NORTHEAST NEIGHBORHOOD IMPROVEMENT AUTHORITY AGENDA

Regular Meeting

February 20, 2024 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 board action.
   - A. **APPROVAL OF FEBRUARY 20, 2024 AGENDA**
4) **APPROVAL OF MINUTES** - Items can be added or deleted from the Agenda by board action.
   - A. Approve Minutes of June 20, 2023 Meeting
5) **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.
6) **PUBLIC HEARINGS & SUBSEQUENT BOARD ACTION**
7) **OLD BUSINESS**
8) **REPORTS AND RECOMMENDATIONS/NEW BUSINESS**
   - A. **STATE ANNUAL REPORT**
   - B. **ENGINEERING CONTRACT FOR FOREST AND VALLEY VIEW DESIGN ENGINEERING CONTRACT - FOREST ST AND VALLEY VIEW #1**
   - C. **2024-2030 CAPITAL IMPROVEMENT PLAN**
9) **PUBLIC COMMENT ON NON-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 NON-AGENDA ITEM topics. Public Hearing items should be addressed during the PUBLIC HEARING portion of the meeting agenda. Agenda items should be addressed during the PUBLIC COMMENT-AGENDA ITEMS portion of the meeting agenda.
10) **BOARD REPORTS**
11) **ADJOURNMENT**

MINUTES

Tuesday, June 20, 2023 at 4:00 p.m.
First Floor City Hall Training Room

CALL TO ORDER

Chair Wolfersberger called the meeting to order at 4:00 PM.

ROLL CALL- Present: Lucy Blair, Scott Wolfersberger, Gregg Beeg, Krista Trout-Edwards, Matt Davis, David DeGraw, and Derek Perry

Absent:

Also, present: Director of Community Services Eric Zuzga, Director of Finance William Dopp III, Director of Public Services Marguerite Davenport, Matt Miller, Tracy Mills, Jerry Bosserd

APPROVAL OF AGENDA Motion by Davis to approve the June 20, 2023 Northeast NIA agenda. Second by DeGraw. Motion approved 7-0

APPROVAL OF MINUTES - Motion by Davis to approve the February 21, 2023 Board minutes. Second by Blair. Motion approved 7-0.

PUBLIC COMMENT - None

NEW BUSINESS –

1. **Forest Street Development**
   Presentation by Director Zuzga on the proposed Development Agreement for the construction on the proposed Valley View Development.

   Motion by DeGraw, with support by Davis to approve the Development Agreement with Allen Edwin Homes for the proposed Valley View Development and authorize Chairman Wolfersberger to sign on their behalf. Motion approved 7-0.

BOARD COMMUNICATIONS – None

PUBLIC COMMENT- Bosserd expressed concerns over zoning of Ford and the petition submitted. He believes decisions were disrespectful. Called for a vote on the zoning.

ADJOURNMENT at 4:21 PM

Submitted by Eric Zuzga

ITEM 8.A

TO:	Northeast Neighborhood Improvement Authority
FROM:	William Dopp, Finance Director/ City Treasurer Eric Zuzga, Director of Community Services
DATE:	February 20, 2024
SUBJECT:	**STATE ANNUAL REPORT**

Pursuant to MCL 125.1665(3), the Northeast Neighborhood Improvement Authority shall annually submit to the governing body (City Council) and the Michigan Tax Commission a report on the status of its tax increment financing activity and publish the report in a newspaper of general circulation. Public Act 57 outlines specifically what the format and contents of the report Tax Increment Financing Authorities shall submit.

BUDGET IMPACT:
None

RECOMMENDATION:
The NE NIA Board of Directors accept and place on file the FY23 Annual Report.

City of Marshall
Northeast Neighborhood Improvement Authority
Annual Report Year ending 6/30/2023

Revenue:	Tax Increment Revenue	$	60,932
	Interest	$	375
	State reimbursement for PPT loss (Forms 5176 and 4650)	$	-
	Other income (grants, fees, donations, etc.)	$	-
	Total	**$**	**61,307**

Tax Increment Revenues Received

	From counties	$	13,536
	From cities	$	40,058
	From townships	$	-
	From villages	$	-
	From libraries	$	-
	From community colleges	$	7,338
	From regional authorities - MARSHALL AMBULANCE	$	-
	From local school districts-operating	$	-
	From local school districts-debt	$	-
	From intermediate school districts	$	-
	From State Education Tax (SET)	$	-
	From state share of IFT and other specific taxes (school taxes)	$	-
	Total	**$**	**60,932**

Expenditures	Professional Services	$	3,222
		$	-
		$	-
		$	-
	Total	$	3,222

ITEM 8.B

TO:	Northeast Neighborhood Improvement Authority
FROM:	Marguerite Davenport, Director of Public Services Eric Zuzga, Director of Community Services
DATE:	February 20, 2024
SUBJECT:	**ENGINEERING CONTRACT FOR FOREST AND VALLEY VIEW**

BUDGET IMPACT:

RECOMMENDATION:

ITEM: 8.B

ADMINISTRATIVE REPORT

TO: Honorable Mayor and City Council
FROM: Derek N. Perry, City Manager
Marguerite Davenport, Director of Public Services
DATE: February 20, 2024
SUBJECT: **DESIGN ENGINEERING CONTRACT - FOREST ST AND VALLEY VIEW #1**

The City issued a design engineering Request for Proposals (RFP) on January 4, 2024 for three projects; 2024 Small Urban, Forest Street Expansion, and Valley View #1 Development. The Forest St and Valley View portions of the proposal are under consideration by the NIA Board. Proposals were received on January 25, 2024, with the following results:

Bidder	City	Forest St		Valley View	
		Design	Construction	Design	Construction
ENG.	Lansing	$ 22,587.50	9%	$ 24,160.00	9%
VK Civil	Byron Center	$ 23,200.00	6%	$ 26,500.00	6%
Hurley & Stewart	Kalamazoo	$ 46,638.00	8%	49,050.00	8%
Monument Eng Group	Fowlerville	$ 50,005.00	20%	$ 55,900.00	20%

The Forest Street expansion design engineering is anticipated to occur in March and April with the construction bid being issued in May. Following the award of the construction contract, it is anticipated that construction will start in June and July. Valley View #1 design engineering is scheduled to begin in June with an anticipated construction contract award of November.

The overall low bidder is ENG from Lansing, MI. ENG has performed design and construction engineering on several projects in the past, including the 2021 Small Urban project on Mansion Street, East Drive, and North Drive. Most recently, ENG performed design and construction engineering on East Prospect St Watermain Replacement, Leggitt Road reconstruction, and South Kalamazoo Avenue rehabilitation in 2023. VC Civil, with a bid $2,952.50 higher, is a close second. VK Civil previously worked for the City on the Industrial Road watermain replacement project in 2023 and performed excellently. Due to the large amount of work issued in the RFP (the small urban project was awarded for approximately $50,000 to ENG.) staff are recommending the NIA infrastructure design engineering be awarded to VK Civil. VK Civil has a

quality record and the difference in design engineering price is offset by the construction fee being less.

BUDGET IMPACT:
The Northeast NIA Design Engineering contract in the amount of $52,000 will be funded by the Northeast Neighborhood Improvement fund, professional services line 247-000-801.00. A budget amendment will be needed.

RECOMMENDATION:
Recommend to City Council the NE NIA Infrastructure Design Engineering contract for award in the amount of $47,900 with a contingency of $4,100 for a total funded amount of $52,000.

ITEM 8.C

TO:	Northeast Neighborhood Improvement Authority
FROM:	Eric Zuzga, Director of Community Services Marguerite Davenport, Director of Public Services William Dopp, Finance Director/ City Treasurer
DATE:	February 20, 2024
SUBJECT:	**2024-2030 CAPITAL IMPROVEMENT PLAN**

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.

This CIP was presented to the Planning Commission, and was adopted by Marshall City Council at the February 5, 2024 meeting.

BUDGET IMPACT:
There is no budget impact as this is a planning document only.

RECOMMENDATION:
Accept the July 1, 2024, through June 30, 2030, NE NIA Capital Improvement Program (CIP) and place it on file.

FUND	Department	Project Title	Priority Ranking	Estimated Useful Life	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
207	MRLEC	MRLEC Barn Expansion	1	40	MRLEC Operations	The MRLEC agencies have identified a need for an added secured storage area for vehicles held for evidence. Currently we are all being asked to hold vehicles for evidence when involved in major crimes. The delayed time frame is leading to vehicles being parked in the storage area of our shared barn. An addition is being proposed to be added to the MRLEC barn to individually secure 8-10 vehicles. The building would be on the east side of the building and would require new construction.			$250,000				$250,000		$250,000
						TOTAL	**$50,000**	**$100,000**	**$250,000**	**$0**	**$0**	**$0**	**$400,000**	**$0**	**$400,000**
208	Recreation	Replacement of Athletic Field Light System	3	30	Recreation Fund	The current lights on diamond #1 & #2 are approaching the end of their expected life. The entire system should be replaced.				$300,000			$300,000		$300,000
208	Recreation	Seal Coating Athletic Field Parking Lot & Pathways. Striping of Parking Lot	4	12	Recreation Fund	Seal Coating Athletic Field Parking Lot & Pathways is considered routine maintenance.	$50,000					$50,000	$100,000		$100,000
208	Recreation	Athletic Fields- Batting Cages	2	15	Recreation Fund	Two batting cages-35'x70'			$30,000				$30,000		$30,000
208	Recreation	Eaton Park Development	2	30	Recreation Fund/Local Grants	Construction of a new park facility that would provide pickle ball courts, splash pad, bathroom facility, new ADA improvements for accessing the athletic fields from the south, new playground, parking lots, and a basketball court.	$3,000,000						$0	$3,000,000	$3,000,000
208	Recreation	Recreation Athletic Facility	4	30	Grants/Fund Raising	Construction of a Recreation Center that would include 2 basketball courts, community room, etc					$6,000,000		$6,000,000		$6,000,000
						TOTAL	**$3,050,000**	**$0**	**$30,000**	**$300,000**	**$6,000,000**	**$50,000**	**$6,430,000**	**$3,000,000**	**$9,430,000**
211	Farmer's Market	Farmer's Market Pavilion	3	40	Farmer's Market/Donations	Farmer's Market pavilion will include a covered area for the farmer's market. The space design will consider supporting a winter market, event space (in conjunction with social district), and maintaining parking.			$500,000				$500,000	$500,000	$1,000,000
						TOTAL	**$0**	**$0**	**$500,000**	**$0**	**$0**	**$0**	**$500,000**	**$500,000**	**$1,000,000**
247	NE NIA	Eastside Redevelopment Infrastructure	1	20	NIA TIF Capture	Infrastructure necessary to allow the redevelopment of the Land Bank property off of East Dr/Mann. Extension of water, sewer, storm sewer, roads, and sidewalks for the development. Does not include electric or fiber extension at this time.			$1,341,900				$1,341,900		$1,341,900
247	NE NIA	Mann Extension	3	20	NIA TIF Capture	Infrastructure necessary to allow the extension of Mann to O'Keefe allowing the development of 10 acres for additional housing opportunities. Extension of water, sewer, storm sewer, roads, and sidewalks for the development.	$1,520,700						$1,520,700		$1,520,700
247	NE NIA	Pratt Park Future Phases	3	20	NIA TIF Capture	Infrastructure necessary to allow for the development of future phases of Pratt Park for housing opportunities. Extension of water, sewer, storm sewer, roads, and sidewalks for the development.					$3,172,800		$3,172,800		$3,172,800
247	NE NIA	Briarwood Extension	1	20	NIA TIF Capture	Infrastructure necessary to allow the development of Briarwood and the extension of Forest to O'Keefe. Extension of water, sewer, storm sewer, roads, and sidewalks for the development.	$547,100						$547,100		$547,100
						TOTAL	**$2,067,800**	**$0**	**$1,341,900**	**$0**	**$3,172,800**	**$0**	**$6,582,500**	**$0**	**$6,582,500**