



**CITY COUNCIL
WORK SESSION AGENDA
Tuesday, January 17, 2012
6:00 PM – 6:45 PM
City Hall**

- A. Charter Revisions**
- B. Other Items**
- C. Future Work Sessions
February 6th – Regional Economic Transformation Agenda**
- D. Future topics**

Mayor:

James Dyer

Council Members:

Ward 1 - Wayne Booton

Ward 2 - Nick Metzger

Ward 3 - Brent Williams

Ward 4 - Jack Reed

Ward 5 - Jody Mankerian

At-Large - Kathy Miller



ADMINISTRATIVE REPORT
January 17, 2012 – Work Session

TO: Honorable Mayor and City Council Members
FROM: Tom Tarkiewicz, City Manager
SUBJECT: Charter Revisions

BACKGROUND: During 2011, the Council discussed possible revisions to the Charter. Several sections need revisions. I will take each section separately and suggest amendments.

Two clerical corrections need to be made in Sections 2.02b and 3.01b to change Article II to Article 11 to match the correct citation in the State Constitution.

Section 2.10, Appointment of City Officials Attorney.

The ~~clerk treasurer, assessor, and~~ city attorney shall hold office by virtue of appointment by the mayor and subject to confirmation of two-thirds (2/3) of the council, ~~which body shall also set their compensation. These appointees~~ The City Attorney may be removed for cause by a two-thirds (2/3) vote of the council. ~~The All such~~ appointments shall be made at the first regular meeting of the Council in May following each regular city election, and the persons so appointed shall hold office for terms of two (2) years from the first day of June following their appointment.

Recommendation No. 1: Amend Section 2.10 by deleting references to the clerk-treasurer and assessor. The City Attorney will still be appointed by the Council.

Section 2.11, Appointment of City Manager.

~~The city manager shall be appointed by a two-thirds (2/3) vote of the entire council for an indefinite term. The appointment shall be primarily on the basis of executive and administrative qualifications. The council shall fix the city manager's compensation. The city manager, once appointed, shall become a resident of the city.~~

Recommendation No. 2: Amend this section by deleting the last sentence. Michigan Public Act 212 of 1999 does not allow residency requirements for government employees.

Section 2.15, Procedure

- (a) **Meetings.** The council shall meet regularly ~~at least twice in~~ every month at such time and places as the council may prescribe by resolution. Special meetings shall be called by the clerk upon written request by the mayor or four (4) members of the council. All meetings shall be open to the public, except as provided by State law, and notice of all meetings shall be made in accordance with State law.

Recommendation No. 3: Amend this section by deleting the words "at least twice in". This will allow the cancelation of a meeting due to lack of business items.

Section 2.27, Annual Compensation

~~The city council shall set the salaries of all administrative officials, department heads and salaried personnel by June 1-30 of every year, except as provided by State law. Such~~

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~~salaries shall be included in the annual budget to be adopted by June 1 not later than the first meeting of the council in June~~

Recommendation No. 4: Amend this section from June 1, to the first meeting in June.

Section 3.01, Definitions and Qualification

Administrative Officials. The administrative officials of the city shall be the city manager, ~~city clerk-treasurer, city assessor~~ and city attorney. The council may create additional administrative offices combine, or separate administrative offices in any manner not inconsistent with law or this charter and shall prescribe the duties thereof in order to insure the proper operation of the city government.

Recommendation No. 5: Amend Section 3.01 by deleting references to the city clerk-treasurer and assessor. The city manager and the City Attorney will still be the administrative officials.

Section 3.03, Acting City Manager

- (a) **Appointment.** *When the city manager is absent from the city, or disabled, a qualified city ~~administrative official~~ shall be designated by the city manager, to exercise the powers and perform the duties of the city manager during this absence or disability. The city manager shall file with city clerk-treasurer a list, by name and title, of three qualified city ~~administrative officials~~ to exercise such powers and perform such duties. The city administrative officials shall be listed in the order by which each shall be designated to temporarily assume the city manager's duties. During this absence or disability, the council may revoke such designation at any time and appoint another city ~~administrative official~~ or department head to serve until the city manager shall return or the city manager's disability shall cease.*
- (b) **Vacancy – City Manager.** *Upon the occurrence of a vacancy in the office of city manager, or upon the city manager's suspension pursuant to Section 2.12, the council, while it is attempting to fill the office, may appoint an acting city manager. The acting city manager shall serve at the will of the council and may be immediately removed by a majority vote of the entire council without the necessity of compliance with Section 2.12. A city manager must be appointed within six (6) months.*

Recommendation No. 6: Amend this section by deleting "administrative official(s)" to "Director". The title matches current position titles.

Section 3.05, Duties of the City Clerk-Treasurer

~~The clerk-treasurer shall:~~

- ~~(a) be clerk of the council and shall attend all meetings of the council and keep a permanent journal of its proceedings.~~
- ~~(b) have power to administer all oaths required by law, this charter or the ordinances of the city.~~
- ~~(c) be custodian of the city seal, and shall affix it to all documents and instruments requiring the seal, attest the same, and shall also be custodian of all papers, documents, and records pertaining to the City of Marshall, the custody of which is~~

~~not otherwise provided for by this charter and shall attest the same whenever required to do so.~~

- ~~(d) give the proper officials of the city ample notice of the expiration or termination of any official bonds, franchises, contracts or agreements.~~
- ~~(e) examine and audit all accounts and claims against the city.~~
- ~~(f) be the general accountant of the city and shall keep the books of account of the assets, receipts and expenditures of the city except as otherwise provided by state law or by this charter; the system of accounts of the city shall conform to such uniform system as may be required by law.~~
- ~~(g) have the custody of all moneys of the city, and all evidences of value belonging to the city, or held in trust by the city.~~
- ~~(h) receive all moneys belonging to and receivable by the city, including license fees, taxes, assessments, and all other charges, belonging to and payable to the city and shall in all cases give a receipt therefore.~~
- ~~(i) keep and deposit all moneys or funds in such manner and only in such places as the council may determine, and report the same to the city manager, and to the council.~~
- ~~(j) have such powers, duties and prerogatives in regard to the collection and custody of State, County, School District and City taxes and moneys as are conferred by law to enforce the collection of State, County, Township, School District, and City taxes upon real and personal property.~~
- ~~(k) perform such other duties as may be prescribed in the capacity of clerk-treasurer of the city, by law or this charter.~~

Section 3.06, Deputy Clerk-Treasurer

~~—The clerk-treasurer may appoint a deputy subject to the written confirmation by the city manager. The clerk-treasurer may terminate the status of the deputy upon written notice to the city manager. The deputy clerk-treasurer shall have the authority to assume the duties of the clerk-treasurer in the clerk-treasurer's absence.~~

Section 3.07, City Assessor

~~—The assessor shall:~~

- ~~(a) possess all the powers vested in and shall be charged with all the duties imposed upon assessing officers by the general laws of the State.~~
- ~~(b) make and prepare all regular and special assessment roles in the manner prescribed by this charter and the general laws of the State.~~
- ~~(c) serve as clerk for the Planning Commission and report to the council.~~
- ~~(d) have full rights of discussion on the Planning Commission.~~
- ~~(e) perform such other duties as may be prescribed by law or this charter.~~

Recommendation No. 7: Delete Section 3.05, 3.06 & 3.07 and add the duties to Section 3.04, Power and Duties of the City Manager except Sections 3.05 and 3.07.a-e.

ARTICLE VII, LIBRARY

~~—————The Marshall Public Library shall be continued and maintained as a public library and reading room pursuant to the governing state statutes. The manner of selection of the board of directors and officers thereof, the duties of the board of directors and officers, the control of moneys collected to the credit of the library fund, the acquisition and disposal of real and personal property, the construction and leasing of buildings and property, the appointment and removal of a librarian, library assistants and staff, the fixing of salaries and all other matters pertaining to the operation of the public library and reading room shall be as provided by state law.~~

Recommendation No. 8: Delete this Section. The Library is under the direction of the District Library Authority.

Section 12.08, Performance Audit

~~—————At least once every four (4) years, or more often as may be deemed necessary, the city council shall provide for a performance audit of one (1) or more city departments or phase of city government (including the city's utility department). The purpose of this provision is to strengthen management capabilities through increased efficiency, planning and maximum utilization of city resources, systems, programs and personnel.~~

Recommendation No. 9: Delete this Section. Departmental audits can cost from \$20,000 to \$80,000 to complete. The Council has the right to request an audit if it desires.



MARSHALL CITY COUNCIL AGENDA

TUESDAY – 7:00 P.M.

JANUARY 17, 2012

- 1) CALL TO ORDER
- 2) ROLL CALL
- 3) INVOCATION – David Good, First Baptist 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. City Council Minutes
Work Session..... Tuesday, January 3, 2012
Regular Session..... Tuesday, January 3, 2012
 - B. City Bills
Regular Purchases..... \$ 282,999.64
Weekly Purchases – 12/30/11..... \$ 19,959.89
Weekly Purchases –1/06/12..... \$ 76,486.33
Total \$ 379,445.86
- 8) PRESENTATIONS AND RECOGNITIONS
- 9) INFORMATIONAL ITEMS
- 10) PUBLIC HEARINGS & SUBSEQUENT COUNCIL ACTION
 - A. General Fund Fiscal Year 2013 and 2014 Financial Forecast
City Council will receive public comment regarding the FY 2013 and FY 2014 Financial Forecast.
 - B. Adoption of the Six Year Capital Improvement Program July 1, 2012 through June 30, 2018
City Council will receive public comment regarding the proposed July 1, 2012 through June 30, 2018 Capital Improvement Program.
- 11) OLD BUSINESS
- 12) REPORTS AND RECOMMENDATIONS
 - A. 2012 Goals Adoption
City Council will consider the recommendation to officially adopt the 2012 Goals.
 - B. RICE NESHAP Engine #6 Upgrades
City Council will consider the recommendation to approve the upgrades to Engine #6 to meet the RICE NESHAP compliance upgrades

Mayor:

James Dyer

Council Members:

Ward 1 - Wayne Booton

Ward 2 - Nick Metzger

Ward 3 - Brent Williams

Ward 4 - Jack Reed

Ward 5 - Jody Mankerian

At-Large - Kathy Miller



13) APPOINTMENTS / ELECTIONS

A. Calhoun County Consolidated Dispatch Authority – Technical Advisory Committee Appointments

City Council will consider the recommendation to approve the appointments of Robert Kiessling as Representative, James Schwartz as First Alternate and Greg McComb as Second Alternate to the Calhoun County Consolidated Dispatch Authority Technical Advisory Committee.

14) PUBLIC COMMENT ON NON-AGENDA ITEMS

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

15) COUNCIL AND MANAGER COMMUNICATIONS

16) ADJOURNMENT

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Tom Tarkiewicz", with a large, stylized flourish at the end.

Tom Tarkiewicz
City Manager

IN A WORK SESSION Tuesday, January 3, 2012 at 7:00 P.M. in the Conference Room of Town Hall, 323 West Michigan Avenue, Marshall, MI, the Marshall City Council was called to order by Mayor Dyer.

Present: Council Members: Booton, Mayor Dyer, Metzger, Miller, Reed (arrived at 6:13 p.m.), and Williams.

Also Present: City Manager Tarkiewicz

Absent: None.

A. City Manager Tarkiewicz provided Council with the comments that were received at the Community Input Forums for the City's Visioning, Goals, Objectives, and Tasks.

B. City Council reviewed Goal Area III. INFRASTRUCTURE to finalize and make any changes.

The meeting was adjourned at 6:43 p.m.

James L. Dyer, Mayor

Sandra Bird, Clerk-Treasurer

CALL TO ORDER

IN REGULAR SESSION Tuesday, January 3, 2012 at 7:00 P.M. in the Council Chambers of Town Hall, 323 West Michigan Avenue, Marshall, MI, the Marshall City Council was called to order by Mayor Dyer.

ROLL CALL

Roll was called:

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

Also Present: City Manager Tarkiewicz.

Absent: Council Members: None.

INVOCATION/PLEDGE OF ALLEGIANCE

Kris Tarkiewicz of Family Bible Church gave the Invocation and Mayor Dyer led the Pledge of Allegiance.

APPROVAL OF THE AGENDA

Moved Metzger, supported Booton, to approve the agenda as presented. On a voice vote: **MOTION CARRIED.**

PUBLIC COMMENT ON AGENDA ITEMS

None.

CONSENT AGENDA

Moved Metzger, supported Williams, to approve the consent agenda:

- A. Schedule a public hearing for Tuesday, January 17, 2012 to hear public comment regarding the proposed July 1, 2012 through June 30, 2018 Capital Improvement Program;
- B. Approve minutes of the City Council Regular Session and Work Session held on Monday, December 19, 2011 and the Special Session held on Wednesday, December 7, 2011;
- C. Approve city bills in the amount of \$201,721.20.

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

PRESENTATIONS AND RECOGNITIONS

None.

INFORMATIONAL ITEMS

None.

PUBLIC HEARINGS & SUBSEQUENT COUNCIL ACTION

None.

OLD BUSINESS

None.

REPORTS AND RECOMMENDATIONS

A. FY 2013 and 2014 Financial Forecast Presentation:

Clerk-Treasurer Bird and City Manager Tarkiewicz gave a Power Point presentation on the Fiscal Year 2013 and 2014 Financial Forecast for the City of Marshall.

Moved Miller, supported Booton, to schedule a public hearing for Tuesday, January 17, 2012 to receive public comment on the FY 2013 and 2014 Financial Forecast. On a voice vote – **MOTION CARRIED.**

APPOINTMENTS / ELECTIONS

A. Historic Preservation District Study Committee:

No action was taken at this time.

PUBLIC COMMENT ON NON-AGENDA ITEMS

None.

COUNCIL AND MANAGER COMMUNICATIONS

None.

ADJOURNMENT

The meeting was adjourned at 8:03 p.m.

James L. Dyer, Mayor

Sandra Bird, Clerk-Treasurer

VENDOR APPROVAL SUMMARY REPORT

Date: 01/11/2012

Time: 1:52pm

Page: 1

CITY OF MARSHALL

Vendor Name	Vendor Number	Description	Check Amount	Hand Check Amount
AETISTRY TECHNOLOGIES, LLC	400330	WEBSITE HOSTING 2012	1,530.00	0.00
ALEXANDER CHEMICAL CORPORATION	7024	CHLORINE	1,358.00	0.00
ALTEC INDUSTRIES INC	5720	HYDRAULIC SYSTEM REPAIR #323	3,866.46	0.00
ARROW UNIFORM	6839	CUST #010198-04	635.13	0.00
AUSTIN-BATTERIES PLUS	6532	BATTERIES	761.86	0.00
AUTO VALUE MARSHALL	21340	FUEL FILTER	1,460.98	0.00
BAKER TOOL RENTAL & STORAGE	9733	PERSON LIFT	100.00	0.00
BLU FISH CONSULTING, LLC	4473	MEDIA EXPENSES	6,645.00	0.00
BOSHEARS FORD SALES INC	7117	TRUCK	22,089.80	0.00
C.E.M. SUPPLY INC	7200	HAMMER DRILL CHUCK	86.55	0.00
CALHOUN COUNTY CONS DISPATCH	7176	1ST QTR DISPATCH SERVICE	50,483.50	0.00
CARON CHEVROLET OLDSMOBILE GEO	7191	M-2 POLICE TAHOE	245.34	0.00
CIVIL ENGINEERS INC	9216	RIVER RD/MAPLE ST/SYCAMORE ST	1,600.00	0.00
COGITATE INC	8443	MMS STATE TRUNKLINE	155.00	0.00
CRT, INC	6541	BACKUP DR APPLIANCE SERVICE	339.00	0.00
D & D MAINTENANCE SUPPLY	7271	PAPER BAGS	35.76	0.00
DARLING ACE HARDWARE	7281	BULB HI-INT	252.32	0.00
EDWARDS INDUSTRIAL SALES	7332	#304 PIPE, BUSHING	17.25	0.00
EGGOTT.COM	9483	DOMAIN NAME RENEWAL	20.00	0.00
ENMET CORPORATION	7339	GAS METER RE-CAL	101.47	0.00
GARAGE DOORS UNLIMITED	300432	DOOR OPENERS	64.00	0.00
GOODWIN PLUMBING, LLC	7394	DRINKING FOUNTAIN	747.54	0.00
GRAND RIVER BUILDERS	400229	GAR HALL, CAPITAL SCHOOL	12,806.00	0.00
HERMANS MARSHALL HARDWARE	7446	OIL FILLED RADIATOR	101.16	0.00
INTERACT PUBLIC SAFETY SYSTEMS	400461	RMS MAINTENANCE CONTRACT	1,000.00	0.00
J & K PLUMBING SUPPLY	3351	SUMP PUMP - IND PARK	131.21	0.00
JS BUXTON	8962	LIME	1,171.02	0.00
KAR LABORATORIES INC	8817	MERCURY ANALYSIS	360.00	0.00
KENNEDY INDUSTRIES INC	8294	Multismart Upgrade to Fountain	5,960.00	0.00
LAKELAND ASPHALT CORPORATION	7526	COLD PATCH	1,299.46	0.00
LAWSON PRODUCTS	6497	BOLTS & WASHERS	239.76	0.00
MARSHALL AREA	4674	WHAT'S BREWING BREAKFAST MTG	7.00	0.00
MARSHALL AREA CHAMBER	7556	MEMBERSHIP	217.00	0.00
MARSHALL MEDICAL ASSOCIATES	7571	COOK	457.00	0.00
MICHIGAN ASSOCIATION	4654	2012 MEMBERSHIP	120.00	0.00
MICHIGAN DEPT OF AGRICULTURE	400492	WHEEL LOAD WEIGHER CALIBRATION	145.00	0.00
MICHIGAN-SHIGA SISTER-STATE	3373	YEARLY DUES	115.00	0.00
MID-STATE ASBESTOS REMOVAL INC	5406	ABATEMENT	3,500.00	0.00
MIDWEST TRANSIT EQUIPMENT	300086	DART 12	153.13	0.00
MMTA	2461	2012 MMTA DUES, M. MASTEJ	50.00	0.00
MODERNISTIC	8101	MH SERVICE CALL	179.00	0.00
MSC INDUSTRIAL SUPPLY CO	6831	2.4 KW SWITCHGEAR PROJECT	3,795.78	0.00
NYE UNIFORM COMPANY	7733	PANTS	139.47	0.00
POWER LINE SUPPLY	7821	FRICTION TAPE	1,175.00	0.00
PRIMARY INTEGRATION ENCORP LLC	5897	SWITCHGEAR PROJECT	139,150.00	0.00
RADIO SHACK	7811	SANDISK 32 GB CRUZER USB FLASH	49.99	0.00
REALPAGE INC	5126	ANNUAL FEE 02/01/12-01/31/13	341.25	0.00
SAFETY-KLEEN	7849	WASHER SOLVENT	226.22	0.00
SOUTHWEST MICHIGAN FIRST	400493	TEAM TRAINING	250.00	0.00
STANDARD PRINTING & OFFICE	7903	SCHEDULE SHIFT CARDS	557.63	0.00
STANLEY LAWN & GARDEN	7905	ECHO HD, CROSSFIRE LINE, SPOOL	137.17	0.00
STANTEC CONSULTING MICHIGAN	9713	2012 Water Main	8,749.26	0.00
TIME EMERGENCY EQUIPMENT	7955	MICROKEY, HAND SANITIZER	67.37	0.00
TOM'S AUTO BODY	20042	FIRE TRUCK REPAIR	2,528.30	0.00
UNIVERSAL ADVERTISING ASSOC	400178	ADVERTISING	75.00	0.00
USA BLUEBOOK	2460	VINYL GLOVES	507.40	0.00
VALLEY TRUCK PARTS	9536	AUTO TRANS PARTS	313.10	0.00
VIA PRUDENCE	400494	G.A.R. HALL IT MANAGEMENT	2,480.00	0.00
VIRIDIS DESIGN GROUP	400262	OBSERVATION DECK SURVEY	1,850.00	0.00
W.W. GRAINGER INC	8310	LAB VACUUM FILTERS	0.00	0.00

Grand Total: 282,999.64 0.00

VENDOR APPROVAL SUMMARY REPORT

Date: 12/30/2011

Time: 9:39am

Page: 1

CITY OF MARSHALL

Vendor Name	Vendor Number	Description	Check Amount	Hand Check Amount
BOGAR THEATER	9200	DAY CAMP - 24 TICKETS	156.00	0.00
CALHOUN COUNTY EQUALIZATION	7169	CONTRACTUAL ASSESSING SRVC	2,122.00	0.00
CALHOUN COUNTY TREASURER	7177	TRAILER FEES	80.00	0.00
COMMERCIAL OFFICE PRODUCTS	9769	CALCULATOR TAPE	183.69	0.00
CONSUMERS ENERGY	8191	1000 0033 5602	3,462.99	0.00
CONSUMERS ENERGY	8560	1000 0916 3203	4,443.24	0.00
EDWARD COSTINE	500025		353.42	0.00
DEFOREST BROTHERS CONSTRUCTION	7288	Foundations for Oakridge cemet	5,200.00	0.00
CARL FEDDERS	6811	TUITION REIMBURSEMENT	850.83	0.00
FEDEX	8197	TAX EXEMPT FINANCIAL DOCS	20.35	0.00
GREG MC COMB	500054		353.42	0.00
JEFF RHODES	500056		353.42	0.00
JOHN TRAVIS	500058		353.42	0.00
ROBERT MCCAIN	8267	RENEWAL OF EMT LICENSE	25.00	0.00
MCMASTER-CARR	6133	LETTERS	91.73	0.00
LORI OLSON	4036	REFUND UTILITY SECURITY DEPOSIT	16.84	0.00
MARTIN OVERHISER	5181	SUPPLIES FOR GAR ARCHIVES	29.64	0.00
ROBERT V. MC CAIN	500055		353.42	0.00
. ALLISON STARKEY	400486	REFUND UTILITY DEPOSIT	81.02	0.00
TRACY SWEGLES	20311	REFUND UTILITY DEPOSIT	15.64	0.00
W.W. GRAINGER INC	8310	LAB VACUUM FILTERS	0.00	0.00
BILLY WALKER-TORREY	400487	REFUND UTILITY DEPOSIT	76.05	0.00
WILL NASH	500057		353.42	0.00
WILLIAM HANKINSON	500026		353.42	0.00
KEITH ZIENERT	6051	EXPENSE REIMBURSEMENT	365.08	0.00
SHERI ZIENERT	5152	COFFEE & CLEANER	79.49	0.00

Grand Total: 19,773.53 0.00

PRESCRIPTION REIMBURSEMENTS 186.36

TOTAL CASH DISBURSEMENTS \$19,959.89

VENDOR APPROVAL SUMMARY REPORT

Date: 01/06/2012

Time: 10:09am

Page: 1

CITY OF MARSHALL

Vendor Name	Vendor Number	Description	Check Amount	Hand Check Amount
AD-VISOR & CHRONICLE	7557	DECEMBER CHARGES	737.04	0.00
ROLENE AMSLER	400491	REFUND UTILITY DEPOSIT	9.04	0.00
BATTLE CREEK UNLIMITED, INC.	4558	JANUARY	14,041.66	0.00
KAREN BISCHOFF	400490	REFUND UTILITY DEPOSIT	77.91	0.00
BROADSTRIPE	3293	ACCT #198-040293	140.01	0.00
CALHOUN COUNTY EQUALIZATION	7169	CONTRACTUAL ASSESSING SRVC	2,122.00	0.00
CALHOUN COUNTY TREASURER	7177	CHARGEBACK 2010 FORECLOSURES	188.64	0.00
CITGO	3724	FLEET #132271610	10,523.75	0.00
COMMERCIAL OFFICE PRODUCTS	9769	OFFICE SUPPLIES	302.97	0.00
CULLIGAN	736	ACCT #1155180	28.50	0.00
KASEY DAMRON	400489	REFUND UTILITY DEPOSIT	36.62	0.00
JAMES R DEVENNEY	300006	INSPECTION COMMISSION	156.25	0.00
DARYL GANO	8148	INSPECTION COMMISSION	2,303.75	0.00
JOHN GROSS	300013	INSPECTION COMMISSION	331.25	0.00
DIANNE JANEY	400488	REFUND UTILITY DEPOSIT	7.13	0.00
MARSHALL LANES	739	DAY CAMP	126.00	0.00
MISSION CAR WASH	217915	OCT & NOV	126.00	0.00
NAPA OF MARSHALL	2939	CONNECTOR	16.11	0.00
OAKLAWN HOSPITAL	1006	PARKING STRUCTURE 2012 LEASE	13,875.00	0.00
REPUBLIC SERVICES #249	2096	ACCT #3-0249-1022021	472.08	0.00
ROBERT RITSEMA	6320	MEALS	16.72	0.00
STAPLES	8291	6035 5178 2034 8893	1,144.06	0.00
STATE OF MICHIGAN	4872	38-6004708 DEC 2011 SLS TAX	29,680.48	0.00
W.W. GRAINGER INC	8310	LAB VACUUM FILTERS	0.00	0.00
Grand Total:			76,462.97	0.00

PRESCRIPTION REIMBURSEMENTS 23.36

TOTAL CASH DISBURSEMENTS \$76,486.33



ADMINISTRATIVE REPORT
January 17, 2012 – City Council Meeting

TO: Honorable Mayor and City Council Members

FROM: Tom Tarkiewicz, City Manager

SUBJECT: General Fund FY 2013 and FY 2014 Financial Forecast – Public Hearing

BACKGROUND: At the January 3rd Council meeting, the City Manager presented the General Fund FY 2013 and 2014 Financial Forecast. A summary of the presentation is below.

ONE TIME REVENUE ENHANCEMENTS

Available General Fund Operating Reserve (Total reserve – \$1,453,876)	\$400,000
Working Capital Reserve	\$500,000
TOTAL AVAILABLE	\$900,000

ON-GOING REVENUE ENHANCEMENTS
 (Subject to Council approval only)

	FY 2013	FY 2014
Solid Waste Millage Levy	\$91,387	\$91,387
1% Tax Collection Admin. Fee	\$133,037	\$133,037
CCFDA Contribution Savings – Call Reduction	\$30,000	\$60,000
Increase Millage to Cap – 3.3245 Mills	\$592,804	\$592,804
TOTAL AVAILABLE	\$847,228	\$877,228

EXPENDITURE REDUCTIONS

	FY 2013	FY 2014
• Compost Center Fund Balance Usage	\$5,000	\$30,000
• Eliminate MPACT contribution	\$7,500	\$7,500
• Eliminate Sister Cities delegation contribution	\$3,000	\$3,000
• Eliminate Town Crier	\$3,792	\$3,792
• Reduce Manager conference & travel expenses	\$1,650	\$1,650
• Reduce Council conference & travel expense	\$1,000	\$1,000
• Delay Capital Outlay	\$18,242	\$103,800

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• Eliminate Airport subsidy	\$90,000	\$90,000
• Eliminate overtime personnel for Special Events	\$15,000	\$15,000
• Eliminate paid Police reserve officers	\$7,500	\$7,500
• Eliminate crossing guard program	\$27,784	\$27,784
• Eliminate Spring trash pickup	\$10,000	\$10,000
• Eliminate equipment costs for leaf, Christmas tree, and brush pickup	\$25,000	\$25,000
• Do not fill DPW position due to retirement. (Related to leaf, Christmas tree and brush pickups)	\$64,234	\$66,578
• Do not fill Firefighter position due to retirement. This will cause one person on a shift on approximately 90 days a year. This shift would not be backfilled with overtime.	\$72,841	\$75,255
• Eliminate Police officer position.	\$19,000	\$25,500
• Miscellaneous expenditure reductions	\$2,400	\$22,500
TOTAL FY 2013 EXPENDITURE REDUCTIONS	\$373,943	

• Freeze wages	\$6,395
• Combine Police Chief and Fire Chief positions into Director of Public Safety position, when the Fire Chief retires.	\$60,000
• Electric Department does not bill for Chapel GF electric	\$825
• Electric Department does not bill for City Hall GF electric	\$40,000
• Eliminate one part time Police clerical, counter open only four hours per day	\$13,500
• 15% of GF BCU contract funded by Electric Dept.	\$25,275

•Eliminate part time Police Detective position	\$22,000
Eliminate a PSB position, counter open only four hours per day	\$18,892
Eliminate a Finance position, counter open only four hours per day	\$11,450
TOTAL FY 2014 EXPENDITURE REDUCTIONS	\$714,196

A public hearing was established for the January 17th meeting to hear citizen comments on the use of revenue enhancements and/or expenditure reductions. After hearing comments, City Staff desires to hear the direction from Council at this meeting or at the February 6th meeting.

RECOMMENDATION: After hearing public comment, City Staff desires to hear the Council's direction on the use of revenue enhancements and/or expenditure reductions. Staff will incorporate this direction into the proposed budget and will plan to present the FY 2013 budget on April 2nd.

FISCAL EFFECTS: Unknown at this time.

ALTERNATIVES: As suggested by Council.

Respectfully submitted,



Tom Tarkiewicz
City Manager



ADMINISTRATIVE REPORT
January 17, 2012 – City Council Meeting

TO: Honorable Mayor and City Council Members

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

SUBJECT: Adoption of the Six Year Capital Improvement Program July 1, 2012 – June 30, 2018

BACKGROUND: For several years Council has been presented with a Capital Improvement Program (CIP) which is the *guide* for future capital needs for the City of Marshall. Through the CIP process the ground work has been laid to ensure that capital improvements are identified and prioritized. The resources to provide those needs are also analyzed. The proposed CIP is published on the City's website, on the Finance Department home page: <http://www.cityofmarshall.com/departments/105>

The Marshall City Planning Commission held a public hearing at its December 14, 2011 regular meeting. The Planning Commission's role is to review the CIP to make certain it addresses any priorities included in the Master Plan for Future Land Use. There was no public present and no public comments were heard on the CIP. The Planning Commission accepted and recommended Council approval of the CIP.

Council conducted a public hearing to receive comments on the proposed Capital Improvement Program. Following the public hearing, Council will be asked to adopt the CIP as presented or with any changes Council deems appropriate.

RECOMMENDATION: Approve the July 1, 2012 through June 30, 2018 Capital Improvement Program as presented.

FISCAL EFFECTS: None at this time.

ALTERNATIVES: As suggested by Council.

Respectfully submitted,

Sandra Bird
Clerk-Treasurer

Tom Tarkiewicz
City Manager

323 W. Michigan Ave.

Marshall, MI 49068

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cityofmarshall.com



ADMINISTRATIVE REPORT
January 17, 2012 – City Council Meeting

TO: Honorable Mayor and City Council Members
FROM: Tom Tarkiewicz, City Manager
SUBJECT: 2012 Goals Adoption

BACKGROUND: Over the last nine months, City Council, Staff, and the Community have been developing the City's 2012 Goals. Attached is the Final Draft of the 2012 Goals. These Goals will be used for Staff evaluations and the FY 2013 budget preparation. It will be planned that the Council and Staff will meet during the first quarter of 2013 to refresh the Goals.

RECOMMENDATION: It is recommended that the Council officially adopt the attached Goals for 2012.

FISCAL EFFECTS: None at this time.

ALTERNATIVES: As suggested by Council.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Tom Tarkiewicz", written over a white circular stamp or mark.

Tom Tarkiewicz
City Manager

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2012
CITY VISIONING,
GOALS, OBJECTIVES
AND TASKS



Adopted by City Council
January 17, 2012



CITY GUIDING PRINCIPLES, GOALS & OBJECTIVES

During 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. Two public forums were held in October and the comments were incorporated in the final 2012 Goals.

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: Retain and enhance the existing employment base of the surrounding Community by attracting commercial and retail uses within the central business district consistent with its historic character; attracting cultural, entertainment and similar destination businesses citywide; attracting research and development uses to the Brooks Industrial Park and other industrial uses consistent with existing industrial businesses within the City, all of which is measured to assess the impact of our actions on the economic vitality of our 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: To achieve and sustain a concentrated effort by policymakers and community to promote the standard of living and economic health of Marshall.

CITY OBJECTIVES

GOAL AREA I. ECONOMIC DEVELOPMENT

- Community College
- Industrial Park – Brooks
- Consensus plan – hospital and neighborhood
- Collaboration with schools and adjoining townships
- More restaurants
- River District & entertainment
- Broker for business – new and existing

Goal Statement:

Retain and enhance the existing employment base of the surrounding Community by attracting commercial and retail uses within the central business district consistent with its historic character; attracting cultural, entertainment and similar destination businesses citywide; attracting research and development uses to the Brooks Industrial Park and other industrial uses consistent with existing industrial businesses within the City, all of which is measured to assess the impact of our actions on the economic vitality of our residents, businesses and industry.

Objectives:

1. 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 townships
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, entertainment venues
9. Study time required to obtain permits, zoning etc. Assess: How user friendly is the City?
10. Evaluate the economic development vitality

11. Develop a City entryway improvement plan
12. Evaluate tourism as an economic development tool
13. Add one new business to the Industrial Park
14. Seek private involvement for implementation of a Citywide Wi Fi Broadband system

Tasks to be completed by December 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
4. Aggressively market the industrial park
5. Research cost for an Entry Corridor Redevelopment Plan
6. Develop measurement tool for economic development

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 cooperation with owners and renters
5. Promote fire safety awareness
6. Rental contact information placed on house or building
7. Incentive possibilities for downtown residential rental properties
8. Communication with the public

Tasks to be completed by December 2012:

1. Conduct at least two Community forums outside of City Hall
2. Accomplish fact finding on rental housing ordinance
3. Inspection team and database use organized
4. Begin reorganization of codes
5. Create a plan of action on fire safety awareness
6. Report on incentives for downtown residential rental development through grants and loans

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 plan supported by the community – let the community guide the effort.

Objectives:

1. Study, suggest, and implement revenue restructuring
 - 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
 - Special assessments for capital projects
2. Prioritize projects and prepare long-term plan
 - Determine desired outcome for implantation and funding (goal one related)
3. Evaluate overall needs (Infrastructure/enforcement cost) and possible funding avenues
 - Educate stakeholders of funding options
 - Investigate the burial of electric lines during infrastructure design
4. Review options for the reuse of the space vacated by the Police Department for:
 - a. Community Center (Senior and Youth)
 - b. Public restrooms

c. Unified Economic Development

5. Continue the collaboration with Calhoun County and the State of Michigan to secure funding and construct the Marshall Regional Law Enforcement Center
6. Improvement the facilities for the Fire Department.
7. Support third party initiatives for completion of the Calhoun County bike trail.
8. Make final decision on the future of the downtown parking meters.
9. Review and implement Walker Downtown Parking Study recommendations.

Tasks to be completed by December 2012:

1. Evaluate overall needs (Infrastructure/enforcement cost) and possible funding avenues
 - Present options to stakeholders
2. Prepare a recommendation on the downtown parking meters for the DDA and Council by September 4th.
3. Work with Calhoun County and the State of Michigan to secure funding for the Marshall Regional Law Enforcement Center.
4. Retain an architect to develop plans for an improved facility for the Fire Department.

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:

To achieve and sustain a concentrated effort by policymakers and community to promote the standard of living and economic health of Marshall.

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. Facilitate the installation of a Dog Park with private funding
 - City owned and operated
 - Privately funded
 - Volunteer management
5. Community Garden
 - Vegetable (Model after Detroit)
 - Floral (beautify town) Greenery (Eaton, etc.)
6. Increase volunteer partnerships
7. Encourage and facilitate live downtown performances
8. Coordinate City economic development with private organizations engaged in tourism and entertainment
9. Explore and facilitate an ice skating rink
10. Explore and facilitate a non-motorized transportation plan
11. Study Fountain Circle pedestrian safety
12. Partner with Marshall District Library on Community projects

Tasks to be completed by December 2012:

1. Much improved communications (objectives 1 and 2) with continued feedback and changes moving the communications process forward.
2. Create a non-motorized transportation plan.



APPENDIX A COMMUNITY FORUM COMMENTS

GOAL AREA I. ECONOMIC DEVELOPMENT

- The goal statement seems too minor/insignificant and lacks any direction. I would suggest a goal that states--To retain current jobs in the city and increase the number of new jobs in the city and the contiguous townships around the city.
- Broadband Wi-Fi in downtown
- Petoskey unique liquor licenses for eateries
- Connections for walking, biking, etc.
- Support for conservation to support quality of life and tourism
- Support trail expansions
- Fiber optics throughout the city
- City entrance improvement and planning
- Promote tourism as an economic development tool
- Work with the Firekeeper's Casino to encourage further economic development around it so it becomes more of a destination
- Aggressively market the industrial park and expect one new business per year to locate there
- Add to the first bullet "After public safety, economic development is the cities next most important priority. Aggressive recruitment of new jobs will be strongly supported by the city."

GOAL AREA II. NEIGHBORHOODS

- Agree with need for Police Facility
- Hope Fire Department can remain downtown
- Need rent ordinance and inspection
- Open House w/renters and landowners to discuss responsibilities of both. Get appropriate contact info.
- Increase volunteer partnerships
- Incentives the downtown residential rental market.
- Delete having Council meetings in quadrants. I think it would drain administrative time and accomplish very little other than taking time that could be better spent on more meaningful objectives.

GOAL AREA III. INFRASTRUCTURE

- Focus on more than new construction
- Look at options in tax structure
- Support senior community center – govt. support with some private support
- Restrooms downtown are needed
- Aging city – time to start servicing them
- Special assessment for roads not a good idea
- Parking is adequate
- Time to cut expenses instead of doing new projects
- Community center is a good idea
- Bike trail (lake to lake)
- Tourism features are good
- Tree City – trees taken into consideration in construction
- Grants use has been good
- Income tax is a way to collect \$\$\$ from users
- Parking meters detour tourism
- Bury electrical lines w/other construction costs
- Possible reduction in property taxes (.5 mil) to persuade voters to vote for 911 surcharge
- Roads in good condition. Downtown especially
- Community center centralized in area where people are visible. Residential ok – one street off main street
- More diversity of businesses
- Maintain – no Wal-Mart
- Meters inexpensive

GOAL AREA III. INFRASTRUCTURE (PAGE 2)

- More parking for events – 1-2 streets away from Main Street
- ESB: County staying here & combining services
- Downtown walkability – crossing the streets
- Caution signs on sidewalks near fountain
- Major Street project – connect burying utilities
- Long range maintenance for trees, storm damage, power lines
- Make city more livable-walking paths
- Electric Good! Quality of life!!
- Concern: additional maintenance costs related to new/expanded buildings-if we can't afford it, don't do it
- Downtown community center
- Partnership with Library goals – complimentary to city/library
- After school (youth) programs – downtown
- ESB – shared services with collaboration – strongly agree/beneficial
- Having decision makers all in one place and close by (fire, police, city hall)
- How to get ladder truck on existing site
- City/fire plan– having public restrooms outside entry would feel safe.
- Bridge/roads/parking lots – Priority, roads rated C-
- Support raising millage or short term bond for roads
- Print goals in newspaper – updates along the way, makes community a part of the plan to support it.
- Exclude a Community Center (youth and seniors) as a five year project. We already have the Franke Center.
- The Public Safety Building is the priority

GOAL AREA IV. COMMUNITY LIFE

- Inventory sidewalks – complete where missing
- Bike trails – Concord to Jackson, Kal-Haven Trail = connect!
- Ice skating – athletic fields or brooks nature, warm up station
- Crosswalks – signage “cars must yield”. Consider temp signs at key times
- Pedestrian safety. More clearly marked crosswalks. More education
- “Safe roads to school” program
- Complete streets – adopt this model
- Better visual cues for pedestrian crossing buttons at lights
- Live performances downtown. Scheduled happenings. Weekend night – local group performance. Stores open on Friday or Saturday nights.
- Open flags
- May not buy today, but will be back to shop?
- Bike lanes!
- Afternoon activities – beyond 4 p.m.
- More complete sidewalks, walking paths in conjunction w/bike paths
- Wider sidewalks – 2 abreast
- MDOT = fountain circle access
- Pocket parks – throughout neighborhoods. Green spaces, benches, trees, outdoor performing arts. Watch for foreclosures vacant lots
- Art displays – empty store windows
- Move skate park to athletic field – move visibility
- Increase volunteer partnerships

GOAL AREA IV. COMMUNITY LIFE (PAGE 2)

- Delete bike lanes from this objective. We have roads that need these dollars and we shouldn't take on more maintenance costs and right of way battles, at this time.
- A dog park seems like a dubious project to me. It would take time away from more important objectives and not address the real problems Marshall is facing-- we need economic development, and we need funds for higher priority projects



APPENDIX B GOALS, OBJECTIVES, AND TASKS



**FISCAL YEAR 2012
GOALS AND OBJECTIVES**

Goal Area:	ECONOMIC DEVELOPMENT	Champion:	Mayor
Goal Unit:	Unified Residential Waste Hauling	Goal Leader:	Carl Fedders
		Goal Team:	Carl Fedders and Mike Hindenach
Goal Statement:	Retain and enhance the existing employment base of the surrounding Community by attracting commercial and retail uses within the central business district consistent with its historic character; attracting cultural, entertainment and similar destination businesses citywide; attracting research and development uses to the Brooks Industrial Park and other industrial uses consistent with existing industrial businesses within the City, all of which is measured to assess the impact of our actions on the economic vitality of our 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 participate in community waste hauling.	3/2011	3/2011	Complete
A 2 - Receive comments from interested parties and Boards.	3/2011	3/2011	Complete
A 3 - Determine areas for study, modification, or action.	1/2012	4/2012	On-going
A 4 - Hold public forum.	5/2012	10/2012	On-going
A 5 - Determine proper course of action.	1/2012	12/2012	On-going



FISCAL YEAR 2012 GOALS AND OBJECTIVES
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Goal Area:	Economic Development	Champion:	Mayor
Goal Unit:	West Entry Corridor Improvements	Goal Leader:	Carl Fedders
		Goal Team:	Carl Fedders and Natalie Huestis
Goal Statement:	Retain and enhance the existing employment base of the surrounding Community by attracting commercial and retail uses within the central business district consistent with its historic character; attracting cultural, entertainment and similar destination businesses citywide; attracting research and development uses to the Brooks Industrial Park and other industrial uses consistent with existing industrial businesses within the City, all of which is measured to assess the impact of our actions on the economic vitality of our residents, businesses and industry.		

Goal Objective	City Goals:
A. Research cost for an entry corridor redevelopment	Goal Area I

Task	Start	Completion	Status
A 1 – Create inventory of infrastructure/features to be addressed by redevelopment plan.	3/2012	5/2012	
A 1 – Research options and preliminary cost estimates for utility improvements and select relocation option.	5/2012	7/2012	
A 1 – Contact communication companies to develop cost estimates for utility relocation.	1/2012	5/2012	
A1- Identify proposed aesthetic options for corridor improvements.	5/2012	7/2012	
A1 – Gather input from stakeholders	8/2012	11/2012	
A 1 – Submit draft redevelopment plan to MDOT for approval.	11/2012	12/2012	



**FISCAL YEAR 2012
GOALS AND OBJECTIVES**

Goal Area:	ECONOMIC DEVELOPMENT	Champion:	Mayor
Goal Unit:	Marshall Economic Development	Goal Leader:	Mike Hindenach
		Goal Team:	EDC, DDA
Goal Statement:	Retain and enhance the existing employment base of the surrounding Community by attracting commercial and retail uses within the central business district consistent with its historic character; attracting cultural, entertainment and similar destination businesses citywide; attracting research and development uses to the Brooks Industrial Park and other industrial uses consistent with existing industrial businesses within the City, all of which is measured to assess the impact of our actions on the economic vitality of our residents, businesses and industry.		

Goal Objective	City Goals:
A. Evaluate the economic development vitality	Goal Area I
	Goal Area I

Task	Start	Completion	Status
A, B 1 -Develop measurement tool for economic development.			
A, B 2 – Contact MEDC and BCU to see how they measure			
A, B 3 – Consult with U of M Dearborn regarding the eCities model and what measurements we may want to consider.			
A, B 4 – Have EDC and DDA develop model and present to council			



**FISCAL YEAR 2012
GOALS AND OBJECTIVES**

Goal Area:	ECONOMIC DEVELOPMENT	Champion:	Mayor
Goal Unit:	Industrial Park-Brooks	Goal Leader:	Mike Hindenach
		Goal Team:	MEDC, Carl Fedders
Goal Statement:	Retain and enhance the existing employment base of the surrounding Community by attracting commercial and retail uses within the central business district consistent with its historic character; attracting cultural, entertainment and similar destination businesses citywide; attracting research and development uses to the Brooks Industrial Park and other industrial uses consistent with existing industrial businesses within the City, all of which is measured to assess the impact of our actions on the economic vitality of our 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
C. Add one new business to the Industrial Park	Goal Area I

Task	Start	Completion	Status
A, B, C 1 – Aggressively Market the Industrial Park by Enhancing, Evaluating, and Executing The Brooks Marketing plan.			On-going
A, B, C 2 - Maintain website with GIS and site information.			On-going
A, B, C 3 - Respond to Client Information Requests within a 24 hour period.			On-going
A, B 1 – Annual report.	05/01/2012	07/31/2012	
A, C 1 - Maintain Certified Business Park standing.		12/31/2012	On-going
B, C 1 - Conduct 20 retention visits with local companies.			On-going
B, C 2 - Aggressively support local businesses through the use of local, state, and federal incentive programs.			On-going



**FISCAL YEAR 2012
GOALS AND OBJECTIVES**

Goal Area:	ECONOMIC DEVELOPMENT	Champion:	Mayor
Goal Unit:	Consensus plan – hospital and neighborhood	Goal Leader:	Natalie Huestis
		Goal Team:	Tom Tarkiewicz
Goal Statement:	Retain and enhance the existing employment base of the surrounding Community by attracting commercial and retail uses within the central business district consistent with its historic character; attracting cultural, entertainment and similar destination businesses citywide; attracting research and development uses to the Brooks Industrial Park and other industrial uses consistent with existing industrial businesses within the City, all of which is measured to assess the impact of our actions on the economic vitality of our 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 - Planning Commission receive report from HNC.	12/14/11	3/14/12	Received- In progress
A 2 - Distribute report from HNC to interested parties and Boards.	12/5/11	3/19/12	
A 3 - Receive comments from interested parties and Boards.	3/19/12	4/16/12	
A 4 - Receive planning commission report.	3/19/12	4/16/12	
A 5 - Establish date for public forum.	4/16/12	5/7/12	
A 6 - Council takes action.	5/21/12	6/4/12	



2012 GOALS AND OBJECTIVES

Goal Area:	NEIGHBORHOODS	Goal Leaders:	Mayor & Council
Goal Unit:	Community Forums	Goal Team:	Mayor & Council
Goal Statement:	To create and promote a safe and unified community within our neighborhoods and businesses.		

Goal Objective	City Goals:
1. A. Communication with the public	Goal Area II

Task	Start	Completion	Status
A 1 - Conduct at least two Community forums outside of City Hall	1/17/12	12/31/12	
A 2 - As topics arise, Council will establish the forums.	TBD		
A 3 -			
A 4 -			
A 5 -			



FISCAL YEAR 2012 GOALS AND OBJECTIVES
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Goal Area:	NEIGHBORHOODS		
Goal Unit:	City-wide	Goal Leader:	Natalie Huestis
		Goal Team:	Bob Kiessling, Natalie Huestis, Scott MacDonald, JB Taylor
Goal Statement:	To create and promote a safe and unified community within our neighborhoods and businesses.		

Goal Objective	City Goals:
A. Accomplish fact finding on rental housing ordinance	Goal Area II
B. Begin reorganization of codes	Goal Area II
C. Inspection team and database use organized	Goal Area II

Task	Start	Completion	Status
A 1 – Inspection team meets to research and find facts on rental housing ordinance to present to Council	1/30/12	3/31/12	In progress
A 2 – Facts regarding rental housing ordinance are presented to Council at work session	4/30/12	5/7/12	
A 3 –Council gives direction on a rental housing ordinance		5/7/12	
A 4 – Staff performs audit on city inspection codes and works on reorganization.	1/10/12	3/31/12	In progress
A 5 – Inspection code ordinance changes brought to council for code amendment process (includes PH time)	5/7/12	5/21/12	
A 6 – Staff examines ways to utilize current database.	1/10/12	2/29/12	In progress
A 7 – Staff loads various computers and trains inspection team on utilizing database.	3/1/12	3/31/12	



**FISCAL YEAR 2012
GOALS AND OBJECTIVES**

Goal Area:	NEIGHBORHOODS	Goal Leaders:	
Goal Unit:		Goal Team:	Diane Larkin
Goal Statement:	To create and promote a safe and unified community within our neighborhoods and businesses.		

Goal Objective	City Goals:
A. Report on incentives for downtown residential rental development through grants and loans.	Goal Area II

Task	Start	Completion	Status
A 1 – Research current grant opportunities	2/1/12	2/29/12	
A 2 – Research current loan rates with local lenders	2/12/12	2/29/12	
A 3 - Update database on existing upper floor residential units	2/15/12	3/31/12	
A 4 - Compile report with findings	4/1/12	4/30/12	
A 5 – Update handouts for distribution to property owners	4/1/12	4/30/12	



FISCAL YEAR 2012 GOALS AND OBJECTIVES
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Goal Area:	NEIGHBORHOODS	Champion:	Mayor
Goal Unit:	Ensure safety of businesses.	Goal Leader:	Natalie Huestis
		Goal Team:	Jim Schwartz, Bob Kiessling, JB Taylor
Goal Statement:	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.	1/10/12	3/31/12	In progress
B 1 - Database use organized.	1/10/12	3/31/12	In progress
C 1 - Create a plan of action on safety awareness.			



FISCAL YEAR 2012 GOALS AND OBJECTIVES
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Goal Area:	NEIGHBORHOODS	Champion:	Mayor
Goal Unit:	Neighborhood rental safety	Goal Leader:	Natalie Huestis
		Goal Team:	Jim Schwartz, Bob Kiessling, JB Taylor
Goal Statement:	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
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Goal Area:	INFRASTRUCTURE	Goal Leader:	Carl Fedders ,Sandra Bird
Goal Unit:	Develop Plan for City Infrastructure Assets with Funding Options	Goal Team:	Budget Team
Goal Statement:	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	Completed
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.	12/2011	2/12	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	11/2011	Completed
A,B 7 - Obtain approval and support from community and council for presented capital asset plan.	1/2012	5/2012	On-going
A,B 8 - Review/implement revenue options.	12/2012	12/2012	On-going



FISCAL YEAR 2012 GOALS AND OBJECTIVES
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Goal Area:	INFRASTRUCTURE	Goal Leaders:	
Goal Unit:		Goal Team:	Diane Larkin, James Schwarz
Goal Statement:	Preserve, rehabilitate, maintain and expand all city infrastructure assets (roads, buildings & utility systems) and identify and determine funding options.		

Goal Objective	City Goals:
A. Prepare a recommendation on downtown parking meters for Downtown Development Authority and City Council	Goal Area III

Task	Start	Completion	Status
A 1 – Review Walker Parking Study findings	6/1/12	6/30/12	
A 2 – Prepare report on costs for enforcement, maintenance, collection	6/1/12	6/30/12	
A 3 – Survey downtown businesses for feedback on parking needs, demands, customer comments	7/1/12	7/31/12	
A 4 – Prepare staff recommendation for DDA and Council	8/1/12	8/15/12	



2012 GOALS AND OBJECTIVES

Goal Area: III	INFRASTRUCTURE	Champion:	James Schwartz
Goal Unit:	Review Public Safety Building	Goal Leader:	James Schwartz
		Goal Team:	City, County and State Units
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 plan <i>supported</i> by the community – let the community guide the effort.		

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

Task	Start	Completion	Status
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	Complete
A 3 - Select consultant.	08/01/11	8/5/11	Complete
A 4 - Meet with City, County and State representatives.	09/08/11		Complete
A 5 - Joint Facilities presentation to County and City	01/19/12		
A 6 - Determine funding source for RFP.			
A7- Work with consultant throughout the process.			



FISCAL YEAR 2012 GOALS AND OBJECTIVES
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Goal Area:	ECONOMIC DEVELOPMENT AND INFRASTRUCTURE	Goal Leader:	Bob Kiessling
Goal Unit:	Review Public Safety Building	Goal Team:	Mark Burke, Sandra Bird, JB Taylor
Goal Statement:	Retain and enhance the existing employment base of the surrounding Community by attracting commercial and retail uses within the central business district consistent with its historic character; attracting cultural, entertainment and similar destination businesses citywide; attracting research and development uses to the Brooks Industrial Park and other industrial uses consistent with existing industrial businesses within the City, all of which is measured to assess the impact of our actions on the economic vitality of our 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	



FISCAL YEAR 2012 GOALS AND OBJECTIVES
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Goal Area:	Community Life	Champion:	Mayor
Goal Unit:	Non-motorized plan.	Goal Leader:	Carl Fedders
		Goal Team:	Carl Fedders and Natalie Huestis
Goal Statement:	To achieve and sustain a concentrated effort by policymakers and community to promote the standard of living and economic health of Marshall		

Goal Objective	City Goals:
A. Enhance walking paths and bike paths	Goal Area IV
B. Create non-motorized plan	Goal Area IV
C. Address pedestrian safety around Brooks Memorial Fountain	Goal Area IV

Task	Start	Completion	Status
A 1, B1 – Create inventory of existing infrastructure	1/2012	5/2012	Ongoing
C1 – Meet with MDOT to discussion Traffic Safety around Brooks Memorial Fountain.	1/2012	1/2012	Completed
B1 – Meet with Calhoun County Trail ways and Great Lakes to Lakes trail administration	1/2012	1/2012	Ongoing
B1 – Build a project list with detailed estimates	5/2012	6/2012	Ongoing
A1 – Research funding opportunities to be incorporated into plan	6/2012	8/2012	Ongoing
B1 – Gather public input on draft plan	8/2012	11/2012	Ongoing
B1 – Adopt draft plan	12/2012	12/2012	Ongoing



FISCAL YEAR 2012 GOALS AND OBJECTIVES
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Goal Area:	COMMUNITY LIFE	Champion:	Mayor
Goal Unit:	More precise, effective and engaging communication	Goal Leader:	Diane Larkin
		Goal Team:	Carl Fedders,
Goal Statement:	To achieve and sustain a concentrated effort by policymakers and community to promote the standard of living and economic health of Marshall.		

Goal Objective	City Goals:
A. More precise, effective and engaging communication – 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.	1/1/12	3/31/12	On-going
A 2 - Develop "call to action" component on city website for general questions and comments.	3/1/12	6/30/12	
A 3 - Develop social media communication tools and assign staff/volunteer administrators.	1/1/12	6/30/12	On-going, in development
A 4 - Develop and implement "Click Fix" program for reporting street repairs, blight issues, infrastructure work orders.	1/1/12	1/31/12	On-going
A 5 - Community presentation on interactive website and social networking tools – at city council work session/council meeting.	6/1/12	7/31/12	
A 6 - Press Release/Publicity to make public aware of new website features.	6/1/12	7/31/12	
A 7 - Continue monthly print newsletter in city utility mailings.	1/1/12	12/31/12	On-going
A 8 - City updates on MPACT public television, featuring monthly interviews with department heads and elected officials.	1/1/12	12/31/12	On-going
A 9 - Monthly article in AdVisor/Chronicle with "Frequently Asked Questions" answered by City staff and elected officials.	2/1/12	12/31/12	Schedule being drafted



ADMINISTRATIVE REPORT
January 17, 2012 - 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: Reciprocating Internal Combustion Engines (RICE)
National Emission Standards for Hazardous Air Pollutants
(NESHAP) Engine #6 upgrade.

BACKGROUND: In February 2010 the EPA officially made the RICE NESHAP ruling. The rule is intended to reduce emissions of toxic air pollutants such as formaldehyde, acetaldehyde, acrolein, methanol and other air toxics from several categories of previously unregulated stationary engines.

The City of Marshall has eight affected stationary diesel engines that must comply with CO emission limits or must be fitted with emission controls, such as diesel oxidation catalysts, to reduce CO emissions by 70%. If no changes occur to the ruling the regulation will be fully implemented by May 3, 2013.

The City Council held a work session last year to discuss the factors that affect the decision to retrofit our engines. At the work session it was recommended that staff proceed with collecting bids for the compliance equipment installation on Engine #6 which is our largest engine (5,500 kW).

Staff solicited proposals for the turnkey project from three vendors. Two vendors were present at the mandatory pre-bid meeting. At the pre-bid meeting the engine was run and it was determined that the backpressure on the engine exceed the manufacturers recommendation. This additional backpressure could potential damage the engine and limit the engines efficiency. At that time staff instructed the vendors to address this issue along with the project.

The following bid was collected:

Fairbanks Morse Engine	Beloit, Wisconsin	\$123,557.11
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Although only one bid was received, staff believes that this vendor represents the best option for the improvements. Fairbanks Morse is the manufacturer of engine #6 and for that reason has the most intimate knowledge of the systems that will be upgraded.

The project was included in the capital improvement plan and the 2012 Fiscal Year budget as a bonded project with the embankment improvement, which has been delayed until a study has been completed. The project as submitted in the CIP included a retrofit to all of the engines that the department operates at a cost of \$251,000.

323 W. Michigan Ave.

Marshall, MI 49068

p 269.781.5183

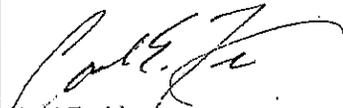
f 269.781.3835

cityofmarshall.com

RECOMMENDATION: It is recommended that the City Council accept the bid from Fairbanks Morse Engine from Beloit, Wisconsin for the amount of \$123,557.11 for the testing, design, and installation of the RICE NESHAP compliance equipment on engine #6 pending final contract language approved by the City Attorney.

FISCAL EFFECT: To appropriate \$123,557.11 from the Electric Fund Capital Outlay expenditure budget line item 582-900-970.00.

ALTERNATIVES: As suggested by Council.


Carl Fedders
Director of Public Services


Keith Zienert
Powerhouse Superintendent


Tom Tarkiewicz
City Manager



ADMINISTRATIVE REPORT
January 17, 2012 - CITY COUNCIL MEETING

TO: Honorable Mayor Dyer and City Council
FROM: Tom Tarkiewicz, City Manager
SUBJECT: Calhoun County Consolidated Dispatch Authority – Technical Advisory Committee Appointments

BACKGROUND: Every two years the representatives to the Calhoun County Consolidated Dispatch Authority – Technical Advisory Committee must be appointed. I am recommending for your approval the appointments of Robert Kiessling as Representative, James Schwartz as First Alternate and Greg McComb as Second Alternate.

RECOMMENDATION: It is recommended that the City Council approve the appointments of Robert Kiessling as Representative, James Schwartz as First Alternate and Greg McComb as Second Alternate to the Calhoun County Consolidated Dispatch Authority Technical Advisory Committee.

FISCAL EFFECTS: None.

ALTERNATIVES: As suggested by Council.

Respectfully Submitted,


Tom Tarkiewicz
City Manager

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