



DOWNTOWN DEVELOPMENT AUTHORITY/LOCAL DEVELOPMENT FINANCE AUTHORITY AGENDA

May 25, 2023
Regular Meeting - 4:00 PM

- 1) **CALL TO ORDER**
- 2) **ROLL CALL**
- 3) **APPROVAL OF AGENDA** - Items can be added or deleted from the Agenda by City Council action.
- 4) **PUBLIC COMMENT** Persons addressing the board are required to give their name and address for the record when called upon by the Chair. Members of the public shall be limited to speaking for a maximum of five (5) minutes.
- 5) **PRESENTATIONS AND RECOGNITIONS**
- 6) **CONSENT AGENDA**
 - A. **Minutes**
Regular Session - April 27, 2023
 - B. **Financial**
DDA Revenue/Expense Report- Period ending April 30, 2023
LDFA Revenue/Expense Report- Period ending April 30, 2023
- 7) **MEADA UPDATE**
- 8) **DDA NEW BUSINESS**
 - A. **VINTAGE MARKET EVENT REQUEST**
 - B. **HOME TOUR MARKET EVENT REQUEST**
 - C. **YPC-FRIDAY'S AT THE FOUNTAIN EVENT REQUEST**
 - D. **STORIES AT THE FOUNTAIN SERIES SPECIAL EVENT REQUEST**
 - E. **GRAND RIVER ANNIVERSARY EVENT REQUEST**
 - F. **FACADE RESTORATION REQUEST**
- 9) **DDA OLD BUSINESS**
- 10) **LDFA NEW BUSINESS**
 - A. **MEC UPDATE**

- 11) LDFA OLD BUSINESS**
- 12) BOARD COMMUNICATIONS**
- 13) ADJOURNMENT**

DOWNTOWN DEVELOPMENT AUTHORITY/LOCAL DEVELOPMENT FINANCE AUTHORITY MINUTES

April 27, 2023
Regular Meeting - 4:00 PM

1) CALL TO ORDER

IN A REGULAR SESSION held on Thursday, April 27, 2023 at 4:00 PM in the Training Room of City Hall, 323 West Michigan Ave, Marshall, MI 49068, the Marshall Downtown Development Authority/Local Development Finance Authority was called to order by Chair Beck.

2) ROLL CALL

Roll was called:

Present: Mike Beck, Sue Damron, Matt Davis, Jason LaForge, Amanda Lanker, Diane Thompson, Catherine Yates, Derek Perry (late)

Also Present: Clerk Eubank and David Revore

Absent: Becky Jones, Desmond Kirkland, and J.P. Walters

3) APPROVAL OF AGENDA - Items can be added or deleted from the Agenda by City Council action.

Moved Thompson, supported Yates to approve the agenda as submitted. On a voice vote; **Motion carried.**

4) PUBLIC COMMENT Persons addressing the board are required to give their name and address for the record when called upon by the Chair. Members of the public shall be limited to speaking for a maximum of five (5) minutes.

NONE

5) PRESENTATIONS AND RECOGNITIONS

6) CONSENT AGENDA

Moved Jason LaForge, supported Sue Damron to approve the consent agenda as presented. On a voice vote: **Motion carried.**

A. Board Minutes

Regular Session - March 16, 2023

B. Financials

DDA Revenue/Expense Report- Period Ending March 31, 2023

LDFA Revenue/Expense Report- Period Ending March 31, 2023

7) MEADA UPDATE

Matt Davis gave an update.

8) MARSHALL DOWNTOWN DEVELOPMENT AUTHORITY NEW BUSINESS

A. Special Event Requests

Moved Catherine Yates, supported Sue Damron to approve the Memorial Day Parade special event request. On a voice vote: **Motion carried.**

B. Downtown Development Authority FY 2024 Budget

Moved Diane Thompson, supported Sue Damron to accept the proposed budget, and recommend the budget to the Council. On a voice vote: **Motion carried.**

C. Inter-Fund Loan for the Activation Zone

Moved Jason LaForge, supported Catherine Yates to authorize the borrowing of \$434,400 from the General Fund, which would be paid back by April 1, 2032 at 3.66% interest, pending City Council approval. On a voice vote: **Motion carried.**

D. Activation Zone update

Director Davenport stated that no bids were received for the activation zone project this year. She further stated that the utilities will be moved underground by city employees and that she plans to combine the Green St reconstruction with the 2023 streets mill and pave project. Director Zuzga stated that the funding is in place until 2026.

Motion by Sue Damron, supported Diane Thompson to approve the Market on Main Special Event request. On a voice vote; **Motion carried.**

9) MARSHALL DOWNTOWN DEVELOPMENT AUTHORITY OLD BUSINESS

10) LOCAL DEVELOPMENT FINANCE AUTHORITY NEW BUSINESS

A. Local Development Finance Authority FY 2024 Budget

Beck stated that he would like to see a contract with Police and Fire, as well as have a meeting with MAEDA on the agreement with them.

Moved Sue Damron, supported Jason LaForge to accept the proposed budget, and recommend the budget to the Council. On a voice vote: **Motion carried.**

B. MEC Update

Attorney Revore stated that no draft purchase agreement had been received at this point.

11) LOCAL DEVELOPMENT FINANCE AUTHORITY OLD BUSINESS

12) BOARD REPORTS

Traver stated that there was a big council meeting upcoming on May 1 for the rezoning of the Ford parcel.

LaForge stated that the beverages for Blues Fest are in the process of being ordered and that it appeared at this point they were going to be utilizing strictly cans.

Damron stated that they had received multiple large sponsorships for Blues Fest from companies involved with the Ford project including Walbridge and lafrate.

13) ADJOURNMENT

The meeting was adjourned at 4:50 pm.

PERIOD ENDING 04/30/2023

GL NUMBER	DESCRIPTION	2022-23 AMENDED BUDGET	YTD BALANCE 04/30/2023	ACTIVITY FOR MONTH 04/30/2023	% BDGT USED
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY					
Revenues					
Dept 000					
248-000-402.00	Current Property Taxes	169,908.00	172,518.55	0.00	101.54
248-000-404.00	Property Taxes - Prior Years	0.00	0.00	0.00	0.00
248-000-412.00	Delinquent Personal Prop Taxes	50.00	0.00	0.00	0.00
248-000-445.00	Penalties & Int. on Taxes	0.00	8.11	0.00	100.00
248-000-565.00	Sales Tax Inventory Refund	0.00	0.00	0.00	0.00
248-000-573.00	LOCAL COMM STAB SHARE TAX	25,000.00	36,931.25	0.00	147.73
248-000-588.00	Contributions from Local Units	0.00	0.00	0.00	0.00
248-000-665.00	Interest	0.00	3,138.06	322.15	100.00
248-000-665.03	UNREALIZED GAIN/LOSS ON INVESTM	0.00	0.00	0.00	0.00
248-000-675.00	Contrib. from Other Sources	0.00	0.00	0.00	0.00
248-000-676.00	Reimbursement	0.00	0.00	0.00	0.00
248-000-679.00	MISCELLANEOUS REVENUE	0.00	35.00	35.00	100.00
248-000-679.16	MISC REVENUE - BLUES FEST	54,000.00	12,158.94	12,100.00	22.52
248-000-696.00	Proceeds from Bonds/Notes	0.00	0.00	0.00	0.00
248-000-699.00	Transfers From Other Funds	0.00	0.00	0.00	0.00
Total Dept 000		248,958.00	224,789.91	12,457.15	90.29
Dept 729 - Community Development					
248-729-588.00	Contributions from Local Units	0.00	0.00	0.00	0.00
248-729-675.00	Contrib. from Other Sources	0.00	0.00	0.00	0.00
248-729-679.00	MISCELLANEOUS REVENUE	0.00	0.00	0.00	0.00
248-729-699.00	Transfers From Other Funds	0.00	0.00	0.00	0.00
Total Dept 729 - Community Development		0.00	0.00	0.00	0.00
TOTAL REVENUES		248,958.00	224,789.91	12,457.15	90.29
Expenditures					
Dept 000					
248-000-702.00	Payroll	0.00	1,231.57	59.40	100.00
248-000-702.01	Other Fringe Benefits-taxable	0.00	0.00	0.00	0.00
248-000-702.40	Payroll - Rubbish/Garbage	3,000.00	1,623.54	223.16	54.12
248-000-702.41	Payroll - Mowing/Trimming	1,200.00	0.00	0.00	0.00
248-000-702.42	Payroll - Parking Structure	800.00	623.44	0.00	77.93
248-000-702.43	Payroll - Sidewalk Snow Removal	1,000.00	937.75	0.00	93.78
248-000-702.44	Payroll - Flowers	1,400.00	269.35	0.00	19.24
248-000-703.00	Part-time Salaries	13,000.00	5,869.26	448.00	45.15
248-000-703.40	PART-TIME - RUBBISH/GARBAGE	0.00	0.00	0.00	0.00
248-000-703.41	PART-TIME - MOWING/TRIMMING	0.00	0.00	0.00	0.00
248-000-703.42	PART-TIME - PARKING STRUCTURE	0.00	14.00	0.00	100.00
248-000-703.43	PART-TIME - SIDEWALK SNOW REMOV	0.00	450.50	0.00	100.00
248-000-703.44	PART-TIME - FLOWERS	0.00	0.00	0.00	0.00
248-000-704.00	Overtime Salaries	0.00	608.44	0.00	100.00
248-000-704.40	Overtime - Rubbish/Garbage	0.00	282.11	0.00	100.00
248-000-704.41	Overtime - Mowing/Trimming	0.00	0.00	0.00	0.00
248-000-704.42	Overtime - Parking Structure	0.00	282.60	0.00	100.00
248-000-704.43	Overtime - Sidewalk Snow Remova	0.00	1,663.56	0.00	100.00
248-000-704.44	Overtime - Flowers	0.00	0.00	0.00	0.00
248-000-712.00	WORKERS COMPENSATION	623.00	0.00	0.00	0.00
248-000-715.00	Social Security	995.00	1,037.96	54.72	104.32
248-000-716.00	Hospitalization	0.00	0.00	0.00	0.00
248-000-717.00	Life Insurance	0.00	0.00	0.00	0.00
248-000-718.00	RETIREMENT - D/B	0.00	0.00	0.00	0.00
248-000-755.00	Miscellaneous Supplies	2,500.00	3,579.31	0.00	143.17
248-000-755.01	MISC SUPPLIES - DOWNTOWN PLANTE	2,040.00	0.00	0.00	0.00
248-000-757.00	Fuels & Lubricants	0.00	200.00	0.00	100.00
248-000-777.00	MINOR TOOLS AND EQUIPMENT	100.00	18.89	0.00	18.89
248-000-801.00	Professional Services	1,000.00	11,981.00	0.00	1,198.10
248-000-801.01	Prof. Services - Streetscape	0.00	0.00	0.00	0.00
248-000-803.00	Service Fee	0.00	2.50	0.00	100.00
248-000-805.00	Administrative Costs	36,725.00	25,225.70	562.67	68.69
248-000-810.00	Dues & Memberships	0.00	0.00	0.00	0.00
248-000-811.00	Taxes	0.00	0.00	0.00	0.00
248-000-820.00	Contracted Services	50,000.00	28,365.21	5,750.00	56.73
248-000-820.01	Contracted Maint. - Plowing	0.00	0.00	0.00	0.00
248-000-820.02	Contracted Maint - Lawn	0.00	0.00	0.00	0.00
248-000-825.00	Insurance	0.00	0.00	0.00	0.00
248-000-850.00	Communications	720.00	660.00	0.00	91.67
248-000-860.00	Transportation & Travel	0.00	0.00	0.00	0.00
248-000-901.00	Advertising	0.00	84.00	0.00	100.00
248-000-921.00	Utilities - Gas	0.00	0.00	0.00	0.00
248-000-922.00	Utilities-Elec, Water, Sewer	0.00	0.00	0.00	0.00

PERIOD ENDING 04/30/2023

GL NUMBER	DESCRIPTION	2022-23 AMENDED BUDGET	YTD BALANCE 04/30/2023	ACTIVITY FOR MONTH 04/30/2023	% BDGT USED
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY					
Expenditures					
248-000-941.00	MOTOR POOL VEHICLE RENTAL	0.00	6,127.63	41.33	100.00
248-000-942.00	Rent	0.00	0.00	0.00	0.00
248-000-958.00	Education & Training	0.00	0.00	0.00	0.00
248-000-961.00	COMMUNITY PROMOTIONS	50,000.00	17,050.13	0.00	34.10
248-000-964.00	Refund or Rebates	0.00	0.00	0.00	0.00
248-000-970.00	Capital Outlay	0.00	0.00	0.00	0.00
248-000-971.00	Capital Outlay - Land	0.00	0.00	0.00	0.00
248-000-990.00	Debt Service	0.00	0.00	0.00	0.00
248-000-994.00	Bond Interest Paid	0.00	0.00	0.00	0.00
248-000-995.00	Transfers to Other Funds	0.00	0.00	0.00	0.00
Total Dept 000		165,103.00	108,188.45	7,139.28	65.53
Dept 717 - DDA Parking Lots					
248-717-941.00	MOTOR POOL VEHICLE RENTAL	0.00	0.00	0.00	0.00
Total Dept 717 - DDA Parking Lots		0.00	0.00	0.00	0.00
Dept 718 - DDA Parking Ramp					
248-718-941.00	MOTOR POOL VEHICLE RENTAL	4,560.00	12.34	0.00	0.27
Total Dept 718 - DDA Parking Ramp		4,560.00	12.34	0.00	0.27
Dept 719 - DDA Sidewalk					
248-719-941.00	MOTOR POOL VEHICLE RENTAL	5,370.00	0.00	0.00	0.00
248-719-941.02	MOTOR POOL REPLACEMENT CHARGE	1,505.00	1,254.20	125.42	83.34
248-719-941.03	MOTOR POOL OPERATING CHARGE	2,111.00	1,967.20	175.92	93.19
248-719-941.05	VEHICLE RENTAL CREDIT	0.00	0.00	0.00	0.00
Total Dept 719 - DDA Sidewalk		8,986.00	3,221.40	301.34	35.85
Dept 729 - Community Development					
248-729-702.00	Payroll	0.00	0.00	0.00	0.00
248-729-702.01	Other Fringe Benefits-taxable	0.00	0.00	0.00	0.00
248-729-703.00	Part-time Salaries	0.00	0.00	0.00	0.00
248-729-704.00	Overtime Salaries	0.00	0.00	0.00	0.00
248-729-712.00	WORKERS COMPENSATION	0.00	0.00	0.00	0.00
248-729-715.00	Social Security	0.00	0.00	0.00	0.00
248-729-716.00	Hospitalization	0.00	0.00	0.00	0.00
248-729-717.00	Life Insurance	0.00	0.00	0.00	0.00
248-729-718.00	RETIREMENT - D/B	0.00	0.00	0.00	0.00
248-729-719.00	Hospitalization - Prescription	0.00	0.00	0.00	0.00
248-729-740.00	Operating Supplies	0.00	0.00	0.00	0.00
248-729-801.00	Professional Services	0.00	13,810.00	0.00	100.00
248-729-806.00	MEDICAL SERVICES	0.00	0.00	0.00	0.00
248-729-810.00	Dues & Memberships	0.00	0.00	0.00	0.00
248-729-820.00	Contracted Services	0.00	0.00	0.00	0.00
248-729-850.00	Communications	0.00	0.00	0.00	0.00
248-729-860.00	Transportation & Travel	0.00	0.00	0.00	0.00
248-729-901.00	Advertising	0.00	0.00	0.00	0.00
248-729-902.00	Marketing	0.00	0.00	0.00	0.00
248-729-940.00	Rentals	0.00	0.00	0.00	0.00
248-729-941.00	MOTOR POOL VEHICLE RENTAL	0.00	0.00	0.00	0.00
248-729-941.01	TECHNOLOGY INTERNAL SERVICE CHAI	0.00	0.00	0.00	0.00
248-729-958.00	Education & Training	0.00	0.00	0.00	0.00
248-729-961.00	COMMUNITY PROMOTIONS	0.00	0.00	0.00	0.00
248-729-964.00	Refund or Rebates	0.00	0.00	0.00	0.00
248-729-969.00	Contingency	0.00	0.00	0.00	0.00
248-729-995.00	Transfers to Other Funds	0.00	0.00	0.00	0.00
Total Dept 729 - Community Development		0.00	13,810.00	0.00	100.00
TOTAL EXPENDITURES		178,649.00	125,232.19	7,440.62	70.10
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY:					
TOTAL REVENUES		248,958.00	224,789.91	12,457.15	90.29
TOTAL EXPENDITURES		178,649.00	125,232.19	7,440.62	70.10
NET OF REVENUES & EXPENDITURES		70,309.00	99,557.72	5,016.53	141.60

PERIOD ENDING 04/30/2023

GL NUMBER	DESCRIPTION	2022-23 AMENDED BUDGET	YTD BALANCE 04/30/2023	ACTIVITY FOR MONTH 04/30/2023	% BDGT USED
Fund 250 - LOCAL DEVELOPMENT FINANCE AUTHORITY FUND					
Revenues					
Dept 000					
250-000-402.00	Current Property Taxes	621,474.00	641,385.99	0.00	103.20
250-000-404.00	Property Taxes - Prior Years	0.00	0.00	0.00	0.00
250-000-445.00	Penalties & Int. on Taxes	0.00	0.00	0.00	0.00
250-000-540.00	State Grants	0.00	0.00	0.00	0.00
250-000-573.00	LOCAL COMM STAB SHARE TAX	142,000.00	207,026.09	0.00	145.79
250-000-665.00	Interest	50.00	21,111.81	977.66	12,223.62
250-000-673.00	Sales of Fixed Assets	0.00	0.00	0.00	0.00
250-000-675.00	Contrib. from Other Sources	0.00	0.00	0.00	0.00
250-000-679.00	MISCELLANEOUS REVENUE	0.00	0.00	0.00	0.00
250-000-696.00	Bond Proceeds	0.00	0.00	0.00	0.00
250-000-697.00	PREMIUMS ON BONDS	0.00	0.00	0.00	0.00
250-000-699.00	Transfers From Other Funds	0.00	0.00	0.00	0.00
Total Dept 000		763,524.00	869,523.89	977.66	113.88
TOTAL REVENUES		763,524.00	869,523.89	977.66	113.88
Expenditures					
Dept 000					
250-000-727.00	Office Supplies	0.00	0.00	0.00	0.00
250-000-740.00	Operating Supplies	0.00	0.00	0.00	0.00
250-000-755.00	Miscellaneous Supplies	0.00	0.00	0.00	0.00
250-000-801.00	Professional Services	5,000.00	70,470.87	14,650.72	1,409.42
250-000-803.00	Service Fee	500.00	500.00	0.00	100.00
250-000-805.00	Administrative Costs	160,537.00	133,333.30	13,333.33	83.05
250-000-810.00	Dues & Memberships	0.00	0.00	0.00	0.00
250-000-811.00	Taxes	1,000.00	621.02	0.00	62.10
250-000-820.00	Contracted Services	242,000.00	319,250.00	58,900.00	131.92
250-000-826.00	Bond Issuance Costs	0.00	0.00	0.00	0.00
250-000-860.00	Transportation & Travel	0.00	0.00	0.00	0.00
250-000-901.00	Advertising	0.00	0.00	0.00	0.00
250-000-902.00	Marketing	1,500.00	0.00	0.00	0.00
250-000-922.00	Utilities-Elec, Water, Sewer	1,200.00	49.45	0.00	4.12
250-000-941.00	MOTOR POOL VEHICLE RENTAL	0.00	0.00	0.00	0.00
250-000-941.01	TECHNOLOGY INTERNAL SERVICE CHARGE	0.00	0.00	0.00	0.00
250-000-958.00	Education & Training	0.00	0.00	0.00	0.00
250-000-960.00	REBATE REIMBURSEMENT	0.00	0.00	0.00	0.00
250-000-964.00	Refund or Rebates	0.00	0.00	0.00	0.00
250-000-970.00	Capital Outlay	360,000.00	14,823.70	0.00	4.12
250-000-970.35	BROOKS INDUSTRIAL PARK SUBSTATION	5,857,780.00	5,010,229.60	101,378.16	85.53
250-000-972.00	SHARE OF CAPITAL PURCHASED BY OTHERS	0.00	0.00	0.00	0.00
250-000-990.00	Debt Service	335,000.00	285,000.00	0.00	85.07
250-000-994.00	Bond Interest Paid	150,000.00	224,858.88	0.00	149.91
250-000-995.00	Transfers to Other Funds	0.00	0.00	0.00	0.00
Total Dept 000		7,114,517.00	6,059,136.82	188,262.21	85.17
TOTAL EXPENDITURES		7,114,517.00	6,059,136.82	188,262.21	85.17
Fund 250 - LOCAL DEVELOPMENT FINANCE AUTHORITY FUND:					
TOTAL REVENUES		763,524.00	869,523.89	977.66	113.88
TOTAL EXPENDITURES		7,114,517.00	6,059,136.82	188,262.21	85.17
NET OF REVENUES & EXPENDITURES		(6,350,993.00)	(5,189,612.93)	(187,284.55)	81.71
TOTAL REVENUES - ALL FUNDS					
TOTAL REVENUES - ALL FUNDS		1,012,482.00	1,094,313.80	13,434.81	108.08
TOTAL EXPENDITURES - ALL FUNDS		7,293,166.00	6,184,369.01	195,702.83	84.80
NET OF REVENUES & EXPENDITURES		(6,280,684.00)	(5,090,055.21)	(182,268.02)	81.04



ITEM 8.A

TO: Downtown Development Authority/Local Development Finance Authority
FROM: Marguerite Davenport, Director of Public Services
Joshua Lankerd, Chief of Police
DATE: May 25, 2023
SUBJECT: VINTAGE MARKET EVENT REQUEST

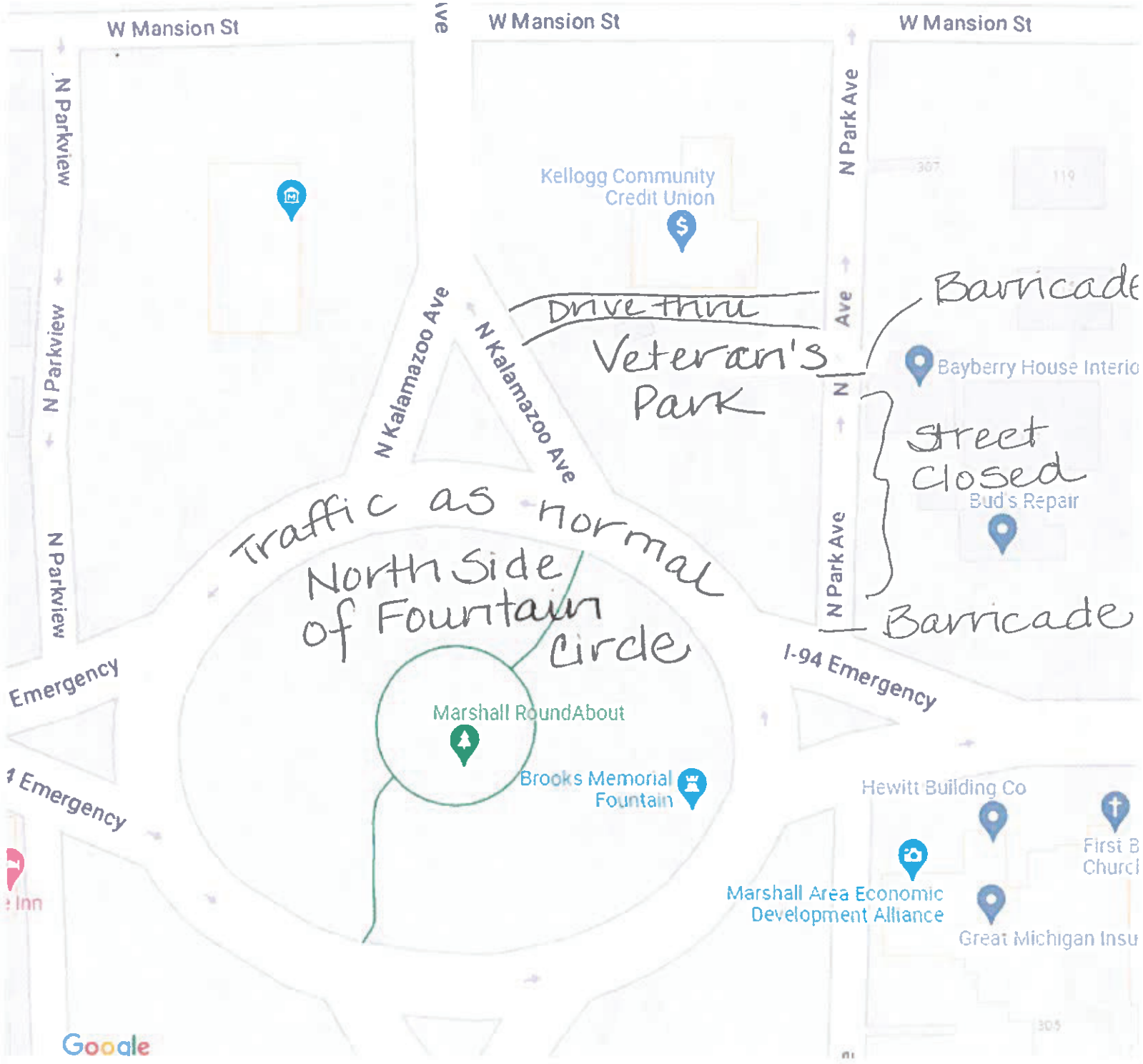
The Vintage Garden Market sponsor, Janet Ostrum, has submitted a special event application for July 8 and 9, 2023. The Vintage Garden Market is an outdoor market during the Marshall Garden Club's Garden Tour. The market will close North Park Avenue from Michigan Ave to the south of the Kellowgg Credit Union drive through driveway. In addition, the event requests use of Veteran's Park. This event will have vendors with plants, garden art, etc in the Park Avenue and Veterans Park areas. The market will include amplified speaker use from 1200 to 1500 for musicians and singers and request an electric drop installed at the veterans park area.

BUDGET IMPACT:

None. The event will cost approximately \$500 for barricades. The City will bill the event sponsor after the event has occurred.

RECOMMENDATION:

Recommend the Vintage Garden Market special event application for approval to City Council.





ITEM 8.B

TO: Downtown Development Authority/Local Development Finance Authority
FROM: Marguerite Davenport, Director of Public Services
Joshua Lanker, Chief of Police
DATE: May 25, 2023
SUBJECT: HOME TOUR MARKET EVENT REQUEST

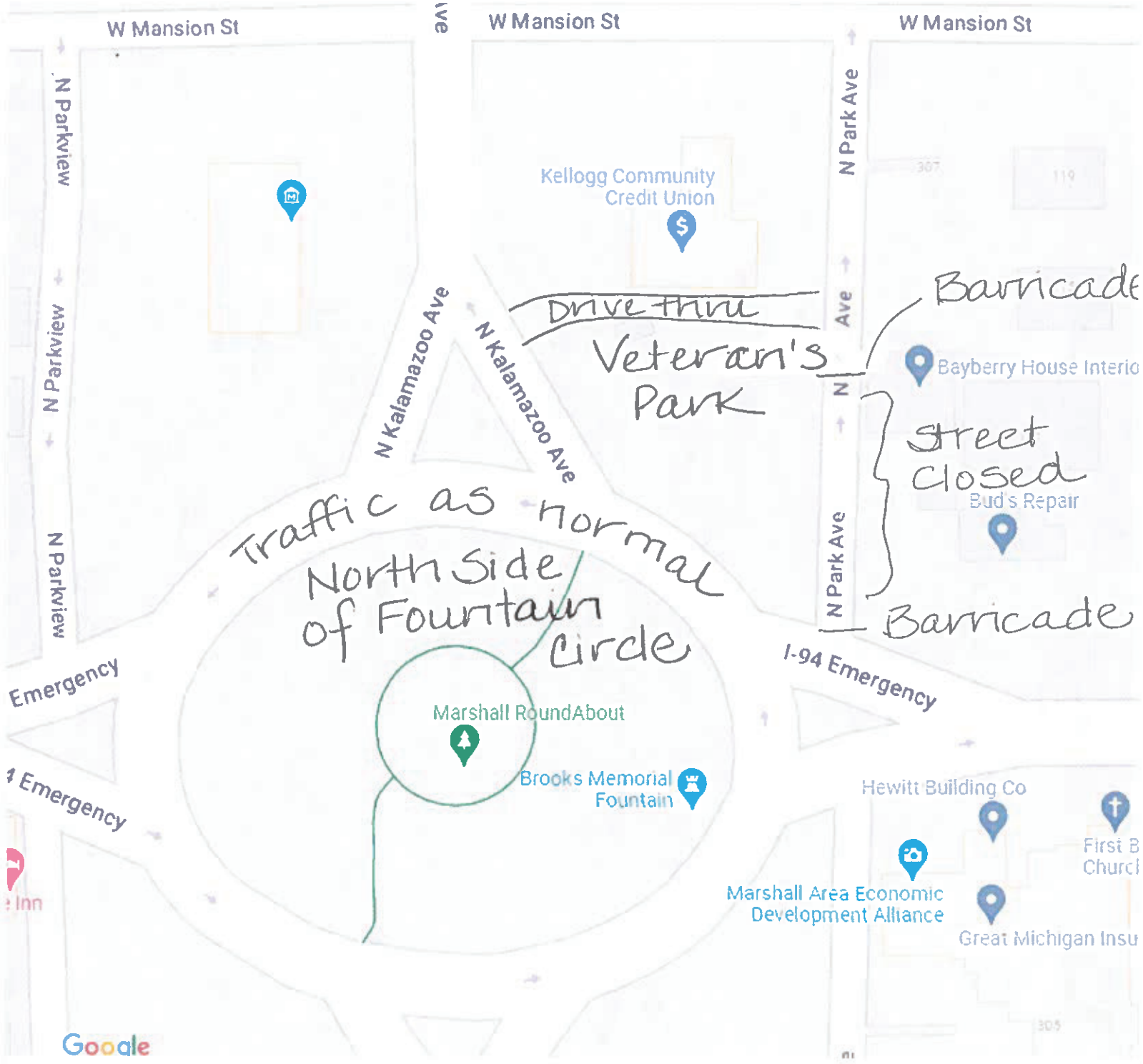
The Hometour Vintage Market sponsor, Janet Ostrum, has submitted a special event application for September 9 and 10, 2023. The Hometour Vintage Market is an outdoor market during the Marshall Historical Society's Hometour. The market will close North Park Avenue from Michigan Ave to the south of the Kellowgg Credit Union drive through driveway. In addition, the event requests use of Veteran's Park. This event will have vendors with plants, garden art, etc in the Park Avenue and Veterans Park areas. The market will include amplified speaker use from 1200 to 1500 for musicians and singers and request an electric drop installed at the veterans park area.

BUDGET IMPACT:

None. The event costs will be approximately \$500 and the event sponsor will be invoiced for actual costs incurred following the event.

RECOMMENDATION:

Recommend the Hometour Vintage Market special event application for approval to City Council.





ITEM 8.C

TO: Downtown Development Authority/Local Development Finance Authority
FROM: Marguerite Davenport, Director of Public Services
Joshua Lankerd, Chief of Police
DATE: May 25, 2023
SUBJECT: YPC-FRIDAY'S AT THE FOUNTAIN EVENT REQUEST

The Youngish Professional Committee is hosting the Friday's at the Fountain special events this summer on June 23, July 17 and 21, and August 4 and 18. The event is scheduled from 1900 - 2100 hours, with setup beginning at 1800 hours. The sponsor is requesting use of the Brooks Memorial Fountain for the event. The sponsors will have small yard signs advertising the event while it is occurring and request electronic service each week for the musicians.

BUDGET IMPACT:

The electric drop fee per event is \$35. The City will invoice the sponsor incurred costs after the conclusion of the event.

RECOMMENDATION:

Recommend the Youngish Professional Committee *Fridays at the Fountain* special event application for approval to City Council.



ITEM 8.D

TO: Downtown Development Authority/Local Development Finance Authority
FROM: Marguerite Davenport, Director of Public Services
Joshua Lanker, Chief of Police
DATE: May 25, 2023
SUBJECT: **STORIES AT THE FOUNTAIN SERIES SPECIAL EVENT REQUEST**

The Marshall District Library has requested use of the fountain circle on Fridays in July and August. This is an annual series provided by the library and planned for 11:00am to 12:00pm each Friday. The event includes the posting of a small yard sign by the group attending and amplified speaker for the reader. Some music is presented during the readings including ukuleles and singers.

BUDGET IMPACT:

None. The event does not require any services that would be billed to the event sponsor.

RECOMMENDATION:

Recommend the Marshall District Library Stories at the Fountain special event application for approval to City Council.

MARSHALL DISTRICT LIBRARY
YOUTH PROGRAMMING PRESENTS

Stories at the Fountain

FRI. JUL. 14, 21, 28
FRI. AUG. 4, 11, 18
FROM 11 AM-12 PM

MARSHALL
DISTRICT
LIBRARY

ALL
TOGETHER
NOW

2023 SUMMER READING PROGRAM



WWW.YOURMDL.ORG/EVENTS

Join us at the Brooks Memorial Fountain for a special storytime with YourMDL's staff picks, silly songs, & group games. Bring a blanket, a camping chair--even an entire picnic setup--& soak up the community spirit. Brooks Memorial Fountain is located at 323 W Michigan Ave, Marshall, MI, 49068. All ages are welcome to attend. Inclement weather location is the library.



ITEM 8.E

TO: Downtown Development Authority/Local Development Finance Authority
FROM: Marguerite Davenport, Director of Public Services
Joshua Lanker, Chief of Police
DATE: May 25, 2023
SUBJECT: **GRAND RIVER ANNIVERSARY EVENT REQUEST**

A special event request has been submitted for August 19, 2023 by Grand River Brewery from 1000 - 2300 hours for a 5-year Anniversary Party. The event is requesting the closure of South Jefferson from Michigan Avenue to the south alley drive. The event includes amplified music by a band from 1300 to 2100 hours. The services requested from the city include street closure barricades. The social district will remain in effect during this event.

BUDGET IMPACT:

None. The event costs will be approximately \$500 and the event sponsor will be invoiced for actual costs incurred following the event.

RECOMMENDATION:

Recommend the Grand River 5-Year Anniversary special event application for approval to City Council.