



**CITY COUNCIL
WORK SESSION AGENDA
Monday, March 2, 2015
6:00 PM – 6:45 PM
City Hall Training Room**

- A. Redevelopment Ready Communities (RRC) presentation**
Presentation by Jason Horton, from Lormax Stern Development Company, on the ways that we can make our community more attractive for development.

Presentation by Michelle Parkkonen, Jennifer Rigterink, and Rosalyn Jones from the MEDC on the RRC Report of Findings. This is the City's "scorecard" on the initial findings of our operations.

- B. Other items**
- C. Future Work Sessions**
March 16 - Fiber to the Home
- D. Future topics**

323 W. Michigan Ave.

Marshall, MI 49068

p 269.781.5183

f 269.781.3835

cityofmarshall.com

MARSHALL CITY COUNCIL AGENDA

MONDAY – 7:00 P.M.

March 2, 2015



- 1) CALL TO ORDER
- 2) ROLL CALL
- 3) INVOCATION – Kris Tarkiewicz, Family Bible 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. Dial-A-Ride Transit Application for State Financial Assistance P. 4

City Council will consider the recommendation to adopt the Resolution of Intent to authorize the City of Marshall to seek financial assistance from the State of Michigan for DART.

B. New Freedom Grant Application P. 7

City Council will consider the recommendation to approve the submittal of a grant application to MDOT for approximately \$15,230 in Federal operating assistance FY2016 for the continuation of bus service between Marshall and Albion.

C. Schedule Public Hearing – Stelmi America, Inc. IFT Application P. 9

City Council will consider the recommendation to schedule a public hearing for Monday, March 16, 2015 to hear public comment on the proposed Industrial Facilities Tax Exemption Certificate for Stelmi America, Inc., 1601 Brooks Drive.

D. City Council Minutes P. 15

Regular Session..... Friday, February 20, 2015

E. City Bills P. 22

Regular Purchases\$ 121,474.44

Weekly Purchases –2/13/15.....\$ 983,726.68

Weekly Purchases –2/20/15.....\$ 62,654.49

Total\$ 1,167,855.61

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

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



12) REPORTS AND RECOMMENDATIONS

A. Marshall Area Farmer's Market P. 26

City Council will consider the recommendation to approve the Special Use Permit as requested for the Farmer's Market.

B. Redevelopment Ready Communities Program P. 35

City Council will consider the recommendation to approve the resolution to continue working with the Redevelopment Ready Communities program administered through MEDC.

C. Third Party Administrator for Michigan Economic Development Corporation (MEDC) Combined Grant P. 55

City Council will consider the recommendation to enter into negotiations with Revitalize, LLC to serve as Third Party Administrator for the combined grant through the Michigan Economic Development Corporation, permit staff to submit the negotiated terms between Revitalize, LLC and the City to the MEDC for approval, and authorize the City Clerk to sign a Third Party Administrator Agreement with Revitalize LLC, upon conclusion of successful negotiations.

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 blue ink that reads "Tom Tarkiewicz".

Tom Tarkiewicz
City Manager

March 2, 2015

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ADMINISTRATIVE REPORT
March 2, 2015 - CITY COUNCIL MEETING

TO: Honorable Mayor Reed and City Council Members

FROM: Jerry Hutchison, DART Manager
Natalie Dean, Director of Community Services
Tom Tarkiewicz, City Manager

SUBJECT: Dial-A-Ride Transit Application for State Financial Assistance for 2015-2016 Fiscal Year

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

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

- Proposed revenues and expenditures for fiscal year 2015-2016, covering the period of October 1, 2015 – September 30, 2016.
- Coordination Plan. This report lists other transit providers in the area and describes the efforts for coordinating transit services.
- Federal & State Certifications. Various certifications required as a condition of receiving Federal and State funding.
- Local Bus Capital Assistance. Includes an inventory of DART's current fleet, and documentation of ADA accessibility. Marshall DART is not requesting capital assistance funds in the attached 2016 application.
- Operational Data. This refers to projected ridership figures, as well as vehicle miles and hours of service.

For the 2016 State of Michigan fiscal year, Marshall Dial-A-Ride Transit has proposed a preliminary budget with funding sources of \$63,355 (16%) estimated Federal Section 5311 grant funds, \$143,896 (36.34%) estimated State funds, \$186,186 estimated local funds (millage and fund balance to offset budget shortfall), \$50,000 estimated fare revenues, and \$3,750 estimated other funds (*Delinquent Property Tax \$200, Interest Income \$550, RTAP training funding \$2,000, and Advertising \$1,000*), and with total estimated eligible expenses of \$395,972 and estimated

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ineligible expenses of \$51,215 (\$49,215 for depreciation, \$2,000 for RTAP funds for FY 2016).

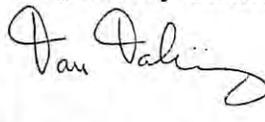
RECOMMENDATION:

Adopt the attached Resolution of Intent to authorize the City of Marshall to seek financial assistance from the State of Michigan for its public transportation service, DART.

FISCAL EFFECTS: None at this time. This action pertains to just the submittal phase of the application process for Federal and State operating assistance in the amount of \$207,251, but it is not the final contract for these funds.

ALTERNATIVES: As suggested by Council.

Respectfully Submitted,

Tom Tarkiewicz
City Manager

Natalie Dean
Director Community Services

Jerry Hutchison
DART Manager

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

Michigan Department
of Transportation
3078 (10/2010)

RESOLUTION OF INTENT

*The approved Resolution of Intent to apply for financial assistance for
Fiscal Year 2016 under act 51 of the Public Acts of 1951, as amended*

WHEREAS, pursuant to Act No. 51 of the public Acts of 1951, as amended (Act 51), it is necessary for the City of Marshall, (hereby known as THE APPLICANT) established under Act 279 to provide a local transportation program for the state fiscal year of 2016 and, therefore, apply for state financial assistance under provisions of Act 51; and

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

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

WHEREAS, the performance indicators for this agency have been reviewed and approved by the governing body; and

WHEREAS, THE APPLICANT has reviewed the proposed balanced (surplus) budget and funding sources of estimated federal funds \$63,355, estimated state funds \$143,896, estimated local funds \$186,186 (millage and fund balance to offset budget shortfall), estimated fare box revenues \$50,000, and estimated other funds \$3,750 with total estimated eligible expenses of \$395,972.

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

HEREBY, appoints the DART Manager as the Transportation Coordinator for all public transportation matters, who is authorized to provide such information as deemed necessary by the State Transportation Commission or Department for its administration of Act 51 for 2016.

I, Trisha Nelson, Clerk of **THE APPLICANT**, does hereby certify that I have compared this Resolution adopted by the APPLICANT, at the meeting of March 2, 2015, with the original minutes now on file and of record in the office and that this Resolution is true and correct.

IN TESTIMONY WHEREOF, I have hereunto set my hand and affixed seal of said City, this 2nd day of March, 2015..

SIGNATURE



ADMINISTRATIVE REPORT
March 2, 2015 - CITY COUNCIL MEETING

TO: Honorable Mayor Reed and City Council Members

FROM: Jerry Hutchison, DART Manager
Natalie Dean, Director of Community Services
Tom Tarkiewicz, City Manager

SUBJECT: New Freedom Grant Application

BACKGROUND: The New Freedom program is a grant program that provides both federal operating and capital assistance to help reduce barriers to transportation services and expand mobility options available to individuals, including those with disabilities. The program is administered by the Michigan Department of Transportation (MDOT) on behalf of small urban and rural bus systems such as Marshall Dial-a-Ride (DART).

At the March 4, 2014 meeting, the Marshall City Council approved the submittal of an initial New Freedom program grant application for the purpose of securing Federal funds to help cover the cost of a new bus service between the cities of Albion and Marshall. Following many months of planning and meeting with representatives of the City of Albion and Marshall, bus service between the two communities was implemented on October 3, 2014. The current service is funded through the New Freedom grant program, as well as contributions from philanthropic and human service organizations in Albion, Battle Creek, and Marshall. Current funding for existing services will expire on September 31, 2015. City staff is requesting that the City Council approve the submittal of next year's grant application to continue and expand bus services currently provided under the first year of funding.

RECOMMENDATION: Support the submittal of a grant application to MDOT for approximately \$15,230 in Federal operating assistance for the upcoming Federal/State FY 2016, covering the period of October 1, 2015 – September 30, 2016, for the purpose of continuing bus services between the two communities.

FISCAL EFFECTS: Fifty percent (50%) of the cost of bus service will be covered by Federal funds. The remaining 50% is considered a local match and will be covered by private and public funders in Albion, Battle Creek, and Marshall. Farebox revenues generated by the ridership of the bus service will go into DART's operational budget.

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CITY GOAL CLASSIFICATION:

GOAL AREA IV. COMMUNITY LIFE

Goal Statement:

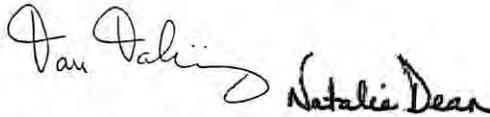
To achieve and sustain a concentrated effort to promote a vibrant community atmosphere in the Marshall area.

Objective:

4. Expand transportation services throughout the greater Marshall area and neighboring communities.

ALTERNATIVES: As suggested by Council.

Respectfully Submitted,

The image shows two handwritten signatures in black ink. The first signature is 'Tom Tarkiewicz' and the second is 'Natalie Dean'. Both are written in a cursive, flowing style.

Tom Tarkiewicz
City Manager

Natalie Dean
Director Community Services

Jerry Hutchison
DART Manager



ADMINISTRATIVE REPORT
March 2, 2015 – City Council Meeting

REPORT TO: Honorable Mayor and Council Members

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

SUBJECT: Stelmi America 1601 Brooks Drive
Industrial Facilities Tax Exemption

BACKGROUND: The City of Marshall has received a request from Stelmi America, for an Industrial Facilities Tax Exemption Certificate. The requested abatement is to consider a \$1,530,000 investment in real property and equipment.

RECOMMENDATION: Schedule a Public Hearing for March 16, 2015 as required by the Industrial Facilities Tax Exemption Certificate Application.

FISCAL EFFECTS: If the IFT is granted, the City will forego an estimated \$190,671 in taxes over the next 12 years. The company will receive an estimated \$597,140.72 in tax savings over the next 12 years. This assumes that personal property will remain taxable.

ALTERNATIVES: As suggested by Council.

Respectfully submitted,

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

Tom Tarkiewicz
City Manager

A handwritten signature in black ink, appearing to read "Jim Robey".

Jim Robey
Associate Vice President, MAEDA

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

Minutes of a regular meeting of the City Council of the City of Marshall held on March 16, 2015, in the Council Chambers of Town Hall located at 323 West Michigan Avenue, Marshall, Michigan.

Present:

Absent:

The following preamble and resolution were offered by Council Member _____ supported by Council Member _____.

**RESOLUTION TO APPROVE APPLICATION OF
Stelmi America
1601 Brooks Drive,
INDUSTRIAL FACILITIES EXEMPTION CERTIFICATE FOR
REAL AND PERSONAL PROPERTY - NEW MACHINERY AND EQUIPMENT**

WHEREAS, pursuant to P.A. 198 of 1974, MCL 211.551 et seq., after a duly noticed public hearing held on December 5, 1988, the Council by Resolution established Industrial Development District No. D-19 as requested; and

WHEREAS, Stelmi America, Inc. has filed an application for an Industrial Facilities Exemption Certificate with respect to real and personal property improvements and the acquisition and installation of new machinery and equipment within Industrial Development District D-19; and

WHEREAS, in accordance with Act 334, P.A. 1993 amending Act 198, P.A. 1974, a written agreement shall be executed between the applicant and the City of Marshall allowing, under specific circumstances, the reduction and/or revocation of the certificate and recapture of the taxes abated; and

WHEREAS, before acting on said application, the City of Marshall held a hearing on March 16, 2015 in the Council Chambers of Town Hall,, located at 323 West Michigan Avenue, Marshall, Michigan, at 7:00 p.m. at which hearing the applicant, public, Assessor and a representative of the affected taxing units were given written notice and were afforded an opportunity to be heard on said application; and

WHEREAS, the acquisition and installation of the new equipment, begins March 3, 2015, the date of acceptance of the application for the Industrial Facilities Exemption Certificate; and

WHEREAS, the acquisition of the new equipment and machinery is calculated to and will, at the time of issuance of the certificate, have the reasonable likelihood to retain, create or prevent the loss of employment in the City of Marshall; and

WHEREAS, the granting of said certificate shall not have the effect of substantially impeding the operation of the City of Marshall, or impairing the financial soundness of a taxing unit which levies ad-valorem property taxes in the City of Marshall; and

WHEREAS, the aggregate SEV of real and personal property exempt from ad valorem taxes within the City of Marshall, after granting this certificate, will exceed 5% of an amount equal to the sum of the SEV of the local unit, plus the SEV of personal and real property thus exempted; and

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Marshall that:

1. The City Council find and determine that the granting of the Industrial Facilities Exemption Certificate considered together with the aggregate amount of certificates previously granted and currently in force under Act No. 198 of the Public Acts of 1974, shall not have the effect of substantially impeding the operation of the City of Marshall, or impairing the financial soundness of a taxing unit which levies ad valorem property taxes in the City of Marshall.
2. The application of Stelmi America, Inc., 1601 Brooks Drive, for an Industrial Facilities Exemption Certificate, with respect to real property improvements and personal property improvements described as new machinery and equipment to be acquired and installed within the Industrial Development District No. D-19 is hereby approved.
3. The Industrial Facilities Exemption Certificate, when issued, shall be and remain in force and effect for a period of (12) twelve years under the rules and regulations of Act 198 of Public Acts of 1974, as amended, for the new machinery and equipment from the date of approval by the State Tax Commission.

Trisha Nelson, City Clerk

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 March 16, 2015.

Trisha Nelson, City Clerk

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, call (517) 373-3302.

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) Stelmi America, Inc.		1b. Standard Industrial Classification (SIC) Code - Sec. 2(10) (4 or 6 Digit Code) 3328	
1c. Facility Address (City, State, ZIP Code) (real and/or personal property location) 1601 Brooks Drive 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(5)) <input type="checkbox"/> Transfer <input type="checkbox"/> Speculative Building (Sec. 3(8)) <input type="checkbox"/> Rehabilitation (Sec. 3(6)) <input type="checkbox"/> Research and Development (Sec. 2(10)) <input type="checkbox"/> Increase/Amendment		3a. School District where facility is located Marshall	3b. School Code 13110
		4. Amount of years requested for exemption (1-12 Years) 12 years	

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.

Stelmi America grinds, hardens, and chrome plates steel bars. We are adding another polishing machine, overhead cranes, another plating machine, and material handling carts and tables.

6a. Cost of land and building improvements (excluding cost of land) * Attach list of improvements and associated costs. * Also attach a copy of building permit if project has already begun.	▶ \$135,000.00 Real Property Costs
6b. Cost of machinery, equipment, furniture and fixtures * Attach itemized listing with month, day and year of beginning of installation, plus total	▶ \$1,395,000.00 Personal Property Costs
6c. Total Project Costs * Round Costs to Nearest Dollar	▶ \$1,530,000.00 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	▶ <u>3/2/15</u>	▶ <u>6/30/15</u>	▶ <input checked="" type="checkbox"/> Owned <input type="checkbox"/> Leased
Personal Property Improvements	▶ <u>3/2/15</u>	▶ <u>9/30/15</u>	▶ <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. 19	10. No. of new jobs at this facility expected to create within 2 years of completion. 3
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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) 12/5/88	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 Steven F. Dodge	13b. Telephone Number 269-781-6222	13c. Fax Number 269-781-7723	13d. E-mail Address s.dodge@stelmiamerica.com
14a. Name of Contact Person Steven F. Dodge	14b. Telephone Number 269-781-6222	14c. Fax Number 269-781-7723	14d. E-mail Address s.dodge@stelmiamerica.com
▶ 15a. Name of Company Officer (No Authorized Agents) Steven F. Dodge			
15b. Signature of Company Officer (No Authorized Agents) <i>Steven F. Dodge</i>		15c. Fax Number 269-781-7723	15d. Date 2/17/15
▶ 15e. Mailing Address (Street, City, State, ZIP Code) 1601 Brooks Drive Marshall, MI 49068		15f. Telephone Number 269-781-6222	15g. E-mail Address s.dodge@stelmiamerica.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
17. Name of Local Government Body CITY OF MARSHALL	16d. School Code 13110 ▶ 18. Date of Resolution Approving/Denying this Application

Attached hereto is an original 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, and that any leases show sufficient tax liability.

19a. Signature of Clerk	19b. Name of Clerk	19c. E-mail Address
19d. Clerk's Mailing Address (Street, City, State, ZIP Code)		
19e. Telephone Number	19f. Fax Number	

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:

**Michigan Department of Treasury
State Tax Commission
PO Box 30471
Lansing, MI 48909**

(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



® 1601 Brooks Drive
Marshall, Michigan 49068

(269) 781-6222
(269) 781-7723 Fax
www.stelmiamerica.com

2015 Capacity Expansion

Building Improvements:

Two new overhead cranes with runway	\$90,000.00
Floor finishing and sealing	\$25,000.00
Additional truck door with apron	\$20,000.00
Total Building Improvements:	\$135,000.00

Machinery and Equipment (with installation):

Stelmi chrome plating machine	\$720,000.00
Air scrubber	\$90,000.00
Acme bar grinding system	\$550,000.00
Material transfer cars	\$20,000.00
Atmospheric test cabinet	\$15,000.00
Total Machinery and Equipment:	\$1,395,000.00

CALL TO ORDER

IN REGULAR SESSION Monday, February 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, McNeil, Metzger, Mayor Reed, Schurig, and Williams.

Also Present: City Manager Tarkiewicz and Clerk Nelson.

Absent: Council Member Miller.

Moved Williams, supported McNeil, to excuse Council Member Miller. On a voice vote – **MOTION CARRIED.**

INVOCATION/PLEDGE OF ALLEGIANCE

Mayor Reed led the Pledge of Allegiance.

APPROVAL OF THE AGENDA

Moved Metzger, supported Schurig, to approve the agenda with the addition of item 13A – Library Board Appointments. On a voice vote – **MOTION CARRIED.**

PUBLIC COMMENT ON AGENDA ITEMS

None.

CONSENT AGENDA

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

- A. Received the FY 2015/2016 Administrative Chain of Command Appointments;
- B. Minutes of the City Council Regular session held on Monday, February 2, 2015;
- C. Approve city bills in the amount of \$ 1,720,778.43.

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

PRESENTATIONS AND RECOGNITIONS

None.

INFORMATIONAL ITEMS

None.

PUBLIC HEARINGS & SUBSEQUENT COUNCIL ACTION

A. Mor-Dall Enterprises IFT Application:

Jim Robbey Associate Vice President of MAEDA, provided the background for the Mor-Dall IFT application.

Mayor Reed opened the public hearing to hear public comment on the proposed application for an Industrial Facilities Tax Exemption Certificate for Mor-Dall Enterprises, 511 S. Kalamazoo.

Hearing no comment, the hearing was closed.

Moved Williams, supported Metzger, to approve the Industrial Facilities Tax Exemption Certificate for Mor-Dall Enterprises, 511 S. Kalamazoo. On a roll call vote – ayes: Caron, McNeil, Metzger, Mayor Reed, Schurig, and Williams; nays: none. **MOTION CARRIED.**

**CITY OF MARSHALL, MICHIGAN
RESOLUTION #2015-04**

Minutes of a regular meeting of the City Council of the City of Marshall held on February 20, 2015, in the Training Room of the Public Service Building, located at 900 South Marshall Avenue, Marshall, Michigan.

Present: Caron, McNeil, Metzger, Mayor Reed, Schurig, and Williams.
Absent: Miller.

The following preamble and resolution were offered by Council Member Williams and supported by Council Member Metzger.

**RESOLUTION TO APPROVE APPLICATION OF
MOR-DALL ENTERPRISES
511 S. KALAMAZOO,
INDUSTRIAL FACILITIES EXEMPTION CERTIFICATE FOR
REAL AND PERSONAL PROPERTY - NEW MACHINERY AND
EQUIPMENT**

WHEREAS, pursuant to P.A. 198 of 1974, MCL 211.551 et seq., after a duly noticed public hearing held on August 16, 2010, the Council by Resolution established Industrial Development District No. D-31 as requested; and

WHEREAS, Mor-Dall Enterprises has filed an application for an Industrial Facilities Exemption Certificate with respect to real and personal property improvements and the acquisition and installation of new machinery and equipment within Industrial Development District D-31; and

WHEREAS, in accordance with Act 334, P.A. 1993 amending Act 198, P.A. 1974, a written agreement shall be executed between the applicant and the City of Marshall allowing, under specific circumstances, the reduction and/or revocation of the certificate and recapture of the taxes abated; and

WHEREAS, before acting on said application, the City of Marshall held a hearing on February 20, 2015 in the Training Room of the Public Service Building, located at 900 S. Marshall Avenue, Marshall, Michigan, at 5:30 p.m. at which hearing the applicant, public, Assessor and a representative of the affected taxing units were given written notice and were afforded an opportunity to be heard on said application; and

WHEREAS, the acquisition and installation of the new equipment, had begun earlier than six (6) months before January 28, 2015, the date of acceptance of the application for the Industrial Facilities Exemption Certificate; and

WHEREAS, the acquisition of the new equipment and machinery is calculated to and will, at the time of issuance of the certificate, have the reasonable likelihood to retain, create or prevent the loss of employment in the City of Marshall; and

WHEREAS, the granting of said certificate shall not have the effect of substantially impeding the operation of the City of Marshall, or impairing the financial soundness of a taxing unit which levies ad-valorem property taxes in the City of Marshall; and

WHEREAS, the aggregate SEV of real and personal property exempt from ad valorem taxes within the City of Marshall, after granting this certificate, will exceed 5% of an amount equal to the sum of the SEV of the local unit, plus the SEV of personal and real property thus exempted; and

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Marshall that:

1. The City Council find and determine that the granting of the Industrial Facilities Exemption Certificate considered together with the aggregate amount of certificates previously granted and currently in force under Act No. 198 of the Public Acts of 1974, shall not have the effect of substantially impeding the operation of the City of Marshall, or impairing the financial soundness of a taxing unit which levies ad valorem property taxes in the City of Marshall.

2. The application of Mor-Dall Enterprises, 511 S. Kalamazoo, for an Industrial Facilities Exemption Certificate, with respect to real property improvements and personal property improvements described as new machinery and equipment to be acquired and installed within the Industrial Development District No. D-31 is hereby approved.
3. The Industrial Facilities Exemption Certificate, when issued, shall be and remain in force and effect for a period of (12) twelve years under the rules and regulations of Act 198 of Public Acts of 1974, as amended, for the new machinery and equipment from the date of approval by the State Tax Commission.

AYES: Caron, McNeil, Metzger, Mayor Reed, Schurig, and Williams.

NAYS: Miller.

Trisha Nelson, City Clerk

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 February 20, 2015.

Trisha Nelson, City Clerk

OLD BUSINESS

None.

REPORTS AND RECOMMENDATIONS

A. Application for MEDC Blight Elimination Grant and MSHDA Rental Rehabilitation Grant:

Moved Caron, supported Schurig, to approve the request for staff to apply for the combined MEDC Blight Elimination Grant and MSHDA Rental Rehabilitation Grant to assist in the Cronin Project. On a voice vote – **MOTION CARRIED.**

City of Marshall, Michigan
RESOLUTION 2015-05

Approval of Submittal of Combined MEDC and MSHDA Grant Applications for the Cronin Building at 101 W. Michigan Avenue

WHEREAS, the City of Marshall states that safe and affordable rental housing is a definite need in the City; and,

WHEREAS, the City of Marshall desires to improve its employment, tax base and the overall quality of lives of its residents; and,

WHEREAS, the first, second, third, and fourth floors of the buildings located in the downtown are currently being underutilized, and there is a definite need to preserve valuable historic downtown structures; and,

WHEREAS, the City of Marshall will be submitting a combined Community Development Block Grant (CDBG) application in the amount of \$361,000 from the Michigan Strategic Fund and a CDBG application in the amount of \$280,000 from the Michigan State Housing Development Authority; and,

WHEREAS, the City of Marshall commits \$100,000 toward the project for infrastructure improvements; and,

WHEREAS, the proposed project involves the rehabilitation of a blighted property located at 101 W. Michigan Avenue in the City of Marshall into a mixed use development with commercial/retail space on the first floor (specifically a restaurant), seven (7) residential units on the second and third floors, and two (2) extended stay suites; and,;

WHEREAS, at least 51% of the beneficiaries of the proposed project will be low-moderate income persons; and,

WHEREAS, the proposed project is consistent with the City's Community Development Plan; and,

WHEREAS, no CDBG project costs will be incurred prior to a formal grant award, completion of the environmental review procedures and formal, written authorization to incur costs has been provided by the MEDC Project Manager; and,

NOW, THEREFORE, BE IT RESOLVED that Tom Tarkiewicz, the Certifying Officer and the City Manager, shall execute the grant application including Part 2 Application, Rental Rehabilitation Application, all necessary documents in preparation for the submittal of said application and sign the grant agreement and all related grant documents; and,

BE IT FURTHER RESOLVED that the City Council of the City of Marshall hereby approves the submission of the grant applications to the Michigan Economic Development Corporation and the Michigan State Housing Development Authority.

Ayes: Caron, McNeil, Metzger, Mayor Reed, Schurig, and Williams.

Nays: None

Dated: February 20, 2015

Trisha Nelson, City Clerk

I, Trisha Nelson, hereby certify that the above Resolution No. 2015-05 was adopted by the Marshall City Council at a Regular Meeting of the Council held on February 20, 2015.

Trisha Nelson, City Clerk

B. Schedule Public Hearing – Blight and Rental Rehabilitation Grants:

Moved Schurig, supported McNeil, to schedule a public hearing for March 16, 2015 to hear public comment and staff discussion on the Blight and Rental Rehabilitation grants as required by MEDC and MSHDA. On a voice vote – **MOTION CARRIED.**

C. Appoint Certifying Officer for MEDC Blight Grant:

Moved Metzger, supported Williams, to approve the resolution to appoint City Manager, Tom Tarkiewicz, as Certifying Officer to sign MEDC forms on behalf of the City. On a voice vote – **MOTION CARRIED.**

CITY OF MARSHALL, MICHIGAN
Resolution #2015-06

WHEREAS, Urban Concepts, LLC, through the City has Marshall, is applying for a Grant through the Michigan Economic Development Corporation (MEDC) to rehabilitate portions of the Cronin Building;

WHEREAS, the MEDC requires that the City designate as the Certifying Officer either a City Official by formal resolution or the Chief Elected Official to ensure compliance with the National Environmental Policy Act (NEPA) and the related provisions in 24 CFR Part 58, including Federal laws and authorities cited at 58.5 through the life of the grant;

NOW, THEREFORE, BE IT RESOLVED that the Marshall City Council authorizes the City Manager, Tom Tarkiewicz, to be appointed as Certifying Officer to sign official MEDC documents as a representative of the City of Marshall.

Ayes: Caron, McNeil, Metzger, Mayor Reed, Schurig, and Williams.

Nays: None.

Dated: February 20, 2015

Trisha Nelson, City Clerk

I, Trisha Nelson, hereby certify that the above Resolution No. 2015-06 was adopted by the Marshall City Council at a meeting held on February 20, 2015.

Trisha Nelson, City Clerk

D. Purchase of 2015 Dump Truck:

Moved Metzger, supported Caron, to appoint Council Members Caron and Williams to conduct the City Manager performance evaluation. On a voice vote – **MOTION CARRIED.**

APPOINTMENTS/ELECTIONS

Moved McNeil, supported Schurig, to appoint Theresa Chaney-Huggett to the Library Board with a term expiring March 31, 2018 and Shelly Preston with a term expiring March 31, 2016. On a voice vote – **MOTION CARRIED.**

PUBLIC COMMENT ON NON-AGENDA ITEMS

None.

COUNCIL AND MANAGER COMMUNICATIONS

ADJOURNMENT

The meeting was adjourned at 5:55 p.m.

Jack Reed, Mayor

Trisha Nelson, City Clerk

INVOICE NUMBER	VENDOR NAME	DESCRIPTION	PO NUMBER	AMOUNT
9925041248	AIRGAS USA LLC	CYLINDER RENTAL		95.48
2015	APWA-SOUTHWEST BRANCH	MEMBERSHIP - TOM TARKIEWICZ		20.00
13-653896	ARROW UNIFORM	CUST #010198-05		20.00
13-653883	ARROW UNIFORM	CUST #010198-06		20.00
13-653893	ARROW UNIFORM	CUST #010198-04		50.54
13-653888	ARROW UNIFORM	CUST #010198-01		27.32
13-653894	ARROW UNIFORM	CUST #010198-03		121.70
13-653892	ARROW UNIFORM	CUST #010198-02		47.83
13-646352	ARROW UNIFORM	CUST #010198-05		20.00
13-646339	ARROW UNIFORM	CUST #010198-06		6.40
13-646343	ARROW UNIFORM	CUST #010198-01		27.32
13-646349	ARROW UNIFORM	CUST #010198-04		50.54
13-646350	ARROW UNIFORM	CUST #010198-03		121.70
13-646348	ARROW UNIFORM	CUST #010198-02		48.16
388-177877	AUSTIN-BATTERIES PLUS	BATTERIES		30.36
388-177776	AUSTIN-BATTERIES PLUS	BATTERIES		142.12
225-364791	AUTO VALUE MARSHALL	15W40, DSL EXH FL		66.76
225-365049	AUTO VALUE MARSHALL	MAPP GAS, 1/4 MINI SCR CLA		18.69
225-364875	AUTO VALUE MARSHALL	DIG MULTITESTER		19.99
225-364961	AUTO VALUE MARSHALL	AIR FILTERS		66.48
225-366173	AUTO VALUE MARSHALL	TRUCK LAMP		0.99
100060	B S & A SOFTWARE	SOFTWARE SETUP AND TRAINING, UB, CR, HR 2015.228		13,600.00
010315	BAKER TOOL RENTAL & S	MINI EX RENTAL		175.00
021015	BAKER TOOL RENTAL & S	MINI EX RENTAL		175.00
021215	BAKER TOOL RENTAL & S	SCAFFOLDING RENTAL		204.00
76297	BOSHEARS FORD SALES I	2011 FORD E350		50.45
76180	BOSHEARS FORD SALES I	2011 FOR CROWN VIC		672.07
81697387	BOUND TREE MEDICAL LL	MEDICAL SUPPLIES		54.87
81689386	BOUND TREE MEDICAL LL	MEDICAL SUPPLIES		196.89
85763	BRUTSCHE CONCRETE PRO	SIGN POST BASE		1,080.00
STREETS-2015-00000	CITY OF BATTLE CREEK	SIGNAL MAINTENANCE		415.28
CVC12638	CIVIC SYSTEMS LLC	SOFTWARE SUPPORT FOR AR & MM ONLY		807.00
2015-071	CLEARZONING	CITY OF MARSHALL MASTER PLAN UPDATE	2015.087	2,530.00
55703	COGITATE INC	MMS STATE TRUNKLINE SUPPORT		155.00
87391	CRT, INC	2 PC - PSB RECEP & P&Z PROJECT COORD	2015.232	2,446.00
806824	CRYSTAL FLASH ENERGY	PROPANE		24.91
461755	DARLING ACE HARDWARE	LP GAS, SHARPIE MARKERS		78.89
461155	DARLING ACE HARDWARE	NOZZLE GUN CUSHION GRIP		9.99
461214	DARLING ACE HARDWARE	FILLER CAP		5.99
461270	DARLING ACE HARDWARE	LP GAS		71.80
461189	DARLING ACE HARDWARE	ROPE NYLON SBRD		7.99
461832	DARLING ACE HARDWARE	LP GAS		72.52
461677	DARLING ACE HARDWARE	HINGE		9.99
461442	DARLING ACE HARDWARE	LAV FAUCET		64.99
461129	DARLING ACE HARDWARE	CONNECT WNGGRD BLUE BG10		11.98
461341	DARLING ACE HARDWARE	HITCH PIN FOR SNOWBLOWER		0.39
RPI/61002009	DEZURIK INC	APCO-AVV,1,142,T1,DI,300A,NBR-S2-POM-S1		279.00
35664	DOUGLASS SAFETY SYSTE	MASK ASSY MEDIUM		406.65
3126772	EDWARDS INDUSTRIAL SA	HOSE ASSEMBLY		111.11
86088	ERIC DALE HEATING & A	SERVICE CALL AT CITY HALL		244.00
MIMA157830	FASTENAL COMPANY	STORAGE BIN		7.95
MIMA157800	FASTENAL COMPANY	CABLE TIES		9.65
212767	FIRE EXTINGUISHER SER	EXTINGUISHER RECHARGE		79.00
897264	FIRST ADVANTAGE	THOMPKE		13.75
3699	FREDS AUTOMOTIVE REPA	2015 FORD EXPLORER OIL CHANGE, TIRE ROT		64.97
3795	FREDS AUTOMOTIVE REPA	2011 FORD CROWN VIC REMOVE ARMREST		75.00
4937	FUG	SCREEN PRINTING OF LOGO ON SAFETY VESTS		78.00
1218781	GRIFFIN PEST SOLUTION	2015 PEST CONTROL AT CITY HALL; 323 W M 2015.238		33.00
20150071	GRP ENGINEERING INC	ENGINEERING SERVICES- MONROE STREET (S 2015.235		1,683.78
245408	GWIN, DARWIN	PLOWED SNOW AT BROOKS NATURE AREA		50.00
32111/1	HARVESTER FLOWER SHOP	RUTH TAYLOR		49.98
32201/1	HARVESTER FLOWER SHOP	BETTY SANDERS		40.00
32140/1	HARVESTER FLOWER SHOP	ANITA ELDRED		49.98
74815	HERMANS MARSHALL HARD	SPRAY PAINT		4.99
74798	HERMANS MARSHALL HARD	ACID, STOPS		33.84
74784	HERMANS MARSHALL HARD	BOLTS		3.00
74744	HERMANS MARSHALL HARD	GFI CORDS		199.95
74781	HERMANS MARSHALL HARD	STAIN, BRUSH		20.48
74768	HERMANS MARSHALL HARD	PUMP SPRAYER, MEAN GREEN		39.78
74680	HERMANS MARSHALL HARD	OUTLETS, COVER PLATES, OUTLET COVERS, P		31.80
74823	HERMANS MARSHALL HARD	FEMALE & MALE PLUGS		10.98
90732	HOLLAND BUS COMPANY	GEAR, RACK, WELDMENT		90.57
90881	HOLLAND BUS COMPANY	PRESSURE SWITCH KIT		95.94
RMS000737	INTERACT	RMS MAINT		1,000.00
94169	J & K PLUMBING SUPPLY	HOSE REPAIR		12.53
94160	J & K PLUMBING SUPPLY	LINE HOSE REPAIR		3.51
94076	J & K PLUMBING SUPPLY	FULL PORT BALL VALVE		18.28
110	JOHN D BRUNDAGE & JOH	ORDINANCE PROSECUTION - DECEMBER SERVIC		2,340.00
111	JOHN D BRUNDAGE & JOH	JANUARY SERVICES		1,450.00

User: ctanner

EXP CHECK RUN DATES 02/20/2015 - 03/31/2015

DB: Marshall

UNJOURNALIZED

OPEN

INVOICE NUMBER	VENDOR NAME	DESCRIPTION	PO NUMBER	AMOUNT
65364	JONES & HENRY ENGINEE	N. MADISON AND S. JEFFERSON DESIGN	2015.018	3,804.00
65364A	JONES & HENRY ENGINEE	ADDITIONAL PROFESSIONAL SERVICES - JEFF	2015.173	652.00
500618	KAR LABORATORIES INC	CYANIDE ANALYSIS		100.00
4008210	KIMBALL MIDWEST	CLEANER		69.64
28021	LAKELAND ASPHALT CORP	COLD PATCH		140.76
28019	LAKELAND ASPHALT CORP	COLD PATCH		151.80
113445	LANSING BOARD OF WATE	STORM RESTORATION WORK-MUTUAL AID JULY	2015.220	53,673.94
1033780	LEGG LUMBER	PLYWOOD		23.50
42	MAGIC MAIDS	CLEAN APT #106		100.00
41	MAGIC MAIDS	MARCH CLEANING SERVICES		1,400.00
23731	MARSHALL CUTTING EDGE	JANUARY SERVICES - PLOWING, SALT		3,105.00
9698	MARSHALL TIRE CITY	TIRE REPAIR ON DART BUS		25.00
9689	MARSHALL TIRE CITY	NEW TIRES ON 2012 FORD F250		583.64
9875	MARSHALL TIRE CITY	TIRE REPAIR ON 2003 FORD WINDSTAR		17.00
9749-A	MARSHALL TIRE CITY	NEW TIRE ON DART BUS		179.98
9749	MARSHALL TIRE CITY	TIRE FOR DART BUS		134.33
9860	MARSHALL TIRE CITY	NEW TIRE - 2010 CHEVY EXPRESS 4500		163.32
6934	MARSHALL WELDING & FA	REPAIR TAILGATE ON RED DUMP TRUCK		95.00
53722309.001	MEDLER ELECTRIC COMPA	SUPER 88 ELECTRIC TAPE		113.27
WLW15-383	MICHIGAN DEPT OF AGRI	WEIGHTS & MEASURES INVOICE		145.00
93688	MICHIGAN METER TECHNO	POCKET PROREADER RF SYSTEM		833.51
1271693	MILLER CANFIELD PADDO	JANUARY SERVICES		687.50
471913A	NYE UNIFORM COMPANY	SHIRTS & EMBROIDERY		242.55
463345	NYE UNIFORM COMPANY	CUTOUT BUGLE BADGES		(78.00)
4788-106685	O'REILLY AUTO PARTS	CAR WASH BRUSHES		29.98
1171	PAULA TUCKER CATERING	BREAKFAST FOR MAYOR MANAGER MEETING		135.00
7255	POLLARDWATER.COM	2X5 CURB BOX VAC		183.01
5899864	POWER LINE SUPPLY	TRANSFORMER CURRENTS 100:5A		579.60
5900554	POWER LINE SUPPLY	TRANSFORMER CURRENT 600V		289.77
5902726	POWER LINE SUPPLY	PHOTO EYE		53.10
5902725	POWER LINE SUPPLY	#6 ALUMINUM DUPLEX		263.20
5902805	POWER LINE SUPPLY	TESTING OF GLOVES, SLEEVES,		730.00
5899360	POWER LINE SUPPLY	#2 ALUMINUM TRIPLEX		643.00
5899357	POWER LINE SUPPLY	CROSSARM 4 X 5 X 8		815.00
5899354	POWER LINE SUPPLY	3/8" GUY WIRE - MONROE ST POLE REPLCMNT		170.00
5899359	POWER LINE SUPPLY	WIRE GUY 3/8"		85.00
5899358	POWER LINE SUPPLY	3/8" GUY WIRE		102.28
15-6507	QUALITY EXCAVATORS, I	TRUNKLINE SNOW HAULING	2015.223	3,232.50
8097	REDSTONE ARCHITECTS I	SERVICES FOR MRLEC	2015.226	10,752.13
339155	ROE-COMM., INC	BATTERY PACK		105.00
88740	SMORACY LLC	TEETH AND RAKERS FOR THE BEAST	2015.222	1,958.26
33811	STANDARD PRINTING & O	BUSINESS CARDS - MIKE HACKWORTH		59.96
33875	STANDARD PRINTING & O	DATE/RECEIVED STAMP		55.25
33622	STANDARD PRINTING & O	DRIVER PRE-TRIP INSPECTION FORMS		389.89
33900	STANDARD PRINTING & O	TOWN CRIER		262.65
34008	STANDARD PRINTING & O	DATE/RECEIVED STAMP		55.25
79782	TROUP ELECTRONICS INC	REPAIRS		960.00
INV109829	UNITED LABORATORIES	NUTCRACKER, FORMULA TLD15, TRIUMPH PINT		556.38
546390	USA BLUEBOOK	PUMP HEAD - POLYMER		70.64
				121,474.44

INVOICE NUMBER	VENDOR NAME	DESCRIPTION	PO NUMBER	AMOUNT
269781444702-15	A T & T	269 781-4447 749 4		191.57
269781907002-15	A T & T	269 781-9070 573 1		56.77
269781981502-15	A T & T	269 781-9815 267 0		2,284.99
6100458-000-0215	AD-VISOR & CHRONICLE	ACCT #06100458-000		592.13
2014 SMR IFT	CALHOUN COUNTY TREASU	2014 SUMMER DIST IFT-FINAL 08/01/14--12		28,217.26
2014 WTR #2	CALHOUN COUNTY TREASU	2014 WINTER AD VALOREM DIST #2 01/01/15		35,220.80
2014 SMR #6	CALHOUN COUNTY TREASU	2014 SUMMER AD VALOREM DIST #6 12/01/14		13,194.50
2014 SMR #6	CALHOUN INTERMEDIATE	2014 SUMMER AD VALOREM DIST #6 12/01/14		6,651.40
2014 WTR #2	CALHOUN INTERMEDIATE	2014 WINTER AD VALOREM DIST #2 01/01/15		111,417.02
2550709097-0215	CHEMICAL BANK SOUTH	HSA ACCT #2550709097 NATALIE DEAN		585.00
2551001163-0215	CHEMICAL BANK SOUTH	HSA ACCT #2551001163 CASSANDRA HEITFELD		1,755.00
19357	CLARK CONSTRUCTION CO	CONSTRUCTION MANAGER SERVICES-FIRE DEPA	2014.153	336,328.32
2014-440	CLEARZONING	CITY OF MARSHALL MASTER PLAN UPDATE	2015.087	4,800.00
659125	COMMERCIAL OFFICE PRO	CRRNCY STRAPS, COIN WRAPPERS, MARKER, C		94.11
659128	COMMERCIAL OFFICE PRO	WALLETS		20.00
659265	COMMERCIAL OFFICE PRO	BINDERS		(46.64)
330390	COURY, JAMES	REIMBURSEMENT FOR WELDED WIRE		59.99
020415	EGNATUK, ALEC	TRAVEL EXPENSE REIMBURSEMENT		135.10
020315	FISHER, CHARLIE	SCHOOL LUNCH		16.72
020315	FREDS, MATT	SCHOOL LUNCH		14.23
2014 WTR #2	KELLOGG COMMUNITY COL	2014 WINTER AD VALOREM DIST #2 01/01/15		58,207.76
2014 SMR #6	KELLOGG COMMUNITY COL	2014 SUMMER AD VALOREM DIST #6 12/01/14		1,306.90
2014 SMR IFT	KELLOGG COMMUNITY COL	2014 SUMMER DIST IFT-FINAL 08/01/14--12		9,480.26
2014 WTR #2	MARSHALL AREA FIRE FI	2014 WINTER AD VALOREM DIST #2 01/01/15		16,107.19
2014 WTR #2	MARSHALL DISTRICT LIB	2014 WINTER AD VALOREM DIST #2 01/01/15		14,488.85
2014 SMR #6	MARSHALL DISTRICT LIB	2014 SUMMER AD VALOREM DIST #6 12/01/14		1,208.79
2014 SMR IFT	MARSHALL DISTRICT LIB	2014 SUMMER DIST IFT-FINAL 08/01/14--12		8,767.75
2014 SMR #6	MARSHALL PUBLIC SCHOO	2014 SUMMER AD VALOREM DIST #6 12/01/14		12,991.67
2014 WTR #2	MARSHALL PUBLIC SCHOO	2014 WINTER AD VALOREM DIST #2 01/01/15		266,694.29
020315	MCCONNELL, SHIRLEY	REFUND OF DAMAGE CHARGES		150.00
02/11/2015	MCDONOUGH, MATTHEW	UB refund for account: 2900650028		25.58
S3721314.001	MEDLER ELECTRIC COMPA	DPLX, PLUG, STEEL LOCKNUT		120.44
M 01-15	MICHIGAN SOUTH CENTRA	JANUARY NATURAL GAS		5,086.32
790004405582930702	NEOFUNDS BY NEOPOST	7900 0440 5582 9307		3,000.00
249-004524037	REPUBLIC SERVICES #24	ACCT #3-0249-1022021		861.22
120414	SERVPRO	WATER DAMAGE SERVICE AT MARSHALL HOUSE	2015.225	7,074.33
38-6004708-012015	STATE OF MICHIGAN	38-6004708 SALES TAX RETURN JAN 2015		34,137.07
020315	SUNDBERG, KIP	SCHOOL LUNCH		14.23
270837123	U.S. BANK EQUIPMENT F	LEXMARK XS463 COPIER		58.56
9739865231	VERIZON WIRELESS	ACCT #987146080-00001		744.69
020915	WATER ENVIRONMENT FED	MEMBERSHIP CHERYL VOSBURG		127.00
020915	WEBB, STUART	ENERGY OPTIMIZATION - TELEVISIONS		75.00
10058364-0115	WOW! BUSINESS	ACCT #010058364		32.97
10040764-0215	WOW! INTERNET-CABLE-P	ACCT #010040764		1,359.84
020315	ZEBOLSKY, JOEL	SCHOOL LUNCH		17.70
				983,726.68

INVOICE NUMBER	VENDOR NAME	DESCRIPTION	PO NUMBER	AMOUNT
Z1406436PB	AMERICAN MESSAGING	ACCT #21-406436		63.10
287238047810X02111	AT&T MOBILITY	ACCT #287238047810		67.55
7016312/0012-0315	BLUE CROSS BLUE SHIEL	GROUP # 007016312/0012		34,978.33
7016312710/0007-03	BLUE CROSS BLUE SHIEL	GROUP #007016312710/0007		2,349.21
2550996603-0215	CHEMICAL BANK SOUTH	HSA ACCT #2550996603 CHAD HAZEL		585.00
021315	CHEMICAL BANK SOUTH	HSA ACCT #2550997932 BILL HANKINSON		1,170.00
2551021104	CHEMICAL BANK SOUTH	HSA ACCT #2551021104 GARRETT MOORE		585.00
659649	COMMERCIAL OFFICE PRO	CLEANER, AIR DUSTER		52.80
601007502373	CONSUMERS ENERGY	2ND CORRECTED #1000 5741 9077 FINAL BIL		821.08
7018274-0215	EARTHLINK BUSINESS	ACCT #0007018274		1,007.77
021115	FISHER, CHARLIE	MEAL		10.00
021715	FISHER, CHARLIE	SCHOOL LUNCH		16.72
021115	FREDS, MATT	MEAL		10.00
021815	FREDS, MATT	SCHOOL LUNCH		14.23
021815	FUN SERVICES	MOONWALK RENTAL		120.00
3225-0215	MARSHALL COMMUNITY CU	3225 - RAMEY		1,130.87
1773-0215	MARSHALL COMMUNITY CU	1773 - MCCOMB		126.58
3507-0215	MARSHALL COMMUNITY CU	3507 - MCDONALD		203.88
4562-0215	MARSHALL COMMUNITY CU	4562 - DEAN		1,495.58
5157-0215	MARSHALL COMMUNITY CU	5157 - FEDDERS		183.11
7681-0215	MARSHALL COMMUNITY CU	7681 - TARKIEWICZ		144.68
021815	MARSHALL LOGISTICS	905 INDUSTRIAL DR - ENERGY OPTIMIZATION		6,199.80
S3714862.001	MEDLER ELECTRIC COMPA	TIMER		461.79
021815	MILLER, JUSTIN	MRPA STATE CONFERENCE FOOD REIMBURSEMEN		39.11
1505	PALM TEES	FLOOR HOCKEY T-SHIRTS		1,186.00
021715	SUNDBERG, KIP	SCHOOL LUNCH		14.23
39812844	WEX BANK	ACCT #0470-00-462076-1		9,603.84
021815	ZEBOLSKY, JOEL	SCHOOL LUNCH		14.23
				62,654.49



ADMINISTRATIVE REPORT
MARCH 2, 2015 - CITY COUNCIL MEETING

REPORT TO: Honorable Mayor and City Council

FROM: Cheryl Vosburg, Environmental Programs Coordinator
Lynne Meservey, Farmers Market Board Chair
Kitty Knoll, Farmers Market Manager
Tom Tarkiewicz, City Manager

SUBJECT: Marshall Area Farmer's Market

BACKGROUND: In operation since 2002, the Marshall Area Farmer's Market has operated in Marshall's downtown area bringing fresh fruits and vegetables, meat and poultry, baked goods, plants and flowers, and more to Marshall's citizens and visitors. In 2014, management of the Farmer's Market was formalized by the establishment of an appointed advisory board and the addition of a part time Market Manager. Cheryl Vosburg is the designated staff liaison for the Farmer's Market.

In 2015, the Farmer's Market will be moved to a larger parking lot at 125 W. Green Street. This will allow for the Market to remain in the downtown area while providing the opportunity for potential vendor growth, access to parking, and an expanded area to accommodate a larger number of customers and additional activities. The market will occupy four rows of parking on the west section of the lot. The remaining area of the lot to the east will remain parking. The proposed schedule for the Farmer's Market will be every Saturday from 8:00am to 1:00pm, May 16 through October 31.

The Farmer's Market Advisory Board is working to ensure that the site is ready to accommodate the needs of the Market by spring start up. Proposed site improvements include signage, minor landscaping, picnic tables, benches, bike racks, trash receptacles, electricity, porta john, and a temporary small barn to be used as a Farmer's Market office. Additional details will be presented at the Council Meeting.

FISCAL EFFECTS: The Farmer's Market budget is supported by revenue generated by the market itself. The City may provide some in-kind services and support as available but there will no significant fiscal impact.

RECOMMENDATION: It is recommended that the City approve the Special Use Permit as requested for the Farmers Market.

ALTERNATIVES: As suggested by Council.

Respectfully submitted,

Cheryl Vosburg
Environmental Programs

Tom Tarkiewicz
City Manager

Kitty Knoll
Farmers Market Manager

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Request for Approval of 2015 Marshall Area Farmers’ Market

Code Requirements & Compliance Status

Item	Response
<i>Farmers markets that are to occur on a regular schedule shall be permitted only in districts zoned commercial or on public land.</i>	Zoning: The proposed site for the 2015 Farmers’ Market is a city parking lot and is therefore public land. It is located at 125 West Green Street.
<i>City Council may extend the time period for the temporary use permit so that a separate permit is not required for each event within any one calendar year,</i>	<p>Proposed 2015 regular schedule: Saturdays May 16-Oct 31 Proposed Hours: 8 am to 1 pm – this is a change from the previous hours of 7 am – noon.</p> <p>Pending vendor availability and interest, we request an option to extend the hours in addition for special events:</p> <ul style="list-style-type: none"> • Saturday July 4th: Marshall’s Fourth celebration and Cruise to the Fountain extension of hours to 2:00 PM • Saturday, September 12: Home Tour: Extension up to 4:00 PM
<p><i>A description of traffic flow and parking management to ensure safe and efficient traffic operations without creating unreasonable congestion on public streets.</i></p> <p><i>See Drawing A</i></p>	<p>The market is to occupy four rows of parking spaces on the west section of the lot which is labeled 125 West Green. The remaining area of the lot to the east will remain public parking and is labeled 115 West Green.</p> <p>Plan A: When rows 1 and 2 on the north side of sales area 125 are utilized, both entrances to the lot from Green Street will remain open to the public and parking will be available in rows 3 and 4 and in lot 115.</p> <p>Plan B: When the number of vendors’ stall requirements surpasses rows 1 and 2, rows 3 and 4 will be opened and the lot entrance on the west side of the lot from Green Street will be closed to the public.</p> <p>It is not expected that either arrangement would significantly impact traffic flow on Green Street as customers come and go throughout the five hour market operating period. Vendors only will be allowed to park in row 4 if the row if spaces are available. A condition to park in this row is that the vehicles may not be moved during market hours.</p>
<i>Property lines. See Drawing C</i>	The Market fits within the established property lines and zoning.
<p><i>Adjacent uses and zoning districts.</i></p> <p><i>See Drawing B</i></p>	<p>North of lot: A city parking lot is located across Green Street to the north West of lot: Zion Lutheran Church and its parking lot South of lot: Residential homes facing Hanover East of lot: 115 West Green section of the parking lot. Further east is a private residence.</p>
<i>Existing and proposed buildings and structures.</i>	There are currently no buildings on the lot. The Market will have a 9’ x 12’ shed located in one of the stalls. The shed will be removed and stored by the city when the market is closed for the season.

Item	Response
<p><i>Location of any areas for storage such as inventory not being displayed</i></p>	<p>See above for information about the shed. It will be used for storage of market materials such as the chains to block off the spaces used by the market, for temporary signs, and marketing operations items. Location stall A6.</p>
<p><i>Parking layout</i></p> <p><i>See attached drawing C</i></p>	<p>The proposed site is a parking lot consisting of two sections: 115 West Green and 125 West Green. The market is to utilize the 125 West Green section which consists of 59 parking spaces of which two are handicap spaces.</p> <p>The remaining section, 115 West Green, will remain parking for 28 vehicles. Public Parking is also available on the north side of Green Street (79 spaces). Should it be needed, overflow parking is possible in the Middle School (94 spaces) and in the South Jefferson Street lot (39 spaces) for a total of 240 spaces within a short walking distance.</p>
<p><i>Boundaries of proposed sales areas.</i></p> <p><i>See attached drawing A</i></p>	<p>Stalls for vendors will be in Rows 1-4 on the section of the lot labeled 125 West Green. The Marshall Police will block off the sales area during Friday's nighttime hours when parking is prohibited. Illegally parked cars will be towed to ensure the entire desired area is available Saturday morning for market setup.</p> <p>Each vendor will lease one to two stalls which are to be 10.5' wide and the depth of the parking space which is approximately 17-18'. This means the width of a stall exceeds the width of an existing parking space. Moving south from Green Street the first three rows will accommodate 10 stalls and the fourth row accommodates 15 spaces for a total of 45. The plan includes a walkway centered between in the first three rows to make it easier for customers to reach all stalls without having to walk around long rows.</p>
<p><i>The location and size of any proposed signs (off-premise signs shall also be mapped).</i></p>	<p>The signage plan is under development and the final number of signs may be reduced if the fund-raising contributions which are currently also underway are lower than expected.</p> <ol style="list-style-type: none"> 1. Street Banners at Kalamazoo and Green and at Exchange and Green throughout the market season. 2. Sidewalk Signs at Michigan and South Eagle, Michigan and South Jefferson, at the Market, at Hamilton and Michigan (old site) and at Kalamazoo and West Green. To be placed up and taken down on market days. 3. Yard Signs at streets leading into town from all 4 directions (Kalamazoo/Brewer & Michigan Avenue), along East and West Green Street and at the market. To be placed up and taken down on market days. 4. Pending Option. Four pole banner signs installed atop the brick columns in the front of the market or remove the columns and insert light poles. 5. American flag on the brick column in the front of the market or on the shed itself. (To be raised and lowered during the market hours. 6. Logo on the shed along with a sign that says Office.

Item	Response
Additional Site Information	
Added Amenities	<p>The following are items to be added to the site:</p> <ol style="list-style-type: none"> 1. Two to three picnic tables placed on the green space between the parking area and the sidewalk and on the west meridian in the middle section at the west end of rows 2 and 3. 2. One bike rack for five bicycles 3. Three benches 4. Commercial trash containers <p><i>These items will be selected to meet or compliment items in the <u>Marshall Downtown Improvements Strategy</u> prepared for the Marshall Downtown Development Authority in March 2008.</i></p>
Restrooms	Leased port-a-johns which will have hand washing capabilities. The Marshall Library welcomes use of its restroom once it opens at 10 am.
Electricity	Vendors in rows two and three will have access to electrical power made available by modifying an existing light pole and adding a meter and outlets. The city will pull the lines and meter the power. The plans for installing the outlets is under discussion with the city.
Shed Construction	A group headed by Darling Hardware has formed to raise funds and/or in-kind donations to construct the shed. We may need some volunteers to paint! Keep us in mind.
Market Updates	
Market Manager Certification	Michigan Farmers' Market Association (MIFMA) provided a \$300 scholarship. Kitty Knoll is expected to be a certified Market Manager by the end of this month.
Fund Raising	<ul style="list-style-type: none"> • Cronin Foundation \$10K was successful. • Marshall Community Foundation application is pending • Friends of the Market Utility Bill Newsletter is generating income • Corporate Sponsorship Letters: to date has not resulted in funds. Calls to companies in progress a follow-up. • Small Business Sponsorship Letters: moderate income to date
Marketing & Advertising Efforts to gain customers and vendors	<ul style="list-style-type: none"> • 1/27/15 Open House: Orientation & distribution of 25 vendor application packets distributed • 1/28/15 Mailed packets to 28 additional including 2014 vendors unable to attend meeting. • Ad-Visor Advertisements, Facebook announcements, exhibit at MIFFS conference, List Serv, cold calls and emails, website listings updated, networking with other markets and market managers • Joined the Michigan Farmers Market Association & developed a relationship with their associate Amada Shreve who happens to be a Marshall resident. • Board member Audrey Hoffman, owner of paper&i serves as a link to the retail committee.

Item	Response
	<ul style="list-style-type: none"> • Four feature articles in Advisor since September 2014 • 2/14/15 Sent out focused e-mails to 29 others (cold calling) from which we have sent 3 vendor packets at their request • 2/17/15 What's Brewing presentation resulted in an inquiry for donation
<p>Vendor Application Process Underway</p> <p>A. Early Enrollment until 4/1/15 for last year vendors</p> <p>B. New Vendor Enrollment 4/1/15 begins</p> <p>C. Open Enrollment begins 5/1/15</p>	<p>We will provide the latest numbers at the council meeting:</p> <p># Contract Vendors to date</p> <p># Daily Vendors to date</p>
<p>New Vendors</p>	<ul style="list-style-type: none"> • Green Gardens/CSA Farm – Produce • Great Scott! Ice Cream <p><u>Pending</u></p> <ul style="list-style-type: none"> • Tracy Bell – Artisan found materials jewelry • Schulers – bakery goods • Amie Courey – Bees Knees Teas • Indian Brook Trout Farm
<p>Returning Vendors (* indicates full time contract)</p> <p>Some have 2 stalls</p>	<ul style="list-style-type: none"> • Old MacDonald's Farm – farm & baked goods, adding hot coffee* • Shannon Aikins – dog cookies* • Tim & Connie Alley - farm products* • Lisa Monk & Phil Small - woodworking, fruits & vegetables* • Snick's Farm – Vegetables* • Landis Farms – Meat, poultry, produce, fruit * <p><u>Indicated will re-join:</u></p> <ul style="list-style-type: none"> • Overhiser Orchards • Greg Karns – Nottawa Crossings • Tom Knoll Poplar Grove Farms
<p>Emergency Planning</p>	<p>We have provided Deputy Chief McComb a draft of an emergency plan for the Market for his review and comments.</p>
<p>SurveyMonkey</p>	<p>We have a survey posted on our Facebook pages which is still receiving responses. Early results from 66 people reveal:</p> <p><u>Frequency of shopping at the market:</u></p> <ul style="list-style-type: none"> • Once a week 25% • Once or twice a month 37% • Once or twice a market season 37.5% <p><u>Barriers to shopping</u></p> <ul style="list-style-type: none"> • No barriers 52% • Day/Time of market: 30% (close too early)

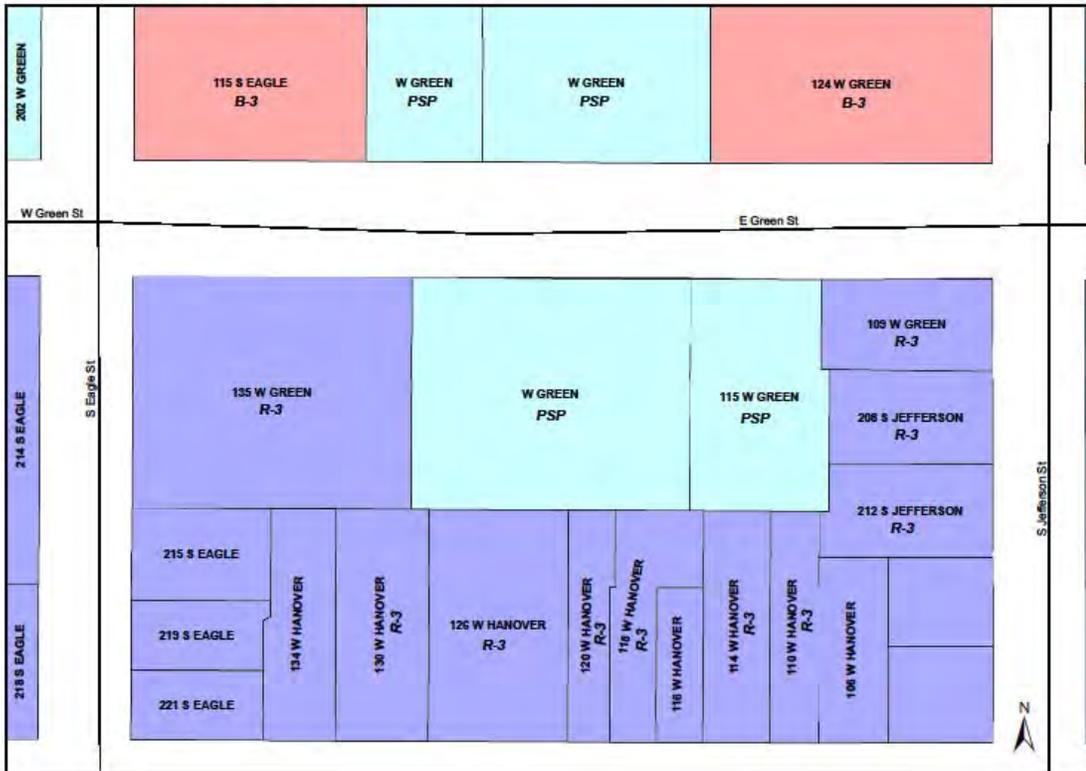
Item	Response
	<p><u>Favorite/Preferred Vendors</u></p> <ul style="list-style-type: none"> • Snicks Farm most frequently mentioned by name followed by “The Amish” and Old MacDonald’s. • Generic “Vegetables” garnered biggest response <p><u>What responders purchase</u></p> <ul style="list-style-type: none"> • Highest response Produce • Next highest Baked Items • Other Eggs, Plants, and Honey <p><u>On average, amount spent by responder daily</u></p> <ul style="list-style-type: none"> • Highest average amount range is \$20-30 with majority spending \$20 <p><u>Number of responders aware of the Market’s move in 2015</u></p> <ul style="list-style-type: none"> • 70% know about the move (Note: these are all individuals who use social media which has promoted the move) <p><u>Responder Profiles</u></p> <ul style="list-style-type: none"> • 89% of the responders are female • 34% are 40-49 years; 23% are 30-39, 20% are 50-59 <p><u>Comments included by respondents</u></p> <ul style="list-style-type: none"> • Add artisans • I would love to have breakfast sold at the market • Add food trucks • I would spend more if you had more • Noted that some vendors often close early <p><u>Respondents Zip Codes</u></p> <ul style="list-style-type: none"> • <u>49068 – 88% (Marshall)</u> • <u>49014 – 6% (Battle Creek)</u> • <u>49224 – 3% (Albion)</u> • <u>49036 – 1.5% (Coldwater)</u> • <u>49011 – 1.5% (Athens)</u>

Drawing A: Aerial View of parking lot illustrating the sales area and the current parking

Farmer's Market - Lot Aerial



Farmer's Market - Zoning Map

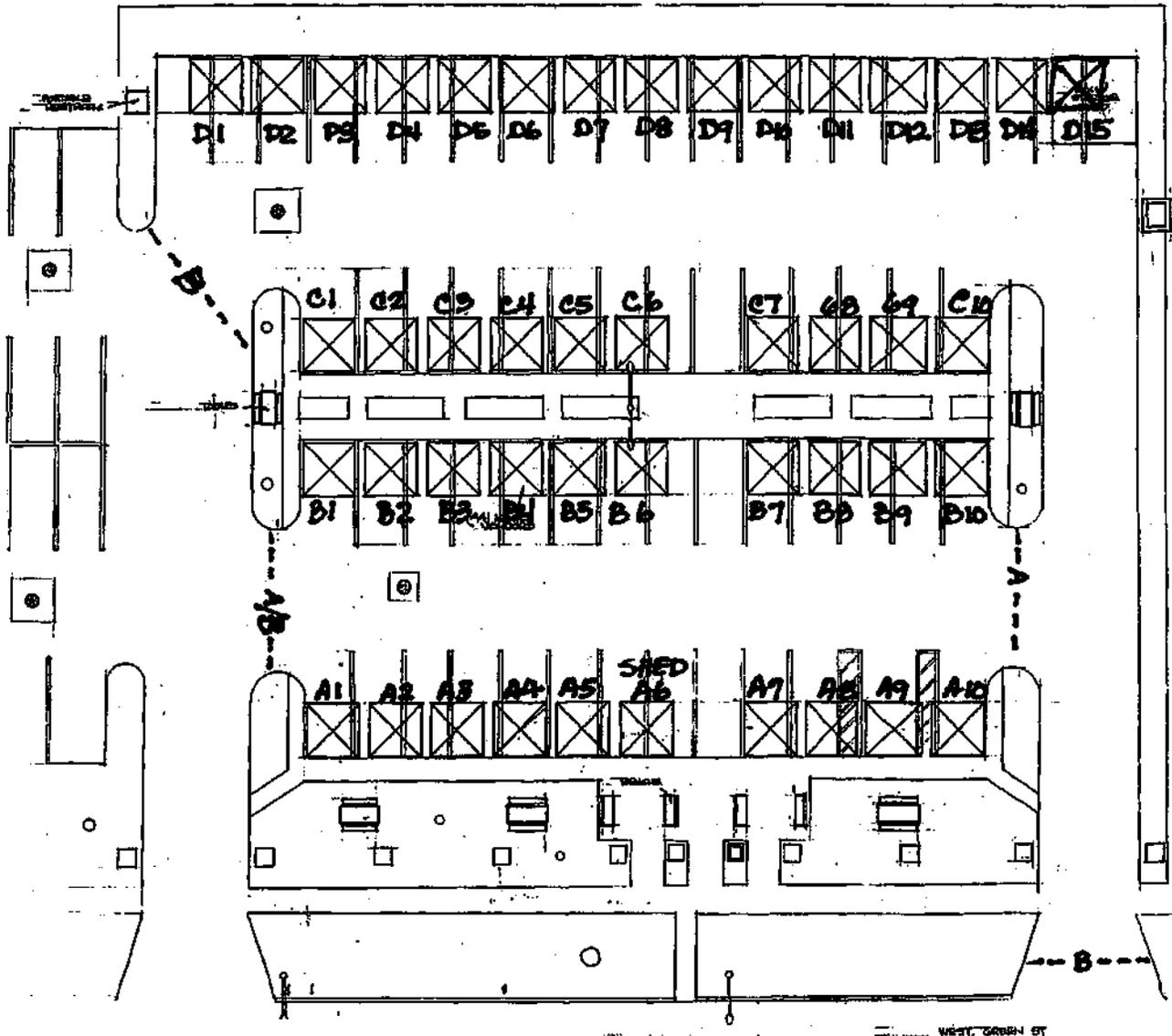


**Drawing B
Zoning Map**

Farmer's Market - Area Parking



**Drawing C
Property Lines
(Black)
& Parking (Blue)
& Market Area (Red)**



Drawing D

Layout of Stalls & Walkways

Plan A, A/B & B for Chaining off areas for the market

Location of tables, benches

Location of Shed

Location of portable restroom

Prepared by Lynne Meservey, Chair

Marshall Farmers' Market Advisory Board

March 2, 2015



ADMINISTRATIVE REPORT
MARCH 2, 2015 - CITY COUNCIL MEETING

REPORT TO: Honorable Mayor and City Council Members
FROM: Natalie Dean, Director of Community Services
Tom Tarkiewicz, City Manager
SUBJECT: Approve Resolution to continue Redevelopment Ready Communities Program

BACKGROUND: The Michigan Economic Development Corporation (MEDC) has completed the initial review of the development processes followed by the City of Marshall. A Report of Findings, by the MEDC, explains the outcomes of this review. The report evaluates the City based on Redevelopment Ready Communities (RRC) Best Practices. Areas of the City evaluated included: City plans that affect development like the Master Plan, CIP, Non-Motorized plans, public participation policies and practices, zoning regulations, site plan procedures, website availability of information for developers, education and training, available property information for available sites, economic development strategies, and marketing.

According to the Report of Findings, Marshall is doing a lot of these things well and there is also room for improvement. As the City desires the eventual certification of being a "Redevelopment Ready Community", at this stage in the process, MEDC requires that City Council consider approving a resolution to continue working with the RRC program.

RECOMMENDATION: Staff recommends that City Council approve the resolution to continue working with the Redevelopment Ready Communities program administered through MEDC.

FISCAL EFFECTS: None at this time.

ALTERNATIVES: As suggested by Council.

Respectfully submitted,

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Tom Tarkiewicz
City Manager

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City of Marshall, Michigan
RESOLUTION #2015-

City Of Marshall Continuation of Redevelopment Ready Communities Process

WHEREAS, the Michigan Economic Development Corporation (MEDC) selected the City of Marshall as a community to participate in the Redevelopment Ready Communities (RRC) program; and,

WHEREAS, the expectation of the RRC program is complete a comprehensive review of the City of Marshall's development processes as established by the City of Marshall, and to make improvements in transparency and effective communication; and,

WHEREAS, the program includes evaluating the strong partnerships with City boards and commissions related to development, including the Marshall Area Economic Development Alliance (MAEDA), the Planning Commission, Board of Zoning Appeals, and others; and,

NOW, THEREFORE, BE IT RESOLVED that after review of the RRC Community Assessment Report, the City of Marshall is willing to complete the tasks as outlined, which will involve interaction with the aforementioned boards and commissions.

BE IT FURTHER RESOLVED that this resolution shall take effect upon approval by Marshall City Council and that all resolutions and parts of resolutions are, to the extent of any conflict with this resolution, hereby rescinded.

Ayes _____

Nays _____

Dated _____

Trisha Nelson, City Clerk

I, Trisha Nelson, hereby certify that the above Resolution No. ~~##-##~~ was adopted by the Marshall City Council at a Regular Meeting of the Council held on March 2, 2015.

Trisha Nelson, City Clerk

redevelopment ready
communities™



Redevelopment Ready Communities®
Report of Findings



City of Marshall
February 2015

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Redevelopment Ready Communities® (RRC) is a certification program supporting community revitalization and the attraction and retention of businesses, entrepreneurs and talent throughout Michigan. RRC promotes communities to be development ready and competitive in today's economy by actively engaging stakeholders and proactively planning for the future—making them more attractive for projects that create places where people want to live, work and invest.

In January 2014, the Michigan Economic Development Corporation (MEDC) announced the second open application round for communities interested in achieving RRC certification. MEDC received submissions from over forty communities across the state. Marshall's application scored in the top tier and was selected to receive a full RRC assessment. We applaud the city's efforts in working to achieve RRC certification. The foundation of the evaluation is the RRC Best Practices. Developed by experts in the public and private sector, the best practices are the standard to achieve certification and designed to create a predictable experience for investors, businesses and residents working within a community. Communities must demonstrate that all best practice evaluation criteria have been met to receive RRC certification. While the report of findings outlines

recommended actions to meet each best practice criteria, each community may choose its own path of alternate strategies as long as the required criteria is being accomplished.

Marshall is the 17th community to be evaluated under the statewide RRC program and is on its way to becoming redevelopment ready. With a history of proactive planning and a strong community vision outlined in the master plan, the city has positioned itself to strengthen local quality of life. Despite solid support for redevelopment projects, proactive planning efforts and community engagement, our evaluation found Marshall still has work to do in order to receive RRC certification. In a time when businesses can locate anywhere in the world, a community that is dedicated to a proactive approach for redevelopment and straightforward procedures will stand out. While a spirit for redevelopment exists, a public participation plan formalizing the community engagement process must be finalized, available redevelopment sites need to be packaged and marketed and a unified marketing strategy must be established. The RRC certification is a statement to the private sector that Marshall's development process is streamlined, predictable and user-friendly and these steps will help ensure the city's competitiveness and secure RRC certification.

The basic assessment tool for evaluation is the RRC Best Practices. These six standards were developed in conjunction with public and private sector experts and address key elements of community and economic development. A community must demonstrate all of the RRC Best Practice components have been met to become RRC certified. Once received, certification is valid for three years.

Measurement of a community to the best practices is completed through the RRC team’s research, observation and interviews, as well as the consulting advice and technical expertise of the RRC advisory council. The team analyzes a community’s development materials, including, but not limited to: the master plan;

redevelopment strategy; capital improvements plan; budget; public participation plan; zoning regulations; development procedures; applications; economic development strategy; marketing strategies; and website. Researchers observe the meetings of the community’s governing body, planning commission, zoning board of appeals and other committees as applicable. In confidential interviews, the team also records the input of local business owners and developers who have worked with the community.

A community’s degree of attainment for each best practice criteria is visually represented in this report by the following:

	Green indicates the best practice component is currently being met by the community.
	Yellow indicates some of the best practice component may be in place, but additional action is required.
	Red indicates the best practice component is not present or outdated.

This report represents the findings of the evaluation of the city of Marshall’s redevelopment processes and practices. All questions should be directed to the RRC team at RRC@michigan.org.

Best Practice 1.1—The plans

Best Practice 1.1 evaluates community planning and how the redevelopment vision is embedded in the master plan, capital improvements plan, downtown development plan and corridor plan. The master plan sets expectations for those involved in new development and redevelopment, giving the public some degree of certainty about their vision for the future, while assisting the city in achieving its stated goals. Local and city-wide plans can provide key stakeholders with a roadmap for navigating the redevelopment process in the context of market realities and community goals.

The Michigan Planning Enabling Act (MPEA), Public Act 33 of 2008, requires that the planning commission create and approve a master plan as a guide for development and shall review the master plan and determine whether to commence the procedure to amend the master plan or adopt a new master plan at least once every five years after adoption. Marshall's master plan was adopted in 2008 and the city is currently working with a consultant to update the plan. As the update has not been completed, the evaluation focuses on the 2008 master plan.

The master plan highlights that the city of Marshall is designated as a National Landmark Historic District and due to its age, is a nearly built-out community. Goals outlined in the master plan include maintaining and enhancing the unique, historic character of the community, ensuring the long term stability of the city's employment base, neighborhoods and commercial center, strengthening the cooperation and coordination with neighboring townships and maintaining a transportation network that facilitates safe and efficient circulation. The plan identifies redevelopment strategies and action items for priority districts, including downtown, I-94/Old US-27 interchange and the West Michigan corridor. Implementation strategies and action items are outlined for each district and are set up for items to be prioritized and reprioritized as needs and budgets change and items may be checked off as completed to track implementation efforts. Implementation benchmarks are also included, encouraging Marshall to look to other communities to gain insight and build upon proven planning techniques. The plan identifies the zoning ordinance as

the most effective implementation tool and the need to periodically review and amend as necessary to encourage redevelopment. Action items should be prioritized and timelines, benchmarks and responsible parties should be included in the forthcoming master plan update. The city should plan to align priority projects in the six-year capital improvements plan (CIP) within identified priority areas and target available resources to maximize return on investment.

Dwindling resources and increasing costs put pressure on local governments to make limited budgets work more efficiently. A comprehensive CIP is an essential tool for the planning and development of the social, physical, and economic wellbeing of a community, can be used as a tool to implement the master plan and provides a link between planning and budgeting for capital projects. Marshall has adopted a six year CIP that is reviewed and updated annually, meeting the MPEA requirement that communities adopt a six-year CIP for public structures or improvements, in general order of their priority. Capital projects are consistent with the master plan and have been prioritized. Priority rankings do not necessarily correspond to future funding sequence, as projects are coordinated to minimize cost and impact. The CIP is available on the city's website. Planning for future investment is not only a best practice for redevelopment readiness, but a CIP encourages project coordination internally and externally and assists with implementing the community vision established during the master planning process. Return on investment may be maximized by using local capital improvement funds, along with state and federal funding, to leverage private investment. Coordination with multiple agencies and community groups to focus funding is key to successful implementation.

Marshall's downtown improvement strategy was last updated in 2006 and serves as a guide for public improvements in the Central Business District for the next ten to twenty years. The framework plan illustrates the long-term vision for the downtown. The plan includes physical design guidelines that address streetscape improvements, site furnishings, parking, landscaping and wayfinding. The current master plan

Best Practice 1.1—The plans *continued*

outlines future growth and redevelopment in the city’s traditional downtown as part of the vision for the future. The downtown plan outlines redevelopment strategies that coordinate with the master plan, and provides cost estimates and potential funding sources, but lacks an implementation timeline. To effectively measure progress, benchmarks for accomplishing goals and the parties responsible should also be added. These elements could be included in the master plan update.

Walkability is an important concept in sustainable design and has valuable economic, environmental and

health benefits. According to walkscore.com, Marshall is “somewhat walkable” and some errands can be accomplished on foot. The master plan highlights the importance of pedestrian-oriented facilities as an integral part of the city’s transportation network. The city plans to follow the master plan updates with the development of a non-motorized plan focusing on the connectivity of existing assets.

Status	Evaluation criteria	Recommended actions for certification	Estimated timeline
	The governing body has adopted a master plan in the past five years.	<input type="checkbox"/> Adopt an updated master plan in compliance with MPEA and Best Practice 1.1	9 months
	The master plan identifies a strategy for redevelopment or the governing body has adopted a redevelopment plan.	<input type="checkbox"/> Include goals, implementation steps and benchmarks for redevelopment strategies in the forthcoming master plan	9 months
	The governing body has adopted a capital improvements plan.	✓	
	The governing body has adopted a downtown plan, if applicable.	<input type="checkbox"/> Add an implementation timeline to effectively measure progress	9 months
N/A	The governing body has adopted a corridor plan, if applicable.	N/A	

Best Practice 1.2—Public participation

Best Practice 1.2 assesses how well the community identifies and engages its stakeholders on a continual basis. Stakeholders are frequently engaged in the planning process and Marshall demonstrates that public participation efforts are proactive. The city is currently updating the master plan and the planning process is intended to encourage citizen participation to ensure that consensus on the direction of the plan was achieved. Marshall's planning consultant polled residents using an online community survey and will use the results to help identify community priorities and goals. A community open house was held to create a community vision for several different priority areas, including the downtown, corridors and gateways, the river district and hospital district. The survey and the session were publicized on the city's website and Facebook page. The city has used traditional and proactive methods to engage stakeholders including council announcements, attachments to water bills, fliers, individual mailings, cable notification, newspaper advertising, online postings, social media,

focus groups, community workshops and charrettes. Marshall has achieved broad community participation during planning processes, leading to the creation of plans that define the community's vision and elicit widespread support.

Public participation aims to prevent or minimize disputes by creating a process for resolving issues before they become an obstacle. While Marshall demonstrates exceptional public engagement efforts, the city must finalize the draft public participation plan, identifying interested and affected stakeholders and their unique communication needs. The new economic development team should also provide input, to ensure public engagement is occurring throughout all planning and development efforts. The public participation plan should serve as the city's best practices for obtaining input and acknowledge that public input in planning and policy development processes is crucial to building consensus and obtaining buy in from community stakeholders.

Status	Evaluation criteria	Recommended actions for certification	Estimated timeline
	The community has a public participation plan for engaging a diverse set of community stakeholders.	<input type="checkbox"/> Finalize draft public participation plan with input from economic development team	3 months
	The community demonstrates that public participation efforts go beyond the basic methods.	✓	
	The community shares outcomes of public participation processes.	✓	

Best Practice 2.1—Zoning regulations

Best Practice 2.1 evaluates the city’s zoning ordinance to determine how well it regulates and implements the goals of the master plan. Inflexible or obsolete zoning regulations can discourage redevelopment. Advances in technology and widespread availability of the internet calls for communities to make their zoning ordinance and other codes available online for easier public access. In some cases, interested developers may be across the state, across the country or around the world and need information immediately at their fingertips. Marshall’s zoning ordinance and map are accessible on the city’s website, however, to improve user-friendliness, graphics and a use matrix should be included when the ordinance is updated and the link to the ordinance should be included on the planning and zoning page. Special land use requirements and approval procedures are clearly defined and general review standards and conditions of approval are outlined in the ordinance. A National Historic Landmark district encompasses a large portion of the historic building stock of Marshall and zoning regulations have been developed to maintain and enhance the unique historic character of the community.

Form based codes emphasize building form with the goal of creating a “place” and primarily manage physical form with a lesser focus on land use than traditional zoning. Form based codes result in predictable outcomes by focusing on the form and scale of development. A form based approach is useful where there is a vision for an area that the community intends to shape into a place with community character—safe, walkable, attractive streets and sidewalks and gathering places, as Marshall does for the downtown and several corridors. Form based codes provide specific direction to developers and can result in more predictable decisions, which can be an incentive for new development, removing uncertainty and some of the expense associated with the review and approvals process. New development meeting the code, can be approved by-right, using a shortened approval process. The city is considering form based code for a portion of the zoning ordinance and sign ordinance updates to encourage desired development.

Marshall permits residential units above non-residential uses in the several districts, including in the downtown and live/work and artist lofts in the river overlay district. Encouraging residents to live downtown can add to the 24-hour vitality of the area and increase the sense of community. To increase the variety and the amount of housing available downtown and appeal to the needs of both baby boomers and millennials, additional zoning districts should permit non-traditional housing types. The city should also revise the ordinance to provide for additional districts that permit mixed use by right to allow for flexibility in development types.

By placing a high priority on creating walkable places and mixing uses, communities can reduce the separation of uses, increase the likelihood of walking and biking trips, reduce harmful emissions and increase social interaction. To be walkable, communities must have a non-motorized network of sidewalks and/or pathways and safe crossing areas. Areas designed and built with walkability in mind are usually safer for pedestrians than auto-oriented areas. The city’s subdivision regulations require the installation of sidewalks in all residential subdivisions and commercial developments located on public roadways.

Provision of adequate parking can be challenging in downtowns of all sizes. Marshall’s zoning regulations outline a number of flexible parking standards. Site plan submittals must include a parking plan and the planning commission has the authority to defer parking requirements if a development will not use the number of spaces required by the zoning ordinance. Parking requirements may also be met by participation in a municipal parking program or shared parking arrangements, both approved by the planning commission. In an effort to minimize excessive areas of pavement and reduce stormwater runoff, parking maximums have been implemented. Access management standards have also be developed, limiting the number of driveways, encouraging shared access and service drives to improve traffic safety and protect investment in roads.

Stormwater runoff is a major cause of water pollution

Best Practice 2.1—Zoning regulations *continued*

in developed areas. Marshall’s zoning ordinance includes regulations requiring street tree planting for every site involving new development or redevelopment. To ensure long term health, native, non-invasive species are required. The city provides credits toward required plantings if a development preserves existing quality and mature trees. Many green infrastructure elements can be integrated into parking lot designs. Permeable

pavements can be installed in sections and rain gardens and bioswales can be included in medians and along a parking lot perimeter. Benefits include urban heat island mitigation and a more walkable built environment. When the zoning ordinance is updated, standards for green infrastructure such as rain gardens, green roofs and bioswales should be included to help mitigate the effects of stormwater runoff.

Status	Evaluation criteria	Recommended actions for certification	Estimated timeline
	The governing body has adopted a zoning ordinance that aligns with the goals of the current master plan.	✓	
	The zoning ordinance is user-friendly and accessible online.	<input type="checkbox"/> Add elements to improve user-friendliness, including a use matrix and graphics	12 months
	The zoning ordinance provides for areas of concentrated development in appropriate locations and encourages the type and form of development desired.	✓	
	The zoning ordinance includes flexible zoning tools to encourage development and redevelopment.	✓	
	The zoning ordinance allows for a variety of housing options.	✓	
	The zoning ordinance includes standards to improve non-motorized transportation.	✓	
	The zoning ordinance includes flexible parking requirements.	✓	
	The zoning ordinance includes standards for green infrastructure.	✓	

Best Practice 3.1—Development review policy and procedures

Best Practice 3.1 evaluates the city’s site plan review policies and procedures, project tracking and internal/external communications. The purpose of the site plan review process is to ensure that plans for specific types of development comply with the zoning ordinance. An efficient site plan review process is integral to becoming redevelopment ready and can assist a community in attracting investment dollars. Site plan review procedures and timelines should be communicated in a clear and concise manner to prospective developers and business owners. To do this, sound internal procedures need to be in place and followed. The framework for Marshall’s site plan review process is clearly documented in the zoning ordinance and regulations identify the planning commission as the party responsible for review.

The director of community services serves as the point person on development projects and coordinates the review of site plans. Developers and consultants can meet with staff involved with the site plan review process to discuss conceptual development project details, free of charge. Preliminary review is encouraged by staff, particularly for large complicated projects or unique sites. Pre-application meetings can facilitate a smooth and efficient review process and also provide an opportunity to discuss objectives such as enhancing non-motorized transportation and green infrastructure. While the availability of pre-application meetings are outlined in the zoning ordinance, the availability of and clearly defined expectations for pre-application meetings should be posted online.

Documenting internal processes helps to ensure consistency over time, regardless of staffing. Streamlined, well documented site plan policies ensure a smooth and predictable experience when working with a community.

The city has created a site plan review process flowchart, including timelines that outlines the approval process for the public. The flowchart is available online. The director of community services develops a timeline for each project articulating roles and responsibilities for the applicant, review team members and reviewing bodies. Tracking development projects allows for increased transparency and efficiency, keeps staff well informed, provides clarification as to the status of a project and can assist in measuring the results of the approval process.

Significant public opposition or concern can slow down the review and approval of a project and ultimately cost a developer time and money. Often, public concern arises out of limited or incorrect understanding of a project. By soliciting public input early in the process, well before required public meetings and hearing, neighbors can make their concerns known to the developer and decision makers. If there is a known neighborhood interest in a particular development, staff will establish contact with the interested parties and invite them to meetings. Notices will also be mailed out to adjacent property owners, above and beyond standard legal requirements.

Overall, stakeholder interviews provided positive feedback, particularly with the exceptional, personalized customer service provided by the Director of Community Services and city staff. However, while the city exhibits great customer service and responsiveness, there are opportunities for improvement. Marshall reviews the site plan review process at planning commission meetings and does not obtain formal customer feedback. The city should develop a customer feedback mechanism to determine the success of or issues with the site plan review process.

Best Practice 3.1—Development review policy and procedures *continued*

Status	Evaluation criteria	Recommended actions for certification	Estimated timeline
	The zoning ordinance articulates a thorough site plan review process.	✓	
	The community has a qualified intake professional.	✓	
	The community defines and offers conceptual site plan review meetings for applicants.	<input type="checkbox"/> Advertise availability of and expectations for conceptual site plan review meetings online	3 months
	The community has a clearly documented internal staff review policy.	<input type="checkbox"/> Formally document the internal site plan review process	6 months
	The appropriate departments engage in joint site plan reviews.	✓	
	The community has a method to track development projects.	✓	
	The community promptly acts on development requests.	✓	
	The community encourages a developer to seek input from neighboring residents and businesses at the onset of the application process.	✓	
	The community annually reviews the successes and challenges with the site plan review and approval procedures.	<input type="checkbox"/> Develop a customer feedback mechanism	6 months

Best Practice 3.2—Guide to development

Best Practice 3.2 evaluates the availability of the community’s development information. Land use planning and development is a process that involves a wide range of stakeholders. For the process to work effectively, everyone involved must know their roles and responsibilities. Development materials should be assembled to help citizens, developers and public officials gain a better understanding of how the development process in each community works. Contact information, meeting schedules and packets, application forms and submittal requirements are available on Marshall’s website. The city has also developed a flowchart to assist

with navigating through the site plan review process. While many guide to development elements are available on the city’s website, the documents are disjointed and difficult to find. Marshall should consider reorganizing the website to better serve users.

It is important that developers understand review and permitting costs at the start of the process, so there are no surprises later. Fees are listed on each individual development application and are not reviewed on a regular basis. The city should review the fee schedule annually during the budget process to ensure that fees and costs are fair to applicants and affordable by the community.

Status	Evaluation criteria	Recommended actions for certification	Estimated timeline
	The community maintains an online guide to development that explains policies, procedures and steps to obtain approvals.	<input type="checkbox"/> Reorganize city website to group development information in a user-friendly manner	6 months
	The community annually reviews the fee schedule.	<input type="checkbox"/> Annually review fee schedule	6 months

Best Practice 4.1—Recruitment and orientation

Best Practice 4.1 evaluates how a community conducts recruitment and orientation for newly appointed or elected officials and board members. Numerous boards, commissions and committees advise city leaders on key policy decisions. An online application for open commission and committee seats has been developed and vacancies are posted on the city’s website. A brief overview of the role of each board, commission and committee and desired skill sets should be added to the application. Planning commission members should be recruited based on requirements articulated in Michigan Public Act 33 of

2008, the Michigan Planning Enabling Act.

Assisting newly elected officials and appointees with learning basic information about the structure and processes of government and community and economic development is vital to them playing a part in the city achieving its goals and objectives. Community services staff has compiled orientation packets that include rules of procedure, pertinent forms and applications, Michigan Municipal League handbooks and relevant planning, zoning and development information to provide to newly elected and appointed officials.

Status	Evaluation criteria	Recommended actions for certification	Estimated timeline
	The community sets expectations for board and commission positions.	<input type="checkbox"/> Add a description of each board and commission and desired skill sets for open seats to the boards and commissions application	6 months
	The community provides orientation packets to all appointed and elected members of development related boards and commissions.	✓	

Best Practice 4.2—Education and training

Best Practice 4.2 assesses how a community encourages training and tracks training needs for appointed and elected officials, board members and staff. Trainings provide officials and staff with an opportunity to expand their knowledge and ultimately make more informed decisions about land use and redevelopment issues. Training needs are reviewed as part of the annual budget process and training is covered under a line item in each department’s budget. Each department has different training requirements and department directors approve trainings throughout the year. Staff and officials are frequently emailed and notified during meetings about upcoming educational opportunities and encouraged to attend.

Tracking training is a useful way to identify future training needs by documenting education received, identifying gaps and determining what training should be focused on in the future. Marshall has created a simple tracking mechanism to formally track individual training

needs and attendance. Turnover in officials and staff can create gaps in knowledge about development, which makes ongoing training essential.

Staff provides regular updates and reports at various meetings to keep each group informed. Collaborative study sessions are held between boards, committees and commissions on a project specific basis, most recently for the master plan update and the drafting of hospital campus overlay district regulations. Planning commissioners and ZBA members attend council meetings as necessary. The city of Marshall and Marshall Township have a 425 Agreement and any development involving property in the 425 area falls under the jurisdiction of the Joint Planning Commission, comprised of members from both the city and township planning commissions and staffed by both jurisdictions. Joint work sessions between boards and commissions are essential to foster communication and effectively address development issues.

Status	Evaluation criteria	Recommended actions for certification	Estimated timeline
	The community has a dedicated source of funding for training.	✓	
	The community identifies training needs and tracks attendance of the governing body, boards, commissions and staff.	✓	
	The community encourages the governing body, boards, commissions and staff to attend trainings.	✓	
	The community shares information between the governing body, boards, commissions and staff.	✓	

Best Practice 5.1—Redevelopment Ready Sites®

Best Practice 5.1 assesses how a community identifies, visions and markets their priority redevelopment sites. Communities must think strategically about the redevelopment of properties and investments should be targeted in areas and properties that have the potential for positive future redevelopment. Focusing on the redevelopment and reuse of a single property can catalyze further development around it. Restoring buildings without a vision for the surrounding area is often insufficient to generate lasting change. The master plan outlines the downtown, several corridors, and the river district as targets for redevelopment, with a focus on mixed use development. Marshall has identified the former State Farm buildings, the Stulberg site and the Campbell’s building as priority redevelopment sites. Community services staff and the new economic development team should collaborate to develop an updated list identifying priority redevelopment sites.

While Marshall has established a vision and conducted the initial research on several priority districts, the city must research the individual parcels, establish a vision, package and proactively market available redevelopment sites. The long-term vision and policy goals for redevelopment areas must be evaluated when determining options for property reuse. The

preferences of neighborhood residents, present and future market demand, public sector costs, availability of resources and developer interest in the property are all important factors surrounding redevelopment. Community stakeholders should be given an opportunity to provide input on the redevelopment vision for priority sites. Stakeholder involvement can assist Marshall with using redevelopment as a tool for creating a sense of place based on the city’s unique assets, particularly for sites where redevelopment may be viewed as controversial.

Information that a developer would need to pursue a project on each site must be identified and the materials bundled in a property information package that includes available resources. Incentives can be used to strengthen and grow the community and regional economic base. Asserting what the city is willing to negotiate for specific sites will entice developers to spend their time and financial resources pursuing a project in Marshall. Incentive information should be included in the property information packages when developed. The city should collaborate with the new economic development team and the local real estate community to market available properties.

Status	Evaluation criteria	Recommended actions for certification	Estimated timeline
	The community identifies and prioritizes redevelopment sites.	<input type="checkbox"/> Create an updated prioritized list of redevelopment sites	6 months
	The community gathers preliminary background information for prioritized redevelopment sites.	<input type="checkbox"/> Gather preliminary background information for priority sites	6 months
	The community has development a vision for the priority redevelopment sites.	<input type="checkbox"/> Create a vision for identified priority sites	6 months
	The community identifies available resources and incentives for prioritized redevelopment sites.	<input type="checkbox"/> Identify resources available for priority sites	6 months
	A “Property Information Package” for the prioritized redevelopment site(s) is assembled.	<input type="checkbox"/> Develop a property information package for one priority site	12 months
	Prioritized redevelopment sites are actively marketed.	<input type="checkbox"/> Upload property information package to the city’s website	12 months

Best Practice 6.1—Economic development strategy

Best Practice 6.1 evaluates what goals and actions a community has identified to assist in strengthening its overall economic health. Strategic economic development planning is critical to attract jobs and new investment in communities. The non-profit Marshall Area Economic Development Alliance (MAEDA), was created in 2011 to align and coordinate the services of Marshall Area Chamber of Commerce, the DDA and the Marshall Economic Development Corporation/Local Development Finance Authority. It was recently announced that the chamber plans to dissolve in 2015 and transfer its duties to MAEDA. MAEDA has hired the regional economic development corporation, Southwest Michigan First, to provide economic development services for the city of Marshall for the next two years. The collaboration will include business retention

and expansion efforts, small business and downtown development, visitor and tourism center management and the attraction of new investments to Marshall.

The city council recently reviewed the city’s strategic plan, including policy guidelines, and plans to maintain the target percent of total general fund revenues. As part of its strategic plan, the council also envisions the continued revitalization of its downtown corridor. A close working relationship with MAEDA is intended to assure that the needs of the community and the city are both accomplished. To effectively ensure progress, the city should collaborate with MAEDA and Southwest Michigan First to draft a comprehensive economic development strategy that outlines goals, implementation steps and timelines, benchmarks and responsible parties.

Status	Evaluation criteria	Recommended actions for certification	Estimated timeline
	The community has an approved economic development strategy.	<input type="checkbox"/> Create an economic development strategy in accordance with Best Practice 6.1	12 months
	The community annually reviews the economic development strategy.	<input type="checkbox"/> Annually report on benchmarks and amend strategy as needed	12 months

Best Practice 6.2—Marketing and promotion

Best Practice 6.2 evaluates how the community promotes and markets itself. Community marketing and promotion can take many forms, but the goal is to create a positive image that rekindles community pride and improves consumer and investor confidence. Marshall does not currently have a community marketing strategy identifying specific opportunities and strategies to attract businesses, talent and real estate development to the community. The city has identified achieving and sustaining a concentrated effort to promote a vibrant community atmosphere as imperative for talent enhancement and business investment in Marshall. Updating the city’s market study for commercial districts and corridors is a priority for the council and staff and has been included in the CIP.

Development of marketing strategies should be coordinated with economic development planning efforts being undertaken by Southwest Michigan First on behalf of the city. Enhanced marketing efforts can assist with sharing the established vision, values and goals outlined in the master plan. The marketing strategy should also include specific approaches to marketing prioritized redevelopment sites. Beyond the marketing performed directly by Marshall through its staff and administration, the city should continue to collaborate with partner agencies, like Southwest Michigan First and MAEDA

to support the overall marketing of the community. Coordinated marketing strategies strive to strengthen the image of the community, heighten awareness and promote the city.

Visitors to a community’s website need to be able to find accurate information quickly and the importance of a user-friendly website cannot be overstated. Marshall’s website is somewhat difficult to navigate. The website includes pages where pertinent planning, zoning and economic development information is assembled, but the information is difficult to locate and search for. Reorganizing the website can improve ease of use and allow information to be easily accessed at any time. Council and board/commission meeting packets, agendas and minutes are posted on the website and are up to date. Updated documents should be added to the webpage on a timely basis, including property information packages. Marshall has several community Facebook pages that are updated on a regular basis with various announcements and events. The various Facebook page links are available on the chamber website and the city’s website should also link to the pages. The city should consider exploring additional digital platforms for marketing and communication purposes and creating a social media policy to ensure consistency in messaging.

Status	Evaluation criteria	Recommended actions for certification	Estimated timeline
	The community has developed a marketing strategy.	<input type="checkbox"/> Develop a unified marketing strategy as outlined in Best Practice 6.2	12 months
	The community has an updated, user-friendly municipal website.	<input type="checkbox"/> Reorganize the city of Marshall website to improve user experience	12 months

The RRC program assists communities in maximizing their economic potential by embracing effective redevelopment tools and best practices. The city must find a balance between removing unnecessary delays and hurdles, while preserving the integrity of the community's vision and goals, positioning the city for success. Marshall has exhibited a strong commitment to improving their redevelopment readiness and is working diligently to meet the best practice criteria and achieve the Redevelopment Ready Certified Community®

designation. Next steps for the city include the governing body adopting a resolution of support to proceed with the RRC program. Marshall will need to continue to implement actions toward achieving certification. Staff has attended the RRC best practice trainings and is required to submit quarterly progress reports to inform the RRC team of progress made in terms of implementing the necessary steps to meet the RRC best practices. Once Marshall has met all of the best practice criteria, the city will be a certified Redevelopment Ready Community®.



ADMINISTRATIVE REPORT
MARCH 2, 2015 - CITY COUNCIL MEETING

TO: Honorable Mayor and City Council

FROM: Natalie Dean, Director of Community Services
Tom Tarkiewicz, City Manager

SUBJECT: Third Party Administrator for Michigan Economic Development Corporation (MEDC) Combined Grant

BACKGROUND: On January 20, 2015, staff approached Council to appoint Calli Berg as the Third Party Administrator (TPA) for the MEDC portion of the grants for the Cronin Project. Since then, the process for the grant(s) have changed; the MSHDA rental rehabilitation grant will now be administered through the MEDC. This change caused the City to have to repeat the Request for Proposals to include the housing language needed for the MSHDA portion of the grant. The MEDC still requires that this combined grant be administered by a professional TPA.

In accordance with MEDC requirements, to facilitate city staff in administrating this grant, a Request for Proposal (RFP) for a TPA was re-published and re-sent to three qualified individuals. One applicant responded to the latest RFP notice – Revitalize, LLC for a total proposed TPA cost of \$48,960.00.

The City has partnered with Bruce Johnston of Revitalize LLC in the past, specifically for the Rental Rehabilitation project that was completed at Mark Stuart's building at 121 ½ W. Michigan. City staff believes that Revitalize LLC is well qualified to serve as the Third Party Administrator for combined grant for the Cronin Building. Since TPA's are paid by MEDC as drawdowns from the grant, MEDC will have to approve the contract with Revitalize, LLC following Council's consideration.

RECOMMENDATION: City staff is recommending City Council take action as follows:

- (1) Enter into negotiations with Revitalize, LLC to serve as Third Party Administrator for the combined grant through the Michigan Economic Development Corporation. Negotiations will include the scope of services and division of grant administration fees paid by MEDC.
- (2) Permit staff to submit the negotiated terms between Revitalize, LLC and the City, to the MEDC for approval.
- (3) Authorize the City Clerk to execute and sign a Third Party Administrator Agreement with Revitalize LLC, upon conclusion of successful negotiations.

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CITY GOAL CLASSIFICATION:

GOAL AREA IV. COMMUNITY LIFE

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

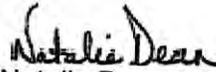
FISCAL EFFECTS: None.

ALTERNATIVES: As suggested by Council.

Respectfully submitted,



Tom Tarkiewicz
City Manager



Natalie Dean
Director of Community Services