



**CITY COUNCIL
WORK SESSION AGENDA
Monday, December 5, 2011
6:00 PM – 6:45 PM
City Hall Council Chambers**

A. Downtown Tree Project

Tim Sykora, Vice Chairman of the Downtown Development Authority and Tim Banfield will present the proposed tree replacement project for the downtown area.

B. Other Items

C. Future Work Sessions

December 19th – Goal Statement No. 2

D. Future topics

Charter revisions

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.

DECEMBER 5, 2011



- 1) CALL TO ORDER
- 2) ROLL CALL
- 3) INVOCATION – Mike Donahue, Four Winds Christian Fellowship
- 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. EVIP Consolidation of Services Plan

City Council will receive the proposed Economic Vitality Incentive Program Consolidation of Services Plan to review.

B. 2012 Council Meeting Schedule

City Council will receive dates of the 2012 City Council Meetings.

C. 2012 Boards and Commissions

City Council will receive the listing of the Board and Commission positions that are scheduled to expire and the term of office.

D. City Council Minutes

Work Session..... Monday, November 21, 2011

Regular Session..... Monday, November 21, 2011

E. City Bills

Regular Purchases.....\$ 32,272.00

Weekly Purchases – 11/18/11.....\$64,241.56

Weekly Purchases –11/23/11.....\$10,642.62

Total\$ 107,156.18

8) PRESENTATIONS AND RECOGNITIONS

A. Passport Grant

City Council will receive a presentation from an official from the Michigan Department of Natural Resources on the Passport Grant program. A resolution of grant acceptance will be presented.

9) INFORMATIONAL ITEMS

A. Event Report – Snow Dash

10) PUBLIC HEARINGS & SUBSEQUENT COUNCIL ACTION

11) OLD BUSINESS

12) REPORTS AND RECOMMENDATIONS

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. Historic Preservation District Study Committee

The Mayor will announce the progress toward formation of the Study 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



ADMINISTRATIVE REPORT
December 5, 2011 – City Council Meeting

REPORT TO: Honorable Mayor and Council Members
FROM: Tom Tarkiewicz, City Manager
SUBJECT: Economic Vitality Incentive Program – Consolidation of Services Plan

BACKGROUND: Public Act 63 of 2011 eliminated Statutory Revenue Sharing and replaced it with the Economic Vitality Incentive Program (EVIP). Three items need to be submitted:

- Citizens Guide and Dashboard – October 1, 2011
- Consolidation of Services Plan – January 1, 2012
- Employee Benefit Plan – May 1, 2012

The Dashboard was submitted in September.

The proposed Consolidation of Services Plan is attached for your review. EVIP requires the reporting of any cooperation & consolidation services, which has already occurred. It is also required to report, any possible cooperation or consolidation service ideas. We do not know what the State may do with these possible ideas, so we are being cautious in our submittal. Please review the plan, supply me your comments, and a final plan will be on your December 19th agenda for your approval.

RECOMMENDATION: No action is needed at this time.

FISCAL EFFECTS: None at this time.

ALTERNATIVES: As suggested by Council.

Respectfully submitted,

Tom Tarkiewicz
City Manager

323 W. Michigan Ave.

Marshall, MI 49068

p 269.781.5183

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cityofmarshall.com



Economic Vitality Incentive Program Consolidation of Services:

2011 City of Marshall Cooperation,
Collaboration and Consolidation Plan

Presented by
Tom Tarkiewicz, City Manager

Issued on: January 1, 2012

CITY OF MARSHALL
ECONOMIC VITALITY INCENTIVE PROGRAM
LIST OF PREVIOUS CONSOLIDATED SERVICES

IT SERVICES (Marshall Public Schools)

The City and the Marshall Public Schools collaborated with Information Technology (IT) services. The employees of the Schools maintained the City's computer infrastructure.

ANNUAL COST SAVINGS = \$0.00

LIBRARY AUTHORITY (Marshall District Library)

The Marshall District Library was formed to consolidate the City Library with financial support of the City and four Townships.

COST SAVINGS = Unknown

ASSESSING (Calhoun County)

The City and Calhoun County collaborated with Assessing services. The City appointed the County's Assessor and the County's Equalization Department provides the assessing services for the City. The County uses the City's Board of Review and City Attorney for assessing matters. The City's Administrative Assistant to the Assessor remains a City employee and works full-time at the County building.

ANNUAL COST SAVINGS = \$30,000

UNION CITY TAX BILLS (The Village of Union City)

The City provided folding/stuffing services to Union City for their Summer, 2011 tax billing for approximately 800 pieces of mail. The City did not charge Union City for any service fees.

COMPOSTING CENTER (Calhoun County Road Commission)

The City of Marshall compost center operates from April through mid-November and is open to City of Marshall residents and all residents of Calhoun County. The operation is jointly funded by the City of Marshall and Calhoun County's solid waste fund.

ANNUAL COST SAVINGS = \$14,200

COMPOSTING EQUIPMENT CONSORTIUM (Berrien County, Three Rivers, and Coldwater)

The City of Marshall jointly owns a machine that is used to mix and chip material for compost production with three other communities. The equipment is rotated between communities and is maintained by the City of Coldwater.

ANNUAL COST SAVINGS = Unknown

SAFETY DAY (Village of Athens, Village of Union City, City of Springport, Village of Homer)

The City of Marshall has hosted an annual Safety Day in March and invites neighboring communities to participate. The participating communities help to reduce the cost per individual.

ANNUAL COST SAVINGS = \$200

MIDEAL (State of Michigan)

MI DEAL (Michigan Delivering Extended Agreements Locally) allows Michigan local units of government to benefit from the State's negotiating and purchasing power by permitting them to purchase from the State's contracts on the same terms, conditions, and prices as State government. Locals benefit not only from the reduced cost of goods and services, but also from indirect savings related to writing specifications, researching industries, processing invitations to bid, recruiting a diverse pool of potential suppliers, and making awards.

ANNUAL COST SAVINGS = Unknown

MSCPA EQUIPMENT (Clinton, Hillsdale, Coldwater, and Union City)

The Michigan South Central Power Agency purchased two wire pullers that can be used by all of its members. The equipment is used to run new or faulty electrical lines.

COST SAVINGS = \$108,000

DPW GARAGE (Marshall Public Schools)

The City of Marshall shares a building with Marshall Public Schools which houses the Department of Public Works, school transit, and mechanics for both agencies. The agreement helps to reduce maintenance and utility cost.

ANNUAL COST SAVINGS = \$21,691

SOUTH CENTRAL MICHIGAN PUBLIC WORKS MUTUAL AID GROUP (City of Albion, Village of Athens, City of Battle Creek, Calhoun County Road Commission, City of Charlotte, City of Coldwater, Village of Homer, City of Springfield, and Village of Tekonsha)

The City of Marshall has entered into a mutual aid agreement with nine other communities for public works assistance. The agreement states the equipment available and how each agency will be reimbursed.

COST SAVINGS = Unknown

SOUTHERN REBEL MUTUAL AID GROUP (Chelsea, Clinton, Coldwater, Dowagiac, Hillsdale, Niles, Paw Paw, South Haven, Sturgis, and Union City)

The City of Marshall has entered into a mutual aid agreement with ten other communities to provide Electric Distribution assistance. The agreement states the equipment available and how each agency will be reimbursed.

COST SAVINGS = Unknown

FIRE DEPARTMENT MUTUAL AID AGREEMENT (All fire departments in Calhoun County)

All municipalities and townships in Calhoun County, supporting a fire department, have agreed to supply equipment and personnel when needed in an emergency.

COST SAVINGS = Unknown

BREATHING AIR COMPRESSOR (Townships of Marengo, Marshall and Fredonia)

The Marshall Fire Department received a grant to purchase an air compressor to fill the SCBA tanks for all four departments.

COST SAVING = \$35,200

AMBULANCE SERVICE TRAINING (MAFFA provides continuing education credits for fire department personnel)

Fire department personnel receive continuing education credits, provided by state licensed instructors, at no cost to the department. The credits are required to renew their medical licenses.

ANNUAL COST SAVINGS = \$600

COUNTYWIDE FIRE COMMUNICATIONS PURCHASE (Most of the fire departments in Calhoun County)

The Calhoun County Fire Chiefs Council received a grant to upgrade fire department communications throughout the county.

COST SAVINGS = \$70,350

AMBULANCE AUTHORITY (On August 3, 2004 nine Townships and the City of Marshall voted to form the Marshall Area Firefighters Ambulance Authority)

With the ambulance service and the fire department sharing living quarters, apparatus room space, and some office space, as well as some personnel, there has been some cost saving in both departments.

COST SAVINGS = Unknown

SWET (Drug Enforcement)

SWET is the cooperation of police agencies in Calhoun County in association with the Michigan State Police to combat drug activity and crime associated from drug activity. Currently there are grants covering 50% of the costs of personnel assigned to this unit to include salary, benefits and equipment.

ANNUAL COST SAVINGS = Approximately \$25,000

SOUTHEASTERN MICHIGAN POLICE TRAINING CONSORTIUM (Agencies in Calhoun, Jackson, Eaton, and Lenawee Counties)

This training consortium consists of police agencies in Calhoun, Jackson, Eaton, and Lenawee Counties. By combining resources and instructors, the agencies save money, time and travel expenses. The training is completed on a regular basis, and the yearly expenses are covered by 302 Training Funds. Last year we had an average cost of approximately \$50 per officer for yearly training. Some classes we attend outside of the consortium can cost \$300 per officer.

ANNUAL COST SAVINGS = Approximately \$4,000

EMMETT TOWNSHIP COMPUTER FORENSICS (Computer forensic analysis to include cell phones, electronic data collectors, image capturing)

Marshall Police Department has the capability to utilize this function at no expense. By sending the equipment to Emmett Township for analysis, we save time and expenses from travel, equipment purchasing and court testimony. The equipment for this function is approximately \$4,500 and training costs of \$2,000. This does not include

manpower to process and testify in court. Cost savings is based on length of equipment use and manpower.

ANNUAL COST SAVINGS = Approximately \$2,000

CONSOLIDATED DISPATCH CENTER (Formation of the Calhoun County Consolidated Dispatch Authority, CCCDA)

In Fiscal Year 2010, the City of Marshall had a dispatch budget of \$257,866. In Fiscal Year 2011, the CCCDA was formed and the City of Marshall has a commitment of \$225,000 per year. This commitment is for five years but other funding sources are being discussed sooner than the five year commitment. The actual savings is at least the difference plus any possible increases in future years and equipment costs associated with dispatching.

ANNUAL COST SAVINGS = Approximately \$33,000

CENTER FOR ENTREPRENEURSHIP

Marshall Economic Development and Marshall DDA Main Street collaborated with numerous development entities to connect entrepreneurs and businesses to the resources necessary for them to establish and expand businesses in our region through the Center for Entrepreneurship (CfE).

The CfE is comprised of the Albion EDC, Battle Creek Area Chamber Foundation, Battle Creek Community Foundation, Battle Creek Unlimited, Generation E Institute, Kellogg Community College, Marshall Area Chamber of Commerce, Marshall Economic Development, Marshall Main Street, Michigan Works!, Michigan Small Business and Technology Development Center, Miller College, Nonprofit Alliance, and SCORE.

COST SAVINGS = Unknown

CITY OF MARSHALL
ECONOMIC VITALITY INCENTIVE PROGRAM
FUTURE SERVICE CONSOLIDATION IDEAS

JOINT POLICE FACILITY (Michigan State Police and Calhoun County)

A study is currently underway to develop a building combining three police agencies at one location. This will allow for shared space, combined assets, and shared personnel resources. Actual current savings is approximately \$40,000 through a grant for the initial development stage. If the building is built, the costs associated will be greatly reduced to the City of Marshall because of the shared space being divided and the costs shared. This will also provide different funding options, the City of Marshall can utilize that would not be available if a structure needed to be built individually.

ANNUAL COST SAVINGS = \$1,000,000 to 1,500,000 in building costs plus additional savings on continual maintenance and utility costs

HEAVY EQUIPMENT REPAIRS (City of Battle Creek)

The City will be discussing with the City of Battle Creek an agreement where Battle Creek would repair heavy equipment instead of private vendors.

COST SAVINGS = Unknown

IT SERVICES (Calhoun County)

The City will be discussing with Calhoun County to collaborate for IT services. The request will be, that the County IT department provides all needed IT services.

ANNUAL COST SAVINGS = Approximately \$20,000

COMPREHENSIVE ECONOMIC DEVELOPMENT STRATEGY (CEDs) (Counties of Calhoun, Branch, Barry, Kalamazoo, and St. Joseph)

A five county collaboration for regional development strategy is being developed. This process will make EDA grants potentially available to the five county region as well as develop a more active regional planning authority.

POSSIBLE COST SAVINGS = Unknown

SAFETY TRAINING CONSORTIUM (Coldwater, Niles, Paw Paw, Dowagiac, and Sturgis)

The City of Marshall has entered into an agreement with five other communities in order to obtain monthly safety training for the electric distribution personnel. The training costs are shared amongst the members.

ANNUAL COST SAVINGS = \$9,000

CITY OF MARSHALL
ECONOMIC VITALITY INCENTIVE PROGRAM
ACTIVE FUTURE SERVICE CONSOLIDATION PLAN

JOINT POLICE FACILITY (Michigan State Police and Calhoun County)

A study is currently underway to develop a building combining three police agencies at one location. This will allow for shared space, combined assets, and shared personnel resources. Actual current savings is approximately \$40,000 through a grant for the initial development stage. If the building is built, the costs associated will be greatly reduced to the City of Marshall because of the shared space being divided and the costs shared. This will also provide a different funding option the City of Marshall can utilize that would not be available if a structure needed to be built individually.

ESTIMATED COST SAVINGS = \$1,000,000 to 1,500,000 in building costs plus additional savings on continual maintenance and utility costs

SAFETY TRAINING CONSORTIUM (Coldwater, Niles, Paw Paw, Dowagiac, and Sturgis)

The City of Marshall has entered into an agreement with five other communities in order to obtain monthly safety training for the electric distribution personnel. The training costs are shared amongst the members.

ESTIMATED ANNUAL COST SAVINGS = \$9,000



ADMINISTRATIVE REPORT
December 5, 2011 – CITY COUNCIL MEETING

REPORT TO: Honorable Mayor and City Council

FROM: Trisha Nelson, Deputy Clerk
Tom Tarkiewicz, City Manager

SUBJECT: 2012 City Council Meetings

BACKGROUND: According to Marshall City Charter Section 2.15 (a), Council shall meet regularly at least twice in every month. As such, the Council has customarily held its meetings on the first and third Monday of the month, unless a holiday falls on a Monday.

Attached is a listing of meeting dates for City Council in the Year 2012. All meetings will be held at 7:00 p.m. in the Council Chambers of Town Hall.

RECOMMENDATION: None. This is an informational report.

FISCAL EFFECT: None.

ALTERNATIVES: As suggested by Council.

Respectfully submitted,

A handwritten signature in cursive script that reads "Trisha Nelson".

Trisha Nelson
Deputy Clerk

A handwritten signature in cursive script that reads "Tom Tarkiewicz".

Tom Tarkiewicz
City Manager

323 W. Michigan Ave.

Marshall, MI 49068

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PROPOSED

PUBLIC NOTICE

THE MARSHALL CITY COUNCIL WILL HOLD ITS REGULAR MEETINGS IN THE YEAR 2012 AT 7:00 P.M., AT TOWN HALL IN THE COUNCIL CHAMBERS, 323 WEST MICHIGAN AVENUE, MARSHALL, MI 49068, ON THE FOLLOWING DATES:

Tuesday, January 3rd

Tuesday, January 17th

Monday, February 6th

Tuesday, February 21st

Monday, March 5th

Monday, March 19th

Monday, April 2nd

Monday, April 16th

Monday, May 7th

Monday, May 21st

Monday, June 4th

Monday, June 18th

Monday, July 2nd

Monday, July 16th

Monday, August 6th

Monday, August 20th

Tuesday, September 4th

Monday, September 17th

Monday, October 1st

Monday, October 15th

Monday, November 5th

Monday, November 19th

Monday, December 3rd

Monday, December 17th

Trisha Nelson, Deputy Clerk



ADMINISTRATIVE REPORT
December 5, 2011 – CITY COUNCIL MEETING

REPORT TO: Honorable Mayor and City Council

FROM: Trisha Nelson, Deputy Clerk
Tom Tarkiewicz, City Manager

SUBJECT: Appointment or Reappointment of Boards and
Commission Members

BACKGROUND: According to Marshall City Charter Section 2.13(d) Council shall, in December of each year, publish a listing of all board or commission positions which are scheduled to expire the following year and the term of office for each. Such notice shall also state how applicants may apply for such vacancies. The notice shall be published in a newspaper of general circulation within the city. Said notice shall also be posted in City Hall.

Attached is a listing of vacancies which will be published in the Marshall Chronicle.

RECOMMENDATION: None. This is an informational report

FISCAL EFFECT: None.

ALTERNATIVES: As suggested by Council.

Respectfully submitted,

A handwritten signature in cursive script that reads "Trisha Nelson".

Trisha Nelson
Deputy Clerk

A handwritten signature in cursive script that reads "Tom Tarkiewicz".

Tom Tarkiewicz
City Manager

323 W. Michigan Ave.

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CITY OF MARSHALL NOTICE
Boards and Commissions Positions

Section 2.13: Appointment of Boards and Commissions, of the City Charter, requires publication, in December, a listing of all Board and Commission positions which are scheduled to expire the following year and the term of office.

Following is a listing of Boards and Commissions positions whose terms are scheduled to expire in 2012. Interested parties wishing to volunteer their services may apply by filling out an application and submitting a resume to the Mayor, Marshall City Hall, 323 West Michigan Avenue, Marshall, MI 49068. Some expired seats may be filled by the incumbent member.

Board or Commission	Term of Office
BOARD OF REVIEW Three positions	01/01/2012 to 12/31/2014
BROOKS NATURE AREA Three positions	08/15/2012 to 8/14/2015
DISTRICT LIBRARY BOARD One position	03/31/2012 to 03/30/2015
DOWNTOWN DEVELOPMENT AUTHORITY Three positions	12/31/2012 to 12/30/2016
LOCAL DEVELOPMENT FINANCE AUTHORITY One position	6/2/2012 to 6/1/2016
PARKS AND RECREATION Two positions	07/01/2012 to 6/30/2015
PLANNING COMMISSION Three positions	11/01/2012 to 10/31/2015
ZONING BOARD OF APPEALS Four positions	03/10/2012 to 03/09/2015 – 2 seats 10/1/12 to 9/30/15 – 1 seat 10/5/12 to 10/4/15 – 1 seat

IN A WORK SESSION Monday, November 21, 2011 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, Mankerian, Metzger, Reed, and Williams.

Also Present: City Manager Tarkiewicz

Absent: Council Member Miller

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 1. ECONOMIC DEVELOPMENT to finalize and make any changes.

The meeting was adjourned at 6:52 p.m.

James L. Dyer, Mayor

Sandra Bird, Clerk-Treasurer

CALL TO ORDER

IN REGULAR SESSION Monday, November 21, 2011 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, Reed, and Williams.

Also Present: City Manager Tarkiewicz.

Absent: Council Members: Miller.

Moved Metzger, supported Mankerian, to excuse the absence of Member Miller. On a voice vote: **MOTION CARRIED.**

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 Reed, to approve the agenda as presented. On a voice vote: **MOTION CARRIED.**

PUBLIC COMMENT ON AGENDA ITEMS

None.

CONSENT AGENDA

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

- A. Approve minutes of the City Council Regular Session held on Monday, November 7, 2011;
- B. Approve city bills in the amount of \$975,835.03.

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

PRESENTATIONS AND RECOGNITIONS

Bruce and Shirley Cook provided Council with an overview of their Sister City trip to Koka City, Japan.

Ken Jendryka presented the Hospital and Neighborhood Committee Report to

Marshall City Council, Regular Session
Monday, November 21, 2011
Unofficial

Council. The Mayor will be referring the Hospital Campus Overlay District and the Sign Ordinance Amendment Recommendations to the Planning Commission for their recommendations and have them report back to City Council by March 26, 2012. The Mayor also announced his intent to appoint a task force to study the implementation of a Historic Preservation District at the next meeting.

Mark Kettner, Principal of Rehmann Robson, presented a report to Council on the Audited Financial Statements for the Fiscal Year Ended June 30, 2011.

Moved Metzger, supported Williams, to accept and place on file the Audited Financial Statements for the Fiscal year Ending June 30, 2011 for the City of Marshall. On a voice vote – **MOTION CARRIED.**

INFORMATIONAL ITEMS

None.

PUBLIC HEARINGS & SUBSEQUENT COUNCIL ACTION

A. P.A. 425 Land Transfer with Marshall Township:

Mayor Dyer opened the public hearing to hear public comment on the proposed contract with Marshall Township for a P.A. 425 Land Transfer for Marshall Animal Care.

John LaPietra of 386 Boyer Court inquired about the number of P.A. 425 Agreements with surrounding townships.

Hearing no further comment Mayor Dyer closed the public hearing.

Moved Booton, supported Mankerian, to adopt the contract with Marshall Township for a P.A. 425 Land Transfer for Marshall Animal Care Center. On a roll call vote – ayes: Mayor Dyer, Mankerian, Metzger, Reed, Williams, and Booton; nays: none. **MOTION CARRIED.**

CITY OF MARSHALL, MICHIGAN RESOLUTION #2011-44

RESOLUTION AUTHORIZING EXECUTION OF CONTRACT FOR CONDITIONAL TRANSFER OF PROPERTY

WHEREAS, James R. Rzepka, Randall K. Eshuis and Maria J. Eshuis-Romer, owners of property commonly known as 713 Brewer Street, have petitioned the City of Marshall and Marshall Township for a Conditional

Transfer of their property from Marshall Township into the City of Marshall;
and

WHEREAS, on February 25, 2006 the City of Marshall entered into a Master 425 Agreement with the Township of Marshall; and

WHEREAS, the Master 425 Agreement facilitates the provision of City services, including municipal sewer, water, police and fire protection to properties currently within Marshall Township according to terms acceptable to both the Township of Marshall and the City of Marshall,

NOW THEREFORE, BE IT RESOLVED, that the City Manager and the Clerk-Treasurer are authorized to execute a Contract for Conditional Transfer of Property commonly known at 713 Brewer Street from the Township of Marshall to the City of Marshall.

IT IS FURTHER RESOLVED, that the Contract for Conditional Transfer shall be in the form of the attached document, subject to changes in form approved by the City Attorney.

As City Clerk I place my seal and sign my name that this is a true and accurate copy of the action taken by the Marshall City Council on November 21, 2011.

Sandra Bird, Clerk-Treasurer
CITY OF MARSHALL

Dated: _____

OLD BUSINESS

None.

REPORTS AND RECOMMENDATIONS

A. Electric Department Bucket Truck Purchase:

Moved Metzger, supported Williams, to accept the bid for the purchase and trade-in of a bucket truck from Altec Industries, Inc. for the amount of \$150,330. On a roll call vote – ayes: Mankerian, Metzger, Reed, Williams, Booton, and Mayor Dyer; nays: none. **MOTION CARRIED.**

Moved Williams, supported Metzger, to approve the resolution for the installment purchase contract with Tax Exempt Leasing and to authorize the Clerk-Treasurer to sign the installment purchase contract. On a roll call vote – ayes: Metzger, Reed, Williams, Booton, Mayor Dyer, and Mankerian; nays: none. **MOTION CARRIED.**

B. Motor Pool Budget Amendment:

Moved Williams, supported Metzger, to adopt the resolution to amend the FY 2012 Adopted Budget for the Motor Pool rate adjustment for Streets and the equipment purchase loan. On a roll call vote – ayes: Reed, Williams, Booton, Mayor Dyer, Mankerian, and Metzger; nays: none. **MOTION CARRIED.**

**CITY OF MARSHALL, MICHIGAN
RESOLUTION #2011-45**

**City of Marshall Authorizing Resolution
To Amend FY 2012 Adopted Budget**

1) Reduce Funding for Streets Motor Pool Rate Adjustment and 2) Provide Increased Funding for the Motor Pool Capital Outlay Expenditure Budget for Equipment Purchases with a Source of Funding Provided by an Installment Purchase Agreement Loan

WHEREAS, the Public Services Director has determined a rate change is needed for the Streets Motor Pool rental rate charge, implemented July 1, 2011, and a mid-year budget amendment is recommended to adjust the budgets for this rate change;

THEREFORE, BE IT RESOLVED, that the General Fund Streets department expenditure line item 101-441-941.00 be decreased by \$40,000, the MVH Major Streets Fund, Street Maintenance department expenditure line item 202-463-941.00 be decreased by \$30,000, the MVH Major Streets Fund, Trunkline department expenditure line item 202-486-941.00 be decreased by \$10,000, the MVH Local Streets Fund, Street Maintenance department expenditure line item 203-463-941.00 be decreased by \$50,000, the Motor

Pool Fund, Capital Outlay expenditure line item 661-898-970.00 be decreased by \$130,000 and the Motor Pool Rents revenue line item 661-000-667.00 be decreased by \$130,000 for the rate change.

WHEREAS, the City Council recently approved the purchase of various equipment and the financing of the equipment with a purchase installment agreement and a mid-year budget amendment is recommended to amend the revenue and expenditures for the loan proceeds and capital expenditures;

THEREFORE, BE IT RESOLVED, that the Motor Pool Fund Proceeds from Bonds/Notes revenue line item 661-000-698.00 be increased by \$568,646.52 and the Motor Pool Fund Capital Outlay expenditure line item 661-898-970.00 be increased by \$568,646.52 for the purchase and financing of various equipment.

As Amended, November 21, 2011

Sandra Bird, Clerk-Treasurer

I, Sandra Bird, being duly sworn as the Clerk-Treasurer for the City of Marshall, hereby certify that the foregoing is a true and complete copy of a resolution adopted by the City Council, City of Marshall, County of Calhoun, State of Michigan, at a regular meeting held on November 21, 2011 and that said meeting was conducted and that the minutes of said meeting were kept and will be or have been made available.

Sandra Bird, Clerk-Treasurer

C. Federal Energy Regulatory Commission (FERC) Part 12d Inspection:

Moved Williams, supported Mankerian, to authorize the Clerk-Treasurer to sign the proposal submitted by Lawson-Fisher Associates P.C. for \$62,000 for the Federal Regulatory Commission Part 12d Inspection. On a roll call vote – ayes: Williams, Booton, Mayor Dyer, Mankerian, Metzger, and Reed; nays: none. **MOTION CARRIED.**

Marshall City Council, Regular Session
Monday, November 21, 2011
Unofficial

APPOINTMENTS / ELECTIONS

None.

PUBLIC COMMENT ON NON-AGENDA ITEMS

John LaPietra of 386 Boyer Court stated he was disappointed he missed the report of the Sister City Trip to Japan.

COUNCIL AND MANAGER COMMUNICATIONS

None.

ADJOURNMENT

The meeting was adjourned at 8:15 p.m.

James L. Dyer, Mayor

Sandra Bird, Clerk-Treasurer

VENDOR APPROVAL SUMMARY REPORT

Date: 11/30/2011

Time: 12:20pm

Page: 1

CITY OF MARSHALL

Vendor Name	Vendor Number	Description	Check Amount	Hand Check Amount
ALL-TRONICS INC	9157	BXT 4314 VOICE MAIL	75.00	0.00
AMERICAN PUBLIC POWER ASSOC	400342	ECO@HOME CALENDAR	4,807.00	0.00
ARROW UNIFORM	6839	CUST #010198-05	577.38	0.00
AUSTIN-BATTERIES PLUS	6532	12V LEAD	92.00	0.00
CITY OF BATTLE CREEK	9503	QTRLY TRAFFIC SIGNAL MAINT	215.23	0.00
BOSHEARS FORD SALES INC	7117	2010 CROWN VIC	2,644.76	0.00
C & C LANDFILL	110	CUST # 243	122.73	0.00
CB HALL ELECTRIC COMPANY	3387	RECTANGLES IN GARAGE	664.00	0.00
CEREBAL CITY WINDOW CLEANING	7207	WINDOW CLEANING	210.00	0.00
COGITATE INC	8443	MMS STATE TRUNKLINE SUPPORT	155.00	0.00
COMMERCIAL OFFICE PRODUCTS	9769	ENVS	26.96	0.00
D & D MAINTENANCE SUPPLY	7271	JANITORIAL SUPPLIES	106.38	0.00
DARLING ACE HARDWARE	7281	PADLOCK	189.35	0.00
ETNA SUPPLY	7343	FLEX COUPLINGS	232.92	0.00
FIRST DUE FIRE SUPPLY	400183	ULTRA CARBONKINIGHT PAC F-20	187.65	0.00
FIVE STAR SPRINKLERS	300485	WINTERIZE IRRIGATION SYS-ATHLE	455.00	0.00
GALLS, AN ARAMARK COMPANY	300091	SR 1238460 1543970	100.69	0.00
HERMANS MARSHALL HARDWARE	7446	TWINE	7.29	0.00
J & K PLUMBING SUPPLY	3351	SUPPLIES	3.33	0.00
J.O. GALLOUP COMPANY	4624	COP ADAPTERS - CREDIT	104.28	0.00
JACK DOHENY SUPPLIES	7309	VACTOR REPAIR	2,467.27	0.00
JOHN D BRUNDAGE &	6437	OCTOBER SERVICES	2,040.00	0.00
KIDDER HEATING & AIR CONDITION	7517	LOCKER ROOM FURNACE	322.00	0.00
LARRY'S FLOOR COVERING	7530	MH APTS	3,601.88	0.00
LEXISNEXIS RISK DATA MNGMNT	400109	SEPTEMBER 2011	271.00	0.00
MACOME COMMUNITY COLLEGE	7547	RAPID DEPLOYMENT-TROY DEKRYGER	250.00	0.00
MICHIGAN LOCAL GOVERNMENT	2911	2012 - THOMAS TARKIEWICZ	110.00	0.00
NAPA OF MARSHALL	2939	GASKET MATERIAL FOR NOZZLE	204.55	0.00
NYE UNIFORM COMPANY	7733	PANTS	165.38	0.00
MARTIN OVERHISER	5181	SCANNER FOR GAR ARCHIVES	2,507.18	0.00
POWER LINE SUPPLY	7821	DISCONNECT SLEEVES	626.84	0.00
PRECISION LAWN CARE	300237	LAWN CARE 10/04/11 & 10/11/11	300.00	0.00
RADIO SHACK	7811	WALL MOUNT FOR MONITOR	44.99	0.00
S.M.R.P.A.	300488	RENEWAL - JUSTIN MILLER	40.00	0.00
SAFETY SERVICES INCORPORATED	7847	LOTO COMPLIANCE	386.96	0.00
SOLOMON CORPORATION	6144	100 KVA TRANSFORMER	7,650.00	0.00
STANDARD PRINTING & OFFICE	7903	DELIVERY CHARGE	7.00	0.00
STATE OF MICHIGAN	4021	BOILER CERTIFICATES	300.00	0.00
Grand Total:			32,272.00	0.00

CHECK NUMBER SERIES AS OF FRIDAY, 11/26/11

	Beginning #	Ending #	Dated
PAYROLL-ACH	71281	71286	11/12/11-11/26/11
A/P & P/R-OTHER	89684	89824	11/12/11-11/26/11

VENDOR APPROVAL SUMMARY REPORT

Date: 11/18/2011

Time: 10:27am

Page: 1

CITY OF MARSHALL

Vendor Name	Vendor Number	Description	Check Amount	Hand Check Amount
A T & T	3176	ACCT #287238047810	1,889.37	0.00
BEARDSLEE LAW OFFICES	3471	SERVICES THRU 11/15/11	796.50	0.00
DARLING & COMPANY	217958	REMOUNT, MAT & FRAME 2	153.48	0.00
EARTHLINK BUSINESS	400445	ACCT #7018274	2,155.33	0.00
FIRESIDE BOOKS	400447	REFUND UTILITY DEPOSIT	17.54	0.00
GREAT LAKES HOME IMPROVEMENT	400448	PERMIT FEE REFUND	30.00	0.00
GRIFFIN PEST SOLUTIONS	400246	MARSHALL HOUSE	80.00	0.00
CASSANDRA HEITFELD	6040	OFFICE CLOCK	13.24	0.00
HUB INTERNATIONAL MIDWEST	4472	POLICY S1805444	52,298.50	0.00
MARSHALL COMMUNITY CU	7558	3648 - KIESSLING	2,398.69	0.00
CARL MATTICE	400449	REFUND UTILITY DEPOSIT	1.02	0.00
NEOFUNDS BY NEOPOST	400232	POSTAGE	3,000.00	0.00
OAKLAWN HOSPITAL	400450	ENERGY OPTIMIZATION	945.00	0.00
BARBARA SEGER	400451	REFUND SECURITY DEPOSIT	253.00	0.00
THREADS OF TIME	400452	REFUND UTILITY DEPOSIT	40.48	0.00
TERI TRUDEAU	6010	HAUNTED TRAIL SUPPLIES	14.00	0.00
VERIZON WIRELESS	217862	ACCT #683169426-00001	62.84	0.00
ROBERT WESTRA JR	400453	REFUND UTILITY OVERPAYMENT	29.38	0.00
SHERI ZIENERT	5152	COFFEE & TRAINING SUPPLIES	58.19	0.00
Grand Total:			64,236.56	0.00

PRESCRIPTION REIMBURSEMENT 5.00

TOTAL CASH DISBURSEMENTS \$64,241.56

VENDOR APPROVAL SUMMARY REPORT

Date: 11/23/2011

Time: 11:05am

Page: 1

CITY OF MARSHALL

Vendor Name	Vendor Number	Description	Check Amount	Hand Check Amount
AMERICAN MESSAGING	6657	ACCT # Z1-406436	104.92	0.00
CALHOUN COUNTY EQUALIZATION	7169	CORRECTION JUN-OCT	290.40	0.00
COMMERCIAL OFFICE PRODUCTS	9769	MARKERS, TAPE, BINDERS, PAPER	91.70	0.00
CONSUMERS ENERGY	8560	1000 0759 3765	2,022.41	0.00
TROY DEKRYGER	4929	EXPENSE REIMBURSEMENT	69.45	0.00
FEDEX	8197	THRUN LAW FIRM	20.35	0.00
JOHN HARDEN	400129	MEAL	10.00	0.00
CASSANDRA HEITFELD	6040	OFFICE CLOCK	13.24	0.00
RANDALL KIZER	400455	REFUND UTILITY DEPOSIT	78.45	0.00
MARSHALL COMMUNITY CU	7558	2998 - DIXON	183.00	0.00
GREG MCCOMB	5742	PIZZA PARTY-FIRE PREVNTN WEEK	55.06	0.00
MCMASTER-CARR	6133	TEST GAUGE	82.61	0.00
TRIBAL MANUFACTURING	300386	ENERGY OPTIMIZATION-COMPRESSOR	7,500.00	0.00
MICHAEL ZIMMERMAN	400454	REFUND UTILITY DEPOSIT	66.04	0.00
Grand Total:			10,587.63	0.00

PRESCRIPTION REIMBURSEMENTS 55.00

TOTAL CASH DISBURSEMENTS \$10,642.63



ADMINISTRATIVE REPORT
December 5, 2011 - CITY COUNCIL MEETING

REPORT TO: Honorable Mayor and City Council
FROM: Carl Fedders, Director of Public Services
Tom Tarkiewicz, City Manager
SUBJECT: Michigan Recreation Passport Grant Program
Development Project Agreement

BACKGROUND: PA 32 of 2010 created the Local Public Recreation Facilities Fund to be used for the development of public recreation facilities for local units of government. Money for this fund is derived from the sale of the Recreation Passport which replaces the resident Motor Vehicle Permit (MVP) — or window sticker — for state park entrance. The passport will be required for entry to state parks, recreation areas and boating access sites.

The State of Michigan has announced that 24 projects of the 50 applicants that will share the anticipated \$600,000 in grants generated by this program. The City of Marshall has been awarded \$30,000 for improvements to the North section of Ketchum Park. The improvements will include parking lot paving, restroom door replacement with timed door locks, and a new park identification sign that is required by the program.

In order to utilize these funds the city must commit to providing 25% of the total project cost and to complete the project by July 30, 2014.

These improvements were included in the fiscal year 2013 Capital Improvement Plan and will be incorporated into the fiscal year 2013 budget. The anticipated timeline for the improvements is the fall of 2012.

RECOMMENDATION: Staff recommends that City Council adopt the attached resolution and authorize the Clerk-Treasurer to sign the development project agreement for the improvements to Ketchum Park.

FISCAL EFFECT: To appropriate \$10,000 from the General Fund Capital Outlay expenditure budget line item 101-900-970.00 for the City's match portion of the grant.

ALTERNATIVES: As suggested by Council.

Respectfully submitted,


Carl 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

**CITY OF MARSHALL, MICHIGAN
RESOLUTION #2011-_____**

**City of Marshall Authorizing Resolution for the
Michigan Recreation Passport Grant Program Development Project Agreement**

Upon motion made by _____; seconded by _____, the following Resolution was adopted:

"RESOLVED, that the City of Marshall, Michigan, does hereby accept the terms of the Agreement as received from the Michigan Department of Natural Resources, and that the City of Marshall does hereby specifically agree, but not by way of limitation, as follows:

1. To appropriate all funds necessary to complete the project during the project period and to provide Ten Thousand (\$10,000) dollars to match the grant authorized by the DEPARTMENT.
2. To maintain satisfactory financial accounts, documents, and records to make them available to the DEPARTMENT for auditing at reasonable times.
3. To construct the project and provide such funds, services, and materials as may be necessary to satisfy the terms of said Agreement.
4. To regulate the use of the facility constructed and reserved under this Agreement to assure the use thereof by the public on equal and reasonable terms.
5. To comply with any and all terms of said Agreement including all terms not specifically set forth in the foregoing portions of this Resolution."

The following aye votes were recorded: _____

The following nay votes were recorded: _____

STATE OF MICHIGAN
COUNTY OF CALHOUN

I, Sandra Bird, Clerk of the City of Marshall, Michigan, do hereby certify that the above is a true and correct copy of the Resolution relative to the Agreement with the Michigan Department of Natural Resources, which Resolution was adopted by the City Council of the City of Marshall at a meeting held on December 5, 2011.

Signature

Title

Date

EVENT REPORT

EVENT: Snow Dash

EVENT LOCATION: MICHIGAN AVENUE, MANSION STREET, NORTH LINDEN STREET, VERONA ROAD, WEST DRIVE, F DRIVE NORTH & NORTH KALAMAZOO AVENUE

SPONSOR: Lisa Reynolds and Kelly Koenig

EVENT DATE: SATURDAY, DECEMBER 9, 2011

EVENT TIMEFRAME: 5:30 PM – 6:30 PM

MDOT PERMIT REQUIRED: YES NO

MDOT PERMIT GRANTED: YES NO

LANE CLOSURE TIMEFRAME: 5:30PM – 6:30 PM

EVENT STREETS AFFECTED: Michigan Avenue, Gordon Street, Mansion Street, Linden Street, and Kalamazoo Avenue. (INTERMITTENT LANE CLOSURES)

DETOUR DETAIL: Eastbound Michigan Avenue lanes will not be detoured or closed. Westbound Michigan Avenue will have intermittent lane closures,

EVENT DETAIL: Police escort for runners. Race route starts on North Kalamazoo Avenue between Michigan Avenue and Prospect Street, than east on Michigan Avenue to Mansion Street, then north on Linden Street to North Kalamazoo Avenue, then south to the start in front of the Honolulu House.

Money collected will be used to purchase coats for children enrolled in Marshall Public Schools.

COUNCIL NOTIFICATION DATE: December 5, 2011