Expenditures	178,605	178,605	177,279	1,326
Net Surplus/(Deficit)	(26,700)	(26,700)	(25,374)	
<b>Motorpool</b>				
Revenues	698,950	698,950	699,058	108
Expenditures	849,078	946,487	691,214	255,273
Net Surplus/(Deficit)	(150,128)	(247,537)	7,844	

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

This Resolution shall take effect upon adoption.  
Dated June 19, 2017

\_\_\_\_\_  
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 a resolution adopted by the City Council, City of Marshall, County of Calhoun, State of Michigan, at a regular meeting held on June 19, 2017 and that said meeting was conducted and that the minutes of said meeting were kept and will be or have been made available.

\_\_\_\_\_  
Trisha Nelson, City Clerk

- B. Approve entering into an expandable 2-year contract with Merit Network, Inc. for the FiberNet project for an initial 100Mbps with a flexible burstable rate to 1Gbps for \$8,700/year plus a one-time \$3,906 set up fee and authorize the City Clerk to sign the contract;
- C. Minutes of the City Council Regular Session held on Monday, June 5, 2017;
- D. Approve city bills in the amount of \$ 878,491.68.

On a roll call vote – ayes: Caron, Costa, McNeil, Metzger, Mayor Reed, Schurig, and Williams; nays: none. **MOTION CARRIED.**

## **PRESENTATIONS AND RECOGNITION**

### **A. Wolverine Pipeline Presentation:**

Representatives from Wolverine Pipeline gave a presentation regarding the company's operations and their commitment to local jurisdictions.

## **INFORMATIONAL ITEMS**

None.

## **PUBLIC HEARINGS & SUBSEQUENT COUNCIL ACTION**

### **A. PA 425 Conditional Land Transfer with Marengo Township for 1005 East Michigan Avenue:**

City Manager Tarkiewicz provided background regarding the request to hook up to the City sanitary sewer from Eileen Burns, owner of the Hi Lite Cruz In restaurant at 1005 East Michigan Avenue.

Mayor Reed opened the public hearing to hear public comment regarding the PA 425 Conditional Land Transfer with Marengo Township for 1005 East Michigan Avenue.

Hearing no comment, the hearing was closed.

**Moved** McNeil, supported Williams, to approve the PA 425 Conditional Land Transfer Agreement with Marengo Township for 1005 East Michigan Avenue. On a roll call vote – ayes: Costa, McNeil, Metzger, Mayor Reed, Schurig, Williams, and Caron; nays: none. **MOTION CARRIED.**

## **OLD BUSINESS**

None.

## **REPORTS AND RECOMMENDATIONS**

### **A. Major Material Requisitions for the FiberNet Project Phase 1:**

**Moved** McNeil, supported Costa, to approve the awarding of the major material contract for the construction of the FiberNet backbone to Graybar in the amount of \$48,388.20 with a contingency of \$5,000 and authorize the City Clerk to sign the contract. On a roll call vote – ayes: Metzger, Mayor Reed, Schurig, Williams, Caron, Costa, and McNeil; nays: none. **MOTION CARRIED.**



**B. Labor Contracts for the FiberNet Project Phase 1:**

**Moved Williams**, supported Caron, to approve the awarding of the construction of the FiberNet backbone to Earthcom in the amount of \$121,224.85 with a contingency of \$13,000 and authorize the City Clerk to sign the contract. On a roll call vote – ayes: Schurig, Williams, Caron, Costa, McNeil, Metzger, and Mayor Reed; nays: none. **MOTION CARRIED.**

**APPOINTMENTS/ELECTIONS**

**A. Local Advisory Committee Appointment:**

**Moved Metzger**, supported Caron, to approve the appointment of Helen Guzzo to the Local Advisory Committee with a term expiring February 1, 2020. On a voice vote – **MOTION CARRIED.**

**PUBLIC COMMENT ON NON-AGENDA ITEMS**

Mark and Mariam Holbrook of 203 S. Marshall Avenue asked for Council permission to leave rocks in the right of way that they were asked to remove.

Kathy Miller of 540 Cosmopolitan announced Kids Day at the Farmers Market on July 29<sup>th</sup>.

**COUNCIL AND MANAGER COMMUNICATIONS**

**CLOSED SESSION**

**Moved Williams**, supported Caron, to enter into Closed Session under section 8(c) of the Open Meetings Act to discuss strategy with the negotiation of a collective bargaining agreement. On a roll call vote – ayes: Williams, Caron, Costa, McNeil, Metzger, Mayor Reed, and Schurig; nays: none. **MOTION CARRIED.**

Enter into closed session at 7:59 p.m.

Return to open session 8:46 p.m.

**ADJOURNMENT**

The meeting was adjourned at 8:51 p.m.

\_\_\_\_\_  
Jack Reed, Mayor

\_\_\_\_\_  
Trisha Nelson, City Clerk

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INVOICE NUMBER	VENDOR NAME	DESCRIPTION	PO NUMBER	AMOUN
9945068061	AIRGAS USA LLC	CYLINDER RENTAL		111.25
2172	ALL RELIABLE SERVICES	2017 ELECTRIC LINE CLEARANCE; PER CONTRA 2017.283		2,979.20
2184	ALL RELIABLE SERVICES	2017 ELECTRIC LINE CLEARANCE; PER CONTRA 2017.283		2,606.80
43935	ALL YOU NEED GRAND REN	CANOPY, CHAIRS, TABLES, LIGHTED CANOPIES		2,590.00
87705	ALL-TRONICS INC	QUARTERLY FIRE ALARM MONITORING		81.00
87704	ALL-TRONICS INC	QUARTERLY FIRE ALARM MONITORING		81.00
156984	ALLEGRA BATTLE CREEK	ENGINEERING DRAWING SCANS		36.00
157075	ALLEGRA BATTLE CREEK	ENGINEERING DRAWING SCANS		78.00
269636	AMERICAN WATER WORKS A	2017 MEMBERSHIP DUES 09/01/17 - 08/31/18		300.00
15-563888	ARROW UNIFORM	CUST #010198-02		54.25
15-563890	ARROW UNIFORM	CUST #010198-03		153.28
15-563889	ARROW UNIFORM	CUST #010198-04		55.42
15-563885	ARROW UNIFORM	CUST # 010198-01		27.47
15-563891	ARROW UNIFORM	CUST #010198-06		41.43
15-563892	ARROW UNIFORM	CUST #010198-05		30.02
15-558367	ARROW UNIFORM	CUST #010198-03		153.28
15-558364	ARROW UNIFORM	CUST #010198-02		54.25
15-558361	ARROW UNIFORM	CUST #010198-01		27.47
15-558366	ARROW UNIFORM	CUST #010198-04		55.42
15-558369	ARROW UNIFORM	CUST #010198-05		30.02
15-558368	ARROW UNIFORM	CUST #010198-06		31.23
249336	ASPEN WIRELESS	DESIGN AND NETWORK ENGINEERING SERVICES 2017.319		21,000.00
249375	ASPEN WIRELESS	DESIGN AND ENGINEERING SERVICES FOR FIBE 2017.320		50,000.01
225-414683	AUTO VALUE MARSHALL	CABLE		9.57
225-414675	AUTO VALUE MARSHALL	CABLE		9.57
225-414675CR	AUTO VALUE MARSHALL	CABLE RETURNED		(9.57)
225-414988	AUTO VALUE MARSHALL	NON-CHLOR BK CLN		5.78
53937	BATTLE CREEK LANDSCAPE	SPRINKLER SERVICE		50.64
1423	BC SOUND & STAGE	STAGE, SOUND, LIGHTS, TECHS		3,500.00
BLU-8166	BLU FISH CONSULTING, L	WEBSITE DEVELOPMENT AND DESIGN- TRAINING 2017.311		6,562.50
BLU-8167	BLU FISH CONSULTING, L	FIBER OPTICS PR		312.50
800334	BOSHEARS FORD SALES IN	2017 FORD POLICE INTERCEPTOR UTILITY- AW 2017.225		28,568.00
900107257	BSN SPORTS	HOME PLATES		249.52
7687	C & S SOLUTIONS	LOCATOR TOOL REPAIR		338.61
69480	CARON CHEVROLET	2011 CHEVY CAPRICE		243.89
100686	CARR BROTHERS & SONS	SCREENED TOPSOIL		296.10
100932	CARR BROTHERS & SONS	SCREENED TOPSOIL		297.80
723	CITY OF MARSHALL	ELECTRIC USAGE FOR BLUES FEST		23.60
050317	COLLINS PROFESSIONAL T	GROUND 8 STUMPS, SEED, HAULED EXCESS MUL		750.00
1132553	CRAFT PHOTOGRAPHY	JACQUELINE SLABY'S PHOTO		95.00
1	CRANDALL ELECTRIC, LLC	RPLCD LIGHT SENSOR SWITCH - FIRE DEPT		120.00
41082	CRANE LAND SURVEYING,	TOPOGRAPHIC MAPPING		6,500.00
3-41081	CUMMINS BRIDGEWAY	GENERATOR SERVICE CALL		560.50
141747	D & D MAINTENANCE SUPP	JANITORIAL SUPPLIES		307.20
D302-16398	D-K FENCE CO, INC	BARBED WIRE FENCE AND AUTO GATE AT PSB 2017.325		8,039.00
508965	DARLING ACE HARDWARE	SPRAY PAINT, SANDPAPER		28.40
508636	DARLING ACE HARDWARE	OIL DRI ABSORBENT		23.90
508973	DARLING ACE HARDWARE	VLV BALL, HEX BUSHINGS, ADAPTER		39.40
508962	DARLING ACE HARDWARE	DRILL BITS, NUT & BOLTS		8.70
508936	DARLING ACE HARDWARE	NUT, BOLTS, FASTENERS, DRILL BIT		11.10
508856	DARLING ACE HARDWARE	KEY		9.90
506987	DARLING ACE HARDWARE	NUTS, BOLTS		0.80
508249	DARLING ACE HARDWARE	POTTING SOIL, TOP SOIL, FLOWERS		124.60
508415	DARLING ACE HARDWARE	C+K INT PPL SG DSWHT		16.90
508408	DARLING ACE HARDWARE	SPRK PLG		2.70
508292	DARLING ACE HARDWARE	NUTS, BOLTS, FASTENERS		3.70
507623	DARLING ACE HARDWARE	NUTS, BOLTS, FASTENERS		0.40
508375	DARLING ACE HARDWARE	BATTERIES		21.90
508456	DARLING ACE HARDWARE	CHLOR TABS		119.90
508498	DARLING ACE HARDWARE	CONTAINER, PAIL LID		9.90
508425	DARLING ACE HARDWARE	CONDUIT FLEXALUM		36.80
508401	DARLING ACE HARDWARE	SUPPLIES		24.40
INV33322	DORNBOS SIGN INC	ONE WAY RIGHT B/W HIP		92.00
INV33371	DORNBOS SIGN INC	SIGNS		231.60
18384	DRAIN DOCTORS	SERVICE CALL AT RECREATION FIELD		325.00
2776609	EASTERN AVIATION FUELS	100LL AV GAS FOR BROOKS AIRFIELD	2017.318	21,596.50
17-0609	ELM TRAINING LLC	QUARTERLY SAFETY MEETINGS		180.00
5020048	ERADICO PEST SERVICES,	COMMERCIAL PEST MAINTENANCE		65.00
5152841	ERADICO PEST SERVICES,	MULTI FAMILY PEST CONTROL		216.00
94357	ERIC DALE HEATING & AI	CITY HALL AC UNIT - SERVICE CALL		1,210.00
21461	FERGUSON WATERWORKS #3	TEE, COMP COUP, CTS COMP		206.00
21782	FERGUSON WATERWORKS #3	REG 3 T/T P/R USG		94.30
1048811	FIRST ADVANTAGE	MACOMBER, THOMAS		27.50
9468110961	GRAINGER	TUBING		651.50
TRIP 2	GRAND HOTEL	2017 MPARKS GRAND EXPERIENCE - TRIP OCTO 2017.321		12,750.00
20170321	GRP ENGINEERING INC	ENG SERVICES RENDERED 05/01/17 - 06/04/1		905.20
20170322	GRP ENGINEERING INC	ENGINEERING SERVICES FOR SOUTH SUBSTATIO 2017.330		5,000.00
20170323	GRP ENGINEERING INC	ENGINEERING SERVICES FOR FIBER PROJECT 2017.329		2,585.20
8667	GUTTERS R US LLC	MRLEC ROUND 2 SPRING APPLICATION		360.40

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DB: Marshall

INVOICE NUMBER	VENDOR NAME	DESCRIPTION	PO NUMBER	AMOUN
10493319	HACH COMPANY	AMMONIA		345.59
241515	HAVILAND PRODUCTS COMP.	ACID, HYDROFLUOSILICIC NSF AND POTASSIUM	2017.312	4,078.92
241623	HAVILAND PRODUCTS COMP.	CHLORINE GAS CYLINDER	2017.312	591.47
100243-0617	HERITAGE CLEANERS	MAY CLEANING SERVICES		395.50
79073	HERMANS MARSHALL HARDW.	PIPE STRAP, PAINT BRUSHES		11.94
78827	HERMANS MARSHALL HARDW.	POST		4.89
78798	HERMANS MARSHALL HARDW.	K2R, SHAMPOO		22.48
78635	HERMANS MARSHALL HARDW.	CHAIN LINK, LOCK NUTS, PVC ELBOWS, ZIP T		41.25
78819	HERMANS MARSHALL HARDW.	30 AMP DUAL BRKR		24.99
78719	HERMANS MARSHALL HARDW.	MUD, 6' LADDER		128.98
3017030270	IDEXX DISTRIBUTION COR	VESSELS		300.08
1917401003555	INTERSTATE ALL BATTERY	COMMERCIAL BATTERIES		344.85
1797	J & K PLUMBING SUPPLY	SUPPLIES		5.96
2182	J & K PLUMBING SUPPLY	SLOAN WATER SAVER KIT		25.01
1878	J & K PLUMBING SUPPLY	SUPPLIES		3.22
061317	JIMMY'S JOHNS	BLUES FEST SERVICES		1,125.00
053117	JIMMY'S JOHNS	FARMERS MARKET SERVICES		50.00
240	JUSTICE FENCE	TEMPORARY FENCE FOR BLUES FEST		150.00
1972	KECK CONSULTING SERVIC	AIR SAMPLING AT PSB BUILDING	2017.322	3,559.06
S105937801.001	KENDALL ELECTRIC INCOR	CIRCUIT BREAKERS		68.96
2122	RFD TRAINING AND CONSU	LOCKUP 5 DAY ARREST & CONTROL INSTRUCTOR		709.00
1043739	LEGG LUMBER	BLACKTOP PATCH		23.96
1044219	LEGG LUMBER	PINE CONST BOARD, DRILL BIT, MULTI PRP S		15.22
13	M.C. SMITH ASSOCIATES	ELEVATOR MODERNIZATION	2016.200	360.00
MAR4114	MARSHALL TIRE CITY	2003 DODGE RAM		353.93
7952	MARSHALL WELDING & FAB	RPLC 4 SWIVEL CASTERS AND 2 RIGID CASTER		460.00
267623	MICHIGAN INDUSTRIAL GA	GRINDING WHEEL, CO2		102.41
2017	MICHIGAN RURAL WATER A	ANNUAL MEMBERSHIP DUES 07/01/17 - 06/30/		760.00
507	MUNFAKH & ASSOCIATES,	PROFESSIONAL SERVICES FOR DAM REHABILITA	2017.158	1,200.00
391252	NORTH CENTRAL LABORATO	BLANKET PO FOR LAB SUPPLIES	2017.032	25.56
604297	NYE UNIFORM COMPANY	POLO SHIRT		52.50
604306	NYE UNIFORM COMPANY	EMS TRAUMA BAG		26.50
604294	NYE UNIFORM COMPANY	BELT, POLO SHIRT		79.65
604291	NYE UNIFORM COMPANY	SHIRT		103.81
604299	NYE UNIFORM COMPANY	FLAG PIN		45.00
80504	O'LEARY WATER CONDITIO	WATER COOLER RENTAL, WATER		24.50
860627	OFFICE 360	LGL PAD		13.96
861908	OFFICE 360	OFFICE SUPPLIES		40.93
867821	OFFICE 360	3 HOLE PUNCH, PAPER		17.93
868135	OFFICE 360	LGL PADS, ENVS		23.71
868306	OFFICE 360	TRAY		27.91
868218	OFFICE 360	ENVS		13.96
6374	PARTY TIME INC	DISPOSABLE TRASH CONTAINERS		110.00
56155176	POWER LINE SUPPLY	SOCKET METER		384.71
56154645	POWER LINE SUPPLY	MISS DIG FLAGS		82.00
56153385	POWER LINE SUPPLY	UTICOM POLE TAG IDENTIFICATION TAGS ESTI	2017.298	5,050.00
56153350	POWER LINE SUPPLY	ELECTRIC METERS		729.41
56153349	POWER LINE SUPPLY	CONNECTOR H-TAP		252.00
56152478	POWER LINE SUPPLY	METERING SOFTWARE UPGRADE		1,200.00
56153189	POWER LINE SUPPLY	TOOL REPAIR		196.71
11833	RADIO COMMUNICATIONS	REPAIR CORD ON MAN & MACHINE KEYBOARD		90.00
061717	RAUTH, PAUL	FARMERS MARKET ENTERTAINMENT 061717		35.00
345196	ROE-COMM., INC	FUTURECOM REBANDING DUPLEXER RADIOS PER		11,703.00
061017	ROSS, CHRIS	PERFORMER AT FARMERS MARKET 06/10/17		35.00
052717	ROY, TYLER	FARMERS MARKET ENTERTAINMENT 05/27/17		35.00
7152537767	SCHINDLER ELEVATOR COR	OVERTIME SERVICE CALL 06/05/2017	2017.324	1,822.61
2017	SCOOTER'S REFUSE SERVI	BLUES FEST SERVICES		739.00
68257	SPORTSARAMA	ASA SOFTBALLS	2017.308	466.71
22513	STANDARD PRINTING & OF	DELIVERY CHARGE FOR UTILITY BILLS		7.00
201026	STANLEY LAWN & GARDEN	GENERATOR REPAIR		120.21
1216815	STANTEC CONSULTING MIC	WATER TREATMENT ASSET MANAGEMENT	2017.254	3,169.71
1214944	STANTEC CONSULTING MIC	DISPOSITION STUDY FOR PERRIN DAM- COST P	2017.186	1,054.51
1216814	STANTEC CONSULTING MIC	FIXED ASSET INVENTORY - WWTP AND LIFT ST	2017.264	1,946.21
591-8171185	STATE OF MICHIGAN - MD	AIRPORT PROJECT FINAL SETTLEMENT		1,343.61
2017-00039	THOMPSON CONSTRUCTION	(MARSHALL HOUSE PARKING LOT	2017.250	98,685.41
30236	UNITED PARTY & EVENT S	CON# 54887 EVENT PRODUCTION SERVICES - B		1,600.00
278064	USA BLUEBOOK	HACH PHOSVER3 POWDER PILLOWS, HACH DPD 4		128.21
530351102	UTILITIES INSTRUMENTAT	(3) PANELBOARDS WITH CIRCUIT BRAKERS - 4	2016.336	7,608.00
530351103	UTILITIES INSTRUMENTAT	PANEL UPGRADE QUOTATION#160869	2017.086	2,608.00
060317	WHITESSELL, TOM	FARMERS MARKET ENTERTAINMENT 06/03/17		35.00
GRAND TOTAL:				341,384.11

APPROVAL LIST FOR CITY OF MARSHALL  
 EXP CHECK RUN DATES 06/16/2017 - 06/16/2017  
 UNJOURNALIZED  
 OPEN

INVOICE NUMBER	VENDOR NAME	DESCRIPTION	PO NUMBER	AMOUNT
269781444706-17	A T & T	269 781-4447 749 4		286.05
269781907006-17	A T & T	269 781-9070 573 1		75.59
269781981506-17	A T & T	269 781-9815 267 0		3,771.64
269789901106-17	A T & T	269 789 -9011 599 1		90.71
160758	AD-VISOR & CHRONICLE	KEEP PROM SAFE AD		265.62
287238047810X06111	AT&T MOBILITY	ACCT #287238047810		59.31
061417	BMB RECORDS, INC	REPRESENTING LUTHER BADMAN KEITH FOR BL		1,100.00
700003456-0617	BRONSON HEALTHCARE GR	FITZGERALD		150.00
061417	CALHOUN COUNTY CLERK	RECORDING FEE		30.00
17-296	CALHOUN COUNTY TREASU	CHARGEBACK 2016 LANDBANK, 002-270-00		16,824.88
17-147	CALHOUN COUNTY TREASU	CHARGEBACK 2016 LANDBANK, 001-961-00		7,487.77
17-148	CALHOUN COUNTY TREASU	CHARGEBACK 2016 LANDBANK, 001-963-00		474.95
17-160	CALHOUN COUNTY TREASU	CHARGEBACK 2016 LANDBANK, 001-965-00		304.61
17-161	CALHOUN COUNTY TREASU	CHARGEBACK 2016 LANDBANK		579.37
061417	CITY OF MARSHALL	PETTY CASH REIMBURSEMENT		30.00
2017	DANAE AND THE GRIND	BLUES FEST ENTERTAINMENT		500.00
CM000389-A	FERGUSON WATERWORKS #	CREDIT TAKEN TWICE		168.60
10625	FUG	T-SHIRTS		2,562.25
1469206	GRIFFIN PEST SOLUTION	900 S MARSHALL AVE		46.00
041017	GROENEVELD, ANDREW	TRAVEL EXPENSE		15.00
061517	HACKWORTH, MICHAEL	STREET DEPT ENTERTAINMENT		128.40
3181108	IIX INSURANCE INFORMA	MOTOR VEHICLE REPORTS		93.60
061417	IOVIENO, ASHLEY	CLEANING SERVICES BY TIM RUDDOCK FOR BL		360.00
061417A	IOVIENO, ASHLEY	START UP CASH FOR BLUES FEST		2,000.00
9167-0517	MARSHALL COMMUNITY CU	9167 - MCCOMB		209.36
6278C11831	MARSHALL MEDICAL ASSO	DAVIS, MILLER		338.00
M 05-17	MICHIGAN SOUTH CENTRA	NATURAL GAS PURCHASES - MAY 2017		205.75
790004405582930706	NEOFUNDS BY NEOPOST	ACCT #7900 0440 5582 9307		3,000.00
061417	OUT OF FAVOR BOYS	BLUES FEST ENTERTAINMENT		700.00
061517	PAW PAW WINE DISTRIBU	DARK HORSE BEER FOR BLUES FEST		3,085.00
050917	POTTER, MATTHEW	TRAVEL EXPENSE		14.07
2017050250004	SCHULER'S RESTAURANT	LUNCH MTG FOR BATTLE CREEK PUBLIC PARTN		72.00
2016 SMR IFT	STATE OF MICHIGAN	2016 SUMMER IFT DIST FINAL 08/01/16--0		24,445.04
2017	THE NASHON HOLLOWAY B	BLUES FEST ENTERTAINMENT		700.00
16	THOMPSON, KIMBER	MURAL DESIGNS AND LABOR AT GRAND STREET 2017.302		9,000.00
9786782330	VERIZON WIRELESS	ACCT #987146080-00001		853.56
2017	WHO DAT BLUES BAND	BLUES FEST ENTERTAINMENT		1,000.00
14226414-0517	WOW! BUSINESS	ACCT #014226414		101.14
GRAND TOTAL:				81,128.27

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APPROVAL LIST FOR CITY OF MARSHALL  
 EXP CHECK RUN DATES 06/16/2017 - 06/23/2017  
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INVOICE NUMBER	VENDOR NAME	DESCRIPTION	PO NUMBER	AMOUN
Z1406436RF	AMERICAN MESSAGING	ACCT #21-406436		9.62
06/19/2017	BARLOND, BROOKE & CUN	UB refund for account: 1602800051		12.58
315115517053645	CAPITAL ONE COMMERCIA	ACCT #6004-3004-9900-5848		65.43
2551020619-0617	CHEMICAL BANK SOUTH	HSA ACCT#2551020619 AMBROSE, KRIS		1,170.00
06/23/2017	CLEMMER, JOANN	UB refund for account: 2900630054		86.54
06/20/2017	CUBBON, SHARON	UB refund for account: 2103300001		25.00
06/19/2017	DAY, JOHN & MARGARET	UB refund for account: 1100480002		212.57
7018274-0617	EARTHLINK BUSINESS	ACCT #0007018274		67.89
06/20/2017	FANNIE MAE	UB refund for account: 700080003		0.52
06/19/2017	FOSTER, JOAN K	UB refund for account: 1400080000		48.32
061517	FREDS, MATT	SCHOOL LUNCH/DINNER		31.78
061517	FREDS, TOM	TREE TRIMMING RESPONSE PHONE		26.98
06/19/2017	GARDNER, JEFFREY	UB refund for account: 1901550025		92.95
06/19/2017	GREEN, MICHAEL	UB refund for account: 2000680005		59.99
06/20/2017	HAYS, VIVIAN	UB refund for account: 601500013		23.26
062017	HERMAN, PAUL	CDL DRIVER LICENSE UPGRADE		18.00
99007320387-0617	LOWE'S	ACCT #9900 732038 7		779.98
N6589934	MAILFINANCE INC	POSTAGE METER LEASE 04/12/17 - 07/11/17		650.19
9421-0617	MARSHALL COMMUNITY CU	9421 - SEARS		20.95
9156-0617	MARSHALL COMMUNITY CU	9156 - MILLER		763.68
7617-0617	MARSHALL COMMUNITY CU	7617 - RAMEY		1,091.50
7681-0617	MARSHALL COMMUNITY CU	7681 - TARKIEWICZ		174.86
4868-0617	MARSHALL COMMUNITY CU	4868 - RICE		219.02
3431-0617	MARSHALL COMMUNITY CU	3431 - CITY OF MARSHALL		100.00
06/19/2017	MCILWAIN, JEAN S	UB refund for account: 1301080000		379.12
S4164985.001	MEDLER ELECTRIC COMPA	PLUMBING CONDUIT		24.36
S4157992.004	MEDLER ELECTRIC COMPA	EXPANSION COUPLING		173.66
S4163438.001	MEDLER ELECTRIC COMPA	SPLICER REDUCER		45.38
062117	MICHIGAN BUILDING & R	GIBBS RENTAL REHAB DEVELOPMENT		16,000.00
06/19/2017	MILLER, VICKIE	UB refund for account: 1801560015		44.10
062117	MORROW, BARBARA	REFUND SECURITY DEPOSIT		186.00
06/20/2017	PATRICK, TIFF	UB refund for account: 3101160029		12.17
06/19/2017	RAPP, BRUCE	UB refund for account: 2001770008		17.38
104867	TELNET WORLDWIDE	ACCT #8948		1,656.93
06/20/2017	WAWRZYNIEC, DANA	UB refund for account: 2101380002		89.94
06/19/2017	WHAT A GIRL WANTS	UB refund for account: 100620013		150.00
06/20/2017	WITHERSPOON, WALTER	UB refund for account: 2201900003		35.05
GRAND TOTAL:				24,565.70



**ADMINISTRATIVE REPORT**  
**July 5, 2017 – City Council Meeting**

**TO:** Honorable Mayor and City Council

**FROM:** Tom Tarkiewicz, City Manager  
Tracy Hall, Human Resources Coordinator

**SUBJECT:** Command Union Agreement  
Police Officers Labor Council – Command Unit

**BACKGROUND:** During April, the City and the Police Officers Labor Council, Command Unit began negotiating their contract which expires on June 30, 2017. Police Officers are under PA 312 of 1969. This Act provides for compulsory arbitration of labor disputes in municipal police and fire departments. If the two parties cannot come to an agreement, an Arbitrator is appointed to decide each individual contract issue. The Arbitrator must select either the Union's or City's last offer. The Arbitrator cannot negotiate. PA 312 arbitration can cost upwards of \$25,000 for legal fees and other costs.

The City of Marshall has completed negotiations with the Police Officer Labor Council, Command Unit. We have reached mutual agreement on the collective bargaining agreement. Attached is a Fact Sheet summarizing the major changes made to the Agreement.

The bargaining unit has ratified the contract. The three-year agreement will expire June 30, 2020.

**RECOMMENDATION:** We respectfully request that City Council approves the Contract as presented.

**FISCAL EFFECTS:** Due to many variables, it is difficult to calculate the fiscal effects of this contract at this time. The full impact will not be known until the end of the FY 2018 budget year.

**CITY GOAL CLASSIFICATION:** GOAL AREA III. INFRASTRUCTURE  
*Improve Public Safety in the City of Marshall community through collaboration and consolidated efforts.*

**ALTERNATIVES:** As suggested by City Council.

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

Respectfully submitted,

Tom Tarkiewicz  
City Manager

Tracy Hall  
HR Coordinator

## 2017 Command Contract Negotiations

### Summary of Changes

- 3 Year contract
- Offer same high deductible health plan with HSA available on July 1, 2017 to non-union employees. This includes an Rx copay of \$10/\$40/\$80 and employees paying 12% or 22% of the monthly premium.
- Change the opt-out payment for health insurance from a flat dollar amount to 40% of the savings
- Employees shall pay 12% or 22% of the monthly premium for the VSP Optical coverage
- Change the longevity pay for employees hired prior to July 1, 2002 from 2% of base wage to a cap of \$2,000
- Increase Holiday leave hours from 96 to 120 hours per calendar year. Holiday leave hours must be taken in 4 hour increments.



**ADMINISTRATIVE REPORT**  
**July 5, 2017 – City Council Meeting**

**TO:** Honorable Mayor and City Council  
**FROM:** Tom Tarkiewicz, City Manager  
Tracy Hall, Human Resources Coordinator  
**SUBJECT:** Patrol Union Agreement  
Police Officers Labor Council, Patrol Officer's Division

**BACKGROUND:** During April, the City and the Police Officers Labor Council, Patrol Officer's Division began negotiating their contract which expires on June 30, 2017. Police Officers are under PA 312 of 1969. This Act provides for compulsory arbitration of labor disputes in municipal police and fire departments. If the two parties cannot come to an agreement, an Arbitrator is appointed to decide each individual contract issue. The Arbitrator must select either the Union's or City's last offer. The Arbitrator cannot negotiate. PA 312 arbitration can cost upwards of \$25,000 for legal fees and other costs.

The City of Marshall has completed negotiations with the Police Officer Labor Council, Patrol Officer's Division. We have reached mutual agreement on the collective bargaining agreement. Attached is a Fact Sheet summarizing the major changes made to the Agreement.

The bargaining unit has ratified the contract. The three-year agreement will expire June 30, 2020.

**RECOMMENDATION:** We respectfully request that City Council approve the Contract as presented.

**FISCAL EFFECTS:** Due to many variables, it is difficult to calculate the fiscal effects of this contract at this time. The full impact will not be known until the end of the FY 2018 budget year.

**CITY GOAL CLASSIFICATION:** GOAL AREA III. INFRASTRUCTURE  
*Improve Public Safety in the City of Marshall community through collaboration and consolidated efforts.*

**ALTERNATIVES:** As suggested by City Council.

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cityofmarshall.com

Respectfully submitted,

Tom Tarkiewicz  
City Manager

Tracy Hall  
HR Coordinator



## 2017 Patrol Contract Negotiations

### Summary of Changes

- 3 Year contract
- Wage increase:
  - July 1, 2017 0%
  - July 1, 2018 Me Too  
(If City Council approves an overall percentage wage increase to be allocated to non-union personnel, the patrol officers will receive the same percentage increase excluding any increase based on promotions or market based adjustments.)
  - July 1, 2019 Me Too  
(The patrol officers shall receive an across the board wage increase that is equal to the highest of the July 1, 2019 across the board wage increase given to the Fire Union or the July 1, 2019 across the board wage increase give to the DPW Union.)
- Offer same high deductible health plan with HSA available on July 1, 2017 to non-union employees. This includes an Rx copay of \$10/\$40/\$80 and employees paying 12% or 22% of the monthly premium.
- Change the opt-out payment for health insurance from a flat dollar amount to 40% of the savings
- Employees shall pay 12% or 22% of the monthly premium for the VSP Optical coverage
- Change the longevity pay for employees hired prior to July 1, 2002 from 2% of base wage to a cap of \$2,000
- Increase Holiday leave hours from 96 to 120 hours per calendar year. Holiday leave hours must be taken in 4 hour increments.



**ADMINISTRATIVE REPORT**  
**July 5, 2017 - CITY COUNCIL MEETING**

**TO:** Honorable Mayor and City Council  
**FROM:** Tom Tarkiewicz, City Manager  
Tracy Hall, HR Coordinator  
**SUBJECT:** Personnel Policy Manual Amendment

**BACKGROUND:** The Personnel Policy Manual is a document that addresses the personnel needs of the City. Changes to the manual are dealt with in Section 1.05 "These policies are subject to change upon approval by City Council." On May 15, 2017, City Council approved several amendments including the removal of Section 6.01 - Longevity Plan.

The City of Marshall has been in Union Negotiations with the Police Patrol Union and with the Police Command Union. Both of the Police Unions had requested mediation, which was held on June 29, 2017. If the contracts were not successfully settled during mediation, we would move on to Mandatory 312 Arbitration. The costs associated with Mandatory 312 Arbitration could be close to \$25,000. By offering a package proposal that includes leaving the Longevity Plan in the contracts, we were able to avoid Mandatory PA 312 Arbitration.

To be fair to all employees, and to help with retention of our long-term employees, we would like to request that City Council reinstate Section 6.01 – Longevity Plan as shown on the attached document.

**RECOMMENDATION:** Approve the attached change to the Personnel Policy Manual.

**FISCAL EFFECTS:** The fiscal impact on the various funds are as follows:

General Fund	\$10,210.00
Recreation	1,300.00
Marshall House	500.00
Electric	1,050.00
Wastewater	1,325.00
Water	1,725.00
Motor Pool	90.00

While Non-union longevity was not budgeted for FY 2018, administrative staff is confident that this reinstatement of longevity can be made up with savings in other departmental account line items without the use of fund balance.

**ALTERNATIVES:** As suggested by City Council.

Respectfully submitted,

Tom Tarkiewicz  
City Manager

Tracy L. Hall  
HR Coordinator

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

## 6.01 - LONGEVITY PLAN

Full time employees, hired prior to September 1, 2013, who have completed a minimum of 5 years of continuous service with the City of Marshall and who are working full time as of December 1 of any year shall receive longevity pay. Longevity payments are made annually in December or as specified in the appropriate collective bargaining agreement. An employee who is eligible for longevity pay and voluntarily leaves the employment of the City of Marshall shall receive longevity pay on a prorated basis.

Longevity payments shall be paid as follows:

5 years service	\$500.00
6 years service	\$600.00
7 years service	\$700.00
8 years service	\$800.00
9 years service	\$900.00
10 years service	\$1,000.00
11 years service	\$1,100.00
12 years service	\$1,200.00
13 years service	\$1,300.00
14 years service	\$1,400.00
15+ years service	\$1,500.00

Full-time employees hired on or after September 1, 2013 will not be eligible to receive longevity payments.



**CITY OF MARSHALL  
BOARDS & COMMISSIONS  
APPLICATION**

Your interest and willingness to serve the City of Marshall is appreciated. The purpose of this application is to provide the Mayor and Council with basic reference data and information pertaining to residents being considered for appointment to a City board or commission. The information supplied on this form will be available for the Mayor and Council and may be used for their deliberation concerning such appointments.

Date 6/18/17

Applicant Name Barbara A. Cooke

Address 325 N. Eagle St., Marshall

Home Phone 789-0126 Work Phone Retired Farma member Senior management Oakman Hospital

E-Mail Address ba\_cooke325@aol.com

How long have you lived in the City of Marshall? 28 years

Education BS, Indiana University - Bloomington, IN

Community Experience and Affiliations Current vice chair Quak Antebellum, chair of the Rev Canon. 106th Stiff Board member, committee, past chair, 3 music center committees of the Warron's Philanthropic (Arts) Trust, Tourism Comm. member - before retirement, member of DDA.

Please specify the Board/Committee sought: Farma's Market advisory Board

Why would you like to serve in this capacity? Include experience or expertise relevant to board or committee for which you are applying.

I strongly believe the Farma's Market has great potential & has significant success factors & focal point in downtown Marshall's long term viability. Prior to retirement my senior management role at Oakman Hospital & serving on the DDA gave me experience in community planning & ever changing needs.

Can you commit to attend all meeting?  Yes or No

Please feel free to attach a resume, brief bio, hobbies, former committee work, etc.



**CITY OF MARSHALL  
BOARDS & COMMISSIONS  
APPLICATION**

Your interest and willingness to serve the City of Marshall is appreciated. The purpose of this application is to provide the Mayor and Council with basic reference data and information pertaining to residents being considered for appointment to a City board or commission. The information supplied on this form will be available for the Mayor and Council and may be used for their deliberation concerning such appointments.

Date 6/22/17

Applicant Name Alissa K. Hubbell

Address 1210 Comstock, Marshall MI 49068

Home Phone (269) 274-1234 Work Phone (269) 789-0592

E-Mail Address thehubbells@hotmail.com

How long have you lived in the City of Marshall? 9 years (1996-2003, 2015-Present)

Education BS in Civil/ Environmental Engineering

Community Experience and Affiliations: Please see attached resume.

Please specify the Board/Committee sought: Zoning Board of Appeals

Why would you like to serve in this capacity? Include experience or expertise relevant to board or committee for which you are applying.

After college, I choose to move to Marshall because I loved the small town character. My daughter was born and raised in this town and several family members followed me here.

Volunteering on the ZBA is an opportunity to serve and give back to my community.

Can you commit to attend all meeting:  Yes  No

*Please feel free to attach a resume, brief bio, hobbies, former committee work, etc.*

**Alissa K. Hubbell, PE**

1210 Comstock Drive  
Marshall, MI 49068  
(269) 274-1234  
hubbella@michigan.gov

**LICENSURE / EDUCATION**

**Professional Engineer License, State of Michigan**

License Number 6201043229, September 1997 – Present

**Michigan State University East Lansing, Michigan**

Bachelor of Science in Civil Engineering with Honor, May 1993

Environmental Engineering Option, May 1993

**George Washington University & ESI International Lansing, Michigan**

Master's Certificate in Project Management, August, 2002

**EXPERIENCE**

**Michigan Department of Transportation, Marshall Transportation Service Center (TSC)**

*Operations Engineer*, October 2011 – Present

- Supervise six employees in the areas of Traffic, Safety, & Operations, Maintenance, and Utility & Permits. Mentor staff on personal development, effectiveness, and innovation.
- Develop and manage annual budgets and workplans for two direct force garages, two contract counties, and nine contract cities for a total budget of \$7.6 million.
- Monitor 1,200 lane miles of state highway, evaluate pavement conditions, pavement data, and crash analysis to formulate corridor plans, choose future projects, and ensure a quality integrated transportation system.
- Partner with over 40 local First Responders (Law Enforcement, Fire, EMS, Emergency Dispatch, Towing, and Road Agencies) to improve communication and incident clearance.
- Represent MDOT at over 30 meetings annually including metropolitan planning organizations (MPO), local council and commission meetings, civic organizations, charrettes, outreach, and other public meetings.
- Coordinate and facilitate Operations / Development Team, Region Utility Coordination and Permit Team, and Wildly Important Goals (WIG) meetings.
- Participate in project reviews, region and statewide teams, training, and conferences.
- Write and apply for grants to secure Congestion Mitigation Air Quality, Transportation Alternatives, and Economic Development funding.
- Respond to citizen and legislators' questions, concerns, and complaints.

*Development Engineer*, August 2003 – October 2011

*Cost and Scheduling Engineer*, March 2001 – August 2003

- Supervised and mentored six employees in Design, Utility & Permits, and Traffic & Safety.
- Project Manager for over a 100 MDOT projects including Downtown and Freeway Reconstructions, Rehabilitations, Safety, Capital Preventative Maintenance, Congestion Mitigation Air Quality, Economic Development, Enhancement, and Maintenance Projects.
- Managed in house and consultant design, leveraged multiple funding sources, coordinated with rail roads, local projects, and resource areas, and communicated with stake holders.
- Coordinated TSC annual call for projects, including scoping, estimating, and selection.

## EXPERIENCE Continued

### **City of Marshall, Michigan**

*City Engineer / Zoning Administrator, May 1998 – March 2001*

- Responsible for the design and construction of city infrastructure projects.
- Coordinated city contracts with consultants and contractors.
- Developed annual budgets for the engineering and building departments.
- Oversaw and implemented city geographic information system.
- Technical resource for Zoning Board of Appeals, Planning Commission, and City Council.
- Supervised building inspectors, construction inspectors, and interns.
- Responded to citizen complaints, questions, and concerns.

### **City of Charlotte, Michigan**

*Engineering Aide / Zoning Officer, April 1997 – May 1998*

- Prepared construction drawings, specifications, easements, permits, and cost estimates.
- Coordinated bidding, inspections, change orders, and pay requests for construction projects.
- Reviewed soil erosion and sedimentation control measures.
- Reviewed site plans and presented reports to the Planning Commission.
- Enforced the city zoning ordinances and staff liaison to the Zoning Board of Appeals.

### **Civil Engineers Inc. Battle Creek, Michigan**

*Project Engineer, May 1995 – April 1997*

- Designed municipal street, drainage, and utility improvement projects.
- Performed construction engineering, inspection, and survey.
- Analyzed watersheds and calculated storm water runoff for county drain commissions.

### **McNamee, Porter & Seeley, Inc. Grand Rapids and Ann Arbor, Michigan**

*Design Engineer, May 1993 – May 1995*

- Designed road, storm sewer, pump station, and wastewater treatment facilities.
- Developed and analyzed computer models of storm and combined sewer systems.
- Performed level one scour investigations of MDOT waterway bridges.

### **US Geological Survey, Water Resource Division Columbus, Ohio**

*Hydrologic Technician, Summers 1991, 1992*

### **Michigan Department of Transportation Lansing, Michigan**

*Materials & Technology Division Cooperative Education Student, June – November 1990*

## COMMUNITY INVOLVEMNT (Current and Past)

American Public Works Association, *Current Member*

Paws with a Cause, *Foster Puppy Raiser*

Parent Council Organization, Marshall Public School, *President, Vice President*

City of Marshall Zoning Board of Appeals (ZBA), *Voting Member*

Battle Creek Jaycees, *Director of Leadership, Director of Community Development, Secretary*

American Society of Civil Engineers, *Treasurer, Young Members Chair*



**ADMINISTRATIVE REPORT**  
**July 5, 2017 - CITY COUNCIL MEETING**

**REPORT TO:** Honorable Mayor and City Council Members  
**FROM:** Tom Tarkiewicz, City Manager  
**SUBJECT:** Appointment to the Downtown Development Authority/Local Development Finance Authority

**BACKGROUND:** The Downtown Development Authority and Local Development Finance Authority are created under State statutes. The Authorities are established to provide revenues for development of downtowns and industrial areas. Both Authorities are created for development and both are partners with the Marshall Area Economic Development Alliance.

The State statute requires the City Manager to recommend Board appointments. Jim Pardoe and Jason LaForge terms expire on September 15, 2017. They have requested to be reappointed to a term expiring September 15, 2021.

**RECOMMENDATION:** It is recommended that the City Council approve the reappointments of Jim Pardoe and Jason LaForge to the Downtown Development Authority and Local Development Finance Authority for terms expiring September 15, 2021.

**FISCAL EFFECTS:** None.

**ALTERNATIVES:** As suggested by Council.

Respectfully submitted,

Tom Tarkiewicz  
City Manager

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