DOWNTOWN DEVELOPMENT AUTHORITY/LOCAL DEVELOPMENT FINANCE AUTHORITY AGENDA

Regular Meeting

August 24, 2023 at 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 - July 27, 2023
    - **B.** **Financials**
      DDA Revenue/Expense Report- Period ending July 31, 2023
      LDFA Revenue/Expense Report- Period ending July 31, 2023
7) **MEADA UPDATE**
8) **DDA NEW BUSINESS**
    - **A.** Green St Construction Update
    - **B.** Copper Bash Special Event Request
9) **DDA OLD BUSINESS**
10) **LDFA NEW BUSINESS**
    - **A.** MEC Resolution
11) **LDFA OLD BUSINESS**
12) **BOARD REPORTS**
13) **ADJOURNMENT**

, 323 W Michigan Ave, Marshall, MI 49068

DOWNTOWN DEVELOPMENT AUTHORITY/LOCAL DEVELOPMENT FINANCE AUTHORITY MINUTES

July 27, 2023
Regular Meeting - 4:00 PM

1) CALL TO ORDER

IN A REGULAR SESSION held on Thursday, July 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: Chair Mike Beck, Sue Damron, Desmond Kirkland, Jason LaForge, Amanda Lankerd, Derek Perry, J.P. Walters, Catherine Yates

Also Present: Attorney Revore and Clerk Eubank

Absent: Matt Davis, BeckyJones, and Diane Thompson

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

Chair Beck stated that there were multiple special event recommendations that needed to be added to DDA new business under item 8B including SkeletonFest, Home Tour, Christmas Parade, Step Out of Darkness, and the Costume Parade.

Moved Catherine Yates, supported Sue Damron to amend the agenda to include recommendations on the following special events to item 8B SkeletonFest, Home Tour, Christmas Parade, Step Out of Darkness, and the Costume Parade . On a voice vote: **Motion carried.**

Moved Catherine Yates, supported Sue Damron to approve the agenda as amended. 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

None

6) CONSENT AGENDA

The consent agenda was approved without any objections.

A. <u>Minutes</u>

May 5, 2023- Regular Session
July 13, 2023- Special Session

B. <u>Financials</u>

DDA Revenue/Expense Report- Period ending May 31, 2023
LDFA Revenue/Expense Report- Period ending May 31, 2023
DDA Revenue/Expense Report- Period ending June 30, 2023
LDFA Revenue/Expense Report- Period ending June 30, 2023

8) DDA NEW BUSINESS

B. Special Event Recommendations

Moved Catherine Yates, supported Sue Damron to recommend the SkeletonFest event to City Council. On a voice vote: **Motion carried.**

Moved Sue Damron, supported Jason LaForge to recommend the Home Tour to City Council, with the road closure following staff recommendations. On a voice vote: **Motion carried.**

Moved Catherine Yates, supported Sue Damron to recommend the Christmas Parade to City Council. On a voice vote: **Motion carried.**

Moved Sue Damron, supported Catherine Yates to recommend the Step Out of Darkness event to City Council. On a voice vote: **Motion carried.**

Moved Sue Damron, supported Amanda Lankerd to recommend the Costume Parade to City Council. On a voice vote: **Motion carried.**

A. Bluesfest Update

Kimber gave an update on Bluesfest 2023. Beck recommended talking with social district businesses about the beer tent for the next year. Durian stated that businesses in blocks adjacent to the current closure would like to see the closure extended to include their businesses.

7) MEADA UPDATE

Jim Durian gave a MEADA update.

9) DDA OLD BUSINESS

10) LDFA NEW BUSINESS

A. MEC Update

Perry stated that Willard Ladd sent a letter on July 21, 2023 stating that he could not move forward with the purchase agreement.

Motion Sue Damron, supported by J.P. Walters to acknowledge the letter from Willard Ladd and authorize the city to send a letter on behalf of theLDFA to recognize the termination of the option agreement upon expiration and authorizing the LDFA attorney to acknowledge the same. On a voice vote: **Motion carried.**

11) LDFA OLD BUSINESS

A. Shafer Ready-Mix

Perry stated that survey and title work are under way and that there have been conversations with Shafer about what a purchase agreement may look like. Damron sugested the possibility of a special meeting if needed for the approval of the purchase agreement. Beck suggested adding a construction must start by date to the agreement.

12) BOARD REPORTS

LaForge questioned the deer management program for the city, to which Perry gave an update.

Damron requested an update on Green St construction. Davenport gave an update on progress to date, stating official construction was slated for August with completion deadline of November 1.

13) ADJOURNMENT

The meeting was adjourned at 4:48 p.m.

Respectfully submitted by,

Michelle Eubank
City Clerk

GL NUMBER	DESCRIPTION	2023-24 AMENDED BUDGET	YTD BALANCE 07/31/2023	ACTIVITY FOR MONTH 07/31/2023	% BDGT USED
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY					
Revenues					
Dept 000					
248-000-402.00	Current Property Taxes	170,949.00	0.00	0.00	0.00
248-000-404.00	Property Taxes - Prior Years	0.00	0.00	0.00	0.00
248-000-412.00	Delinquent Personal Prop Taxes	0.00	0.00	0.00	0.00
248-000-445.00	Penalties & Int. on Taxes	0.00	0.00	0.00	0.00
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	30,000.00	0.00	0.00	0.00
248-000-588.00	Contributions from Local Units	0.00	0.00	0.00	0.00
248-000-665.00	Interest	2,000.00	124.41	124.41	6.22
248-000-665.03	UNREALIZED GAIN/LOSS ON INVESTMI	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	0.00	0.00	0.00
248-000-679.16	MISC REVENUE - BLUES FEST	60,000.00	10.00	10.00	0.02
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		262,949.00	134.41	134.41	0.05
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		262,949.00	134.41	134.41	0.05
Expenditures					
Dept 000					
248-000-702.00	Payroll	0.00	51.46	51.46	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	0.00	34.26	34.26	100.00
248-000-702.41	Payroll - Mowing/Trimming	0.00	0.00	0.00	0.00
248-000-702.42	Payroll - Parking Structure	800.00	3.50	3.50	0.44
248-000-702.43	Payroll - Sidewalk Snow Removal	0.00	0.00	0.00	0.00
248-000-702.44	Payroll - Flowers	700.00	0.00	0.00	0.00
248-000-703.00	Part-time Salaries	39,000.00	1,031.97	1,031.97	2.65
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	0.00	0.00	0.00
248-000-703.43	PART-TIME - SIDEWALK SNOW REMOV	0.00	0.00	0.00	0.00
248-000-703.44	PART-TIME - FLOWERS	0.00	0.00	0.00	0.00
248-000-704.00	Overtime Salaries	0.00	0.00	0.00	0.00
248-000-704.40	Overtime - Rubbish/Garbage	0.00	0.00	0.00	0.00
248-000-704.41	Overtime - Mowing/Trimming	0.00	0.00	0.00	0.00
248-000-704.42	Overtime - Parking Structure	0.00	0.00	0.00	0.00
248-000-704.43	Overtime - Sidewalk Snow Remova	0.00	0.00	0.00	0.00
248-000-704.44	Overtime - Flowers	0.00	0.00	0.00	0.00
248-000-712.00	WORKERS COMPENSATION	0.00	0.00	0.00	0.00
248-000-715.00	Social Security	1,560.00	85.67	85.67	5.49
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	5,000.00	0.00	0.00	0.00
248-000-755.01	MISC SUPPLIES - DOWNTOWN PLANTEI	2,040.00	0.00	0.00	0.00
248-000-757.00	Fuels & Lubricants	0.00	0.00	0.00	0.00
248-000-777.00	MINOR TOOLS AND EQUIPMENT	100.00	0.00	0.00	0.00
248-000-801.00	Professional Services	1,000.00	70.00	70.00	7.00
248-000-801.01	Prof. Services - Streetscape	0.00	0.00	0.00	0.00
248-000-803.00	Service Fee	0.00	0.00	0.00	0.00
248-000-805.00	Administrative Costs	36,725.00	0.00	0.00	0.00
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	27,000.00	5,750.00	5,750.00	21.30
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	0.00	0.00	0.00
248-000-860.00	Transportation & Travel	0.00	0.00	0.00	0.00
248-000-901.00	Advertising	0.00	0.00	0.00	0.00
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

GL NUMBER	DESCRIPTION	2023-24 AMENDED BUDGET	YTD BALANCE 07/31/2023	ACTIVITY FOR MONTH 07/31/2023	% BDGT USED
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY					
Expenditures					
248-000-941.00	MOTOR POOL VEHICLE RENTAL	0.00	106.46	106.46	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	65,000.00	5,000.00	5,000.00	7.69
248-000-964.00	Refund or Rebates	0.00	0.00	0.00	0.00
248-000-970.00	Capital Outlay	10,000.00	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	59,000.00	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		248,645.00	12,133.32	12,133.32	4.88
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	0.00	0.00	0.00
Total Dept 718 - DDA Parking Ramp		4,560.00	0.00	0.00	0.00
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	1,343.00	0.00	0.00	0.00
248-719-941.03	MOTOR POOL OPERATING CHARGE	2,233.00	0.00	0.00	0.00
248-719-941.05	VEHICLE RENTAL CREDIT	0.00	0.00	0.00	0.00
Total Dept 719 - DDA Sidewalk		8,946.00	0.00	0.00	0.00
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	0.00	0.00	0.00
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 CHA	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	0.00	0.00	0.00
TOTAL EXPENDITURES		262,151.00	12,133.32	12,133.32	4.63
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY:					
TOTAL REVENUES		262,949.00	134.41	134.41	0.05
TOTAL EXPENDITURES		262,151.00	12,133.32	12,133.32	4.63
NET OF REVENUES & EXPENDITURES		798.00	(11,998.91)	(11,998.91)	1,503.62

GL NUMBER	DESCRIPTION	2023-24 AMENDED BUDGET	YTD BALANCE 07/31/2023	ACTIVITY FOR MONTH 07/31/2023	% BDGT USED
Fund 250 - LOCAL DEVELOPMENT FINANCE AUTHORITY FUND					
Revenues					
Dept 000					
250-000-402.00	Current Property Taxes	703,662.00	0.00	0.00	0.00
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	200,000.00	0.00	0.00	0.00
250-000-665.00	Interest	33,000.00	951.90	951.90	2.88
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		936,662.00	951.90	951.90	0.10
TOTAL REVENUES		936,662.00	951.90	951.90	0.10
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	24,816.56	210.00	210.00	0.85
250-000-803.00	Service Fee	500.00	500.00	500.00	100.00
250-000-805.00	Administrative Costs	160,537.00	0.00	0.00	0.00
250-000-810.00	Dues & Memberships	0.00	0.00	0.00	0.00
250-000-811.00	Taxes	0.00	0.00	0.00	0.00
250-000-820.00	Contracted Services	255,170.40	58,750.00	58,750.00	23.02
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	0.00	0.00	0.00
250-000-941.00	MOTOR POOL VEHICLE RENTAL	0.00	0.00	0.00	0.00
250-000-941.01	TECHNOLOGY INTERNAL SERVICE CHA	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	0.00	0.00	0.00	0.00
250-000-970.35	BROOKS INDUSTRIAL PARK SUBSTATI	676,836.31	0.00	0.00	0.00
250-000-972.00	SHARE OF CAPITAL PURCHASED BY O	0.00	0.00	0.00	0.00
250-000-990.00	Debt Service	335,000.00	0.00	0.00	0.00
250-000-994.00	Bond Interest Paid	246,400.00	0.00	0.00	0.00
250-000-995.00	Transfers to Other Funds	0.00	0.00	0.00	0.00
Total Dept 000		1,701,960.27	59,460.00	59,460.00	3.49
TOTAL EXPENDITURES		1,701,960.27	59,460.00	59,460.00	3.49
Fund 250 - LOCAL DEVELOPMENT FINANCE AUTHORITY FUND:					
TOTAL REVENUES		936,662.00	951.90	951.90	0.10
TOTAL EXPENDITURES		1,701,960.27	59,460.00	59,460.00	3.49
NET OF REVENUES & EXPENDITURES		(765,298.27)	(58,508.10)	(58,508.10)	7.65
TOTAL REVENUES - ALL FUNDS		1,199,611.00	1,086.31	1,086.31	0.09
TOTAL EXPENDITURES - ALL FUNDS		1,964,111.27	71,593.32	71,593.32	3.65
NET OF REVENUES & EXPENDITURES		(764,500.27)	(70,507.01)	(70,507.01)	9.22

ITEM 8.A

TO:	Downtown Development Authority/Local Development Finance Authority
FROM:	
DATE:	August 24, 2023
SUBJECT:	Green St Construction Update

BUDGET IMPACT:

RECOMMENDATION:

CITY OF Marshall MICHIGAN

ITEM 8.B

TO:	Downtown Development Authority/Local Development Finance Authority
FROM:	
DATE:	August 24, 2023
SUBJECT:	Copper Bash Special Event Request

BUDGET IMPACT:

RECOMMENDATION: