



**CITY COUNCIL  
WORK SESSION AGENDA  
Monday, August 15, 2011  
6:00 PM – 6:45 PM  
City Hall**

**A. Visioning and Goals – Community Forums**

**B. Firekeeper's Revenue Sharing Allocation**

**C. Other Items**

**D. Future Work Sessions**

**October 3 Annual Streets Report**

**E. Future topics**

Charter revisions

Hospital Neighborhood Committee report

**Mayor:**

James Dyer

**Council Members:**

Ward 1 - Wayne Booton

Ward 2 - Nick Metzger

Ward 3 - Brent Williams

Ward 4 - Ryan Traver

Ward 5 - Jody Mankerian

At-Large - Kathy Miller



**MARSHALL CITY COUNCIL AGENDA**

**MONDAY – 7:00 P.M.**

**AUGUST 15, 2011**

- 1) **CALL TO ORDER**
- 2) **ROLL CALL**
- 3) **INVOCATION** – Richard Gerten, 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. Blanket Signature Resolution for MDOT Related Projects**

City Council will consider the recommendation to approve the Blanket Signature Resolution to allow the Clerk-Treasurer and/or Director of Community Services to sign future project and project revisions with MDOT.

**B. Parallel Taxiway Rehabilitation Contract for Federal/State/Local Airport Projects**

City Council will consider the recommendation to adopt the resolution authorizing the Clerk-Treasurer to sign the contract with the Michigan Department of Transportation for the Development of engineering plans for the east section of the parallel taxiway.

**C. Wire Purchase**

City Council will consider the recommendation to accept the bid from Power Line Supply for the purchase of 500 MCM Underground Copper Primary Wire in the amount of \$30,000.

**D. Application Resolution for the May 29, 2011 Severe Storm State Reimbursement Grant**

City Council will consider the recommendation to approve the resolution to be eligible for storm damage reimbursement from the State grant.

**E. City Council Minutes**

Work Session.....Monday, August 1, 2011  
 Regular Session.....Monday, August 1, 2011  
 Work Session.....Monday, August 8, 2011

**F. City Bills**

Regular Purchases.....\$ 95,076.74  
 Weekly Purchases – 7/29/11.....\$ 45,195.25  
 Weekly Purchases –8/5/11.....\$ 90,771.10  
**Total ..... 2 .....\$ 231,043.09**

**Mayor:**

James Dyer

**Council Members:**

Ward 1 - Wayne Booton

Ward 2 - Nick Metzger

Ward 3 - Brent Williams

Ward 4 - Ryan Traver

Ward 5 - Jody Mankerian

At-Large - Kathy Miller



8) PRESENTATIONS AND RECOGNITIONS

A. Amendment for Lease, Improvement, and Purchase of Real Estate with Cronin Development, LLC

Steve Eyke of Cronin Development, LLC will present an update of his planned redevelopment of the Cronin Building. Council will consider the approval of the amendment.

9) INFORMATIONAL ITEMS

A. Event Report – Madison Green Art Faire

B. Event Report – Civil War Ball

10) PUBLIC HEARINGS & SUBSEQUENT COUNCIL ACTION

A. Public Hearing – Overnight Parking Ordinance

City Council will hear public comment on the proposed changes to Ordinance §73.19 for Overnight Parking Permits.

11) OLD BUSINESS

12) REPORTS AND RECOMMENDATIONS

A. Bogar Theatre Liquor License Transfer Request

City Council will consider the recommendation to approve the resolution to transfer the Class C Liquor License to the Bogar Theatre.

B. Print and Web Design Consultant Contract

City Council will consider the recommendation to approve retaining ILS Web Design to complete the Byways funded Print and Web Design work for \$21,500 and authorize the City Clerk to execute an agreement for services.

C. Michigan Medical Marihuana Act Moratorium

City Council will review the Ordinance and determine how to proceed.

D. Firekeeper's Local Revenue Sharing Board Allocation

City Council will consider the allocation of the funding from the proceeds from the Firekeeper's Local Revenue Sharing.

E. City Visioning, Goals, Objectives and Tasks

City Council will determine how to receive community input and direct staff to proceed with the plan.

F. Powerhouse Capital

City Council will consider the recommendation to approve the proposal submitted by Primary Integration Encorp LLC for \$205,000. This package will include the installation of two new exciters and the controls necessary to upgrade engine #2 to allow interface with the new switchgear.

G. Bid Award – River/Maple Road Rehabilitation

City Council will consider the recommendation to accept the low bid from Michigan Paving and Materials Co. of Kalamazoo, MI for the amount of \$141,781.91 for River/Maple Road Rehabilitation.



**13) APPOINTMENTS / ELECTIONS**

**14) PUBLIC COMMENT ON NON-AGENDA ITEMS**

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

**15) COUNCIL AND MANAGER COMMUNICATIONS**

**16) ADJOURNMENT**

Respectfully submitted,

A handwritten signature in black ink that reads "Tom Tarkiewicz". The signature is fluid and cursive, with a long, sweeping underline that extends to the right.

Tom Tarkiewicz  
City Manager



**ADMINISTRATIVE REPORT**  
**August 15, 2011 - CITY COUNCIL MEETING**

**REPORT TO:** Honorable Mayor and City Council Members  
**FROM:** Natalie Huestis, Director of Community Services  
Tom Tarkiewicz, City Manager  
**SUBJECT:** Blanket Signature Resolution for MDOT related projects

**BACKGROUND:** MDOT is required to have a blanket signature resolution on file for all future projects and project revisions that need to be submitted. The last blanket signature resolution that MDOT has on file is from 2006 for agreement number 2007-0253. The current agreement with MDOT is 2012-0128 and requires another blanket signature document to cover the next 5 years. Signing of this resolution will allow the Clerk-Treasurer and/or the Director of Community Services to sign official MDOT contracts and revisions to those contracts.

**RECOMMENDATION:** Approve the Blanket Signature Resolution to allow the Clerk-Treasurer and/or Director of Community Services to sign future project and project revisions.

**FISCAL EFFECTS:** None.

**ALTERNATIVES:** As suggested by Council.

Respectfully submitted,

  
Tom Tarkiewicz  
City Manager

  
Natalie Huestis  
Director of Community Services

CITY OF MARSHALL, MICHIGAN  
RESOLUTION #2011-

BLANKET SIGNATURE RESOLUTION FOR PUBLIC  
TRANSPORTATION RELATED SERVICES

WHEREAS the City of Marshall has the authority to contract with the Michigan Department of Transportation for State and/or Federal funds for passenger transportation related services; and

NOW, THEREFORE, BE IT RESOLVED that the Marshall City Council hereby resolves and authorizes the City Clerk-Treasurer and/or Director of Community Services to execute said agreement for and on behalf of the City of Marshall.

WHEREAS, this resolution shall also approve execution of Project Authorizations for any programs designated by the City of Marshall and/or Project Authorizations for any amount determined by the City of Marshall with the Michigan Department of Transportation which are issued under Master agreement Number 2012-0128,

NOW, THEREFORE, BE IT RESOLVED that the City Clerk-Treasurer and/or the Director of Community Services of the City of Marshall are authorized to enter into and execute on behalf of the City of Marshall all such Authorizations with the Michigan Department of Transportation for passenger transportation related services for the Agreement period.

I, Sandra Bird, being duly sworn as Clerk-Treasurer for the City of Marshall, hereby certify that the foregoing is a true and complete copy of Resolution No. 11- adopted by the City Council, City of Marshall, County of Calhoun, State of Michigan, at a regular meeting held on August 15, 2011, and that said meeting was conducted and that the minutes of said meeting were kept and will or have been made available.

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Sandra Bird, CLERK-TREASURER

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



**ADMINISTRATIVE REPORT**  
**August 15, 2011 - CITY COUNCIL MEETING**

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

**FROM:** Carl Fedders, Director of Public Services  
John Riske, Airport Manager  
Tom Tarkiewicz, City Manager

**SUBJECT:** Parallel Taxiway Rehabilitation Contract for Federal/State/Local Airport Project Under the Block Grant Program.

**BACKGROUND:** The City has received a grant through the Michigan Department of Transportation (MDOT) for the rehabilitation of the parallel taxiway at Brooks Field. The funding is divided between the Federal Aviation Association, the State of Michigan and the City of Marshall; 95%, 2.5%, and 2.5% respectively. The proposed rehabilitation has been included in the MDOT approved 10-year capital improvement plan (CIP) as well as in the City of Marshall FY 2012 CIP at an estimate \$400. MDOT will receive the bids, and City Council will be required to take action at that time.

Mead Hunt of Lansing has been the City's airport engineer. The City's 2.5% cost sharing portion for the design phase is approximately \$700. The anticipated overrun will be balanced by other line item savings.

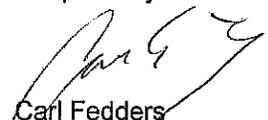
The portion of the construction cost that the City is responsible for is estimated at \$8,625. Construction is planned for Spring of 2012.

**RECOMMENDATION:** It is recommended that City Council adopt the attached resolution authorizing the Clerk-Treasurer to sign the contract with the Michigan Department of Transportation for the Development of engineering plans for the east section of the parallel taxiway.

**FISCAL EFFECTS:** To approve and appropriate \$700 from the Airport Fund Capital Outlay expenditure budget line item 295-900-970.00 for the City's cost sharing portion of the airport parallel taxiway rehabilitation project.

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

Respectfully submitted,

  
Carl Fedders  
Director of Public Services

John Riske  
Airport Manager

  
Tom Tarkiewicz  
City Manager

323 W. Michigan Ave.  
Marshall, MI 49068  
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**CITY OF MARSHALL, MICHIGAN  
RESOLUTION # 2011-\_\_**

**CERTIFIED SIGNATURE RESOLUTION FOR  
MDOT CONTRACTS**

**WHEREAS**, the City of Marshall has the authority to contract with the Michigan Department of Transportation for State and/or Federal funds for transportation related service; and

**WHEREAS**, the City of Marshall does hereby approve Contract No. 2011-0407,

**NOW, THEREFORE**, be it resolved that the City Clerk-Treasurer of the City of Marshall be authorized and directed to execute said Contract for and on behalf of the City of Marshall.

**CERTIFICATE**

The undersigned duly qualified Board Secretary of the City of Marshall certifies the forgoing is a true and correct copy of a resolution adopted at a legally convened meet of the City Council held on August 15, 2011.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date



**ADMINISTRATIVE REPORT**  
**August 15, 2011 - CITY COUNCIL MEETING**

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

**FROM:** Tom Tarkiewicz, City Manager  
Carl Fedders, Director of Public Services  
Dennis Dixon, Electric Superintendent

**SUBJECT:** 500 MCM Underground Copper Primary Wire

**BACKGROUND:**

The Electric Department is in need of 2,000 ft. of 500 MCM Underground Copper Primary Wire to finish the Industrial Park feed through the airport.

The City solicited bids from five (5) vendors for the wire. The bids received are as follows:

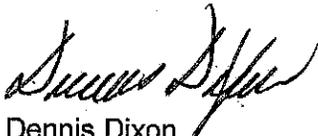
Power Line Supply, Reed City, MI	\$30,000
Wesco, Aurora, OH	\$31,102
Resco, Middleton, WI	\$36,920
Champion Charter Sales, Iron Mt, MI	No Bid

**RECOMMENDATION:** Staff recommends that City Council accept the bid from Power Line Supply for the wire in the amount of \$30,000

**FISCAL EFFECTS:** To authorize and appropriate \$30,000 in the Electric Fund Capital Outlay expenditure budget line item 582-900-970.00 for the wire purchase for the pole replacement and reconstruction project. In the FY 2012 budget, there is \$75,000 budgeted for Pole Replacement and Reconstruction.

**ALTERNATIVES:** As suggested by Council

Respectfully submitted,

  
Dennis Dixon  
Electric Superintendent

  
Carl Fedders  
Director of Public Services

  
Tom Tarkiewicz  
City Manager

323 W. Michigan Ave.

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**ADMINISTRATIVE REPORT**  
**August 15, 2011 - City Council Meeting**

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

**FROM:** Tom Tarkiewicz, City Manager  
Sandra Bird, Clerk-Treasurer

**SUBJECT:** Application Resolution for the May 29, 2011 Severe Storm  
State Reimbursement Grant

**BACKGROUND:** To be eligible for the State disaster contingency fund grant reimbursement, the application process requires a formal resolution to be submitted along with the application. The requested reimbursement amount is blank in the resolution and will be available at the meeting.

**RECOMMENDATION:** Staff recommends that City Council approve the attached resolution to be eligible for storm damage reimbursement from the State grant.

**FISCAL EFFECTS:** If the grant is awarded, the reimbursement will increase the General Fund revenues in the FY 2012 budget.

**ALTERNATIVES:** As suggested by Council

Respectfully submitted,

  
Sandra Bird  
Clerk-Treasurer

  
Tom Tarkiewicz  
City Manager

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**CITY OF MARSHALL, MICHIGAN  
RESOLUTION #2011-\_\_\_\_\_**

**STATE DISASTER CONTINGENCY FUND GRANT RESOLUTION  
FOR THE MAY 29, 2011 STORM - APPLICATION FOR FINANCIAL ASSISTANCE**

**WHEREAS**, The City Council of the City of Marshall, County of Calhoun, State of Michigan (the "City") is a political subdivision within the State of Michigan with an official Emergency Operations plan in compliance with Section 19 of the Emergency Management Act, Act 390, Public Acts of 1976, as amended.

**WHEREAS**, the City of Marshall sustained severe losses of major proportions brought on by the severe storm on May 29, 2011 resulting in the following conditions: weather assessment teams spotting for tornados, multiple calls for numerous trees, power line wires (some live) and transformers down, securing the areas with barricades and danger tape, and traffic control for lines down and impassable roads due to building materials and debris, notifying the railroad for trees on track, medical calls for citizens running out of oxygen, cleared storm drains that were blocked, coordination of services between the public works, police, fire and County personnel.

**WHEREAS**, the City Council certifies that the County Emergency Operations Plan was implemented at the onset of the disaster at 4:30 pm on May 29, 2011, and that all applicable disaster relief forces identified therein were exhausted.

**WHEREAS**, as a direct result of the disaster, public damage and expenditures were extraordinary and place an unreasonably great financial burden on the City of Marshall totaling \$\_\_\_\_\_.

**NOW, THEREFORE, BE IT RESOLVED THAT** the City Council requests the Governor authorize a grant to the City of Marshall from the State Disaster Contingency Fund pursuant to Section 19, Act 390, Public Acts of 1976, as amended.

**FURTHERMORE**, Sandra Bird, Clerk-Treasurer, is authorized to execute for and in behalf of the City of Marshall the application for financial assistance and to provide to the State any information required for that purpose.

Action taken and incorporated in the minutes of a meeting of the City of Marshall on August 15, 2011.

\_\_\_\_\_  
Sandra Bird, Clerk-Treasurer

I hereby certify that the foregoing is a true and complete copy of a resolution duly adopted by the City Council of the City of Marshall, County of Calhoun, State of Michigan, at a Regular meeting held on August 15, 2011 at 7:00 o'clock p.m., prevailing Eastern Time, and that said meeting was conducted and public notice of said meeting was given pursuant to and in full compliance with the Open Meetings Act, being Act 267, Public Acts of Michigan, 1976, and that the minutes of said meeting were kept and will be or have been made available as required by said Act 267.

\_\_\_\_\_  
Sandra Bird, Clerk-Treasurer

IN A WORK SESSION Monday, August 1, 2011 at 6:00 P.M. at Marshall House Apartments, 200 East Spruce Street, Marshall, MI, the Marshall City Council was called to order by Council Member Williams.

Present: Council Members: Booton, Mankerian, Metzger, Miller, and Williams.

Also Present: Police Chief Schwartz.

Absent: Mayor Dyer and Council Member Traver.

**A.** Council took a tour of the newly renovated apartments at the Marshall House.

**B.** Marshall House Administrator John Rodgers provided information on the financial impact of the apartment renovations at the Marshall House.

The meeting was adjourned at 6:50 p.m.

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James L. Dyer, Mayor

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Sandra Bird, Clerk-Treasurer

**CALL TO ORDER**

IN REGULAR SESSION Monday, August 1, 2011 at 7:00 P.M. at Marshall House Apartments, 200 West Spruce Street, Marshall, MI, the Marshall City Council was called to order by Council Member Williams.

**ROLL CALL**

Roll was called:

Present: Council Members: Booton, Mankerian, Metzger, Miller, and Williams.

Also Present: Police Chief Schwartz.

Absent: Mayor Dyer and Council Member Traver.

**Moved** Miller, supported Mankerian, to excuse the absence of Mayor Dyer and Council Member Traver. On a voice vote: **MOTION CARRIED.**

**INVOCATION/PLEDGE OF ALLEGIANCE**

Scott Loughrige of Cross Roads Church & Ministries gave the invocation and Mayor Pro Tem Williams led the Pledge of Allegiance.

**APPROVAL OF THE AGENDA**

**Moved** Metzger, supported Booton, to approve the agenda with the addition of the Event Report-Jam for a Cure as item 9F. On a voice vote: **MOTION CARRIED.**

**PUBLIC COMMENT ON AGENDA ITEMS**

Bruce Smith of 315 Westbrook Court feels the city should set aside some of the funds from Local Revenue Sharing Board for future repairs to the fountain.

John LaPietra of 386 Boyer Court asked for more information on the event report that was added to the agenda.

**CONSENT AGENDA**

**Moved** Metzger, supported Mankerian, to approve the consent agenda:

- A. Schedule a public hearing for Monday, August 15, 2011 to hear public comment on the proposed changes to Ordinance §73.19 for Overnight Parking permits;
- B. Approve the Master Agreement with the State of Michigan for passenger transportation related services and execution of Project

- Authorizations for any transportation related projects and/or programs;
- C. Approve minutes of the City Council Regular Session and Work Session held on Monday, July 18, 2011;
  - D. Approve city bills in the amount of \$345,991.89.

On a roll call vote – ayes: Booton, Mankerian, Metzger, Miller, and Williams; nays: none. **MOTION CARRIED.**

### **PRESENTATIONS AND RECOGNITIONS**

Chief Schwartz announced the promotion of Officer Ritsema to Sergeant within the Marshall Police Department.

### **INFORMATIONAL ITEMS**

Event Reports were provided for the following events in the City of Marshall:

- Marshall Music Faire on August 27, 2011
- Marshall Community Movie Night on August 6, 2011
- Young Eagle Event on August 13, 2011
- Zarzuela Birthday Party on August 6, 2011
- Hispanic Heritage Festival on September 24, 2011
- Jam for a Cure on August 13, 2011

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

None.

### **OLD BUSINESS**

None.

### **REPORTS AND RECOMMENDATIONS**

#### **A. Local Revenue Sharing Board Distribution:**

**Moved** Booton, supported Metzger, to table taking any action until after a work session to discuss at a later date. On a roll call vote – ayes: Mankerian, Metzger, Miller, Williams and Booton; nays: none. **MOTION CARRIED.**

#### **B. City Visioning, Goals, Objectives and Tasks:**

No Council Action Taken. Provided direction to staff to set up meet and greet nights with citizens.

**C. Michigan Municipal League Foundation Shared Services Initiative Grant – Police Facility:**

**Moved** Miller, supported Mankerian to retain the Redstone Group of Bloomfield Hills for the Police Facility Feasibility Study funded 50% from the Michigan Municipal League Foundation Shared Public Services Initiative Grant. On a roll call vote – ayes: Mankerian, Metzger, Miller, Williams and Booton; nays: none. **MOTION CARRIED.**

**APPOINTMENTS / ELECTIONS**

**A. Parks and Recreation Appointments:**

**Moved** Mankerian, supported Booton to reappoint Randal Eshuis and Kristine Boley-Morse to the Parks and Recreation Board with terms expiring July 1, 2014. On a voice vote – **MOTION CARRIED.**

**B. Brooks Nature Area Advisory Board Appointments:**

**Moved** Miller, supported Mankerian to reappoint Randal Eshuis and Janet Schoenmeyer to the Brooks Nature Area Advisory Board with terms expiring on August 15, 2014. On a voice vote – **MOTION CARRIED.**

**PUBLIC COMMENT ON NON-AGENDA ITEMS**

John LaPietra of 386 Boyer Court suggested placing a copy of the City Council's Goals at the library.

Diane Larking, Main Street Manager spoke of the success of the Blues Fest and thanked everyone for their support.

**COUNCIL AND MANAGER COMMUNICATIONS**

None.

**ADJOURNMENT**

The meeting was adjourned at 8:05 p.m.

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James L. Dyer, Mayor

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Sandra Bird, Clerk-Treasurer

IN A WORK SESSION Monday, August 8, 2011 at 5:00 P.M. in the Conference Room, Public Service Building, 900 South Marshall Avenue, Marshall, MI, the Marshall City Council was called to order by Mayor Dyer.

Present: Council Members: Booton (arrived at 5:50 p.m.), Mankerian, Mayor Dyer, Metzger, Traver and Williams.

Also Present: City Manager Tarkiewicz, Director of Public Services Carl Fedders, Powerhouse Superintendent Keith Zienert.

Absent: Council Member Miller.

A. City Staff presented a Power point presentation on the City's powerhouse. A tour of the facility followed.

The meeting was adjourned at 7:15 p.m.

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James L. Dyer, Mayor

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Sandra Bird, Clerk-Treasurer

VENDOR APPROVAL SUMMARY REPORT

Date: 08/11/2011  
 Time: 1:44pm  
 Page: 1

CITY OF MARSHALL

Vendor Name	Vendor Number	Description	Check Amount	Hand Check Amount
ACTRON INTEGRATED SECURITY SYS	7881	QTRLY MONITORING FEE	300.00	0.00
ALEXANDER CHEMICAL CORPORATION	7024	CYLINDER DEPOSIT REFUND	2,165.00	0.00
AMERICAN PLANNING ASSOC.	7044	APA MEMBERSHIP-N.HUESTIS	189.00	0.00
AMP INC	9714	TREE TRIMMING	12,656.00	0.00
ARISTA TRUCK SYSTEMS, INC	300081	#314 HYDRAULIC PUMP	499.42	0.00
ARROW UNIFORM	6839	CUST #010198-04	971.24	0.00
AUTO VALUE MARSHALL	21340	75W140 SYNTH	1,952.63	0.00
B S & A SOFTWARE	7143	MISC RECEIVABLES SUPPORT	510.00	0.00
BATTERIES PLUS	6532	RECLOSER S.SUB, EXIT LIGHTS	667.34	0.00
BONNIE'S TAILORING	2257	ALTERATIONS	30.00	0.00
BOSHEARS FORD SALES INC	7117	M-5 RPR DOOR LOCKS	95.70	0.00
CB HALL ELECTRIC COMPANY	3387	CHG BREAKER @ TOWER	73.00	0.00
CIVIL ENGINEERS INC	9216	2011.03 Local Road Rehab - Eng	3,561.25	0.00
CLASSIC DRY CLEANING&TAILORING	5975	CLEANING & LAUNDRY	419.60	0.00
COURTNEY & ASSOCIATES	7259	JULY SERVICES	250.00	0.00
CRT, INC	6541	BACKUP DR APPLIANCE SERVICE	2,110.00	0.00
CRYSTAL FLASH ENERGY	6176	PROPANE - FORK TRUCK	50.30	0.00
D & D MAINTENANCE SUPPLY	7271	JANITORIAL SUPPLIES	992.59	0.00
DARLING ACE HARDWARE	7281	POOL SUPPLIES	883.19	0.00
EJUSTICE SOLUTIONS LLC	300114	RECORDS MANAGEMENT - SEPT	1,000.00	0.00
EXACTITUDE LLC	400167	HONOLULU HOUSE FENCING	4,000.00	0.00
FIVE STAR SPRINKLERS	300485	SERVICE CALL	675.00	0.00
GORDON FOOD SERVICE INC	8734	PLAYGROUND SUPPLIES	103.27	0.00
GRAINGER	3644	COMPOUND GAUGES	191.33	0.00
HD SUPPLY FACILITIES MAINT	9781	SAFETY GLASSES, TANK LEVER	67.85	0.00
HERMANS MARSHALL HARDWARE	7446	GLUE, SCREEN	128.80	0.00
HOLLAND BUS COMPANY	5874	DART 10 - RESTRAINT BELT	106.57	0.00
HYDRO DYNAMICS INC	7655	LIFT STATION BREAKER	161.40	0.00
HYDRO METER SERVICES INC	2181	METER TESTS & REPAIR	1,218.65	0.00
IRISH ACRES DISTRIBUTING	300132	SERVICE CALL & LABOR	200.00	0.00
J & K PLUMBING SUPPLY	3351	SUPPLIES FOR DOWNTOWN EVENTS	93.45	0.00
JIMMY'S JOHNS	4235	COMPOST CENTER	765.00	0.00
KAR LABORATORIES INC	8817	CYANIDE ANALYSIS	665.00	0.00
KIDDER HEATING & AIR CONDITION	7517	SERVICE CALL	575.00	0.00
LAKELAND ASPHALT CORPORATION	7526	BITUMINOUS AGGREGATES	151.74	0.00
LANCASTER TRACTOR & EQUIPMENT	4491	#508 & #509 V-BELT	343.40	0.00
LAWSON PRODUCTS	6497	SUPPLIES	142.63	0.00
LEWEY'S SHOE REPAIR	7538	BOOT ALLOWANCE	168.00	0.00
LEXISNEXIS OCC HEALTH SOLUTION	300324	DRUG TEST	48.00	0.00
MARSHALL COMMUNITY FOUNDATION	7559	MPACT	7,500.00	0.00
MARSHALL CUTTING EDGE LAWCARE	7270	FIELD MOWING @ INDUSTRIAL PARK	1,316.80	0.00
MARSHALL LUMBERTOWN	7569	2 X 12 X 8 #2 & BTR	1,163.64	0.00
MARSHALL TIRE	3771	#362 TIRES	832.00	0.00
MICHIGAN RECREATION AND	7661	MEMBERSHIP DUES	454.00	0.00
MILLER CANFIELD PADDOCK &	7683	JULY SERVICES-GENERAL MATTERS	715.00	0.00
MSC INDUSTRIAL SUPPLY CO	6831	RUBBER BANDS 12" X 1/4"	163.16	0.00
NAPA OF MARSHALL	2939	MIRRORS	25.43	0.00
NU-TWIST SCREEN PRINTING	7732	T-SHIRTS	151.35	0.00
NYE UNIFORM COMPANY	7733	SHIRTS	1,497.71	0.00
ORTHERS	21127	GRASS SEED, MILORGANITE	62.24	0.00
MARTIN OVERHISER	5181	C & C LANDFILL FOR MUSEUMS PRJ	81.61	0.00
PARTY TIME TENTS	7910	BLUES FEST CARDBOARD TRASH BAG	80.00	0.00
POWER LINE SUPPLY	7821	#2 ALUMINUM TRIPLEX	4,713.57	0.00
PRIMARY INTEGRATION ENCORP LLC	5897	SWITCHGEAR PROJECT	25,300.00	0.00
QUALITY LAWN CARE	8838	MH LAWN CARE	861.00	0.00
RADIO COMMUNICATIONS	7810	REPAIR CAMERA SYSTEM	593.66	0.00
RS TECHNICAL SERVICE INC	9149	SCALES	4,758.02	0.00
RD MYERS	8837	TRANSFORMER OIL SAMPLE	105.00	0.00
STANDARD PRINTING & OFFICE	7903	TOWN CRIER	329.74	0.00
STANLEY LAWN & GARDEN	7905	ECHO HEAD FOR WEED WHIP	31.99	0.00
STANTEC CONSULTING MICHIGAN	9713	SRF - Project Plan	1,437.21	0.00
STATE OF MICHIGAN - MDOT	4521	TRAFFIC SIGNAL ENERGY	596.75	0.00
SUMMIT POINTE	5891	JULY MOWING	600.00	0.00
VALLEY TRUCK PARTS	9536	REAR END #322	2,412.71	0.00
VERMEER OF MICHIGAN, INC	9676	SCREWS, BLADE SHARPENING	112.80	0.00

Grand Total: 95,076.74 0.00

CHECK NUMBER SERIES AS OF FRIDAY, 08/05/11

	Beginning #	Ending #	Dated
PAYROLL-ACH	71224	71232	07/23/11-08/05/11
A/P & P/R-OTHER	88458	88592	07/23/11-08/05/11

VENDOR APPROVAL SUMMARY REPORT

Date: 07/29/2011

Time: 8:56am

Page: 1

CITY OF MARSHALL

Vendor Name	Vendor Number	Description	Check Amount	Hand Check Amount
ALLSTATE WORKPLACE DIVISION	3431	POLICY #ALLMI550	768.77	0.00
ATLAS SALES	300319	Beverage Purchases for Blues F	2,833.15	0.00
SARA BLACK	400304	REFUND UTILITY OVERPAYMENT	24.78	0.00
CALHOUN COUNTY TREASURER	7177	12/16/10-06/30/11 DEL PER PROP	7,283.25	0.00
CALHOUN INTERMEDIATE	7178	12/16/10-06/30/11 DEL PER PROP	4,390.87	0.00
CONSUMERS ENERGY	8560	1000 0916 3708	621.65	0.00
DELTA DENTAL PLAN OF MICHIGAN	7294	CUST #MI022820001	4,555.33	0.00
ANGELINA FAGGION	400305	REFUND UTILITY DEPOSIT	67.20	0.00
DARYL GANO	8148	INSPECTOR COMMISSION	797.50	0.00
GENERAL SURGICAL ASSOCIATES	400308	REFUND DEL TAX	5.71	0.00
GORDON FOOD SERVICE INC	8734	SUPPLIES FOR REC FIELD	66.45	0.00
JOHN GROSS	300013	INSPECTOR COMMISSION	90.00	0.00
WILLIAM HANKINSON	6055	BOOT REIMBURSEMENT	168.00	0.00
KALAMAZOO KETTLE CORN	400306	REFUND VENDOR FEE	250.00	0.00
KELLOGG COMMUNITY COLLEGE	7507	12/16/10-06/30/11 DEL PER PROP	3,214.27	0.00
DESSIE KOEHLER	400101	REFUND UTILITY DEPOSIT	6.62	0.00
MARSHALL COMMUNITY CU	7558	6187 - RODGERS	1,132.52	0.00
MARSHALL DISTRICT LIBRARY	8065	12/16/10-06/30/11 DEL PER PROP	1,118.45	0.00
MARSHALL FIREFIGHTER AMBULANCE	7561	12/16/10-06/30/11 DEL PER PROP	694.88	0.00
MARSHALL LANES	739	PLAYGROUND TRIP #5	814.00	0.00
MARSHALL PUBLIC SCHOOLS	7574	12/16/10-06/30/11 DEL PER PROP	14,277.63	0.00
SHEAR DELIGHT HAIR DESIGN	400309	JULY B.O.R. ADJ (2010)	120.36	0.00
STATE OF MICHIGAN	300373	FIN #38-6004708, SALES TAX RET	923.77	0.00
STATE OF MICHIGAN	400307	12/16/10-06/30/11 DEL IFT	955.09	0.00
Grand Total:			45,180.25	0.00

PRESCRIPTION REIMBURSEMENTS 15.00

TOTAL CASH DISBURSEMENTS \$45,195.25

VENDOR APPROVAL SUMMARY REPORT

Date: 08/05/2011

Time: 10:36am

Page: 1

CITY OF MARSHALL

Vendor Name	Vendor Number	Description	Check Amount	Hand Check Amount
AD-VISOR & CHRONICLE	7557	JULY ADS	1,052.50	0.00
BATTLE CREEK UNLIMITED, INC.	4558	AUGUST	13,750.00	0.00
BROADSTRIPE	21550	ACCT #198-177805	32.97	0.00
CALHOUN COUNTY EQUALIZATION	7169	ASSESSING - JULY	2,063.92	0.00
CALHOUN INTERMEDIATE	7178	12/16/10-06/30/11 DEL PER PROP	4,208.11	0.00
CITGO	3724	CITGO FLEET #132271610	14,778.30	0.00
COMMERCIAL OFFICE PRODUCTS	9769	STAPLER,TAPE,TABS,FOLDERS	164.71	0.00
CORNERSTONE INSPECTION SRVCS	300392	INSPECTIONS	1,205.00	0.00
WILLIAM DAY	8268	MEALS	30.00	0.00
JOE DELAPAS	6084	MEALS	50.00	0.00
DENNIS DIXON	400187	PARKING AT MEUSA SHOW	12.00	0.00
MORRIS EVANS	2218	TRADE SHOW MEAL	8.78	0.00
FAS-AHM UTILITIES	400311	REFUND UTILITY DEPOSIT	12.51	0.00
GOVERNMENT FINANCE OFFICER	7398	SUBSCRIPTION	35.00	0.00
GRIFFIN PEST SOLUTIONS	400246	323 W MICHIGAN	104.00	0.00
ANDREW GROENEVELD	3495	TATTOOS	118.90	0.00
JOHN HACKER	2529	MEALS	21.59	0.00
KELLOGG HOTEL & CONFERENCE CTR	9648	R KIESSLING, CONF #2808424	288.90	0.00
MARSHALL PUBLIC SCHOOLS	7574	12/16/10-06/30/11 DEL PER PROP	12,392.58	0.00
RODNEY MCFADDEN	4239	MUESA MEAL & PARKING	17.22	0.00
MEDLER ELECTRIC COMPANY	7604	CONDUIT	654.90	0.00
MICHIGAN STATE UNIVERSITY	6981	FIRE INSPCTRS CONFERENCE	325.00	0.00
MICHIGAN-SHIGA SISTER-STATE	3373	FINAL PAYMENT FOR TRIP	1,730.00	0.00
DAVID MILTENBERGER	5933	REFUND UTILITY DEPOSIT	45.49	0.00
MISSION CAR WASH	217915	JULY CHARGES	55.00	0.00
MMEA	2222	MMEA FALL CONFERENCE	900.00	0.00
NAPA OF MARSHALL	2939	BRAKE CLEANER, BREAK AWAY	6.25	0.00
REPUBLIC SERVICES #249	2096	ACCT #3-0249-1022021	740.25	0.00
SCOTT RISNES	4337	TAX CERT REFUND	187.50	0.00
SCHULERS RESTAURANT	7857	ENERGY OPTIMIZATION	912.00	0.00
SPRINT	9628	ACCT #224843832	429.49	0.00
STATE OF MICHIGAN	3448	12/16/10-06/30/11 IFT CORRCTN	2,067.81	0.00
STATE OF MICHIGAN	4872	38-6004708, 07/11, SALES TAX	31,735.35	0.00
JEFF TAYLOR	4246	MEALS	30.00	0.00
PENDERCARE MARSHALL	400313	GOLF OUTING SPONSOR	50.00	0.00
DWEN THOMPSON	400310	REFUND UTILITY DEPOSIT	46.38	0.00
UNIVERSAL ADVERTISING ASSOC	400178	ADVERTISING	169.50	0.00
CINDY UPRIGHT	400284	BOOT ALLOWANCE	180.00	0.00
SHERI ZIENERT	5152	MEAL & PARKING	120.79	0.00
Grand Total:			90,732.70	0.00

PRESCRIPTION REIMBURSEMENTS 38.40

TOTAL CASH DISBURSEMENTS \$90,771.10



**ADMINISTRATIVE REPORT**  
**August 15, 2011 - CITY COUNCIL MEETING**

**REPORT TO:** Honorable Mayor and City Council  
**FROM:** Tom Tarkiewicz, City Manager  
**SUBJECT:** Cronin Building Development Agreement

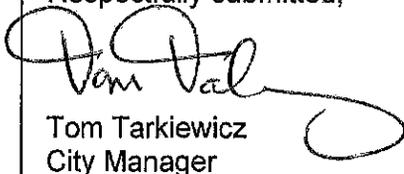
**BACKGROUND:** At the February 22<sup>nd</sup> meeting, the City Council approved an Option Agreement, the Property Lease & Development Agreement, and the Amendment for Lease Improvement and Purchase of Real Estate with Cronin Development, LLC for the redevelopment of the Cronin Building. Steve Eyke has been working on the project but has been delayed due to requirements of State programs. The City Attorney has drafted an Amendment to Agreement for Lease, Improvement, and Purchase of Real Estate which extends the plan completion from June 30<sup>th</sup> to September 30<sup>th</sup>. Mr. Eyke will be present at the meeting to discuss his progress and his proposed schedule.

**RECOMMENDATION:** It is recommended that the Council authorize the Clerk-Treasurer to sign the Amendment to Agreement for Lease, Improvement, and Purchase of Real Estate with Cronin Development, LLC for the redevelopment of the Cronin Building.

**FISCAL EFFECTS:** The development agreement costs for the City are estimated at \$36,000. This redevelopment will allow the City to not have to reimburse the \$300,000 grant to the State.

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

Respectfully submitted,

  
Tom Tarkiewicz  
City Manager

323 W. Michigan Ave.

Marshall, MI 49068

p 269.781.5183

f 269.781.3835

cityofmarshall.com

AMENDMENT TO AGREEMENT

FOR LEASE, IMPROVEMENT AND PURCHASE OF REAL ESTATE

RECITALS:

*Whereas*, the City of Marshall has on February 28, 2011 entered into an Agreement for Lease, Improvement and Purchase of Real Estate (the "Agreement") with a limited liability company to be organized by Steve Eyke; and

*Whereas*, the limited liability company contemplated by the parties has been formed by the filing of Articles of Organization with the State of Michigan office of Licensing and Regulatory Affairs under the name "Cronin Building Development, LLC"; and

*Whereas*, due to various circumstances including, among others, matters beyond their direct control, the parties desire to extend certain deadlines; now

*Therefore*,

The Parties agree that the Developer, referred to in the Agreement is Cronin Building Development, LLC, a Michigan limited liability company.

The Parties further agree that Cronin Building Development, LLC shall develop plans and specifications acceptable to the Michigan State Historic Preservation Office on or before September 30, 2011 and shall adhere to such plans and specifications for rehabilitation and refurbishment of the Real Property. Failure on the part of the Developer to submit and comply with such architectural plans and specifications may jeopardize grant funds and shall constitute a material breach of this Agreement.

All other terms of the Agreement not explicitly modified by this Amendment to Agreement for Lease, Improvement and Purchase of Real Estate are ratified and remain in full force and effect.

IN WITNESS WHEREOF, the duly authorized representatives of the parties set their hands and seals on the day and year first above written.

Signed by: CITY OF MARSHALL

By \_\_\_\_\_  
Sandra Bird, Clerk-Treasurer

Cronin Building Development, LLC

\_\_\_\_\_  
By: Steve Eyke  
Its: Organizer

Drafted by:

Paul K. Beardslee (P42177);  
City Attorney  
Beardslee Law Office, PLC  
206 S. Kalamazoo Avenue, Marshall, MI 49068  
(269) 781-5193

**EVENT REPORT**

**EVENT:** Madison Green Art Faire

**EVENT LOCATION:** Multiple locations

**SPONSOR:** Marshall Historical Society

**EVENT DATE:** Saturday and Sunday, September 10<sup>th</sup> and 11<sup>th</sup>

**EVENT TIMEFRAME:** Saturday – 9am to 5pm  
Sunday – 10am to 5pm

**MDOT PERMIT REQUIRED:** YES  NO  Banner- no

**MDOT PERMIT GRANTED:** YES  NO  **DATE:**

**ROAD CLOSURE TIMEFRAME:** Friday, September 9<sup>th</sup> 5pm to Sunday, September 11<sup>th</sup> 5pm

**ROAD CLOSURE DETAIL:** Madison Street from Green Street to Michigan Avenue

**EVENT CLOSURE DETAIL:** See event detail

**DETOUR DETAIL:** No posted detours

**EVENT DETAIL:** The Madison Green Art Faire held during home tour has been held on Madison Street and the back yard of the post office for the last five years. The emphasis is on high-end, original works, and artists were asked to submit samples of their work for jury, a selection process. The collection of work which range from small gift items to large works of art will bring a variety to the sizeable number of guests who come to enjoy Marshall's rich history during Home Tour. 35 artists displaying their handmade gifts in 10x10 tents. Two food booths will also be available.

**PARKING PROHIBITION:** None

**COUNCIL NOTIFICATION DATE:** August 15, 2011

**EVENT REPORT**

**EVENT:** Civil War Ball

**EVENT LOCATION:** GAR Hall, Exchange Street, and Carver Park

**SPONSOR:** Civil War Ball Committee

**EVENT DATE:** September 10<sup>th</sup>

**EVENT TIMEFRAME:** 7 pm – 10 pm

**MDOT PERMIT REQUIRED:** YES  NO  Banner: No

**MDOT PERMIT GRANTED:** YES  NO  **DATE:**

**ROAD CLOSURE TIMEFRAME:** 5pm – 11pm

**ROAD CLOSURE DETAIL:** Exchange Street from E Green Street to E. Michigan Avenue.

**EVENT CLOSURE DETAIL:** Ball will take place in Exchange Street with a Civil War encampment at the GAR Hall and Carver Park used as a backdrop.

**DETOUR DETAIL:** No posted detours

**EVENT DETAIL:** A formal ball keeping with the period around the Civil War that is sure to provide a wonderful opportunity for tourist and residents alike.

**PARKING PROHIBITION:** No parking along Exchange Street from E Green Street to E. Michigan Avenue.

**COUNCIL NOTIFICATION DATE:** August 15, 2011

2327 North Kalamazoo Avenue  
Marshall MI 49068



July 26, 2011

Marshall City Council Members  
City of Marshall Town Hall  
323 West Michigan Avenue  
Marshall MI 49068

Dear Marshall City Council Members:

Subject: Request to close Exchange Street

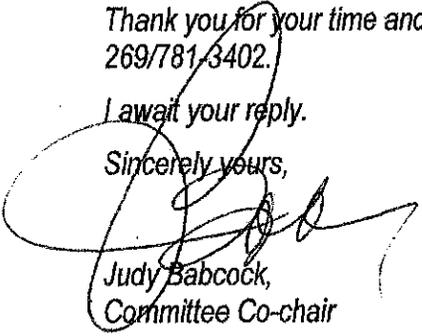
I am requesting your approval, to close off the north end of Exchange Street from the Michigan Avenue traffic light to the intersection of Green Street from 5:00pm to 12:00pm on Saturday, September 10, 2011.

We will be holding the Civil War Ball once again this year in conjunction with Marshall's Home Tour. It will take place from 7:00pm to 10:00pm. We wish to hold it outside, next to the GAR Hall where they will be having a Civil War Encampment. Our Ball is in keeping with their period event and a wonderful opportunity for tourist and residents alike, who might wish to observe it. Also, Carver Park provides a perfect backdrop for the participants and observers to partake of refreshments. It is also a free event to local residents and visitors all.

Thank you for your time and consideration and if there are any questions, I can be contacted at 269/781-3402.

I await your reply.

Sincerely yours,

  
Judy Babcock,  
Committee Co-chair



**ADMINISTRATIVE REPORT**  
**August 15, 2011 - CITY COUNCIL MEETING**

**TO:** Honorable Mayor and City Council

**FROM:** James M. Schwartz, Police Chief  
Tom Tarkiewicz, City Manager

**SUBJECT:** Proposed Ordinance 73.19 for Overnight Parking Permits Allowed Under Certain Circumstances

**BACKGROUND:** The City of Marshall currently has an ordinance which prohibits any parking on any roadway within the City of Marshall between 2:00 am - 6:00 am. There are several residential owners that have contacted the City of Marshall requesting direction on an appeal process to allow parking on the roadway during these times. Reasons for appeal would be because of parking restriction and liabilities on their property.

To allow on street parking during prohibited times would need guidelines and rules to be effective. The property owner would need to provide proof of need to allow parking on the roadway. This would include no approved parking area acceptable to current codes and restrictions, limited parking ability due to limited lot size and possibly medical or life quality needs.

What this ordinance would not allow is parking on the roadway for convenience. This won't allow for additional parking due to apartments at residences or apartment complexes. This will not allow on street parking for residents that have multiple vehicles (more than documented drivers residing at the resident).

The fees shall be consistent with those charged for parking permits in city owned parking lots. Currently they are \$5.00 per year. By applying and filling out the application, this will allow city staff to notify vehicle owners to remove the vehicles in cases of emergency or scheduled roadway work.

**RECOMMENDATION:** As the Police Chief and Traffic Engineer for the City of Marshall it is recommended after hearing comments at the public hearing, that the Council adopt the attached Ordinance and Rules.

**FISCAL EFFECTS:** The fees will be placed in the general fund.

**ALTERNATIVES:** As suggested by Council.

Respectfully submitted,

James M. Schwartz  
Police Chief

Tom Tarkiewicz  
City Manager

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

An Ordinance to Amend City of Marshall Code, Chapter 73: Parking Regulations

The City of Marshall Ordains:

1. That Section 73.19 is hereby amended to read as follows:

**§73.19 PARKING LIMITED BETWEEN 2:00 A.M. AND 6:00 A.M.**

- (A) Except as provided in this section, It shall be unlawful for any person to park, allow to be parked or allow to remain parked, any motor vehicle on any paved surface of any public street of the city between the hours of 2:00 a.m. and 6:00 a.m.
- (B) The Traffic Engineer shall erect signs giving notice of the provisions of this section.
- (C) Specific blocks of specific streets may be permitted as exceptions to the foregoing general provisions in division (A), when so designated by the Traffic Engineer with the consent of the City Council.
- (D) Parking on any public street in the City between the hours of 2:00 a.m. and 6:00 a.m. may be permitted for a period of up to three (3) days upon notification to, and approval of, the Marshall Police Department.
- (E) Parking between 2:00 a.m. and 6:00a.m. may be permitted if the Traffic Engineer finds that, by reason of lack of space, a hardship is created for the occupants of a residence in the parking of vehicles owned by them on the occupied premises. In such cases, a permit for parking on the street may be issued by the Traffic Engineer for a period of time not to exceed one year. For the purpose of regulating and supervising parking under this subsection, an inspection shall be made in each case in which a parking permit is requested. Parking permits issued under this subsection shall not exceed two per residence and shall be issued to the registered owner of a vehicle. Permits shall not be transferrable. Each permit shall be affixed to the front windshield of the vehicle in a location readily visible. There will be an annual fee in the amount established by resolution for each permit issued. All permits will expire each December 31, and must be renewed prior to such date. Applications for temporary permits for construction, medical services, or similar purposes may be granted for periods of up to 60 days.
- (F) Vehicles parked in violation of division (A) shall be subject to immediate impoundment, in addition to being ticketed, if, in the opinion of the Traffic Engineer or his or her designee, the vehicle or vehicles are interfering or will interfere with the performance of necessary street maintenance service, including, but not limited to street cleaning or snow plowing operations.
- (G) Vehicle owners holding a permit issued pursuant to division (E) must, upon notice, immediately remove the vehicle from a public street if, in the opinion of the Traffic Engineer or his or her designee, the vehicle is

interfering or will interfere with the performance of necessary street maintenance service, including, but not limited to street cleaning or snow plowing operations. Vehicles not removed as required in this section shall be subject to immediate impoundment.

(H) the Traffic Engineer is authorized, with the consent of City Council by motion, to establish procedures for the issuance of permits for parking overnight on municipal streets.

2. That section §73.48 SCHEDULE OF FINES PAYABLE TO PARKING VIOLATIONS BUREAU, is hereby amended to add the following:

	Paid in Seven days <u>or less</u>	Paid after <u>Seven days</u>	Paid after <u>30 days</u>
Overnight parking Without a valid permit:	\$10.00	\$20.00	\$50.00

3. This Ordinance [or a summary thereof as permitted by MCL 125.3401] shall be published in the *Marshall Chronicle*, a newspaper of general circulation in the City of Marshall qualified under state law to publish legal notices. This Ordinance shall be recorded in the Ordinance Book and such recording shall be authenticated by the signatures of the Mayor and the City Clerk.

4. This Ordinance is declared to be effective immediately upon publication.

Adopted and signed this \_\_\_\_ day of \_\_\_\_\_, 2011.

\_\_\_\_\_  
James Dyer, MAYOR

\_\_\_\_\_  
Sandra Bird, CLERK-TREASURER

I, Sandra Bird, being duly sworn as the Clerk-Treasurer for the City of Marshall, hereby certify that the foregoing is a true and complete copy of an ordinance approved by the City Council, City of Marshall, County of Calhoun, State of Michigan, at a regular meeting held on August 15, 2011, and that said meeting was conducted and public notice of said meeting was given pursuant to and in full compliance with the Open Meetings Act, being Act 267, Public Acts of Michigan, 1976, and that the minutes of said meeting were kept and will be or have been made available by said Act.

\_\_\_\_\_  
Sandra Bird, CLERK-TREASURER

## **PROPOSED RULES FOR ORDINANCE 73.19**

**The Traffic Engineer proposes the following system of overnight parking permits effective as of October 01, 2011:**

1. Motorists may apply to the office of the City of Marshall Clerk-Treasurer for overnight parking permit for their vehicles. Overnight Parking Permits shall be issued for each vehicle enrolled in the program upon the completion and submission of forms created by the Traffic Engineer.
2. The cost of the Overnight Parking Permit will be Five (\$5) Dollars per year. Each Overnight Parking Permit shall expire on December 31 of the year issued. Any applicant applying for a permit after January 31 of any year shall be charged Five (\$5) Dollars for the remainder of the calendar year.
4. Temporary authorization shall be issued by the City of Marshall Police Department upon request by telephone at (269) 781-0911. Temporary authorization shall be issued at no charge to the requesting party. Temporary authorization shall not be issued for the same vehicle for more than three consecutive nights.
5. Replacement of Overnight Parking Permits shall be issued upon the payment of Five (\$5) Dollars to the Clerk-Treasurer. Overnight Parking Permit fees shall not be refunded.
6. Overnight Parking Permits shall be displayed in the lower portion of the rear-window of the vehicle, passenger side.



**ADMINISTRATIVE REPORT**  
**August 15, 2011 - CITY COUNCIL MEETING**

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

**FROM:** James Schwartz, Chief of Police  
Tom Tarkiewicz, City Manager

**SUBJECT:** Bogar Theatre Liquor License Transfer Request

**BACKGROUND:** Bogar Theatre at 223 E. Michigan Avenue has requested the transfer of an on-premises Class C liquor license for this business. The Michigan Liquor Control Commission requires the approval of the governing body through a resolution pursuant to the provisions of MCL 436.1501 of the Liquor Control Code of 1998.

It is the Theatre's intention to sell alcohol during theatre events. They intend to have it as an evening out experience, not just a movie experience. They are to have camera systems installed where surveillance can be done for any underage drinking. They will only serve one drink per person at a time, and they further will be vigilant in their efforts to request identification to anyone purchasing alcohol no matter how old they seem.

**RECOMMENDATION:** It is recommended that the City Council approve the resolution to transfer the Class C license to Bogar Theatre. A checklist of requirements was provided and all items have been met or will be met prior to the issuance of the license by the Michigan Liquor Control Commission.

**FISCAL EFFECTS:** None.

**ALTERNATIVES:** As suggested by Council.

Respectfully Submitted,

  
Tom Tarkiewicz  
City Manager

  
James Schwartz  
Chief of Police

323 W. Michigan Ave.

Marshall, MI 49068

p 269.781.5183

f 269.781.3835

cityofmarshall.com

RESOLUTION

At a \_\_\_\_\_ meeting of the \_\_\_\_\_  
(Regular or Special) (Township Board, City or Village Council)

called to order by \_\_\_\_\_ on \_\_\_\_\_ at \_\_\_\_\_ P.M.

The following resolution was offered:

Moved by \_\_\_\_\_ and supported by \_\_\_\_\_

That the request to TRANSFER OWNERSHIP OF ESCROWED 2011 CLASS C LICENSED BUSINESS, LOCATED AT 107 W. MICHIGAN, MARSHALL, MI 49068, CALHOUN COUNTY FROM CONQUEST COMPANY, INC. TO BOGAR THEATRE LLC; TRANSFER LOCATION TO 223 E. MICHIGAN, MARSHALL, MI 49068, CALHOUN COUNTY; & REQUEST TO ADD NEW ENTERTAINMENT PERMIT

be considered for \_\_\_\_\_  
(Approval or Disapproval)

APPROVAL

DISAPPROVAL

Yeas: \_\_\_\_\_

Yeas: \_\_\_\_\_

Nays: \_\_\_\_\_

Nays: \_\_\_\_\_

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

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

It is the consensus of this legislative body that the application be:

\_\_\_\_\_ for issuance  
(Recommended or Not Recommended)

State of Michigan \_\_\_\_\_)

County of \_\_\_\_\_)

I hereby certify that the foregoing is a true and complete copy of a resolution offered and

adopted by the \_\_\_\_\_ at a \_\_\_\_\_  
(Township Board, City or Village Council) (Regular or Special)

meeting held on \_\_\_\_\_  
(Date)

(Signed) \_\_\_\_\_  
(Township, City or Village Clerk)

SEAL

\_\_\_\_\_  
(Mailing address of Township, City or Village)



**ADMINISTRATIVE REPORT**  
**August 15, 2011 - CITY COUNCIL MEETING**

**TO:** Honorable Mayor and City Council

**FROM:** Tom Tarkiewicz, City Manager  
Martin Overhiser, Project Manager (Byways Grant)

**SUBJECT:** Print and Web Design Consultant Contract

**BACKGROUND:** A portion of the \$400,000 National Scenic Byways Grant is being spent on the marketing and promotion of the State designated Historic Heritage Route in Marshall. A marketing strategy report was developed with extensive community input. A marketing consultant was retained and now the production will start. In July print and web design proposals were requested from several firms. Six proposals were received with the prices ranging from \$16,000 to \$47,000. A committee has reviewed the proposals and talked with the consultants. This committee had representatives from the City, Chamber and Historical Society. This committee recommends retaining ILS Web Design of Battle Creek to do this work for \$21,500. They are the best qualified consultant at the lowest cost.

For the museum improvements part of the byways grant here is an update. The masonry work (\$98,000) has been completed at the Honolulu House, GAR Hall and Capitol Hill School. GAR and CHS have new ADA bathrooms. The access ramp is in place at CHS and under construction by a great team of volunteers at GAR. New stairs are being constructed to the back porch at the Honolulu House and the 1880s ornate front fence is under construction.

The GAR lower level archival storage space improvements are complete. For the next year and beyond dedicated volunteers will be working on the different collections. This will include cataloging, indexing, protecting and storing these valuable Marshall historic records. Newspapers from 1838 to 1997 and the old City of Marshall tax records from 1859 to 1940 are housed on new shelves. Other collections in the archives include local historic documents, family records and photos. The archives will be open to the public as part of the home tour.

**PRINT DESIGN WORK TO BE COMPLETED:**

- Main Historic Marshall Tourism Brochure
- Historic Marshall Visitor Map/Guide
- Historic Marshall Walking Tour Brochures
  - Main Walking Tour
  - Oakridge Cemetery Tour
  - Marshall Tree Tour
  - Riverwalk Tour
- Marshall Museums Overview Brochure
- Michigan Ave Map/Sign Kiosks

323 W. Michigan Ave.

Marshall, MI 49068

p 269.781.5183

f 269.781.3835

cityofmarshall.com

**WEB WORK TO BE COMPLETED:**

- HistoricMarshall.org website
  - Portal Page
  - Tourism Section
  - Residents Section
  - E-Newsletter
- Marshall Historical Society website (marshallhistoricalsociety.org)

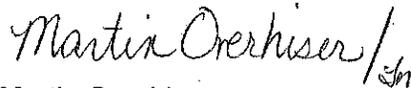
**FISCAL EFFECTS:** The City will be reimbursed for expenditures by MDOT with Federal Scenic Byways grant money. A project manager (Martin Overhiser) is required and some City Clerk/Treasures staff time is being used to process and account for all expenses. Funds for the project manager are coming from the community development budget (\$5,000 per year). City expenditures for the project manager are being used as part of the 20% local match. City purchasing policies have been followed.

**RECOMMENDATION:** It is recommended that the City Council approve retaining ILS Web Design to completed the Byways funded print and web design work for \$21,500 and authorize the City Clerk to execute an agreement for services.

**ALTERNATIVES:** As suggested by Council.

**ATTACHMENTS:** ILS Web Design Proposal

Respectfully submitted,

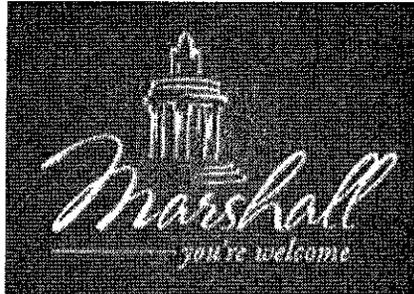


Martin Overhiser  
Project Manager



Tom Tarkiewicz  
City Manager

Proposal to  
**Historic Marshall Tourism Project  
Web Design**



Submitted by  
**ILS Web Design**



**ILS WEB DESIGN**  
Creative Designs for  
Commerce and Communication  
26 E. Michigan Avenue Suite 211  
Battle Creek MI 49017  
269.441.0600

Project Manager: Alan Elliott [alan@ils-bc.com](mailto:alan@ils-bc.com)

## Executive Summary

### Proposal

- [Goals](#)
- [Why ILS?](#)
- [Process](#)
- [Scope Details](#)

### Key Personnel - [view details](#)

Alan Elliott – Project Manager  
Kurtis Ploehn  
Patrick Lighthall  
Jeanette Dyer  
Michael Peck

### Company Profile - [view details](#)

### Client References - [view details](#)

### Current Client Site Examples - [view details](#)

### Estimated Budget

Each item is listed with an estimated budget. During the analysis phase of the project, the budget will be reviewed and adjusted as necessary. Click on the hyperlink to view the scope details of that item.

• <a href="#">A1</a> – Main Historic Marshall Tourism Brochure and Branding Development	\$	2500
• <a href="#">A2</a> – Historic Marshall Visitor Map	\$	1500
• <a href="#">A3</a> – Historic Marshall Walking Tour Brochures (4 total)	\$	2000
• <a href="#">A4</a> – Marshall Museums Overview Brochure	\$	1500
• <a href="#">A5</a> – Map/Sign for Michigan Ave Map Kiosks	\$	1500
• <a href="#">B1</a> – <a href="#">historicmarshall.org</a> web site (Includes RFP items B1, B2, B3, B5)	\$	7600 - 9400
• <a href="#">B2</a> – <a href="#">marshallhistoricalsociety.org</a> web site	\$	3000 - 4400
• Project Management	\$	1960

<b>TOTAL</b>		<b>\$21,560 – 24,760</b>
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### Timeline

All parts of this project will be completed by February 1, 2012. A project plan will be developed during the Analysis Phase that will encompass the dependencies and progression of each section. For example, A1 will be the first section executed as the branding is essential to the rest of the items.

### Terms

Terms for this project are 50% due at initiation of the project, 25% due at the beta stage of the web projects, with the remainder due when the sites goes live and the final brochure designs are submitted.

### Statement of Commitment

ILS is honored to be considered for this project. All work will be performed confidentially and to Historic Marshall's satisfaction.

## Goals

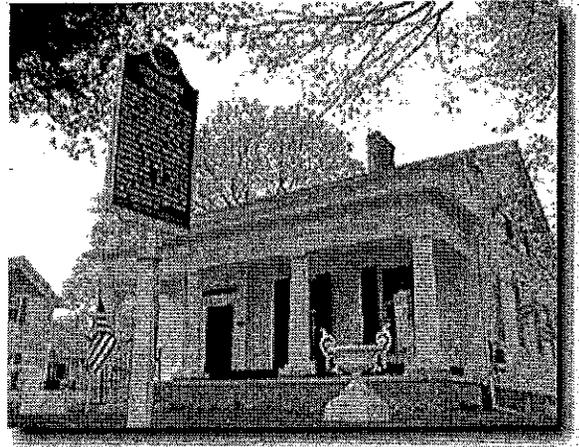
The Historic Marshall's Heritage Tourism Marketing and Promotions project (Historic Marshall) is interested in promoting tourism to Historic Marshall. To accomplish this, the following goals have been identified:

1. Create a branding for Historic Marshall that can be used on all print materials, web resources and other advertising media.
2. Create print brochures that will attract visitors from outside of Marshall.
3. Create print media (brochures and maps) that can be used by people while in Marshall.
4. Create web resources and electronic media that attract visitors to Marshall and are easily updated by Historic Marshall personnel.
5. Create web resources that are also useful to residents of Marshall.

ILS proposes to coordinate the design and development of the following items to meet these goals:

### *A. Print Materials*

1. Main Historic Marshall Tourism Brochure
2. Historic Marshall Visitor Map
3. Historic Marshall Walking Tour Brochures
  - Main Walking Tour
  - Oakridge Cemetery Tour
  - Marshall Tree Tour
  - Riverwalk Tour
4. Marshall Museums Overview Brochure
5. Maps/Signs for Michigan Ave map kiosks



### *B. Web Resources*

1. HistoricMarshall.org website
  - a. Portal Page
  - b. Tourism section
  - c. Residents section
  - c. E-Newsletter
2. Marshall Historical Society site ([marshallhistoricalsociety.org](http://marshallhistoricalsociety.org))

## Why ILS?

ILS Web Design focuses on creating dynamic websites and web applications that are professional, incorporate current technology, and are easily maintained by the client. No special software or programming knowledge is needed in order to maintain the content. Each site incorporates a custom content management side (the administrative area), accessible only by username and password. Once logged in, the client can add, update and delete information for any of the designated areas, and the changes will take effect immediately (see Figure 1). Different levels of access may be built into the administrative area, allowing specific users to access only designated portions of the maintenance features. For example, Historic Marshall may wish to allow certain staff to add events or announcements, but not have access to editing FAQs or Resources.

ILS has a suite of professionals on staff, allowing for a complete integration of design and programming during the development of the site. We have professional graphic designers, database designers and

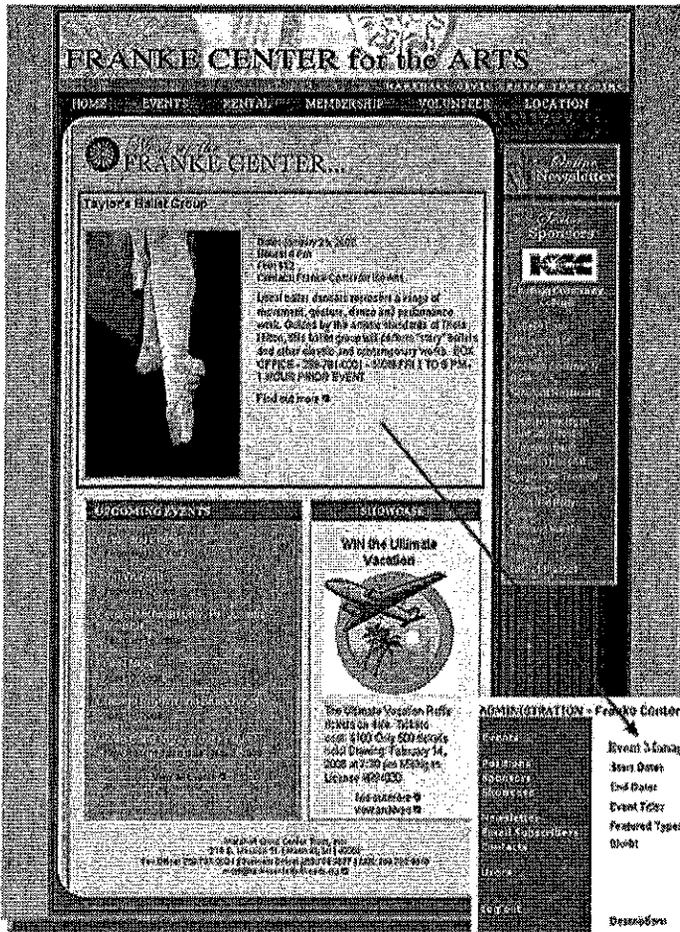
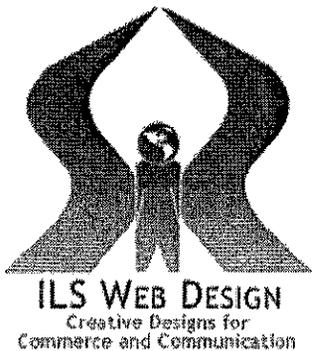
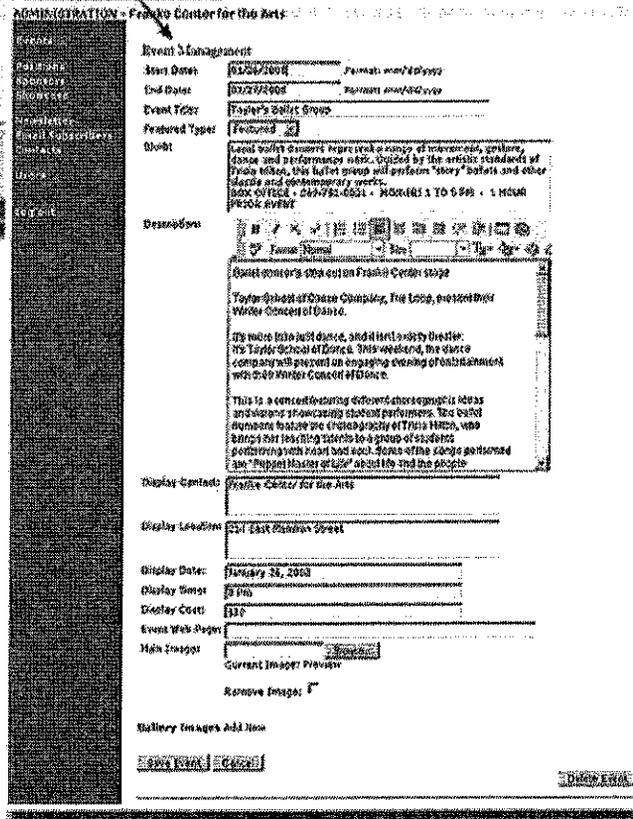


Figure 1. Home page display with Administrative back-end for content management.

Detail at left shows client home page with Featured, Upcoming and Showcase Events.

Detail below shows password-protected Events Management page. Please note the WYSIWYG content editor for description field.



developers, and web content developers all under one roof. Our Graphic Designers have developed logos, brochures, maps, posters and advertising bookmarks, as well as images and color palettes for web sites. For this project, we also may utilize external talent for the creation of the branding graphics and the layout of some of the print media. ILS will be responsible for the final content delivered to Historic Marshall. The potential subcontractors are listed in the Key Personnel section of this proposal.

In addition, ILS is a local company, located in the historic Ermisch Travel building in downtown Battle Creek. We maintain our own servers in a dedicated data center – also in Battle Creek – which allows us to adapt to our clients needs easily and quickly.

ILS uses the ADDIE system for the creation process. ADDIE stands for Analysis, Design, Development, Implementation and Evaluation. The use of this system allows for constant communication with the client throughout all phases of the project, and the ability to structure complex tasks so that all details can be identified prior to the actual development. Milestone meetings are built in to further promote communication between ILS and our clients, and to mark progress during the development cycle.

The ADDIE system will be used for each branch of the project, but some sections will overlap. For example, during the Analysis phase, the goals and features of both the Print media and Web resources for both sites ([historicmarshall.org](http://historicmarshall.org) and [marshallhistoricalsociety.org](http://marshallhistoricalsociety.org)) can be reviewed. Likewise, the initial Design phase will focus on the creation of the branding for Historic Marshall, and the adaptation of that branding to the brochures, maps and websites can also be reviewed.

The sample process outlined below has been adjusted to produce the web resources section. For the print section, the same process is followed with the appropriate adjustments (e.g. under Design, identifying content for the Main Historic Marshall Brochure).

## **Process**

### ***Analysis***

- Kickoff meeting
  - review goals, audience and features. Identify all desired features and Historic Marshall’s desires for look and feel and incorporate branding into design. Set up interviews or meetings with appropriate personnel to determine details and use-case scenarios.
- Meet with Appropriate Personnel – finalize requirements, features and use-case scenarios.

### ***Design***

- Graphical design and layout
  - incorporate branding, photos, etc. Provide samples to Historic Marshall for feedback.
- Navigation
  - based on layout for site
- Identify dynamic content to create custom content management system
  - FAQs, Resources, Events, Facets
- Design database schema to hold dynamic content
- Create sample flow for each use-case scenario
  - ensures the user will be able to do what Historic Marshall intends for them to do.
- *Milestone meeting*
  - review all design options, finalize design decisions

### ***Development***

- Create database
- Create dynamic pages
- Create administrative pages
- Create flow from sample flows
- Populate dynamic items with sample data
- Provide beta test link to Historic Marshall
  - Historic Marshall tests all aspects of site before release to public
- *Milestone meeting*
  - incorporate any changes as a result of the beta test

### ***Implementation***

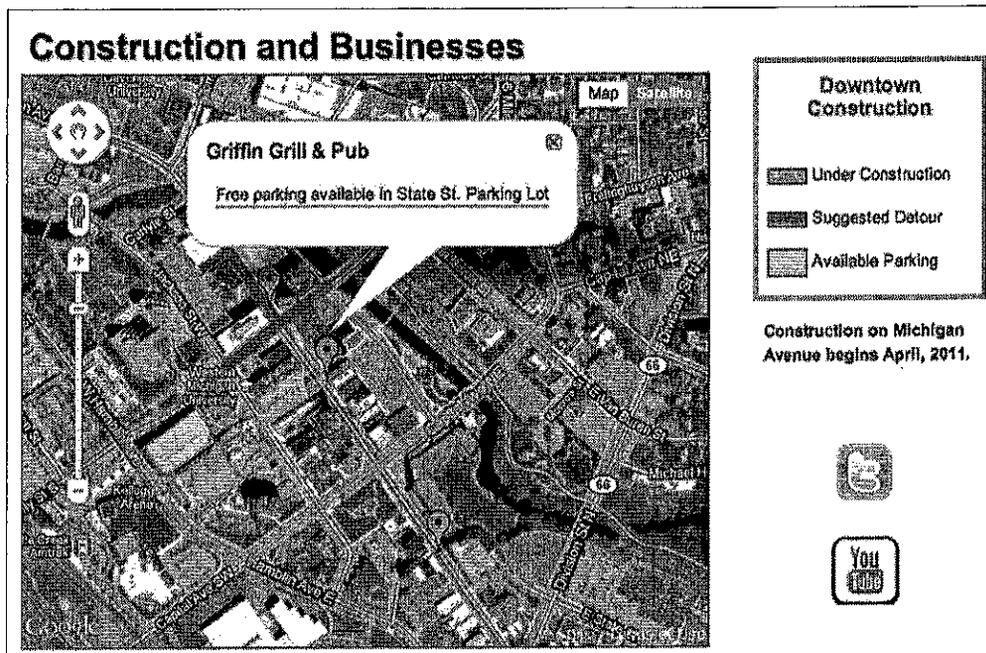
- Training
  - provide training to Historic Marshall staff on using administrative side
- Populate database with data
  - Historic Marshall populates dynamic content
- **GO LIVE!**

### ***Evaluation***

- Web site traffic statistics
  - automatically generated each month
- Monthly follow-up
  - make sure all features are working as anticipated. Provide opportunity to identify new features for implementation. Incorporate any necessary changes into site.

### **Scope Details**

The following are details of the content for each deliverable, and special attention is paid to how ILS can leverage the use of the online content for current and future production of some of the print media. For example, after the base map is produced, ILS proposes to dynamically place on the map markers for different groups of destinations or attractions. Visitors or Historic Marshall staff could choose to map Restaurants or Accommodations, and all Businesses that have been tagged as a restaurant or accommodation would be marked on the map. Online, hovering over the marker would give information about the business, and even provide a link to that business' web page. In print, Historic Marshall staff could select a special print option, and the map as well as a list of the businesses could be formatted to a specified size for output as a pdf. In this manner, current maps could be maintained as new businesses come to town.



*Figure 2. Sample of dynamic mapping.  
From [downtownbattlecreek.com](http://downtownbattlecreek.com).*

**A1 – Main Historic Marshall Tourism Brochure**

*Deliverables*

- branding concepts (to be used with all other materials)
- electronic file of logo or badge that can be used with other materials
- electronic file for 4x9 full color brochure for display at welcome centers and other businesses

*Estimated cost: \$2500*

**A2 – Historic Marshall Visitor Map**

*Deliverables*

- electronic file for 4x9 full color brochure for display at welcome centers and other businesses
- electronic file of map for use with dynamic mapping online
- web application that allows Historic Marshall personnel to print pdf of map with various businesses marked (similar to the current Marshall Chamber of Commerce's Itinerary Builder)

*Integration*

- See B1 for details on integration with Chamber back-end database
- see also the dynamic Cedar Point Map as an example

*Estimated cost: \$1500*

**A3 – Main Historic Walking Tours Brochures**

*Deliverables*

- electronic file for each walking tour with map marking locations and description of locations
  - Main Walking Tour
  - Oakridge Cemetery Tour
  - Marshall Tree Tour

#### Riverwalk Tour

- web application that allows Historic Marshall personnel to print pdf of each map with various locations marked and details listed

#### *Integration*

- See B1 for details on integration with Chamber back-end database
- May wish to format online version to detect mobile devices and format the output optimized for those devices (e.g. iPhone, Adroid Phone)

*Estimated cost: \$2000*

### **A4 – Historic Marshall Museums Overview Brochure**

#### *Deliverables*

- electronic file for 4x9 full color brochure for display at welcome centers and other businesses
- web application that allows Historic Marshall personnel to print pdf of each map with various locations marked, details listed and available packages (without prices)

#### *Integration*

- See B1 for details on integration with Chamber back-end database
- May wish to format online version to detect mobile devices and format the output optimized for those devices (e.g. iPhone, Android Phone)

*Estimated cost: \$1500*

### **A5 – Maps/signs for Michigan Avenue Map Kiosks**

#### *Deliverables*

- electronic file of overhead map (different from A2) that will fit the map kiosks.
- web application that allows Historic Marshall personnel to print pdf of kiosk map with various locations marked. May want to include a legend or alternatively have markers display location name.

#### *Integration*

- See B1 for details on integration with Chamber back-end database

*Estimated cost: \$1500*

### **B1 – HistoricMarshall.org web site**

As in every good website design, identification of the primary end-users of the site is critical. Once this audience is identified, the site can be structured to meet the specific needs of that audience. For Historic Marshall, primary audiences have been identified as:

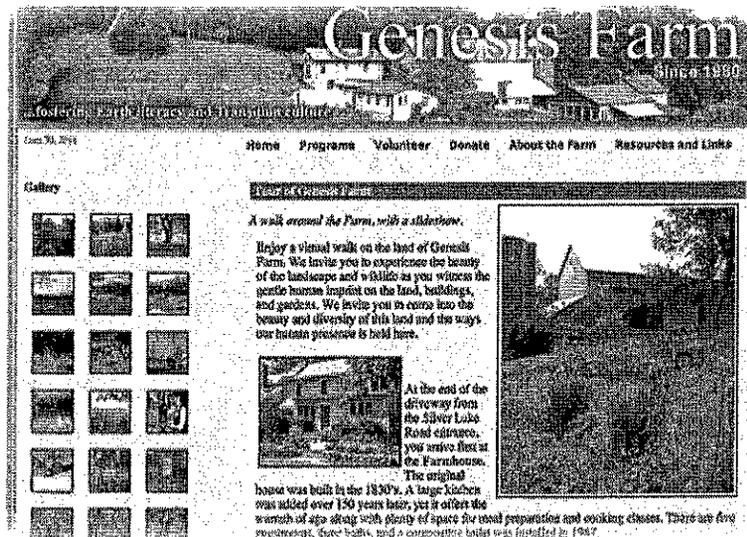
- *Visitors from outside of Marshall*
- *Current Residents*

The graphic designers at ILS will incorporate the branding that was established in A1 into the look and feel of the site. ILS will create a layout and navigation scheme for the site that will facilitate the ability of the users of the site to find sought-after information. For example, providing links to the next few upcoming events on the home page, while providing an extended calendar of events will allow a user to be alerted to these events in multiple areas of the site.

The site will be very dynamic, allowing Historic Marshall personnel to update almost all aspects of the information on the site through a secure web-based administrative interface. The site will be constructed

to take advantage of new technologies that allow for features such as automatic photo resizing, automated pdf generation, and google-map mashups for dynamic mapping. Existing resources can be used, such as having the events calendar be fed from the Chamber of Commerce event calendar.

The site will be organized into sections called Facets. Two facets have been identified for the launch (Tourism and Residential), but Historic Marshall personnel will be able to add facets dynamically if the need arises (for example, adding a Museums facet). Each facet page will have a featured showcase (large photo with link to full article and slideshow), resources (links, documents or even web pages created by Historic Marshall, FAQs, events and announcements).



*Figure 3. Sample showcase feature a tour of the farm at Genesis Farm. Clicking on one of the smaller pictures in the gallery launches a slideshow. from [genesisfarm.org](http://genesisfarm.org)*

Features to be included on the site are:

- **Dynamic Home Portal Page**
  - featuring FAQs, Events, Announcements, Showcase and Resources marked for the portal page
  - allows users to find the most popular information instantly
  - simple navigation to the facets
  - RSS feed automatically available
- **Facets**
  - collection of resources, FAQs, announcements, events, showcases and photos
  - can easily add social media links to facet pages
- **FAQs**
  - answers to popular questions in familiar FAQ format
  - can be marked to appear on home page
  - can be tagged to belong to one or more facets (show on facet page)
- **Resources**
  - downloadable documents (such as forms, schedules, applications, audio or video files)
  - links to external resources (from the Chamber or City, attractions, YouTube, Survey Monkey)

- web pages easily created by Historic Marshall personnel, such as Tour Packages
- can tag resource to belong to one or more facets
- can mark a resource to appear on the home portal page
- can be categorized and searched
- **Events Calendar**
  - allow posting of events that automatically fall off after their end date
  - can tag an event to belong to one or more facets
  - can mark an event to appear on the home portal page
  - addition of event updates RSS feed
- **Announcements**
  - allow posting of announcements and archiving of past announcements
  - announcements will appear on their start date and be archived on their end date
  - can tag an announcement to belong to one or more facets
  - can mark an announcement to appear on the home portal page
  - addition of announcement updates RSS feed
- **Showcase**
  - easily feature a program/event with ability to show pictures
  - download files - pdfs, powerpoint presentations, etc. and maintain an archive of past featured (showcases)
  - automatic slide show of uploaded photos
  - can be tagged to belong to a facet (each facet has its own showcases or shares one)
  - most recently published showcase automatically appears on facet page
- **Attractions**
  - listing of attractions for use in generating brochures and map mash-ups
  - easily maintained by Historic Marshall personnel
  - can use Chambers Attraction list
- **Businesses**
  - listing of business for use in generating brochures and map mash-ups
  - easily maintained by Historic Marshall personnel
  - can use a modified Chamber Members list
- **Contact Us form**
  - requires name and email address of sender
  - Historic Marshall email address will be shielded from spam.
- **Online Map Mash-ups**
  - map from A2 showing businesses or attractions belonging to a specific category
  - users can select what to view
  - Historic Marshall personnel can generate pdf for publication
  - base map developed from A2 map
  - modified version could dynamically produce map for map kiosks from A5
- **Online Walking Tour / Museum Overview brochure generation**
  - allow Historic Marshall personnel to select items from attractions listing to be formatted for a brochure and create a pdf from those items for publication
- **Update of Chamber website**

If the events, announcements, attractions and businesses are to be shared with the Chamber of Commerce listings, then it is recommended that the programming of the Chamber web site be updated to accommodate the sharing of information across the sites. If updated, then the Chamber could mark the facets for the events, and they would appear on the [historicmarshall.org](http://historicmarshall.org)

site under the appropriate facet, as well as on the Chamber site. Likewise, businesses could be added to the list but not marked as Chamber members, allowing the Chamber to publicize their members while allowing HistoricMarshall.org to show all businesses.

### Estimated Budget for B1

All of the dynamic elements will have a counterpart in the administrative side of the site. The estimates include the construction of the back-end database and all maintenance utilities for those elements (see Figure 1). If Historic Marshall would like to do a subset of the features described below (e.g. do not implement the map mash-ups or brochure generators), the estimate would be adjusted accordingly.

Additional features, such as Live Chat, webcams, online quizzes and online newsletters can be added, but clarification in the Analysis phase is needed to provide an appropriate estimate.

#### Estimate

• Professional Graphic Design / Layout	\$	Included in A1
• Integrated Home Portal Page (contains many dynamic elements and Events Calendar)	\$	400
• Facets	\$	400
• FAQs	\$	400
• Resources (downloadable forms, documents, links, audio, video - categorize)	\$	400
• Events and Announcements	\$	400
• Showcase	\$	400
• Attractions	\$	400
• Businesses	\$	400
• Contact Us Form	\$	400
• Online Map Mash-ups	\$	1500
• Online Walking Tour / Museum Overview brochure generation	\$	2500
• Training (2 hour training session on back-end maintenance – unlimited attendees)	\$	n/c
<b>TOTAL</b>	<b>\$</b>	<b>7600</b>
If opt for update of Chamber site to handle events, announcements, businesses and attractions		
• Events, Announcements, businesses and attractions deducted	\$	-1200
• Update of Chamber website for compatibility with new technologies	\$	3000
<b>TOTAL</b>	<b>\$</b>	<b>9400</b>

## **B2 – MarshallHistoricalSociety.org web site**

As in every good website design, identification of the primary end-users of the site is critical. Once this audience is identified, the site can be structured to meet the specific needs of that audience. For the Marshall Historical Society, primary audiences have been identified as:

- *Tour Takers*
- *People interested in Marshall history*

The graphic designers at ILS will incorporate the branding that was established in A1 into the look and feel of the site, but will make the site distinct from the historicmarshall.org site. ILS will create a layout and navigation scheme for the site that will facilitate the ability of the users of the site to find sought-after information. For example, providing links to the next few upcoming events on the home page, while providing an extended calendar of events will allow a user to be alerted to these events in multiple areas of the site.

Features of this site include:

- **Dynamic Home Page**
  - featuring Events, Announcements, and Upcoming Tours on home page
  - simple navigation to elements in the site (museums, tours, etc.)
  - feature item from Gift Store
  - allows users to view the most popular information instantly
- **Museums Showcases**
  - use of the showcase engine (described in B1) to feature each museum
  - download files - pdfs, powerpoint presentations, etc.
  - automatic slide show of uploaded photos
- **Tours**
  - use showcase engine to feature each tour
  - can add as many tours as needed
  - download files – applications, schedules, etc.
  - automatic slide show of uploaded photos
  - allow tours to be marked to appear on home page (either by date or by marking as featured)
- **Online Gift Shop**
  - allow listing and purchase of items from the gift shop
  - mark item as featured for appearance on home page
  - can use existing PayPal account
  - will identify appropriate fields for online store (e.g. sizes and colors for apparel)
  - identify shipping costs (especially for stones!)
- **Events Calendar**
  - allow posting of events that automatically fall off after their end date
  - each event detail allows posting of picture and links
- **Announcements**
  - allow posting of announcements and archiving of past announcements
  - announcements will appear on their start date and be archived on their end date
  - announcements appear on the home page
- **Membership Tracking**
  - build system to allow tracking of membership

- send out renewal notices automatically
- allow purchasing membership online
- **Donations**
  - allow easy donations through paypal
  - allow MHS to provide policies on donating physical items
- **Contact Us form**
  - requires name and email address of sender
  - Historic Marshall email address will be shielded from spam.

## Estimated Budget for B2

All of the dynamic elements will have a counterpart in the administrative side of the site. The estimates include the construction of the back-end database and all maintenance utilities for those elements (see Figure 1). If the Marshall Historical Society would like to do a subset of the features described below (e.g. do not implement the Membership tracking at this time), the estimate would be adjusted accordingly.

### Estimate

• Professional Graphic Design / Layout	\$	400 - 800
• Integrated Home Page (contains many dynamic elements and Events Calendar)	\$	400
• Museum Showcases	\$	200
• Tours	\$	200
• Online Gift Shop	\$	400 - 800
• Events and Announcements	\$	400
• Membership Tracking	\$	400 - 1000
• Donations	\$	200
• Contact Us Form	\$	400
• Training (2 hour training session on back-end maintenance – unlimited attendees)	\$	n/c

<b>TOTAL</b>	<b>\$</b>	<b>3000 - 4400</b>
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## Hosting

ILS will host these sites on ILS web servers. The hosting fee is at \$60/month per site. Hosting is free for the remainder of the calendar year of when the site goes live. If Historic Marshall chooses to pay the hosting fee for the entire year at the January billing, a \$120 discount is provided (\$600 / year instead of \$720). Multiyear hosting fee payment is available if the hosting fee needs to be paid out of the current grant.

### *Web site statistics*

Hosting includes monthly statistics on web site traffic. Statistics are available online and updated monthly at the beginning of each month. Other terms of analysis are available free of charge.

### *Maintenance / Upgrades*

Bug fixes, minor updates and phone support are included with the hosting fee. For major changes (implementing new features, adding a new form or application), ILS will provide a time and materials estimate at the current billing rate. Presently, the billing rate is \$125/hr. No new work will be performed until a written estimate is provided by ILS to Historic Marshall and agreed to by Historic Marshall.

Additional training past the 2 hours included can be provided at the current billing rate.

### **Facilities**

For the web resources portion of this project, ILS will host the site on its own web servers. Each server features:

- Full T3 bandwidth availability
- FreeBSD/Apache 2.2 web server
- PostgreSQL database management system
- Ruby on Rails application framework
- Monthly Web Traffic Statistics

## COMPANY PROFILE

**Firm Name:** Interactive Learning Systems (ILS Web Design)

**Established:** 1994

**Home Office Information:**

26 E. Michigan Ave, Suite 211

Battle Creek, MI 49017

269.441.0600

**Primary Contact:** Alan Elliott, Technical Manager – 269.441.0611

**Capabilities Summary:**

Interactive Learning Systems (ILS Web Design) has successfully implemented several projects that incorporated the technologies proposed for this project. Our team is composed of talented individuals with experience in developing web-based database applications that are used across a wide-geographical area, and computer-based training applications that are deployed in major educational and manufacturing facilities. Our team members have extensive skill and training in instructional design, marketing, web application design, database design and implementation, graphic design, programming and project management.

The web design team at ILS has worked closely with Battle Creek Downtown Partnership, Battle Creek Area Chamber of Commerce, the Marshall Chamber of Commerce, Community Inclusive Recreation and many more regional and national companies and organizations to achieve successful web sites. Our designers are skilled in creating effective and intuitive material for the web. ILS has provided creative computer-based training programs and web-based training programs, for the Michigan Judicial Institute, as well as major corporations, including Sara Lee, Kellogg Company, Dannon and Eaton Corporation.

**Detailed Capabilities:**

*Database-Driven Applications - Design and Development:* Working with clients to achieve specific goals of information archiving, analysis, and reporting, we have worked to design and develop applications from parts inventories to be used in e-commerce and inventory management to student records, reports and admission information. By implementing customized data-input sections and data reporting sections, the same backend database can receive input from geographically dispersed locations, yet easily synthesize the data and provide customized reports. Web-based training programs can even be interfaced with a database to provide updated information to trainees in a timely manner. We have been able to port information out of other database systems (such as SAP, ORACLE, MS SQL) to provide real-time information to the customized application.

*Web Site Design and Hosting:* Nearly every one of our projects, whether they are instructional, informational or promotional (marketing) in nature, are delivered on the Web. We have designed easy to use custom content management systems that allow our clients to update many aspects of their web site on a daily basis. Inventory for e-commerce, newsletters, images/video can all be easily and quickly added with no programming knowledge. We are unique in that we have programmers, database designers, application designers, graphic designers, web developers and program managers all in one company, enabling us to help our clients create new, custom solutions quickly and effectively.

## **ILS Web Design Key Personnel:**

### **Alan Elliott - Project Manager / Program Designer / Technical Manager**

Alan Elliott often serves as a Project Manager and Program Designer. In addition, Mr. Elliott is the Technical Manager of ILS' Technology Division. Over the length of his career with ILS, Mr. Elliott has successfully managed a multitude of projects. He is able to effectively communicate with clients who are well-versed in the latest technology as well as those who are novices in the field of technology.

Mr. Elliott is also an accomplished database programmer and web site designer. ILS has utilized his programming skills in creating dynamic and interactive web-based applications in many projects.

As Technical Manager for ILS, Mr. Elliott brings a wealth of experience and knowledge in Mac, Windows and Unix platforms, network installation and support, and Internet services. Using his knowledge and experience, he provides direction and instruction to the IT staff. He holds a MS from Michigan State University and a BA from the University of Michigan.

### **Kurtis Ploehn - Creative Director/Graphic Designer**

Kurtis Ploehn has worked for over twenty years as a Graphic Artist and Illustrator. He received his Bachelor's degree in Graphic Design from Grand Valley State University. His background in hand-drawn illustration is a perfect compliment to his computer-based skills. Kurtis excels in designing high quality graphics, 3-D artwork and animations for web delivery, multimedia presentations, or print, using Photoshop and Lightwave, among many other software.

Kurtis has been a graphic designer with ILS since 1997 and was named Creative Director in 2004. He currently serves on the KCC/CACC Graphic Design Program Advisory Committee.

### **Patrick Lighthall -**

Patrick Lighthall collaborates with ILS to provide a multitude of support solutions. He assists in updating and maintaining current client solutions using both web and database design. Working with Mr. Elliott, Mr. Lighthall helps coordinate web, graphic, and market elements for consistency, efficiency, and accuracy. Utilizing his professional print and web writing experiences, coupled with classes in web, graphic design, and marketing, Mr. Lighthall rounds out the ILS technical team. He holds a BA from Albion College and is currently receiving his Associate's Degree in Graphic Design with Web Emphasis from Lansing Community College.

### **Potential Subcontractors**

Because of the breadth of this project, ILS has spoken to the following individuals as potential subcontractors for this project. Both are extremely talented designers, and are a welcome addition to our team.

- **Jeanette Dyer, Graphic Designer** - [aktacreative.com](http://aktacreative.com)
- **Michael Peck, Artist/Designer**

## Client References

### *Battle Creek Downtown Partnership*

Alyssa Jones

URL: <http://www.downtownbattlecreek.com>

269-441-1668

### *City of Marshall (redesign)*

Natalie Huestis

URL: <http://marshall.ils-bc.com>

269-789-4604

### *Non-profit Alliance*

Teresa Durham

URL: <http://www.nonprofitalliance.org>

269-565-2190

### *Battle Creek Area Chamber of Commerce*

Jeff Roller

URL: <http://www.battlecreek.org>

269-962-4076

### *Marshall Chamber of Commerce*

Karen Hagerty

URL: <http://www.marshallmi.org>

269-781-5163

### *Franke Center for the Arts*

Kathie Boyer

URL: <http://www.frankecenterforthearts.org>

269-789-9677

## Current Client Site Examples

*The following web sites feature items similar to those requested in the RFP:*

Community Action – <http://www.caascm.org/>

- Dynamic Home Page (showcase, faqs, resources, event calendar)
- FAQs and Resources tagged by Service

Battle Creek Area Chamber of Commerce - <http://www.battlecreek.org/>

- Dynamic Home Page – Events, Announcements, Newsletter
- Business Watch – Custom Web Application

Marshall Chamber of Commerce - <http://www.marshallmi.org/>

- Flash Opening
- Dynamic Home Page – Events, Sponsors, New Members
- Dynamic Event Calendar
- Itinerary Builder – Customized Web Application

Battle Creek Downtown Partnership - <http://www.downtownbattlecreek.com/>

- Flash Opening/Navigation
- Dynamic Business Listing - <http://www.downtownbattlecreek.com/listing.taf>

Community Inclusive Recreation - <http://www.cirfun.com/>

- Custom Layout and Design
- Extensive use of Flash Animation
- Dynamic Client Control of All Content

WBXX 104.9FM - <http://wbxx.ils-bc.com/>

- Custom Layout and Design
- Extensive use of Animation
- Dynamic Client Control of All Content

Burnham Brook Community Center - <http://www.burnhambrook.org/>

- Dynamic Menu – Daily Menu automatically featured on home page
- Random Rotation of Featured Graphic

Branch County MI - <http://www.countyofbranch.com/>

- Dynamic Home Page
- Use of Common Solutions for Additional Site Content
- Each Department Maintains Own Content

SLD Center - <http://www.sldcenter.org/>

- Backend Student Database (Password Protected)
- Automatic Reports (Password Protected)

The following web sites reflect a variety of custom design created by ILS Web Design:

• Calhoun County Clerk - <http://www.co.calhoun.mi.us/>

• Franke Center for the Arts - <http://www.frankecenterforthearts.org/>

• Blackhawk Bar & Grill - <http://www.blackhawkgrill.com/>

• Battle Creek Memorial Park Association - <http://www.bcmemorialpark.org/>

• Lending Hands of Michigan - <http://www.lendinghandsmi.org/>



**ADMINISTRATIVE REPORT**  
**August 15, 2011 – City Council Meeting**

**TO:** Honorable Mayor and City Council  
**FROM:** Tom Tarkiewicz, City Manager  
**SUBJECT:** Michigan Medical Marijuana Act Moratorium

**BACKGROUND:** At the July 19, 2010 and at the January 3, 2011 Council meetings, an ordinance was adopted to place six month moratoriums concerning the Michigan Medical Marijuana Act. The Michigan voters approved the Act in November of 2008 and the law took effect on December 4, 2008. In July, the City Attorney recommended a six month moratorium to analyze how the City of Marshall should deal with the Act. Over the past six months, several cities have been sued and others have reviewed proposed ordinances but tabled due to the uncertainty of how the courts will rule in this matter. The City has not received any requests to open a dispensary and no requests from caregivers.

The City Attorney has drafted the attached Ordinance for your review. He will be present at the meeting to answer any questions.

**RECOMMENDATION:** It is recommended that Council review the attached Ordinance and determine the next steps.

**FISCAL EFFECTS:** None at this time.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Tom Tarkiewicz", written over a horizontal line.

Tom Tarkiewicz  
City Manager

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**To: Marshall City Council & City Manager Tarkiewicz**

**From: Paul Beardslee, City Attorney**

**Re: Medical Marihuana Ordinance Background**

**Date: August 10, 2011**

The status of Michigan's Medical Marihuana law remains unsettled. The Michigan Supreme Court is currently considering cases interpreting the Michigan Medical Marihuana Act (MMMA), several bills are also pending in the Michigan legislature.

In one noteworthy decision, a Judge in the Wayne Circuit Court has issued a decision addressing the City of Livonia's ordinance which simply prohibits any land use that violates State or Federal law. The rationale behind the Livonia ordinance is that because the growing of marihuana, or possession, delivery or use of marihuana are all prohibited by Federal law, no property in the City can be used for growing or distributing the drug. In the 31-page opinion, the Court determines that the Livonia Ordinance is superseded by the MMMA, and likewise, the MMMA is preempted by Federal law.

A recent news story from the Michigan Information Research Service (MIRS) discusses some of the legislation currently in the pipeline. Whether the referenced bills ever become law is unknown, but they reflect some of the issues of concern to some legislators. (See below)

Simply stated, the idea behind the proposed ordinance is that the MMMA contemplates an ongoing relationship between a caregiver and a patient. And commercial sales are not contemplated. Therefore, if no more than two caregivers can share a location, then they can serve no more than 10 patients. And, with a limitation of 10 patients, the likelihood of a large dispensing operation is greatly diminished. This can be accomplished with minimal staff time and little need for interaction with the public; *i.e.* there will be no licensing, inspections, or other traps for citizens or City employees.

I will be happy to discuss the proposal at Monday's meeting.

## **Future Of Medical Marijuana Package Is Hazy**

**(Michigan Information Research Service 8/5/11)**

Medical marijuana will be a big topic for the House Judiciary Committee come fall, sources have told *MIRS*.

A total of eight House bills adding new regulations to the budding medical marijuana business are being looked at by House Judiciary Chair John **WALSH** (R-Livonia), the rest of the committee and several interested groups.

"We're trying to address a host of concerns that have arisen since the medical marijuana act was passed: the enforcement for police, zoning issues for local municipalities, a patient's right to use medical marijuana without fear of being arrested, the relationship between the doctor and patient and so on," Walsh said.

Walsh said he expects hearings to begin sometime in late September or early October. In the meantime, he said he plans to start a working group of stakeholders to discuss the best way to go forward with the bills. Walsh has already been talking with Michigan State Police, local officials, Michigan Municipal League, and Cannabis Patients United (CPU).

"The more we know and share before the formal process, the better off I think we'll all be. There's a lot of education for all of us," Walsh said.

Mary **LINDEMANN**, CPU government relations director, is one person having conversations with Walsh and others on the committee already. The committee members' main concern seems to be the impact of dispensaries in communities, Lindemann said, emphasizing that CPU is not a dispensary advocate.

The two bills most "difficult" for CPU's interests as a representative of caregivers and patients are HB 4850 and HB 4851, Lindemann said.

"The others I'm pretty sure we can work out some amicable compromise, and I'm sure we can on these two as well," she said.

HB 4850 is "highly discriminatory," Lindemann said, because it would limit patients' ability to transfer medical marijuana to each other. Those patient-to-patient transfers are necessary for some people to have a steady supply, she said.

"Rep. Walsh's office really didn't understand they had crafted a bill that would do that. I have no doubt they're perfectly willing to correct that," Lindemann said.

Lindemann also said HB 4851, which defines the "bona fide physician-patient relationship," would put patients at risk of losing their right to privacy because it would require medical marijuana specialists to notify primary physicians when making a recommendation for the drug.

"We think if you see a doctor for any reason, the same code of conduct should exist," Lindemann said.

Other bills in the package address issues such as photos on medical marijuana cards, location of medical marijuana facilities, selling medical marijuana to an unprescribed user, advertising medical marijuana services, branding of marijuana and transporting medical marijuana.

"What these bills simply are designed to do is make sure the legitimate patient has an opportunity to receive care," Walsh said.

CITY OF MARSHALL  
MEDICAL MARIHUANA ORDINANCE

AN ORDINANCE REGULATING THE OPERATION OF A MEDICAL MARIHUANA  
DISPENSARY IN THE CITY OF MARSHALL, MICHIGAN.

**THE CITY OF MARSHALL ORDAINS:**

**Section 1: Findings.**

The City of Marshall adopts this Ordinance based on the following findings of fact:

- A. In November, 2008 the people of the State of Michigan adopted an initiative which lead to the enactment of the Michigan Medical Marihuana Act (MMMA) at MCL 333.26421 *et. seq.*
- B. The MMMA creates a procedure by which a “qualifying patient” may obtain a certification from a physician and a “registry identification card” from the State Department of Community Health which prohibit prosecution and other penalties for cultivating a limited number of marihuana plants.
- C. The MMMA also authorizes a “primary caregiver” to obtain a “registry identification card” authorizing such person to lawfully cultivate and distribute marihuana to a limited number of “qualifying patients”.
- D. Notwithstanding all of the above, Michigan law continues to make the manufacture, possession and use of marihuana serious criminal offenses. Michigan’s Public Health Code provides penalties ranging from a misdemeanor for possession of a small amount of marijuana to life imprisonment for “habitual” manufacturers and distributors.
- E. Likewise, the Federal Controlled Substances Act (21 USC 801 *et. seq.*) makes the following unlawful:

The manufacture, distribution or possession with intent to distribute marihuana;

The leasing, renting, maintaining or using of property for the manufacturing, storing or distributing of controlled substances;

The distribution or manufacture of marihuana within 1,000 feet of schools and playgrounds, and within 100 feet of youth centers or video arcade facilities.

The use of any communication device to commit a felony violation of the Controlled Substances Act

- F. As of the time of the adoption of this Ordinance, (August, 2011) the interpretation of the MMMA is unsettled. Various trial courts throughout Michigan have addressed questions regarding the interpretation of the MMMA and its' application. The MMMA has been addressed in only five reported decisions from the Court of Appeals and no decisions of the Michigan Supreme Court. Further, the Michigan legislature has not acted to clarify the state of the law.
- G. It is the intent of the Marshall City Council that this ordinance be interpreted with reference to the changing state of the law as it relates to the MMMA in Michigan; it is *not* the intent of the Marshall City Council to authorize any person to engage in any activity that is otherwise prohibited by state or federal law.
- H. The MMMA defines the "Medical use" of marihuana as "the acquisition, possession, cultivation, manufacture, use, internal possession, delivery, transfer, or transportation of marihuana or paraphernalia relating to the administration of marihuana to treat or alleviate a registered qualifying patient's debilitating medical condition or symptoms associated with the debilitating medical condition". (MCL 333.24623(e)) This definition does not include the sale of marihuana as a Medical use.
- I. The MMMA provides "(a) registered primary caregiver may receive *compensation for costs* associated with assisting a registered patient in the medical use of marihuana. Any such compensation shall not constitute the sale of controlled substances". (MCL 333.24624(e)) Emphasis added.
- J. The drafters of the initiative adopted by voters in 2008 did not intend to authorize cooperative marihuana growing operations or dispensaries. See People v. Redden, 290 Mich. App. 65 (2010), citing Satyanarayana, Is Marijuana Good Medicine? Detroit Free Press, October 25, 2008, <http://www.freep.com/article/20081025/NEWS15/810250341/Is-marijuana-good-medicine-> (accessed August 8, 2011).

## **Section 2: Purpose.**

It is the purpose of this Ordinance to regulate the conduct of activity pursuant to the Michigan Medical Marihuana Act ("MMMA") MCL 333.26421 *et. seq.*, and to regulate the conduct of activity pursuant thereto in the City of Marshall, Michigan so as to protect the health, safety and welfare of the general public.

## **Section 3: Definitions.**

For the purposes of this Ordinance:

- 1) **"Debilitating medical condition"** means 1 or more of the following:
  - (a) Cancer, glaucoma, positive status for human immunodeficiency virus, acquired immune deficiency syndrome, hepatitis C, amyotrophic lateral sclerosis, Crohn's disease, agitation of Alzheimer's disease, nail patella, or the treatment of these conditions.
  - (b) A chronic or debilitating disease or medical condition or its treatment that produces 1 or more of the following: cachexia or wasting syndrome; severe and chronic pain; severe nausea; seizures, including but not limited to those characteristic of epilepsy; or severe and persistent muscle spasms, including but not limited to those characteristic of multiple sclerosis.
  - (c) Any other medical condition or its treatment approved by the department
- 2) **"Department"** – the state department of community health.
- 3) **"Marihuana"** – that term as defined in section 7106 of the public health code, 1978 PA 368, MCL 333.7106.
- 4) **"Primary caregiver"** – a person who is at least 21 years old and who has agreed to assist with a patient's medical use of marihuana and who has never been convicted of a felony involving illegal drugs.
- 5) **"Qualifying patient"** – a person who has been diagnosed by a physician as having a debilitating medical condition.
- 6) **"Registry identification card"**— a document issued by the department that identifies a person as a registered qualifying patient or registered primary caregiver.
- 7) **"Lot of Record"** – a lot, the dimension and configuration of which are shown on a map recorded in the office of the County Register of Deeds, or a lot or parcel described by metes and bounds, the accuracy of which is attested to by a professional engineer or land surveyor (registered and licensed in the state and likewise recorded on a file with the county.)
- 8) **"Marihuana Dispensary"**. – a use of a lot of record by more than two individuals for the acquisition, possession, cultivation, manufacture, delivery, transfer, or transportation of marihuana or paraphernalia relating to the administration of marihuana to treat or alleviate a registered qualifying patient's debilitating medical condition or symptoms associated with the debilitating medical condition.

**Section 4: Dispensaries prohibited.**

The use of any lot of record as a Marihuana Dispensary is prohibited.

**Section 5: Severability.**

If sections of this ordinance shall be deemed to be invalid, the same shall not affect the validity of the Ordinance as a whole or any part thereof other than the part so declared to be invalid.

**Section 6: Penalty.**

Any persons, firm, or corporation in violation of any provisions of this Ordinance shall be deemed responsible of violating a municipal civil infraction and shall, upon finding thereof, be subject to a fine of not more than One Hundred and 00/100 (\$100.00) Dollars, plus Court costs and the cost of prosecution not to exceed Five Hundred and 00/100 (\$500.00) Dollars. Each day that a violation occurs shall be considered a separate offense. The City of Marshall may, in addition, seek injunctive relief.

**Section 7: Effective Date.**

This Ordinance shall become effective upon its publication in a newspaper of general circulation in Marshall, Michigan.

Adopted by the City Council of the City of Marshall, Michigan on the \_\_\_\_\_ day of August, 2011.



**ADMINISTRATIVE REPORT**  
**August 15, 2011 – City Council Work Session & Meeting**

**TO:** Honorable Mayor and City Council  
**FROM:** Tom Tarkiewicz, City Manager  
**SUBJECT:** Firekeeper's Local Revenue Sharing Board Allocation

**BACKGROUND:** At the August 1<sup>st</sup> meeting, the Council discussed options for the proceeds from the Firekeeper's Casino for 2009 and 2010, \$26,724.41 and \$84,508.17, respectively, for a total of \$111,232.58.

The following items were discussed for possible funding:

STREET CONSTRUCTION	TBD
JOINT POLICE BUILDING FEASIBILITY STUDY	\$21,171
N KETCHUM DOG PARK CONSTRUCTION	\$21,000
PARK IDENTIFICATION SIGNS	\$12,000
BROOKS FOUNTAIN RESERVE	\$20,000
SOUTH KETCHUM PARK RESTROOM BUILDING	\$88,000
NORTH KETCHUM PARKING LOT PAVING**	\$20,000
BROOKS NATURE AREA PAVILION	\$10,000
NEW PLAYGROUND EQUIPMENT	\$45,000

The following items were not considered for funding:

FIRE FIGHTING PROTECTIVE CLOTHING*	\$8,500
ATHLETIC FIELD DUGOUTS	\$41,000
BROOKS NATURE AREA DEVELOPMENT PLAN	\$7,000
DOWNTOWN TREE REPLACEMENT PROJECT	\$134,000
BROOKS NATURE AREA OBSERVATION DECK	\$66,000

\*Budgeted in FY 2012 budget

\*\*Submitted for a MDNR Passport Grant

**RECOMMENDATION:** It is recommended that the Council determine the projects which should be funded from the proceeds from the Firekeeper's Casino.

**FISCAL EFFECTS:** None at this time.

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

Respectfully submitted,

Tom Tarkiewicz  
City Manager

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**ADMINISTRATIVE REPORT**  
**August 15, 2011 – City Council Meeting**

**TO:** Honorable Mayor and City Council  
**FROM:** Tom Tarkiewicz, City Manager  
**SUBJECT:** City Visioning, Goals, Objectives and Tasks

**BACKGROUND:** At the July 18<sup>th</sup> Work Session, the August 1<sup>st</sup> Council meeting, and the August 15<sup>th</sup> Work Session, the Council and City Staff discussed the continuing development of the City Visioning, Goals, Objectives and Tasks. The preliminary document is attached.

*The strategic planning process involves the following steps:*

1. *Complete the summary notes, review and distribute.*
2. *Create One Year Action Plan (City Manager and Staff )  
Create major Goal and objective statements and determine who leads in each objective for 2012, what should be done and when*
  - a. *Get community input*
  - b. *Council and staff finalize the strategic plan*
3. *Council review the elements of the strategic plan monthly*
4. *Council and Staff review the total plan status in six months*
5. *Council and Staff review the total plan. Discuss the one year status of the plan in March/April 2012. Identify objectives for the next year.*

We are now to the step of receiving community input.

**RECOMMENDATION:** It is recommended that the City Council determine how to receive community input and direct staff to proceed with the plan.

**FISCAL EFFECTS:** None at this time.

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

Respectfully submitted,

  
Tom Tarkiewicz  
City Manager

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## **CITY GUIDING PRINCIPLES, GOALS & OBJECTIVES**

On March 4 and 5, 2011 the Mayor, Members of the City Council, City Manager and senior staff met to discuss and identify a strategic vision and direction for the City of Marshall. More specifically, the participants created a "vision tour" for the City, major goals and objectives and actions to be taken in the first year of this five year plan.

## **VISION 2016: THE CITY OF MARSHALL MICHIGAN**

The vision for the City of Marshall in 2016 will be shown with a vibrant downtown with more restaurants and performing arts venues, more nightlife, and a self funded parking system. The City will have a new Emergency Services Building, a renovated City Hall, a central Community, Recreation, & Senior Center with public restrooms with possibly the Chamber of Commerce. The City will have better road maintenance with bike lanes, Ketchum Park will be landscaped with a dog park & a walking track, and a more Citywide walkable sidewalk system. The City will have additional area employers with Oaklawn Hospital being the third largest employer without any job loss, a Community College or remote university location, The Brooks will have additional industrial development. The City will have better property maintenance, will have a rental housing code (Habitable and well maintained) and a Greening of the City. The City will have more effective communication – leading to a town that functions as “one”, a consensus to a plan between hospital and neighborhood, a tax structure that allows the City to benefit from development, a good economy which leads to enhanced downtown appearance & aesthetics.

## **CITY GOALS**

### **GOAL AREA I. ECONOMIC DEVELOPMENT**

**Goal Statement:** Above all else, we must measure the impact of our actions on the economic vitality of residents, businesses and industry.

### **GOAL AREA II. NEIGHBORHOODS**

**Goal Statement:** To create and promote a safe and unified community within our neighborhoods and businesses

### **GOAL AREA III. INFRASTRUCTURE**

**Goal Statement:** Provide the community with available funding options for enhancing the taxing structure. Preserve, rehabilitate, maintain and expand all city infrastructure assets (roads, buildings and utility systems) and identify and determine funding options. Determine a self funded downtown parking study supported by the community – let the community guide the effort.

### **GOAL AREA IV. COMMUNITY LIFE**

**Goal Statement:** Engages, welcoming, safety, aesthetics, active lifestyles participation, coordination, cross generational

## CITY OBJECTIVES

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### **GOAL AREA I. ECONOMIC DEVELOPMENT**

- Community College
- Industrial Park – Brooks
- Consensus plan – hospital and neighborhood
- Collaboration with schools and township
- More restaurants
- Broker for business – new and existing

#### **Goal Statement:**

*Above all else, we must measure the impact of our actions on the economic vitality of residents, businesses and industry.*

#### **Objectives:**

1. The City should Promote, collaborate, educate and serve as a broker for economic growth
2. Facilitate a consensus based neighborhood and hospital plan – put the plan in action
3. Continue collaboration with schools and township
4. Review public safety building options
5. Review waste hauling options
6. Industrial park – promote and market
7. Community College – make contacts with potential universities
8. Recruitment of restaurants
9. Study time required to obtain permits, zoning etc. Assess: How user friendly is the City?

#### **Tasks to be completed by April 2012:**

1. Create consensus neighborhood and hospital plan-- put the plan in to action
2. Review public safety building options
3. Review waste hauling options

---

## **GOAL AREA II. NEIGHBORHOODS**

- Code enforcement
- Habitable, safe rental stock
- Downtown fire safety
- Vibrant downtown

### **Goal Statement:**

To create and promote a safe and unified community within our neighborhoods and businesses

### **Objectives:**

1. Utilize existing database to identify owners
2. Develop plan and process for unified inspection as a "team" (non-threatening)
3. Reorganize codes to make user friendly
4. Develop cooperative with owners and renters
5. Promote safety awareness
6. Council meetings in quadrants "mobile council"
7. Rental contact placed on house or building

### **Tasks to be completed by April 2012:**

1. Council meetings in quadrants "mobile council"
2. Inspection team and database use organized
3. Begin reorganization of codes
4. Create a plan of action on safety awareness

---

### **GOAL AREA III. INFRASTRUCTURE**

- Funding of government income tax
- Downtown parking – self funded
- Renovated city hall
- Community Center (youth and seniors) – restrooms
- Better road maintenance
- Public safety building

#### **Goal Statement:**

Provide the community with available funding options for enhancing the taxing structure. Preserve, rehabilitate, maintain and expand all city infrastructure assets (roads, buildings and utility systems) and identify and determine funding options. Determine a self funded downtown parking study supported by the community – let the community guide the effort.

#### **Objectives:**

1. Blending property taxes with income taxes and other types of revenue on a fair and equitable basis
  - Prepare a tax and revenue feasibility study and present to the community for feedback
2. Prioritize projects and prepare long-term plan
  - Determine desired outcome for implantation and funding (goal one related)
3. Inform public of overall needs (Infrastructure/enforcement cost) and possible funding avenues
  - Present options to stakeholders

#### **Tasks to be completed by April 2012:**

1. Inform public of overall needs (Infrastructure/enforcement cost) and possible funding avenues
  - Present options to stakeholders

---

## **GOAL AREA IV. COMMUNITY LIFE**

- Effective communications
- Walkability – paths/sidewalks/Riverwalk
- Dog park
- Ketchum Park landscaped
- Coordinated – more performing arts, another performing arts venue
- Walking track around skate park
- Bike lanes around town
- Green space aesthetics (Eaton)
- More night life
- Community garden

### **Goal Statement:**

Engages, welcoming, safety, aesthetics, active lifestyles participation, coordination, cross generational

### **Objectives:**

1. More precise, effective and engaging communication – multiple avenues to reach greater audience
2. Online call to action for community to ask questions or leave comments
3. Enhance walking paths, create biking lanes/friendliness, bike racks downtown near City Hall and fountain.
4. Dog Park: City owned and operated, volunteer management  
Design and Construction (water, land, fence, waste management)  
Ordinances?
5. Community Garden  
Vegetable (Model after Detroit)  
Floral (beautify town) Greenery (Eaton, etc.)

### **Tasks to be completed by April 2012:**

1. Much improved communications (objectives 1 and 2) with continued feedback and changes moving the communications process forward.

### **Post 2012**

2. Install bikes racks  
Evaluation of current walking paths and a plan of possible new sidewalks and bike lanes paths to implement
3. Move skate park near athletic fields, build the dog park ant Ketchum Park and add walking path in Ketchum Park
4. Establish pilot community garden project volunteer based.

---

## **NEXT STEPS**

The strategic planning process involves the following next steps:

1. Complete the summary notes, review and distribute.
2. Create One Year Action Plan (City Manager and Staff )  
Create major Goal and objective statements and determine who leads in each objective for 2012, what should be done and when
  - a. Get community input
  - b. Council and staff finalize the strategic plan
3. Council review the elements of the strategic plan monthly
4. Council and Staff review the total plan status in six months
5. Council and Staff review the total plan. Discuss the one year status of the plan in March/April 2012. Identify objectives for the next year.

**FISCAL YEAR 2012  
GOALS AND OBJECTIVES**

<b>Goal Area:</b>	ECONOMIC DEVELOPMENT	<b>Champion:</b>	Mayor
<b>Goal Unit:</b>	Consensus plan – hospital and neighborhood	<b>Goal Leader:</b>	Natalie Huestis
		<b>Goal Team:</b>	Tom Tarkiewicz
<b>Goal Statement:</b>	Above all else, we must measure the impact of our actions on the economic vitality of residents, businesses and industry.		

Goal Objective	City Goals:
A. Facilitate a consensus based neighborhood and hospital plan	Goal Area I

Task	Start	Completion	Status
A 1 - Receive report from HNC.		9/2011	
A 2 - Distribute report from HNC to interested parties and Boards.	10/12/11		
A 3 - Receive comments from interested parties and Boards.	10/12/11	1/16/12	
A 4 – Receive planning commission report.		1/16/12	
A 5 - Establish date for public forum.	1/16/12	1/16/12	
A 6 - Council takes action.	1/16/12	TBD	

**FISCAL YEAR 2012  
GOALS AND OBJECTIVES**

<b>Goal Area:</b>	ECONOMIC DEVELOPMENT AND INFRASTRUCTURE	<b>Champion:</b>	James Schwartz
<b>Goal Unit:</b>	Review Public Safety Building	<b>Goal Leader:</b>	James Schwartz
		<b>Goal Team:</b>	City, County and State Units
<b>Goal Statement:</b>	Above all else, we must measure the impact of our actions on the economic vitality of residents, businesses and industry.		

<b>Goal Objective</b>	<b>City Goals:</b>
A. Review Emergency Services Building options with the Michigan State Police and the Calhoun County Sheriff's Office.	Goal Area I & III

<b>Task</b>	<b>Start</b>	<b>Completion</b>	<b>Status</b>
A 1 - MML request RFP for cooperative.	6/29/11	7/18/11	Complete
A 2 - Review RFP as presented.	7/18/11	7/28/11	
A 3 - Select consultant.	8/1/11		
A 4 - Meet with City, County and State representatives.			
A 5 - Determine funding source for RFP.			
A 6 - Work with consultant throughout the process.		12/1/11	

**FISCAL YEAR 2012  
GOALS AND OBJECTIVES**

<b>Goal Area:</b>	ECONOMIC DEVELOPMENT AND INFRASTRUCTURE	<b>Goal Leader:</b>	Bob Kiessling
<b>Goal Unit:</b>	Review Public Safety Building	<b>Goal Team:</b>	Mark Burke, Sandra Bird, JB Taylor
<b>Goal Statement:</b>	Above all else, we must measure the impact of our actions on the economic vitality of residents, businesses and industry.		

Goal Objective	City Goals:
A. Review public safety building options.	Goal Area I & III

Task	Start	Completion	Status
A 1 - Continue to work with the Needs Assessment Committee.			On-going
A 2 - Assist with presentations by Committee.			On-going
A 3 - Continue to partner with MAFFA.			On-going
A 4 - Monitor MMLF SPSI Feasibility Study.		12/1/11	On-going
A 5 - Retain design architect for construction plans.	12/2011		
A 6 - Complete plans.		5/2012	
A 7 - Present ballot language to Council.	7/2012	7/2012	
A 8 - Establish millage vote date.	11/2012	11/2012	

<b>FISCAL YEAR 2012 GOALS AND OBJECTIVES</b>
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<b>Goal Area:</b>	ECONOMIC DEVELOPMENT	<b>Champion:</b>	Mayor
<b>Goal Unit:</b>	Unified Residential Waste Hauling	<b>Goal Leader:</b>	Carl Fedders
		<b>Goal Team:</b>	Carl Fedders and Mike Hindenach
<b>Goal Statement:</b>	Above all else, we must measure the impact of our actions on the economic vitality of residents, businesses and industry.		

Goal Objective	City Goals:
A. Review waste hauling options.	Goal Area I

Task	Start	Completion	Status
A 1 - Staff collection of information from communities that do community waste hauling.			Complete
A 2 - Receive comments from interested parties and Boards.		3/21/11	Complete
A 3 - Determine areas for study, modification, or action.		12/2011	
A 4 - Hold public forum.		2/2012	
A 5 - Determine proper course of action.		3/2012	

**FISCAL YEAR 2012  
GOALS AND OBJECTIVES**

<b>Goal Area:</b>	ECONOMIC DEVELOPMENT	<b>Champion:</b>	Mayor
<b>Goal Unit:</b>	Industrial Park-Brooks	<b>Goal Leader:</b>	Mike Hindenach
		<b>Goal Team:</b>	MEDC, Carl Fedders
<b>Goal Statement:</b>	Above all else, we must measure the impact of our actions on the economic vitality of residents, businesses and industry.		

Goal Objective	City Goals:
A. Industrial Park-Promote and Market.	Goal Area I
B. Promote, collaborate, educate and serve as a broker for economic growth.	Goal Area I

Task	Start	Completion	Status
A,B 1 - Enhance, Evaluate, and Execute The Brooks Marketing plan.			On-going
A,B 2 - Maintain website with GIS and site information.			On-going
A,B 3 - Respond to Client Information Requests within a 24 hour period.			On-going
A,B 4 - Annual report.			
A 1 - Maintain Certified Business Park standing.			On-going
B 1 - Conduct 20 retention visits with local companies.			On-going
B 2 - Aggressively support local businesses through the use of local, state, and federal incentive programs.			On-going

<b>FISCAL YEAR 2012 GOALS AND OBJECTIVES</b>
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<b>Goal Area:</b>	NEIGHBORHOODS		
<b>Goal Unit:</b>	Council meetings in quadrants "Mobile Council".	<b>Goal Leaders:</b>	Mayor and Council
		<b>Goal Team:</b>	Tom Tarkiewicz
<b>Goal Statement:</b>	To create and promote a safe and unified community within our neighborhoods and businesses.		

<b>Goal Objective</b>	<b>City Goals:</b>
A. Council meetings in quadrants "Mobile Council".	Goal Area II

Task	Start	Completion	Status
A 1 - Determine schedule, locations and cost.	7/18/11	8/15/11	
A 2 - Determine if the meetings will be televised live or tape delay.			
A 3 - Secure venues.			
A 4 - Advertise meetings.			
A 5 - Review the process.			

**FISCAL YEAR 2012  
GOALS AND OBJECTIVES**

<b>Goal Area:</b>	NEIGHBORHOODS	<b>Champion:</b>	Mayor
<b>Goal Unit:</b>	Ensure safety of businesses.	<b>Goal Leader:</b>	Natalie Huestis
		<b>Goal Team:</b>	Jim Schwartz, Bob Kiessling, JB Taylor
<b>Goal Statement:</b>	To create and promote a safe and unified sense within our business community.		

Goal Objective	City Goals:
A. Develop a non-threatening plan and process for unified inspection as a "team".	Goal Area II
B. Utilize existing database/DDA representatives to identify owners.	Goal Area II
C. Develop cooperation with owners and renters.	Goal Area II
D. Promote safety awareness.	Goal Area II

Task	Start	Completion	Status
A 1 - Inspection team organized.	7/2011	9/2011	On-going
B 1 - Database use organized.	9/2011	12/2011	
C 1 - Begin reorganization of codes.	9/2011		
D 1 - Create a plan of action on safety awareness.	7/2011	9/2/2011	On-going

**FISCAL YEAR 2012  
GOALS AND OBJECTIVES**

<b>Goal Area:</b>	NEIGHBORHOODS	<b>Champion:</b>	Mayor
<b>Goal Unit:</b>	Neighborhood rental safety	<b>Goal Leader:</b>	Natalie Huestis
		<b>Goal Team:</b>	Jim Schwartz, Bob Kiessler, JB Taylor
<b>Goal Statement:</b>	To create and promote a safe and unified community within our neighborhoods and especially among our rental stock.		

Goal Objective	City Goals:
A. Utilize existing database to identify owners.	Goal Area II
B. Develop a non-threatening plan and process for unified inspection as a "team".	Goal Area II
C. Create a free and non-threatening rental registration program.	Goal Area II
D. Develop cooperation with owners, renters and City.	Goal Area II
E. Promote safety awareness.	Goal Area II

Task	Start	Completion	Status
A,E 1 - Identify the benefits.			
A,E 2 - Advertise the benefits of Rental Registration.	9/2011		
A,B 1 - Inspection team and database use organized.	9/2011		
C,E 1 - Create a plan of action on safety items in rental units.	9/2011		
A,C,D 1 - Give tags for homes with owner information and safety certificates to all who comply.	1/2012		
A,E 2 - Rental contact placed on house or building.	1/2012		

**FISCAL YEAR 2012  
GOALS AND OBJECTIVES**

<b>Goal Area:</b>	INFRASTRUCTURE	<b>Goal Leader:</b>	Carl Fedders ,Sandra Bird
<b>Goal Unit:</b>	Develop Plan for City Infrastructure Assets with Funding Options	<b>Goal Team:</b>	Budget Team
<b>Goal Statement:</b>	Preserve, rehabilitate, maintain and expand all city infrastructure assets (roads, buildings & utility systems) and identify and determine funding options.		

Goal Objective	City Goals:
A. Develop a 6-year capital asset plan for major city infrastructure assets (roads, buildings and utility systems), prioritizing projects and funding options and present to the community for feedback by April 2012.	Goal Area III
B. Prepare a tax and revenue feasibility study, blending property taxes and other types of revenue, for capital needs and operational sustainability and present options to the stakeholders by April 2012.	Goal Area III

Task	Start	Completion	Status
A,B 1 - Review Revenue Alternatives.	02/14/11	3/15/11	Completed
A,B 2 - Road report with recommended funding levels.	7/31/11	9/6/11	On-going
A,B 3 - Receive public comments on recommend funding options for road system capital improvements.	12/10/11	5/2012	On-going
A,B 4 - Utility rate study reviewed during budget process for confirmation of adequacy.	11/2011	12/10/11	On-going
A,B 5 - Revenue feasibility study.	2/28/12	4/2012	On-going
A,B 6 - City facilities plan to be developed by facilities manager.	7/2011	11/9/2011	On-going
A,B 7 - Obtain approval and support from community and council for presented capital asset plan.		5/2012	On-going
A,B 8 - Review/Implement revenue options.	9/19/11		

**FISCAL YEAR 2012  
GOALS AND OBJECTIVES**

<b>Goal Area:</b>	COMMUNITY LIFE	<b>Champion:</b>	Mayor
<b>Goal Unit:</b>	More precise, effective and engaging communication	<b>Goal Leader:</b>	Diane Larkin
		<b>Goal Team:</b>	Carl Fedders, Ryan Traver
<b>Goal Statement:</b>	Engages, welcoming, safety, aesthetics, active lifestyles participation, coordination, cross generational.		

Goal Objective	City Goals:
A. More effective communication between City and the general public with multiple avenues to reach a greater audience.	Goal Area IV

Task	Start	Completion	Status
A 1 - Develop strategy for broad-based outreach to community using multiple avenues / communication tools.	8/1/11	9/15/11	On-going
A 2 - Develop "call to action" component on city website for general questions and comments.	8/1/11	10/31/11	
A 3 - Develop social media communication tools and assign staff/volunteer administrators.	8/1/11	9/15/11	
A 4 - Develop and implement "Click Fix" program for reporting street repairs, blight issues, infrastructure work orders.	7/15/11	12/31/11	On-going
A 5 - Community presentation on interactive website and social networking tools – at city council work session/council meeting.	10/1/11	10/31/11	
A 6 - Press Release/Publicity to make public aware of new website features.	10/1/11	10/31/11	
A 7 - Continue monthly print newsletter in city utility mailings.	7/1/11	6/30/12	On-going
A 8 - City updates on MPACT public television, featuring monthly interviews with department heads and elected officials.	8/1/11	6/30/12	
A 9 - Monthly article in AdVisor/Chronicle with "Frequently Asked Questions" answered by City staff and elected officials.	8/1/11	6/30/12	

**FISCAL YEAR 2012  
GOALS AND OBJECTIVES**

<b>Goal Area:</b>	INFRASTRUCTURE AND COMMUNITY LIFE	<b>Champion:</b>	Mayor
<b>Goal Unit:</b>	More precise, effective and engaging communication	<b>Goal Leader:</b>	Diane Larkin
		<b>Goal Team:</b>	Carl Fedders, Natalie Huestis, Andrew Groeneveld
<b>Goal Statement:</b>	Engages, welcoming, safety, aesthetics, active lifestyles participation, coordination, cross generational.		

Goal Objective	City Goals:
A. Create "Complete Streets" concept in Marshall – enhancing "walkability" and "bike friendly" aspects.	Goal Area III & IV

Task	Start	Completion	Status
A 1 - Research Walkability Audit opportunities.	8/1/11	9/15/11	
A 2 - Evaluate sidewalks and pedestrian crossings in CBD (Phase 1).	8/1/11	10/31/11	
A 3 - Develop grid overlay of the city and prioritize service areas in staged phases - with CBD being Phase 1.	8/1/11	9/15/11	
A 4 - Research Biking Audit programs.	9/15/11	10/31/11	
A 5 - Install new bike rack at City Hall – as first step in becoming "bike friendly".	9/15/11	10/31/11	



**ADMINISTRATIVE REPORT**  
**August 15, 2011 - CITY COUNCIL MEETING**

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

**FROM:** Carl Fedders, Director of Public Services  
Keith Zienert, Powerhouse Superintendent  
Tom Tarkiewicz, City Manager

**SUBJECT:** Hydro Automation, Exciter Replacement, and Diesel #2 Control Upgrade.

**BACKGROUND:**

**Exciters Upgrade**

The exciter is the "backbone" of the generator control system. It is the power source that supplies the dc magnetizing current to the field windings of a synchronous generator thereby ultimately inducing ac voltage and current in the generator armature. The amount of excitation required to maintain the output voltage constant is a function of the generator load. As the generator load increases, the amount of excitation increases. Static excitation(which is what we will be installing) means no moving parts and provides faster transient response than rotary exciters.

Currently, the exciter on hydro #1 also services hydro #3 and is over 90 years old. This presents some operation challenges when maintenance to hydro #1 is needed because the generation produced by hydro #3 is lost. Staff has researched and collected prices based on a couple of options:

1. Installation of two new exciters.
2. Installation of one new exciter on Hydro #3.

Option one allows for the full run of the river which has been a continued request from MDEQ. The run of the river has been receiving increased attention with the activity on the Kalamazoo River as a result of the Enbridge pipeline release and has been a long time goal of the City of Marshall. Option two does not replace the existing 90 year old exciter which has surpassed its useful service life.

In addition to the new exciter, the capital improvement plan includes improvements that would allow for complete automation.

**Engine #2 Upgrades**

The upgrades to engine #2 are necessary to maintain operation with the upgrades to the switchgear. This engine is over 50 years old and is capable of producing 1.130 Mwh. The engine has approximately 23.5 hours of run time in the past calendar year and 78,565.5 hours to date. The controls have the ability to be relocated to another engine if necessary.

**Capital Improvement Plan**

Following is a breakdown of the projects that are included in CIP.

323 W. Michigan Ave.  
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cityofmarshall.com

\$195,000 Switchgear (carryover from FY 11)  
50,000 Hydro automation (carryover from FY11)  
250,000 Switchgear (FY 12)  
50,000 Hydro automation (FY12)  
\$545,000 Total

The current switchgear project has been approved at a cost of \$253,000 leaving approximately \$292,000 available for the completion of these projects.

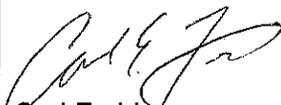
**RECOMMENDATION:** It is recommended that Council approve the proposal submitted by Primary Integration Encorp LLC for \$205,000. This package will include the installation of two new exciters and the controls necessary to upgrade engine #2 to allow interface with the new switchgear.

Competitive bids were not received for this project. According to section 32.07 (E) of the City of Marshall Code of ordinances the formal competitive bidding process shall not be required when city elects to perform the work using city employees. In addition to this exception, staff believes that selecting Primary Integration Encorp LLC is the best choice financially and will allow for better project coordination with the switchgear upgrade which Intergration Encorp LLC was selected to perform.

**FISCAL EFFECTS:** To approve and appropriate \$205,000.00 from the Electric Fund Capital Outlay expenditure budget line item 582.900.970.00 for purchase of the upgrades to the hydro automation, exciter replacement and diesel #2 control.

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

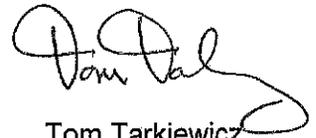
Respectfully submitted,



Carl Fedders  
Director of Public Services



Keith Zienert  
Powerhouse Superintendent



Tom Tarkiewicz  
City Manager



**ADMINISTRATIVE REPORT**  
**August 15, 2011 - CITY COUNCIL MEETING**

**REPORT TO:** Honorable Mayor and City Council  
**FROM:** Carl Fedders, Director of Public Services  
Tom Tarkiewicz, City Manager  
**SUBJECT:** Bid Award – 2011.03 River/Maple Road Rehabilitation

**BACKGROUND:** Bids were received for the Rehabilitation of River Road and Maple Road on August 9, 2011. The project will include repaving River Road from the city limits to Maple Street and Maple Street from River Road to Washington Street. Also included in the project will be updated sidewalk ramps at the intersection of Clinton Street & Maple Street and Maple Street & Washington Street.

This project is consistent with the plan set out by the 2010 Road Report and Council direction during the budget work sessions for FY 2012. Council will receive the 2011 report in October which will better coordinate with the Capital Improvement Plan formulation. In addition to the \$130,000 budgeted for improvements on the local street system, staff suggests that the \$5,000 budgeted for sidewalk ramp improvements be utilized.

The following bids were received:

Michigan Paving and Material	Kalamazoo	\$141,781.91
American Asphalt Inc	Lansing	\$142,764.50
Quality Asphalt Paving Inc.	Homer	\$149,208.50
Reith-Riley	Kalamazoo	\$157,871.84

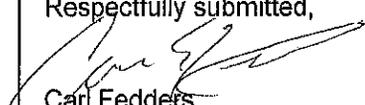
The project is tentatively scheduled to begin on August 22, 2011 and be completed by September 23, 2011. Civil Engineers Inc. was selected to perform the design and construction management for this project at a cost of \$9,805, which has already been approved by City Council.

Michigan Paving and Material Co. has worked for the City in the past on several projects.

**RECOMMENDATION:** It is recommended that the City Council accept the low bid from Michigan Paving and Materials Co. of Kalamazoo, Michigan for the amount of \$141,781.91 for River/Maple Road Rehabilitation. The project was included in the FY 2012 budget with an engineer's estimate of \$130,000.

**FISCAL EFFECTS:** To appropriate the remaining \$120,195 from the FY 2012 MVH Local Fund Capital Outlay expenditure budget line item 203-900-970 and \$5,000 from the FY 2012 General Fund Capital Outlay expenditure budget line item 101-900-970.00. And to increase the funding and amend the FY 2012 MVH Local Fund Capital Outlay expenditure budget line item 203-900-970 by \$16,586.91. The source of funding will come from the use of prior year MVH Local Streets Fund balance reserves.

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

Respectfully submitted,  
  
Carl Fedders  
Director of Public Services

  
Tom Tarkiewicz  
City Manager

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