CITY OF
Marshall
MICHIGAN

DOWNTOWN DEVELOPMENT AUTHORITY/LOCAL DEVELOPMENT FINANCE AUTHORITY AGENDA

November 16, 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 ON AGENDA ITEMS** 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. Comments should address AGENDA ITEM topics. Public Hearing items should be addressed during the PUBLIC HEARING portion of the meeting agenda. Non-Agenda items should be addressed during the PUBLIC COMMENT-NON-AGENDA ITEMS portion of the meeting agenda.
5) **PRESENTATIONS AND RECOGNITIONS**
   - **A.** BROOKS SUBSTATION PROJECT UPDATE
6) **CONSENT AGENDA**
   - **A.** **DDA/LDFA Minutes**
     DDA/LDFA Minutes- September 28, 2023
   - **B.** **Financial Reports**
     DDA Revenue/Expense Report-September 30, 2023
     LDFA Revenue/Expense Report- September 30, 2023
     DDA Revenue/Expense Report-October 31, 2023
     LDFA Revenue/Expense Report- October 31, 2023
   - **C.** 2024 MEETING CALENDAR
7) **MEADA UPDATE**
8) **PUBLIC HEARINGS & SUBSEQUENT BOARD ACTION**
9) **DDA NEW BUSINESS**
   - **A.** REVIEW OF THE DDA'S FY25 CAPITAL IMPROVEMENT PROGRAM
   - **B.** ICE, WINE, BLUES AND BEER EVENT REQUEST
   - **C.** BLUESFEST 2024

10) DDA OLD BUSINESS

11) LDFA NEW BUSINESS

- **A.** REVIEW OF THE LDFA'S FY25 CAPITAL IMPROVEMENT PROGRAM
- **B.** PARCEL #53-360-003-00 PURCHASE AGREEMENT - RESOLUTION TO RESCIND

12) LDFA OLD BUSINESS

- **A.** BROOKS INDUSTRIAL PARK SURVEY PROJECT

13) BOARD REPORTS

14) ADJOURNMENT

ITEM 5.A

TO:	Downtown Development Authority/Local Development Finance Authority
FROM:	Derek N. Perry, City Manager Kevin Maynard, Director of Electric Utilities
DATE:	November 16, 2023
SUBJECT:	BROOKS SUBSTATION PROJECT UPDATE

Director of Electric Utilities, Kevin Maynard, will provide an update on the Brooks Substation project and be available to answer questions.

BUDGET IMPACT:
N/A.

RECOMMENDATION:
Receive the report from Director Maynard.

Brooks Substation Timeline

On August 16, 2021, Marshall City Council authorized retaining GRP Engineering, Inc. (GRP) of Grand Rapids and Petoskey, Michigan, for Brooks Substation design engineering and materials procurement at a cost of $225,000, with an additional $79,000 for contract administration, commissioning and start-up services.

Bids for two 20/27/33 megavolt-ampere (MVA) 138,000-volt (138-kV) to 12,470-volt (12.47.-kV) substation transformers were opened November 4, 2021. Bids ranged from $2,030,017 to $2,575,420. Bid prices were not firm, including cost adjustments based on commodity prices of copper, steel, and oil. The low bidder's projected delivery time was 112-116 weeks (more than two years).

These transformer bids were rejected and rebid, with the bid opening on December 22, 2021. The low bidder was Virginia Transformer at $2,090,218 with a projected delivery time of 30-32 weeks (August 10, 2022, which Virginia Transformer ultimately failed to meet).

On December 26, 2021, bids were opening for substation circuit switchers, disconnect switches, potential transformers (PTs) and current transformers (CTs).

On February 1, 2022, bids were opened for steel structures, control building and relay panel, as well as 15-kV underground cable for substation circuit exits.

Substation construction contract bids were opened on March 23, 2022. The scope of work included construction of a new 138-kVto 12.47-kV dual transformer electrical distribution substation. Construction included all site preparation, installation of two 138-kV circuit switchers, two 20/27/33-MVA power transformers, nine (9) 15-kV breakers, six 138-kV combination PTs/CTs for metering, two 15-kV bus structures, all equipment foundations, conduit, fence and ground grid, plus a new control house, control panels, battery system, and all associated protective relaying. Distribution line construction (including conduit and cable installation) plus site restoration was included in the scope. Hydaker-Wheatlake was the low bidder at $2,327,076. The engineer's estimated cost was $1,627,000. However, the other two bids received were Kent Power at $3,847,050, and Newkirk Electric at $3,478,060.

GRP Engineering's original estimated cost of substation site preparation, equipment and installation was $4,957,000. After receipt of bids, the revised cost was $5,931,098.

Engineering Design ($225,000), Project administration ($79,000) and a 10% Contingency ($496,000) brought total estimated Brooks Substation costs to $6,235,098.

On May 3, 2022, ITC agreed to reimburse the City for ITC's share of Brooks Substation site work, access drive and tree/brush removal at a cost of $188,212.67.

On May 17, 2022, $6,445,000 of Limited Tax General Obligation Local Development Bonds were sold by the City of Marshall Local Development Finance Authority (LDFA) to finance construction of Brooks Substation. Below is the debt service schedule for this bond issue

Local Development Finance Authority City of Marshall Brooks Substation Debt Service Schedule			
Year	**Principal**	**Interest**	**Total**
2023	285,000	224,859	509,859
2024	335,000	246,400	581,400
2025	350,000	233,000	583,000
2026	365,000	219,000	584,000
2027	380,000	204,400	584,400
2028	395,000	189,200	584,200
2029	410,000	173,400	583,400
2030	425,000	157,000	582,000
2031	440,000	140,000	580,000
2032	460,000	122,400	582,400
2033	480,000	104,000	584,000
2034	500,000	84,800	584,800
2035	520,000	64,800	584,800
2036	540,000	44,000	584,000
2037	560,000	22,400	582,400
Total	$6,445,000	$2,229,659	$8,674,659

On June 27, 2022, Hydaker-Wheatlake's subcontractor Taplin Enterprises commenced Brooks Substation site work and driveway installation.

On or about August 15, 2022, ITC Holdings contractors began work on ITC's portion of Brooks Substation and on a 138-kV transmission line extension to serve Brooks Substation.

On September 6, 2022, Hydaker-Wheatlake subcontractor Taplin Enterprises submitted a change order in the amount of $209,438.20 for claimed additional work removing excess topsoil and replacing it with Class 2 sand. Taplin performed what they characterized as additional work and purchased additional materials without consulting with Hydaker-Wheatlake, GRP Engineering, or the City of Marshall, so there was no opportunity for input prior to Taplin's decision to proceed and to complete the claimed additional work. The City ultimately agreed to pay Taplin $25,281.67 for this claimed additional work and materials.

The October 3, 2022, Brooks Substation groundbreaking ceremony.

On October 3, 2022, the City held a formal groundbreaking ceremony for the Brooks Substation as part of its Public Power Week activities. Local elected officials, City Department heads, Electric Department staff, LDFA representatives, ITC Holdings, and project engineers GRP Engineering participated in the groundbreaking ceremony.

This November 4, 2022, photograph shows ITC Holdings' 138-kV transmission line extension to Brooks Substation on the left, ITC Holdings' control/relay house in the center, and the City of Bryan Brooks Substation control/relay house on the right.

On January 6, 2023, ITC announced completion of its work on its portion the Brooks Substation and that its facilities had been placed in service.

The first (southernmost) Brooks Substation transformer was transferred from the delivery vehicle to its transformer pad on January 23, 2023. During placement, the transformer contacted one of the circuit switcher "candlesticks" to the right of the transformer.

The first of two Brooks Substation 20/27/33-MVA transformers arrived on site on January 20, 2023. The transformers were originally scheduled for delivery by August 10, 2022.

The transformer was placed on its pad on January 23, 2023. The second substation transformer arrived on site on January 30, 2023.

On July 23, 2023, the circuit switcher "candlestick" that was contacted during placement of the first (southernmost) transformer was replaced by Siemens and City of Marshall Electric Department staff.

A circuit switcher “candlestick” was contacted during placement of the first substation transformer on January 23, 2023. Circuit switcher manufacturer Siemens refused to warrant the equipment unless it was replaced. A replacement candlestick arrived in Marshall on June 19, 2023. Siemens technical services staff planned to replace the candlestick on June 22; however, Siemens determined that the candlestick to be replaced was filled with SF_6 gas that had to be reclaimed before the candlestick could be replaced. On July 18, 2023, Siemens representatives, assisted by City Power Plant and Electric Distribution staff, replaced the candlestick at a cost of $30,489 for materials and labor. This cost was paid by Virginia Transformer.

On May 24, 2023, Hydaker-Wheatlake submitted Change Order #1 in the amount of $6,660.55 for Catch Basin Modification and Disposal of Brush/Stumps.

Both Brooks Substation transformers were energized for the first time on July 26, 2023.

On October 31, 2023, Hydaker-Wheatlake replaced two 15-kV underground substation exit cables that they damaged during initial installation. Concrete curbing for the substation driveway approach from Kalamazoo Avenue has been installed, with paving yet to be completed.

A recently identified phasing issue between ITC Holdings’ transmission lines and the Marshall electric distribution system remains to be resolved. City Council approved a Settlement Agreement and Release with GRP Engineering at its November 6, 2023 meeting that will allow this corrective work to proceed. Once the phasing issue has been resolved, the MPM and Lyon Lake circuits will be transferred from Pearl Street Substation to Brooks Substation, beginning Brooks Substation’s commercial operation.

Prepared by:
Kevin M. Maynard
Director of Electric Utilities
City of Marshall
November 10, 2023

DOWNTOWN DEVELOPMENT AUTHORITY/LOCAL DEVELOPMENT FINANCE AUTHORITY MINUTES

September 28, 2023

Regular Meeting - 4:00 PM

1) CALL TO ORDER

IN A REGULAR SESSION held on Thursday, September 28, 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, Matt Davis (arrived at 4:06), Desmond Kirkland, Jason LaForge, Amanda Lankerd, Derek Perry, Diane Thompson, Catherine Yates

Also Present: Clerk Eubank

Absent: Becky Jones and J.P. Walters

3) ELECTION OF OFFICERS

Motion by Damron, supported by Lankerd to appoint Mike Beck to Chair, Catherine Yates to Vice Chair and Jason LaForge to Secretary/Treasurer.

Catherine Yates offered a friendly amendment to switch LaForge to Vice Chair and Yates to Secretary/Treasurer.

Moved by Damron, supported by Lankerd to appoint Mike Beck to Chair, Jason LaForge to Vice Chair and Catherine Yates to Secretary/TreasurerOn a roll call vote:

Ayes: Jason LaForge, Amanda Lankerd, Mike Beck, Desmond Kirkland, Diane Thompson, Sue Damron, Matt Davis, Catherine Yates, Derek N. Perry
Nays: None
Abstain: None
Motion carried.

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

Moved by Thompson, supported by Yates to approve the agenda with the correction to it being the DDA/LDFA minutes from August 24, 2023 being approved, not the City Council minutes. On a voice vote: **Motion carried.**

5) 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.

Barry Wayne Adams of 622 W Green St stated that bad money after bad money is being throw at the Ford project even though there is overwhelming opposition, that the PA425 agreements were just a way around eminent domain, and that the megasite project is unconstitutional.

6) PRESENTATIONS AND RECOGNITIONS

7) CONSENT AGENDA

The consent agenda was approved without any objections.

A. <u>DDA/LDFA Minutes</u>

Regular Session - August 24, 2023

B. <u>Financials</u>

DDA Revenue/Expense Report- Period ending August 31, 2023
LDFA Revenue/Expense Report- Period ending August 31, 2023

8) MEADA UPDATE

Jim Durian provided an update on MAEDA projects.

9) DDA NEW BUSINESS

10) DDA OLD BUSINESS

11) LDFA NEW BUSINESS

A. Shafer Purchase Agreement

Moved Matt Davis, supported Sue Damron to approve the purchase agreement as presented and authorize Chair Beck, or his designee, to sign on behalf of the LDFA. On a roll call vote:

Ayes: Desmond Kirkland, Jason LaForge, Amanda Lankerd, Derek N. Perry, Diane Thompson, Catherine Yates, Mike Beck, Sue Damron, Matt Davis
Nays: None
Abstain: None
Motion carried.

12) LDFA OLD BUSINESS

13) BOARD REPORTS

14) ADJOURNMENT

The meeting was adjourned at 4:27 p.m.

Respectfully submitted by,

Michelle Eubank
City Clerk

GL NUMBER	DESCRIPTION	2023-24 AMENDED BUDGET	YTD BALANCE 09/30/2023	ACTIVITY FOR MONTH 09/30/2023	% 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	576.95	322.76	28.85
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	2,110.00	0.00	3.52
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		262,949.00	2,686.95	322.76	1.02
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	2,686.95	322.76	1.02
Expenditures					
Dept 000					
248-000-702.00	Payroll	0.00	807.59	569.15	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	655.44	288.85	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	109.35	93.20	13.67
248-000-702.43	Payroll - Sidewalk Snow Removal	0.00	0.00	0.00	0.00
248-000-702.44	Payroll - Flowers	700.00	775.45	227.95	110.78
248-000-703.00	Part-time Salaries	39,000.00	3,450.10	1,901.38	8.85
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	82.26	82.26	100.00
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	446.56	239.58	28.63
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	360.44	81.48	7.21
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	200.00	100.00	100.00
248-000-777.00	MINOR TOOLS AND EQUIPMENT	100.00	299.99	0.00	299.99
248-000-801.00	Professional Services	1,000.00	140.00	70.00	14.00
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	1,688.01	562.67	4.60
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	7,915.00	85.00	29.31
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	180.00	120.00	25.00
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 09/30/2023	ACTIVITY FOR MONTH 09/30/2023	% BDGT USED
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY					
Expenditures					
248-000-941.00	MOTOR POOL VEHICLE RENTAL	0.00	825.82	140.89	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	0.00	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	50,000.00	0.00	100.00
Total Dept 000		248,645.00	72,936.01	4,562.41	29.33
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	376.26	125.42	28.02
248-719-941.03	MOTOR POOL OPERATING CHARGE	2,233.00	527.76	175.92	23.63
248-719-941.05	VEHICLE RENTAL CREDIT	0.00	0.00	0.00	0.00
Total Dept 719 - DDA Sidewalk		8,946.00	904.02	301.34	10.11
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	73,840.03	4,863.75	28.17
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY:					
TOTAL REVENUES		262,949.00	2,686.95	322.76	1.02
TOTAL EXPENDITURES		262,151.00	73,840.03	4,863.75	28.17
NET OF REVENUES & EXPENDITURES		798.00	(71,153.08)	(4,540.99)	8,916.43

GL NUMBER	DESCRIPTION	2023-24 AMENDED BUDGET	YTD BALANCE 09/30/2023	ACTIVITY FOR MONTH 09/30/2023	% 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	2,951.37	1,077.63	8.94
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	2,951.37	1,077.63	0.32
TOTAL REVENUES		936,662.00	2,951.37	1,077.63	0.32
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	23.00	23.00	100.00
250-000-755.00	Miscellaneous Supplies	0.00	0.00	0.00	0.00
250-000-801.00	Professional Services	5,000.00	8,667.65	3,090.00	173.35
250-000-803.00	Service Fee	500.00	500.00	0.00	100.00
250-000-805.00	Administrative Costs	160,537.00	39,999.99	13,333.33	24.92
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	239,500.00	59,660.00	85.00	24.91
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	0.00	127,476.67	95,999.80	100.00
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	123,200.00	123,200.00	50.00
250-000-995.00	Transfers to Other Funds	0.00	0.00	0.00	0.00
Total Dept 000		989,637.00	359,527.31	235,731.13	36.33
TOTAL EXPENDITURES		989,637.00	359,527.31	235,731.13	36.33
Fund 250 - LOCAL DEVELOPMENT FINANCE AUTHORITY FUND:					
TOTAL REVENUES		936,662.00	2,951.37	1,077.63	0.32
TOTAL EXPENDITURES		989,637.00	359,527.31	235,731.13	36.33
NET OF REVENUES & EXPENDITURES		(52,975.00)	(356,575.94)	(234,653.50)	673.10
TOTAL REVENUES - ALL FUNDS		1,199,611.00	5,638.32	1,400.39	0.47
TOTAL EXPENDITURES - ALL FUNDS		1,251,788.00	433,367.34	240,594.88	34.62
NET OF REVENUES & EXPENDITURES		(52,177.00)	(427,729.02)	(239,194.49)	819.77

GL NUMBER	DESCRIPTION	2023-24 AMENDED BUDGET	YTD BALANCE 10/31/2023	ACTIVITY FOR MONTH 10/31/2023	% 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	576.95	0.00	28.85
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	2,110.00	0.00	3.52
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		262,949.00	2,686.95	0.00	1.02
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	2,686.95	0.00	1.02
Expenditures					
Dept 000					
248-000-702.00	Payroll	0.00	820.24	12.65	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	812.90	157.46	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	109.35	0.00	13.67
248-000-702.43	Payroll - Sidewalk Snow Removal	0.00	0.00	0.00	0.00
248-000-702.44	Payroll - Flowers	700.00	775.45	0.00	110.78
248-000-703.00	Part-time Salaries	39,000.00	4,404.10	954.00	11.29
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	82.26	0.00	100.00
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	532.05	85.49	34.11
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	360.44	0.00	7.21
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	200.00	0.00	100.00
248-000-777.00	MINOR TOOLS AND EQUIPMENT	100.00	299.99	0.00	299.99
248-000-801.00	Professional Services	1,000.00	140.00	0.00	14.00
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	2,250.68	562.67	6.13
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	17,565.00	9,650.00	65.06
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	180.00	0.00	25.00
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 10/31/2023	ACTIVITY FOR MONTH 10/31/2023	% BDGT USED
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY					
Expenditures					
248-000-941.00	MOTOR POOL VEHICLE RENTAL	0.00	885.91	60.09	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	0.00	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	50,000.00	0.00	100.00
Total Dept 000		248,645.00	84,418.37	11,482.36	33.95
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	501.68	125.42	37.36
248-719-941.03	MOTOR POOL OPERATING CHARGE	2,233.00	703.68	175.92	31.51
248-719-941.05	VEHICLE RENTAL CREDIT	0.00	0.00	0.00	0.00
Total Dept 719 - DDA Sidewalk		8,946.00	1,205.36	301.34	13.47
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 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	0.00	0.00	0.00
TOTAL EXPENDITURES		262,151.00	85,623.73	11,783.70	32.66
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY:					
TOTAL REVENUES		262,949.00	2,686.95	0.00	1.02
TOTAL EXPENDITURES		262,151.00	85,623.73	11,783.70	32.66
NET OF REVENUES & EXPENDITURES		798.00	(82,936.78)	(11,783.70)	.0,393.08

GL NUMBER	DESCRIPTION	2023-24 AMENDED BUDGET	YTD BALANCE 10/31/2023	ACTIVITY FOR MONTH 10/31/2023	% 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	3,461.63	510.26	10.49
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	3,461.63	510.26	0.37
TOTAL REVENUES		936,662.00	3,461.63	510.26	0.37
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	23.00	0.00	100.00
250-000-755.00	Miscellaneous Supplies	0.00	0.00	0.00	0.00
250-000-801.00	Professional Services	5,000.00	13,005.15	4,337.50	260.10
250-000-803.00	Service Fee	500.00	500.00	0.00	100.00
250-000-805.00	Administrative Costs	160,537.00	53,333.32	13,333.33	33.22
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	239,500.00	118,710.00	59,050.00	49.57
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	0.00	128,688.84	1,212.17	100.00
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	123,200.00	0.00	50.00
250-000-995.00	Transfers to Other Funds	0.00	0.00	0.00	0.00
Total Dept 000		989,637.00	437,460.31	77,933.00	44.20
TOTAL EXPENDITURES		989,637.00	437,460.31	77,933.00	44.20
Fund 250 - LOCAL DEVELOPMENT FINANCE AUTHORITY FUND:					
TOTAL REVENUES		936,662.00	3,461.63	510.26	0.37
TOTAL EXPENDITURES		989,637.00	437,460.31	77,933.00	44.20
NET OF REVENUES & EXPENDITURES		(52,975.00)	(433,998.68)	(77,422.74)	819.25
TOTAL REVENUES - ALL FUNDS		1,199,611.00	6,148.58	510.26	0.51
TOTAL EXPENDITURES - ALL FUNDS		1,251,788.00	523,084.04	89,716.70	41.79
NET OF REVENUES & EXPENDITURES		(52,177.00)	(516,935.46)	(89,206.44)	990.73

CITY OF Marshall MICHIGAN

ITEM 6.C

TO:	Downtown Development Authority/Local Development Finance Authority
FROM:	Michelle Eubank, City Clerk
DATE:	November 16, 2023
SUBJECT:	2024 MEETING CALENDAR

The meeting for the DDA/LDFA for 2024 will continue to be on the fourth Thursday at 4pm in the City Hall Training Room. The only exceptions being the November and December meetings being held on the third Thursday due to holidays.

BUDGET IMPACT:
None.

RECOMMENDATION:
Approve the 2024 meeting dates as presented.

MARSHALL DOWNTOWN DEVELOPMENT AUTHORITY
LOCAL DEVELOPMENT FINANCE AUTHORITY
MARSHALL ECONOMIC DEVELOPMENT CORPORATION
BROWNFIELD REDEVELOPMENT AUTHORITY

2024 MEETING DATES

Meetings will be held at 4:00 p.m. in the Training Room of City Hall unless posted otherwise.

Thursday, January 25, 2024

Thursday, February 22, 2024

Thursday, March 28, 2024

Thursday, April 25, 2024

Thursday, May 23, 2024

Thursday, June 27, 2024

Thursday, July 25, 2024

Thursday, August 22, 2024

Thursday, September 26, 2024

Thursday, October 24, 2024

Thursday, November 21, 2024

Thursday, December 19, 2024

ITEM 9.A

TO:	Downtown Development Authority/Local Development Finance Authority
FROM:	Derek N. Perry, City Manager William Dopp, Finance Director/ City Treasurer Eric Zuzga, Director of Community Services
DATE:	November 16, 2023
SUBJECT:	REVIEW OF THE DDA'S FY25 CAPITAL IMPROVEMENT PROGRAM

Each year the City of Marshall must prepare a six-year Capital Improvement Program (CIP) that is formally adopted by the City Council. This six-year CIP is the guide for future capital needs and resource allocation for the City of Marshall.

A capital improvements item/project is defined as a major, non-recurring expenditure that incorporates any of the following:

1. The acquisition of land for a public purpose.
2. Any construction of a new facility, including engineering design and other pre-construction costs with an estimated cost in excess of $25,000.
3. A non-reoccurring rehabilitation or major repair of all or part of a building and its grounds or infrastructure, provided that such costs are more than $25,000 and the improvement will have a useful life of more than one year.
4. Purchase of major equipment or vehicle valued in excess of $25,000, with a useful life of more than one year.
5. Major studies requiring the employment of outside professional consultants in excess of $25,000.
6. Projects funded substantially from the proceeds of a debt obligation.

Prior to submitting the document to the Planning Commission and the City Council, staff would like to take this opportunity to review and discuss with the Board the DDA's projects contained within the attached document.

BUDGET IMPACT:
None. The CIP is a planning tool. It is not a budget.

RECOMMENDATION:
Review and accept the DDA's FY25 Capital Improvement Program.

FUND	Department	Project Title	Source of Funding	Project Narrative/Purpose	2024-2025 Expenditure	2025-2026 Expenditure	2026-2027 Expenditure	2027-2028 Expenditure	2028-2029 Expenditure	2029-2030 Expenditure	City Expenditure	Other Funds or Grant Share	Total Expenditure
101	Downtown Development Authority	South Activation Zone	DDA and General fund Loan	The City and DDA have embarked on design for a Activation Zone in the area including parking lots 9, 10, and 11 as well as improved garbage management and a social area within Lot 10. On street parking is also part of the project in the 200 block of West Green Street and the 100 block of South Jefferson Street.	$300,000						$300,000	$654,400	$954,400
101	Downtown Development Authority	North Activation Zone	General fund	The proposed Social Area will be a 4,000 square foot community area with tables and chairs in the northern portion of lot 10 along the south alley. The proposed trash component will be a coral for business use. The businesses to be served are those located along Michigan Avenue between Eagle Street and Jefferson Streets.				$500,000	$100,000		$600,000		$600,000
248	Downtown Development Authority	DDA Parking Lots (8,13,14,15)	DDA Revenues	Mill and pave downtown parking lots #8, 13, 14, 15			$78,400				$78,400		$78,400
248	Downtown Development Authority	DDA Parking Lots (1, 4, 5, 6, 7)	DDA Revenues	Mill and pave downtown parking lots #1, 4, 5, 6, 7	$115,200						$115,200		$115,200
248	Downtown Development Authority	Sound System Upgrades	DDA Revenues	Improve the downtown sound system and incorporate cameras for events and securoty		$100,000					$100,000		$100,000
				TOTAL	**$415,200**	**$100,000**	**$78,400**	**$500,000**	**$100,000**	**$0**	**$1,193,600**	**$654,400**	**$1,848,000**

CITY OF Marshall MICHIGAN

ITEM 9.B

TO:	Downtown Development Authority/Local Development Finance Authority
FROM:	Michelle Eubank, City Clerk
DATE:	November 16, 2023
SUBJECT:	ICE, WINE, BLUES AND BEER EVENT REQUEST

The City received an application from The Franke Center for the annual Ice, Wine, Blues, and Beer event to be held on February 2nd and February 3rd, 2024. The event runs from 5:00 – 10:00 pm on Friday and all day Saturday. The event will include live ice sculpting, shopping specials, along with beer and wine tastings at local businesses on Friday, as well as a concert on Saturday evening at The Franke.

The Franke is requesting electric service, as well as a suspension of the Social District for the Friday evening portion of the event. There is no road or parking lot closure associated with the event. The City has received a copy of insurance from The Franke naming the City as additionally insured.

BUDGET IMPACT:
The only city service being requested is electric service. The Franke is a non-profit and the expenses are not expected to exceed the $500 waiver amount.

RECOMMENDATION:
Approve the Ice, Wine, Blues, and Beer Festival and suspend the Social District for Friday, February 2nd, from 4pm-10pm.

JUNE 24, 2023

Marshall Blues Fest Sponsorships

It feels SO good to be planning the 18th Annual Marshall Blues Fest - Marshall's free, family-friendly music-filled Saturday that is a well-loved highlight of summer in this area. Both locals and visitors enjoy the unforgettable music, food, shopping and community spirit.

Over 60 volunteers participate each year to make sure the Marshall Blues Fest is a success. The event also takes a great deal of planning and comes with substantial costs for entertainment, equipment, security and more.

The City of Marshall is seeking corporate and individual sponsorships to share in underwriting the event. The volunteers and board members of the Marshall Downtown Development Authority sincerely appreciate your support of their efforts.

In order to continue with this growing event, please consider a sponsorship. Being a sponsor allows your company to gain additional recognition through a variety of ways. Simply return the form below with a check or you can **email me your choice of sponsorship level and an invoice will be sent to you.**

Thank you!
Kimber Thompson
Marshall Blues Fest Committee
kimber@choosemarshall.com
MarshallBluesFest.com

2023 Marshall Blues Fest Sponsorships

~~ONE DIAMOND SPONSORSHIP $7,500~~ SOLD!
- Logo prominently displayed on the primary main stage banner
- Opportunity to provide your own banner to be hung in our beer tent
- Logo included on the beer tent stage banner
- Logo on a beer tent sponsorship banner
- Sponsor link on the MarshallBluesFest.com website for one year
- Opportunity for your company to set-up a display and distribute promotional materials
- Logo printed on official festival t-shirts
- Inclusion in all advertising including posters
- Opportunity to talk on stage and address crowd or provide a 30-second promo to be recited by an MC on the main stage
- Highlighted on Blues Fest Facebook page

PLATINUM SPONSORSHIP - $5,000
- Logo included on the secondary banner hanging from main stage
- Logo included on the beer tent stage banner
- Logo on a beer tent sponsorship banner
- Sponsor link on the MarshallBluesFest.com website for one year
- Opportunity to set-up a display and distribute promotional materials
- Logo printed on official festival t-shirts
- Logo printed on official festival posters
- Highlighted on Blues Fest Facebook page

Deadline to be included on Marshall Blues Fest Marketing, T-shirts and Posters is
APRIL 15th, 2023

ONE SAPPHIRE SPONSOR - $4,000
- The primary sponsor logo included on the beer tent stage banner
- Logo on a beer tent sponsorship banner
- Opportunity to address beer tent crowd and announce beer tent band
- Sponsor link on the MarshallBluesFest.com website for one year
- Logo printed on official festival t-shirts
- Logo printed on official festival posters
- Highlighted on Blues Fest Facebook page

GOLD SPONSORSHIP - $2,500
- Logo included on the beer tent stage banner
- Logo on a beer tent sponsorship banner
- Sponsor link on the MarshallBluesFest.com website for one year
- Company logo printed on official festival t-shirts
- Highlighted on Blues Fest Facebook page

SILVER SPONSORSHIP - $1,000
- Logo on a beer tent sponsorship banner
- Sponsor link on the MarshallBluesFest.com website for one year
- Highlighted on Blues Fest Facebook page

BRONZE SPONSORSHIP - $500
- Logo on a beer tent sponsorship banner
- Highlighted on Blues Fest Facebook page

BFF - $250
- Logo on a beer tent sponsorship banner
- Highlighted on Blues Fest Facebook page

FRIENDS - $100
- Mention on Blues Fest Facebook page

Yes! I want to sponsor the Marshall Blues Fest!

☐ My check is enclosed. *Please make checks payable to* **City of Marshall**

☐ Please me an send invoice ☐ by mail ☐ to email listed below

Name ____________________

Address ____________________

Phone ____________ Email ____________________

Thank you! Please mail your completed form and your *tax-deductible contribution* to:

City of Marshall - Blues Fest Committee
323 West Michigan Avenue, Marshall, MI 49068

☐ $5,000 Platinum
☐ $4,000 Sapphire
☐ $2,500 Gold
☐ $1,000 Silver
☐ $500 Bronze
☐ $250 BFF
☐ $100 Friend
☐ $_________
Additional Donation to Marshall DDA/LDFA

TOTAL $_________

ITEM 11.A

TO:	Downtown Development Authority/Local Development Finance Authority
FROM:	Derek N. Perry, City Manager William Dopp, Finance Director/ City Treasurer Eric Zuzga, Director of Community Services
DATE:	November 16, 2023
SUBJECT:	REVIEW OF THE LDFA'S FY25 CAPITAL IMPROVEMENT PROGRAM

Each year the City of Marshall must prepare a six-year Capital Improvement Program (CIP) that is formally adopted by the City Council. This six-year CIP is the guide for future capital needs and resource allocation for the City of Marshall.

A capital improvements item/project is defined as a major, non-recurring expenditure that incorporates any of the following:

1. The acquisition of land for a public purpose.
2. Any construction of a new facility, including engineering design and other pre-construction costs with an estimated cost in excess of $25,000.
3. A non-reoccurring rehabilitation or major repair of all or part of a building and its grounds or infrastructure, provided that such costs are more than $25,000 and the improvement will have a useful life of more than one year.
4. Purchase of major equipment or vehicle valued in excess of $25,000, with a useful life of more than one year.
5. Major studies requiring the employment of outside professional consultants in excess of $25,000.
6. Projects funded substantially from the proceeds of a debt obligation.

Prior to submitting the document to the Planning Commission and the City Council, staff would like to take this opportunity to review and discuss with the Board the LDFA's projects contained within the attached document.

BUDGET IMPACT:
None. The CIP is a planning tool. It is not a budget.

RECOMMENDATION:
Review and accept the LDFA's FY25 Capital Improvement Program.

FUND	Department	Project Title	Source of Funding	Project Narrative/Purpose	2024-2025 Expenditure	2025-2026 Expenditure	2026-2027 Expenditure	2027-2028 Expenditure	2028-2029 Expenditure	2029-2030 Expenditure	City Expenditure	Other Funds or Grant Share	Total Expenditure
250	LDFA	Oliver Drive Extension	LDFA reserves and possible Bond	Extension of Oliver Drive, water, and sewer infrastructure to serve over 100 acres of undeveloped Industrial zoned property	$550,000						$550,000		$550,000
250	LDFA	Udell Property Lift Station	LDFA reserves and possible Bond	Addition of a new sanitary lift station to serve 100+ acres of industrial zoned property. Exact location of station on property to be determined.				$400,000			$400,000		$400,000
250	LDFA	Pedestrian Path LDFA	LDFA reserves and possible Bond	Construction of an 8' wide patch connecting the Industrial Park to the south NIA and rest of town. Council has made a goal of increased walkability and we have seen an increased level of pedestrian activity to and from the Industrial Park.			$166,700				$166,700		$166,700
250	LDFA	Pratt Avenue Rehabilitation	LDFA reserves and possible Bond	Mill and overlay of Pratt Avenue as it will be in need of maintenance due to age and condition.		$413,500					$413,500		$413,500
				TOTAL	**$550,000**	**$413,500**	**$166,700**	**$400,000**	**$0**	**$0**	**$1,530,200**	**$0**	**$1,530,200**