

MARSHALL CITY COUNCIL AGENDA

MONDAY – 7:00 P.M.

February 2, 2015



- 1) CALL TO ORDER
- 2) ROLL CALL
- 3) INVOCATION – Zack Langford, Marshall Wesleyan Church
- 4) PLEDGE OF ALLEGIANCE
- 5) APPROVAL OF AGENDA – Items can be added or deleted from the Agenda by Council action.
- 6) PUBLIC COMMENT ON AGENDA ITEMS – Persons addressing Council are required to give their name and address for the record when called upon by the Mayor. Members of the public shall be limited to speaking for a maximum of five (5) minutes on any agenda item.
- 7) CONSENT AGENDA
 - A. Schedule Public Hearing – Mor-Dall Enterprises IFT Application P. 3
City Council will consider the recommendation to schedule a public hearing for Tuesday, February 17, 2015 to hear public comment on the proposed Industrial Facilities Tax Exemption Certificate for Mor-Dall Enterprises, 511 S. Kalamazoo.
 - B. Appointment of MSCPA Alternate Commissioner P. 11
City Council will consider the recommendation to approve a resolution appointing Ed Rice as the Michigan South Central Agency Alternate Commissioner.
 - C. City Council Minutes P. 13
Regular Session..... Tuesday, January 20, 2015
 - D. City Bills P. 17
Regular Purchases\$ 155,826.70
Weekly Purchases –1/16/15.....\$ 1,125,480.82
Weekly Purchases –1/23/15.....\$ 1,068,162.90
Total.....\$ 2,249,470.42
- 8) PRESENTATIONS AND RECOGNITIONS
 - A. Meritorious Service Awards
- 9) INFORMATIONAL ITEMS
 - A. Event Report – 2nd Annual Reuben Race P. 22
- 10) PUBLIC HEARINGS & SUBSEQUENT COUNCIL ACTION
- 11) OLD BUSINESS
- 12) REPORTS AND RECOMMENDATIONS
 - A. Electric Generator #3 P. 23
City Council will consider the recommendation to approve retaining Miratech Corp. to perform a turnkey \$142,996 project that would bring generator #3 into compliance with the United States Environmental Protection Agency

Mayor:

Jack Reed

Council Members:

Ward 1 - Kari Schurig

Ward 2 - Nick Metzger

Ward 3 - Brent Williams

Ward 4 - Michael McNeil

Ward 5 - Joe Caron

At-Large - Kathy Miller



Reciprocating Internal Combustion Engines National Emission Standards for Air Pollutants Rule and authorize the City Clerk to sign the agreement.

B. Purchase of 2015 Dump Truck P. 25

City Council will consider the recommendation to approve the purchase of a 2015 dump truck from Boshears Ford of Marshall in the amount of \$42,812.59.

C. Personnel Policy Revisions P. 26

City Council will consider the recommendation to approve HR Policies 15.01, 15.02, 15.03, and 15.04.

D. City Manager Evaluation

City Council will discuss the process for the 2015 City Manager performance evaluation.

13) APPOINTMENTS / ELECTIONS

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) ADJOURNMENT

Respectfully submitted,

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

Tom Tarkiewicz
City Manager



ADMINISTRATIVE REPORT
February 2, 2015 – City Council Meeting

REPORT TO: Honorable Mayor and Council Members

FROM: Tom Tarkiewicz, City Manager
Jim Robey, Associate Vice President, MAEDA

SUBJECT: Mor-Dall Enterprises, LLC, 511 S Kalamazoo Ave,
Industrial Facilities Tax Exemption

BACKGROUND: The City of Marshall has received a request from Mor-Dall Enterprises, LLC, for an Industrial Facilities Tax Exemption Certificate. The requested abatement is to consider a \$334,246 investment in equipment.

RECOMMENDATION: Schedule a Public Hearing for February 17, 2015 as required by the Industrial Facilities Tax Exemption Certificate Application.

FISCAL EFFECTS: If the IFT is granted, the City will forego an estimated \$8,739 in taxes over the next 12 years. The company will receive an estimated \$22,582 in tax savings over the next 12 years. This assumes that personal property will remain taxable.

ALTERNATIVES: As suggested by Council.

Respectfully submitted,

Tom Tarkiewicz
City Manager

Jim Robey
Associate Vice President, MAEDA

323 W. Michigan Ave.

Marshall, MI 49068

p 269.781.5183

f 269.781.3835

cityofmarshall.com

IFTEC LETTER OF AGREEMENT

DATE: _____
COMPANY NAME: Mor-Dall Enterprises, Inc.
FACILITY ADDRESS: 511 South Kalamazoo Ave
Marshall, MI 49068

City Council
City of Marshall
323 W. Michigan Avenue
Marshall, MI 49068

RE: Industrial Facilities Tax Exemption Certificate between:

Mor-Dall Enterprises, Inc. and the City of Marshall

Dear Members of Council:

Mor-Dall Enterprises, Inc. (the "Company") has submitted the attached Application (the "Application") to you requesting approval of an Industrial Facilities Tax Exemption Certificate ("IFTEC"), pursuant to Michigan Public Act 198 of 1974, as amended, for the property located at 511 South Kalamazoo, Marshall, (the "Facility") (Legal Description of the property where the Facility is located is attached).

To encourage approval of the IFTEC and in recognition of the investments the City of Marshall (the "City") will make toward the economic growth of the Company, which will benefit the City, the Company agrees as follows:

- 1. General.** (Check applicable lines consistent with the Application)
- ___ a. The Company will make the improvements set forth in the Application within two (2) years of the effective date of the IFTEC (the "Effective Date").
 - ___ b. The Company will purchase and/or lease and install the personal property as set forth in the Application within two (2) years of the Effective Date.
 - ___ c. The Company will create 5 new full-time jobs at the Facility within two (2) years of the Effective Date, and/or the Company will retain 11 existing jobs at the Facility within two (2) years of the Effective Date.
 - ___ d. The Company will comply with the requirements imposed by the City as part of the site review prior to issuance of a Certificate of Occupancy.

2. **Compliance with Laws.** The Company agrees that it will operate the Facility in accordance with all applicable Federal, State, and local laws or regulations, including but not limited to zoning, outside storage, industrial waste disposal, air and water quality, utility, noise control, and other environmental regulations.
3. **Continued Operation of the Facility.** The Company further agrees to continue to operate the Facility within the City for the period of 12 years from the effective date of the IFTEC in order to retain the benefits of the IFTEC.
4. **Premature Vacation of the Facility.** If the Company vacates, or intends to vacate, the Facility prior to the end of the term of the IFTEC, the Company shall be responsible for the following:
 - a. If the Company intends to vacate the Facility for which the IFTEC has been approved and issued prior to the end of the term of this agreement, the Company agrees to notify the City Assessor in writing of such intent and the reasons for vacating not less than 60 days prior to vacating the facility.
 - b. The Company agrees to make reasonable provisions satisfactory to the City and in compliance with all applicable laws, codes and ordinances to maximize the likelihood of re-occupancy or re-use of the unoccupied building for productive use within a reasonable time period after the Facility is vacated.
 - c. The Company shall, if requested by the City, deposit an amount equal to the amounts anticipated to be due from the Company under this agreement as a result of the Company vacating the Facility prior to the term for which the IFTEC was approved, including but not limited to any reasonable cleanup or maintenance costs, administrative fees, court costs, and attorney fees incurred.
 - d. The Company shall pay any outstanding taxes and shall repay to all affected municipalities an amount equal to the total tax amount abated by the IFTEC (unless recovery of a lesser amount is requested by the City or other taxing authority) within 30 days of the date of an invoice for such taxes.
 - e. If the Company fails to pay the amount of the invoice for abated taxes within 30 days of the date of the City invoice, the Company shall be responsible for any additional costs incurred by the City in recovery of such taxes, including, but not limited to administrative fees, court costs, and attorney fees incurred.
5. **Notice of Completion and Final Cost Report.** The Company will submit to the City, not later than 90 days after the completion date for each property component for which an IFTEC was granted a Notice of Completion and Final Cost Report in a form requested by the City which includes the actual completion date and final cost of each project component for which an IFTEC was originally granted, and an explanation if the final cost of either the real or personal property listed on the Application was greater than the original estimated amount by more than 10%.

6. **Employment Status Report.** In accordance with the initial letter of intention to apply for an IFTEC, the Company will submit to the City, not later than January 10th of the second year after the effective date and every two years thereafter while the IFTEC is in effect, an Employment Status Report in a form requested by the City, which includes the number of actual full-time jobs created and/or retained as a direct result of the project for which the certificate was granted, and an explanation if the jobs actually created was less than the original estimated amount.
7. **Review and Audit: Payment of Costs.** The Company understands that the City may review and audit the information provided by the Company to determine compliance with this agreement and that in the event the audit raises a material non-compliance with the provisions of this agreement, that any costs for such services will be paid by the Company in accordance with a fee schedule approved by the City Council, which may be adjusted from time to time based upon increases in costs to the City. Except as provided in this paragraph, each party shall bear its own costs for a review or audit.
8. **Remedies for Default for Failure to Satisfy Representations Made in Application.** The Company recognizes and agrees that the amount of abated taxes to be paid shall constitute a lien under Michigan Law, and that the City retains all rights to enforce the lien. The Company understands that the City may pass a resolution requesting that the State Tax Commission reduce the term of the IFTEC or revoke the IFTEC to the extent that the construction or expansion of the Facility has not been completed, expenditures made, or employment reached as represented by the Company in the application, by sending a copy of this Agreement along with a copy of the City Council resolution authorizing such action to the State Tax Commission. In addition, the Company acknowledges that the City may take into account any deficiency in job creation, or real or personal property investment made under this application in a subsequent application for an IFTEC filed by the Company.
9. **Consequences of Unsuccessful Real or Personal Property Tax Appeal.** The Company acknowledges that if during the term of this Agreement, the Company appeals any real or personal property assessment to the Michigan Tax Tribunal or other court of competent jurisdiction upon which it does not prevail, that the Company shall pay to the City all reasonable costs, expenses, and attorney fees incurred by the City in defending such appeals within thirty (30) days of the date of receipt of an invoice from the City. The Company also acknowledges that the City may consider such appeals in deciding the term of any subsequent certificates granted to the Company.
10. **Unforeseen Events.** By execution of this agreement, it is understood that the Company's investment in the Facility and the City's investment in the granting of the IFTEC are to encourage economic growth within the City. The City acknowledges that in some instances, economic conditions may prevent the Company from complying fully with this agreement and the terms of the Application. The City will give the Company an opportunity to explain the reasons for any variations from the representations contained in the application and will evaluate the Company's situation prior to taking any action authorized by paragraph 4 and 8 of this agreement.

11. **Entire Agreement.** Together with the complete application, this is the entire agreement of the parties relating to the matters covered by this Agreement, and no prior or subsequent promises, representations or assurances, whether in any other form, shall be used to modify, vary or contradict any provision of this Agreement, except for any written amendment to this Agreement or separate agreement signed following the date of this Agreement by authorized representatives of all parties to this Agreement. In the event of conflict between the documents, the terms in this Letter of Agreement shall prevail.

12. **Severability.** The invalidity of any section, subsection, clause or provision of this Agreement shall not affect the validity of the remaining sections, subsections, clauses or provisions thereof, which shall remain in full force and effect to govern the parties' relationship.

13. **Reimbursement of Attorney Fees for Modification of Standard Agreement.** The Company agrees to reimburse the City within 30 days of the date of a receipt of an invoice from the City for all attorney fees incurred by the City in the negotiation or preparation of changes to the standard IFTEC Letter of Agreement.

ACCEPTED BY: THE COMPANY

NAME: Patrick Craddock
 TITLE: Chief Financial Officer
 SIGNATURE: _____

STATE OF MICHIGAN
 COUNTY OF CALHOUN

The forgoing acceptance was acknowledged this _____ day of _____
 by _____, _____ on behalf of _____
 (Name) (Title) (Company Name)

 Notary Public, _____ County, MI
 My Commission expires: _____

**ACCEPTED BY: THE CITY OF MARSHALL, A
MICHIGAN MUNICIPAL
CORPORATION**

NAME: Jack Reed

TITLE: Mayor

SIGNATURE: _____

NAME: Trisha Nelson

TITLE: City Clerk

SIGNATURE: _____

STATE OF MICHIGAN
COUNTY OF CALHOUN

The forgoing acceptance was acknowledged this ____ day of _____
by Jack Reed and Trisha Nelson, Mayor and City Clerk, respectively, on behalf of
the City of Marshall, a Michigan municipal corporation.

Notary Public, _____ County, MI

My Commission expires: _____

When recorded, return to:
City Clerk
City of Marshall
323 W. Michigan Ave.
Marshall, MI 49068

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

Application for Industrial Facilities Tax Exemption Certificate

Issued under authority of Public Act 198 of 1974, as amended. Filing is mandatory.

INSTRUCTIONS: File the original and two copies of this form and the required attachments (three complete sets) with the clerk of the local government unit. The State Tax Commission (STC) requires two complete sets (one original and one copy). One copy is retained by the clerk. If you have any questions regarding the completion of this form or would like to request an informational packet, call (517) 373-3272.

To be completed by Clerk of Local Government Unit	
Signature of Clerk	▶ Date received by Local Unit
STC Use Only	
▶ Application Number	▶ Date Received by STC

APPLICANT INFORMATION

All boxes must be completed.

▶ 1a. Company Name (Applicant must be the occupant/operator of the facility) Mor-Dall Enterprises LLC	▶ 1b. Standard Industrial Classification (SIC) Code - Sec. 2(10) (4 or 6 Digit Code) 2082	
▶ 1c. Facility Address (City, State, ZIP Code) (real and/or personal property location) 511 S. Kalamazoo Ave, Marshall, MI 49068	▶ 1d. City/Township/Village (indicate which) City	▶ 1e. County Calhoun
▶ 2. Type of Approval Requested <input checked="" type="checkbox"/> New (Sec. 2(4)) <input type="checkbox"/> Transfer (1 copy only) <input type="checkbox"/> Speculative Building (Sec. 3(8)) <input type="checkbox"/> Rehabilitation (Sec. 3(1)) <input type="checkbox"/> Research and Development (Sec. 2(9))	▶ 3a. School District where facility is located Marshall Public Schools	▶ 3b. School Code 13110
▶ 4. Amount of years requested for exemption (1-12 Years) 12		

5. Per section 5, the application shall contain or be accompanied by a general description of the facility and a general description of the proposed use of the facility, the general nature and extent of the restoration, replacement, or construction to be undertaken, a descriptive list of the equipment that will be part of the facility. Attach additional page(s) if more room is needed.

Chiller and solar array project to enhance production capabilities.

6a. Cost of land and building improvements (excluding cost of land)	▶ \$0.00
* Attach list of improvements and associated costs. * Also attach a copy of building permit if project has already begun.	Real Property Costs
6b. Cost of machinery, equipment, furniture and fixtures	▶ \$334,246.00
* Attach itemized listing with month, day and year of beginning of installation, plus total	Personal Property Costs
6c. Total Project Costs	▶ \$334,246.00
* Round Costs to Nearest Dollar	Total of Real & Personal Costs

7. Indicate the time schedule for start and finish of construction and equipment installation. Projects must be completed within a two year period of the effective date of the certificate unless otherwise approved by the STC.

	Begin Date (M/D/Y)	End Date (M/D/Y)		
Real Property Improvements ▶	_____	_____	▶	<input type="checkbox"/> Owned <input type="checkbox"/> Leased
Personal Property Improvements ▶	7/1/14	9/30/14	▶	<input checked="" type="checkbox"/> Owned <input type="checkbox"/> Leased

▶ 8. Are State Education Taxes reduced or abated by the Michigan Economic Development Corporation (MEDC)? If yes, applicant must attach a signed MEDC Letter of Commitment to receive this exemption. Yes No

▶ 9. No. of existing jobs at this facility that will be retained as a result of this project. 11	▶ 10. No. of new jobs at this facility expected to create within 2 years of completion. 5
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11. Rehabilitation applications only: Complete a, b and c of this section. You must attach the assessor's statement of SEV for the entire plant rehabilitation district and obsolescence statement for property. The Taxable Value (TV) data below must be as of December 31 of the year prior to the rehabilitation.

a. TV of Real Property (excluding land)	_____
b. TV of Personal Property (excluding inventory)	_____
c. Total TV	_____

▶ 12a. Check the type of District the facility is located in:
 Industrial Development District Plant Rehabilitation District

▶ 12b. Date district was established by local government unit (contact local unit) 8/16/10	▶ 12c. Is this application for a speculative building (Sec. 3(8))? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
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APPLICANT CERTIFICATION - complete all boxes.

The undersigned, authorized officer of the company making this application certifies that, to the best of his/her knowledge, no information contained herein or in the attachments hereto is false in any way and that all are truly descriptive of the industrial property for which this application is being submitted.

It is further certified that the undersigned is familiar with the provisions of P.A. 198 of 1974, as amended, being Sections 207.551 to 207.572, inclusive, of the Michigan Compiled Laws; and to the best of his/her knowledge and belief, (s)he has complied or will be able to comply with all of the requirements thereof which are prerequisite to the approval of the application by the local unit of government and the issuance of an Industrial Facilities Exemption Certificate by the State Tax Commission.

13a. Preparer Name Pat Craddock	13b. Telephone Number (269) 558-4915	13c. Fax Number (269) 781-8261	13d. E-mail Address pat@darkhorsebrewery.co
14a. Name of Contact Person Pat Craddock	14b. Telephone Number (269) 558-4915	14c. Fax Number (269) 781-8261	14d. E-mail Address pat@darkhorsebrewery.com
▶ 15a. Name of Company Officer (No Authorized Agents) Pat Craddock			
15b. Signature of Company Officer (No Authorized Agents)		15c. Fax Number (269) 781-8261	15d. Date
▶ 15e. Mailing Address (Street, City, State, ZIP Code) 511 S Kalamazoo, Marshall, MI 49068		15f. Telephone Number (269) 558-4915	15g. E-mail Address pat@darkhorsebrewery.com

LOCAL GOVERNMENT ACTION & CERTIFICATION - complete all boxes.

This section must be completed by the clerk of the local governing unit before submitting application to the State Tax Commission. Check items on file at the Local Unit and those included with the submittal.

▶ 16. Action taken by local government unit <input type="checkbox"/> Abatement Approved for _____ Yrs Real (1-12), _____ Yrs Pers (1-12) After Completion <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Denied (Include Resolution Denying)	16b. The State Tax Commission Requires the following documents be filed for an administratively complete application: Check or Indicate N/A if Not Applicable <input type="checkbox"/> 1. Original Application plus attachments, and one complete copy <input type="checkbox"/> 2. Resolution establishing district <input type="checkbox"/> 3. Resolution approving/denying application. <input type="checkbox"/> 4. Letter of Agreement (Signed by local unit and applicant) <input type="checkbox"/> 5. Affidavit of Fees (Signed by local unit and applicant) <input type="checkbox"/> 6. Building Permit for real improvements if project has already begun <input type="checkbox"/> 7. Equipment List with dates of beginning of installation <input type="checkbox"/> 8. Form 3222 (if applicable) <input type="checkbox"/> 9. Speculative building resolution and affidavits (if applicable)
16a. Documents Required to be on file with the Local Unit Check or Indicate N/A if Not Applicable <input type="checkbox"/> 1. Notice to the public prior to hearing establishing a district. <input type="checkbox"/> 2. Notice to taxing authorities of opportunity for a hearing. <input type="checkbox"/> 3. List of taxing authorities notified for district and application action. <input type="checkbox"/> 4. Lease Agreement showing applicants tax liability.	
16c. LUCI Code	16d. School Code 13110
17. Name of Local Government Body City of Marshall	▶ 18. Date of Resolution Approving/Denying this Application

Attached hereto is an original and one copy of the application and all documents listed in 16b. I also certify that all documents listed in 16a are on file at the local unit for inspection at any time.

19a. Signature of Clerk	19b. Name of Clerk Trisha Nelson	19c. E-mail Address tnelson@cityofmarshall.com
19d. Clerk's Mailing Address (Street, City, State, ZIP Code) 323 W Michigan Ave, Marshall, MI 49068		
19e. Telephone Number (269) 781-5183	19f. Fax Number (269) 781-3835	

State Tax Commission Rule Number 57: Complete applications approved by the local unit and received by the State Tax Commission by October 31 each year will be acted upon by December 31. Applications received after October 31 may be acted upon in the following year.

Local Unit: Mail one original and one copy of the completed application and all required attachments to:

State Tax Commission
Michigan Department of Treasury
P.O. Box 30471
Lansing, MI 48909-7971

(For guaranteed receipt by the STC, it is recommended that applications are sent by certified mail.)

STC USE ONLY				
▶ LUCI Code	▶ Begin Date Real	▶ Begin Date Personal	▶ End Date Real	▶ End Date Personal



ADMINISTRATIVE REPORT
February 2, 2015 - CITY COUNCIL MEETING

REPORT TO: Honorable Mayor and City Council Members
FROM: Tom Tarkiewicz, City Manager
SUBJECT: Appointment of MSCPA Alternate Commissioner

BACKGROUND: Tom Tarkiewicz is the Michigan South Central Power Agency Commissioner for the City of Marshall. Over the last three years, Carl Fedders has been the Alternate Commissioner. Last year Ed Rice became the Director of Electric Utilities and has oversight of the electric operations. It is recommended that Ed Rice, be appointed the Alternate Commissioner.

RECOMMENDATION: It is recommended that the City Council approve the resolution appointing Ed Rice as the MSCPA Alternate Commissioner.

FISCAL EFFECTS: None.

ALTERNATIVES: As suggested by Council

Respectfully submitted,

Tom Tarkiewicz
City Manager

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

**CITY OF MARSHALL, MICHIGAN
RESOLUTION #2015-**

WHEREAS, the incorporation and organization of the Michigan South Central Power Agency, a joint agency, is governed by Public Act 448 of the State of Michigan, and

WHEREAS, the City of Marshall has entered into a Joint Agency with four other municipalities by signed agreements, and

WHEREAS, Public Act 448 stipulates that a Commissioner and alternate must be appointed by the governing body of each municipality to represent them on this Commission,

NOW, THEREFORE, BE IT RESOLVED the City Council appoints Ed Rice as the alternate representative for the City of Marshall on the Commission.

Dated: _____

Trisha Nelson, City Clerk
CITY OF MARSHALL

CALL TO ORDER

IN REGULAR SESSION Tuesday, January 20, 2015 at 7:00 P.M. in the Council Chambers of Town Hall, 323 West Michigan Avenue, Marshall, MI, the Marshall City Council was called to order by Mayor Reed.

ROLL CALL

Roll was called:

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

Also Present: City Manager Tarkiewicz and Clerk Nelson.

Absent: None.

PLEDGE OF ALLEGIANCE

Mayor Reed led the Pledge of Allegiance.

APPROVAL OF THE AGENDA

Moved Miller, supported Metzger to approve the agenda with the moving of item 13A – Appointment of 4th Ward Council Member to the beginning of the agenda. On a voice vote – **MOTION CARRIED.**

APPOINTMENTS / ELECTIONS

A. Appointment of 4th Ward Council Member:

Moved Miller, supported Metzger, to approve the appointment of Michael McNeil as Ward 4 Council Member for the City of Marshall. On a voice vote – **MOTION CARRIED.**

City Clerk, Trisha Nelson, administered the Oath of Office to Council Member Michael McNeil.

INVOCATION

Rev. Gail Monsma of First Presbyterian Church gave the Invocation.

PUBLIC COMMENT ON AGENDA ITEMS

None.

CONSENT AGENDA

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

- A. Approve minutes of the City Council Regular session held on Monday, January 5, 2015;
- B. Approve city bills in the amount of \$ 893,093.11.

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

PRESENTATIONS AND RECOGNITIONS

A. Introduction of Farmer’s Market Manager:

City Manager Tarkiewicz introduced the new Farmer’s Market Manager, Cathleen “Kitty” Knoll.

B. 2014 Road Report:

Director of Public Services, Carl Fedders, presented the 2014 Road Report for the City of Marshall.

INFORMATIONAL ITEMS

None.

PUBLIC HEARINGS & SUBSEQUENT COUNCIL ACTION

A. Adoption of the July 1, 2015 – June 30, 2021 Capital Improvement Program:

Finance Director, Ken Swisher, provided background on the July 1, 2015 – June 30, 2021 Capital Improvement Program.

Mayor Reed opened the public hearing to hear public comment on the adoption of the July 1, 2015 – June 30, 2021 Capital Improvement Program.

Hearing no comment, the hearing was closed.

Moved Williams, supported Metzger, to adopt the July 1, 2015 – June 30, 2021 Capital Improvement Program. On a voice vote – **MOTION CARRIED.**

OLD BUSINESS

None.

REPORTS AND RECOMMENDATIONS

A. 2nd Quarter Investment Portfolio Report:

Moved Metzger, supported Schurig, to receive and place on file the 2nd Quarter

Investment Report for the City of Marshall. On a voice vote – **MOTION CARRIED.**

B. 2nd Quarter Financial Report:

Moved Miller, supported Caron, to receive and place on file the 2nd Quarter Financial Report for the City of Marshall. On a voice vote – **MOTION CARRIED.**

C. Third Party Administrator for MEDC Blight Grant:

Moved Metzger, supported Schurig, to enter into negotiations with Calli Berg to serve as Third Party Administrator for a Blight Grant through the Michigan Economic Development Corporation, permit staff to submit the negotiated terms between Ms. Berg and the City to the MEDC for approval, and authorize the City Clerk to execute and sign a Third Party Administrator Agreement with Calli Berg, upon conclusion of successful negotiations. On a voice vote – **MOTION CARRIED.**

D. 2015 Electric Line Tree Trimming Program:

Moved Williams, supported Miller, to retain the ARS Corp. to perform Tree Trimming and authorize the City Clerk to sign a one year agreement. On a voice vote – **MOTION CARRIED.**

E. Marshall Regional Law Enforcement Center – Direct Purchase Items:

Moved Williams, supported Metzger, to authorize the Purchasing Agent to issue the following purchase orders for the Marshall Regional Law Enforcement Center contingent upon approval from Calhoun County: 2/90 Signs of Grand Rapids for \$39,503.65; Spacesaver of Farmington for \$119,633.93; LEID Products of Auburn Hills for \$109,310.00; Jade Scientific of Westland for \$83,796.07; and Haworth of Holland for \$347,816.46. On a voice vote – **MOTION CARRIED**

PUBLIC COMMENT ON NON-AGENDA ITEMS

None.

COUNCIL AND MANAGER COMMUNICATIONS

CLOSED SESSION

Moved Williams, supported Schurig, to accept the request by the City Attorney to enter into Closed Session for the purpose of discussing pending litigation under Section 8 (h) of the Michigan Open Meetings Act. On a roll call vote – ayes: McNeil, Metzger, Miller, Mayor Reed, Schurig, Williams, and Caron; nays: none. **MOTION CARRIED.**

Marshall City Council, Regular Session
Tuesday, January 20, 2015
Unofficial

Moved to Closed Session at 7:55 p.m.

Return to Open Session at 8:29 p.m.

ADJOURNMENT

The meeting was adjourned at 8:30 p.m.

Jack Reed, Mayor

Trisha Nelson, City Clerk

User: ctanner

EXP CHECK RUN DATES 01/27/2015 - 02/27/2015

DB: Marshall

UNJOURNALIZED

OPEN

INVOICE NUMBER	VENDOR NAME	DESCRIPTION	PO NUMBER	AMOUNT
23519	ACTRON INTEGRATED SEC	QUARTERLY MONITORING FEES		330.00
20140039	AETISTRY TECHNOLOGIES	WEBSITE HOSTING JAN-DEC 2015		550.00
9034959867	AIRGAS USA LLC	OXYGEN IND		37.02
9924331077	AIRGAS USA LLC	CYLINDER RENTAL		95.48
636586	APPLIED IMAGING	RICOH AF2022 SERVICE CALL		150.00
13-616216	ARROW UNIFORM	CUST #010198-04		50.54
13-616210	ARROW UNIFORM	CUST #010198-01		27.32
13-616206	ARROW UNIFORM	CUST #010198-06		20.00
13-616219	ARROW UNIFORM	CUST #010198-05		20.00
13-623719	ARROW UNIFORM	CUST #010198-06		20.00
13-623732	ARROW UNIFORM	CUST #010198-05		20.00
13-623724	ARROW UNIFORM	CUST #010198-01		27.32
13-623729	ARROW UNIFORM	CUST #010198-04		50.54
13-623728	ARROW UNIFORM	CUST #010198-02		56.09
13-616215	ARROW UNIFORM	CUST #010198-02		134.81
13-616217	ARROW UNIFORM	CUST #010198-03		56.09
13-623730	ARROW UNIFORM	CUST #010198-03		121.24
388-105361-01	AUSTIN-BATTERIES PLUS	BATTERIES		51.98
388-105307-01	AUSTIN-BATTERIES PLUS	FLOOD LIGHT BULBS		95.00
388-176914	AUSTIN-BATTERIES PLUS	BATTERIES		36.00
225-364677	AUTO VALUE MARSHALL	ANTENNA		6.99
225-364621	AUTO VALUE MARSHALL	WIZARDS WASH		56.68
225-364485	AUTO VALUE MARSHALL	WASHER SOLVENT		14.94
225-364312	AUTO VALUE MARSHALL	ALTERNATORS RETURNED		(250.99)
225-364487	AUTO VALUE MARSHALL	WASHER SOLVENT		29.88
225-364297	AUTO VALUE MARSHALL	REMAN ALTERNATOR		220.99
225-364725	AUTO VALUE MARSHALL	AIR FILTER		43.19
225-364263	AUTO VALUE MARSHALL	HD BAND CLAMP		18.98
225-364007	AUTO VALUE MARSHALL	BUTANE FUEL		5.69
225-364416	AUTO VALUE MARSHALL	WHEEL STUDS		1.94
225-364302	AUTO VALUE MARSHALL	REMAN ALTERNATOR		169.99
225-364425	AUTO VALUE MARSHALL	12V 650 CCA		111.99
225-364649	AUTO VALUE MARSHALL	REMAN ALTERNATOR		161.99
99290	B S & A SOFTWARE	UB CR AND HR PROGRAMS	2015.187	39,970.00
99349	B S & A SOFTWARE	EPSON RECEIPT PRINTER, HANDHELD BARCODE		1,000.00
32187908	BLUETARP FINANCIAL IN	SEWER CAMERA		1,099.99
75814	BOSHEARS FORD SALES I	2011 FORD CROWN VIC		1,019.24
9829908	BRENNER OIL	DIESEL FUEL	2015.184	18,866.69
13594	C & C LANDFILL	MSW - YD		88.68
1-170549	CARLETON EQUIPMENT CO	BC-ROD, TIE ASSY		183.11
2927	CB HALL ELECTRIC COMP	ADD RECEPTS		135.00
2922	CB HALL ELECTRIC COMP	GENERATOR HOOK-UP AT STREET GARAGE		850.00
2923	CB HALL ELECTRIC COMP	CHANGE 2 LIGHTS IN CITY HALL		120.00
15-0172900	CITY OF ALBION	INTERNET		127.49
39735	CITY OF COLDWATER	BILLING FOR THE BEAST (JUL - DEC 2014)		1,351.43
2015-008	CLEARZONING	CITY OF MARSHALL MASTER PLAN UPDATE	2015.087	3,550.00
55633	COGITATE INC	MMS STATE TRUNKLINE SUPPORT		155.00
656050	COMMERCIAL OFFICE PRO	PLNNRS, INK CRTDGS		122.97
655987	COMMERCIAL OFFICE PRO	CRTDGS, FLDRS, RECEIPT BOOK, PENS		148.18
655990	COMMERCIAL OFFICE PRO	STORAGE BOXES		119.69
656051	COMMERCIAL OFFICE PRO	MAILERS		21.70
664390001	CRYSTAL FLASH ENERGY	DIESEL FUEL	2015.193	1,715.71
803461	CRYSTAL FLASH ENERGY	PROPANE		4.73
460287	DARLING ACE HARDWARE	LP GAS		49.49
460007	DARLING ACE HARDWARE	LAV FAUCET		64.99
460389	DARLING ACE HARDWARE	NUTS, BOLTS, FASTENERS		13.92
460185	DARLING ACE HARDWARE	CONN WIRE		2.77
460384	DARLING ACE HARDWARE	SANDPAPER, HOOKS, BRUSHES, CONTAINER, F		67.49
459576	DARLING ACE HARDWARE	CLIPS RPR DRYWALL, TOOL HOLDER		12.98
460590	DARLING ACE HARDWARE	MOUSE TRAP STICKEM		5.99
460508	DARLING ACE HARDWARE	LP GAS		65.34
460398	DARLING ACE HARDWARE	HARDWARE		38.77
IN14571	DL GALLIVAN INC	DUPLO INK		254.60
35479	DOUGLASS SAFETY SYSTE	AKRON O-RING		33.17
3794406	EJ USA, INC.	EAST JORDAN HYDRANTS AND PARTS	2015.156	11,437.68
COM122915	ENCORP LLC	2015 ANNUAL MAINTENANCE & REMOTE SUPPOR	2015.172	6,500.00
MIMA157223	FASTENAL COMPANY	TYVEK		17.49
MIMA157224	FASTENAL COMPANY	HEX SCREWS		6.22
MIMA157157	FASTENAL COMPANY	MT33W		26.95
3571	FREDS AUTOMOTIVE REPA	2011 CHEVY TAHOE		90.56
9631371037	GRAINGER	SAFETY RAILING		161.38
9631630648	GRAINGER	ARROW TAPE		64.25
9633575718	GRAINGER	WET WELL LIGHTING		333.00
42108	GREAT LAKES CLEANING	FLEX CONN, GAS PIPE, BUSHING, STAC REDU		766.18
41995	GREAT LAKES CLEANING	PSB PRESSURE WASHER	2015.153	5,690.00
20150004	GRP ENGINEERING INC	ENGINEERING SERVICES FOR MONROE STREET	2015.198	3,199.04
31683/1	HARVESTER FLOWER SHOP	KATZ		40.00
226	HERITAGE CLEANERS	LAUNDRY		51.45
70983	HERMANS MARSHALL HARD	PAINT		17.97

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EXP CHECK RUN DATES 01/27/2015 - 02/27/2015

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INVOICE NUMBER	VENDOR NAME	DESCRIPTION	PO NUMBER	AMOUNT
74502	HERMANS MARSHALL HARD	CLAMPS, ZIP TIES, LIGHT BULBS		27.83
74580	HERMANS MARSHALL HARD	MOP		14.99
74589	HERMANS MARSHALL HARD	SWEEPING COMPOUND		42.49
74509	HERMANS MARSHALL HARD	BUCKET, HANDLE, MOP HEAD, DEGREASER		128.46
74585	HERMANS MARSHALL HARD	DUPLEX OUTLETS		10.47
70947	HERMANS MARSHALL HARD	2 PK VISE GRIPS		31.49
70944	HERMANS MARSHALL HARD	KEYS, BOLTS		4.35
74603	HERMANS MARSHALL HARD	SHOVELS		65.97
74596	HERMANS MARSHALL HARD	TORCH, FILTERS, HANDLE, FILTERS		75.04
74622	HERMANS MARSHALL HARD	PAINT & BATTERIES		54.96
74629	HERMANS MARSHALL HARD	LAGS, TAPE MEASURES		23.28
74627	HERMANS MARSHALL HARD	BLOW TORCH		87.99
74625	HERMANS MARSHALL HARD	HAMMER, VINYL SPACKLING, DUCT TAPE		48.76
74604	HERMANS MARSHALL HARD	75W HALOGEN		6.89
74609	HERMANS MARSHALL HARD	KRUD KUTTER		37.98
RMS000713	INTERACT	RMS MAINTENANCE		1,000.00
1901801011221	INTERSTATE ALL BATTER	AUTOMOTIVE BATTERY		222.95
93750	J & K PLUMBING SUPPLY	COUPLING		11.78
93741	J & K PLUMBING SUPPLY	CEMENT PVC, PRIMER		7.70
93549	J & K PLUMBING SUPPLY	TANK TRIP LEVER		8.40
93540	J & K PLUMBING SUPPLY	PIPE GALV		178.75
37248	J.F. MILLER SALES CO.	4X4 T-TRANS LBL/RIBBON PACK		70.00
109	JOHN D BRUNDAGE & JOH	NOVEMBER SERVICES		2,820.00
65304	JONES & HENRY ENGINEE	N. MADISON AND S. JEFFERSON DESIGN	2015.018	2,016.00
500064	KAR LABORATORIES INC	CYANIDE ANALYSIS		100.00
6795	KELLOGG'S REPAIR	VOLTAGE REG-N		195.25
S103336775.001	KENDALL ELECTRIC INCO	VFD & WIRE		588.72
217	KENNEDY INDUSTRIES IN	KISM ANNUAL SERVICE AGREEMENT	2015.205	2,076.00
5834	LAUTENSLAGER-LIPSEY	REFRIGERATOR, ICE MAKER		624.00
200026.10-2141205	LAWSON-FISHER ASSOCIA	ENVIRONMENTAL CONSULTING SERVICES/LICEN	2014.192	699.13
200026.10-2141107	LAWSON-FISHER ASSOCIA	LICENSING ACTIVITIES	2015.186	11,190.79
1033586	LEGG LUMBER	R-13 3.5/8X15 40 SF KF		15.99
1033541	LEGG LUMBER	2 X 4 X 8 PREMIUM, INSULATION		29.35
10279	LEWEY'S SHOE REPAIR	RPR BAGS		14.00
10214	LEWEY'S SHOE REPAIR	REPAIRS		5.00
10293	LEWEY'S SHOE REPAIR	PATCH BUNKERS		10.00
191105-IN	LIFELOC TECHNOLOGIES	MOUTHPIECE		66.00
40	MAGIC MAIDS	APT #303		100.00
39-FEB2015	MAGIC MAIDS	FEBRUARY SERVICES		1,400.00
S3706247.001	MEDLER ELECTRIC COMPA	ELECTRICAL TAPE		87.36
IN36437	MESSICK'S LANCASTER T	BLOWERS FOR LEAF LOADERS	2015.192	11,356.00
010715	MICHIGAN-SHIGA SISTER	STATE DUES		25.00
R105001529:01	MIDWEST TRANSIT EQUIP	SERVICE ON 2003 SPARTAN FIRE TRUCK		180.90
R105001504:01	MIDWEST TRANSIT EQUIP	2013 FORD F550 SUPER DUTY		185.78
1268577	MILLER CANFIELD PADDO	SERVICES RENDERED THRU 12/31/14		220.00
RTN03525	MUNICIPAL SUPPLY CO.	3/4" CTS COUPLING RETURNED		(255.90)
E14289	MWEA	OPERATORS DAY - DELAPAS & HUEPENBECKER		190.00
215636	NORTH AMERICAN SWITCH	SIEMENS 71-112-971-001 CERAMIC BARRIER.	2015.177	793.24
349282	NORTH CENTRAL LABORAT	LABORATORY SUPPLIES FOR FY2015	2015.012	516.91
487047	NYE UNIFORM COMPANY	GH BODY ARMOR		707.53
490657	NYE UNIFORM COMPANY	SHIRT		58.99
487045	NYE UNIFORM COMPANY	NAME BARS		25.93
798202	OMEGA DRYWALL & PAINT	APT #303		225.00
1503	PALM TEES	T-SHIRTS		628.00
R105001533:01	PEERLESS MIDWEST INC	1990 PIERCE		259.72
5895477	POWER LINE SUPPLY	125 AMP METER SOCKET		365.92
5895478	POWER LINE SUPPLY	LOCKTITE CONNECTOR		137.69
5893953	POWER LINE SUPPLY	FR CARHART COATS		300.00
709998	PURITY CYLINDER	OXYGEN, ACETYLENE		74.89
269-781-3559-0115	QLT CLS	269-781-3559		13.20
681	QUALITY LAWN CARE	COLLECTION & REMOVAL OF LEAVES & DEBRIS		216.00
18302	RADIO SHACK	AUVIO FOLDING HEADPHONES		24.99
18389	RADIO SHACK	BATTERIES		23.96
RR248173	REHMANN ROBSON PC	ADDITIONAL FEES RELATED TO 6/30/14 AUDI	2015.188	1,665.43
70542792	ROSE PEST SOLUTIONS	PEST CONTROL		56.00
3602AH230069-2015	RPS BOLLINGER	ASA FIELD OWNERS LIABILITY		300.00
1617405	SANTANDER LEASING LLC	LEASE D.A.R.T. BUS FOR ALBION TRIPS	2015.151	1,665.00
5717	SHOULDICE BROTHERS	ELECTRICAL LABOR TO INSPECT WORK		195.00
33074	STANDARD PRINTING & O	DELIVERY CHARGE		7.00
33655	STANDARD PRINTING & O	SIGNATURE STAMP - JACK REED		30.25
33607	STANDARD PRINTING & O	BUSINESS CARD - JACK REED		51.36
33521	STANDARD PRINTING & O	TOWN CRIER		336.72
187175	STANLEY LAWN & GARDEN	CONN LINK, ROLLER CHAIN		14.49
868024	STANTEC CONSULTING MI	WATER RELIABILITY STUDY UPDATE	2015.027	1,307.00
7001605073	STAPLES CONTRACT & CO	BINDER CLIPS & SCISSORS		14.57
899123	STATE OF MICHIGAN	ANNUAL AIR QUALITY FEE	2015.189	1,938.85
010815	TEKONSHA TOWNSHIP FIR	IFSTA 5TH EDITION TEXT BOOK		75.00
530344571	UTILITIES INSTRUMENTA	PEARL ST BATTERY SYSTEM		1,152.00
757260	WESCO DISTRIBUTION IN	2/0 GROUNDING SET WITH HASTING CABLE (T	2015.167	3,343.18

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INVOICE NUMBER	VENDOR NAME	DESCRIPTION	PO NUMBER	AMOUNT
4100	WHARRY ENGINEERING	DESIGN TEMPORARY SHORING FOR PROPERTY	2015.182	1,000.00 155,826.70

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DB: Marshall

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BANK CODE: MAIN

INVOICE NUMBER	VENDOR NAME	DESCRIPTION	AMOUNT
269781981501-15	A T & T	269 781-9815 267 0	2,026.47
269781907001-15	A T & T	269 781-9070 573 1	56.77
269781444701-15	A T & T	269 781-4447 749 4	195.03
6100458-000-0115	AD-VISOR & CHRONICLE	ACCT #06100458-000	744.83
287238047810	AT&T MOBILITY	ACCT #287238047810	106.95
01/15/2015	BOHLINGER, RUSSELL	UB refund for account: 2303500002	326.95
19307	CLARK CONSTRUCTION CO	CONSTRUCTION MANAGER SERVICES-FIRE DEPA	267,028.73
19308	CLARK CONSTRUCTION CO	CONSTRUCTION MANAGER SERVICES-POLICE DE	847,733.39
656408	COMMERCIAL OFFICE PRO	HANGING FOLDERS	12.33
201537380603	CONSUMERS ENERGY	1000 5741 9077	15.09
011115	DAMON, DONALD	FUEL REIMBURSEMENT	8.55
011215	HUEPENBECKER, JOHN	BOOT ALLOWANCE	137.79
123114	K-MART	DECEMBER CHARGES	116.88
011415	LAKE MICHIGAN MAILERS	POSTAGE - ACCOUNT #M323	500.00
011215	MORGAN, HANS	ENERGY OPTIMIZATION - REFRIGERATOR & RE	50.00
790004405582930701	NEOFUNDS BY NEOPOST	7900 0440 5582 9307	3,000.00
249-004489635	REPUBLIC SERVICES #24	ACCT #3-0249-1022021	861.22
01/15/2015	SHILLING, LEE	UB refund for account: 2901230001	4.59
21063-0115	SPARTAN STORES	CUST #021063	382.28
01/15/2015	SUNDERMAN, JULIE & DA	UB refund for account: 2706700003	7.37
01/15/2015	SZYMANSKI, ASHLEY	UB refund for account: 2002190018	69.15
011215	TAYLOR, JOANN	ENERGY OPTIMIZATION - FURNACE	150.00
01/15/2015	TRAVELERS HAVEN LLC	UB refund for account: 3004640029	69.58
268770765	U.S. BANK EQUIPMENT F	LEXMARK COPIER	67.89
13934621-1214	WOW! BUSINESS	ACCT #013934621	28.81
10058364-1214	WOW! BUSINESS	ACCT #010058364	32.97
10040269-1214	WOW! BUSINESS	ACCT # 010040269	387.36
10040764-0115	WOW! INTERNET-CABLE-P	ACCT #010040764	1,359.84
			1,125,480.82

EVENT REPORT

EVENT: 2nd Annual Reuben Race 2015

EVENT LOCATION: 100 Block of N. Jefferson Street

SPONSOR: Pastrami Joe's Deli

EVENT DATE: Saturday, March 14, 2015

EVENT TIMEFRAME: 7:00a – Noon

MDOT PERMIT REQUIRED: No

MDOT PERMIT GRANTED: NA

ROAD CLOSURE DETAIL: Close 100 Block N. Jefferson between Michigan ave and Mansion Street.

ROAD CLOSURE TIMEFRAME: 7:00a - Noon

EVENT CLOSURE DETAIL: The area in front of Pastrami Joe's Deli will be blocked off for sign up, events and post-race celebrations.

DETOUR DETAIL: Traffic will be diverted to the adjacent local streets.

EVENT DETAIL:

Pastrami Joe's Deli is requesting Jefferson Street between Michigan Avenue and Mansion Street to be closed from 7:00 AM until Noon, for the racers to start and finish. The runners will go north on Jefferson, right on Mansion, take a left on East Drive, slight right onto Hill Road and left at stop sign onto Wooded Lane. They will turn right onto North Drive and cross Marshall Avenue at the 4-way stop. They will loop through the High School teacher lot and head South on Madison, turn right onto Division and left onto Mansion, finally finishing with a right back onto Jefferson.

The 2nd Annual Reuben Race is a fundraiser for the Fountain Clinic and proceeds from the event are donated to the Fountain Clinic. There are other volunteers throughout the course to provide safety and direction for the runners.

COUNCIL NOTIFICATION DATE: February 2, 2015.



ADMINISTRATIVE REPORT
February 2, 2015 – City Council Meeting

REPORT TO: Honorable Mayor and Council Members

FROM: Ed Rice, Director of Electric Utilities
Tom Tarkiewicz, City Manager

SUBJECT: Electric Generator #3 Project for Environmental Compliance

BACKGROUND: On February 17, 2010 the United States Environmental Protection Agency (USEPA) issued a final rule that will reduce emissions of toxic air pollutants from existing diesel powered stationary reciprocating internal combustion engines. This rule caused Marshall to retrofit generator #6 (5.7mw) in 2012 and will cause generators #2 (1.1mw), #3 (2mw), #4 (0.8mw) and #5 (1.5mw), a total of 5.4mw, to be decommissioned by May 1, 2015 if they are not similarly retrofitted. Generators #3, #5, and #6 are dual fueled units and can be run on either diesel fuel or natural gas. The plan is to additionally retrofit generators #3 and #5 and have them normally run off natural gas but in an extreme emergency (loss of natural gas supply – i.e. pipeline capacity limitation) can be run off diesel fuel.

There are several single contingency (N-1) outage conditions on the electric system that would cause the City to be in a “black light” condition (total loss of electric power). The City’s peak demand runs between 16 mw to 25mw depending on the time of the year. The off peak demand runs between 8mw to 12mw. Generator #6, which is currently the only upgraded unit, can supply approximately 4mw of electric energy to the system. Adding generator #3 and #5 would supply an additional 3.5mw and allow generator #6 to achieve maximum output of 6mw. The combined total would be approximately 9.5mw of internal generation. Units #3 and #5 were originally deferred from upgrading when unit #6 was upgraded because, at that time, 30-50mw of local generation was under consideration for the hydroponic project in the industrial park. That project is no longer under consideration so it is important that unit #6 is supplemented with generating units #3 and #5.

Staff recommends to the City Council that generator #3 be retrofitted to meet the new USEPA rule. Upon successful completion of that project the retrofit of generator #5 would subsequently be presented to council for consideration.

Three (3) detailed turnkey (engineering/design, construction and materials) quotes have been solicited and received from specialty firms experienced in retro-fitting Reciprocating Internal Combustion Engines (RICE) to meet National Emission Standards for Air Pollutants (NESHAP).

323 W. Michigan Ave.

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- Miratech Corp. \$142,996.
- Exline Corp. \$135,169 Excludes material, freight and handling with an open ended "estimate" of \$7,700 for crane rental.
- Fairbank Morse \$174,645 Performed the Generator #6 retrofit

RECOMMENDATION: It is recommended that the City Council approve retaining Miratech Corp. to perform a turnkey \$142,996 project that would bring generator #3 into compliance with the USEPA RICE NESHAP Rule and authorize the City Clerk to sign the agreement.

FISCAL EFFECTS: A 2 ½ year payback is projected based on a \$2.00/kw/month generation capacity amount in the MISO market. After the payback period a financial benefit of approximately \$50,000/year would accrue. The immediate project expenditure is available within the Electric Capital Outlay Fund 582-900-970.00.

ALTERNATIVES: Purchase and install a new 2MW Electric Generator at an estimated cost of \$2.2mil.

Respectfully submitted,



Ed Rice
Director of Electric Utilities



Tom Tarkiewicz
City Manager



ADMINISTRATIVE REPORT
February 2, 2015 City Council Meeting

REPORT TO: Honorable Mayor and City Council

FROM: Carl Fedders, Director of Public Services
Tom Tarkiewicz, City Manager

SUBJECT: Purchase of a 2015 Dump Truck

BACKGROUND: The current budget includes the replacement of a 1997 dump truck which has recently required additional maintenance and upkeep. The budgeted cost of this replacement was \$40,000. The following bids were received:

<u>Dealer Name</u>	<u>Location</u>	<u>Cost</u>
Boshears Ford	Marshall	\$42,812.59
Henkel Chrysler	Battle Creek	\$45,862.20 (2014 model)
Henkel Chrysler	Battle Creek	\$48,742.20

The portion of the cost over budget will be offset by the savings realized in other purchases (CMAx hybrids).

RECOMMENDATION: It is recommended that the City Council approve the purchase of a 2015 dump truck from Boshears Ford of Marshall in the amount of \$42,812.59.

FISCAL EFFECT: To appropriate \$42,812.59 from the Motor Pool Capital Outlay expenditure budget line item 661-898-970.

GOALS: Preserve, rehabilitate, maintain, and expand all city infrastructure and assets.

ALTERNATIVES: As suggested by Council.

Respectfully Submitted,

Carl Fedders
Director of Public Services

Tom Tarkiewicz,
City Manager

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ADMINISTRATIVE REPORT
February 2, 2015 CITY COUNCIL MEETING

TO: Honorable Mayor and City Council

FROM: Tom Tarkiewicz, City Manager
Tracy Hall, HR Coordinator

SUBJECT: HR Policies

BACKGROUND: Administration would like to propose four amendments to the City of Marshall Personnel Policy Manual. Changes to the Personnel Policy Manual are dealt with in Section 1.05 *"These policies are subject to change upon approval by City Council."*

HR Policy #15.01 Excludes the use of electronic cigarettes by employees in city buildings or vehicles.

HR Policy # 15.02 The term life insurance offered by the City of Marshall includes a reduction in coverage based on age. The language about this reduction is currently not included in our Personnel Manual.

HR Policy #15.03 Authorizes the City Manager to grant up to five additional vacation days to salaried employees.

HR Policy #15.04 Authorizes the City Manager to allow salaried employees to earn sick leave during the first year of employment.

RECOMMENDATION: We respectfully request that Council approve HR Policies 15.01, 15.02, 15.03, and 15.04 (copies attached).

ALTERNATIVES: As suggested by Council.

FISCAL EFFECTS: That associated with additional paid leave time.

Respectfully submitted,

Tom Tarkiewicz
City Manager

Tracy Hall
HR Coordinator

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CITY OF MARSHALL
HR Policy #15.01
Non-smoking (Electronic Cigarettes)

Effective _____, 2015

2.02 - ACCEPTABLE BEHAVIOR

It is the policy of the City of Marshall that certain rules and regulations regarding employee behavior are necessary for the efficient operation of the City and for the benefit and safety of all. Conduct that interferes with operations or is offensive to fellow employees will not be tolerated.

All employees are expected to conduct themselves in a manner that is conducive to the efficient operation of the City. Such conduct includes but is not limited to:

7. not **smoking or** using any tobacco product in any city building or vehicle as all are designated **smoking/tobacco free (this includes the use of electronic cigarettes)**

CITY OF MARSHALL
HR Policy #15.02
Life Insurance Age Reduction

Effective _____, 2015

6.05 - LIFE INSURANCE

The Directors are provided term life insurance equal to their annual salary rounded to the nearest \$1000. Salaried personnel are provided term life insurance equal to their annual salary rounded to the nearest \$1000 to a maximum of \$50,000. All other employees are provided with a \$15,000 term life insurance policy.

All life insurance policies offered through the City of Marshall are subject to a reduction as follows:

<u>Attained Age</u>	<u>Percentage of Reduction From Amount in Effect at Age 64</u>
65	33%
70	55%
75	70%
80	80%
85	85%
90	90%
95	95%

CITY OF MARSHALL
HR Policy #15.03
Vacation Allocation

Effective _____, 2015

5.08 - VACATION

Each regular full time employee shall be entitled to paid vacation after completing 12 consecutive months of employment with the City of Marshall. New, full time probationary employees receive 10 days (80 hours) leave time to be used in not less than 1 hour increments with prior approval of the supervisor. Any such time not used during the probationary year shall be forfeited.

Full time City of Marshall employees shall earn, as of the employee's anniversary of hire date, the following vacation unless otherwise specified in the employee's personnel file or in the collective bargaining agreement if applicable:

<u>LENGTH OF SERVICE</u>	<u>VACATION EARNED</u>
1 - 4 years	10 days (80 hours)
5 - 10 years	15 days (120 hours)
11 years	16 days (128 hours)
12 years	17 days (136 hours)
13 years	18 days (144 hours)
14 years	19 days (152 hours)
15 years	20 days (160 hours)
16 years	21 days (168 hours)
17 years	22 days (176 hours)
18 years	23 days (184 hours)
19 years	24 days (192 hours)
20 years	25 days (200 hours)
21 years	26 days (208 hours)
22 years	27 days (216 hours)
23 years	28 days (224 hours)
24 years	29 days (232 hours)
25+ years	30 days (240 hours)

The City Manager, at his sole discretion, may grant the following exceptions for salaried employees:

- hire a salaried employee with up to 15 days of vacation to be used during the first 12 months of employment.
- grant salaried employees up to five (5) day vacation above that earned, not to exceed the maximum of 30 day. Such approval shall be in writing and placed in the employees personnel file.

CITY OF MARSHALL
HR Policy #15.04
Sick Leave Allocation

Effective _____, 2015

5.01 - SICK LEAVE

1. An employee earns sick leave after completing 12 consecutive months of employment with the City of Marshall. Sick leave shall be accrued at the rate of one day (8 hours) per month. **However, the City Manager, at his sole discretion, may authorize salaried employees to earn sick leave immediately upon hire.**

(Remainder of section is unchanged)