

City of Marquette, MI



Meeting Agenda City Commission

**Monday, December 15, 2025
6:00 PM
Commission Chambers**

300 West Baraga Ave
Marquette, Michigan 49855

Call to Order, Pledge of Allegiance and Roll Call

Approval of the Agenda

Announcements

Boards and Committees

1. Appointment(s)

Hunter Volkmar to the LDFA for an unexpired term ending 8-1-2028

Mark Miller to the MBRA for an unexpired term ending 2-1-2027

Emerson Graves to the PAC for an unexpired term ending 2-26-27

Brian Glitt to the DDA for a term ending 1-1-2030

2. Reappointment(s)

Chris Durley to the DDA for a term ending 1-1-2030

Public Comments - Comments may not exceed three minutes per person. Please state your name and physical address when making public comments.

Presentation(s)

3. Marquette Area Wastewater Treatment Advisory Board, by Deputy City Manager Sean Hobbins

4. Consent Agenda - Roll Call Vote

4.a. Approve the minutes of the December 8, 2025 work session

4.b. Approve the minutes of the December 8, 2025 regular Commission meeting

4.c. Approve the total bills payable in the amount of \$1,150,684.22

4.d. New Liquor License Application - Roll Call Vote

4.e. Police Video Storage System

4.f. Roll-off Leaf Vacuum Purchase

4.g. Sale of Surplus Equipment

4.h. Senior Services - Master Agreement to Purchase Services

Public Comments - Comments may not exceed three minutes per person. Please

state your name and physical address when making public comments.

Comments from the Commission

Comments from the City Manager

Adjournment

Kyle Whitney, City Clerk

If you require assistance to participate in any meeting, program or activity offered by the City of Marquette, please provide advanced notice to City of Marquette ADA Coordinator Eric Stemen at 906-225-8978 or via email at estemen@marquettemi.gov.

City of Marquette, MI

300 West Baraga Avenue
Marquette, MI 49855

Agenda Date: 12/15/2025

Consent Agenda - Roll Call Vote

Approve the minutes of the December 8, 2025 work session

ALTERNATIVES:

As determined by the Commission.

ATTACHMENTS:

Description

- ▣ Dec. 8 WS Minutes



City of Marquette, MI

300 West Baraga Ave
Marquette, Michigan 49855

Meeting Agenda City Commission

WORK SESSION

Monday, December 8, 2025

5:00 PM

Commission Chambers

Joint Work Session - Marquette City Commission and Planning Commission

Call to Order, Pledge of Allegiance and Roll Call

Present: Davis, Gottlieb, Hanley, Larson, Ottaway, Schloegel

Absent: Mayer

Announcements

Mayor Schloegel had no announcements.

Public Comments - Comments may not exceed three minutes per person. Please state your name and physical address when making public comments.

1. City Commission and Planning Commission Annual Joint Meeting

Community Development Director Dennis Stachewicz opened the meeting by providing a brief overview of planning efforts, highlighting the current status of the Sustainable Tourism Plan, the Climate Action Plan and the Active Transportation Plan, and providing updates related to the Cliffs-Dow Site.

The two boards then discussed regional transportation planning and coordination, the upcoming E-Bike and Multi-Use Path Task Force presentation, and opportunities to improve wayfinding and transit signage. Housing and land-use issues were discussed, including the City's limited buildable land inventory and potential updates to Accessory Dwelling Unit and parking standards. Commissioners also addressed climate planning, coordination with local partner agencies, and long-term infrastructure needs.

Public Comments - Comments may not exceed three minutes per person. Please state your name and physical address when making public comments.

Margaret Brumm said she would like the City to record and broadcast these meetings to avoid misinformation and requested that residents be given a formal role in any tourism planning process.

Caitlin Jensen said she is affiliated with We The People Michigan and said her group is involved in many community conversations and consistently hears residents identify the same key issues: housing, food security, healthcare access, and transportation. She encouraged the City to incorporate public transit routes into its wayfinding efforts, noting that unclear signage makes public transportation more difficult for residents to use. Ruby Miller said she is also involved with We The People Michigan and said they are focusing on transportation issues. She noted the difficulty faced by regional transit agencies like the Marquette County Transit Authority due to unstable state funding formulas, and she suggested the City advocate for improved state-level transit funding.

Adjournment

Mayor Schloegel adjourned the work session at 5:54 p.m.

Paul Schloegel, Mayor

Kyle Whitney, City Clerk

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City of Marquette, MI

300 West Baraga Avenue

Marquette, MI 49855

Agenda Date: 12/15/2025

Consent Agenda - Roll Call Vote

Approve the minutes of the December 8, 2025 regular Commission meeting

ALTERNATIVES:

As determined by the Commission.

ATTACHMENTS:

Description

- ▣ Dec. 8 Minutes



City of Marquette, MI

300 West Baraga Ave
Marquette, Michigan 49855

Meeting Minutes City Commission

Monday, December 8, 2025
6:00 PM
Commission Chambers

Call to Order, Pledge of Allegiance and Roll Call

Present: Davis, Gottlieb, Hanley, Larson, Ottaway, Schloegel

Absent: Mayer

Commissioner Cary Gottlieb moved to excuse Commissioner Cody Mayer due to personal reasons, seconded by Commissioner Michael Larson and Carried Unanimously.

Approval of the Agenda

Commissioner Jessica Hanley moved to Approve the agenda as presented, seconded by Mayor Pro Tem Jermey Ottaway and Carried Unanimously.

Announcements

Mayor Schloegel reminded everyone that the second meeting in December would be held in one week, on December 15, due to the holidays.

Boards and Committees

1. Reappointment(s)

Recommend Barb Owdziej for reappointment to the Marquette County Transit Authority as a city of Marquette representative for a term ending 12-31-2028

Commissioner Sally Davis moved to Approve the reappointment recommendation as listed, seconded by Mayor Pro Tem Jermey Ottaway and Carried Unanimously.

Public Comments - Comments may not exceed three minutes per person. Please state your name and physical address when making public comments.

Barb Owdziej discussed winter snow-removal practices, and said pedestrian access and safety should be more highly prioritized.

Chelsie Wilkinson, representing the Room at the Inn, thanked the Commission and City staff for their extensive discussions over the past several weeks regarding temporary sheltering needs, noting the high volume of public feedback. She said the organization had been able to pivot quickly, with help from donors, but said that even though the current need is lessened, the broader issues still exist.

Presentation(s)

2. Downtown Development Authority, by Executive Director Tara Laase-McKinney

Downtown Development Authority Executive Director Tara Laase-McKinney presented on DDA activity from the previous year, starting with a description of the history and boundaries of the DDA district, TIF performance, and current finances. She reported that most revenues come from TIF and parking, with all parking revenue reinvested into the parking system, and highlighted recent work on the Bluff Street ramp, accessibility upgrades, and ongoing sidewalk and maintenance efforts throughout the district. She also summarized farmers market activity, downtown events (including Blueberry Festival, Music on Third, and the holiday parade/tree lighting), and recent business openings and closures.

Following the presentation, Commissioners discussed issues related to winter accessibility, parking and pedestrian activity on Third Street and Baraga Avenue, facade grants, vacant storefronts, and the potential need to update downtown planning efforts.

3. Local Development Finance Authority, by Chair Leslie Hartman

Local Development Finance Authority Chair Leslie Hartman presented an annual update on her board's activities finances, and SmartZone performance. She discussed LDFA TIF funding this year and said the group approved two interlocal agreements related to brownfield projects. She highlighted SmartZone-related statistics related to job and company creation, clients assisted, licensing deals and issued patents. Hartman noted that the SmartZone was working toward long-term sustainability, as the current TIF plan expires in 2029.

In follow-up discussion, Commissioners asked for details about the jobs and companies supported, and about future organizational funding considerations.

4. Consent Agenda - Roll Call Vote

Commissioner Michael Larson moved to Approve the Consent Agenda as written, seconded by Commissioner Jessica Hanley and Carried Unanimously by Roll Call Vote.

4.a. Approve the minutes of the November 24, 2025 work session

4.b. Approve the minutes of the November 24, 2025 regular Commission meeting

4.c. Approve the total bills payable in the amount of \$1,889,261.25

4.d. 2026 City Commission Meeting Schedule

4.e. Publication and Communication Ordinance Review

4.f. Purchasing and Contracting Ordinance Review

4.g. State Right-of-Way Permits - Roll Call Vote

Unfinished Business

5. City Facilities

Commissioner Jessica Hanley moved to Authorize the City Manager to discontinue working toward a contract to use the Presque Isle Pavilion for overnight overflow shelter use, seconded by Commissioner Cary Gottlieb and Carried Unanimously.

Public Comments - Comments may not exceed three minutes per person. Please state your name and physical address when making public comments.

There was no public comment.

Comments from the Commission

Commissioners Larson and Hanley had no comments.

Commissioner Davis said homelessness is a broader issue that extends beyond the reach of just the City of Marquette but said it is important to continue to focus on the issue.

Commissioner Gottlieb said the E-Bike and Multi-Use Path Task Force has completed its work and expects to present its findings to the City Commission in January. He also said that while the City cannot solve homelessness alone, it is an issue that cannot be ignored.

Mayor Pro Tem Ottaway reflected on the recent Room at the Inn discussions, praising Chelsie Wilkinson for advocating for the organization's residents. He also criticized hostile social media comments and stressed that everyone should realize that at the end of the day, this is a discussion about people.

Mayor Schloegel thanked the DDA for organizing the holiday parade and tree-lighting event, noting the strong turnout despite cold weather. He encouraged residents to shop local and support charitable efforts during the holidays. The Mayor also expressed disappointment with online comments and behavior around the Room at the Inn issue and urged residents to respect the work of those helping neighbors in need.

Comments from the City Manager

City Manager Karen Kovacs thanked the Room at the Inn representatives and City staff for their efforts toward collaboration. She also praised staff for creating and decorating the City's holiday parade float and noted the positive impact of employee engagement efforts.

Adjournment

Mayor Schloegel adjourned the meeting at 7:03 p.m.

Paul Schloegel, Mayor

Kyle Whitney, City Clerk

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City of Marquette, MI

300 West Baraga Avenue
Marquette, MI 49855

Agenda Date: 12/15/2025

Consent Agenda - Roll Call Vote **New Liquor License Application - Roll Call Vote**

BACKGROUND:

Sips and Suds, LLC is planning to apply to the Michigan Liquor Control Commission for a new on-premises Class C Development District (DDA) license for an establishment to be located at 629 North Third Street.

Owner Matt Blondeau has indicated that he plans to renovate and improve the subject property, creating a combination laundromat/bar at the site.

Per state regulations (MCL 436.1521a), in order to qualify for a Development District license, an establishment must be located within a downtown district established under part 2 of the state's recodified tax increment financing act. A Development District license may be issued in excess of the Michigan Liquor Control's quota limits, but requires a specific investment threshold to qualify, the license cannot be transferred to another location once issued, and the establishment must be open a minimum number of days and hours each week.

The state requires applicants for a Development District license to obtain an affirmative recommendation from the local legislative body prior to making application. This application has been reviewed and approved by the City Police, Fire, Community Development and Finance departments.

FISCAL EFFECT:

None by this action.

RECOMMENDATION:

Approve the attached resolution recommending Michigan Liquor Control Commission approval of a new Development District liquor license for Sips and Suds, LLC at 629 North Third Street.

ALTERNATIVES:

As determined by the Commission.

ATTACHMENTS:

Description

- Local Gov Approval Resolution



Local Government Approval
(Authorized by MCL 436.1501)

Instructions for Applicants:

- You must obtain a recommendation from the local legislative body for a new on-premises license application, certain types of license classification transfers, and/or a new banquet facility permit.

Instructions for Local Legislative Body:

- Complete this resolution or provide a resolution, along with certification from the clerk or adopted minutes from the meeting at which this request was considered.

At a _____ regular _____ meeting of the _____ Marquette City Commission _____ council/board
(regular or special) (name of township, city, village)
called to order by _____ Mayor Paul Schloegel on _____ Dec. 15, 2025 at _____ 6:00 p.m.
(date) (time)

the following resolution was offered:

Moved by _____ and supported by _____

that the application from Sips and Suds, LLC
(name of applicant - if a corporation or limited liability company, please state the company name)

for the following license(s): new Class C license issued under the provisions of MCL 436.1521a(1)(b)
(list specific licenses requested)

to be located at: 629 North Third Street, Marquette, MI 49855

and the following permit, if applied for:

☐ Banquet Facility Permit Address of Banquet Facility: _____

It is the consensus of this body that it recommends _____ this application be considered for
(recommends/does not recommend)

approval by the Michigan Liquor Control Commission.

If disapproved, the reasons for disapproval are _____

Vote

Yeas: _____

Nays: _____

Absent: _____

I hereby certify that the foregoing is true and is a complete copy of the resolution offered and adopted by the Marquette City
council/board at a _____ regular _____ meeting held on _____ Dec. 15, 2025 _____
(regular or special) (date) (name of township, city, village)

Kyle Whitney

Print Name of Clerk

Signature of Clerk

Date

Under Article IV, Section 40, of the Constitution of Michigan (1963), the Commission shall exercise complete control of the alcoholic beverage traffic within this state, including the retail sales thereof, subject to statutory limitations. Further, the Commission shall have the sole right, power, and duty to control the alcoholic beverage traffic and traffic in other alcoholic liquor within this state, including the licensure of businesses and individuals.

Please return this completed form along with any corresponding documents to:

Michigan Liquor Control Commission

Mailing address: P.O. Box 30005, Lansing, MI 48909

Overnight packages: 2407 N. Grand River, Lansing, MI 48906

Fax to: 517-763-0059

City of Marquette, MI

300 West Baraga Avenue
Marquette, MI 49855

Agenda Date: 12/15/2025

Consent Agenda - Roll Call Vote **Police Video Storage System**

BACKGROUND:

The Police Department requires a secure, reliable, and scalable solution for storing digital video evidence, including body-worn camera footage, in-car video, and surveillance recordings. These files are essential for investigations, court proceedings, and compliance with state and federal retention requirements. After evaluating multiple options, the City's IT Division selected the TrueNAS solution, which meets the City's standards and is FIPS-compliant—a requirement mandated by the Michigan State Police.

The City will enter into a 60-month lease agreement with CCA Financial at a monthly cost of \$916, resulting in a total commitment of \$54,960 over the term of the lease.

FISCAL EFFECT:

Funds for this project have been allocated in the Fiscal Year 2026 budget. The 60-month lease will cost \$916 per month, for a total expenditure of \$54,960 over the lease term.

RECOMMENDATION:

Approve the lease of the TrueNAS system and authorize the City Manager, or her designee, to execute a 60-month lease agreement with CCA Financial for an amount not-to-exceed \$54,960.

ALTERNATIVES:

As determined by the Commission.

ATTACHMENTS:

Description

- ▣ Lease Document



Date: 12/9/25

To: Todd Carruth

From: Nick Hogan

Subject: Lease Proposal – TrueNAS Storage System Lease

Thank you for allowing CCA the opportunity to offer our leasing services to your company. CCA is committed to providing superior customer service and flexible lease options designed to meet your requirements. Based on the information that CCA has been provided for your transaction, we are proposing the following:

Lessee: City of Marquette, MI

Lessor: CCA Financial, LLC

Equipment Descriptions: TrueNAS Quotes

Equipment Cost: \$48,790.70

Lease Term & Rate: 60 months @ \$916/mo
Implicit Annual Interest Rate – 4.95%

Installation Period: Installation and Acceptance should be completed TBD. Prior to Acceptance, CCA shall have the right to withdraw this proposal at its sole and absolute discretion based on material adverse change in the financial position of Lessee.

Rent Commencement: Rent will begin upon the acceptance date and the lease term will start on the first day of the month following the acceptance date (the “Commencement Date”). The rent during this period is calculated as one-thirtieth of the monthly rental.

End of Lease Options: Options include returning the equipment, purchasing the equipment, or extending the lease. All buyout and extension pricing is based on fair market value.

Equipment Upgrades: CCA will permit mid-term equipment upgrades and rework lease terms to facilitate Lessee’s requirements under terms and conditions acceptable to both parties.

Customer Responsibilities: Lessee is responsible for all associated expenses such as transportation in/out, installation, deinstallation, insurance and all applicable taxes including personal property taxes and sales taxes.

Documentation: CCA standard documentation will be used and all terms of the Master Lease Agreement shall apply.

Proposal Expiration: This proposal expires at 5:00pm on 1/9/25.

Note: CCA Financial does not charge documentation fees.

Agreed to and Accepted by: Signature below constitutes your agreement to proceed with this proposal as stated.

Authorized Representative of City of Marquette, MI

Date: _____

City of Marquette, MI

300 West Baraga Avenue
Marquette, MI 49855

Agenda Date: 12/15/2025

Consent Agenda - Roll Call Vote **Roll-off Leaf Vacuum Purchase**

BACKGROUND:

The City currently utilizes two roll-off leaf vacuums as part of its spring and fall cleanup operations. These units were originally acquired in the mid-1970s and are equipped with Brazilian Ford engines that are no longer supported. In addition, the collection boxes have deteriorated beyond the point of repair. Due to their age and condition, both units must be replaced in order to continue providing loose leaf pickup services during seasonal cleanups.

Pricing for replacement units was obtained through the State of Michigan Extended Purchasing Program (MI-DEAL), which ensures competitive pricing and compliance with state procurement standards. The purchase will be routed through the manufacturer's regional dealer, MacQueen Equipment of Saint Paul, Minnesota. The total cost to purchase both replacement leaf vacuums is \$425,966.

FISCAL EFFECT:

The Fiscal Year 2025-26 Motor Pool capital outlay fund has adequate funds available for this purchase.

RECOMMENDATION:

Authorize City staff to utilize the State of Michigan Extended Purchasing Program (MI-DEAL) to purchase two roll-off leaf vacuums from MacQueen Equipment of Saint Paul, Minnesota at a cost not-to-exceed \$425,966.

ALTERNATIVES:

As determined by the Commission.

ATTACHMENTS:

Description

- ▣ Olympian Hooklift Literature
- ▣ Quote
- ▣ Olympian Build Sheet

OLYMPIAN HOOK LIFT PRO PLUS II

EQUIPMENT FEATURES:

- Safety interlock system
- 40 gallon fuel tank
- 30" balanced fan belt drive
- Trans-fluid coupler
- 74 hp Kubota V3800 Tier 4 diesel-powered, liquid cooled engine
- 23 yard collection body with full tailgate
- DOT - compliant lighting and markings
- 12-volt battery with electrical system
- Clean out door
- Post compensated proportional electric hydraulic valve controls
- Hook lift skid assembly (Does not include truck portion)
- Hydraulic lift tailgate w/door unlatch prox switch
- Direct wired engine control and joystick in truck cab



Sourcwell 

Awarded Contract

SPECIFICATIONS

Empty Weight:.....8,400 lbs - 12,000 lbs
Full Weight:16,400 lbs - 20,000 lbs
Fuel Tank, Aluminum:40 U.S. Gallons
Engine:.....74 hp Kubota V3800 Tier 4
Collection Nozzles:Right-side
Battery:.....12 volt, 1190 amp; 950 CCA
Fan:30" diameter

OPTIONS

1. Directional light bar/ L.E.D. flashers
2. 74 hp or 99 hp John Deere Tier 4
3. Hydraulic clutch
4. Down draft dust/water suppression
5. Wireless control
6. Eco Mode
7. 16, 23, or 30 yard containment bodies



Patent Pending

Adjustable Height Hook Lift Skid

Titan Leaf Solutions Patent Pending Adjustable Height Hook Lift is an industry first, and eliminates confusion, misfits, and rework when procuring a Hook Lift Leaf Vacuum for your fleet. No need to worry about matching your existing truck, or modifying your truck system to match hook heights. This system also increases versatility: if you need to switch the unit to a different truck with a lower or higher hook height, quickly adjust and hook loop up or down to meet your needs.

EQUIPMENT BENEFITS & FEATURES:

1. Single unit design, adjustable between 54" & 61-3/4" hook heights
2. Simple bolted connection allows for easy change over
3. Compatible with all hook lift system brands
4. No need to worry about fleet consistency or use with specific trucks
5. Increased resale value



The Olympian Hooklift Pro + II offers municipalities ultimate versatility with a leaf vacuum that can be rolled on and off at their own convenience. Perfect for teams that have to wear many hats throughout the season.





Now Offering ECO Mode:
Results in Fuel, Noise,
& Dust Reduction
Patent Pending



www.titanleafsolutions.com • (800) 851-9664
info@bonnell.com • 1385 Franklin Grove Rd. Dixon, IL 61021



AUTHORIZED DEALER:



MACQUEEN™

Ship To: CITY OF MARQUETTE
1100 WRIGHT ST.
MARQUETTE, MI 49855

Invoice To: CITY OF MARQUETTE
1100 Wright St
Marquette MI 49855

MacQueen
1125 7th Street E
St Paul, MN 55106
651-645-5726 • 800-832-6417

Branch 01 - ST PAUL MN		
Date 11/17/2025	Time 9:59:27 (O)	Page 1
Account No MARQU004	Phone No 9062280435	Est No 05 Q03936
Ship Via FACTORY DIRECT		Purchase Order PENDING
Tax ID No		
BOB LARSON		Salesperson 110

EQUIPMENT ESTIMATE - NOT AN INVOICE

Description ** Q U O T E ** EXPIRY DATE: 11/28/2025 Amount

2-NEW 2026-27 BONNELL OLYMPIAN PRO PLUS ROLLOFF SYSTEM 421966.00
COMPLETE TO CITY OF MARQUETTE, MI SPECIFICATIONS (AS PER
ATTACHED SPECS)

.
PRICE DOES NOT INCLUDE APPLICABLE TAXES

.
ESTIMATED DELIVERY DECEMBER 2026-JANUARY 2027 WILL ADVISE

FREIGHT FACTORY DIRECT SHIP TO MARQUETTE, MI 4000.00
ACTUAL FREIGHT RATE WILL BE BILLED AT DELIVERY

Authorization: _____ Subtotal: 425966.00
Quote Total: 425966.00

QUOTED PRICES ARE BASED ON CURRENT COSTS AND THEREFORE SUBJECT TO CHANGE
WITH WRITTEN NOTICE TO ACCOUNT FOR PRICING CHANGES BEYOND SELLER'S CONTROL



MACQUEEN™

Ship To: CITY OF MARQUETTE
1100 WRIGHT ST.
MARQUETTE, MI 49855

Invoice To: CITY OF MARQUETTE
1100 Wright St
Marquette MI 49855

MacQueen
1125 7th Street E
St Paul, MN 55106
651-645-5726 • 800-832-6417

Branch 01 - ST PAUL MN		
Date 11/17/2025	Time 9:59:27 (O)	Page 1
Account No MARQU004	Phone No 9062280435	Est No 05 Q03936
Ship Via FACTORY DIRECT		Purchase Order PENDING
Tax ID No		
BOB LARSON		Salesperson 110

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COMPLETE TO CITY OF MARQUETTE, MI SPECIFICATIONS (AS PER
ATTACHED SPECS)

.
PRICE DOES NOT INCLUDE APPLICABLE TAXES

.
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WITH WRITTEN NOTICE TO ACCOUNT FOR PRICING CHANGES BEYOND SELLER'S CONTROL

City of Marquette, MI

300 West Baraga Avenue
Marquette, MI 49855

Agenda Date: 12/15/2025

Consent Agenda - Roll Call Vote **Sale of Surplus Equipment**

BACKGROUND:

City staff auctions or sells and trades obsolete equipment based on operational needs. A 1991 Chevy C1500, 2002 Ford F450, 2002 Dodge 1500, 1995 Chevy K1500, and a Henderson tailgate spreader have been recommended for sale due to high maintenance issues and frame corrosion.

FISCAL EFFECT:

Proceeds from the sale of the equipment will be credited to the City's Motor Pool Fund - Sale of Fixed Assets.

RECOMMENDATION:

Declare a 1991 Chevy C1500, 2002 Ford F450, 2002 Dodge 1500, 1995 Chevy K1500, and a Henderson tailgate spreader as surplus, and authorize City staff to prepare the equipment for auction.

ALTERNATIVES:

As determined by the Commission.

ATTACHMENTS:

Description

No Attachments Available

City of Marquette, MI

300 West Baraga Avenue
Marquette, MI 49855

Agenda Date: 12/15/2025

Consent Agenda - Roll Call Vote

Senior Services - Master Agreement to Purchase Services

BACKGROUND:

For many years Marquette County has contracted with the City to provide senior service programs for older residents in the City of Marquette and Chocolay, Marquette and Powell Townships. Under this agreement, the County of Marquette agrees to expend millage funds to purchase senior services from the City.

In a given year, approximately half of the Marquette Senior Center revenue comes through similar agreements, under which municipalities purchase services from the City's Senior Center.

The 2026 calendar year millage allocation is \$525,246. This represents an increase of \$27,996, or six percent, from the previous year's agreement. The reimbursement will be paid in a lump sum to be allocated monthly.

The County has also opted to distribute excess reserves from the fund over a five-year period that began in Fiscal Year 2024. The City's portion of the excess reserves distribution for Fiscal Year 2026 is \$30,885.47.

FISCAL EFFECT:

The Community Services Senior Service fund will realize revenues of \$556,131.47.

RECOMMENDATION:

Approve the Master Agreement to Purchase Services for calendar year 2026, and authorize the Mayor and Clerk to sign the Agreement.

ALTERNATIVES:

As determined by the Commission.

ATTACHMENTS:

Description

- ▣ Agreement

**MASTER AGREEMENT TO PURCHASE SERVICES
CALENDAR YEAR 2026**

This Agreement, effective the first day of January 2026 and ending the 31st day of December 2026, is by and between **Marquette County**, 234 W. Baraga Avenue, Marquette, Michigan 49855 and the **CITY OF MARQUETTE**, 300 W. Baraga Avenue, Marquette, Michigan 49855 (hereinafter referred to as the "Contractor").

WHEREAS, Marquette County has allocated millage dollars to Senior Centers for the delivery of services to older residents of Marquette County; and

WHEREAS, Marquette County is desirous of purchasing services as listed on the menu of millage priority services from the Contractor for elders residing within the City of Marquette, and the townships of Chocolay, Marquette and Powell;

NOW, THEREFORE, the parties hereto agree as follows:

1. The Contractor will deliver service as need is determined, from the following menu of services:

**Outreach
Case Coordination & Support
Homemaking
Financial Management
Chore
Information & Assistance
Health Promotion
Respite**

2. The Contractor shall adhere to the service definitions, record keeping requirements and client eligibility guidelines for these services as defined in the Marquette County Services to Senior Citizens Millage Priority Services (**Attachment A**).
3. Service reports will be provided to the Aging Services office. Service reports will be submitted on a quarterly basis. Service reports shall be due to the Aging Services office on the 10th day of the month following the reporting period. Technical assistance is available from the Aging Services office for all aspects of service provision, reporting, budgeting, etc.
4. The Contractor shall receive from Marquette County upon receipt of Agreement signed by both parties and proof of insurance, funds up to the amount stated:

**ALLOCATION FOR SENIOR SERVICES
EXCESS RESERVES DISTRIBUTION**

**\$525,246.00
\$ 30,885.47**

1059
(signature)

No match is required from the Contractor for this Agreement.

5. The Contractor will be paid a quarterly advance of funds prior to providing services.
6. The funds for Allocation Senior Services are to offset costs borne by the Contractor for providing services from the menu of priority services to seniors residing in the City of Marquette and the Townships of Marquette, Chocolay, and Powell.

- a. The allocation is divided into two components:

Priority Services – 70%	\$367,672.20
General Purpose Programming/Administration – 30%	\$157,573.80

- b. The Contractor shall expend at least 70% of this allocation for services from the menu of priority services based on an assessment of the client's needs.
 - c. The Contractor may expend up to 30% of this allocation for general purpose programming and administration. On each report, the Contractor shall state how the money was expended including number of clients served and units of service provided when applicable.
 - d. The excess reserve payment this year (\$30885.47) may be used for General Purpose Programming. This payment will be paid once per year for 5 years, the first payment was received in 2024, the last payment will be for 2028. **A total of \$154,427.33 in excess reserves will be paid.**
7. Services are to benefit seniors residing within the City of Marquette, and the townships of Chocolay, Marquette and Powell. Providers will meet with representatives from their service areas as needed.
 8. The annual allocation is the maximum reimbursement for services under this Agreement.
 9. The Contractor will identify and account for funds received and expended under this Agreement through the use of separate program or activity account numbers. Service reports shall include the number of seniors served, the services provided, and the cost to provide the service. Reports shall also include the services provided by geographic location. Collaboration between millage funded service providers is encouraged to promote uniform service delivery and reporting.
 10. Program income received as a result of providing priority services funded by this allocation may be used for general purpose programming by the Contractor. Services to a client are not related to or denied for lack of a confidential donation.

2029
(15)

11. In the event that millage dollars to Marquette County are reduced, withdrawn or terminated, Marquette County may equally reduce, withdraw or terminate the contract upon seven days written notice to the Contractor. In the event that millage dollars are increased, Marquette County may at its sole discretion allocate additional funds depending on the ability of the Contractor to provide additional services.
12. Any amendments to this Agreement must be reduced to writing and be signed by both parties with 30 days' notice. Marquette County can terminate this Agreement for any or no reason upon seven days written notice to the Contractor. The Contractor may appeal to the County Board.
13. Insurance and Indemnification: The Contractor will supply proof of and adhere to the provisions contained in the insurance addendum (**Attachment B**) which is incorporated in, and made part of, this Agreement as though fully set forth herein.
14. The Contractor understands and agrees that in the performance of this Agreement it is an Independent Contractor with respects to Marquette County, and that it has full authority and discretion with respect to hiring, directing, disciplining and terminating its employees, and in supervising their activities in the performance of the tasks required by this Agreement. The employees of the Contractor shall not be entitled to any of the benefits provided by Marquette County to employees of the County.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed.

MARQUETTE COUNTY

By: _____

Joseph DeRocha, Chairperson

Date: _____

City of Marquette

By: _____

Paul Schloegel, Mayor

By: _____

Kyle Whitney, Clerk

Date: _____

Attachments: 2

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**MARQUETTE COUNTY
SERVICES TO SENIOR CITIZENS MILLAGE
PRIORITY SERVICES**

VISION STATEMENT

That all Marquette County seniors have access to services and volunteer opportunities to service which enhances and promotes the highest quality of life.

MISSION STATEMENT

It shall be the mission of Marquette County to use the Services to Senior Citizens Millage to secure and insure the independence and dignity of the county's older population. Said mission to be accomplished through the assessment of needs, resource development, centralized planning, advocacy, and assistance to local service providers in the development and support of necessary programs. The County Aging Services department shall act as a focal point for the provision of information and training on programs and issues related to older adults.

OVERSIGHT/ACCOUNTABILITY/REPORTING REQUIREMENTS

Marquette County is responsible for the oversight and proper use of millage dollars. Millage-funded services are to be provided to seniors throughout Marquette County. Programs receiving millage dollars will be required to report the number of seniors citizens served, the services provided, the areas served and the amount of millage dollars spent on approved services.

ELIGIBILITY

Services shall be provided only to persons 60 years of age and older who reside in Marquette County.

- Substantial emphasis must be given to serving eligible persons with greatest social and/or economic need with particular attention to low-income minority individuals. "Substantial emphasis" is regarded as an effort to serve a greater percentage of older persons with economic and/or social needs than their relative percentage to the total elderly population within the geographic service area.
- Participants shall not be denied or limited services because of their income or financial resources. Where program resources are insufficient to meet the demand for services, each service program shall establish and utilize written procedures for prioritizing clients waiting to receive services, based on social, functional and economic needs.

INDICATING FACTORS

- Social Need – isolation, living alone, age 75 or over, minority group member, non-English speaking, etc.
- Functional Need – handicaps (as defined by the Rehabilitation Act of 1973 or the

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Americans with Disabilities Act), limitations in activities of daily living, mental or physical inability to perform specific tasks, acute and/or chronic health conditions, etc.

- **Economic Need** - eligibility for income assistance programs, self-declared income at or below 125% of the poverty threshold, etc.

PRIORITY SERVICES

- **Outreach** - Efforts to identify and contact isolated older persons and/or older persons in greatest social and economic need, who may have service needs, and assisting them in gaining access to appropriate services. Outreach does not include comprehensive assessment of need, development of service plan, or arranging for service provision.
- **Case Coordination & Support** - The provision of a comprehensive assessment of persons aged 60 and over with a complementing role of brokering existing community services and enhancing informal support systems when feasible. Case Coordination and Support (CCS) includes the assessment and reassessment of individual needs, development and monitoring of a service plan, identification of and communication with appropriate community agencies to arrange for services, evaluation of the effectiveness and benefit of services provided, and assignment of a single individual as the caseworker for each client.
- **Homemaking** - Performance of routine household tasks to maintain an adequate living environment for older individuals with functional limitations. Homemaking does not include provision of chore or personal care tasks. Allowable homemaking tasks are limited to one or more of the following:
 - Laundry
 - Ironing
 - Meal Preparation
 - Shopping for Necessities
 - Light Housekeeping Tasks
- **Home Delivered Meals** - Also known as "Meals on Wheels", assists homebound seniors throughout Marquette County in meeting their nutritional needs. "Meals on Wheels" does more than provide hot meals. The meal deliverer also provides an important service by checking on the welfare of the person.
- **Financial Management** - This service assists older persons to expand, conserve or make better use of their personal financial resources. This assistance is to be delivered on a one-to-one basis between the service provider and the individual and may include assistance with such items as budgeting, state tax credit preparation, income tax preparation, bill paying, and general financial planning.

Assisting Seniors with preparing and filing tax credit forms, reviewing and submitting insurance forms/claims, completing applications for assistance programs

- such as Medicaid, food stamps, etc.
- **Chore** - Non-continuous household maintenance tasks intended to increase the safety of the individual(s) living at the residence. Allowable tasks are limited to the following:
 - Replacing fuses, light bulbs, electrical plugs, and frayed cords
 - Replacing door locks and window catches
 - Replacing/repairing pipes
 - Replacing faucet washers or faucets
 - Installing safety equipment
 - Installing screens and storm windows
 - Installing weather stripping around doors
 - Caulking windows
 - Repairing furniture
 - Installing window shades and curtain rods
 - Cleaning appliances
 - Cleaning and securing carpets and rugs
 - Washing walls and windows, scrubbing floors
 - Cleaning attics and basements to remove fire and health hazards
 - Pest control
 - Grass cutting leaf raking
 - Clearing walkways of ice, snow and leaves
 - Trimming overhanging tree branches
 - **Information and Assistance** - Assistance to individuals in finding and working with appropriate human service providers that can meet their needs which may include: information giving (e.g., listing the providers of a particular service category so an individual may make their own contact directly); group presentations; referral (making contact with a particular provider on behalf of an individual); advocacy intervention (negotiating with a service provider on behalf of a client); and, follow-up contacts with clients to ensure services have been provided and have met the respective service need.
 - **Transportation** – The RSVP Medical Transportation Program provides frail and/or isolated seniors living in Marquette County with a ride to their non emergency medical appointments. Occasionally this may also include a stop at the pharmacy to pick up needed prescriptions.
 - **Health Promotion** - May include some or all of the following: provision of information concerning diagnosis, prevention, treatment, and rehabilitation of age-related disease and chronic disabling conditions; education programs on the availability, benefits and appropriate use of preventive health services; routine health screenings; programs related to prevention and reduction of effects of chronic disabling conditions; reduction of alcohol and substance abuse; smoking cessation; weight loss and control and stress management; nutritional counseling; programs regarding physical fitness and exercise; and recreational activities.

ATTACHMENT B

INSURANCE ADDENDUM LIABILITY INSURANCE

The Contractor shall procure and maintain for the duration of the contract, insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work hereunder by the Contractor, its agents, representatives, employees, volunteers, or subcontractors.

INSURANCE REQUIREMENTS

The insurance coverage required shall be at least as broad as:

1. Commercial General Liability ("occurrence" form).
2. Automobile Liability, "any auto".
3. Workers' Compensation insurance as required by the laws of the state of Michigan and Employer's Liability insurance.

LIMITS OF INSURANCE

The Contractor shall maintain limits on said policy of no less than:

1. General Liability: \$1,000,000 combined single limit per accident for bodily injury, personal injury, and property damage.
2. Automobile Liability: \$500,000 combined single limit per accident for bodily injury and property damage.
3. Worker's Compensation and Employer's Liability: Shall be those limits as required by the Worker's Disability Compensation Act for the state of Michigan and Employer's Liability limits of \$500,000 per occurrence.

DEDUCTIBLES

Any deductibles or self-insured retentions must be declared to and approved by Marquette County.

OTHER INSURANCE PROVISIONS

The policies are to contain, or be endorsed to contain, the following provisions:

1. General Liability and Automobile Liability Coverage:
Marquette County, its officers, agents, employees, elected and appointed officials, and volunteers shall be covered as additional insured's as respects: liability arising out of activities performed by or on behalf of the Contractor; products and completed operations of the Contractor; premises owned, occupied or used by the Contractor; or automobiles owned, leased, hired or borrowed by the Contractor. The coverage shall contain no special limitations on the scope of protection afforded to Marquette County, its officers, agents, employees, elected and appointed officials, and volunteers.

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The Contractor's insurance coverage shall be primary insurance as respects Marquette County, its officers, agents, employees, elected and appointed officials, and volunteers. Any insurance or self-insurance maintained by Marquette County, its officers, agents, employees, elected and appointed officials, and volunteers shall be excess of the Contractor's insurance and shall not contribute to it.

Any failure to comply with reporting provisions of the policies shall not affect coverage provided to Marquette County, its offers, agents, employees, elected and appointed officials, and volunteers.

The Contractor's insurance shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the limits of the insurer's liability.

2. All Coverages:

Contractor hereby releases Marquette County from any claim for recovery for any loss or damage, which is insured under valid and collectible insurance policies to the extent of any recovery collectible under such insurance. It is further agreed that this waiver shall apply only when permitted by the applicable policy of insurance.

Each insurance policy required by this clause shall be endorsed to state that coverage shall not be suspended, voided, cancelled by either party, reduced in coverage or in limits except after 30 days prior written notice by certified mail, return receipt requested, has been given to Marquette County.

ACCEPTABILITY OF INSURERS

Unless otherwise approved by Marquette County, the Michigan Insurance Bureau must identify insurers as authorized and eligible. In addition, insurance is to be placed with insurers with a Best's rating of A or better.

CERTIFICATES/ENDORSEMENTS OF INSURANCE

Contractor shall furnish Marquette County with certificates of insurance and with any and all original endorsements affecting coverage required by the contract. The certificates and endorsements for each insurance policy are to be signed by a person authorized by that insurer to bind coverage on its behalf. All certificates and endorsements are to be received and approved by Marquette County before work commences. Marquette County reserves the right to require complete, certified copies of all required insurance policies, at any time.

Contractor shall include all subcontractors as insured's under its policies or shall furnish separate certificates and endorsements for each subcontractor. All coverages for subcontractors shall be subject to all of the requirements stated herein.

A copy of said certificates and endorsements should be forwarded with a signed copy of

the Master Agreement to the Marquette County Aging Services office.

ACCEPTANCE OF CERTIFICATE

Acceptance of any certificate(s) and/or endorsement(s) of insurance by Marquette County do not waive the insurance requirements provided in the foregoing paragraphs. Should Marquette County sustain any loss or be required to pay any claim as a result of the Contractor's failure to obtain or maintain insurance as is required by this contract, the Contractor shall indemnify Marquette County for any such loss. This indemnification shall occur regardless of whether or not Marquette County has accepted any certificate(s) and/or endorsement(s) of insurance provided by the Contractor or its carrier.

INDEMNIFICATION

To the fullest extent permitted by law, the Contractor shall indemnify, defend, and hold harmless Marquette County, its officers, agents, employees, elected and appointed officials, and volunteers from and against any and all claims, losses or liability, including attorney's fees, arising from injury or death to persons or damage to property occasioned by any act, omission or failure of the Contractor, its subcontractors, and any officers, agents, employees, and volunteers in performing the work required by this contract. The Contractor's obligation under this provision shall not be limited in any way by any terms of this contract, or the insurance limits.

ADDITIONAL INSURED ENDORSEMENT

It is understood and agreed that Marquette County shall be Additional Insured's, which shall include all elected and appointed officials, all employees, agents and volunteers, all boards, commissions, and/or authorities and their board members, employees, and volunteers. This coverage shall be primary to the Additional Insured's, and not contributing with any other insurance or similar protection available to the Additional Insured's, whether said other available coverage be primary, contributing or excess.

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