



**CITY COUNCIL  
WORK SESSION AGENDA  
Monday, July 17, 2017  
5:30 PM  
City Hall Training Room**

- A. Work session item**  
MSCPA General Manager Glen White and MSCPA Incoming General Manager Paul Beckhusen will present the MSCPA Integrated Resource Plan
- B. Other items**
- C. Future Work Sessions**
- D. Future topics**

323 W. Michigan Ave.

Marshall, MI 49068

p 269.781.5183

f 269.781.3835

[cityofmarshall.com](http://cityofmarshall.com)



MARSHALL CITY COUNCIL AGENDA

MONDAY – 7:00 P.M.

July 17, 2017

- 1) CALL TO ORDER
2) ROLL CALL
3) INVOCATION -- Richard Gerten, Family Bible Church
4) PLEDGE OF ALLEGIANCE
5) APPROVAL OF AGENDA -- Items can be added or deleted from the Agenda by Council action.
6) PUBLIC COMMENT ON AGENDA ITEMS -- Persons addressing Council are required to give their name and address for the record when called upon by the Mayor. Members of the public shall be limited to speaking for a maximum of five (5) minutes on any agenda item.
7) CONSENT AGENDA
A. City Council Minutes P. 4
Regular Session..... Wednesday, July 5, 2017
B. City Bills P. 7
Regular Purchases..... \$ 85,864.51
Weekly Purchases – 6/30/17..... \$ 17,340.98
Weekly Purchases – 7/7/17..... \$ 2,288.41
Total ..... \$ 105,493.90
8) PRESENTATIONS AND RECOGNITIONS
9) INFORMATIONAL ITEMS
10) PUBLIC HEARINGS & SUBSEQUENT COUNCIL ACTION
11) OLD BUSINESS
12) REPORTS AND RECOMMENDATIONS

Mayor:

Jack Reed

Council Members:

Ward 1 - Kari Schurig

Ward 2 - Nick Metzger

Ward 3 - Brent Williams

Ward 4 - Michael McNeil

Ward 5 - Robert Costa

At-Large - Joe Caron

A. Rice Creek Bank Restoration P. 11

City Council will consider the bid for the restoration of the Rice Creek bank from Cross Lake Construction of Horton, MI for construction in 2017 at the amount of \$45,773.

B. Brooks Field Terminal Design and Construction Fund Commitments P. 13

City Council will consider the recommendation to commit funds for the Airport Terminal project in the next three budget years as follows: FY 17-18 Budget \$5,000; FY 18-19 Budget \$12,500; and FY 19-20 Budget \$17,500.



- C. **Brooks Field – Hangar Fees** **P. 15**  
City Council will consider the recommendation to increase the current city owned T-Hangar rent and airplane floor space within the Main Terminal from \$100 to \$125/month beginning with the billing for August 2017.
  
- D. **Brooks Field – Reinstatement of Part-Time Maintenance Position** **P. 17**  
City Council will consider reinstating the part-time maintenance position at Brooks Field for no more than 700 hours per fiscal year (\$7,500) and authorize the required budget adjustments.
  
- E. **South Kalamazoo Sanitary Sewer Repair** **P. 19**  
City Council will consider the recommendation to approve the bid from Hunter-Prell Co. of Battle Creek, MI for the Unit Price Bid amount of \$25,605.00 and an additional contingency amount of \$9,395.00 for any conditions that may be unaccounted for, for a total of \$35,000.00 for the South Kalamazoo sanitary sewer repair.
  
- F. **Directional Conduit Boring for Primary Cable Conversion to Underground on Kalamazoo Avenue** **P. 21**  
City Council will consider the recommendation to award the directional boring contract to the low bidder, Earthcom Inc. of Williamston, MI, in the amount of \$82,475.00 and authorize the City Clerk to sign the contract.

**13) APPOINTMENTS / ELECTIONS**

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

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

**15) COUNCIL AND MANAGER COMMUNICATIONS**

**16) ADJOURNMENT**

Respectfully submitted,

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

Tom Tarkiewicz  
City Manager

July 17, 2017

**CALL TO ORDER**

IN REGULAR SESSION Wednesday, July 5, 2017 at 7:00 P.M. in the Council Chambers of Town Hall, 323 West Michigan Avenue, Marshall, MI, the Marshall City Council was called to order by Mayor Reed.

**ROLL CALL**

Roll was called:

Present: Council Members: Caron, Metzger, Mayor Reed, Schurig, and Williams.

Also Present: City Manager Tarkiewicz and Clerk Nelson.

Absent: Council Members Costa and McNeil.

**Moved** Metzger, supported Williams, to excuse the absence of Council Members Costa and McNeil. On a voice vote – **MOTION CARRIED.**

**INVOCATION/PLEDGE OF ALLEGIANCE**

Zack Langford of Surrendered Life Church gave the invocation and Mayor Reed led the Pledge of Allegiance.

**APPROVAL OF THE AGENDA**

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

**PUBLIC COMMENT ON AGENDA ITEMS**

None.

**CONSENT AGENDA**

**Moved** Schurig, supported Caron, to approve the Consent Agenda:

- A. Minutes of the City Council Regular Session held on Monday, June 19, 2017;
- B. Approve city bills in the amount of \$ 447,078.14.

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

**PRESENTATIONS AND RECOGNITION**

None.

**INFORMATIONAL ITEMS**

None.

**PUBLIC HEARINGS & SUBSEQUENT COUNCIL ACTION**

None.

**OLD BUSINESS**

None.

**REPORTS AND RECOMMENDATIONS**

**A. Command Union Agreement:**

**Moved Williams, supported Caron, to approve the Union Agreement with Police Officers Labor Council, Command Unit. On a voice vote – MOTION CARRIED.**

**B. Patrol Union Agreement:**

**Moved Schurig, supported Williams, to approve the Union Agreement with Police Officers Labor Council, Patrol Officer's Division. On a voice vote – MOTION CARRIED.**

**C. Personnel Policy Manual Amendment:**

**Moved Metzger, supported Williams, to approve the proposed change to the Personnel Policy Manual. On a voice vote – MOTION CARRIED.**

**APPOINTMENTS/ELECTIONS**

**A. Marshall Farmer's Market Advisory Board:**

**Moved Metzger, supported Schurig, to approve the appointment of Barbara Cooke to the Marshall Farmer's Market Advisory Board with a term expiring October 20, 2020. On a voice vote – MOTION CARRIED.**

**B. Zoning Board of Appeals Appointment:**

**Moved Williams, supported Caron, to approve the appointment of Alissa Hubbell to the Zoning Board of Appeals with a term expiring March 10, 2019. On a voice vote – MOTION CARRIED.**

**C. Downtown Development Authority/Local Development Finance Authority Appointments:**

**Moved Schurig, supported Williams, to approve the reappointment of Jim Pardoe and Jason LaForge to the Downtown Development Authority and Local**

Development Finance Authority for terms expiring September 15, 2021. On a voice vote – **MOTION CARRIED.**

**PUBLIC COMMENT ON NON-AGENDA ITEMS**

None.

**COUNCIL AND MANAGER COMMUNICATIONS**

**CLOSED SESSION**

**Moved** Williams, supported Metzger, to enter into Closed Session under section 8(h) of the Open Meetings Act to consider material exempt from discussion or disclosure by state or federal statute. On a roll call vote – ayes: Caron, Metzger, Mayor Reed, Schurig, and Williams; nays: none. **MOTION CARRIED.**

Enter into closed session at 7:15 p.m.

Return to open session 7:56 p.m.

**Moved** Williams, supported Metzger, to exercise the City's right of first refusal, under the Michigan General Property Tax Act, to purchase from the Calhoun County Treasurer, the Property commonly known as 111-115, or 109 ½, East Michigan Avenue, Marshall, Michigan, provided a developer who is willing and able to secure the exterior and structural integrity of the Property signs purchase and development agreements acceptable to the City Manager and the City Attorney, and authorize the City Clerk to sign all necessary documents to complete this transaction. On a roll call vote – ayes: Schurig, Williams, Caron, Metzger, and Mayor Reed; nays: none. **MOTION CARRIED.**

**ADJOURNMENT**

The meeting was adjourned at 8:00 p.m.

---

Jack Reed, Mayor

---

Trisha Nelson, City Clerk

User: ctanner

EXP CHECK RUN DATES 06/01/2014 - 07/20/2017

DB: Marshall

UNJOURNALIZED

OPEN

INVOICE NUMBER	VENDOR NAME	DESCRIPTION	PO NUMBER	AMOUNT
2209	ALL RELIABLE SERVICES	2017 ELECTRIC LINE CLEARANCE; PER CONTR	2017.283	2,159.92
2222	ALL RELIABLE SERVICES	2017 ELECTRIC LINE CLEARANCE; PER CONTR	2017.283	2,979.20
170610748	AMBS CALL CENTER	170610748		210.91
388-107275-01	AUSTIN-BATTERIES PLUS	LED A19 OMNI BULBS FOR ENERGY OPTIMIZAT	2018.006	3,675.00
225-413569	AUTO VALUE MARSHALL	AIR SPRING		184.08
225-414474	AUTO VALUE MARSHALL	15W40 QUART		46.68
225-414282	AUTO VALUE MARSHALL	135 DEGREE VALVE		30.18
225-414022	AUTO VALUE MARSHALL	ARCTIC FREZ		37.49
225-414703	AUTO VALUE MARSHALL	FILTERS		40.08
225-412789	AUTO VALUE MARSHALL	MUFFLER CEMENT		4.71
225-414610	AUTO VALUE MARSHALL	MAX POWER CAR WA		7.99
225-414778	AUTO VALUE MARSHALL	GREEN TAPE, ROLOC DISC, COARSE ROLO		22.39
225-414034	AUTO VALUE MARSHALL	COOL FAN ASSY		91.09
225-414049	AUTO VALUE MARSHALL	BATTERY TESTER		42.89
225-414473	AUTO VALUE MARSHALL	WASHR SOLVENT, 5W30 QUART		63.42
225-413154	AUTO VALUE MARSHALL	WHL HUB DUSTCAP		4.89
225-413936	AUTO VALUE MARSHALL	VELL LED STROBE, PLUGIN PIGTAIL		85.44
225-413705	AUTO VALUE MARSHALL	50 GRIT, COARSE		6.14
225-414356	AUTO VALUE MARSHALL	SPARK PLG		3.98
225-413484	AUTO VALUE MARSHALL	FLUID FILM		19.98
225-413638	AUTO VALUE MARSHALL	ABRASIVE CUT-OFF		5.37
225-414935	AUTO VALUE MARSHALL	FILTERS - RETURNED		(271.66)
2265534861	AUTO ZONE INC	DIESEL EXH FLUID		25.00
320172117	B S & A SOFTWARE	PROPERTY SEARCH		4.00
061517	BAKER TOOL RENTAL & S	MINI EXCAVATOR		225.00
130155	BELL EQUIPMENT COMPAN	FILTER, FLNG BRG, PWRBAND, MV, FILL HOS		620.58
178602	BOGAR THEATRE	MOVIE AND CONCESSIONS		472.50
90351	BOSHEARS FORD SALES I	2011 FORD E-350		32.68
90196	BOSHEARS FORD SALES I	2011 FORD CROWN VIC		65.95
101150	CARR BROTHERS & SONS	CLASS II SAND, CRUSHED STONE		480.13
1700021038	CITY OF JACKSON	MCOLES LED		634.13
XT3000007	CORE TECHNOLOGY CORPO	UPDATE RMS LICENSE FILE, INTERACT RMS S		300.00
9972	COURTNEY & ASSOCIATES	RETAINER SERVICES JUNE 2017		250.00
QUOTE 1	CRANDALL ELECTRIC, LL	MOVE 2 PARKING LOT LIGHTS OUT OF ISLAND	2017.275	8,220.00
94146	CRT, INC	SPEAKERS		96.00
94267	CRYSTAL FLASH MARSHAL	CLOUD STORAGE		938.84
71616131	CRYSTAL FLASH MARSHAL	GASOLINE		1,010.94
3-43007	CUMMINS BRIDGEWAY	GENERATOR MAINTENANCE AGREEMENT		1,582.92
141793	D & D MAINTENANCE SUP	JANITORIAL SUPPLIES		55.20
141827	D & D MAINTENANCE SUP	JANITORIAL SUPPLIES		396.76
3145008	DAIKIN APPLIED	HVAC PM AGREEMENT 07/01/17 TO 09/30/17		1,842.00
509312	DARLING ACE HARDWARE	ANGLE BROOM		11.99
509201	DARLING ACE HARDWARE	CABLE STRIPPER		39.98
509264	DARLING ACE HARDWARE	DRILL BITS, ADAPTERS, BUSHINGS		18.68
505985	DARLING ACE HARDWARE	BATTERY, KEYS, BOLTS, NUTS		24.96
509316	DARLING ACE HARDWARE	ELBOW, COUPLE, CAULK, CONDUIT PVC`		11.84
507200	DARLING ACE HARDWARE	DOUBLE CUT BLACK HEADED K		2.99
508943	DARLING ACE HARDWARE	DOUBLE CUT BLACK HEADED K, NUTS, BOLTS		15.92
508859	DARLING ACE HARDWARE	O-RING FITS, WRENCH WATER FILTER A		12.98
509245	DARLING ACE HARDWARE	CAP PVC SCH40		0.99
509186	DARLING ACE HARDWARE	SUPERCUT LINE		54.95
506376	DARLING ACE HARDWARE	DAWN, SPONGE SCRUB MLTI PURP		7.98
509387	DARLING ACE HARDWARE	NUTS & BOLTS		3.20
508261	DARLING ACE HARDWARE	POTTING SOIL		11.97
509409	DARLING ACE HARDWARE	DRILL DOCTOR SHARPNR		59.99
509981	DARLING ACE HARDWARE	TIEDOWN RATCH, KEY		16.97
508987	DARLING ACE HARDWARE	SPRAY PAINT		19.47
EXECUIN22106	DIGITAL HIGHWAY INC	ANTENNAS, MODEM, EXT WARRANTY		1,097.10
3209326	EDWARDS INDUSTRIAL SA	FEMALE SWIVEL, MALE RIGID		112.72
94589	ERIC DALE HEATING & A	SERVICE CALL FOR A/C		393.00
93294038	ESRI INC	2017/18 ARC GIS MAINTENANCE AGREEMENT	2018.005	3,200.00
MIBAT246158	FASTENAL COMPANY	BOLTS & DRILL BITS		47.94
MIBAT246085	FASTENAL COMPANY	SUPPLIES		35.64
810247	GWIN, DARWIN	MOWED BROOKS NATURE AREA		225.00
78837	HERMANS MARSHALL HARD	SHOP TOWELS, LOCK NUTS, WASHERS		16.07
78627	HERMANS MARSHALL HARD	BOLTS, PIPE COMPOUND		8.78
78727	HERMANS MARSHALL HARD	CORD, GOOP, PUTTY, TRAP, OUTLET WASTE		31.75
78815	HERMANS MARSHALL HARD	SPRAY BOTTLES		5.98
22831	IRRIGATOR, INC.	SPRING START UP		90.00
2190	J & K PLUMBING SUPPLY	COUPLING GALV 2" COMP		79.66
2347	J & K PLUMBING SUPPLY	CONNECTORS		8.66
126	JOHN D BRUNDAGE & JOH	ORDINANCE PROSECUTION 04/01/17 THRU 06/		7,535.00
247	JUSTICE FENCE	SERVICE CALL AT MRLEC		125.00
052717	K-MART	MAY CHARGES		170.92
708472	KAR LABORATORIES INC	ANALYSIS		90.00
8907	KELLOGG'S REPAIR	WHEEL, BLADE		65.74
9136	KELLOGG'S REPAIR	TIRE		142.05
9189	KELLOGG'S REPAIR	BLADE		295.50
31574	LAKELAND ASPHALT CORP	BITUMINOUS AGGREGATES		112.32

INVOICE NUMBER	VENDOR NAME	DESCRIPTION	PO NUMBER	AMOUNT
31493	LAKELAND ASPHALT CORP	BITUMINOUS AGGREGATES		117.52
31475	LAKELAND ASPHALT CORP	BITUMINOUS AGGREGATES		212.68
1044318	LEGG LUMBER	GRAVEL MIX		17.96
12764	LEWEY'S SHOE REPAIR	J STEELE BOOT ALLOWANCE		140.00
12678,12727,12715	LEWEY'S SHOE REPAIR	FULLER, SANDERS, BRADFORD - BOOT ALLOWA		443.20
12784,12792	LEWEY'S SHOE REPAIR	LEACH & AMBROSE - BOOT ALLOWANCES		280.00
063017	MARSHALL PUBLIC SCHOO	LIFEGUARD SERVICES		80.00
062917	MARSHALL PUBLIC SCHOO	PLAYGROUND TRIP TO LANSING CAPITOL		396.87
062317	MARSHALL PUBLIC SCHOO	PLAYGROUND TRIP TO BOGAR THEATRE		84.23
MAR4150	MARSHALL TIRE CITY	TIRE REPAIR		35.84
S4157992.005	MEDLER ELECTRIC COMPA	PVC CAPS		97.58
S4172213.001	MEDLER ELECTRIC COMPA	ENCLOSURE		234.06
267728	MICHIGAN INDUSTRIAL G	ARGON		94.09
304757	MODERN PLUMBING, SEWE	SERVICE CALL AT REC FIELD		734.00
31978187	MSC INDUSTRIAL SUPPLY	SAFETY GLASSES		57.42
508	MUNFAKH & ASSOCIATES,	PROFESSIONAL SERVICES FOR DAM REHABILIT	2017.158	2,287.20
2017-57	OERTHERS	PEA GRAVEL, STRAW BALES		16.58
2017-58	OERTHERS	MULCH		69.96
2017-59	OERTHERS	MIRACLE GRO, 3-IN-1 ROSE FEE, MULCH		89.65
50875	OERTHERS	EQUIPMENT MAINTENANCE		685.74
867019	OFFICE 360	ROLL 2-1/4" X 85'		12.56
56157643	POWER LINE SUPPLY	ARM MAST CANTILEVER STYLE F		460.74
968	QUALITY LAWN CARE	GRASS CUTTING AT AIRPORT		770.00
93654	R W MERCER CO INC	REPAIR OF FUEL PUMP HOSE AT BROOKS AIRP	2017.335	1,978.15
051216	RATHCO SAFETY SUPPLY	BLUES FESTIVAL - TRAFFIC CONTROL DRUMS		645.00
249-005580418	REPUBLIC SERVICES #24	2017 ANNUAL BULK TRASH PICK UP JUNE 12-	2017.333	15,431.91
20255	SECURITY CORPORATION	SERVICE CALL AT MRLEC		358.60
8122611485	SHRED-IT USA LLC	ON-SITE SERVICES AT 714 OLD 27 HWY N		143.40
1104	SMITH'S PAINTING & HO	REMOVE TAR FROM WALLS AT GRAND ST PARK		400.00
293424	SOLOMON CORPORATION	500 KVA PAD MOUNT TRANSFORMER FOR TESLA	2017.323	12,295.00
21063-0717	SPARTAN STORES	JUNE CHARGES		336.02
200670	STANLEY LAWN & GARDEN	UNIVERSAL SPEED HEAD		59.98
1216816	STANTEC CONSULTING MI	PROFESSIONAL SERVICE FOR CCRD FACILITY	2017.314	1,809.00
8045174315	STAPLES ADVANTAGE	HOLE PUNCHED PAPER & FOLDERS		45.03
061417	STEPHEN T DEAN	GRAND ST PARK MASONRY REPAIR		360.00
062017	STEPHEN T DEAN	REPAIR OF STAMFIELD MEMORIAL		135.00
4088	U.S. LAWNS OF KALAMAZ	2017 LAWN MOWING CONTRACT AT VARIOUS CI	2017.278	3,446.00
86647416	ULINE	PINT PAINT CANS		97.05
GRAND TOTAL:				85,864.51



INVOICE NUMBER	VENDOR NAME	DESCRIPTION	PO NUMBER	AMOUNT
06/29/2017	BALMAN, ECHO	UB refund for account: 1700060008		31.18
062517	CAIN-DEROUIN, JULIE	CAMERA BATTERY		29.99
06/30/17	CALHOUN COUNTY TREASU	DEL PERS PROP TAX 01/01/17 - 06/30/17		915.04
063017	CALHOUN COUNTY TREASU	DEL PER PROP TAX 01/01/17 - 06/30/17		1,375.67
063017	CALHOUN INTERMEDIATE	DEL PER PROP TAX 01/01/17 - 06/30/17		1,828.01
204208472911	CONSUMERS ENERGY	1000 7224 3312		49.33
205276363878	CONSUMERS ENERGY	1000 0759 4680		18.42
201627656212	CONSUMERS ENERGY	1000 6710 1772		13.58
202428606619	CONSUMERS ENERGY	1030 0915 7670		17.50
204564446022	CONSUMERS ENERGY	1030 1352 1119		16.01
201716657417	CONSUMERS ENERGY	1030 1580 0248		54.07
206166260788	CONSUMERS ENERGY	1000 0916 3203		15.39
202517597334	CONSUMERS ENERGY	1030 1852 1130		1,403.45
202517597331	CONSUMERS ENERGY	1030 1852 0884		166.87
206166260790	CONSUMERS ENERGY	1000 0916 3708		14.18
206166260791	CONSUMERS ENERGY	1000 0916 3971		43.08
206166260789	CONSUMERS ENERGY	1000 0916 3435		32.64
207055806820	CONSUMERS ENERGY	1000 0033 5602		255.94
062617	DEVENEY, JAMES R	INSPECTION COMMISSION		160.00
062617	GROSS, JOHN	INSPECTION COMMISSION		736.00
063017	KELLOGG COMMUNITY COL	DEL PERS PROP TAX 01/01/17 - 06/30/17		1,074.85
061617	MARK HUNNICUTT PLUMBI	PARTIAL REFUND OF INSPECTION FEES		75.00
063017	MARSHALL DISTRICT LIB	DEL PERS PROP TAX 01/01/17 - 06/30/17		307.68
063017	MARSHALL FIREFIGHTER	DEL PERS PROP TAX 01/01/17 - 06/30/17		212.01
063017	MARSHALL PUBLIC SCHOO	DEL PERS PROP TAX 01/01/17 - 06/30/17		4,131.71
WINTER 2017	MARSHALL PUBLIC SCHOO	2017 WINTER GYM USE	2017.328	2,945.48
S4157992.003	MEDLER ELECTRIC COMPA	5" ADAPTER, STEEL LOCKNUT		71.10
S4157992.002	MEDLER ELECTRIC COMPA	3" REDUCER		17.15
S4157992.001	MEDLER ELECTRIC COMPA	PVC ELBOWS		67.65
062717	MICHIGAN SOUTH CENTRA	SALE TRANSFER OF INTERESTS FOR SUBSTATI		100.00
062617	NICHOLS, JEFFREY S	INSPECTION COMMISSION		1,027.00
062717	ROY, TYLER	FARMERS MARKET ENTERTAINMENT 06/24/17		35.00
102916	SULLIVAN, ERIC	FARMERS MARKET ENTERTAINMENT 10/29/16		100.00
GRAND TOTAL:				17,340.98

07/07/2017 08:17 AM  
User: ctanner  
DB: Marshall

APPROVAL LIST FOR CITY OF MARSHALL  
EXP CHECK RUN DATES 07/07/2017 - 07/07/2017  
UNJOURNALIZED  
OPEN

Page: 1/1

INVOICE NUMBER	VENDOR NAME	DESCRIPTION	PO NUMBER	AMOUNT
145970911-0617	A T & T	ACCT #145970911		75.00
070517	CALHOUN CO AG & INDUS	REFUND FOR CRUISE THE FOUNTAIN TOKENS		35.50
53-001-011-03	CALHOUN COUNTY TREASU	P/N 53-001-011-03 3RD FLOOR FIRST RIGHT		1,071.21
1479565	GRIFFIN PEST SOLUTION	1201 ARMS ST		42.00
062917	GROENEVELD, ANDREW	DREW GROENEVELD BOOT ALLOWANCE		299.45
3196181	IIX INSURANCE INFORMA	MOTOR VEHICLE REPORTS		64.90
070517	JON CUNDIFF	ATHLETIC FIELD MAINTENANCE		101.22
3204700019	MCCLELLAN	UB refund for account: 3204700019		3.88
3204900030	MCCLELLAN APTS	UB refund for account: 3204900030		23.28
062117	PARKS, MATT	TRAVEL EXPENSE REIMBURSEMENT		21.40
3202520027	WAIDELICH, WANDA	UB refund for account: 3202520027		4.73
13934621-0617	WOW! BUSINESS	ACCT #013934621		36.84
10040269-0617	WOW! BUSINESS	ACCT #010040269		509.00
GRAND TOTAL:				2,288.41



**ADMINISTRATIVE REPORT**  
**July 17, 2017 - CITY COUNCIL MEETING**

**TO:** Honorable Mayor and City Council

**FROM:** Kristin Bauer, Public Services Director  
Tom Tarkiewicz, City Manager

**SUBJECT:** Rice Creek Bank Restoration

**BACKGROUND:** A work session was held with City Council on May 20, 2016 regarding erosion on the Rice Creek bank adjacent to the property addressed as 317 S. Liberty Street. A letter of complaint, from John and Phyllis Heidenreich dated May 12, 2016, was received by the Mayor, City Council and City Manager prompting the work session.

A summary of the memo given to the City Council prior to the work session is below:

- *Late Summer/Fall 2015 a meeting was held with Mrs. Heidenreich where she discussed issues and concerns she had regarding the dam removal/stream restoration project (2008) at the Rice Creek/Mill Race junction and the bridge widening at the north Ketchum Park entrance and the change in water volume and elevation.*
- *Mrs. Heidenreich stated that Carl Fedders, previous Director of Public Services, promised he would have rocks placed along the bank after an adjacent bridge project was completed. Mrs. Heidenreich inquired about the rocks following completion of the project and claims to have been told that the project was more costly than expected and no funds were available.*
- *As we understand the situation Mrs. Heidenreich's concerns stem from the stream restoration work required to widen and improve the existing channel to reduce upstream flood impacts. The Engineering drawings required the contractor to widen the channel and "bench" on Ketchum Park side of the land to provide a low area for flood events.*

At the work session City Council requested that the city obtain bids for the slope armor/rip-rap along Rice Creek. The Michigan Department of Environmental Quality (MDEQ) issued the City of Marshall a permit on May 25, 2017. Plans were immediately completed and bids were solicited for this work.

Bid documents were sent directly to nine contractors with two returning bids. We requested pricing for work either in 2017 or 2018 anticipating

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

possible elevated costs to complete the work prior to the October 1, 2017 permit date.

CONSTRUCTION YEAR	CROSS LAKE CONSTRUCTION	CHAPMAN NURSERY
2017	\$45,773	\$82,410
2018	\$50,818	\$94,756.50

Cross Lake Construction has worked successfully on similar projects for the Director of Public Services.

**RECOMMENDATION:** Should City Council choose to proceed with this project at this location it is recommended that City Council approve the bid from Cross Lake Construction of Horton, MI for construction in 2017 at the bid amount of \$45,773.

**FISCAL EFFECTS:** No money has been budgeted for this project. Should this project be approved the construction funds would be taken from the General Fund – Fund Balance.

**CITY GOAL CLASSIFICATION: GOAL AREA IV. INFRASTRUCTURE**

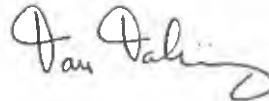
*Preserve, rehabilitate, maintain and expand all city infrastructure and assets.*

**ALTERNATIVES:** As suggested by Council.

Respectfully submitted,



Kristin Bauer  
Director of Public Services



Tom Tarkiewicz  
City Manager



**ADMINISTRATIVE REPORT**  
**July 17, 2017 - CITY COUNCIL MEETING**

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

**FROM:** Kristin Bauer, Director of Public Services  
Craig Griswold, Airport Manger  
Tom Tarkiewicz, City Manager

**SUBJECT:** Brooks Field Terminal Design and Construction Fund Commitments

**BACKGROUND:** The City receives block grants from the Federal Aviation Administration (FAA) which are managed by the Michigan Department of Transportation (MDOT) for airport development projects at Brooks Field under the Federal Airport Improvement Program.

Currently we are finalizing a justification study for construction of a new Terminal at Brooks Field. In order to proceed with design and subsequent construction of the terminal the Airport Board is requesting a commitment of funds for the estimated 5% in City matching funds for this project.

Funding for this project will be provided though 90% FAA funding, 5% funding from MDOT Aeronautics Funds and 5% City Funds. FAA Funds can be held for projects for up to four years at which time unspent funds are surrendered to the FAA. The City's currently has FAA funds reserved for this project that must be spent by fall of 2019.

The \$35,000 match funds required for this project include; \$5,000 for design, \$25,000 for construction, \$2,500 for construction administration and a \$2,500 contingency. Furnishings are not covered by FAA funds however the Brooks Field Aviation Association (BFAA) has recently stated they plan to assist in purchasing furnishings for the new terminal building.

As the Airport Board is aware of current budget concerns with the City's General Fund and understands that the Terminal Project was removed from the City's Capital Program during budget cuts. The Airport Board has chosen to delay this project one year and is requesting a commitment of funds, from the City Council, for construction beginning during the summer of 2019. This commitment would require the following estimated outlay of funds:

- FY17-18 Budget -- \$5,000 (Not in the current budget), for design
- FY 18-19 Budget -- \$12,500, for construction
- FY 19-20 Budget -- \$17,500, for construction, construction administration and contingency

Per requirements of the FAA should a design contract be executed for this project and the project were not to be under construction shortly following design the city would be required to repay MDOT and FAA any match funds expended for the project after completion of the justification study.

323 W. Michigan Ave.

Marshall, MI 49068

p 269.781.5183

f 269.781.3835

cityofmarshall.com

**RECOMMENDATION:** The Airport Board is recommending that the Council commit funds for the Airport Terminal project in the next 3 budget years as follows:

- FY17-18 Budget -- \$5,000
- FY 18-19 Budget -- \$12,500
- FY 19-20 Budget -- \$17,500

**FISCAL EFFECTS:** The current FY18 budget did not include funds for this project. The required \$5,000 for the current FY18 would come from the General Fund – Fund Reserves. Funds for FY19 (\$12,500) and FY20 (\$17,500) would have to be budgeted within the Airport's Capital Budget line item 295-900-970.00. This will be a future commitment to the General Fund.

**CITY GOAL CLASSIFICATION: GOAL AREA IV. INFRASTRUCTURE**

*Preserve, rehabilitate, maintain and expand all city infrastructure and assets.*

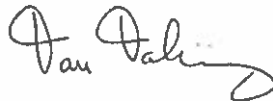
**ALTERNATIVES:** As suggested by the Council.

Respectfully submitted,



Kristin Bauer  
Director of Public Services

Craig Griswold  
Airport Manager



Tom Tarkiewicz  
City Manager



**ADMINISTRATIVE REPORT**  
**July 17, 2017 - CITY COUNCIL MEETING**

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

**FROM:** Kristin Bauer, Director of Public Services  
Craig Griswold, Airport Manager  
Tom Tarkiewicz, City Manager

**SUBJECT:** Brooks Field – Hangar Fees

**BACKGROUND:** The Brooks Field Airport Board, at their regular monthly board meeting on July 10, 2017, recommended that the City Council raise rental fees for the city owned T-Hangars and Main Hangar. Currently, each T-Hangar Space and each airplane floor space area within the Main Hangar are rented for \$100/month. Rental rates have not been raised at Brooks Field for approximately 20 years.

Current renters were notified of the potential increase prior to the Airport Board meeting. One current T-Hangar lessee did attend the meeting and he expressed his displeasure with the increase.

Following discussion the Airport Board unanimously recommended an increase from \$100 to \$125 per month for each city owned T-hangar space and each designated airplane floor space area within the City's main hangar. Their resolution asked that the rental rate increase take effect on August 1, 2017.

**RECOMMENDATION:** The Airport Board recommends that City Council raise the current city owned T-Hangar rent and airplane floor space within the Main Terminal from \$100 to \$125/month beginning with the billing for August 2017.

**FISCAL EFFECTS:** Increased revenue in the amount of \$4,800/year for an occupancy of 16 spaces, 10 T-Hangars and 6 current Main Hangar Spaces, maximum of 10 depending on airplane size.

**CITY GOAL CLASSIFICATION: GOAL AREA IV. INFRASTRUCTURE**  
*Preserve, rehabilitate, maintain and expand all city infrastructure and assets.*

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

323 W. Michigan Ave.

Marshall, MI 49068

p 269.781.5183

f 269.781.3835

cityofmarshall.com

Respectfully submitted,



Kristin Bauer  
Director of Public Services

Craig Griswold  
Airport Manager



Tom Tarkiewicz  
City Manager





**ADMINISTRATIVE REPORT**  
**July 17, 2017 - CITY COUNCIL MEETING**

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

**FROM:** Kristin Bauer, Director of Public Services  
Craig Griswold, Airport Manager  
Tom Tarkiewicz, City Manager

**SUBJECT:** Brooks Field – Reinstatement of Part-time Maintenance position

**BACKGROUND:** During the FY2017-18 budgeting process several personnel reductions occurred. This included the removal of the part-time maintenance position at the Brooks Field. During FY2016-17 this position worked 624 hours or approximately 12 hours a week for a yearly cost of \$6,700.

The Airport Board and Airport Manager are concerned that maintenance at Brook's Field would see a steep decline and replacement services, via contractor's etc., would be more costly for the city. After analyzing the work items completed during these hours it was determined that keeping this position was the most cost-effective means for maintenance at the airport.

In an effort to offset the costs for reinstatement of this position the Airport Board has recommended to City Council an increase of \$25/month in hanger fees and has slightly raised the cost for 100LL Fuel by \$0.25/gal.

**RECOMMENDATION:** It is recommended that the Council reinstate the part-time maintenance position at Brooks Field for no more than 700 hours per fiscal year (\$7,500) and authorize the required budget adjustments. Should the proposed fee increases not yield the expected revenue this position's hours would be reduced to the match the additional revenue from the fuel sales and hanger rental fee increase. To authorize the finance department, to make the proper budget adjustment for revenue and costs associated with the part-time position.

**FISCAL EFFECTS:** Increased revenue generated from T-Hanger and Main Hanger rentals is expected to generate \$4,800 per year and the additional \$0.25/gal for 100LL is expected to generate \$4,000 per year, for a total revenue increase of approximately \$8,800. Producing a net yearly revenue increase, after reinstatement of the position, of \$1,300.

323 W. Michigan Ave.

Marshall, MI 49068

p 269.781.5183

f 269.781.3835

cityofmarshall.com

**CITY GOAL CLASSIFICATION: GOAL AREA IV. INFRASTRUCTURE**  
*Preserve, rehabilitate, maintain and expand all city infrastructure and assets.*

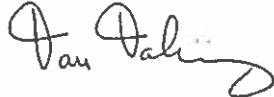
**ALTERNATIVES:** As suggested by the Council.

Respectfully submitted,



Kristin Bauer  
Director of Public Services

Craig Griswold  
Airport Manager



Tom Tarkiewicz  
City Manager



**ADMINISTRATIVE REPORT**  
**July 17, 2017 - CITY COUNCIL MEETING**

**TO:** Honorable Mayor and City Council

**FROM:** Kristin Bauer, Director of Public Services  
Alec Egnatuk, Wastewater Superintendent  
Mike Hackworth, Street Superintendent  
Tom Tarkiewicz, City Manager

**SUBJECT:** Sewer Repair – South Kalamazoo Avenue

**BACKGROUND:** While video investigation of the sanitary sewer collection system, as part of our asset management program, it was discovered that a section of 8" clay pipe was in an advanced state of disrepair. In preparation for upcoming projects that will be detoured onto South Kalamazoo in 2018 we solicited bids for this repair. We requested bids directly from four contractors, as well as, advertisements and a posting on our website bid page.

Due to some upcoming area projects and the start of school we have requested this work to be completed by September 1st. This project will require a complete road closure of South Kalamazoo from Industrial to Hughes Street.

We only received one bid for this project and feel this is directly related to the time of year and tight timeline for completion. The bid received for this work on was as follows:

Hunter-Prell Battle Creek, MI	\$ 25,605.00
----------------------------------	--------------

**RECOMMENDATION:** It is recommended that the City Council approve the bid from Hunter-Prell Co. of Battle Creek for the Unit Price Bid amount of \$25,605.00 and an additional contingency amount of \$9,395.00 for any conditions that may be unaccounted for, totaling \$35,000.

**FISCAL EFFECTS:** To authorize a construction services contract in the amount of \$25,605.00 with a contingency amount of \$9,395.00, budget line item, 590-900-970.00. \$60,000 is budgeted for sewer replacement for FY17-18 in account 590-900-970.00.

323 W. Michigan Ave.

Marshall, MI 49068

p 269.781.5183

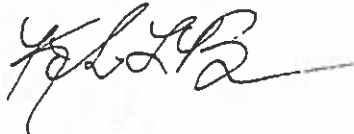
f 269.781.3835

cityofmarshall.com

**CITY GOAL CLASSIFICATION: GOAL AREA IV. INFRASTRUCTURE**  
*Preserve, rehabilitate, maintain and expand all city infrastructure and assets.*

**ALTERNATIVES:** As suggested by Council.

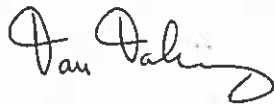
Respectfully submitted,



Kristin Bauer  
Director of Public Services



Alec Egnatuk  
Wastewater Superintendent



Tom Tarkiewicz  
City Manager



Mike Hackworth  
Streets Superintendent



**ADMINISTRATIVE REPORT  
JULY 17, 2017 - CITY COUNCIL MEETING**

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

**FROM:** Ed Rice, Director of Electric Utilities  
Tom Tarkiewicz, City Manager

**SUBJECT:** Directional Conduit Boring for Primary Cable Conversion to Underground on Kalamazoo Avenue

**BACKGROUND:** The overhead 2.4/4.16kv primary line on Kalamazoo Ave. from Brewer St. to F-Drive No. has low voltage conditions. The line was originally constructed in the 1950s and since has experienced significant electric load additions caused by new residential construction and central air conditioning installations. Also, the route of the line has significant large tree conflicts which cause major difficulties to maintain proper line-to-tree clearances without total tree removals. To remedy the low voltage condition and the tree conflicts the plan is to directional bore 5600 feet of conduit on Kalamazoo Ave. from Brewer St. to F-Drive No. and convert the overhead primary line to underground. The new underground primary will also be converted to 7.2/12.47kv and supplied from the new Brewer Substation. Electric Department line crews will install the new primary cable once the conduit system is in place. A separate 1.25" conduit will also be installed at the same time to accommodate a future fiber optic cable. All affected residences will be pre-notified of the project.

Competitive bids were sought from six (6) qualified directional boring companies to install the conduit system with the following results:

	<u>Bid</u>
Earthcom, Inc. Williamston, MI	\$82,475.00
Severance Electric Kalamazoo, MI	\$109,550.00
Joe Raica Excavating, Inc. Fowlerville, MI	\$143,750.00
Utility Contracting Co. Sparta, MI	\$148,025.00
Roemer Utility Services Boyne City, MI	No Bid
Lester Brothers Jackson, MI	No Bid -- Cannot meet date

323 W. Michigan Ave.

Marshall, MI 49068

p 269.781.5183

f 269.781.3835

cityofmarshall.com

**RECOMMENDATION:** It is recommended by staff that the City Council approve awarding the directional boring contract to the low bidder – Earthcom, Inc. of Williamston, MI in the amount of \$82,475.00 and authorize the City Clerk to sign the contract.

**FISCAL EFFECTS:** Funding for this project is contained in the Capital Outlay Plan of the Electric Fund (582-900-970-00) in the budgeted amount of \$250,000. Partial funding will be derived by utilizing \$120,000 remaining from the under expended Brewer Street Substation Project bonding of \$3.6 million. The total estimated cost of the project is \$200,000. It is also estimated that the conversion to a higher voltage will reduce power acquisition costs (operating expense) by \$30,000/year due to reduced line losses.

**ALTERNATIVES:** 1) As suggested by City Council

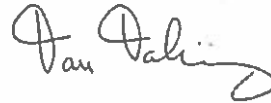
**CITY GOAL CLASSIFICATION: GOAL AREA IV. INFRASTRUCTURE**

*Preserve, rehabilitate, maintain and expand all city infrastructure and assets.*

Respectfully Submitted,



Edward E. Rice, P.E.  
Electric Utilities Director



Tom Tarkiewicz  
City Manager