



**CITY COUNCIL  
WORK SESSION AGENDA  
Monday, April 16, 2012  
6:00 PM – 6:45 PM  
City Hall**

- A. Water & Wastewater Annual Rate Review**  
John Kaczor of Municipal Analytics will update the City Council on projected water and wastewater revenues.
  
- B. Other Items**
  
- C. Future Work Sessions**
  
- 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

# MARSHALL CITY COUNCIL AGENDA

MONDAY – 7:00 P.M.

APRIL 16, 2012



- 1) CALL TO ORDER
- 2) ROLL CALL
- 3) INVOCATION – Barry Chaffin, Church of Christ
- 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. Michigan Department of Transportation – Performance Resolution for Governmental Agencies

City Council will consider the recommendation to adopt the performance resolution allowing the City of Marshall to apply for miscellaneous permits for the use of State Highway Right of Way.

B. City Council Minutes

Work Session..... Monday, April 2, 2012  
Regular Session..... Monday, April 2, 2012

C. City Bills

Regular Purchases.....\$ 44,887.91  
Weekly Purchases –3/30/12.....\$ 67,179.20  
Weekly Purchases –4/05/12.....\$104,650.53  
Total .....\$ 216,717.64

8) PRESENTATIONS AND RECOGNITIONS

A. Preservation Month Proclamation

9) INFORMATIONAL ITEMS

A. Event Report-Memorial Day Parade

B. Event Report-Zarzuela's 2<sup>nd</sup> Anniversary Celebration

C. Event Report-Marshall Framing Studios 20<sup>th</sup> Anniversary Celebration

10) PUBLIC HEARINGS & SUBSEQUENT COUNCIL ACTION

A. Public Hearing-Parks and Recreation Master Plan

City Council will receive public comment on the 2012 – 2017 Parks and Recreation Master Plan.

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



**11) OLD BUSINESS**

**12) REPORTS AND RECOMMENDATIONS**

**A. Hospital Campus Overlay District Schedule**

City Council will consider the recommendation to revise the scheduled start times of the regular Council meetings of May 7<sup>th</sup> and June 4<sup>th</sup> from 7:00 p.m. to 6:00 p.m.

**13) APPOINTMENTS / ELECTIONS**

**A. Local Development Finance Authority Appointment**

City Council will consider the recommendation to reappoint Jim Pardoe to the LDFA with a term expiring on June 2, 2016.

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

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

**15) COUNCIL AND MANAGER COMMUNICATIONS**

**16) CLOSED SESSION**

City Council will be requested to convene into Closed Session to discuss Labor Negotiations.

**17) ADJOURNMENT**

Respectfully submitted,

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

Tom Tarkiewicz  
City Manager



**ADMINISTRATIVE REPORT**  
**April 16, 2012 - CITY COUNCIL MEETING**

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

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

**SUBJECT:** Michigan Department of Transportation—  
Performance Resolution for Governmental Agencies

**BACKGROUND:** The City of Marshall occasionally is required to apply for permits for utility work and special events that occur within the State Highway Trunkline. The Michigan Department of Transportation owns and operates Michigan Avenue (I- 94 BL) and a portion of S. Kalamazoo Avenue, Industrial Road, and a portion of West Drive (M-227).

This resolution will allow the Director of Public Services to apply for individual permits along with the annual application which covers the City of Marshall while performing normal maintenance functions on these routes.

The resolution identifies that each party is responsible for any claims that arise out of their own acts.

**RECOMMENDATION:** It is recommended that the City Council adopt the attached performance resolution to allow the City of Marshall to apply for miscellaneous permits for the use of State Highway Right of Way.

**FISCAL EFFECTS:** None

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

Respectfully submitted,

Carl E. Fedders  
Director of Public Services

Tom Tarkiewicz  
City Manager

323 W. Michigan Ave.  
Marshall, MI 49068

p 269.781.5183

f 269.781.3835

cityofmarshall.com

## PERFORMANCE RESOLUTION FOR GOVERNMENTAL AGENCIES

*This Performance Resolution is required by the Michigan Department of Transportation for purposes of issuing to a municipal utility an "Individual Permit for Use of State Highway Right of Way," or an "Annual Application and Permit for Miscellaneous Operations Within State Highway Right of Way."*

RESOLVED WHEREAS, the City of Marshall

(city, village, township, etc.)

hereinafter referred to as the "GOVERNMENTAL AGENCY," periodically applies to the Michigan Department of Transportation, hereinafter referred to as the "DEPARTMENT," for permits, referred to as "PERMIT," to construct, operate, use and/or maintain utility or other facilities, or to conduct other activities, on, over, and under State Highway right of way at various locations; within and adjacent to its corporate limits;

NOW THEREFORE, in consideration of the DEPARTMENT granting such PERMIT, the GOVERNMENTAL AGENCY agrees that:

1. Each party to this Agreement shall remain responsible for any claims arising out of their own acts and/or omissions during the performance of this Agreement, as provided by law. This Agreement is not intended to increase either party's liability for, or immunity from, tort claims, nor shall it be interpreted, as giving either party hereto a right of indemnification, either by Agreement or at law, for claims arising out of the performance of this Agreement.
2. Any work performed for the GOVERNMENTAL AGENCY will be solely as for the GOVERNMENTAL AGENCY and not as a contractor or agent of the DEPARTMENT. The DEPARTMENT shall not be subject to any obligations or liabilities by vendors and contractors of the GOVERNMENTAL AGENCY, or their subcontractors or any other person not a party to the PERMIT without its specific prior written consent and notwithstanding the issuance of the PERMIT. Any claims against the State of Michigan, the Michigan Transportation Commission, the DEPARTMENT, and all officers, agents and employees thereof and those contracting governmental bodies performing permit activities for the DEPARTMENT and all officers, agents, and employees thereof will be the sole responsibility of the GOVERNMENTAL AGENCY.
3. The GOVERNMENTAL AGENCY shall take no unlawful action or conduct, which arises either directly or indirectly out of its obligations, responsibilities, and duties under the PERMIT which results in claims being asserted against or judgment being imposed against the State of Michigan, the Michigan Transportation Commission, the DEPARTMENT, and all officers, agents and employees thereof and those contracting governmental bodies performing permit activities for the DEPARTMENT and all officers, agents, and employees thereof, pursuant to a maintenance contract. In the event that the same occurs, for the purposes of the PERMIT, it will be considered as a breach of the PERMIT thereby giving the State of Michigan, the DEPARTMENT, and/or the Michigan Transportation Commission a right to seek and obtain any necessary relief or remedy, including, but not by way of limitation, a judgment for money damages.
4. The GOVERNMENTAL AGENCY It will, by its own volition and/or request by the DEPARTMENT, promptly restore and/or correct physical or operating damages to any State Highway Right of Way resulting from the installation construction, operation and/or maintenance of the GOVERNMENTAL AGENCY'S facilities according to a PERMIT issued by the DEPARTMENT.

- 5. With respect to any activities authorized by PERMIT, when the GOVERNMENTAL AGENCY requires insurance on its own or its contractor's behalf it shall also require that such policy include as named insured the State of Michigan, the Transportation Commission, the DEPARTMENT, and all officers, agents, and employees thereof and those governmental bodies performing permit activities for the DEPARTMENT and all officers, agents, and employees thereof, pursuant to a maintenance contract.
- 6. The incorporation by the DEPARTMENT of this resolution as part of a PERMIT does not prevent he DEPARTMENT from requiring additional performance security or insurance before issuance of a PERMIT.
- 7. This resolution shall continue in force from this date until cancelled by the GOVERNMENTAL AGENCY or the DEPARTMENT with no less than thirty (30) days prior written notice to the other party. It will not be cancelled or otherwise terminated by the GOVERNMENTAL AGENCY with regard to any PERMIT which has already been issued or activity which has already been undertaken.

BE IT FURTHER RESOLVED, that the following position(s) are authorized to apply to the DEPARTMENT for the necessary permit to work within State Highway Right of Way on behalf of the GOVERNMENTAL AGENCY.

Name	and/or	Title
Carl E. Fedders PE		Director of Public Services

I HEREBY CERTIFY that the foregoing is a true copy of a resolution adopted by

the City Council

(Name of Board, etc)

of the City of Marshall of Calhoun County

(Name of GOVERNMENTAL AGENCY)

(County)

at a City Council meeting held on the 16th day of

2012 A.D.

Signed \_\_\_\_\_ Title Clerk-Treasurer

Print Name Sandra Bird

Marshall City Council, Work Session  
Monday, April 2, 2012  
Unofficial

IN A WORK SESSION Monday, April 2, 2012 at 6:00 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.

Present: Council Members: Booton, Mayor Dyer, Mankerian (arrived at 6:15 p.m.), Metzger, Miller, Reed, and Williams

Also Present: City Manager Tarkiewicz

Absent: None.

A. City Assessor John Hippensteel provided an update on the Board of Review outcome and the Equalization process.

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, April 2, 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: 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 with the addition of item 8A National Library Week Proclamation. On a voice vote: **MOTION CARRIED.**

**PUBLIC COMMENT ON AGENDA ITEMS**

Bill Morse of 603 Brewer Street commented on the City's budget situation.

Roger Kilbourn commented on the importance of the City's Dial-A-Ride system.

**CONSENT AGENDA**

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

- A. Approve the resolution authorizing acceptance of the State of Michigan Department of Treasury EVIP grant;
- B. Schedule a public hearing for April 16, 2012 to hear public comment on the proposed 2012 – 2017 Parks and Recreation Master Plan.
- C. Approve the issuance of Outdoor Café Licenses to Schuler's Inc. and Pastrami Joe's effective May 1, 2012 and expires April 30<sup>th</sup> of the following year;
- D. Approve the request to allow the Marshall Area Farm Market to operate in the parking lot west of the Brooks Building/Oaklawn Dialysis Center on Saturday mornings from 8:00 a.m. to 12:00 p.m. beginning May 12, 2012 through October 27, 2012;

- E. Approve the request from the Marshall Lions Club to hold their Annual White Cane Sales on Friday, May 4 and Saturday, May 5, 2012;
- F. Approve minutes of the City Council Regular Session held on Monday, March 19, 2012;
- G. Approve city bills in the amount of \$212,906.88.

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

#### **PRESENTATIONS AND RECOGNITIONS**

**Moved** Booton, supported Metzger, to approve a proclamation proclaiming National Library Week. On a voice vote – **MOTION CARRIED.**

#### **INFORMATIONAL ITEMS**

None.

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

None.

#### **OLD BUSINESS**

None.

#### **REPORTS AND RECOMMENDATIONS**

##### **A. FY 2013 Proposed Budget – Schedule Work Session:**

**Moved** Williams, supported Booton, to schedule a budget work session to discuss the FY 2013 Proposed Budget for Tuesday, April 10, 2012 at 6:00 p.m. in the Public Service Training Room, 900 S. Marshall Avenue. On a voice vote – **MOTION CARRIED.**

##### **B. FY 2013 Compost Center Agreement:**

**Moved** Miller, supported Reed, to approve the Community Compost Center Agreement including the proposed fees with Calhoun County, Calhoun County Road Commission and the Calhoun County Board of Public Works. On a roll call vote – ayes: Mankerian, Metzger, Miller, Reed, Williams, Booton, and Mayor Dyer; nays: none. **MOTION CARRIED.**

#### **APPOINTMENTS / ELECTIONS**

Council discussed their intent to seek an alternate member for the Board of Review by the end of May.

#### **PUBLIC COMMENT ON NON-AGENDA ITEMS**

None.

Marshall City Council, Regular Session  
Monday, April 2, 2012  
Unofficial

**COUNCIL AND MANAGER COMMUNICATIONS**

**ADJOURNMENT**

The meeting was adjourned at 7:45 p.m.

\_\_\_\_\_  
James L. Dyer, Mayor

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

VENDOR APPROVAL SUMMARY REPORT

Date: 04/12/2012

Time: 8:46am

Page: 1

CITY OF MARSHALL

Vendor Name	Vendor Number	Description	Check Amount	Hand Check Amount
AIS CONSTRUCTION EQUIP CORP	4885	KWIK-LOK II	640.58	0.00
ARROW UNIFORM	6839	CUST #010198-05	593.30	0.00
AUSTIN-BATTERIES PLUS	6532	400 W MH LAMP	479.76	0.00
BAKER TOOL RENTAL & STORAGE	9733	SCAFFOLD WHEELS, BOARDS	64.00	0.00
BEACON ATHLETICS	7095	ATHLETIC FIELD SUPPLIES	1,995.00	0.00
C.E.M. SUPPLY INC	7200	WASHERS, CONDUIT, CLAMPS,CABLE	121.24	0.00
CARL COMMUNICATIONS	4393	RPR PHN WIRE TO FUEL PUMP RDR	155.00	0.00
CLASSIC DRY CLEANING&TAILORING	5975	JAN, FEB & MAR	911.40	0.00
COMMERCIAL OFFICE PRODUCTS	9769	BNDRS, LABELS, PAPER, CARDS	502.89	0.00
CONSUMERS ENERGY	8191	REPAIRS	590.86	0.00
COURTNEY & ASSOCIATES	7259	MARCH RETAINER	250.00	0.00
DARLING ACE HARDWARE	7281	GARBAGE BAGS, KEYS	268.85	0.00
DL GALLIVAN INC	7384	MASTERS, INK	397.60	0.00
EMERGENCY VEHICLE SERVICES INC	3896	STARTER MOTOR REBUILT	937.86	0.00
ENVIRONMENTAL RESOURCE ASSOC	7342	DMR-QA, WASTEWATR COLIFORM MIC	526.02	0.00
FAIRBANKS-MORSE ENGINE DIV	5914	Testing, design & installation	12,355.72	0.00
GOODWIN PLUMBING, LLC	7394	COUPLING,BALL VALVE,CPR TUBING	94.28	0.00
GRAINGER	3644	SLING DRUM	78.15	0.00
DARWIN GWIN	9716	BRUSH HOG BROOKS NATURE AREA	100.00	0.00
HD SUPPLY FACILITIES MAINT	9781	DRAIN STOPPER, TRASH LINERS	167.15	0.00
HERMANS MARSHALL HARDWARE	7446	LOCKNUT, CAP, KEY	64.33	0.00
J & K PLUMBING SUPPLY	3351	PIPE REPAIR CLAMP	22.04	0.00
KELLOGG COMMUNITY COLLEGE	7507	2012 CONSORTIUM MEMBERSHIP	160.00	0.00
KELLOGG'S REPAIR GARAGE	5869	BUSHINGS	22.75	0.00
KENDALL ELECTRIC INCORPORATED	7511	CAT5 CABLE	40.80	0.00
MARSHALL MIDDLE SCHOOL	3839	RENTAL FOR MOTHER/SON DANCE	87.10	0.00
MARSHALL SCHOOL FOOD SERVICE	300200	DADDY/DAUGHTER DANCE	90.00	0.00
MARSHALL TIRE	3771	TIRE	182.00	0.00
MEDLER ELECTRIC COMPANY	7604	ELECTRICAL TAPE	24.07	0.00
MICHIGAN TASER DISTRIBUTING	6583	DPM, XPH AIR CARTRIDGES	150.25	0.00
MIDWEST TRANSIT EQUIPMENT	300086	STROBE LIGHT ASSY	74.52	0.00
MILLER CANFIELD PADDOCK &	7683	SERVICES THRU 2/29/12	1,115.50	0.00
MISSION CAR WASH	217915	FEBRUARY CAR WASHES	92.00	0.00
MPOWER TECHNOLOGIES INC	5410	SHAPE FILE CLEAN UP	2,250.00	0.00
MWEA	2006	MATT FRED'S-MEMBERSHIP	116.00	0.00
NAPA OF MARSHALL	2939	LEN TAPE	3.99	0.00
NEOPOST USA INC	300162	INK	207.99	0.00
NU-TWIST SCREEN PRINTING	7732	T'S FOR 5 ON 5 BASKETBALL	392.50	0.00
NYE UNIFORM COMPANY	7733	PANTS, SHIRT	285.34	0.00
O'LEARY WATER CONDITIONING	6995	BOTTLED WATER	27.00	0.00
POWER LINE SUPPLY	7821	METER SEALS	-3,498.66	0.00
PRO-VISION VIDEO SYSTEMS	400457	LCD MONITOR KIT	280.79	0.00
PVS TECHNOLOGIES	7797	FERRIC CHLORIDE SOLUTION DWG	4,095.14	0.00
QUALITY ENGRAVING SERVICE	7800	SPONSOR PLAQUES	264.00	0.00
RADIO COMMUNICATIONS	7810	REPAIRS	513.40	0.00
RADIO SHACK	7811	CRIMPING TOOL, QK CON PLUG	48.78	0.00
ROE-COMM., INC	8198	MINITOR V	2,625.00	0.00
SERVPRO	9456	FIRE DAMAGE SERVICE	2,500.00	0.00
STANDARD PRINTING & OFFICE	7903	MH BOOKMARKS	334.03	0.00
STANLEY LAWN & GARDEN	7905	REPAIRS	186.26	0.00
STANTEC CONSULTING MICHIGAN	9713	2012 Water Main	5,501.33	0.00
VIRIDIS DESIGN GROUP	400262	BROOKS NATURE AREA	4,600.00	0.00
W.W. GRAINGER INC	8310	LAB VACUUM FILTERS	0.00	0.00
YOU R SPECIAL, LLC	21522	MARCH SERVICES	800.00	0.00
Grand Total:			44,887.91	0.00

VENDOR APPROVAL SUMMARY REPORT

Date: 03/30/2012

Time: 2:22pm

Page: 1

CITY OF MARSHALL

Vendor Name	Vendor Number	Description	Check Amount	Hand Check Amount
ALLSTATE WORKPLACE DIVISION	3431	POLICY # ALLMI550	792.70	0.00
BROADSTRIPE	3293	ACCT #198-177805	32.97	0.00
CALHOUN COUNTY CONS DISPATCH	7176	2ND QTR DISPATCH SERVICE CHG	50,483.50	0.00
COMMERCIAL OFFICE PRODUCTS	9769	TAPE, FLDRS, MARKERS, PENS	96.41	0.00
CONSUMERS ENERGY	8560	1000 0916 3708	5,593.38	0.00
DELTA DENTAL PLAN OF MICHIGAN	7294	CUST #MI022820001	4,740.70	0.00
CODY DRUMM	25123	2012 APPA LINEWORKERS TRAINING	734.27	0.00
FEDEX	8197	STRAUB, SEAMAN & ALLEN	19.68	0.00
DARYL GANO	8148	INSPECTOR COMMISSION	367.50	0.00
JOHN GROSS	300013	INSPECTOR COMMISSION	300.00	0.00
DAVE GUILFORD	400587	BRICK REPAIR IN WWTP LOBBY	200.00	0.00
NATALIE HUESTIS	5627	APA CONFERENCE CASH ADVANCE	300.00	0.00
JW MARRIOTT HOTELS & RESORTS	400588	APA CONFERENCE LODGING	1,242.88	0.00
KELLY KARNS	400584	REFUND UTILITY OVERPAYMENT	110.96	0.00
MARSHALL COMMUNITY CU	7558	4570 - FEDDERS	125.00	0.00
RODNEY MCFADDEN	4239	2012 APPA LINEWORKERS TRAINING	806.27	0.00
MATTHEW MILLER	400586	REFUND UTILITY DEPOSIT	44.92	0.00
NAPA OF MARSHALL	2939	GAUGE	112.31	0.00
PHILPOTT, ANTHONY	300241	TRAVEL EXPENSE	17.17	0.00
ROBERT SCIARRINO	400585	REFUND UTILITY DEPOSIT	32.40	0.00
STATE OF MICHIGAN	4298	OPERATOR CERT EXAM APP	70.00	0.00
LUCAS TICE	300431	2012 APPA LINEWORKERS TRAINING	734.27	0.00
W.W. GRAINGER INC	8310	LAB VACUUM FILTERS	0.00	0.00
Grand Total:			66,957.29	0.00

PRESCRIPTION REIMBURSEMENT 221.91

TOTAL CASH DISBURSEMENT \$67,179.20

VENDOR APPROVAL SUMMARY REPORT

Date: 04/05/2012  
 Time: 11:37am  
 Page: 1

CITY OF MARSHALL

Vendor Name	Vendor Number	Description	Check Amount	Hand Check Amount
BATTLE CREEK UNLIMITED, INC.	4558	APRIL	14,041.66	0.00
BRAD & JENNIFER BENTLEY	400599	REFUND UTILITY DEPOSIT	72.63	0.00
CALHOUN COUNTY EQUALIZATION	7169	CONTRACTUAL ASSESSING SRVC	2,122.00	0.00
CALHOUN COUNTY TREASURER	7177	MARCH TRAILER FEES	80.00	0.00
CHANEY FAMILY REVOCABLE TRUST	400598	TAX CERT REPAID BY TENANTS	1,138.62	0.00
CITGO	3724	FLEET #132271610	12,232.18	0.00
CULLIGAN	736	ACCT #1155180	55.00	0.00
GRIFFIN PEST SOLUTIONS	400246	323 W MICHIGAN AVE	104.00	0.00
HUB INTERNATIONAL MIDWEST	4472	POLICY S1805444	47,219.00	0.00
TRAVIS & HEATHER JACOBS	400595	REFUND UTILITY DEPOSIT	42.45	0.00
JENNIFER KELLER	400592	REFUND UTILITY DEPOSIT	26.99	0.00
VIRGINIA KLOC	21431	REFUND UTILITY DEPOSIT	52.93	0.00
DIANA MACGREGOR	400596	ENERGY OPTIMIZATION - WASHER	50.00	0.00
MEDLER ELECTRIC COMPANY	7604	SPLICING TAPE	662.04	0.00
MIKE ROP	100709	UMPIRING 3 5-ON-5 BB GAMES	69.00	0.00
KUMAR MITHILESH	400594	REFUND UTILITY DEPOSIT	84.33	0.00
SPRINT	9628	ACCT #224843832	365.53	0.00
STATE OF MICHIGAN	4872	38-6004708, SLS TAX, MAR 2012	26,093.80	0.00
MORRIS STULBERG	2669	STORM SEWER EASEMENT	24.00	0.00
JAN TENNEY	400597	ENERGY OPTIMIZATION - WASHER	50.00	0.00
W.W. GRAINGER INC	8310	LAB VACUUM FILTERS	0.00	0.00
COLLEEN WEBB	300476	ENERGY OPTIMIZATION--BULBS	10.00	0.00
DAVID WOODRING	400590	REFUND UTILITY DEPOSIT	37.34	0.00
MOHSEN YAHIA	400593	REFUND UTILITY DEPOSIT	17.03	0.00
Grand Total:			104,650.53	0.00

CITY OF MARSHALL, MICHIGAN  
PRESERVATION MONTH PROCLAMATION

**WHEREAS**, historic preservation sustains development, revitalizing neighborhoods, fostering local pride and maintaining community character; and

**WHEREAS**, historic preservation is relevant for communities across the nation, both urban and rural, and for Americans of all ages, all walks of life and all ethnic backgrounds; and

**WHEREAS**, it is important to celebrate the role of history in our lives and the contributions made by dedicated individuals in helping to preserve the tangible aspects of the heritage that has shaped us as a people; and

**WHEREAS**, "Discover America's Hidden Gems" is the theme for National Preservation Month 2012, cosponsored by the City of Marshall and the National Trust for Historic Preservation

**NOW, THEREFORE**, I, James L. Dyer, Mayor of the City of Marshall, do proclaim May 2012 as National Preservation Month, and call upon the people of Marshall to join their fellow citizens across the United States in recognizing and participating in this special observance.

Dated: April 16, 2012

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James L. Dyer, Mayor

**EVENT REPORT**

EVENT: Memorial Day Parade

EVENT LOCATION: Michigan Avenue

SPONSOR: Stanley E Lamb Post 79 American Legion

EVENT DATE: Monday, May 28, 2012

EVENT TIMEFRAME: 8:30am – 11am

MDOT PERMIT REQUIRED: YES  NO

MDOT PERMIT GRANTED: Pending

ROAD CLOSURE TIMEFRAME: 8:30am to 11am

EVENT CLOSURE DETAIL: Michigan Avenue from West Drive to Liberty.

DETOUR DETAIL: Eastbound Michigan Avenue will be directed south at West Drive to Hanover Street then east to Kalamazoo Avenue, then north to Green Street, then east to Liberty Street, then north to Michigan Avenue.

Westbound Michigan Avenue will be directed north at Liberty Street to Mansion Street then west to Verona Road then west to West Drive, then south on West Drive to Michigan Avenue.

EVENT DETAIL: Parade will have vehicles and walkers.

COUNCIL NOTIFICATION DATE: April 16, 2012



**Stanley E. Lamb Post 79  
American Legion  
Marshall, MI**

March 20, 2012

The Honorable Mayor James Dyer  
City of Marshall  
323 W. Michigan Ave.  
Marshall, MI 49068

Dear Mayor Dyer and City Council Members:

The American Legion Marshall Stanley E. Lamb Post 79 is asking for permission to hold the annual Memorial Day Parade on Monday, May 28, 2012.

We request that Michigan Avenue be blocked off from Redfield Plaza to the Fountain Circle at 8:30 a.m. on that morning. We further request that South Kalamazoo northbound at Green Street, Michigan Avenue westbound at Grand Street, and North Kalamazoo southbound at Mansion Street be blocked off at 9:00 a.m. At 9:30 a.m. we would like for Michigan Avenue to be blocked from the Fountain Circle to Exchange Street, Exchange Street to be blocked from Michigan Avenue to South Marshall Avenue, and South Marshall Avenue to be blocked from Exchange Street to Oakridge Cemetery.

The parade route will be as follows: the staging area will begin at Redfield Plaza, extending east on Michigan Avenue to the east side of the Fountain Circle. The parade will begin at 10:00 a.m. at the Fountain Circle, proceeding east on Michigan Avenue to Exchange Street, turning southeast onto Exchange Street, then turning south onto South Marshall Avenue, and continuing on to Oakridge Cemetery.

The ceremony at the cemetery is scheduled to begin at 11:00 a.m.

Thank you for your attention to this matter.

Sincerely,

Rodney Detty  
Post Commander  
1035 Lowe Drive  
Marshall, MI 49068  
(269) 781-9594

## EVENT REPORT

EVENT: Zaruela's 2<sup>nd</sup> Anniversary Celebration

EVENT LOCATION: Hamilton St. (from Mich. Ave, north to the alley)

SPONSOR: Zarzuela

EVENT DATE: Saturday – August 4, 2012

EVENT TIMEFRAME: 8:00pm – 11: pm

MDOT PERMIT REQUIRED: No

MDOT PERMIT GRANTED: NA

ROAD CLOSURE TIMEFRAME: Set up Sat. 4:00 pm and tear down on Sunday no later than 1:00 am.

ROAD CLOSURE DETAIL: From Michigan Ave., north to the alley between Mich. Ave. and Mansion St.

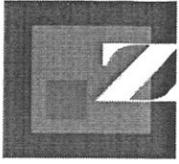
EVENT CLOSURE DETAIL: Same as above

DETOUR DETAIL: None

EVENT DETAIL: A live band will be performing at the north end of the street and Zarzuelas restaurant will be serving food and drinks. A staked (30x30) tent will be provided for the band. A liquor license would be obtained for the event.

PARKING PROHIBITION: In event area

COUNCIL NOTIFICATION DATE: April 16, 2012



## ZARZUELA

*Spanish Mediterranean Cuisine*

301 E. Michigan Ave. Marshall, MI 49068  
Ph. 269-789-9180 / Fax. 269-789-9181

February 28, 2012

Mr. Tom Tarkiewicz  
City Manager  
City of Marshall  
323 W. Michigan Avenue  
Marshall, MI 49068

Dear Tom:

I am requesting permission to close Hamilton Ave. from Michigan Avenue to the alley before the parking structure on two occasions. These events are collaboration between Zarzuella, and the Marshall Frame Shop.

The first would be Saturday June 30, 2012; this event will be the 20<sup>th</sup> Anniversary of the Marshall Frame Shop. The street would be closed from 4:00pm until 1:00 am. The event would be from 6:00 until Midnight. A liquor license for that day to serve in the street would be obtained. Live music has been planned for this event.

Second event will be on Saturday August 4, 2012 to celebrate Zarzuella's second anniversary. The event will be from 8:00 until 11:00, with the street closing at 4:00 pm and reopening at 1:00am. A liquor license would be obtained for the event. Live music has been planned for the event.

If I can provide any additional information please contact me.

Sincerely,

Richard E. Kane  
Owner - Zarzuella's

## EVENT REPORT

EVENT: Marshall Framing Studios 20<sup>th</sup> Anniversary Celebration

EVENT LOCATION: Hamilton St. (from Mich. Ave, north to the alley)

SPONSOR: Marshall Framing Studio

EVENT DATE: Saturday – June 30, 2012

EVENT TIMEFRAME: 6:00pm – 12: pm

MDOT PERMIT REQUIRED: No

MDOT PERMIT GRANTED: NA

ROAD CLOSURE TIMEFRAME: Set up Sat. 8:00 am and tear down on Sunday no later than 5:00 pm. We would like a broader time frame for setting up and tearing down a 30x30 tent to be provided for the band:

ROAD CLOSURE DETAIL: From Michigan Ave., north to the alley between Mich. Ave. and Mansion St.

EVENT CLOSURE DETAIL: Same as above

DETOUR DETAIL: None

EVENT DETAIL: A live band will be performing at the north end of the street and Zarzuelas restaurant will be serving food and drinks. A staked (30x30) tent will be provided for the band. A liquor license would be obtained for the event.

PARKING PROHIBITION: In event area

COUNCIL NOTIFICATION DATE: April 16, 2012



227 East Michigan Ave.  
Marshall, Michigan 49068  
269 781 7157  
[mframingstudio@yahoo.com](mailto:mframingstudio@yahoo.com)

April 9, 2012

Carl Fedder  
Tom Tarkiewicz  
City Council  
323 W, Michigan Ave.  
Marshall MI 49068

In desire to bring more "life" to downtown, especially the East End Cultural District, a couple of events are being planned.

We are planning a celebration to honor our **20th year in business**. The plan is to have a private reception in our shop early evening following with a "street party" with live music.

**June 30, 2012, Saturday** : Event time= 6 PM – 12 PM

9 AM .....Street closing

10 AM – 5 PM..... Set up / Tent set-up

6 PM – 7:30 PM.... Customer Appreciation Private Reception inside Marshall Framing Studio

7 PM – midnight.... Street Party with Saucecats Zydeco Band, cash bar and food by Zarzuela

July 1, Sunday: 9 AM..... Clean-up / Tent removal

10AM ..... Street open

**We are requesting permission to close Hamilton Street from Michigan Avenue north to the alley, Saturday, June 30, 9AM through Sunday, July 1, 10AM .** The extension over to Sunday morning is to accommodate the tent rental company ( Party Time, Marshall ) in removing a possible wet tent.

Zarzuela Restaurant is celebrating their 2nd Anniversary **Saturday, August 4, 2012** and is requesting a street closing ( same area ) 4 PM –1 AM. They are obtaining a liquor license for both events and therefore fencing, entrances, etc. will be provided as requested through that permit.

Sincerely yours,

Tim Sykora  
Patrice Marquardt

owners Marshall Framing Studio/



**ADMINISTRATIVE REPORT**  
**APRIL 16, 2012 - CITY COUNCIL MEETING**

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

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

**SUBJECT:** Public Hearing on the proposed 2012-2017 Parks and Recreation Master Plan and subsequent council action.

**BACKGROUND:** Staff has completed the necessary steps to recommend for approval the 2012-2017 Parks and Recreation Master Plan. Staff began the process in November by gathering public input to help draft the main goals and objectives of the Parks and Recreation Departments. Staff utilized an online survey site to gather responses to 246 surveys which represents nearly 1,200 people. In addition to the survey, staff also solicited comments at various public meetings including the Brooks Nature Area Advisory Board, the Parks, Recreation, and Cemetery Board, and the Planning Commission.

Staff elected to employ a systems approach planning in the development of this document. The unique character of the facilities and population of the City of Marshall does not lend itself well to a comparison method of planning. The systems approach method incorporates information gained from citizens and a detailed recreation inventory to determine the parks and recreation needs of the community. Projects that have been previously identified by staff, boards and citizens, such as the community dog park and community ice rink, were targeted in the survey.

Two main ideas that were generated by the survey were a need to address the Shearman School Property and the growing need for additional non-motorized infrastructure.

Staff used the board's comments and the survey results to produce the attached document. The recommended plan incorporates the 2012 City Visioning, Objectives, and Task which were approved in January and identifies six goals that speak directly to the parks and recreation functions:

1. Maintain and enhance existing parks locations and facilities.
2. Engage the growing majority of older adults through improved activities and facilities that connect with the interest of this demographic group.
3. Improve and invest in non-motorized infrastructure to link city parks and open spaces, attract tourism, and coordinate with county, state and national initiatives.
4. Continue trend of park improvements lead by citizen groups.
5. Insure proper spacing of parks and open spaces throughout community and facilities to encourage use.
6. Utilize survey results in recreation program development.

Once the plan is approved the City of Marshall will be eligible for DNR grants.

323 W. Michigan Ave.

Marshall, MI 49068

p 269.781.5183

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cityofmarshall.com

**RECOMMENDATION:** After hearing public comment it is recommended that City Council approve the attached resolution for the approval of the 2012- 2017 Parks and Recreation Master Plan.

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

**ALTERNATIVES:** As suggested by Council.



Carl Fedders  
Director of Public Services



Tom Tarkiewicz  
City Manager

**CITY OF MARSHALL, MICHIGAN  
RESOLUTION # 2012-**

**Parks and Recreation 2012-2017 Master Plan  
For *City of Marshall*  
*Calhoun County***

WHEREAS, the *City of Marshall* has undertaken a planning process to determine the recreation and natural resource conservation needs and desires of its residents during a five year period covering the years 2012 through 2017, and

WHEREAS, the City of Marshall began the process of developing a community recreation and natural resource conservation plan in accordance with the most recent guidelines developed by the Department of Natural Resources and made available to local communities, and

WHEREAS, residents of the *City of Marshall* were provided with a well-advertised opportunity during the development of the draft plan to express opinions, ask questions, and discuss all aspects of the recreation and natural resource conservation plan, and

WHEREAS, the public was given a well-advertised opportunity and reasonable accommodations to review the final draft plan for a period of at least two weeks, and

WHEREAS, a final public comment session was held on *April 16, 2012* at *City Hall* to provide an opportunity for all residents of the planning area to express opinions, ask questions, and discuss all aspects of the recreation and natural resource conservation plan, and

WHEREAS, the *City of Marshall* has developed the plan as a guideline for improving recreation and enhancing natural resource conservation for the City of Marshall and all other residents of the planning area, and

WHEREAS, after the public meeting, the *City Council* voted to adopt said the 2012-2017 Parks and Recreation Master Plan.

NOW, THEREFORE BE IT RESOLVED the *City of Marshall* hereby adopts the *2012-2017 Parks and Recreation Master Plan*.

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

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

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

I, Sandra Bird, Clerk-Treasurer, do hereby certify that the foregoing is a true and original copy of a resolution adopted by the City of Marshall's City Council at a Regular/Special Meeting thereof held on the sixteenth day of April, 2012

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



**ADMINISTRATIVE REPORT**  
**April 16, 2012 - CITY COUNCIL MEETING**

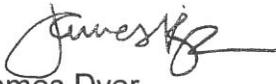
**TO:** City Council  
**FROM:** Mayor James Dyer  
**SUBJECT:** Hospital Campus Overlay District

**BACKGROUND:** I am recommending that the schedule shown below be followed to hear presentations from Oaklawn Hospital, the Planning Commission, and the public concerning the Hospital Campus Overlay District ordinances at regular Council meetings.

April 16 <sup>TH</sup>	Proposed schedule presented to Council
May 7 <sup>TH</sup>	Oaklawn Hospital presentation at regular session (6:00 PM) & Appointments to Mayor's Commission on Historic Preservation Ordinance
June 4 <sup>TH</sup>	Planning Commission presentation at regular session (6:00 PM) Set public hearing for June 18 <sup>th</sup> at regular session
June 18 <sup>TH</sup>	Public Hearing on proposed ordinances
July 2 <sup>ND</sup>	Council discussion on ordinances
July 16 <sup>TH</sup>	Council discussion and possible subsequent action
August 6 <sup>TH</sup>	Council discussion and possible subsequent action (If necessary)

**RECOMMENDATION:** It is recommended that the City Council revise the scheduled start times of the regular Council meetings of May 7<sup>th</sup> and June 4<sup>th</sup> from 7:00 PM to 6:00 PM.

Respectfully Submitted,

  
James Dyer  
Mayor

323 W. Michigan Ave.

Marshall, MI 49068

p 269.781.5183

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cityofmarshall.com



**ADMINISTRATIVE REPORT**  
**April 16, 2012 - CITY COUNCIL MEETING**

**TO:** Honorable Mayor and City Council

**FROM:** Tom Tarkiewicz, City Manager

**SUBJECT:** Appointment to the Local Development Finance Authority

**BACKGROUND:** According to LDFA by-laws Article II, Section 2, the Board (LDFA) shall consist of eleven members, seven of which shall be appointed by the City Manager of the City of Marshall, subject to the approval of the Marshall City Council. Jim Pardoe's appointment expires on June 2, 2012. Jim has been on the Board since June 2, 1997.

**RECOMMENDATIONS:** It is recommended that the City Council approve the reappointment of Jim Pardoe of Standard Printing & Office Supply to the Local Development Finance Authority with a term expiring on June 2, 2016 in accordance with Act 281, Public Acts of 1986.

**FISCAL EFFECTS:** None.

**ALTERNATIVES:** As suggested by Council.

Respectfully Submitted,

  
Tom Tarkiewicz  
City Manager

323 W. Michigan Ave.

Marshall, MI 49068

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