

**MARSHALL CITY COUNCIL AGENDA**

**Monday – 7:00 P.M.**

**August 1, 2022**



- 1) **CALL TO ORDER**
- 2) **ROLL CALL**
- 3) **INVOCATION** – Scott Loughrige, Cross Roads Church & Ministries
- 4) **PLEDGE OF ALLEGIANCE**
- 5) **APPROVAL OF AGENDA** – Items can be added or deleted from the Agenda by Council action.
- 6) **PUBLIC COMMENT ON AGENDA ITEMS** – Persons addressing Council are required to give their name and address for the record when called upon by the Mayor. Members of the public shall be limited to speaking for a maximum of five (5) minutes on any agenda item.

**7) CONSENT AGENDA**

**A. Schedule PH – PA 425 Conditional Land Transfer Request for 15998 West Michigan Avenue**

City Council will consider the recommendation to schedule a public hearing for Monday, August 15, 2022 to hear public comment on the request for a PA 425 Conditional Land Transfer for property located at 15998 West Michigan Avenue.

**B. Schedule PH – PA 425 Conditional Land Transfer Request for 902 South Kalamazoo Avenue**

City Council will consider the recommendation to schedule a public hearing for Monday, August 15, 2022 to hear public comment .

**C. MDOT Contracts Authorizing Signatory**

City Council will consider the recommendation to adopt the resolution authorizing the City Clerk and/or Mayor to sign MDOT contracts on behalf of the City.

**D. City Council Minutes**

Work Session..... Monday, July 18, 2022

Regular Session..... Monday, July 18, 2022

**E. City Bills**

Regular Purchases ..... \$ 154,183.29

Weekly Purchases –7/15/22..... \$ 282,415.84

Weekly Purchases –7/22/22..... \$ 611,173.89

**Total..... \$ 1,047,773.02**

**8) PRESENTATIONS AND RECOGNITIONS**

**9) INFORMATIONAL ITEMS**

**10) PUBLIC HEARINGS & SUBSEQUENT COUNCIL ACTION**

**11) OLD BUSINESS**

**Mayor:**

Joe Caron

**Council Members:**

Ward 1 - Scott Wolfersberger

Ward 2 - Jim Schwartz

Ward 3 - Jacob Gates

Ward 4 - Jen Rice

Ward 5 - Ryan Underhill

At-Large - Ryan Traver



## 12) REPORTS AND RECOMMENDATIONS

### A. Authorization for Use of Perrin Dam Bond Proceeds

City Council will consider the recommendation to adopt the Resolution to Amend Resolution Authorizing the Sale of General Obligation Limited Tax Bonds, Series 2021A.

### B. Website and Related Software Purchase

City Council will consider the recommendation to award the contract for development of a new website to CivicPlus, including the purchase of CivicClerk and CivicHR applications.

## 13) APPOINTMENTS / ELECTIONS

### A. Marshall Farmers Market Advisory Board Appointment

City Council will consider the recommendation to appoint Cherie Riser to the Marshall Farmers Market Advisory Board with a term expiring October 20, 2025.

## 14) PUBLIC COMMENT ON NON-AGENDA ITEMS

Persons addressing Council are required to give their name and address for the record when called upon by the Mayor. Members of the public shall be limited to speaking for a maximum of five (5) minutes on any item not on the agenda.

## 15) COUNCIL AND MANAGER COMMUNICATIONS

## 16) CLOSED SESSION

Pursuant to section 8(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: Confidential Attorney-Client Written Communication dated August 1, 2022, re: Marshall House.

## 17) ADJOURNMENT

Respectfully submitted,

A handwritten signature in black ink, appearing to read "D. N. Perry", with a stylized flourish at the end.

Derek N. Perry  
City Manager

August 1, 2022

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**ITEM 7 A**

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**TO:** Honorable Mayor and City Council  
**FROM:** Derek N. Perry, City Manager  
**DATE:** August 1, 2022  
**SUBJECT:** P.A. 425 CONDITIONAL LAND TRANSFER REQUEST  
15998 WEST MICHIGAN AVE. SET PUBLIC HEARING

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The City has received a request from the owner of the property at 15998 West Michigan Avenue (Parcel ID 13-16-273-024-01) to enter into a Public Act 425 Conditional Land Transfer. A Public Act 425 agreement brings an existing property into the City of Marshall to receive city services and provides for a portion of the collected taxes to be shared with the Township transferring the parcel.

In 2006, the City and Marshall Township entered into a Master Public Act 425 Conditional Land Transfer Agreement. In 2015, the Master Agreement was extended to 2026 and in 2019, it was revised and extended to 2029.

Public Act 425 requires the adoption of a resolution and a public hearing by both governmental bodies. The proposed resolution and contract are attached.

**BUDGET IMPACT:** Based on the property's current taxable value, and current City of Marshall millage rates, the City would collect approximately \$2050 in additional General Fund operating revenue. The Township would receive \$625 as required of the Master PA 425 Conditional Land Transfer from those collections.

**RECOMMENDATION:** Move to schedule a public hearing for August 15, 2022, to hear comments on a Public Act 425 Conditional Land Transfer for property located at 15998 West Michigan Avenue, Marshall, Michigan (Parcel ID 13-16-273-024-01).

**From:** [todd Haidous](#)  
**To:** [Derek Perry](#)  
**Subject:** 15998 W Michigan Ave DQ  
**Date:** Thursday, July 14, 2022 12:29:32 AM

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Good morning Derek,

Thank you for taking my phone call yesterday. Also, I appreciate the fact that you were willing and understanding of my situation and the urgency of this matter. So, as we discussed, this is my formal asking of having my building, 15998 W. Michigan Ave., moved from township to city, to have city water ran to my building. I understand this comes at a cost so please just let me know on the fees and what it will take to connect. Also, I just wanted to make sure we can keep the build going with the township permits so we can achieve opening sometime in mid August.

Thank you

Todd

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

**RESOLUTION AUTHORIZING EXECUTION OF CONTRACT  
FOR CONDITIONAL TRANSFER OF PROPERTY**

**WHEREAS**, TMT HAIDOUS BROTHERS LLC, owner of property commonly known as 15998 West Michigan Avenue, have petitioned the City of Marshall and Marshall Township for a Conditional Transfer of their property from Marshall Township into the City of Marshall; and

**WHEREAS**, on February 25, 2006 the City of Marshall entered into a Master 425 Agreement with the Township of Marshall; and

**WHEREAS**, on September 15, 2014 the City of Marshall extended this Master 425 Agreement with the Township of Marshall until 2026; and

**WHEREAS**, on June 24, 2019 the City of Marshall extended this Master 425 Agreement with the Township of Marshall until December 31, 2029; and

**WHEREAS**, the Master 425 Agreement facilitates the provision of City services, including municipal sewer, water, police and fire protection to properties currently within Marshall Township according to terms acceptable to both the Township of Marshall and the City of Marshall,

**NOW THEREFORE, BE IT RESOLVED**, that the City Manager and the City Clerk are authorized to execute a Contract for Conditional Transfer of Property commonly known at 15998 West Michigan Avenue from the Township of Marshall to the City of Marshall.

**IT IS FURTHER RESOLVED**, that the Contract for Conditional Transfer shall be in the form of the attached document, subject to changes in form approved by the City Attorney.

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 \_\_\_\_\_.

\_\_\_\_\_  
Trisha Nelson, City Clerk  
CITY OF MARSHALL

Dated: \_\_\_\_\_

**CITY OF MARSHALL – TOWNSHIP OF MARSHALL  
CONTRACT FOR CONDITIONAL TRANSFER OF PROPERTY**

This Agreement made on the \_\_\_\_ day of \_\_\_\_\_, 20\_\_, between the CITY OF MARSHALL, a Michigan municipal corporation, having offices at 323 West Michigan Avenue, Marshall, Michigan 49068 (the “City”) and the TOWNSHIP OF MARSHALL, a Township duly organized under the laws of the State of Michigan, and existing in Calhoun County, Michigan, having offices at 13551 Myron Avery Drive, Marshall, Michigan 49068 (the “Township”).

WHEREAS, the City and the Township have adopted a Master 425 Agreement dated June 24, 2019 for the purpose of providing utility services which are available in the City to Township properties upon the request of a Township property owner, and

WHEREAS, TMT HAIDOUS BROTHERS LLC), the owner of the property at 15998 W. Michigan Avenue, described on Schedule 1 attached hereto (“Property”) has requested that the City extend sewer and water services to the Property, and

WHEREAS, the provision of municipal services by the City to the Property would further the economic well-being of both the City and the Township and increase the probability of additional development of the Property, and

WHEREAS, the City has available sewer and water capacity to service the Property, and

WHEREAS, the parties have each conducted a public hearing to receive input on the proposed transfer of property.

NOW, THEREFORE, by authority of Act 425 of Public Acts of 1984 and pursuant to the Master 425 Agreement entered into between the City and the Township and in consideration of the mutual promises herein set forth, BE IT AGREED AS FOLLOWS:

1. The Township consents to the transfer to the City of the Property.
2. The City agrees to accept the transfer of the Property for all purposes allowed under Public Act 425 of 1984, as amended, to make available municipal services to the Property provided that the Property owner and other users of the utilities extended from the City to the Property shall pay for the cost of the extension.
3. The transfer of the Property contemplated by this agreement shall occur at midnight on December 30, 2022.
4. Following transfer, and during the term of this Agreement, the City shall have full jurisdiction over the property subject to the following limitations:

Land usages shall be subject to the Joint Municipal Planning Commission pursuant to the provisions of the Master 425 Agreement.

5. The City and Township agree that the City shall have the authority to assess and collect ad valorem taxes, real and personal, on the Property and any improvements thereon during 2023 and for the remainder of the term of this Agreement. The Township shall

have the authority to assess and collect ad valorem taxes, real and personal, on the Property and any improvements thereon through calendar year 2022.

The City and Township further agree that commencing in the year 2023 and continuing through the fiftieth (50<sup>th</sup>) full calendar year following the issuance of a Certificate of Occupancy for the first use on the Property, all such taxes which the City collects for its own general operating fund purposes only, and which are attributable to the Property for the term of this Agreement shall be shared between the City and the Township as follows:

- A. The Township shall receive the equivalent of (residential – 2; commercial – 4; industrial – 4) mill levied on the taxable value of the Property for the taxable year as established by the City subject to any subsequent adjustments resulting from tax appeals. The City shall transmit the Township's share of such revenues annually on or before 30 days after receipt.
  - B. Thereafter, all tax revenues from the Property shall be collected and retained by the City.
6. Except as provided in paragraph 7, upon termination, expiration or non-renewal of this Agreement, jurisdiction of the Property shall pass to the City and the Township shall have no further rights or interests in the Property.
  7. In the event that the City shall not share tax revenues from the Property as provided in paragraph 5 or shall breach any other provision of this Agreement, the Township shall be entitled to terminate this Agreement, whereupon jurisdiction of the Property shall revert to the Township or the Township may pursue whatever other legal remedies are available to the Township.
  8. Any liability the City or the Township incurs to a third party as a result of the performance of duties or the exercise or rights imposed or granted hereunder shall be jointly shared and defended in the same proportion as the taxes are shared as described in paragraph 5.
  9. The burden of all tax abatements shall be shared by the City and the Township in the same percentage as the millage is shared. In the event the City reduces its millage, the Township's share of millage shall be proportionately reduced provided no additional taxes are levied by the City to replace the reduction in millage.
  10. Sewer and water rates charged to the Property owner shall not be greater than the rates charged in the City for similar users. Property owners shall contribute to repairs and capital improvements to the sewage treatment facilities, water purification plant, well facilities, and distribution systems in the same manner as similar users within the City of Marshall.
  11. In the event there is a conflict between this Agreement and the Master 425 Development Agreement, the terms of the Master 425 Development Agreement shall control unless there is a specific reference in the conflicting provision that it is intended to prevail despite the Master 425 Development Agreement.

12. Within fifteen (15) days of execution of this contract, the City Clerk shall file a duplicate original of this contract with the Calhoun County Clerk, the Michigan Secretary of State and the Calhoun County Register of Deeds.

WITNESSES:

CITY OF MARSHALL

\_\_\_\_\_

By: \_\_\_\_\_  
Derek N. Perry, City Manager

\_\_\_\_\_

By: \_\_\_\_\_  
Trisha Nelson, Clerk

STATE OF MICHIGAN     )  
  )ss  
COUNTY OF CALHOUN    )

The foregoing instrument was acknowledged before me this \_\_\_\_ day of \_\_\_\_\_, 2022 by Derek N. Perry, City Manager and Trisha Nelson, City Clerk of the City of Marshall, on behalf of said City.

\_\_\_\_\_  
Notary Public, Calhoun County, MI  
My commission expires \_\_\_\_\_

WITNESSES:

MARSHALL TOWNSHIP

\_\_\_\_\_

By: \_\_\_\_\_  
David Bosserd, Supervisor

\_\_\_\_\_

By: \_\_\_\_\_  
Susan George, Clerk

STATE OF MICHIGAN     )  
  )ss  
COUNTY OF CALHOUN    )

The foregoing instrument was acknowledged before me this \_\_\_\_ day of \_\_\_\_\_, 2022 by David Bosserd, Supervisory and Susan George, Clerk of Marshall Township, on behalf of said Township.

\_\_\_\_\_  
Notary Public, Calhoun County, MI  
My commission expires \_\_\_\_\_



## SCHEDULE 1

Land located in the Township of Marshall, Calhoun County, Michigan described as follows:

Commencing at the Northeast corner of Section 27, Town 2 South, Range 6 West; thence South 00 degrees 40 minutes 54 seconds East 1492.26 feet, along the East line of Section 27, to the survey line of West Michigan Avenue (formerly Highway US-12); thence South 74 degrees 49 minutes 36 seconds West 393 feet along this survey line; thence South 15 degrees 10 minutes 24 seconds East 171 feet to a point in the Easterly right of way of Highway I-69, also being the South line of Michigan Avenue; thence North 74 degrees 49 minutes 36 seconds East, along this Easterly right of way, 34.00 feet to the true place of beginning of this description; thence continuing North 74 degrees 49 minutes 36 seconds East, along the South line of Michigan Avenue, 230.85 feet to the Westerly right of way of West Drive; thence South 00 degrees 49 minutes 36 seconds East, along this westerly right of way, 213.32 feet; thence North 89 degrees 10 minutes 24 seconds East, along the Westerly right of way, 15.78 feet; thence South 00 degrees 40 minutes 54 seconds East, along the Westerly right of way, 185.45 feet; thence south 80 degrees 26 minutes 30 seconds West 238.02 feet; thence North 15 degrees 10 minutes 24 seconds West 185.58 feet; thence North 74 degrees 49 minutes 36 seconds East 90.00 feet; thence North 15 degrees 10 minutes 24 seconds West 208.26 feet to the place of beginning.

Parcel Id No: 13-16-273-024-01

Property Address: 15998 West Michigan



**ITEM 7 B**

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**TO:** Honorable Mayor and City Council  
**FROM:** Derek N. Perry, City Manager  
**DATE:** August 1, 2022  
**SUBJECT:** **P.A. 425 CONDITIONAL LAND TRANSFER REQUEST  
902 S KALAMAZOO AVENUE. SET PUBLIC HEARING**

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The City has received a request from the owner of the property at 902 S. Kalamazoo Avenue (Parcel ID 13-16-260-003-00) to enter into a Public Act 425 Conditional Land Transfer. A Public Act 425 agreement brings an existing property into the City of Marshall to receive city services and provides for a portion of the collected taxes to be shared with the Township transferring the parcel.

In 2006, the City and Marshall Township entered into a Master Public Act 425 Conditional Land Transfer Agreement. In 2015, the Master Agreement was extended to 2026 and in 2019, it was revised and extended to 2029.

Public Act 425 requires the adoption of a resolution and a public hearing by both governmental bodies. The proposed resolution and contract are attached.

**BUDGET IMPACT:** Based on the property's current taxable value, and current City of Marshall millage rates, the City would collect approximately \$335 in additional General Fund operating revenue. The Township would receive \$45 as required of the Master PA 425 Conditional Land Transfer from those collections.

**RECOMMENDATION:** Move to schedule a public hearing for August 15, 2022, to hear comments on a Public Act 425 Conditional Land Transfer for property located at 902 S. Kalamazoo Avenue, Marshall, Michigan (Parcel ID 13-16-260-003-00).

July 26, 2022

Derek Perry  
City Manager  
323 W. Michigan Ave.  
Marshall, MI 49068

RE: 550 W Hughes Street, Marshall, MI 49068

Dear Mr. Perry,

Please allow this letter to serve as our approval for current purchaser of 550 W Hughes Street, Marshall, MI 49068 to apply for acceptance into the City of Marshall under the 425 regulatory process. They will require access to city utilities. If there are any questions or if you need anything further, please feel free to reach out.

Sincerely,

*Joel B. Kelly* dotloop verified  
07/26/22 11:49 AM EDT  
YTFS-XWFS-3FL1-RWZS

Joel B Kelly

*Michael B. Kelly* dotloop verified  
07/26/22 11:45 AM EDT  
BPCS-VJY-GW1Q-Z9OL

Michael B Kelly

*Steven R. Kelly, Trustee* dotloop verified  
07/26/22 7:57 PM EDT  
3M3S-Y8H5-XW02-PEYM

Steven R Kelly, Trustee

*Benjamin L. Kelly* dotloop verified  
07/26/22 3:31 PM EDT  
5XNE-LWBB-JPMH-LLQO

Benjamin L Kelly

July 25, 2022

Derek Perry  
City Manager  
323 W. Michigan Ave.  
Marshall, MI 49068

RE: 550 W Hughes Street, Marshall, MI 49068

Dear Mr. Perry,

Please allow this letter to serve as a formal request for the parcel located at 550 W Hughes Street, Marshall, MI 49068 to apply for acceptance into the City of Marshall under the 425 regulatory process. We intend for this parcel to be developed as a multifamily housing and need access to city utilities. If there are any questions or if you need anything further, please feel free to reach out.

Sincerely,

A handwritten signature in black ink, appearing to read 'JA', with a long horizontal flourish extending to the right.

Jason Anderson  
Partner at Grand City Capital  
612-998-4123

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

**RESOLUTION AUTHORIZING EXECUTION OF CONTRACT  
FOR CONDITIONAL TRANSFER OF PROPERTY**

**WHEREAS**, Joel Kelly, Michael Kelly, Steven Kelly, and Benjamin Kelly, owners of property commonly known as 902 South Kalamazoo Avenue, have petitioned the City of Marshall and Marshall Township for a Conditional Transfer of their property from Marshall Township into the City of Marshall; and

**WHEREAS**, on February 25, 2006 the City of Marshall entered into a Master 425 Agreement with the Township of Marshall; and

**WHEREAS**, on September 15, 2014 the City of Marshall extended this Master 425 Agreement with the Township of Marshall until 2026; and

**WHEREAS**, on June 24, 2019 the City of Marshall extended this Master 425 Agreement with the Township of Marshall until December 31, 2029; and

**WHEREAS**, the Master 425 Agreement facilitates the provision of City services, including municipal sewer, water, police and fire protection to properties currently within Marshall Township according to terms acceptable to both the Township of Marshall and the City of Marshall,

**NOW THEREFORE, BE IT RESOLVED**, that the City Manager and the City Clerk are authorized to execute a Contract for Conditional Transfer of Property commonly known at 902 South Kalamazoo Avenue from the Township of Marshall to the City of Marshall.

**IT IS FURTHER RESOLVED**, that the Contract for Conditional Transfer shall be in the form of the attached document, subject to changes in form approved by the City Attorney.

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 \_\_\_\_\_.

\_\_\_\_\_  
Trisha Nelson, City Clerk  
CITY OF MARSHALL

Dated: \_\_\_\_\_

**CITY OF MARSHALL – TOWNSHIP OF MARSHALL  
CONTRACT FOR CONDITIONAL TRANSFER OF PROPERTY**

This Agreement made on the \_\_\_\_ day of \_\_\_\_\_, 20\_\_, between the CITY OF MARSHALL, a Michigan municipal corporation, having offices at 323 West Michigan Avenue, Marshall, Michigan 49068 (the “City”) and the TOWNSHIP OF MARSHALL, a Township duly organized under the laws of the State of Michigan, and existing in Calhoun County, Michigan, having offices at 13551 Myron Avery Drive, Marshall, Michigan 49068 (the “Township”).

WHEREAS, the City and the Township have adopted a Master 425 Agreement dated June 24, 2019 for the purpose of providing utility services which are available in the City to Township properties upon the request of a Township property owner, and

WHEREAS, Joel Kelly, Michael Kelly, Steven Kelly, and Benjamin Kelly, the owners of the property at 902 South Kalamazoo Avenue, described on Schedule 1 attached hereto (“Property”) has requested that the City extend sewer and water services to the Property, and

WHEREAS, the provision of municipal services by the City to the Property would further the economic well-being of both the City and the Township and increase the probability of additional development of the Property, and

WHEREAS, the City has available sewer and water capacity to service the Property, and

WHEREAS, the parties have each conducted a public hearing to receive input on the proposed transfer of property.

NOW, THEREFORE, by authority of Act 425 of Public Acts of 1984 and pursuant to the Master 425 Agreement entered into between the City and the Township and in consideration of the mutual promises herein set forth, BE IT AGREED AS FOLLOWS:

1. The Township consents to the transfer to the City of the Property.
2. The City agrees to accept the transfer of the Property for all purposes allowed under Public Act 425 of 1984, as amended, to make available municipal services to the Property provided that the Property owner and other users of the utilities extended from the City to the Property shall pay for the cost of the extension.
3. The transfer of the Property contemplated by this agreement shall occur at midnight on December 30, 2022.
4. Following transfer, and during the term of this Agreement, the City shall have full jurisdiction over the property subject to the following limitations:

Land usages shall be subject to the Joint Municipal Planning Commission pursuant to the provisions of the Master 425 Agreement.

5. The City and Township agree that the City shall have the authority to assess and collect ad valorem taxes, real and personal, on the Property and any improvements thereon during 2023 and for the remainder of the term of this Agreement. The Township shall

have the authority to assess and collect ad valorem taxes, real and personal, on the Property and any improvements thereon through calendar year 2022.

The City and Township further agree that commencing in the year 2023 and continuing through the fiftieth (50<sup>th</sup>) full calendar year following the issuance of a Certificate of Occupancy for the first use on the Property, all such taxes which the City collects for its own general operating fund purposes only, and which are attributable to the Property for the term of this Agreement shall be shared between the City and the Township as follows:

- A. The Township shall receive the equivalent of (residential – 2; commercial – 4; industrial – 4) mill levied on the taxable value of the Property for the taxable year as established by the City subject to any subsequent adjustments resulting from tax appeals. The City shall transmit the Township's share of such revenues annually on or before 30 days after receipt.
  - B. Thereafter, all tax revenues from the Property shall be collected and retained by the City.
6. Except as provided in paragraph 7, upon termination, expiration or non-renewal of this Agreement, jurisdiction of the Property shall pass to the City and the Township shall have no further rights or interests in the Property.
  7. In the event that the City shall not share tax revenues from the Property as provided in paragraph 5 or shall breach any other provision of this Agreement, the Township shall be entitled to terminate this Agreement, whereupon jurisdiction of the Property shall revert to the Township or the Township may pursue whatever other legal remedies are available to the Township.
  8. Any liability the City or the Township incurs to a third party as a result of the performance of duties or the exercise or rights imposed or granted hereunder shall be jointly shared and defended in the same proportion as the taxes are shared as described in paragraph 5.
  9. The burden of all tax abatements shall be shared by the City and the Township in the same percentage as the millage is shared. In the event the City reduces its millage, the Township's share of millage shall be proportionately reduced provided no additional taxes are levied by the City to replace the reduction in millage.
  10. Sewer and water rates charged to the Property owner shall not be greater than the rates charged in the City for similar users. Property owners shall contribute to repairs and capital improvements to the sewage treatment facilities, water purification plant, well facilities, and distribution systems in the same manner as similar users within the City of Marshall.
  11. In the event there is a conflict between this Agreement and the Master 425 Development Agreement, the terms of the Master 425 Development Agreement shall control unless there is a specific reference in the conflicting provision that it is intended to prevail despite the Master 425 Development Agreement.

12. Within fifteen (15) days of execution of this contract, the City Clerk shall file a duplicate original of this contract with the Calhoun County Clerk, the Michigan Secretary of State and the Calhoun County Register of Deeds.

WITNESSES:

CITY OF MARSHALL

\_\_\_\_\_

By: \_\_\_\_\_  
Derek N. Perry, City Manager

\_\_\_\_\_

By: \_\_\_\_\_  
Trisha Nelson, Clerk

STATE OF MICHIGAN     )  
  )ss  
COUNTY OF CALHOUN    )

The foregoing instrument was acknowledged before me this \_\_\_\_ day of \_\_\_\_\_, 2022 by Derek N. Perry, City Manager and Trisha Nelson, City Clerk of the City of Marshall, on behalf of said City.

\_\_\_\_\_  
Notary Public, Calhoun County, MI  
My commission expires \_\_\_\_\_

WITNESSES:

MARSHALL TOWNSHIP

\_\_\_\_\_

By: \_\_\_\_\_  
David Bosserd, Supervisor

\_\_\_\_\_

By: \_\_\_\_\_  
Susan George, Clerk

STATE OF MICHIGAN     )  
  )ss  
COUNTY OF CALHOUN    )

The foregoing instrument was acknowledged before me this \_\_\_\_ day of \_\_\_\_\_, 2022 by David Bosserd, Supervisory and Susan George, Clerk of Marshall Township, on behalf of said Township.

\_\_\_\_\_  
Notary Public, Calhoun County, MI  
My commission expires \_\_\_\_\_



## SCHEDULE 1

Land located in the Township of Marshall, Calhoun County, Michigan described as follows:

Marshall Township Section 26; East 275.22 Feet of West 1/2 of Southeast 1/4 South of Kalamazoo River. East 1/2 of Southeast 1/4 South of River, Except East 198 Feet; Except, beginning 424 Feet North & 198 Feet West of Southeast Section corner; West 350 Feet; South to North Line Hughes Street; East 350 Feet; North to beginning. Also: Commencing at the Northeast corner of Section 35; Thence North 89 Degrees 35' 40" W 1026.68 Feet to point of beginning; Thence 163.48 Feet along arc of curve to left. Delta Angle 6 Degrees 49' 39" , Radius of 1371.86 Feet and Chord of 163.38 Feet bearing S 79 Degrees 08' 26" W; Thence 431.06 Feet along arc of curve to left, with a delta angle of 0 Degrees 19' 26", Radius of 76283.26 Feet , Chord of 431.06 Feet bearing S 76 Degrees 13' 01" W; Thence N 0 Degrees 24' 20" E 137.58 Feet to North line of Section; Thence S 89 Degrees 35' 40" E 578.14 Feet to point of beginning.

Parcel ID No: 13-16-260-003-00

Property Address: 902 S. Kalamazoo Avenue



**ITEM 7 C**

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**TO:** Honorable Mayor and City Council

**FROM:** Derek N. Perry, City Manager  
Eric Zuzga, Director of Community Services

**DATE:** August 1, 2022

**SUBJECT:** MDOT CONTRACTS

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MDOT requires a resolution identifying signatures authorized to sign all MDOT contracts. The attached resolution would authorize the Clerk and/or Mayor to sign on behalf of the City which would avoid needing individual resolutions for each contract. Each individual contract would be presented to Council for approval, with the attached resolution included with the contract when submitted to MDOT.

**BUDGET IMPACT:** No impact.

**RECOMMENDATION:** Approve the attached resolution authorizing the Clerk and/or Mayor to sign MDOT contracts on behalf of the City.



**CITY OF MARSHALL, MICHIGAN  
RESOLUTION NO. 2022-**

**A RESOLUTION TO AUTHORIZE SIGNATURES FOR MDOT  
CONTRACTS**

Minutes of a regular meeting of the Council of the City of Marshall, held on August 1, 2022 at Marshall City Hall in Marshall, MI at 7:00 PM.

PRESENT:

ABSENT:

WHEREAS, the City of Marshall is a party to many different contracts with the Michigan Department of Transportation; and

WHEREAS, the Michigan Department of Transportation requires that a Resolution authorizing signatures accompany any contract.

NOW, THEREFORE, BE IT RESOLVED that the Mayor and/or City Clerk are hereby authorized to sign any MDOT Contract on behalf of the City of Marshall.

AYES:

NAYS:

RESOLUTION DECLARED ADOPTED.

I hereby certify that the foregoing constitutes a true and complete copy of a resolution adopted by the City Council of the City of Marshall, County of Calhoun, Michigan at a regular meeting held on August 1, 2022.

\_\_\_\_\_  
Trisha Nelson  
Clerk

323 W. Michigan Ave.

Marshall, MI 49068

p 269.781.5183

F 269.781.3835

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

**CALL TO ORDER**

IN A WORK SESSION held on Monday, July 18, 2022 at 6:00 P.M. in the Training Room of Town Hall, 323 West Michigan Avenue, Marshall, MI 49068, the Marshall City Council was called to order by Mayor Caron.

**ROLL CALL**

Roll was called:

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

Also Present: City Manager Perry and Marguerite Davenport

Absent: Council Member Gates, Rice, and Traver.

Staff presented information on the Brooks Fountain Master Plan.

\_\_\_\_\_  
Joe Caron, Mayor

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

**CALL TO ORDER**

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

**ROLL CALL**

Roll was called:

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

Also Present: City Manager Perry and Clerk Nelson.

Absent: Member Gates, Rice, and Traver.

**Moved** Wolfersberger, supported Underhill, to excuse the absence of Council Members Gates, Rice, and Traver. On a voice vote – **MOTION CARRIED.**

**INVOCATION/PLEDGE OF ALLEGIANCE**

Brandon Crawford of Grace Baptist Church gave the invocation and Mayor Caron led the Pledge of Allegiance.

**APPROVAL OF THE AGENDA**

**Moved** Wolfersberger, supported Underhill, to approve the agenda with the addition of the Michigan South Central Power Agency invoice in the amount of \$1,063,464.29. On a voice vote – **MOTION CARRIED.**

**PUBLIC COMMENT ON AGENDA ITEMS**

Jerry Klein of 407 Allen Road commented regarding the dead branches at the corner of Mann Road and East Drive and his concern with all of the weeds at the old State Farm Property site.

**CONSENT AGENDA**

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

- A. Approve the Airport Crack Sealing and Pavement Markings Contract with MDOT, contract No. 2022-0768, and authorize the City Clerk to sign on behalf of the City;
- B. Minutes of the City Council Regular Session held on Monday, June 20, 2022;
- C. Approve city bills in the amount of \$ 2,154,217.77.

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

**PRESENTATIONS AND RECOGNITION**

None.

**INFORMATIONAL ITEMS**

None.

**PUBLIC HEARINGS & SUBSEQUENT COUNCIL ACTION**

**A. 125-127 West Michigan Avenue OPRA District:**

Director of Community Services Eric Zuzga explained the City has received a request from Justin and Heather Cahill to consider approval of an Obsolete Property Rehabilitation District (OPRA) to assist in the redevelopment of the second floor of 125-127 West Michigan Avenue. The approval of the OPRA would assist in the creation of five (5) apartments. The first step in the process is the creation of an OPRA district for the property.

Mayor Caron opened the public hearing to hear public comment regarding the request to create an OPRA district at 125-127 West Michigan Avenue.

Hearing no comment, the hearing was closed.

**Moved** Underhill, supported Wolfersberger, to approve the resolution which would create an OPRA district at 125-127 West Michigan Avenue. On a voice vote – **MOTION CARRIED.**

**CITY OF MARSHALL, MICHIGAN  
RESOLUTION 2022-20**

**RESOLUTION TO ESTABLISH AN OBSOLETE PROPERTY REHABILITATION DISTRICT**

Minutes of a regular meeting of the Council of the City of Marshall, held on July 18, 2022 at Marshall City Hall in Marshall, MI at 7:00 PM.

**PRESENT:** Mayor Caron, Schwartz, Underhill, and Wolfersberger.

**ABSENT:** Gates, Rice, and Traver

The following preamble and resolution were offered by Member Underhill, and supported by Member Wolfersberger.

Resolution 2022- 20 Establishing an Obsolete Property Rehabilitation (OPRA) District for Justin and Heather Cahill

WHEREAS, pursuant to PA 146 of 2000, the City of Marshall has the authority to establish "Obsolete Property Rehabilitation Districts" within the City of Marshall; and

WHEREAS, Justin and Heather Cahill have filed a written request with the clerk of

the City of Marshall requesting the establishment of the Obsolete Property Rehabilitation District for an area in the vicinity of 125-127 West Michigan Avenue located in the City of Marshall hereinafter described; and

WHEREAS, the City Council of the City of Marshall determined that the district meets the requirements set forth in section 3(1) of PA 146 of 2000; and

WHEREAS, written notice has been given by mail to all owners of real property located within the proposed district and to the public by newspaper advertisement in the Marshall Advisor and/or by public posting of the hearing on the establishment of the proposed district; and

WHEREAS, on July 18, 2022 a public hearing was held and all residents and taxpayers of the City of Marshall were afforded an opportunity to be heard thereon; and

WHEREAS, the City Council deems it to be in the public interest of the City of Marshall to establish the Obsolete Property Rehabilitation District as proposed.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Marshall that the following described parcel(s) of land situated in the City of Marshall, Calhoun County, and State of Michigan, to wit:

MARSHALL CITY, LOWER VILLAGE E 1/2 LOT 4 BLK 24 LYING N OF ALLEY  
be and here is established as an Obsolete Property Rehabilitation District pursuant to the provisions of PA 146 of 2000 to be known as Cahill Obsolete Property Rehabilitation District No. 1.

AYES: Schwartz, Underhill, Wolfersberger, and Mayor Caron.

NAYS: None.

RESOLUTION DECLARED ADOPTED.

I hereby certify that the foregoing constitutes a true and complete copy of a resolution adopted by the City Council of the City of Marshall, County of Calhoun, Michigan at a regular meeting held on July 18, 2022.

---

Trisha Nelson  
Clerk

**OLD BUSINESS**

None.

## **REPORTS AND RECOMMENDATIONS**

### **A. Grand River Special Event Changes:**

**Moved** Schwartz, supported Underhill, to approve the Special Event Request from Grand River Brewery for the event date change from July 28, 2022 to July 29, 2022. On a voice vote – **MOTION CARRIED.**

### **B. Purchase of 15 KV Copper Underground Cable:**

**Moved** Wolfersberger, supported Underhill, to award the bid for purchase of 4,500 feet of 15-kV copper underground cable to low-bidder Power Line Supply of Reed City, Michigan in the firm amount of \$47,295.00 with an estimated nine- to eleven-week delivery lead time. On a roll call vote – ayes: Schwartz, Underhill, Wolfersberger, and Mayor Caron; nays: none. **MOTION CARRIED.**

### **C. MSCPA Amended and Restated Articles of Incorporation:**

**Moved** Underhill, supported Schwartz, to approve the Michigan South Central Power Agency Amended and Restated Articles of Incorporation and authorize the City Clerk to publish and file the same as required by Act 448. On a voice vote - **MOTION CARRIED.**

### **D. South Marshall Avenue Watermain Construction:**

**Moved** Schwartz, supported Underhill, to approve the construction contract for the South Marshall Avenue Watermain Construction with Quality Excavators for the amount of \$296,301, plus a contingency of \$30,000 for a total funded amount of \$326,301 and approve the construction engineering services with Stantec in the amount of \$44,238.00. On a roll call vote – ayes: Underhill, Wolfersberger, Mayor Caron, and Schwartz; nays: none. **MOTION CARRIED.**

### **E. South Kalamazoo and Leggitt Road Engineering:**

**Moved** Underhill, supported Wolfersberger, to approve the engineering design contract with ENG for the South Kalamazoo and Leggitt Road Engineering in the amount of \$75,972. On a roll call vote – ayes: Schwartz, Underhill, Wolfersberger, and Mayor Caron; nays: none. **MOTION CARRIED.**

### **F. Carver Park Fountain Repairs:**

**Moved** Wolfersberger, supported Schwartz, to approve the water proofing repair to the Carver Park Fountain by DC Byers Company of Grand Rapids in the amount of \$13,048. On a roll call vote – ayes: Underhill, Wolfersberger, Mayor Caron, and Schwartz; nays: none. **MOTION CARRIED.**



**APPOINTMENTS/ELECTIONS**

**A. Marshall Farmers Market Advisory Board Appointment:**

**Moved** Underhill, supported Wolfersberger, to approve the appointment of Julie Koledo to the Marshall Farmers Market Advisory Board with a term expiring October 20, 2025. On a voice vote – **MOTION CARRIED.**

**PUBLIC COMMENT ON NON-AGENDA ITEMS**

None.

**COUNCIL AND MANAGER COMMUNICATIONS**

**ADJOURNMENT**

The meeting was adjourned at 7:43 p.m.

\_\_\_\_\_  
Joe Caron, Mayor

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

User: KWAGNER  
DB: Marshall

UNJOURNALIZED  
OPEN

INVOICE NUMBER	VENDOR NAME	DESCRIPTION	PO NUMBER	AMOUNT
47878	ACTRON SECURITY ALARM	ACCT NO. 181905/18-1904 QUARTERLY MONITO		392.04
1K93-3M9T-6JKH	AMAZON CAPITAL SERVICE	ACCT A1P4GM99HG1E02 - CREDIT MEMO		(2.00)
1YVJ-Y3Q7-6DJT	AMAZON CAPITAL SERVICE	ACCT A1P4GM99HG1E02 - CREDIT MEMO		(3.99)
1F74-DNMC-VDR3	AMAZON CAPITAL SERVICE	ACCT A1P4GM99HG1E02 - FIRST AID KITS		43.37
19RF-TFKQ-QJ63	AMAZON CAPITAL SERVICE	ACCT A1P4GM99HG1E02 - SAFETY VESTS		56.96
1WF1-DQWV-DXCL	AMAZON CAPITAL SERVICE	ACCT A1P4GM99HG1E02 - BULBS		12.67
1YVM-QJLK-CQ6R	AMAZON CAPITAL SERVICE	ACCT A1P4GM99HG1E02 - PSB DEHUMIDIFIER		205.98
1P4G-14L4-NXWK	AMAZON CAPITAL SERVICE	ACCT A1P4GM99HG1E02 - DESK RISER		165.95
136L-3K76-CLTJ	AMAZON CAPITAL SERVICE	ACCT A1P4GM99HG1E02 - BLUETOOTH ADAPTER		24.49
225-495461	AUTO VALUE MARSHALL	GARAGE/STREETS DEPT - ATR ASSORT		5.49
225-495460	AUTO VALUE MARSHALL	GARAGE/STREETS DEPT - MINI FUSE		7.78
225-495456	AUTO VALUE MARSHALL	GARAGE/STREETS DEPT - MICRO I II ASST		5.09
225-495418	AUTO VALUE MARSHALL	GARAGE/STREETS DEPT - SYNTHETIC OIL		389.70
225-495417	AUTO VALUE MARSHALL	GARAGE/STREETS DEPT - SYNTHETIC OIL, ETH		114.30
225-495472	AUTO VALUE MARSHALL	GARAGE/STREETS DEPT - HD TESTER, GOLD FL		44.17
225-495517	AUTO VALUE MARSHALL	GARAGE/STREETS DEPT - 2003 DODGE RAM MAI		423.60
225-495630	AUTO VALUE MARSHALL	GARAGE/STREETS DEPT - ABRASIVE CUT-OFF		32.88
225-495706	AUTO VALUE MARSHALL	GARAGE/STREETS DEPT - OIL FILTERS		33.48
225-495680	AUTO VALUE MARSHALL	GARAGE/STREETS DEPT - AIR SANDER BELT		22.79
225-495681	AUTO VALUE MARSHALL	GARAGE/STREETS DEPT - CREDIT MEMO		(27.89)
225-495747	AUTO VALUE MARSHALL	GARAGE/STREETS DEPT - LED TRAILER KIT, C		110.44
225-495793	AUTO VALUE MARSHALL	GARAGE/STREETS DEPT - HOPPY LITEMATE		51.69
225-495775	AUTO VALUE MARSHALL	GARAGE/STREETS DEPT - BAR LAMP		38.01
225-495883	AUTO VALUE MARSHALL	GARAGE/STREETS DEPT - JACK WELD ON SID		99.39
252-2483185	BANK OF NEW YORK MELLOIA	ACCT NO. MARSHCIT12 TAX BOND ADMIN FEES		250.00
MGL 07.16.22	BEST ELECTRIC, LLC	INSPECTION OF WOODEN ELECTRIC UTILITY PO 2023.004		3,109.00
9520	BIO-CARE, INC.	MARSHALL FIRE DEPT RESPIRATORY SURVEILLA		1,713.00
178633	BOGAR THEATRE	SUMMER PLAYGROUND FIELD TRIP - 39 ATTEND		390.00
154652	BOSHEARS FORD SALES, I	CUSTOMER NO. 51086 2012 FORD F250 REPAIR		7,324.41
143051	BS&A SOFTWARE	CUSTOMER ID: MARSCTYCALH - WEBINAR TRAIN		150.00
142512	BS&A SOFTWARE	CUSTOMER ID: MARSCTYCALH 8/1/22 - 8/1/23 2023.033		6,152.00
20720134809	BT PIPING SERVICES	MARSHALL HOUSE UNIT 413 MAINTENANCE		557.41
4209	COMPREHENSIVE EMISSION	STACK TESTING AT THE POWERHOUSE MAY 17-1 2022.271		4,800.00
8379600	CRYSTAL FLASH MARSHALL	ACCT NO. 051300000 OFF ROAD DIESEL	2023.031	3,398.45
8289280	CRYSTAL FLASH MARSHALL	ACCT NO. 051300000 REC GAS		2,420.91
IN8530	D.I.Y. EQUIPMENT RENTA	TRENCHER RENTAL FOR 408 LYON LK NEW SERV		95.00
604161	DARLING ACE HARDWARE	CUST NO. 1650 - MARSHALL HOUSE (DEHUMIDI		399.97
604216	DARLING ACE HARDWARE	CUST NO. 1650 - MARSHALL HOUSE (WALL PLA		24.60
603528	DARLING ACE HARDWARE	CUST NO. 1650 - AIRPORT (NAILON, ADDRESS		36.33
603605	DARLING ACE HARDWARE	CUST NO. 1650 - FIRE DEPT (CAR KEY)		3.99
603989	DARLING ACE HARDWARE	CUST NO. 1650 - METER DEPT (TERM SPD, TE		24.76
603582	DARLING ACE HARDWARE	CUST NO. 1650 - MARSHALL HOUSE (GLADE AI		20.97
603575	DARLING ACE HARDWARE	CUST NO. 1650 - FIBERNET (NUTS)		3.00
603641	DARLING ACE HARDWARE	CUST NO. 1650 - REC/PARKS (HEX KEY SET)		9.58
603660	DARLING ACE HARDWARE	CUST NO. 1650 - WATER DEPT (BATTERIES)		10.99
603850	DARLING ACE HARDWARE	CUST NO. 1650 - REC/PARKS (KEYS)		4.78
603957	DARLING ACE HARDWARE	CUST NO. 1650 - REC/PARKS (MARKER, DECK		37.18
604110	DARLING ACE HARDWARE	CUST NO. 1650 - REC/PARKS (WASP/HORNET S		7.99
603250	DARLING ACE HARDWARE	CUST NO. 1650 - WATER DEPT (NUTS, BOLTS,		0.95
603206	DARLING ACE HARDWARE	CUST NO. 1650 - WATER DEPT (BALL VALVE)		17.99
603516	DARLING ACE HARDWARE	CUST NO. 1650 - REC/PARKS (HOSE NOZZLE,		47.98
3356235	EDWARDS INDUSTRIAL SAL	CUSTOMER ID: 92775 HOSE ASSEMBLY, COUPLE		110.50
012145	ENVIRONMENTAL RESOURCE	ACCT NO. C381602 WWTP LAB SUPPLIES		365.60
S104657543.001	ETNA SUPPLY	CUSTOMER NO. 5277 2" CURB STOP		1,010.00
22-07132	GARAGE DOORS UNLIMITED	CITY HALL RESTROOM LOCK SERVICE CALL 7/1		150.00
119389529	GLOBAL INDUSTRIAL	CUSTOMER NO. 688867 TISSUE DISPENSER		79.89
9380768276	GRAINGER	ACCT NO. 804945673 BATTERY BACK-UP		229.12
2213359	GRIFFIN PEST SOLUTIONS	ACCT NO. 3542611 SERVICES AT 323 W. MICH		35.00
07132022	HOME DEPOT CREDIT SERV	MARSHALL HOUSE UNIT 113 UPGRADES/APPLIAN		4,799.27
33595	HUNTER PRELL COMPANY	MRLEC SERVICE CALL FOR EXHAUST FAN 6/28/		256.39
144279	HYDAKER-WHEATLAKE	CUSTOMER ID: 2343 CONSTRUCTION OF THE BR 2023.029		52,910.85
625479	ITRON, INC.	CUSTOMER NO. 2801 METER READING SOFTWARE		2,887.50
632174	KENNEDY INDUSTRIES, IN	ARLYN SCALE DISPLAY FOR FLUORIDE	2022.274	787.00
INV032278	KNIGHT WATCH, INC	MARSHALL HOUSE FIRE ALARM SERVICE CALL 6		759.58
41013	LAKELAND ASPHALT CORPO	CITY OF MARSHALL - 1.54 TONS BITUMINOUS		103.95
22270	LEGG LUMBER	WATER DEPT - 80LB GRAVEL MIX		31.96
22274	LEGG LUMBER	WATER DEPT - 80LB GRAVEL MIX		31.96
21936	LEGG LUMBER	AIRPORT - KLEER TRIM		30.00
017889	LEWEY'S SHOE REPAIR	CITY OF MARSHALL - RONNIE DAVIS BOOT ALL		185.00
017894	LEWEY'S SHOE REPAIR	CITY OF MARSHALL - PHIL GOODRICH BOOT AL		170.00
07142022	MARSHALL PUBLIC SCHOOL	SUMMER PLAYGROUND TRANSPORTATION TO MHS		95.21
81663613	MCMMASTER-CARR	ACCT NO. 188371900 SLING		109.47
81817799	MCMMASTER-CARR	ACCT NO. 188371900 PANEL PLUGS		19.19
94660785	MSC INDUSTRIAL SUPPLY	CUSTOMER NO. 02356117 VGARD EARMUFFS		90.94
07132022	OAKLAWN HOSPITAL	ACCT NO. 9950-56303 DOT TEST/SCREENING -		70.00
2324117	OFFICE 360	ACCT NO. 26140 FILE FOLDERS		20.99
2332262	OFFICE 360	ACCT NO. 26140 COPY PAPER		83.98
56674626	POWER LINE SUPPLY	CUSTOMER ID: 100402 RED METER SEALS		300.00
56675097	POWER LINE SUPPLY	CUSTOMER ID: 100402 CANVAS BUCKETS		212.61

APPROVAL LIST FOR CITY OF MARSHALL  
 EXP CHECK RUN DATES 08/04/2022 - 08/04/2022  
 UNJOURNALIZED  
 OPEN

INVOICE NUMBER	VENDOR NAME	DESCRIPTION	PO NUMBER	AMOUNT
56675997	POWER LINE SUPPLY	CUSTOMER ID: 100402 METER SOCKET		33.83
56675998	POWER LINE SUPPLY	CUSTOMER ID: 100402 STEEL ANGLE BRACKET		868.70
56676799	POWER LINE SUPPLY	CUSTOMER ID: 100402 AUTO SPLICE		1,386.00
22372	RS TECHNICAL SERVICES,	LMI METERING PUMP FOR PHOSPHATE	2023.014	1,520.18
AR001942	SCHULER'S RESTAURANT	MARSHALL HOUSE RESIDENT LUNCH	2023.032	3,240.00
1956182	STANTEC CONSULTING MIC	WWTP CLARIFIER CONSTRUCTION SERVICES	2021.350	633.50
1956184	STANTEC CONSULTING MIC	CONCEPTUAL DESIGN STUDY WATER TREATMENT	2021.202	226.25
1956185	STANTEC CONSULTING MIC	ENGINEERING SERVICES - TASK 109 - REGION	2022.213	1,357.50
591-11014486	STATE OF MICHIGAN - MD	WEATHER OBSERVATION & DATA SYSTEM APR -		731.63
07202022	STATE OF MICHIGAN EGLE	SMALL SYSTEMS WATER OPERATING TRAINING -		45.00
950170	STEENSMA	CUSTOMER NO. 5154 EXMARK 72" SIDE DISCHA	2022.215	14,159.00
S012959354.001	STUART C IRBY CO	CUSTOMER NO. 209591 GE PROLEC POLE MOUNT	2022.250	16,257.50
S012959354.003	STUART C IRBY CO	CUSTOMER NO. 209591 GE PROLEC POLE MOUNT	2022.250	6,160.00
S012959354.005	STUART C IRBY CO	CUSTOMER NO. 209591 GE PROLEC POLE MOUNT	2022.242	4,645.00
5814046-00	SUNSOURCE	WWTP THICKENER PUMP PARTS		47.76
1620035938	UNIFIRST CORPORATION	UNIFORM SERVICES - MARSHALL HOUSE		45.50
1620035933	UNIFIRST CORPORATION	UNIFORM SERVICES - WASTE WATER		30.26
1620035936	UNIFIRST CORPORATION	UNIFORM SERVICES - POWER HOUSE		61.61
1620035937	UNIFIRST CORPORATION	UNIFORM SERVICES - ELECTRIC		191.57
1620035935	UNIFIRST CORPORATION	UNIFORM SERVICES - DPW GARAGE		59.66
1620035939	UNIFIRST CORPORATION	UNIFORM SERVICES - WATER		39.92
1620036542	UNIFIRST CORPORATION	UNIFORM SERVICES - MARSHALL HOUSE		45.50
1620036541	UNIFIRST CORPORATION	UNIFORM SERVICES - ELECTRIC		53.68
1620036537	UNIFIRST CORPORATION	UNIFORM SERVICES - WASTE WATER		30.26
1620036539	UNIFIRST CORPORATION	UNIFORM SERVICES - DPW GARAGE		59.66
1620036543	UNIFIRST CORPORATION	UNIFORM SERVICES - WATER		39.92
1620036540	UNIFIRST CORPORATION	UNIFORM SERVICES - POWER HOUSE		66.86
043103	USA BLUEBOOK	CUSTOMER NO. 859103 HACH DPD, POWDER PIL		390.95
530367704	UTILITIES INSTRUMENTAT	REPURPOSE TRANSDUCERS AT PEARL STREET SU		2,250.00
07122022	ZICK'S WELDING & FABRI	MAINTENANCE ON EXHAUST STACK FOR POWER H		312.50
GRAND TOTAL:				154,183.29

INVOICE NUMBER	VENDOR NAME	DESCRIPTION	PO NUMBER	AMOUNT
07/15/2022	123 CO-OP	UB refund for account: 1130		156.00
7105578797	ABB INC. VIA VERHILL	15KV BREAKERS FOR BROOKS SUBSTATION- PER2022.168		176,249.49
415449	AD-VISOR & CHRONICLE	AD NO. 6100458 PUBLIC NOTICE/WASTE WATER		936.44
9127324878	AIRGAS USA LLC	PAYER NO. 1438173 DPW HARD HATS		299.75
92281	ALL-TRONICS, INC.	ACCT NO. 1-MARCIT PHONE PROGRAMMING AT M		90.00
IMR9-6NV3-1GKN	AMAZON CAPITAL SERVICE	ACCT A1P4GM99HG1EO2 - TRASH/DOG BAGS		106.65
31907601	APPLIED CAPITAL, LLC	CONTRACT NO. 132-1753516-000 MRLEC COPIE		235.04
269781907007-2022	AT&T	ACCT NO. 269 781-9070 573 1 JULY 2022		205.96
269781949207-2022	AT&T	ACCT NO. 269 781-9492 594 7 JULY 2022		107.50
269789901107-2022	AT&T	ACCT NO. 269 789-9011 599 1 JULY 2022		199.49
269781843107-2022	AT&T	ACCT NO. 269 781-8431 746 9 JULY 2022		238.19
INV-07749	BALTIC NETWORKS USA	MIKROTIK INTERNATIONAL ROUTERS, RESIDENT2022.240		1,293.58
P52757753	BATTERIES PLUS BULBS	CUST NO. 781 9813 150W HPS		419.40
07/15/2022	BRIAN GREER	UB refund for account: 2454		50.00
STREETS-2022-00000	CITY OF BATTLE CREEK	TRAFFIC CONTROL CLASS FOR 6 PARTICIPANTS		314.88
10032	COURTNEY & ASSOCIATES	MONTHLY RETAINER SERVICE - MAY 2022		250.00
8078120	CRYSTAL FLASH MARSHALL	ACCT NO. 051300000 REC GAS		1,944.77
168738	D & D MAINTENANCE SUPP	ACCT NO. CIMA1 JANITORIAL SUPPLIES		1,375.00
S0016113	EMERGENCY VEHICLE PRODI	CUSTOMER ID: MARSHALL - FIRE DEPT VEHICL		930.96
S0016106	EMERGENCY VEHICLE PRODI	CUSTOMER ID: MARSHALL - FIRE DEPT VEHICL		656.90
S0016132	EMERGENCY VEHICLE PRODI	CUSTOMER ID: MARSHALL - FIRE DEPT VEHICL		372.50
S0016133	EMERGENCY VEHICLE PRODI	CUSTOMER ID: MARSHALL - FIRE DEPT VEHICL		411.35
I118028	ERIC DALE HEATING & AI	KETCHUM PARK SERVICE CALL 7/5/2022		603.00
07132022	EVERGREEN RESORT	HOTEL FOR LINEMAN SCHOOL - JASON ERB		829.90
MIBAT320178	FASTENAL COMPANY	CUST NO. MIBAT1561 OPERATING SUPPLIES		44.06
MIBAT320059	FASTENAL COMPANY	CUST NO. MIBAT1561 OPERATING SUPPLIES		166.60
0157072	FERGUSON WATERWORKS #3	CUSTOMER NO. 2868 PENTAGON PLUG		70.00
938	GLGC PLUMBING LLC	NEW WATER FILTER FOR FOUNTAIN		522.64
24203569	GRANGER WASTE SERVICES	ACCT NO. 2782490 COMMERCIAL		1,054.72
24201708	GRANGER WASTE SERVICES	ACCT NO. 18400290 RESIDENTIAL		29,996.93
24177529	GRANGER WASTE SERVICES	ACCT NO. 18422860 CITY BUILDINGS		110.28
24204192	GRANGER WASTE SERVICES	ACCT NO. 2890780 875 E. MICHIGAN AVE		171.99
07/15/2022	HEGGE, CHARITY & FACE,	UB refund for account: 1900980034		181.31
33462	HUNTER PRELL COMPANY	JOB NO. TP22-0088 FIRE DEPT SOFTNER LEAK		255.89
C171218	IMPACT SOLUTIONS	CLIENT NO. MARSH - ENVELOPES		24.00
CP134B	INTERNAL REVENUE SERVI	CHANGES TO DECEMBER 31, 2021 FORM 941		616.46
26759	J AND K PLUMBING SUPPL	MARSHALL HOUSE - SHOWER SPOUT		100.64
07/15/2022	LAROE, SARAH	UB refund for account: 3004550032		5.93
07062022	LEPPINKS, INC.	LED LIGHTING AT SAVE-A-LOT 106 REDFIELD		3,806.44
017882	LEWEY'S SHOE REPAIR	CITY OF MARSHALL - ALEC EGNATUK BOOT ALL		195.00
017865	LEWEY'S SHOE REPAIR	CITY OF MARSHALL - BRANDON VANDENBOSS BO		179.95
P04965	MACQUEEN EMERGENCY GRO	ACCT NO. MARSH033 TURNOUT GEAR WASHER AN2022.291		13,685.00
6018050	MPH INDUSTRIES, INC.	CUST NO. 490680 SPEED MONITOR WITH SOLAR2022.268		4,885.00
472317	NORTH CENTRAL LABORATO	ACCT NO. 27850 BLANKET PO FOR LABORATORY2022.031		77.19
819318	NYE UNIFORM COMPANY	MARSHALL PD - LANKERD PANTS		84.50
819320	NYE UNIFORM COMPANY	MARSHALL PD - GROENEVELD PANTS		93.84
819307	NYE UNIFORM COMPANY	MARSHALL PD - PATTERSON PANTS		99.78
819296	NYE UNIFORM COMPANY	MARSHALL PD - PHILPOTT PANTS		82.00
819300	NYE UNIFORM COMPANY	MARSHALL PD - VANDENBOSS PANTS		82.00
819299	NYE UNIFORM COMPANY	MARSHALL PD - GOODRICH PANTS		82.00
819303	NYE UNIFORM COMPANY	MARSHALL PD - KURAS PANTS		82.00
819297	NYE UNIFORM COMPANY	MARSHALL PD - POTTER PANTS		82.00
819306	NYE UNIFORM COMPANY	MARSHALL PD - HUG PANTS		82.00
2310441	OFFICE 360	ACCT NO. 26140 TOILET CLEANER		48.48
JULY2022	PARKER, PATTY	ACTING FARMER'S MARKET COORDINATOR - JUL		850.00
JUNE2022	PARKER, PATTY	ACTING FARMER'S MARKET COORDINATOR - JUN		850.00
07152022	PEHRSON, KORY	REIMBURSEMENT FOR BOOT ALLOWANCE (CORREC		57.46
06172022	PRINTING SYSTEMS, INC.	POSTAGE FOR 2022 VOTER ID CARDS		1,613.96
00188360	PROGRESSIVE AE	DESIGN AND ENGINEERING OF GREEN STREET R2022.005		1,820.00
I4236	R AND M SERVICE	TESTING/SERVICE AT WASTE WATER, MARSHALL		1,205.06
10430	REVORE LAW FIRM, P.L.C	CITY OF MARSHALL SERVICE THRU JUNE 30, 2		7,500.00
1642805033	STAPLES BUSINESS CREDI	CREDIT ACCT NO. 302063 OFFICE SUPPLIES		603.46
07/15/2022	TARSHAN, YAZEED & WOZN	UB refund for account: 3205440043		85.02
07122022	TAYLOR, JEFF	REIMBURSEMENT FOR BOOT ALLOWANCE		310.48
06292022	TRACTOR SUPPLY CREDIT	ACCT NO. 6035 3012 0506 1839 TRAPS		140.97
024777	USA BLUEBOOK	CUSTOMER NO. 859103 WWTP LAB SUPPLIES		414.56
020041	USA BLUEBOOK	CUSTOMER NO. 859103 WWTP LAB SUPPLIES		391.16
9910175415	VERIZON WIRELESS	ACCT NO. 987146080-00001 JULY 2022		1,539.38
55161	VILLA ENVIRONMENTAL COI	AIRPORT QUARTERLY OPERATOR INSPECTION 6/		200.00
82285022	WEX BANK	ACCT NO. 0470-00-462076-1 JUNE 2022		17,973.88
06242022	WOW! BUSINESS	ACCT NO. 013934621 SERVICE AT DPW JUNE 2		57.21
06292022	WOW! BUSINESS	ACCT NO. 014226414 FIRE DEPT JULY 2022		126.38
07022022	WOW! INTERNET-CABLE-PH	ACCT NO. 010040764 MARSHALL HOUSE JULY 2		1,431.48
GRAND TOTAL:				282,415.84

User: KWAGNER  
 DB: Marshall

INVOICE NUMBER	VENDOR NAME	DESCRIPTION	PO NUMBER	AMOUNT
07/22/2022	ADAMS, BENJAMIN	UB refund for account: 301820039		75.18
56372	ALEXANDER CHEMICAL COR	CUSTOMER NO. 100413 WASTE WATER BLANKET	2023.023	2,102.24
92307	ALL-TRONICS, INC.	ACCT NO. 1-MARCIT KEYFOBS		180.00
1MFW-6CCC-GHN7	AMAZON CAPITAL SERVICE	ACCT ALP4GM99HG1E02 - MOUSE & LAPTOP BAG		32.38
1DCN-9WQR-JPRY	AMAZON CAPITAL SERVICE	ACCT ALP4GM99HG1E02 - FIRST AID KITS		61.13
1QJW-RTDL-7QVD	AMAZON CAPITAL SERVICE	ACCT ALP4GM99HG1E02 - SCORE BOOK		20.55
5348818-00	ANIXTER, INC.	CUST NO. 115552 CT AND PT FOR LIGHTING S	2023.021	5,150.79
5348821-00	ANIXTER, INC.	CUST NO. 115552 CT AND PT FOR LIGHTING S	2023.021	4,882.86
5358270-00	ANIXTER, INC.	CUST NO. 115552 CT AND PT FOR LIGHTING S	2023.021	1,627.62
2923	ARCTECH PRECISION WELD	CITY OF MARSHALL - (3) 6" X 6" X 1/8" FL		37.00
287290494544X07142	AT&T	ACCT NO. 287290494544 JULY 2022		67.30
07162022	BUTTERS, SCOTTY	FARMER'S MARKET ENTERTAINMENT 7/16/2022		35.00
1214950	CLARK HILL PLC	CLIENT NO. K9950 LEGAL FEES THROUGH MAY		522.00
201897370556	CONSUMERS ENERGY	ACCT NO. 1000 0916 3435 CITY HALL JULY 2		113.24
201452423954	CONSUMERS ENERGY	ACCT NO. 1030 1852 1130 MRLEC JULY 2022		1,910.06
202609331502	CONSUMERS ENERGY	ACCT NO. 1030 1852 0884 MRLEC JULY 2022		22.22
205101036976	CONSUMERS ENERGY	ACCT NO. 1030 1352 1119 LIFT STATION JUL		23.65
203143252656	CONSUMERS ENERGY	ACCT NO. 1000 0916 3203 WASTE WATER JULY		15.00
201897370557	CONSUMERS ENERGY	ACCT NO. 1000 0916 3708 WASTE WATER JULY		15.00
201897370558	CONSUMERS ENERGY	ACCT NO. 1000 0916 3971 DPW JULY 2022		115.93
204567115171	CONSUMERS ENERGY	ACCT NO. 1000 0759 4680 DPW JULY 2022		40.96
202876266836	CONSUMERS ENERGY	ACCT NO. 1000 9033 6411 AIRPORT JULY 202		15.00
205901950136	CONSUMERS ENERGY	ACCT NO. 1000 8921 1096 KP FIRE PLACE JU		17.44
207058163839	CONSUMERS ENERGY	ACCT NO. 1000 0033 5602 MARSHALL HOUSE J		465.72
201452423741	CONSUMERS ENERGY	ACCT NO. 1000 7224 3312 WATER JULY 2022		77.02
105721	CRT, INC.	HP ELITE 600/OFFICE 2021 BUSINESS/MONITO		1,867.00
105737	CRT, INC.	BATTERY SUA2200		527.00
220719COM	CRT, INC.	DESKTOPS 2022-2023 PURCHASE 50% DOWN	2023.027	8,628.00
220719COM2	CRT, INC.	DESKTOP PURCHASE FOR 2022-2023 50% DOWN	2023.028	4,765.50
S3-48647	CUMMINS SALES AND SERV	CUSTOMER NO. 181937 MARSHALL HOUSE GENER		1,432.57
1002	EDMUND P. FINAMORE, EE	CONSULTING FOR CONVERSION OF ELECTRIC AM	2022.262	4,320.00
S0016198	EMERGENCY VEHICLE PROD	CUSTOMER ID: MARSHALL - FIRE DEPT VEHICL		2,356.78
07182022	FIELDS ELECTRIC, LLC	REFUND FOR PE 22-068 DUE TO CANCELED WOR		105.00
07222022	FIRST CONTRACTING, INC	SCHULER'S PAYMENT REQUEST - CONSTRUCTION		272,198.41
S111812403.001	GALLOUP COMPANY	WASTE WATER PLUMBING FITTINGS		44.89
07/22/2022	GREGORY HAST	UB refund for account: 2701		67.20
20220447	GRP ENGINEERING INC	ENGINEERING SERVICES - BROOKS SUBSTATION	2022.046	8,979.29
20220446	GRP ENGINEERING INC	ENGINEERING SERVICES - GENERAL MISC. SER	2023.017	300.00
07/22/2022	HALEY, LYNNE	UB refund for account: 2202280006		87.06
07012022	HERITAGE CLEANERS	ACCT NO. 100243 MARSHALL POLICE DEPT JUL		431.75
07192022	MAEDA	REIMBURSEMENT FOR 2022 BLUES FEST EXPENS		571.01
S5039817.001	MEDLER ELECTRIC COMPAN	CUSTOMER NO. 979 PVC PARTS		295.65
S5039817.002	MEDLER ELECTRIC COMPAN	CUSTOMER NO. 979 2" EXPANSION COUPLING		147.97
S5039817.003	MEDLER ELECTRIC COMPAN	CUSTOMER NO. 979 2" COUPLING		20.83
IN3721995	MICHIGAN OFFICE SOLUTI	ACCT NO. MC26-S COPY OVERAGE		220.54
E30320	MWEA	WASTE WATER EXAM PREP - FINNEY & WEBERLI		50.00
472955	NORTH CENTRAL LABORATO	ACCT NO. 27850 BLANKET PO FOR LABORATORY	2022.031	421.61
113264	O'LEARY WATER CONDITIO	MARSHALL FIRE DEPT - SALT & WATER JUNE 2		170.50
314806	PVS TECHNOLOGIES, INC.	WASTE WATER BLANKET PO FOR FERRIC CHLORI	2023.016	6,233.15
07032022	QUADIENT FINANCE USA,	ACCT NO. 7900 0440 5582 9307 POSTAGE JUL		3,000.00
07012022	QUALITY EXCAVATORS, IN	PROSPECT STREET WATERMAIN AND STREET IMP	2022.275	238,336.84
10006069	RATHCO SAFETY SUPPLY I	2022 MARSHALL BLUES FEST BARRICADES		550.00
07/22/2022	REITSMA, PATRICIA & JA	UB refund for account: 2705040004		42.27
164484	RIVERSIDE INTEGRATED S	PSB FIRE ALARM PANEL SERVICE CALL		562.75
70842949	ROSE PEST SOLUTIONS	CLIENT NO. 70019775 SERVICES AT MARSHALL		1,250.00
58004830	ROTO-ROOTER	PSB DRAIN MAINTENANCE ON NORTH SIDE		875.99
07202022	SIMMONS, MARY	MARSHALL HOUSE RESIDENT REFUND		425.00
13630782	SPECIALTY ANSWERING SE	MARSHALL HOUSE SERVICE AUGUST 2022		70.70
S012964228.001	STUART C IRBY CO	CUSTOMER NO. 209591 GE PROLEC POLE MOUNT	2022.242	21,560.00
07/22/2022	TARAMELLI, ASHTON	UB refund for account: 29006600040		44.72
251450	TELNET WORLDWIDE	ACCT NO. 8948 JULY 2022		1,284.30
9032-0	THE SHERWIN-WILLIAMS C	ACCT NO. 2475-6137-6 MARSHALL HOUSE TEAR		100.00
1759	THE WOODHILL GROUP, LL	FINANCE & ACCTG SERVICES FY2022	2022.011	5,008.75
9865	TIRE CITY TIRE PROS	2020 FORD INTERCEPTOR AXLE REPLACEMENT		1,625.96
123	TOP TO BOTTOM TREE SER	ELECTRIC LINE CLEARANCE (3-PERSON \$106/	2023.002	3,392.00
029007	USA BLUEBOOK	CUSTOMER NO. 859103 WASTE WATER LAB SUPP		661.23
67413076-30-12-22	WHENTOWORK, INC.	SUBSCRIPTION #67413076 ONLINE SCHEDULING		220.00
07/22/2022	ZIEGLER, RYAN	UB refund for account: 1602800055		296.38
GRAND TOTAL:				611,173.89



**ITEM 12 A**

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**TO:** Honorable Mayor and City Council

**FROM:** Derek N. Perry, City Manager  
William Dopp, Finance Director  
Kevin Maynard, Director of Electric Utilities

**DATE:** August 1, 2022

**SUBJECT:** **Resolution to Amend Resolution Authorizing Issuance and Sale of General Obligation Limited Tax Bonds, Series 2021A**

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The City of Marshall issued \$2,665,000 of General Obligation Limited Tax Bonds, Series 2021A dated June 2, 2021, to fund the Perrin Dams Improvements Project. The Perrin Dams Improvements Project was completed without use of a budgeted \$226,000 contingency, which remains in the Project Fund.

The Resolution Authorizing Issuance and Sale of the Bonds that was adopted by City Council on March 15, 2021 provides that any balance remaining in the Project Fund after completion of the Perrin Dams Improvements Project may be used for other capital improvements if bond counsel advises the City that such use is permitted by state law and will not cause the interest on the bonds to be included in gross income for federal income tax purposes within the meaning of the Internal Revenue Code.

City Bond Counsel Miller, Canfield, Paddock, and Stone, P.L.C. has determined that such use is permitted by state law and will not cause the interest on the Bonds to be included in gross income for federal income tax purposes within the meaning of the Internal Revenue Code.

The Electric Department Deficit Elimination Plan limits Fiscal Year 2022-2023 capital improvements funding to \$350,000. Having an additional \$226,000 available during the projected final year of the Deficit Elimination Plan allows us to move forward with needed electric system improvements that otherwise must be deferred to future years.

Staff respectfully requests City Council approval to expend remaining 2021 GO Limited Tax Bonds proceeds on the following Electric Department capital improvements:

<b>Proposed Electric System Improvements Perrin Dams Improvements Project GO Bonds</b>	
<b>Proposed Use</b>	<b>Cost</b>
Utility Pole Replacements	\$78,600
Transformer Replacements	\$70,000
Hydroelectric Unit #3 Bearing Repair	\$57,400
Power Plant Air Compressor Rebuilds	\$20,000
<b>Total \$226,000</b>	

**Utility Pole Replacements:** Wooden utility poles have an estimated service life of 33 to 40 years. The City recently completing a pole survey and assessment to identify poles in need of replacement. Approximately 200 poles were identified as being in need of immediate replacement.

**Transformer Replacements:** Transformers have an estimated service life of approximately 40 years, so annual replacements are required. As customer loads (including air conditioning, electronics, and electric vehicle charging) grow, larger and/or additional transformers are required to serve existing and new customers. In addition, the Electric Department has renewed its focus on converting remaining 4,160-volt electric distribution system circuits to 12,470-volt operation, which typically requires installation of new dual-voltage transformers on the circuits being upgraded.

**Marshall Hydroelectric Unit #3 Bearing Repair:** Marshall Hydroelectric Project Generating Unit #3 has been out of service since 2017 due to a bearing failure. Canyon Hydro is currently repairing the bearing and performing other related work to return the unit to service. Returning Unit #3 to service will reduce market power purchases, provide additional capacity credit, and create new Renewable Energy Certificates/Credits that the City can sell or use for compliance purposes.

**Power Plant Air Compressor Rebuilds:** The Power Plant has seven industrial-duty air compressors used in the operation of the reciprocating engine generating units. These air compressors cost an estimated \$30,000 to \$40,000 to replace, but approximately \$8,000-\$10,000 each to rebuild, allowing the City to schedule this work that extends the air compressors' service lives. One of the compressors was rebuilt in FY 2022. Two additional compressors will be rebuilt in FY 2023.

**BUDGET IMPACT:** The \$226,000 required for the proposed additional capital improvements will be funded using remaining Perrin Dams Improvements Project funds. Annual debt service for the \$2,665,000 2021 General Obligation Limited Tax Bonds is not impacted by using remaining bond proceeds toward these identified projects.

**RECOMMENDATION:** Staff respectfully requests City Council adoption of the Resolution to Amend Resolution Authorizing Issuance and Sale of General Obligation Limited Tax Bonds, Series 2021A.

**City of Marshall, Michigan  
County of Calhoun, State of Michigan**

RESOLUTION #2022-

RESOLUTION TO AMEND  
RESOLUTION AUTHORIZING ISSUANCE AND SALE OF  
GENERAL OBLIGATION LIMITED TAX BONDS, SERIES 2021A

WHEREAS, the City of Marshall, County of Calhoun, State of Michigan (the “City”) issued its \$2,665,000 General Obligation Limited Tax Bonds, Series 2021A dated as of June 2, 2021 (the “Bonds”) pursuant to the Resolution Authorizing Issuance and Sale for the Bonds adopted by the City Council of the City on March 15, 2021 (the “Resolution”); and

WHEREAS, the Bonds were issued for the purpose of constructing improvements to the Perrin Dam including but not limited to clearing and grubbing the dam crest and upstream and downstream embankment slopes, placement of embankment fill on the upstream and downstream slopes, installation of a geomembrane liner on the upstream slope, placement of heavy riprap on the upstream slope, installation of a toe drain system with manholes at the downstream toe of slope, cast-in-place concrete abutment wall extensions, installation of geogrid and welded wire forms near the abutment walls, and concrete repair of spillway walls, together with related improvements (collectively, the “Capital Improvements”); and

WHEREAS, the Capital Improvements to the Perrin Dam have been completed on budget without the need to use the budgeted contingency, which remains in the Project Fund; and

WHEREAS, the Resolution provides in Section 5 that any balance remaining in the Project Fund after completion of the Capital Improvements may be used for any other capital improvements of the City if bond counsel advises the City that such use is permitted by state law and will not cause the interest on the bonds to be included in gross income for federal income tax purposes within the meaning of the Internal Revenue Code; and

WHEREAS, the City wishes to use the balance remaining in the Project Fund for other capital improvements for the City’s electric utility system comprised of replacement of utility poles, replacement of transformers, repair of bearings on Marshall Hydroelectric Project Generating Unit #3, and rebuilding the air compressors used in the operation of the power plant’s reciprocating engine generating units (collectively, the “Additional Capital Improvements”).

NOW, THEREFORE, BE IT RESOLVED THAT:

1. The City hereby determines to use the balance remaining in the Project Fund for the Additional Capital Improvements based upon the advice of Miller, Canfield, Paddock and Stone, P.L.C., as bond counsel, that such use is permitted by state law and will not cause the interest on the Bonds to be included in gross income for federal income tax purposes within the meaning of the Internal Revenue Code. The City hereby amends the Resolution to provide that the costs of the Additional Capital Improvements may be paid from the moneys in the Project Fund.

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



I hereby certify that the foregoing is a true and complete copy of a resolution adopted by the City Council of City of Marshall, State of Michigan, at a Regular Meeting on \_\_\_\_\_, 2022, at 7:00 p.m. Eastern Time, and that said meeting was conducted and public notice of said meeting was given pursuant to and in full compliance with the Open Meetings Act, being Act 267, Public Acts of Michigan, 1976, that the minutes of said meeting were kept and will be or have been made available as required by said Act 267.

I further certify that the following Members were present at said meeting: \_\_\_\_\_

\_\_\_\_\_ and that the following Members were absent:

I further certify that Member \_\_\_\_\_ moved for adoption of said resolution and that Member \_\_\_\_\_ supported said motion.

I further certify that the following Members voted for adoption of said resolution: \_\_\_\_\_

\_\_\_\_\_ and that the following Members voted against adoption of said resolution: \_\_\_\_\_

\_\_\_\_\_  
City Clerk



**ITEM 12 B**

**TO:** Honorable Mayor and City Council

**FROM:** Derek N. Perry, City Manager  
Eric Zuzga, Director of Community Services  
William Dopp, Finance Director

**DATE:** August 1, 2022

**SUBJECT:** **NEW WEBSITE AND RELATED SOFTWARE PURCHASE**

One of the City's goals has been the desire to transition to a new web site as the current site is over a decade old and the customer experience is less than desirable. To that end, City Council provided funding for an update in the 2021-2022 budget. An RFP was released earlier this year for the development of a new web site for the city, with the following seven proposals received:

<b>Company</b>	<b>Proposal</b>	<b>Annual Fees</b>	<b>Timeline</b>
CivicPlus Engage	\$25,854	\$6,711	16-28 weeks
Revize	\$29,300	\$3,900	16-21 weeks
Muniweb	No cost provided	No cost provided	12-16 weeks
Blu-Fish	\$33,450	\$2,520	13-15 weeks
Neumeric Technologies	\$40,310	\$6,900	14-15 weeks
Infojini	\$71,800	\$8,400	32 weeks
Planeteria Media	\$42,250	\$5,520	24 weeks

A staff committee was formed to review the proposals and to determine the best option for the city. Committee members included: Derek, Perry, Trisha Nelson, Eric Zuzga, Tracy Hall, Marguerite Davenport, Joshua Lanker, Martin Erskine, William Dopp, Kevin Maynard, and Christy Ramey. The committee felt that CivicPlus was the best option for Marshall's citizens and its operations due to its user-friendly interface, functionality, ease of updating by staff and proposal cost. Efficiencies gained from consolidation of many associated products into one platform were also seen as extremely beneficial. CivicPlus is an industry leader in municipal websites and many communities across the State of Michigan use the platform. A few examples include the City of Holland, Grand Ledge, Manistee, and Cadillac.

The modern website would provide an interactive calendar of meetings and events, the ability to provide alerts, pay bills and permits (links with BS&A software), report resident

concerns, link with social media content and interface seamlessly with other modules like Muni-Code for a clean, intuitive, and user-friendly interface for our residents.

As part of reviewing the website proposals, CivicPlus presented proposals for other systems that can integrate with the website and improve our operations. The following table summarizes each product's initial investment and annual fees (which starts at the anniversary):

Product	Initial Fee	Annual Fee
Civic Engage (Website)	\$25,854	\$6,711
Civic Clerk	\$6,256	\$3,500
Civic HR	\$7,200	\$3,713
<b>Total</b>	<b>\$39,310</b>	<b>\$13,924</b>

By purchasing each of these systems at one time, we are saving from the initial proposals submitted by CivicPlus. The following summary provides:

- Civic Engage (Website): An additional \$3,500 off the Year 1 investment.
  - Proposal includes a 4-year website redesign, training for staff members, and a payment gateway for online fillable forms. The solution will provide more flexibility in taking payments through the website and completing online transactions. Proposal includes reorganizing the website content, providing a notification tool with email, text, and social media integration, and a custom design.
- CivicClerk: An additional discount of \$1,084 off the one-time cost.
  - Provides a streamlined way to put together the agendas, compile packets, communicate meetings, and communicate internally on agenda items. The module provides the flexibility to grow into live streaming meetings when needed.
- CivicHR document includes Applicant Tracking, which is no longer functional on our existing webpage.
  - The module will provide customizable job application creation, and the ability to easily qualify, schedule, and evaluate applicants. Moving this process to a digital format with increased document retention while reducing paper processes is its biggest advantage.

**BUDGET IMPACT:** This project is not included in this year's budget, but \$45,000 was included in the 2021-2022 budget for a new web site and transition to Muni-Code. The transition to Muni-Code was a lot lower than planned at approximately \$1,900 leaving \$43,000 towards the web site project. A budget amendment in the General Fund will be required during the first quarter amendment process. Subsequent years annual expenses will be incorporated into the IT budget and applied across all affected funds.

**RECOMMENDATION:** Award the contract for the development of a new web site to CivicPlus, including the purchase of CivicClerk and CivicHR.



**CIVICENGAGE** CENTRAL

## Website Design & Hosting Solution Premium Implementation

VALID THROUGH SEPTEMBER 30, 2022

[civicplus.com](http://civicplus.com) | 302 South 4th Street, Suite 500 | Manhattan, KS 66502 | 888.228.2233



# Company Overview

At CivicPlus, we have one goal: to empower the public sector to accomplish impactful initiatives using innovative solutions that save them time while connecting them to the residents they serve. We began in 1998 when our founder, Ward Morgan, decided to focus on helping local governments work better and engage their residents through their web environment. CivicPlus continues to implement new technologies and services to maintain the highest standards of excellence and efficiency for our clients, including solutions for website design and hosting, parks and recreation management, emergency and mass communications, agenda and meeting management, talent management, 311 and citizen relationship management, codification, and licensing and permits.

Our commitment to deliver the right solutions in design and development, end-user satisfaction, and secure hosting has been instrumental in making us a leader in government web technology. We consider it a privilege to partner with municipal leaders and provide them with solutions that will serve their needs today and well into the future.

## Primary Office

302 S. 4th Street, Suite 500  
Manhattan, KS 66502  
Toll Free: 888.228.2233 | Fax: 785.587.8951  
[civicplus.com](http://civicplus.com)

## Experience

**20+ Years**  
**12,000+ Customers**  
**900+ Employees**

## Recognition



11-time Inc.  
5000 Honoree



[govtech.com/100](http://govtech.com/100)

## Technical Support



Recognized with multiple, global Stevie® Awards for sales and customer service excellence



# CivicEngage CMS



The CivicEngage Central (CivicEngage) content management system (CMS) is robust and flexible with all the features and functionality you need today and in the future. Developed for municipalities that need to update their website frequently, CivicPlus provides a powerful government content management structure and website menu management system. The easy-to-use system allows non-technical employees to efficiently update any portion of your website.



Each website begins with a unique design developed to meet your specific communication and marketing goals, while showcasing the individuality of your community. Features and capabilities are added and customized as necessary, and all content is organized in accordance with web usability standards.

## Bring Your Services Online

Our web technology is dedicated to finding the right solutions for government websites. With the CivicEngage CMS, you can bring daily services that your offices provide online.

- Create online forms with our Forms Center module. These completely customizable forms can be used as a means for residents to contact you with questions, requests, feedback, or to sign up for various events and activities.
- Provide sign-up opportunities for your residents to receive SMS and email communications on topics that are important to them with the Notify Me® module.
- Share the most critical and up-to-date information prominently on your website with the Alert Center, keeping your residents informed on those important events and issues.
- Showcase the most important information your residents need prominently on your website using modules such as Frequently Asked Questions, Quick Links, Calendar, and Staff Directory to provide much needed answers and stopping numerous phone calls or walk-ins.
- Smart design and layout choices as well as the use of our predictable site search will make locating key information quick and easy.

Features like these will make your jobs easier while also giving quick access to information for everyone in your community.

“I’m confident that any service our residents need can now be found in one to two clicks.”

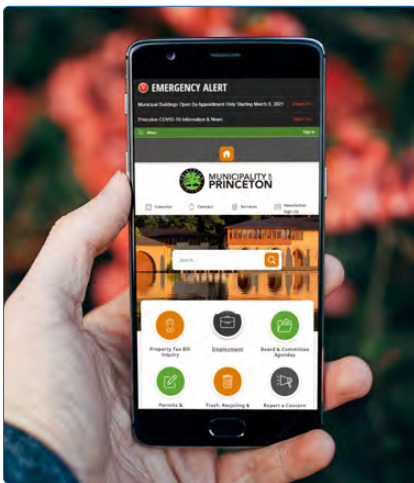
— Lana Beck, Government Relations and Communications Administrator for Pinellas Park, Florida

# Modules & Widgets

## Resident Engagement

CivicEngage offers several effective and easy-to-use resident engagement features. These tools easily integrate with the other key features.

- **Alert Center** – Post emergency or important information on your website and notify residents via email and SMS



- **Blog** – Post opinions/information about various community topics and allow resident comments and subscriptions
- **Calendar** – Create multiple calendars and events to inform residents of upcoming activities that are viewable by list, week, or month
- **Citizen Request Tracker (CRT)** – Allow users to report a problem and provide follow-up communication with the point of contact (includes five user licenses & 10 request types)
- **Community Voice** – Interact with residents about projects in your community
- **My Dashboard** – Allow users to personalize their dashboard to stay updated on news, events, and information they care about
- **News Flash** – Post organizational news items that are important to your residents

- **Notify Me®** – Send out SMS messages and mass emails to list subscribers (includes up to 500 SMS users)
- **Splash Screen** – A pop-up window that easily communicates critical local news, information, and alerts to your residents the moment they arrive on specified pages of your website

## Document Management

CivicEngage comes fully-equipped with a robust set of document management tools that work with other key features of our CMS, making it easy to build dynamic content that is easy for residents to navigate and access.

- **Agenda Center** – Create and display agendas and minutes for various civic organizations
- **Archive Center** – Store agendas, minutes, newsletters, and other data-driven documents
- **Document Center** – Organize and house documents in one central location
- **Form Center** – Form Center – Create custom, online forms via simple drag-and-drop functionality, receive notifications via email, and track within the CMS



- **Photo Gallery** – Store and display photos
- **Staff Directory** – Share detailed contact information for your staff and offices

## Information & Navigation

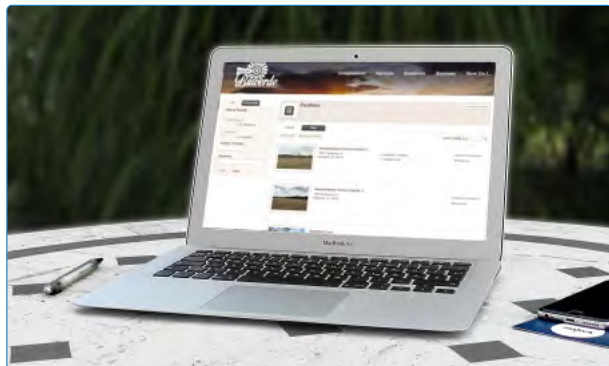
Organize your content and pages to make it easy to locate the information you and your residents need most with modules that help you update information quickly.

- **Frequently Asked Questions (FAQs)** – Answer the most frequently asked questions to reduce phone and foot traffic for staff
- **Graphic Links** – Place graphics on your website as links to other pages
- **Info Advanced** – Display important information on pages in a compact and easy-to-update module that provides detailed formatting
- **Quick Links** – Place links to often-requested information directly on the page of your choice

## Department-Specific

There are several function-specific features and modules for government departments. These tools are integrated into the CivicEngage CMS and offer the ability to complete multiple steps in one action.

- **Activities** – Create, organize, and track activities
- **Facilities & Reservations** – Showcase community facilities and allow reservations online

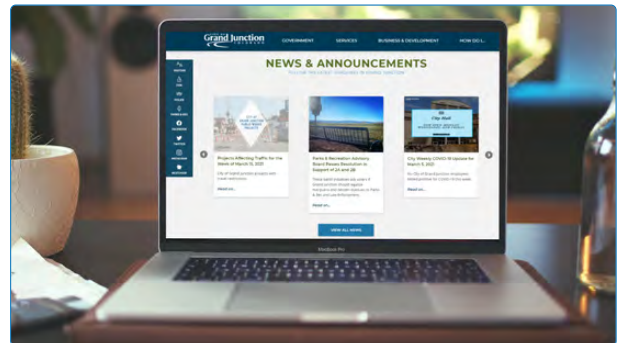


- **Job Postings** – Post available jobs online and accept online applications
- **Bids** – Post sortable and subscribable bids

## Helpful Widgets

Widgets help your staff visually organize content on your website and tailor the look to meet the page's needs. A few of the most helpful widgets are:

- **Carousel Widget** – Group and display widgets in one location with arrow navigation functionality



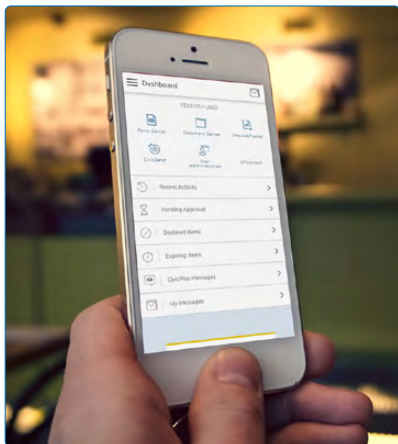
- **Custom HTML Widget** – Embed videos or other HTML features in your page
- **Editor Widget** – Edit text with word processing tools, plus web tools like code view and the Accessibility Checker
- **Form Center Widget** – Embed simple forms on a page
- **Image Widget** – Add images to a page
- **Related Documents Widget** – Create a dynamic list of documents referenced in the Document Center
- **Share Widget** – Add a share button to your page so residents can share content to their social media
- **Slideshow Widget** – Add a slideshow of images



# Administrative Features

The administration of your CivicEngage website is browser based, with no installation of software needed. You'll be able to update your website from an internet connection on any platform (Mac or PC). Administrators can control the access to pages and manipulation of content as well as use automated features to streamline processes.

- **Administrative Dashboard** – A home base for messages and quick access to your recent activities and time-sensitive action items such as pending approvals and expiring items



- **Content Scheduling & Versioning** – Set your content to auto-publish and auto-expire, with an archive of all published content and previous versions
- **Dynamic Breadcrumbs & Site Map** – Breadcrumbs (used to show a visitor's location within the website) and the site map are dynamically generated and automatically update reflecting any changes made
- **Dynamic Page Components** – Modules such as Calendar, FAQs, and News Flash, may be included as dynamic page components on any page
- **History Log** – Track changes made to your website
- **Intranet** – Use permissions to set a secure location on your website that allows employees to login and access non-public resources and information

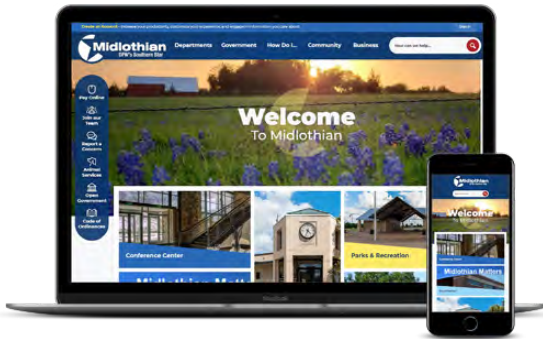
- **Levels of Permissions** – Assign staff members to groups with different levels of permissions of access and authority throughout the CMS
- **Pending Approval Items** – Administrators have access to a queue of pending items to be published or reviewed
- **Website Statistics** – Provided website analytics for analysis

## User-Friendly Features

Not only is CivicEngage easy for your staff to use, various administrative features help make a more attractive, engaging, and intuitive website for your community.

- **Automatic Alt Tags** – Built-in features allow ongoing ADA compliance of your website
- **Design Essentials®** – Tools that allow your staff to build, modify, and manage your website's look within the design and structure parameters of your website
- **Link Redirects** – Instead of sending your users to <http://civicplus.com/248/Awards-and-Rognition>, you can send them to <http://civicplus.com/awards>
- **Live Edit** – See where your information will be posted on a page before you make any changes with our WYSIWYG editor and drag-and-drop tools
- **Maps** – Easily embed maps from Google, ESRI, and more using the HTML widget
- **Mega Menu** – A main navigation menu makes it easy to get to any page on your website quickly
- **Predictive Site Search** – Our powerful site search functionality automatically indexes all content making it easy for visitors to find information across pages, documents, and images
- **Site Search Log** – All search words are kept in a log
- **Printer Friendly** – Separates critical content from the website template to provide a clean print without menu structure and banner information included

- **Real Simple Syndication (RSS) Feeds** – Allow patrons to sign up to receive email notifications
- **Responsive Design** – With responsive design, your website adjusts to the screen size regardless of what device is being used, providing a seamless user experience



- **Social Media** – Set various modules to automatically post to your Facebook and/or Twitter feeds and incorporate compatible social media feeds and widgets into your website
- **Supported Browsers** – View your website in the two most recent versions of major browsers including Microsoft Edge, Firefox, Safari, and Chrome
- **Third-Party Access** – Utilize iframes, embeds, and/or links to most of your third-party services. Or use our growing list of APIs as well as options from Zapier to build applications right from your website
- **Translation** – Integration with Google Translate translates web pages into over 100 languages

## Accessibility Compliance

With over 20% of adults in the United States having a disability, you need a website that conforms to all residents. We provide highly compliant sites based on WCAG 2.0 A and AA guidelines, which encompass and surpass ADA accessibility requirements. This maximizes accessibility for all users while providing freedom to create a visually rich and appealing website. Our approach for each website includes the following steps to provide you a compliant and accessible website:

- We will deliver you a website that meet ADA (Section 508) and WCAG 2.0 A and AA levels.
- Your staff can use the Accessibility Checker within the CMS to scan content in the editor widget, News Flash, and FAQs for any accessibility issues so you can correct them before publishing.
- Our trainers will teach your staff best practices to keep your content and design elements accessible and up-to-date with the latest ADA/WCAG standards.
- Any new regulations that require code changes are done automatically, at least quarterly, with no additional effort required from you.
- In addition to updating the code, our product team also updates our best practices and provides regular updates to customers via our CivicPlus website, blog articles, webinars, and other publications.

### AudioEye Partnership

CivicPlus also partners with AudioEye to provide a suite of accessibility tools and services at a discounted rate to our customers. Additional details and a quote can be provided upon request.

## Credit Card Processing

CivicPlus Pay (Pay) is our integrated, secure, PCI-compliant, utility application. Local governments can use Pay within many of our solutions to enable seamless payment capabilities.

Pay acts as the connector to facilitate a transaction between the CivicPlus solution and the selected payment gateway. Pay offers integrations with several common payment gateways to provide flexible payment solutions. CivicPlus has partnered with several integrated gateways to enhance the customer experience through a streamlined relationship between the CivicPlus solution and the gateway that processes the payments.

If a partner payment gateway is utilized by You, CivicPlus can assist with the facilitation, set-up, support, and troubleshooting services. Pay can also integrate with many other supported gateway providers in addition to our partner network, on a more limited fashion, to assist you in developing a successful system. Additional details on our approved partner network and other supported gateway providers is available upon request.



To utilize any of the approved gateways, an agreement will need to be executed directly between You and the vendor, that will assess separate merchant account and transaction fees. Additional information can be provided upon request.

Because EMV and Card-Swipe devices are encrypted specifically for individual payment gateways, you'll need to procure any required devices directly from your selected gateway provider for either purchase or rent. We are happy to assist in your procurement of such devices.

# The Civic Experience Platform

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Developed specifically to enable municipalities to deliver consistently positive interactions across every department and every service, the Civic Experience Platform includes technology innovations that deliver frictionless, one-stop, and personalized resident interactions. Local governments that leverage our Civic Experience Platform also benefit from:

- Single Sign-On (SSO) to all of your CivicPlus products supporting two-factor authentication and PCI Level password compatibility
- A single dashboard and toolbar for administrative access to your CivicPlus software stack
- Access to a continually growing and fully documented set of APIs to better connect your administration's processes and applications
- A centralized data store with robust data automation and integration capabilities

## CivicPlus Portal

The CivicPlus Portal is the ideal addition to your website to create personalized, one-stop access for your residents to obtain information, resources, and interact with your municipality.

By allowing residents to build a customizable dashboard with quick links to the pages and services on your website that they use most frequently, they'll be more likely to conduct regular revenue-generating business with your municipality, and your staff will benefit from reduced phone calls, walk-ins, and emails.

### Resident Benefits

- Anytime, anywhere access to digital resident services
- One username and password or convenient social sign-on to access and interact with all your CivicPlus solutions
- A personalized dashboard that provides link cards to the services they use most frequently

### Administrator Benefits

- A low-maintenance tool that increases accessibility, access, transparency, and trust with residents
- Reduced phone calls, walk-ins, and emails from residents searching for information
- Opportunities to increase revenue and foster civic participation

## Integration Hub

Integration Hub is a tool that can help you unify your disparate cloud-based solutions and your CivicPlus solutions, assemble powerful workflows, and setup complex automations—without the need for a developer.

With Integration Hub's easy-to-use drag-and-drop interface, non-technical users can build integrations for syncing content and data between CivicPlus solutions or with third parties (for an additional fee) without the need for a developer.

The possibilities are endless with Integration Hub, but here are a few examples of integrations you can create with CivicEngage today:

- An integration that will take a News Flash update in a specific category and immediately post it to the Alert Center
- An integration that will push a new Calendar Event to post directly in the News Flash module

The Integration Hub will reduce the amount of manual work your staff needs to do in the course of their daily work. It saves valuable time by automating your most time-consuming manual workflows.



# Implementation

## Premium Project Timeline

A typical premium project ranges from 16 – 28 weeks. Your exact project timeline will be created based on detailed project scope, project enhancements purchased, availability for meeting coordination, action item return and completion, approval dates, and other factors. Your project timeline, tasks, due dates, and communication will be managed and available in real-time via our project management software, Cloud Coach.

PROJECT START

1

### Initiate

TWO TO FOUR WEEKS

- Project Kickoff Meeting
- Planning & Scheduling

### Analyze

FOUR TO SIX WEEKS

- Customer Deliverable Submission (if purchased)
- Content Process Meeting
- Design Discovery Meeting

2

3

### Design & Configure

SIX TO TEN WEEKS

- Design Concept Development
- Design Concept Meeting
- Content Development
- Agendas & Minutes Migration (if purchased)
- Website Completion

### Optimize

ONE TO TWO WEEKS

- Website Finalization

4

5

### Educate

ONE TO TWO WEEKS

- Training Engagement

### Launch

TWO TO FOUR WEEKS

- Website Launch

6

GO LIVE

# Premium Implementation

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Design creation, content development, configuration for usability and accessibility, dedicated training – CivicPlus delivers all of this and more during the development of your new website.

## Flexible Layout Design

You will meet with your art director to discuss your website vision based on the goals and needs of your users. This process involves conversing with your art director on the order, placement, and format of your homepage content and design elements, aimed at achieving your usability goals. Your preferences will be solidified into a homepage layout wireframe, which will provide the structural blueprint for the visual design application.

We will then collaborate with you to customize your design to represent your community using your logo, chosen colors, and imagery. We will focus on including the functionality to meet your website needs, including an option for up to one advanced design, if desired, component—a layout or design element that requires significant time to style and implement. Working with your art director, you'll identify the appropriate component, if desired, to achieve or enhance the usability goals for your website.

## Content Migration

### Content Development

Our Content Development Team will migrate the agreed upon number of pages of content (including their text, documents, and images) from your current website to your new website. Content will be enhanced for usability and accessibility, and we will organize your website pages to make them easy to navigate.

### Agendas & Minutes Migration (if purchased)

The Content Development Team will download, upload, and organize an agreed upon number of meetings to the Agenda Center module.

## Training

Our goal with your training plan is to give your staff the skills and tools they need to quickly and easily keep your website current. Your trainer will deliver training sessions for both administrators and users. These sessions will be customized to equip your staff with the knowledge and comfort level needed to prepare your website for launch and maintain it in the future. The training session will utilize your production website, so users are familiar with your specific configuration and you get real, hands-on learning opportunities.

“This was hands down the easiest and most intuitive group I have ever worked with for a website redesign. Other website development companies I have worked with do not respond as quickly. My CivicPlus team read my mind whenever I needed something. Plus, our website’s launch was flawless.”

— **Nicole Smestad, Marketing Director for Grand Forks, North Dakota Library**

## Four Year Redesign (if purchased)

At CivicPlus, we understand trends change daily and we continually analyze different ways to design our websites—making it easier and more user friendly for your residents to navigate. One of our best practices to help keep up with these new trends is by adding a four-year redesign to your project. Unlike other vendors, our redesigns aren't just changes in the colors or some of the buttons as your staff can do that independently. With a CivicPlus recurring redesign, you can receive a completely brand-new website design and layout after every four years of continuous service during our partnership. During the redesign, you'll also receive a quality control review to ensure content is as expected with the new design application (although no changes will be made to the content itself). With this new design, you'll stay up to date with current trends and best practices, providing a welcoming yet familiar virtual hub to engage your community.



# Your Role

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To help create the strongest possible website, we will need you to:



Gather photos and logos that will be used in the overall branding and design of your new website



Update the content on your current website and delete any pages you no longer need



Provide website statistics to be utilized in reorganizing your website content, navigation, and design (if available)



Track website updates to be completed during your training session



Complete the Design Form to communicate design preferences



Ensure you have the most up-to-date web browsers installed on your organization's computers



Provide technical information in the DNS form for the set-up of your website domain name(s)



Reserve training location and necessary resources (computers, conference phone, etc.)



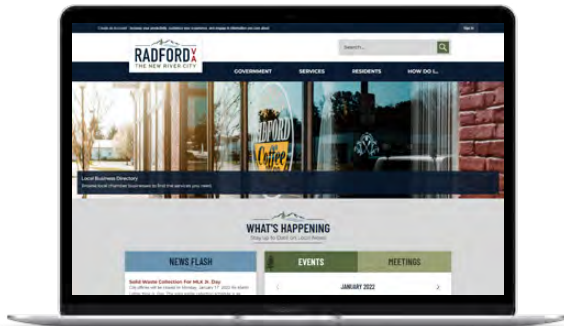
Perform reviews and provide official approvals throughout the project



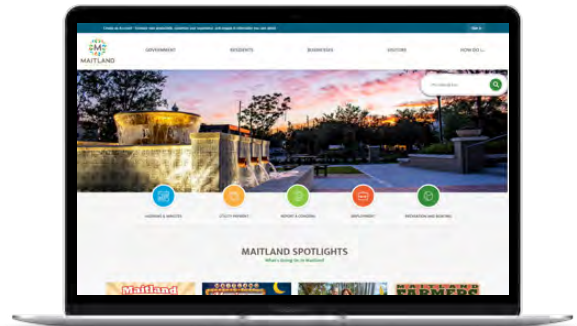
# Premium Package Design Portfolio



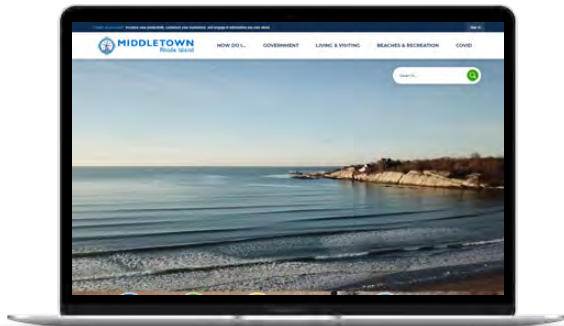
The included design portfolio will provide you with an idea of the different directions we can take your creative design with the premium implementation package. Please note that not all parties listed have agreed to be contacted for reference.



Radford, Virginia  
[radfordva.gov](http://radfordva.gov)



Maitland, Florida  
[itsmymaitland.com](http://itsmymaitland.com)



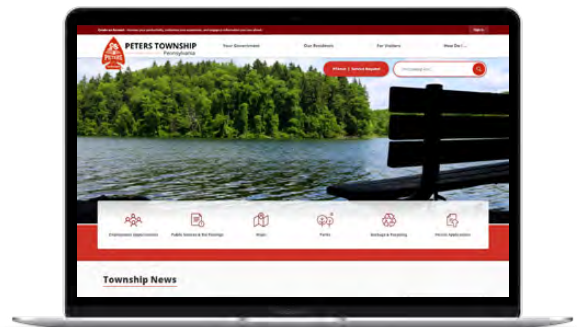
Middletown, Rhode Island  
[middletownri.com](http://middletownri.com)



Cleveland, Mississippi  
[cityofclevelandms.com](http://cityofclevelandms.com)



Crown Point, Indiana  
[crownpoint.in.gov](http://crownpoint.in.gov)



Peters Township, Pennsylvania  
[peterstownship.com](http://peterstownship.com)



# Ongoing Services

## Technical & Ongoing Support

- Live technical support engineers based in the U.S.
- Weekday business hours: 7 a.m. – 7 p.m. (CST)
- Contact via phone, email, and live chat
- 4-hour response during business hours
- 24/7 emergency technical support for named points of contact
- Self-Service Help Center for tutorials and user guides and ENGAGEXCHANGE for customer connection
- Assigned customer success manager to ensure your complete and ongoing satisfaction

## Maintenance

- Regular review of site logs, error messages, servers, router activity, and the internet in general
- Full backups performed daily
- Regularly scheduled upgrades, fixes, enhancements, and operating system patches

## Award-Winning



CivicPlus' Technical Support Team has been honored with one Gold Stevie® Award, three Silver Stevie® Awards, and five Bronze Stevie® Awards, which are the world's top honors for customer service, sales professionals, and more.

## 2021 Support Metrics



- **Total Tickets** – 103,759
- **Average Chat Response** – 3:48 Minutes
- **Average Phone Response** – 7:57 Minutes
- **Customer Satisfaction Score** – 95.7%
- **Solved in One Touch** – 71.2%

## Hosting & Security

- 24/7/365 system monitoring
- Guaranteed 99.9% uptime (excluding maintenance)
- Highly reliable data center with a fully redundant network
- Software updates and security patches
- Multiple, geographically diverse data centers
- Disaster recovery with emergency, after-hours, live-agent support
- Guaranteed Recovery Time Objective of 8 hours
- Guaranteed Recovery Point Objective of 24 hours
- DDoS Mitigation
- DDoS Advanced Security Coverage at time of attack (additional fees)

“It’s your people that make you good at what you do... I’ve always had very responsive experiences when I’ve reached out to CivicPlus. I’ve worked with some great customer service reps at CivicPlus, and it’s that relationship that matters.”

— **Jean Carder, Communications Coordinator for Louisburg, Kansas**



# Disclaimer

## Proposal as Non-Binding Document

A successful project begins with a contract that meets the needs of both parties. This proposal is intended as a non-binding document, and the contents hereof may be superseded by an agreement for services. Its purpose is to provide information on a proposed project we believe will meet your needs based on the information available. If awarded the project, CivicPlus reserves the right to negotiate the contractual terms, obligations, covenants, and insurance requirements before a final agreement is reached. We look forward to developing a mutually beneficial contract with You.

# Enhancement Options



## AudioEye Managed

AudioEye offers a range of products and services from self-service to turnkey managed solutions. At the core of AudioEye, is the Digital Accessibility Platform (DAP), this powerful tool empowers auditors, designers, and developers to understand issues of accessibility and improve website infrastructure through the use of an innovative and easy-to-use interface. The AudioEye Toolbar offers web personalization tools. Conforming to Web Content Accessibility Guidelines (WCAG) 2.1 has never been easier.

## CivicPlus Chatbot **Powered by Frase**

CivicPlus Chatbot is designed to convincingly simulate the way a human would behave during a customer service interaction. It's Our advanced technology combines the power of site search and artificial intelligence (AI) to deliver exceptional customer experiences to residents using your CivicEngage website. Our Chatbot crawls your website and other linked databases to create a continually, automatically updated, AI-powered knowledgebase that you don't have to maintain separately.

## CivicSend

CivicSend is a visually rich communication module for government, used to efficiently distribute general (non-emergency) communication to residents. CivicSend is more than a simple email newsletter tool—it provides CivicPlus customers with a single point of access, via integration with CivicEngage, to multiple communication channels, including email, SMS/text, Facebook, and Twitter. CivicSend centralizes communication, saves administrative users time, and improves overall productivity.

## Identity Provider (IdP) Integration

CivicPlus offers customized IdP integration capabilities, which means you'll benefit from easier integration between your CivicEngage website your favorite third-party solutions. Provide single sign-on (SSO) functionality to streamline managing and supporting user credentials and identify management solutions. CivicPlus IdP partners include Microsoft's Azure Active Directory (AD), Microsoft's Active Directory Federation Services (AD FS) versions 3.0, 4.0, and 5.0, and Okta.

## Department Header Packages

A department or division within your organization may need a personalized digital presence. A Department Header Package is a cost-effective way for these groups to differentiate themselves informatively and graphically from the look of the main website while still benefiting from the functionality, service, and support of your CivicEngage system.

### Unique Customizations Available:

- Department-specific URL
- Separate SSL Certificate / DNS & Hosting
- Department Logo
- Homepage to fit your department style
- Utilize features on your page for your specific department needs
- Unique navigation and menus
- Custom background image and/or slideshow images
- Unique buttons and links
- Department-specific search
- Department specific access to control your page content
- Customized colors

## Interior Banners

A cost-effective way to bring a different look to specific pages or departments is by placing a unique banner image on those pages. Each banner can have up to four photos to rotate through as a slide show or choose a video banner.

## Platinum Security

CivicPlus' Platinum Hosting and Security package comes with enterprise-level Cloudflare software and:

- Fully customized Web Application Firewall (WAF), customized for our application
- OWASP ModSecurity Core Rule Set protects you against the Top 10 vulnerabilities identified by the Open Web Application Security Project (OWASP), such as SQL injection (SQLi) and cross-site scripting (XSS) attacks
- User agent blocking
- Block or challenge visitors by IP address, autonomous system number (ASN) or country code
- Reputation-based threat protection and collective intelligence (CI) to identify new threats

## Content Consulting

Great content transforms your website into a useful tool to effectively communicate with your community. During your Content Consulting engagement, one of our expert web consultants will help you perfect your website content to meet current usability and accessibility standards. We can do the heavy lifting—protecting your valuable time and reducing the effort needed from your team to prepare your website for launch.

## Align Consulting

Our consultants start with the philosophy that no project can be successful unless all stakeholders have a common definition of success. In this consult, stakeholders discuss and establish goals for implementing an enterprise software solution. They leave with an understanding of the scope and resources required for implementation and alignment on the strategic goals of the project.



**CivicPlus**

302 South 4th St. Suite 500  
 Manhattan, KS 66502  
 US

**Quote #:**

Q-27346-2

**Date:**

7/19/2022 10:33 AM

**Expires On:**

10/17/2022

**Product:**

CivicEngage

**Client:**

Marshall MI - CivicEngage

**Bill To:**

Marshall MI - CivicEngage

SALESPERSON	Phone	EMAIL	DELIVERY METHOD	PAYMENT METHOD
Richard Jones	x785.323.4713	rjones@civicplus.com		Net 30

CivicEngage - Statement of Work

QTY	Product Name	DESCRIPTION	PRODUCT TYPE
1.00	Annual - CivicEngage Central	Annual - CivicEngage Central	Renewable
1.00	Hosting & Security Annual Fee - CivicEngage Central	Hosting & Security Annual Fee - CivicEngage Central	Renewable
1.00	SSL Management – CP Provided Only	SSL Management – CP Provided Only 1 per domain (Annually Renews)	Renewable
1.00	DNS and Domain Hosting Setup (http://URL)	DNS and Domain Hosting Setup (http://www.cityofmarshall.com/)	One-time
1.00	DNS and Domain Hosting Annual Fee (http://URL)	DNS and Domain Hosting Annual Fee (http://www.cityofmarshall.com/)	Renewable
1.00	Premium Implementation - CivicEngage	Premium Implementation	One-time
1.00	4yr Redesign Premium Annual - CivicEngage Central	4yr Redesign Premium Annual - CivicEngage Central	Renewable
150.00	Content Development - 1 Page - CivicEngage	Content Development - 1 Page - CivicEngage	One-time
6.00	System Training (4h, virtual) - CivicEngage	CivicEngage System Training - Virtual, Half Day Block	One-time
1.00	Agendas & Minutes Migration - PDF - 100 Meetings - CivicEngage	Content Migration : Agendas & Minutes - Per 100 Meetings (Approx. 1 year)	One-time
1.00	CivicEngage Pay - Forte	CivicEngage Pay - Forte	
1.00	CivicEngage Pay Annual Fee - Forte	CivicEngage Pay Annual maintenance and support fee	Renewable

QTY	Product Name	DESCRIPTION	PRODUCT TYPE
1.00	CivicEngage Pay Implementation - Forte	Includes setting CivicPlus Pay configuration, configuring CivicPlus products for accepting payments, advanced troubleshooting with our partner's support.	One-time

List Price - Year 1 Total	USD 35,354.00
Total Investment - Year 1	USD 25,854.00
Annual Recurring Services - Year 2	USD 6,711.00

Total Days of Quote:365

1. This Statement of Work ("SOW") shall be subject to the terms and conditions of the Marshall MI - CivicEngage Statement of Work signed by and between the Parties ("the Agreement"). By signing this SOW, Client expressly agrees to the terms and conditions of the Agreement, as though set forth herein.
2. Client will be invoiced for the Total Investment - Year 1 (the sum of one-time costs and a prorated portion of the Annual Recurring Services) upon signing and submission of this SOW. The Annual Recurring Services subscription fee for the Products (as described above) included in this SOW are prorated and co-termed to align with the Client's current billing schedule and the Annual Recurring Services amount will subsequently be added to Client's Term and regularly scheduled annual invoices under the terms of the Agreement.
3. Each year this SOW is in effect, a technology investment and benefit fee, as agreed to in the Agreement, will be applied to the Annual Recurring Services subscription fee.

Signature Page to follow.



**Acceptance**

By signing below, the parties are agreeing to be bound by the covenants and obligations specified in this SOW and the Agreement terms and conditions

IN WITNESS WHEREOF, the parties have caused this SOW to be executed by their duly authorized representatives as of the dates below.

Client

CivicPlus

By:

By:

\_\_\_\_\_  
Name:

\_\_\_\_\_  
Name:

\_\_\_\_\_  
Title:

\_\_\_\_\_  
Title:

\_\_\_\_\_  
Date:

\_\_\_\_\_  
Date:

**Contact Information**

\*all documents must be returned: Master Service Agreement, Statement of Work, and Contact Information Sheet.

<b>Organization</b>			URL
Street Address			
Address 2			
City	State	Postal Code	
CivicPlus provides telephone support for all trained clients from 7am –7pm Central Time, Monday-Friday (excluding holidays). Emergency Support is provided on a 24/7/365 basis for representatives named by the Client. Client is responsible for ensuring CivicPlus has current updates.			
<b>Emergency Contact &amp; Mobile Phone</b>			
<b>Emergency Contact &amp; Mobile Phone</b>			
<b>Emergency Contact &amp; Mobile Phone</b>			
<b>Billing Contact</b>			E-Mail
Phone	Ext.	Fax	
Billing Address			
Address 2			
City	State	Postal Code	
Tax ID #		Sales Tax Exempt #	
Billing Terms		Account Rep	
Info Required on Invoice (PO or Job #)			
Are you utilizing any external funding for your project (ex. FEMA, CARES):			
Y [       ] or N [       ]			
Please list all external sources: _____			
<b>Contract Contact</b>			Email
Phone	Ext.	Fax	
<b>Project Contact</b>			Email
Phone	Ext.	Fax	



**CIVICCLERK™**

AGENDA MANAGEMENT SYSTEM

# Marshall, Michigan

JULY 11, 2022

Richard Jones | Account Executive | [rjones@civicplus.com](mailto:rjones@civicplus.com) | 785.323.4713



# Company Overview

At CivicPlus, we have one goal: to empower the public sector to accomplish impactful initiatives using innovative solutions that save them time while connecting them to the residents they serve. We began in 1998 when our founder, Ward Morgan, decided to focus on helping local governments work better and engage their residents through their web environment. CivicPlus continues to implement new technologies and services to maintain the highest standards of excellence and efficiency for our customers, including solutions for website design and hosting, parks and recreation management, emergency and mass communications, agenda and meeting management, talent management, 311 and citizen relationship management, codification, and licensing and permits.

Our commitment to deliver the right solutions in design and development, end-user satisfaction, and secure hosting has been instrumental in making us a leader in government web technology. We consider it a privilege to partner with municipal leaders and provide them with solutions that will serve their needs today and well into the future.

CivicClerk, a CivicPlus company, delivers years of experience in agenda and meeting management software as a service technology that has been designed specifically to meet the needs of municipalities and their staff and officials.

## Primary Office

302 S. 4th Street, Suite 500  
Manhattan, KS 66502

Toll Free: 888.228.2233 | Fax: 785.587.8951

## Experience

**20+** Years

**12,000+** Customers

**900+** Employees

## Recognition



11-time Inc.  
5000 Honoree

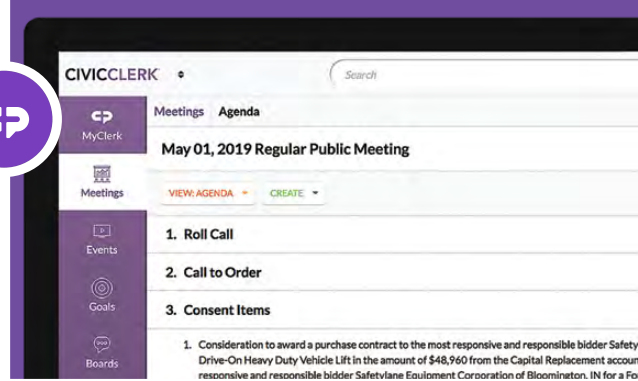


[govtech.com/100](http://govtech.com/100)

## Technical Support



Recognized with multiple, global Stevie® Awards for sales and customer service excellence



# Why CivicClerk?

## Clerks & Agenda Administrators

As the primary point of contact and documentation facilitator, clerks benefit from time-saving process automation without having to sacrifice control.

- Custom configurations based on business processes
- Total visibility into the agenda, meeting, and video content from one system
- Assign tasks to stakeholders
- Access to ongoing product education and industry-specific webinars, blog posts, and newsletters

## Elected & Appointed Officials

Elected leaders benefit from a reliable and accessible interactive tool to prepare for and participate in public meetings.

- Secure, individual access to meeting materials with full-text search
- Pre- and during meeting annotation and note-taking functionality
- Device agnostic
- Electronic voting (additional fees apply)

## Agenda Contributors

Item Submitters benefit from an easy-to-use interface that makes it faster to collaborate on agendas.

- Pre-formatted staff reports
- Versioning control
- A dashboard display for a quick review of outstanding task assignments
- In-application support

## Managers & Administrators

As approvers, department managers and community administrators benefit from accessible collaboration tools and visibility into staff work.

- A user-friendly, intuitive system for all staff members
- Automated workflows
- Versioning control
- Customizable reporting

## Information Technology Leaders

Internal IT stakeholders benefit from peace-of-mind and the near-elimination of system questions and complaints.

- Secure, cloud-based hosting
- Unlimited users and storage
- Automatic upgrades
- Built-in integrations with Dropbox, Microsoft's One Drive and Google Drive, and API availability
- 24/7/365 U.S.-based support

## Residents

Members of your community benefit from transparency and accessibility to public meeting content.

- PDF downloads of agendas, packets, minutes, notices, and other documents
- Dedicated citizen portal with email subscriptions and full-text search
- Side-by-side agenda and video display using CivicPlus Media (additional fees apply)
- Accessibility portal designed to WCAG 2.0 A and AA standards

## AGENDA & MEETING MANAGEMENT

*CivicClerk is a comprehensive, collaboration tool to help aggregate information, reports, approvals, and notes in a single, transparent, cloud-based repository. CivicClerk brings teams together, fosters dialogue, and expedites reviews and approvals, offering the critical functionality needed by every stakeholder at their crucial point in the review and approval process.*



### Meeting Preparation and Item Submission

- Create agenda items and draft staff reports
- Upload attachments
- Submit for approval



### Review and Approval from Collaborators

- Receive, review, and revise agenda items
- Assign tasks with due dates
- Visually track item status



### Agenda Generation and Publication

- Publish to web and send to board members and subscribed residents
- Easy last-minute additions and agenda revisions



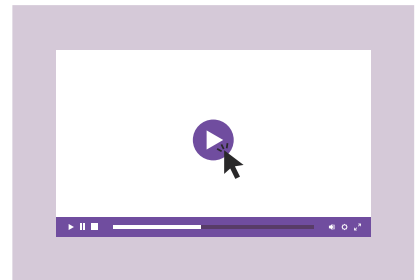
### Meeting Participant Preparation

- Board members and residents view agenda and meeting packet on any device
- Board members create annotations
- Available accessibility portal designed to meet WCAG 2.0 A and AA requirements



### Meeting Day

- Add and call speakers and run speaker timer
- Capture motions, votes, comments, and discussion from the meeting
- Create video bookmarks using CivicPlus Media (additional fees apply)



### Post-Meeting

- Make any necessary revisions to meeting actions and discussion recorded during the meeting
- Generate and distribute or publish draft and final meeting minutes
- Use preformatted text snippets to populate your minutes document



# Features & Functionality

CivicClerk is the fastest, most intuitive way to streamline the entire agenda management process — from creating agenda items to managing live meetings. It provides time-saving automation while allowing clerks to balance these conveniences with manual controls and overrides. Internal collaboration with CivicClerk is easy with customized workflows, version tracking, and built-in communication tools.

Our innovators designed CivicClerk to offer configuration flexibility so that the system can be scaled from the most simple agenda process to the most complex. Built-in integrations and a suite of APIs make working with other internal applications easy. CivicClerk’s user-defined roadmap ensures that the product will continue to grow and adapt as transparency requirements and compliance expectations change.

## Fully Integrated, Cloud-Based Software Suite

- User-friendly, modern interface
- Unlimited users
- Unlimited storage
- Highly configurable to your agenda and meeting management processes
- Adaptable permission settings
- Confidential attachments
- Field-level versioning
- Built-in integrations with Dropbox, Microsoft’s One Drive and Google Drive and API availability
- Single sign-on through the CivicPlus Platform
- Secure Cloud-Based Hosting
- Automatic Updates
- Customer-Defined Roadmap
- Enhanced Analytics for Data Visibility

## Part of the Integrated CivicPlus Platform

Our powerful CivicPlus Platform is the foundation on which all our CivicPlus solutions are built, allowing them to work seamlessly and securely, leveraging existing data, and reducing information silos so your administrative staff can collaborate efficiently. Administrators can take advantage of authentication using our identity provider integrations to provide a single sign-on experience for internal users. The entire system is cloud-based, eliminating the need for internal application management. CivicClerk is hosted in Microsoft’s Azure cloud service, providing a stable multi-user environment while ensuring high availability and uptime.

# Agenda Management

## Flexible, Customized Templates

Standardized templates throughout the system provide consistency and clarity to agendas, packets, staff reports, and minutes.

## Efficiently Manage Agenda Packets of Any Size

CivicClerk compiles your items and all the legislation, memorandums, or supporting documentation into a bookmarked PDF packet quickly and easily, no matter the size of the packet. Create multiple packet versions instantly to include or exclude specific attachments for your different internal and external users. Last-minute changes to the agenda or packet can be made and published with minimal effort.

Administrators choose what they publish to the public, internal users, and elected or appointed officials and when the information goes out. Automated email notifications can be enabled so all users, both internal and external, know when the meeting documents are published.

## Convenient, Anytime Agenda Modifications

Changes to the agenda can be made at any time by administrators without affecting global configurations or settings. Drag-and-drop reordering allows you to move items and automatically renumbers everything on the agenda. One-touch copy and move functions enable you to duplicate or move agenda items from meeting to meeting, eliminating the need for duplicate data entry.



### Agenda Timeline

**JUL 2019**

- JUL 22**
  - Christina Kim at 05:25PM
    - Sent to Folder City Council Meeting SENT TO GOOGLEDRIVE
- JUL 21**
  - Julie Wood at 05:00PM
    - Email Sent to MAYOR@CITY.GOV With Agenda Attached: Final-AGENDA-7-27.docx EMAIL SENT WITH AGENDA ATTACHED
  - TB Todd Bradley at 4:45PM
    - City Council Agenda PUBLISHED AGENDA TO PUBLIC PORTAL
  - TB Todd Bradley at 3:00PM
    - Council Packet PUBLISHED AGENDA PACKET TO BOARD PORTAL
  - Christina Kim at 11:30AM
    - City Council Special Meeting UPDATED AGENDA EVENT

## Create Agenda Items in Seconds

CivicClerk's easy-to-use item entry allows staff members to enter agenda items, upload attachments, and send through the workflow with a few clicks. Configurable field types and our embedded text editor ensure that you are capturing all the information needed for CivicClerk to generate staff reports. Automated PDF file conversion and built-in integrations with Microsoft's OneDrive and Google Drive simplify the inclusion of supporting documentation and attachments.



## Automate Your Approvals Process

The workflow engine in CivicClerk streamlines the routing of your agenda items, automates notifications, and gives full transparency to collaborators as it passes through the approval process. As contributors change items, the system tracks revisions, keeping them visible within the item fields and on the item timeline. In-app messaging and task assignments keep everyone in the loop and agenda prep moving forward.

### Item Fields



**INFORMATION**

Item Title

Ordinance No. 1234: An Ordinance to Amend the Zoning Code

**VERSION HISTORY** 1

Short Name

Ord. 1234- Zoning Code Changes

Item ID

2019-608

## Custom Tags to Group Like Agenda Items

CivicClerk allows administrators to set up tags that can be used by staff when creating their agenda items for improved searching and reporting. Associate like content with pre-defined tags relevant to your community.

### Agenda Management Features

- Custom-developed agenda and staff report templates
- Bulk and single item actions to easily copy, move, and initiate agenda items
- Pre-formatted text snippets to save time and provide consistency
- Flexible workflow and approvals engine with visual progress indicators
- Automated PDF file conversion
- In-app messaging
- Task assignment
- Full-text search functionality
- Tags to link together like agenda items for greater visibility and enhanced searching capability

# Meeting Management

## Automated Minutes Setup

CivicClerk's fully integrated Minutes module will automatically migrate all your agenda content. No manual pre-meeting minutes setup or agenda import is required. Move from the meeting agenda to the Live Meeting Manager module with a single click.

## Keep Up with the Meeting Action

Meetings move fast. CivicClerk's cloud-based platform allows you to move quickly through your agenda items, recording official actions and discussion, without having to wait for the system to catch up. The clean, intuitive interface gives single-screen access to all your meeting controls.

## Speaker Manager

Speakers can be added to the discussion at any time during the live meeting, while the built-in speaker timer helps keep meetings running efficiently.

## Easy, Intuitive Minutes-Taking

While in your live meeting, use the Minutes module to capture critical meeting actions from a single screen with a clean and intuitive user interface. Take roll and manage attendance, record motions and votes, enter speaker information, and record comments or discussion to be brought into your minutes document.

### Minutes Module Features

- No prep work required – agenda content automatically pulls over into the Minutes module
- Single screen access to all meeting controls
- Record comments and discussion, roll call, motions and votes, speakers
- Bulk copy available to quickly apply motions and the associated votes to multiple agenda items
- Choice of pre-configured or custom-developed minutes templates
- Pre-formatted text snippets to save time formatting and entering data
- Integrated board portal with electronic voting (additional fees apply)
- In-chamber display pages show a welcome screen, current item name, current speaker with countdown timer, motion made on the item, vote count recorded for the item (additional fees apply)
- Integrated video bookmarking with CivicPlus Media live streaming and on-demand video service (additional fees apply)
- Multiple concurrent video streams with CivicPlus Media (additional fees apply)
- Integrated live and on-demand closed captioning services with optional CivicPlus Media (additional fees apply)

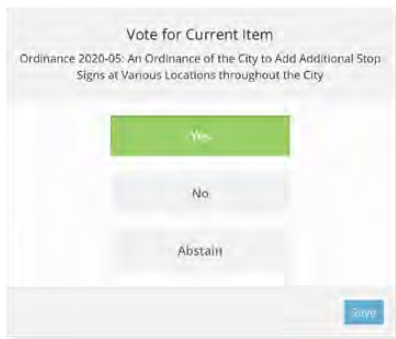
# Board Portal

## Flexible Access

Your officials can choose how to access meeting content—helping them work better, faster. Efficiently deliver packets of any size by paper, email, Dropbox, OneDrive, Google Drive, or post to the Board Portal. CivicClerk is optimized for all devices, including desktops, laptops, tablets, and smartphones. No separate application required.

## A Personal Meeting Repository

Give officials a personal, secure location to review and take notes on all meeting content, including agendas, supporting documents, minutes, and media.



## Interactive Meeting Tool

During live meetings, the Board Portal integrates with Live Meeting Manager to allow officials to refer to their review notes and annotations, capture notes within a dedicated field, receive visual cues as the agenda progresses from item to item, see speaker information instantly, and enter electronic votes (additional fees apply for electronic voting). Chair View can also be enabled to allow the meeting presider to call speakers and advance agenda items.

## Find What You Need– Faster

CivicClerk automatically indexes published meeting content with Board Portal search functionality, so it is easy for officials to find information quickly. Our full-text search tool empowers officials to locate past items, attachments, minutes, and agendas by searching a keyword, date range, and more. An item summary view allows officials to see the motions, votes, and any comment or discussion on the item that was recorded in the meeting minutes in an intuitive display, preventing a manual search through full minutes documents.

## Elected/Appointed Officials Board Portal Features

- Secure, individual access to meeting materials
- Annotation and note-taking ability that you can use in pre-meeting preparation as well as in-meeting note-taking
- Optimized for all devices, including desktops, laptops, tablets, and smartphones. No separate application required
- Live speaker name and countdown timer visible for each item
- Visual cues and one-touch access to the current discussion item
- Electronic voting from any device (additional fees apply)
- Chair View to allow the meeting chair to call speakers and advance agenda items
- Full-text search functionality provides visibility into past meeting content including notes made within the individual's private notes field
- Minutes summary view enables officials to see motions, votes, and any comment or discussion recorded in the meeting minutes for individual items

# Citizen Portal

## Content Accessibility

It's not enough to be transparent by publishing your agendas and other meeting documents online. Your meeting content must be accessible to all members of the public.

CivicClerk has a dedicated accessibility portal that gives members of the public complete access to your meeting content. Closed captioning is also available with our CivicPlus Media service for live streaming and on-demand video. Additional fees apply for CivicPlus Media and closed captioning.

## Content Transparency

Build public trust with access to fully searchable meeting content, including legislative decisions and public meeting videos. Meet municipal transparency requirements while keeping residents engaged and informed.



## Citizen Portal Features

- Citizen portal iframe to embed on any webpage gives access to all meeting content on a single page
- PDF downloads of Agenda, Packet, Minutes, Notices, and Other pertinent meeting documents
- HTML agenda view hyperlinks attachments within the meeting agenda for direct access to specific documents
- Full-text search and filtering options
- Email notifications
- Social sharing
- Side-by-side agenda and video display with CivicPlus Media (additional fees apply)
- Optional Motions and Vote minutes display updates the HTML agenda view to allow residents to quickly see the final disposition of agenda items without having to read full minutes documents
- Accessibility portal designed to WCAG 2.0 A and AA standards

# The Civic Experience Platform

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Developed specifically to enable municipalities to deliver consistently positive interactions across every department and every service, the Civic Experience Platform includes technology innovations that deliver frictionless, one-stop, and personalized citizen interactions. Local governments that leverage our Civic Experience Platform also benefit from:

- Single Sign-On (SSO) to all of your CivicPlus products supporting two-factor authentication and PCI Level password compatibility
- A single dashboard and toolbar for administrative access to your CivicPlus software stack
- Access to a continually growing and fully documented set of APIs to better connect your administration's processes and applications
- A centralized data store with robust data automation and integration capabilities

## CivicPlus Portal

CivicPlus Portal empowers residents to be more engaged and informed about progress in your community. Portal streamlines the resident user experience as they interact with the CivicPlus products leveraged by you – driving revenue, trust, and satisfaction.

With a single username and password, they can watch a public meeting recording, submit a public works request, pay a utility bill, or register for an upcoming event. The result is more engaged and informed voters and fewer phone calls, walk-ins, or emails to your department asking how to find documents or submit records requests.

### Citizen Benefits

- Anytime, anywhere access to digital citizen services
- A personalized dashboard that provides link cards to the services they use most frequently

### Administrator Benefits

- A low-maintenance tool that increases accessibility, access, transparency, and trust with residents
- Reduced phone calls, walk-ins, and emails from residents searching for information
- Opportunities to increase revenue and foster civic participation

## Integration Hub

Your time is too valuable to be spent downloading finalized meeting documents and data to share across varied communication channels. With the new CivicPlus Integration Hub, you can create custom integrations to connect CivicClerk with other products on the CivicPlus Platform to automate the delivery of that information just about anywhere.

With the easy-to-use drag-and-drop interface, non-technical users can build integrations for syncing content and data between CivicPlus products or with third parties (for an additional fee) without the need for a developer. You can even easily create integrations using manual import, polling, and webhooks (for an additional cost).

The possibilities are endless with Integration Hub, but here are a few examples of integrations you can create with CivicClerk today:

- Automatically add agenda or minute files to the Document Center to be displayed on a CivicEngage® Central website after they are published in CivicClerk
- Set-up a workflow to post in the CivicEngage Central News Flash once you've published your CivicClerk meeting documents

Shorten your pre-meeting to-do list and send your meeting information instantly with a custom integration using the Integration Hub.



# Project Timeline

## Ten to Fourteen Weeks

While every CivicClerk implementation is unique, the following timeline can provide you information about the different implementation stages and what you can expect at each stage.

PROJECT START

1

### PHASE 1

## Project Kickoff

- Project Kickoff call to review the timeline and deliverables and provide access to project tracking software
- Your staff complete a questionnaire to capture information needed for CivicClerk configuration

### PHASE 2

## Consulting

- Virtual consulting session(s) to review current processes and documents and discuss desired goals, best practices, and configuration options

2

3

### PHASE 3

## Configuration

- Premium system configuration is completed and handed off for review, testing, and feedback
- Configuration adjustments made per submitted feedback

### PHASE 4

## Finalization

- Access is enabled for all users in preparation for training
- Complete CivicPlus Media configuration and testing (if applicable)

4

5

### PHASE 5

## Training

- Live, virtual training sessions are conducted within configured site

GO LIVE

# Premium Implementation Plan

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## Implementation & Support Experience Designed for You

CivicClerk has the experience and expertise to help administrations of any size transform the entire meeting management process. We know implementation can't be a one size fits all solution and offer flexible packages designed to meet your desired outcomes.

Our Premium Implementation Package is the perfect fit for automating manual or inefficient agenda and meeting processes. It is designed for organizations with less than 50 internal users and a desire for a guided implementation experience. A dedicated and knowledgeable implementation consultant will manage your project from end-to-end—consulting and collaborating with your team, configuring the system to automate your process, and delivering live virtual training to your user groups. Key project staff will have online access to the timeline and all expected checkpoints and deliverables for a fully transparent implementation.

Beyond implementation, your users will feel empowered by our in-application support tools, a full online help center, as well as phone, email, and live chat support with members of the dedicated, award-winning CivicClerk Technical Support team.

## Consulting

### Up to 2 Hours of Virtual Consultation

During this consulting session, your CivicClerk implementation consultant will be reviewing your submitted project questionnaire with your key project staff. The implementation consultant will review your custom template designs and discuss the configurations that will be made to ensure your CivicClerk workflows match your current agenda and meeting processes.

## Configuration

Our team will configure your system with Premium customization options to map existing processes to CivicClerk. Additional custom configurations can be made by Administrative users at any time using Help Center resources.

## Design

We will design up to 5 custom templates to ensure consistency in system-generated meeting documents: Agendas, Item/Staff Report, Minutes, Agenda Script.

## Training

### Up to 4 hours of Virtual Training

Your CivicClerk implementation consultant will guide user groups through live, virtual training sessions using your custom configured CivicClerk site. We recommend no more than 20 users per session. Individual sessions are either 30 or 60 minutes in duration.



# Ongoing Services

## Award-Winning Support

Over the past three years, CivicPlus Technical Support has been recognized by the globally respected Stevie® Awards for Sales and Customer Service. CivicPlus has been honored with one Gold Stevie® Award, two Silver Stevie® Awards, and four Bronze Stevie® Awards in the categories of Front-Line Customer Service Team of the Year – Technology Industries, Customer Service Training or Coaching Program of the Year – Technology Industries, Customer Service Department of the Year – Computer Software – Up to 100 Employees, and Most Valuable Response by a Customer Service Team (COVID-19).

The Stevie Awards are the world’s top honors for customer service, contact center, business development, and sales professionals.

## Around-the-Clock Service & Support

### *Technical & Ongoing Support*

- Live support personnel based in the U.S.
- Weekday business hours: 8 a.m. – 6 p.m. (CST)
- Contact via phone, email, and live chat
- 4-hour response during business hours
- 24/7 emergency support for named points of contact
- Self-Service CivicPlus Help Center for tutorials and user guides
- Assigned Customer Success Manager to ensure your complete and ongoing satisfaction

### *Maintenance*

- Regular review of site logs, error messages, servers, router activity, and the internet in general
- Full backups performed daily
- Regularly scheduled upgrades, fixes, enhancements, and OS patches

## Hosting & Security

- Fully hosted within the Azure Cloud environment using their Infrastructure as a Service (IaaS) model
- All processing and data storage is done within this environment using a mix of Azure Virtual Machines and Storage Accounts
- 24/7/365 system monitoring with guaranteed 99.9% uptime (excluding maintenance)
- Azure’s Site Recovery Services and Geographically Redundant Storage Accounts (GRS) to provide disaster recovery between Azure regions
- All data is written to a GRS account which creates copies of that data in data centers across multiple Azure regions - data is always accessible
- Site Recovery Services allows us to quickly spin up and failover to clones of our Azure Virtual Machines





# Project Cost

CivicPlus can appreciate the monetary constraints facing our governments each day. To help ease these concerns and assist with budgeting and planning, our proposed project and pricing is valid for 60 days from July 11, 2022.

## Development

- Agenda Management
  - Unlimited boards
  - Custom-developed templates (two Agenda Templates, one Staff Report Template, one Minutes Template, one Agenda Script Template)
  - System-generated staff reports
- Minutes Management
  - Record minutes including motions, votes, speakers, and discussion
- Analytics module access
  - Create and save custom individual views and organizational views
  - Export views as .XLS and .CSV files
- Unlimited users
- Unlimited storage
- Google Drive, OneDrive, and Dropbox integrations
- Public Portal and Accessibility Portal
- Board Portal

## Implementation

- Typical project timeline – ten to fourteen weeks
- Two hours virtual consulting
- Four hours virtual training

## Annual Recurring Services

- Hosting & Security
- Software maintenance including service patches and system enhancements
- 24/7 Technical support and access to the CivicPlus community
- Dedicated Customer Success Manager

<b>Year 1</b> (one-time + annual)	<b>\$7,340</b>
<b>Year 2</b> (annual)	<b>\$3,500</b>

# CivicPlus Project Pricing & Invoicing

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CivicPlus has endeavored to meet Marshall's needs and expectations for your new CivicClerk System based on the information provided. The investment proposal included is subject to change should additional functionality, custom development, or project enhancements, outside of the included scope, be added before contract signing.

CivicPlus prices on a per-project, all-inclusive basis. This type of pricing structure eliminates surprise costs, the uncertainty of paying by the hour, and is overall more cost-effective for our customers. It provides you with a price based on the products and features listed in this proposal that only varies if additional functionality of work, outside of the original project scope, is requested. We understand local governments must look beyond just functionality and that multiple factors come into play when determining which vendor can meet not only your functional needs but also your budgetary requirements.

## CivicPlus Offers:

### Standard CivicClerk Invoicing

- Year 1 fees are due at contract signing
- The first-year Annual Services fee is included with your Year 1 cost
- Subsequent annual invoicing occurs on the anniversary of the contract signing date, and is subject to a five percent technology fee uplift each year starting Year 3 of your contract

### Customized Billing/Invoicing

- We can discuss other billing options with you before contract signing and, if feasible, develop a plan that works for all parties
- Not available with all CivicPlus products – please contact your account executive for more details

We will work with you before contract signing to determine which of our billing processes will meet both your needs for budget planning and our accounting processes.

## Proposal as Non-Binding Document

A successful project begins with a contract that meets the needs of both parties. This proposal is intended as a non-binding document, and the contents hereof may be superseded by an agreement for services. Its purpose is to provide information on a proposed project we believe will meet your needs based on the information available. If awarded the project, CivicPlus reserves the right to negotiate the contractual terms, obligations, covenants, and insurance requirements before a final agreement is reached. We look forward to developing a mutually beneficial contract with Marshall.

# Optional Enhancements

The following items are not included in your project, but can be added to your scope of work:

OPTIONS	ONE-TIME	ANNUAL
Live Meeting Manager	N/A	\$2,850
Historical File Import - Up to 7,500 imported files	\$2,625	N/A

## Live Meeting Manager

CivicClerk’s fully integrated Live Meeting Manager will automatically migrate all your agenda content. No manual pre-meeting minutes setup or agenda import is required. One-click control allows you to update your in-chamber display screens, set your video bookmarks, and queue items in the Board Portal for your elected and appointed officials.

- **Automatic Video Bookmarking** – Automatically timestamp agenda items to their corresponding discussion in the meeting video so those watching the recording can quickly access topics of interest.
- **Display Pages** – Keep meeting participants informed and engaged by displaying the current item, speaker, or vote results automatically to the constituents attending the meeting.
- **Flexible Voting** – Minutes takers can record motions and votes instantly in Live Meeting Manager or initiate electronic voting when desired. Apply motions and votes to individual agenda items or multiple agenda items as a group.

## Historical File Import

As part of your implementation project, CivicClerk will import up to 7,500 PDF, MP4, or MP3 documents to your new system. The process includes indexing your imported agendas for keyword searching and retrieval. You and your citizens will still have access to this historical information with increased functionality. Historic meeting documents imported into CivicClerk by your Implementation Consultant will be optimized for character recognition to improve complete text search, and accessibility for screen reading assistive devices.



**CivicPlus**

302 South 4th St. Suite 500  
Manhattan, KS 66502  
US

**Quote #:** Q-26939-1  
**Date:** 7/6/2022 11:37 AM  
**Expires On:** 10/4/2022  
**Product:** CivicClerk

**Client:**  
Marshall MI - CivicClerk

**Bill To:**  
Marshall MI - CivicClerk

SALESPERSON	Phone	EMAIL	DELIVERY METHOD	PAYMENT METHOD
Richard Jones	x785.323.4713	rjones@civicplus.com		Net 30

CivicClerk - Statement of Work

QTY	PRODUCT NAME	DESCRIPTION	PRODUCT TYPE
1.00	CivicClerk Annual Fee	CivicClerk Annual Fee - Agenda and Minutes Management	Renewable
1.00	CivicClerk Year 1 Annual Fee Discount	Year 1 Annual Fee Discount	Renewable
1.00	CivicClerk Premium Implementation Package	Premium Implementation Package – Up to # of Boards	
1.00	CivicClerk Premium Configuration	CivicClerk Premium Configuration	One-time
1.00	CivicClerk Custom Template Design	CivicClerk Custom Template Set - includes 2 Agenda templates, 1 Item Report template, 1 Minutes template, 1 Agenda Script template	One-time
2.00	CivicClerk Consulting (1h, virtual)	1 hour Virtual Consulting	One-time
1.00	CivicClerk Virtual Training (Half Day Block)	Training (Virtual) - half day, up to 4 hours	One-time

List Price - Year 1 Total	USD 7,340.00
Total Investment - Year 1	USD 6,256.00
Annual Recurring Services - Year 2	USD 3,500.00

Total Days of Quote:365

1. This Statement of Work ("SOW") shall be subject to the terms and conditions of the CivicPlus Master Services Agreement located at <https://www.civicplus.com/master-services-agreement> ("MSA"), to which this SOW is hereby attached as the CivicClerk Statement of Work. By signing this SOW, Client expressly agrees to the terms and conditions of the MSA throughout the Term of this SOW.

2. This SOW shall remain in effect for an initial term equal to 365 days from the date of signing ("Initial Term"). In the event that neither party gives 60 days' notice to terminate prior to the end of the Initial Term or any subsequent Renewal

Term, this SOW will automatically renew for an additional 1-year renewal term ("Renewal Term"). The Initial Term and all Renewal Terms are collectively referred to as the "Term".

3. The Total Investment - Year 1 will be invoiced at signing of this SOW. Client will pay all invoices within 30 days of the date of invoice.

4. Annual Recurring Services shall be invoiced on the start date of each Renewal Term. Annual Recurring Services, including but not limited to hosting, support and maintenance services, shall be subject to a 5% annual increase beginning in year 3 of service.

5. Client shall have sole control and responsibility over the determination of which data and information shall be included in the content that is to be transmitted and stored by CivicPlus. Client shall not provide to CivicPlus or allow to be provided to CivicPlus any content that (a) infringes or violates any 3rd party's Intellectual Property rights, rights of publicity or rights of privacy, (b) contains any defamatory material, or (c) violates any federal, state, local, or foreign laws, regulations, or statutes.

6. The scope of the initial implementation services to be delivered by CivicPlus are as listed above. Client is responsible for providing all information required for the configuration of the services in accordance with the scope and project timeline.

7. Upon Go-Live, any unused implementation services (ie: board configuration) will expire. Any configuration of additional boards by CivicPlus after Go-Live may incur additional one-time charges based on the scope of the desired configuration, design, and training services.

8. Completion of implementation services will be determined by Go Live status. The parties agree to cooperate in a timely manner to complete all implementation tasks and deliverables in order to obtain Go-Live status of the services. CivicPlus will make reasonable efforts to confirm Go Live status with the Client, but reserves the right to deem Client's use of the services in the intended course of business as Go Live. "Go-Live" is defined as the Client's use of the services implemented by CivicPlus under this SOW for the intended purpose and with the intended audience.

Signature Page to follow.

**Acceptance**

By signing below, the parties are agreeing to be bound by the covenants and obligations specified in this SOW and the MSA terms and conditions found at: <https://www.civicplus.com/master-services-agreement>.

IN WITNESS WHEREOF, the parties have caused this SOW to be executed by their duly authorized representatives as of the dates below.

Client

CivicPlus

By:

By:

\_\_\_\_\_  
Name:

\_\_\_\_\_  
Name:

\_\_\_\_\_  
Title:

\_\_\_\_\_  
Title:

\_\_\_\_\_  
Date:

\_\_\_\_\_  
Date:

**Contact Information**

\*all documents must be returned: Master Service Agreement, Statement of Work, and Contact Information Sheet.

**Organization** URL

Street Address

Address 2

City State Postal Code

CivicPlus provides telephone support for all trained clients from 7am –7pm Central Time, Monday-Friday (excluding holidays).  
Emergency Support is provided on a 24/7/365 basis for representatives named by the Client. Client is responsible for  
ensuring CivicPlus has current updates.

**Emergency Contact & Mobile Phone**

**Emergency Contact & Mobile Phone**

**Emergency Contact & Mobile Phone**

**Billing Contact** E-Mail

Phone Ext. Fax

Billing Address

Address 2

City State Postal Code

Tax ID # Sales Tax Exempt #

Billing Terms Account Rep

Info Required on Invoice (PO or Job #)

Are you utilizing any external funding for your project (ex. FEMA, CARES): Y [     ] or N [     ]

Please list all external sources: \_\_\_\_\_

**Contract Contact** Email

Phone Ext. Fax

**Project Contact** Email

Phone Ext. Fax



**CIVICHR**

HUMAN RESOURCE MANAGEMENT SYSTEM

# Marshall, Michigan

JULY 18, 2022

Richard Jones | Account Executive | [rjones@civicplus.com](mailto:rjones@civicplus.com) | 785.323.4713





# Company Overview

At CivicPlus, we have one goal: to empower the public sector to accomplish impactful initiatives using innovative solutions that save them time while connecting them to the residents they serve. We began in 1998 when our founder, Ward Morgan, decided to focus on helping local governments work better and engage their residents through their web environment. CivicPlus continues to implement new technologies and services to maintain the highest standards of excellence and efficiency for our clients, including solutions for website design and hosting, parks and recreation management, emergency and mass communications, agenda and meeting management, talent management, 311 and citizen relationship management, codification, and licensing and permits.

As we have grown, the pathway to achieving this goal became clear. We need to build groundbreaking software and host them on a single, robust platform that enables convenient collaboration and streamlined operations. This led to the development of the CivicPlus Platform which enables single sign-on capabilities, strengthened identity management, and API access for our clients across our solutions.

Our commitment to deliver the right solutions in design and development, end-user satisfaction, and secure hosting has been instrumental in making us a leader in government web technology. We consider it a privilege to partner with municipal leaders and provide them with solutions that will serve their needs today and well into the future.

## Experience

**20+ Years**  
**12,000+ Customers**  
**900+ Employees**

## Recognition



11-time Inc.  
5000 Honoree



[govtech.com/100](http://govtech.com/100)

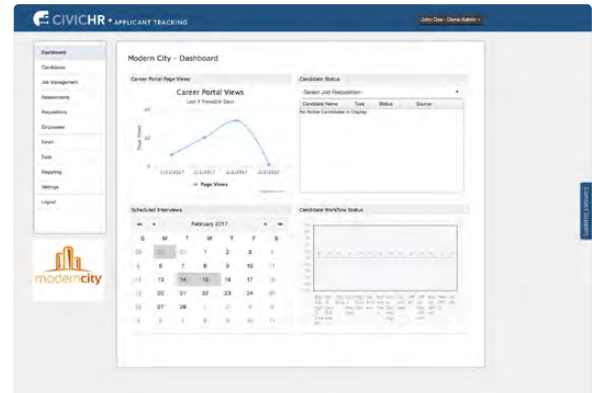
## Technical Support



Recognized with multiple, global Stevie® Awards for sales and customer service excellence

# Applicant Tracking

For local governments looking to bring talent into their administrations, CivicHR offers an easy-to-use applicant tracking software (ATS) solution. CivicHR helps local government human resource managers to more efficiently receive, screen, track, and hire job candidates, while more efficiently communicating and collaborating with hiring departments. Human resource departments of any size can more efficiently fill open positions by automating aspects of the documentation, application routing, candidate communication, and job posting processes.



## Applicant Tracking Features

### Did You Know?...

Traditional hiring processes spend most of the time targeting the 17% that are actively looking, but ignore the other 83% which contain the top candidates.

An application and resume provide experience and skills data, but on their own offer little indication of a candidate's interest, willingness, and fit for a position. Performance Profiles, Benchmarking, and Trending Skills identify future top performers who will go above and beyond their duties and be committed to your organization.

### Performance-Based Approach to Hiring

CivicHR allows local government human resource departments to find and hire talent using a performance-based approach. With its customizable job descriptions, sourcing channels, and basic minimum qualification assessment and candidate scoring, CivicHR helps HR managers to create a profile for an ideal candidate for each open position. Managers can then identify that candidate from among the applicant pool using built-in intuitive pre-screening tools. This automation saves HR managers time while identifying a more qualified pool of applicants to be interviewed and assessed by the hiring department.

# An Easy-to-Use Approach to Talent Acquisition

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CivicHR offers HR management teams customizable tools to easily manage job descriptions, publish open positions, accept online applications, and screen candidates. CivicHR's talent acquisition functionality allows local government HR managers to:

- Streamline the hiring process, helping you quickly find and select the best candidates.
- Standardize your hiring process with easy-to-use templates.
- Hire faster with standardized metrics and access to a searchable database of all applicants.
- Track, manage, and reduce your cost-per-hire.
- Save time reviewing resumes.
- Fill positions faster by automating the pre-screening and ranking of applicants against baseline specified job criteria.
- Meet Equal Employment Opportunity Commission (EEOC) and Office of Federal Contract Compliance Programs (OFCCP) compliance requirements for applicant record retention.
- Reduce the costs associated with manual paperwork, and limit the number of hours spent screening applicants and mailing applications to individual departments.
- Attract more qualified candidates for each open position through integration with social media profiles such as LinkedIn and Facebook.
- Expedite job postings to multiple third-party employment websites with a single integrated solution.
- Accelerate application submissions through the mobile-optimized career portal.
- Proactively identify qualified talent by searching previously submitted applicant profiles and encourage new applications using the invite-to-apply tool.
- Improve the applicant experience with expedited communications sent via automated mass notifications.
- Optimize the recruiting process by using integrated ROI reports.

# Time-Saving Features

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## Create Job Requisitions

Create and manage job requisitions to help departments communicate their hiring needs and stay right-sized. Track the status of each requisition from creation, to review, to approval, to submission, and posting.

## Job Description Management and Integration

Create job postings in less than a minute by starting with one of our job profile templates. Instead, write and manage job descriptions from a single system that integrates with your employee management solution. This integration ensures employees are continually evaluated against the exact criteria for which they were hired. The job management module also allows you to manage all the details for your many positions in one single repository, making it easy to keep postings updated based on collaborative feedback as positions and expectations evolve and change.

## Create Job Applications

Create standard application versions based on department, title, or any other criteria from one location.

## Build Custom Applicant Measurement Criteria

Set criteria that will be used to pre-screen applications, saving you the time and effort of manually reviewing the submissions of applicants who are not qualified.

## Social Network Integration

Post open positions to local government website career pages and social media channels, including Facebook, Twitter, and LinkedIn, extending your reach and maximizing your applicant pool.

## Interview Schedules

Track candidate interview schedules within CivicHR for consistent inter-departmental communications and process management.

## Job Sourcing

Manage future open positions and learn where applicants are finding out about positions using the job sourcing channel feature.

## Automated Pre-Screening of Required Qualifications

Automatically screen initial application submissions to ensure baseline qualifications are met. This process expedites the application review process for both HR administrators and hiring managers by only moving applicants through the hiring workflow if they meet the position's baseline education and experience requirements.

## Custom Candidate Assessment Criteria

Create job criteria based on competencies you've identified in your top employees. The CivicHR system will then search for candidates that exhibit those identified qualities.

## Candidate Scoring

CivicHR helps make scoring an actionable evaluation step by allowing administrators to establish basic minimum qualifications (BMQ). Candidates that the system determines do not meet BMQs, based on identifiable criteria, may be excluded from advancement in the hiring process.

## Detailed Reporting

Analyze candidate sourcing as well as identify candidates by status type, job description, and career portal metrics. CivicHR also enables Equal Employment Opportunity (EEO-1) compliance reports to ensure you are meeting federal requirements.

## Candidate Communications

Craft specified email communications that are automatically sent when a candidate's status changes. Such communications eliminate candidate confusion as to their application status, which minimizes phone calls and walk-ins.

## Application Keyword Searches

CivicHR analyzes resumes and stores data allowing you to search for specific qualifications, experiences, or traits by keyword. You can even search previously submitted applications, expanding your candidate pool to include passive job seekers.

# Employee Onboarding

CivicHR's employee onboarding solution is a web-based for new hire documentation and communication. This platform streamlines your workflows for new employee transitions and enables new hires to more quickly assimilate into their position and their

department. With effective onboarding, new employees become impactful team players faster, improving overall team production and success.

## Employee Onboarding Features

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### Did You Know?...

According to Michael Watkins, author of *The First 90 Days*, the breakeven point for a new hire is greater than 6 months and the cost of turnover for an employee earning less than \$100k can equal 14 times their salary.

### An Engagement-Based Approach to Employee Orientation

CivicHR allows local government human resource departments to reach newly hired staff prior to day one and introduce them to the critical role they will play as an employee of the community. The onboarding tools ensure a consistent and engaging first impression for new staff and leverages technology to reduce administrative tasks and paperwork so orientation can focus on a more lasting experience that inspires new members of your team. The easy-to-use CivicHR onboarding solution allows you to:

- Create, distribute, and collect all necessary new employee forms, such as payroll forms, compliance documents, internal policy forms and more, electronically streamlining the orientation process and eliminating stacks of paperwork.

- Assign new hire preparation and setup tasks to workflow agents for completion, to ensure employees are fully equipped on day one.
- Create and distribute surveys to gather feedback from new hires that can help you inform and improve the talent acquisition and onboarding process in the future.
- Enable employees to comply with company policies and procedures from day one with effective training and communication of expectations.
- Manage training plans by department and role, eliminating the need for managers to recreate training programs with each new hire.
- Improve retention and job satisfaction. Employees are more likely to enjoy their job and remain with their team when expectations are clearly outlined.

# Time-Saving Features

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## Custom Workflow Management

Hiring and onboarding requires coordination across multiple departments. Ensure no steps are missed by streamlining workflows using CivicHR. Assign tasks to administrative support staff across departments. For example, request that business cards be ordered by your administrative team, an email account be set-up by your IT team, and an office space be prepared by your facilities team. Then track each request through to completion.

## Employee Onboarding Portal

Our integrated, government-branded employee portal allows new employees to access forms, videos, health and dental insurance information, policy manuals, facility maps, organization charts, and other essential new hire forms and onboarding procedure documents all from a single, convenient location. Our online portal reduces paper and automates manual onboarding steps to free-up your human resource administrators and department managers for other projects and tasks.

## Form Automation

Expedite new employee form completion and store forms in a single, integrated system. Use our online W-4 and I-9 forms to automate data gathering for these critical new hire requirements before the employee's first day on the job. You can even use customize forms for automatic payroll deposit, benefits enrollment, employee personal information, or emergency contacts.

## New Hire Onboarding Surveys

Survey your new employees for actionable feedback on their first day, first week, or first month. Our surveys make it easy to add this important data gathering step into your onboarding process without requiring continual manual intervention.

## Custom Onboarding Plans

Create custom onboarding plans for both new hires and internally promoted employees using our online tools. Start with one of our job-specific templates that is aligned with the title or department to which you are hiring. Then tailor it as needed to quickly publish and promote the relevant packet for each employee. Detailed onboarding plans help ensure manager and employee expectations are met and new hires can acclimate quickly, increasing job satisfaction and performance.

# Performance Management

## Did You Know?..

In a recent survey conducted by IMPA-HR, government employees said they are most motivated by three things:

- Serving the public with integrity
- Having a sense of accomplishment
- Feeling that they are making a difference

Additionally, they shared that what they desired, but lacked the most, were clearly defined goals and objectives.

## A Flexible & Relevant Approach to Driving Employee Performance

CivicHR allows local government human resource departments and leaders to tailor performance plans for employees' responsibilities while retaining consistency across the organization. With an easy to use talent management solution, motivating employee performance can move from being a once a year hassle to be ongoing and timely interactions. By providing employees with more specific and timely feedback, they are better equipped to help the community achieve its strategic vision.

Our performance management solution allows you to:

- Complete annual formal performance reviews digitally, streamlining processes and eliminating paperwork.
- Track skill development goals throughout the year to enable employee job growth and career satisfaction.
- Measure staff engagement and identify opportunities to improve employee job satisfaction, which ultimately improves retention.
- Create actionable, proven performance profiles using our templated guides, built using industry best practices. Effective performance profiles help to create clear expectations for candidates while reducing turnover and increasing performance.
- Enable supervisors to manage by using objectives with trackable job criteria documentation.
- Encourage high performance with an appraisal system that links individual objectives to community goals, reinforcing to employees the impact that their work has on the community.



# Time-Saving Features

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## Flexible Client-Defined Evaluation Factors

Create supervisor-defined job objectives and track feedback to create an easy to-implement performance appraisal system for your municipality.

## Customizable Multi-Appraiser Setup

Easy-to-use multi-appraiser and 360-degree evaluation tools offer a comprehensive evaluation of an employee's performance.

## Link Objective to Community Goals

Link job objectives to community goals to ensure that all employees are working toward the same overall result.

## Integrated Document Management

Supervisors can upload and manage performance appraisals, disciplinary forms, change requests, and other documentation so all employee personnel forms are housed in a single, convenient repository.

## Track Core Competencies

Create and manage the core competencies your employees are responsible for achieving.

## Intuitive Supervisor Routing

Establish customizable workflows that are specific to each employee's line of oversight to expedite the review completion process and minimize human resource workflow management.

# The Civic Experience Platform

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Developed specifically to enable municipalities to deliver consistently positive interactions across every department and every service, the Civic Experience Platform includes technology innovations that deliver frictionless, one-stop, and personalized citizen interactions. Local governments that leverage our Civic Experience Platform also benefit from:

- Single Sign-On (SSO) to all of your CivicPlus products supporting two-factor authentication and PCI Level password compatibility
- A single dashboard and toolbar for administrative access to your CivicPlus software stack
- Access to a continually growing and fully documented set of APIs to better connect your administration's processes and applications
- A centralized data store with robust data automation and integration capabilities

## CivicPlus Portal

CivicPlus Portal helps you find job applicants from among your pool of most highly invested community members. Portal streamlines the resident user experience as they interact with the CivicPlus products leveraged by you – driving revenue, trust, and satisfaction.

Residents logging in to Portal to customize communications, watch a public meeting recording, or sign up for a community event can easily see open job positions. The result is an increase in job applications from local talent who care deeply about the success of your community.

### Citizen Benefits

- Anytime, anywhere access to digital citizen services
- A personalized dashboard that provides link cards to the services they use most frequently

### Administrator Benefits

- A low-maintenance tool that increases accessibility, access, transparency, and trust with residents
- Reduced phone calls, walk-ins, and emails from residents searching for information
- Opportunities to increase revenue and foster civic participation



# Implementation

A typical project timeline ranges from 12 – 17 weeks. Marshall's proactive vision to develop a user-friendly, self-service human resources environment for its community and employees is commendable. You can have complete confidence that the professionals at CivicPlus will become your strategic, trusted partners in achieving this vision.

PROJECT START

1

## Initiate

FOUR TO SIX WEEKS

- Kick Off
- Timeline
- Deliverables
- Project Goals

## Design & Configure

TWO TO FOUR WEEKS

- System Configuration

2

3

## Optimize

TWO WEEKS

- Review Development Process and Functionality

## Educate

THREE TO FOUR WEEKS

- Administrative Training
- System User Training
- Access to Video Tutorials/Manuals
- Post Go-Live Refresher Training

4

5

## Launch

ONE WEEK

GO LIVE

# Ongoing Services

## Technical & Ongoing Support

- Live technical support engineers based in the U.S.
- Weekday business hours: 7 a.m. – 7 p.m. (CST)
- Contact via phone, email, and live chat
- 4-hour response during business hours
- 24/7 emergency technical support for named points of contact
- Self-Service Help Center for tutorials and user guides and ENGAGEXCHANGE for customer connection
- Assigned customer success manager to ensure your complete and ongoing satisfaction

## Maintenance

- Regular review of site logs, error messages, servers, router activity, and the internet in general
- Full backups performed daily
- Regularly scheduled upgrades, fixes, enhancements, and operating system patches

## Hosting & Security

- Hosting with Azure’s geographically distributed regions
- Cloudflare Content Delivery Network
- 24/7/365 system monitoring
- Guaranteed 99.9% uptime (excluding maintenance)
- Software updates and security patches
- Disaster recovery with emergency, after-hours, live-agent support
- Guaranteed Recovery Time of 1 hour
- Guaranteed Recovery Point of 2 hours
- DDoS Mitigation and DDoS Advanced Security Coverage
- Security Analytics Module and Dashboard

## Award-Winning



CivicPlus’ Technical Support Team has been honored with one Gold Stevie® Award, three Silver Stevie® Awards, and five Bronze Stevie® Awards, which are the world’s top honors for customer service, sales professionals, and more.

## 2021 Support Metrics



- **Total Tickets** – 103,759
- **Average Chat Response** – 3:48 Minutes
- **Average Phone Response** – 7:57 Minutes
- **Customer Satisfaction Score** – 95.7%
- **Solved in One Touch** – 71.2%



# Project Cost

CivicPlus can appreciate the monetary constraints facing our governments each day. To help ease these concerns and assist with budgeting and planning, our proposed project and pricing is valid for 60 days from July 18, 2022.

## Applicant Tracking

- Implementation - Full provisioning of your system with support for job detail import (if applicable), development of up to two custom applications, user setup, and system configuration
- Subscription - Custom internal application, Job & Candidate Routing, Approval Workflow, Job Alerts, Base Minimum Qualifications, Email Templates, Client Control Settings, Multiple User Roles (Permission Based), Unlimited number of Admin Users, Unlimited number of Hiring Manager Users, Unlimited storage
- Up to four hours of virtual training

## Employee Onboarding

- Implementation - Full provisioning of your system with support for job detail import (if applicable), development of up to six custom onboarding forms, user setup, and system configuration
- Subscription - Standard Tax Forms, New Hire Task Assignment, Organization Wide Templates, Job Specific Templates, Form & Video Manager, Employee Orientation Portal, Unlimited number of Admin Users, Unlimited storage
- Up to four hours of virtual training

## Performance Management

- Implementation - Full provisioning of your system with support for electronic job detail and user import (if applicable), factor library setup and system configuration
- Subscription - Client Defined Evaluation Factors, Community Wide Factors, Linked Goals or Objectives to Relevant Roles, Centralized Performance Notes & Documentation, Customizable Multi-Appraiser & Approval Setup, Unlimited number of Admin Users, Unlimited number of Supervisor Users, Unlimited storage
- Up to four hours of virtual training

## Annual Recurring Services

- Each year of your contract, you'll receive CivicHR upgrades, maintenance, and hosting, so your solution stays secure and up-to-date with our latest features and functionality. You'll also receive 24/7/365 live emergency support and access to online help resources.

# Project Cost Breakdown

	One-Time Implementation & Development Fees	Year 1 Annual Fees
Applicant Tracking	\$3,875	\$4,125
Discount	(\$387)	(\$412)
Applicant Tracking Final Prices	\$3,488	\$3,713
Applicant Tracking Year 1 Total Cost	<b>\$7,200</b>	
Onboarding	\$4,000	\$3,250
Discount	(\$400)	(\$325)
Onboarding Final Prices	\$3,600	\$2,925
Onboarding Year 1 Total Cost	<b>\$6,525</b>	
Performance Management	\$4,250	\$7,500
Discount	(\$425)	(\$750)
Performance Management Final Prices	\$3,825	\$6,750
Performance Management Year 1 Total Cost	<b>\$10,575</b>	
<b>Total Year 1 (one-time + annual)</b>	<b>\$24,300</b>	
<b>Total Year 2 (annual + 5% technology uplift)</b>	<b>\$14,057</b>	

## CivicPlus Project Pricing & Invoicing

CivicPlus prices on a per-project, all-inclusive basis (stated in US dollars). This type of pricing structure eliminates surprise costs, the uncertainty of paying by the hour, and is overall more cost effective for our clients. It provides you with a price based on the products and features listed in this proposal that only varies if additional functionality, custom development, security, escrow requirements, or other design or project enhancements, outside of the included scope, are added prior to contract signing.

### Standard CivicHR Invoicing

- Year 1 fees are due at contract signing
- The first-year Annual Services fee is included with your Year 1 cost
- Subsequent annual invoicing occurs on the anniversary of the contract signing date, and is subject to a five percent technology fee uplift each year starting Year 2 of your contract

### Customized Billing/Invoicing

- We can discuss other billing options with you before contract signing and, if feasible, develop a plan that works for all parties
- Not available with all CivicPlus products – please contact your sales representatives for more details

## Proposal as Non-Binding Document

A successful project begins with a contract that meets the needs of both parties. This proposal is intended as a non-binding document, and the contents hereof may be superseded by an agreement for services. Its purpose is to provide information on a proposed project we believe will meet your needs based on the information available. If awarded the project, CivicPlus reserves the right to negotiate the contractual terms, obligations, covenants, and insurance requirements before a final agreement is reached. We look forward to developing a mutually beneficial contract with Marshall.



**CivicPlus**

302 South 4th St. Suite 500  
Manhattan, KS 66502  
US

**Quote #:**

Q-27170-2

**Date:**

7/13/2022 10:41 AM

**Expires On:**

10/28/2022

**Product:**

CivicHR

**Client:**

Marshall MI - CivicHR

**Bill To:**

Marshall MI - CivicHR

SALESPERSON	Phone	EMAIL	DELIVERY METHOD	PAYMENT METHOD
Richard Jones	x785.323.4713	rjones@civicplus.com		Net 30

**CivicHR - Statement of Work**

QTY	Product Name	DESCRIPTION	PRODUCT TYPE
1.00	CivicHR Applicant Tracking System Premium Annual Fee	CivicHR Applicant Tracking System Premium Annual Fee	Renewable
1.00	CivicHR Applicant Tracking System Premium Implementation Fee	CivicHR Applicant Tracking System Premium Implementation Fee	One-time
1.00	CivicHR Virtual Training (Half Day Block)	Training (Virtual) - half day, up to 4 hours	One-time
1.00	CivicHR Onboarding Premium Annual Fee	CivicHR Onboarding Premium Annual Fee	Renewable
1.00	CivicHR Onboarding Premium Implementation Fee	CivicHR Onboarding Premium Implementation Fee	One-time
1.00	CivicHR Virtual Training (Half Day Block)	Training (Virtual) - half day, up to 4 hours	One-time
1.00	CivicHR Virtual Training (Half Day Block)	Training (Virtual) - half day, up to 4 hours	One-time

List Price -- Year 1 Total	USD 16,000.00
Total Investment - Year 1	USD 14,400.00
Annual Recurring Services - Year 2	USD 6,637.50

Total Days of Quote:365

1. This Statement of Work ("SOW") shall be subject to the terms and conditions of the CivicPlus Master Services Agreement located at <https://www.civicplus.com/master-services-agreement> ("MSA"), to which this SOW is hereby attached as the CivicHR Statement of Work. By signing this SOW, Client expressly agrees to the terms and conditions of the MSA throughout the Term of this SOW.



2. This SOW shall remain in effect for an initial term equal to 365 days from the date of signing (“Initial Term”). In the event that neither party gives 60 days’ notice to terminate prior to the end of the Initial Term or any subsequent Renewal Term, this SOW will automatically renew for an additional 1-year renewal term (“Renewal Term”). The Initial Term and all Renewal Terms are collectively referred to as the “Term”.
3. The Total Investment - Year 1 will be invoiced at signing of this SOW. Client will pay all invoices within 30 days of the date of invoice.
4. Annual Recurring Services shall be invoiced on the start date of each Renewal Term. Annual Recurring Services, including but not limited to hosting, support and maintenance services, shall be subject to a 5% annual increase beginning in year 3 of service.
5. The Client retains ownership to the specific data entered into the Services. Client shall have sole control and responsibility over the determination of which data and information shall be included in the content that is to be transmitted and stored by CivicPlus. Client shall not provide to CivicPlus or allow to be provided to CivicPlus any content that (a) infringes or violates any 3rd party’s Intellectual Property rights, rights of publicity or rights of privacy, (b) contains any defamatory material, or (c) violates any federal, state, local, or foreign laws, regulations, or statutes.
6. CivicPlus is the owner of the CivicHR services and all associated software, applications, modules, features, including without limitation default surveys and libraries of materials (the “Services”). This Agreement and attached SOW is not a sale of any part of the Services and all information provided or content created by CivicPlus withing the Services (“CivicPlus Content”). Client agrees that the CivicPlus Content is for information purposes and shall not be considered as professional advice or consulting, or any form of legal advice. The Client’s use of CivicPlus Content is entirely at Client’s risk, for which CivicPlus shall not be liable. It is solely Client’s responsibility to ensure that the Services and any CivicPlus Content used by Client meet the Client’s specific requirements.
7. Customer shall comply with all applicable local, state, and federal laws, treaties, regulations, and conventions in connection with its use of the Service.
8. Client permits CivicPlus to include an example of the Client’s Career Portal page and a link to the Client’s website on the CivicPlus corporate website.

Signature Page to Follow.

**Acceptance**

By signing below, the parties are agreeing to be bound by the covenants and obligations specified in this SOW and the MSA terms and conditions found at: <https://www.civicplus.com/master-services-agreement>.

IN WITNESS WHEREOF, the parties have caused this SOW to be executed by their duly authorized representatives as of the dates below.

Client

CivicPlus

By:

By:

\_\_\_\_\_  
Name:

\_\_\_\_\_  
Name:

\_\_\_\_\_  
Title:

\_\_\_\_\_  
Title:

\_\_\_\_\_  
Date:

\_\_\_\_\_  
Date:

**Contact Information**

\*all documents must be returned: Master Service Agreement, Statement of Work, and Contact Information Sheet.

**Organization** URL

Street Address

Address 2

City State Postal Code

CivicPlus provides telephone support for all trained clients from 7am –7pm Central Time, Monday-Friday (excluding holidays).  
Emergency Support is provided on a 24/7/365 basis for representatives named by the Client. Client is responsible for  
ensuring CivicPlus has current updates.

**Emergency Contact & Mobile Phone**

**Emergency Contact & Mobile Phone**

**Emergency Contact & Mobile Phone**

**Billing Contact** E-Mail

Phone Ext. Fax

Billing Address

Address 2

City State Postal Code

Tax ID # Sales Tax Exempt #

Billing Terms Account Rep

Info Required on Invoice (PO or Job #)

Are you utilizing any external funding for your project (ex. FEMA, CARES): Y [     ] or N [     ]

Please list all external sources: \_\_\_\_\_

**Contract Contact** Email

Phone Ext. Fax

**Project Contact** Email

Phone Ext. Fax



**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 7/23/2022

Applicant Name Cherie Riser

Address 221 W. Gordon St.

Home Phone (269)274-2185 Work Phone \_\_\_\_\_

E-Mail Address cherieriser@icloud.com

How long have you lived in the City of Marshall? I am a Marshall native. I moved away for 7 years from 1968-1975

Education Some college

Community Experience and Affiliations: See attached

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please specify the Board/Committee sought: Farmers Market

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

See attached

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Community Experience and Affiliations:** When I was Director of Museums for the Marshall Historical Society I was on the Chamber Board of Directors, the Tourism Council and the Downtown Development Authority Board. I was on the Frank Center Board of Directors. I am a past member of Rotary. While in Rotary I served on the Board of Directors serving one term as President. I was also on the Rotary Foundation Board.

I am founding member of the Marshall Area Garden Club and have served on the Board of Directors as President and Vice-President. I still remain active in this organization.

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

My experiences relevant to serving on the Farmers' Market Board include: growing up on a farm in Marshall Township, gardening for fifty years, completing the MSU Master Gardener Program and membership in the Marshall Area Garden Club.

I feel it is essential to provide our community with fresh farm to table products, much which is organically grown. The Farmers' Market venue is essential to providing the guidance, oversight and space for this important community service.