

DOWNTOWN DEVELOPMENT AUTHORITY/LOCAL DEVELOPMENT FINANCE AUTHORITY AGENDA



Regular Meeting

April 25, 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 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**
- 6) **CONSENT AGENDA**
 - A. **DDA/LDFA Minutes**
DDA/LDFA Minutes- February 22, 2024
 - B. **Financial Reports**
DDA Revenue/Expense Report- Period Ending March 31, 2024
LDFA Revenue/Expense Report- Period Ending March 31, 2024
 - C. **YPC-FRIDAY'S AT THE FOUNTAIN SPECIAL EVENT REQUEST**
 - D. **OAKLAWN PET, BIKE, AND WAGON PARADE**
 - E. **GARDEN TOUR SPECIAL EVENT REQUEST**
- 7) **MAEDA UPDATE**
- 8) **PUBLIC HEARINGS & SUBSEQUENT BOARD ACTION**
- 9) **DDA NEW BUSINESS**
 - A. **DOWNTOWN DEVELOPMENT AUTHORITY FY 2025 BUDGET**
- 10) **DDA OLD BUSINESS**
- 11) **LDFA NEW BUSINESS**
 - A. **LOCAL DEVELOPMENT FINANCE AUTHORITY FY 2025 BUDGET**
- 12) **LDFA OLD BUSINESS**
 - A. **SURVEY UPDATE**
- 13) **BOARD REPORTS**

14) ADJOURNMENT

DOWNTOWN DEVELOPMENT AUTHORITY/LOCAL DEVELOPMENT FINANCE AUTHORITY MINUTES

February 22, 2024
Regular Meeting - 4:00 PM

1) CALL TO ORDER

IN A REGULAR SESSION held on Thursday, February 22, 2024 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 Vice Chair Jason LaForge.

2) ROLL CALL

Roll was called:

Present: Damron, Kirkland, LaForge, Lankerd, Perry, Thompson, Yates

Also Present: Clerk Eubank

Absent: Beck, Davis, Jones, and Walters

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

Moved by Diane Thompson, supported by Catherine Yates to approve the agenda as presented. On a voice vote: **Motion carried.**

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.

Aaron Reed of SME gave comment.

5) PRESENTATIONS AND RECOGNITIONS

6) CONSENT AGENDA

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

A. DDA/LDFA Minutes

DDA/LDFA Minutes- November 16, 2023

B. Financial Reports

DDA Revenue/Expense Report Ending January 31, 2024

LDFA Revenue/Expense Report Ending January 31, 2024

C. RUEBEN RACE SPECIAL EVENT

D. OAKLAWN COLOR CLASSIC 5K AND FUN RUN SPECIAL EVENT

E. MARKET ON MAIN SPECIAL EVENT

7) MEADA UPDATE

Jim Durian gave an update.

Motion by Damron, supported by Thompson to amend the agenda to include the BluesFest Liquor License application and closure of the social district. On a voice vote; **Motion carried.**

Motion by Damron, supported by Thompson to approve the BluesFest special event, close the social district for the duration of the BluesFest and submit the Liquor License application to the State of Michigan. On a voice vote; **Motion carried.**

8) PUBLIC HEARINGS & SUBSEQUENT BOARD ACTION

9) DDA NEW BUSINESS

10) DDA OLD BUSINESS

A. ACTIVATION ZONE UPDATE

Director Davenport gave an update.

B. PARKING UPDATE

Director Davenport gave an update.

11) LDFA NEW BUSINESS

A. BROWNFIELD REDEVELOPMENT AUTHORITY (BRA)

Manager Perry presented.

B. BROOKS INDUSTRIAL SITE PLANNING WORK UPDATE

Aaron Reed of SME presented.

12) LDFA OLD BUSINESS

13) BOARD REPORTS

14) ADJOURNMENT

The meeting was adjourned at 4:48 pm.

Respectfully submitted by,

Michelle Eubank
City Clerk

PERIOD ENDING 03/31/2024

		2023-24		ACTIVITY FOR	
GL NUMBER	DESCRIPTION	AMENDED BUDGET	YTD BALANCE 03/31/2024	MONTH 03/31/2024	% BDGT USED
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY					
Revenues					
Dept 000					
248-000-402.00	Current Property Taxes	170,949.00	185,701.55	(6.74)	108.63
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	21.28	20.17	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	30,000.00	13,740.82	0.00	45.80
248-000-588.00	Contributions from Local Units	0.00	0.00	0.00	0.00
248-000-665.00	Interest	2,000.00	2,426.52	456.56	121.33
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	0.00	0.00	0.00
248-000-679.16	MISC REVENUE - BLUES FEST	60,000.00	5,710.00	3,600.00	9.52
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	207,600.17	4,069.99	78.95
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	207,600.17	4,069.99	78.95
Expenditures					
Dept 000					
248-000-702.00	Payroll	0.00	6,526.66	5,024.40	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	0.00	2,287.85	592.16	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	295.79	0.00	36.97
248-000-702.43	Payroll - Sidewalk Snow Removal	0.00	1,033.41	187.36	100.00
248-000-702.44	Payroll - Flowers	700.00	775.45	0.00	110.78
248-000-703.00	Part-time Salaries	39,000.00	4,675.73	0.00	11.99
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	42.75	0.00	100.00
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	511.25	163.75	100.00
248-000-704.43	Overtime - Sidewalk Snow Remova	0.00	412.47	71.98	100.00
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	1,255.14	460.36	80.46
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	11,505.42	49.05	230.11
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	299.99	0.00	299.99
248-000-801.00	Professional Services	1,000.00	397.00	0.00	39.70
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	21,897.03	3,520.67	59.62
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	24,641.00	0.00	91.26
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	474.00	60.00	65.83
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

PERIOD ENDING 03/31/2024

		2023-24		ACTIVITY FOR	
GL NUMBER	DESCRIPTION	AMENDED BUDGET	YTD BALANCE 03/31/2024	MONTH 03/31/2024	% BDGT USED
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY					
Expenditures					
248-000-941.00	MOTOR POOL VEHICLE RENTAL	0.00	4,667.83	1,045.63	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	8,142.52	2,942.52	12.53
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	140,041.29	14,117.88	56.32
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	1,128.78	125.42	84.05
248-719-941.03	MOTOR POOL OPERATING CHARGE	2,233.00	1,583.28	175.92	70.90
248-719-941.05	VEHICLE RENTAL CREDIT	0.00	0.00	0.00	0.00
Total Dept 719 - DDA Sidewalk		8,946.00	2,712.06	301.34	30.32
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	142,753.35	14,419.22	54.45
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY:					
TOTAL REVENUES		262,949.00	207,600.17	4,069.99	78.95
TOTAL EXPENDITURES		262,151.00	142,753.35	14,419.22	54.45
NET OF REVENUES & EXPENDITURES		798.00	64,846.82	(10,349.23)	8,126.17

PERIOD ENDING 03/31/2024

GL NUMBER	DESCRIPTION	2023-24 AMENDED BUDGET	YTD BALANCE 03/31/2024	ACTIVITY FOR MONTH 03/31/2024	% BDGT USED
Fund 250 - LOCAL DEVELOPMENT FINANCE AUTHORITY FUND					
Revenues					
Dept 000					
250-000-402.00	Current Property Taxes	703,662.00	728,323.41	0.00	103.50
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	62,362.71	0.00	31.18
250-000-665.00	Interest	33,000.00	8,789.28	852.77	26.63
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	799,475.40	852.77	85.35
TOTAL REVENUES		936,662.00	799,475.40	852.77	85.35
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	35,025.88	11,740.00	700.52
250-000-803.00	Service Fee	500.00	500.00	0.00	100.00
250-000-805.00	Administrative Costs	160,537.00	119,999.97	13,333.33	74.75
250-000-810.00	Dues & Memberships	0.00	0.00	0.00	0.00
250-000-811.00	Taxes	0.00	8.51	0.00	100.00
250-000-820.00	Contracted Services	239,500.00	177,835.00	0.00	74.25
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 SUBSTATIO	0.00	(61,286.10)	0.00	100.00
250-000-972.00	SHARE OF CAPITAL PURCHASED BY O	0.00	97,954.59	0.00	100.00
250-000-990.00	Debt Service	335,000.00	335,000.00	335,000.00	100.00
250-000-994.00	Bond Interest Paid	246,400.00	246,400.00	123,200.00	100.00
250-000-995.00	Transfers to Other Funds	0.00	0.00	0.00	0.00
Total Dept 000		989,637.00	951,460.85	483,273.33	96.14
TOTAL EXPENDITURES		989,637.00	951,460.85	483,273.33	96.14
Fund 250 - LOCAL DEVELOPMENT FINANCE AUTHORITY FUND:					
TOTAL REVENUES		936,662.00	799,475.40	852.77	85.35
TOTAL EXPENDITURES		989,637.00	951,460.85	483,273.33	96.14
NET OF REVENUES & EXPENDITURES		(52,975.00)	(151,985.45)	(482,420.56)	286.90
TOTAL REVENUES - ALL FUNDS					
TOTAL REVENUES - ALL FUNDS		1,199,611.00	1,007,075.57	4,922.76	83.95
TOTAL EXPENDITURES - ALL FUNDS		1,251,788.00	1,094,214.20	497,692.55	87.41
NET OF REVENUES & EXPENDITURES		(52,177.00)	(87,138.63)	(492,769.79)	167.01



ITEM 6.C

TO: Downtown Development Authority/Local Development Finance Authority
FROM: Derek N. Perry, City Manager
Marguerite Davenport, Director of Public Services

DATE: April 25, 2024
SUBJECT: YPC-FRIDAY'S AT THE FOUNTAIN SPECIAL EVENT REQUEST

The Youngish Professional Committee is hosting the Friday's at the Fountain special events this summer on June 14 and 28, July 12 and 26, and August 9. 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.

RECOMMENDATION:
Approve the *Fridays at the Fountain* Special Event Application.



City Of Marshall
323 West Michigan Ave
Marshall, MI 49068
Phone: 269.781.5183
Fax: 269.781.2878

Special Events Application

Important: Please fill out each item as completely so that the application can be processed as quickly as possible, without unnecessary delays. Please return the completed, signed application, with any necessary attachments, to the City Clerk's Office, at the address shown above. Special Events must be approved by the City Council, which typically meets twice per month. We recommend submitting your application at least 90 days before your organization wishes to receive approval, to allow time to work through issues with the staff, and to allow for the possibility that the City Council may still see issues that should be addressed before approval.

Applicant Information

Name of Special Event: Fridays at the Fountain (summer concert series)

Is the sponsoring organization: ☒ Non-Profit, please provide status letter* ☐ For Profit Youngish Professionals, Com via Terra Nova

Mailing/Billing Address: 565 North Madison Marshall

City/State/ZIP Code: Marshall MI 49068

Business Phone: (269) 986-4020 Cell Phone: same

Email Address(es): cb.darling.co@gmail.com

Event Information

*A separate event schedule and/or description may be attached in response to questions 1 through 5.

**For any question, if there is not room to include a complete response, please include the response on a separate attachment and note "see attached". When providing information in an attachment, please refer to the appropriate question number(s) to help the City staff review the application.

1. Requested day(s), date(s), and time(s) of the Special Event: Fridays - June 14, June 28, July 12, July 26, August 9 ^{Fat Animals Phabrics}

2. Is there a requested alternative date(s)? ☐ Yes ☒ No ^{Cardero Simply In Time Kait Rose - celebrating Shania! (+triole show)}

If yes, please provide the alternative date(s): _____

3. Please describe the event(s): Summer Concert Series

4. What is the requested location(s) of the event(s): Brooks Memorial Fountain

5. Does this event require a street closure? ☐ Yes ☒ No Street Name: _____

Start and End Locations: _____

Please complete the following check list regarding your event and special needs: More detailed instructions are included on the following pages. Please use additional sheets where appropriate for more detailed responses.

General

6. Is this event expected to occur again in a future calendar year?
Normal Annual Date? _____ Yes ☒ No ☐
7. Have you included a map indicating the location of your event?* Yes _____ No ☒
8. Is your event located within the Downtown Development Authority? Yes ☒ No ☐
9. Does the applicant wish to prohibit vending within the event area? Yes _____ No ☒
10. Does the applicant plan to include vending as part of this event?* Note: Rotary Club will have their own refreshments for donations only. Yes _____ No ☒
11. Will this event include the use of signs? Yes ☒ No ☐
12. Will the event require the hanging of a banner? Yes _____ No ☒
13. Is the applicant requesting special parking arrangements, such as reserved parking?* Yes _____ No ☒

Public Services

14. Is the applicant requiring utility connections, such as electric or water services?* Yes ☒ No ☐
15. Does the applicant require other public services?
a. Barricades Yes _____ No ☒
b. Fencing Yes _____ No ☒
c. Street Sweeping Yes _____ No ☒
d. Mowing Yes _____ No ☒
e. Rubbish Containers Quantity: _____ Yes _____ No ☒
f. Picnic Tables Yes _____ No ☒
g. Cessation of Lawn Sprinklings Yes _____ No ☒
h. Other _____ Yes _____ No ☒
i. Map including indicating location of these services?* Yes _____ No ☒
16. Do you plan to utilize volunteers to help run the event? Yes ☒ No ☐
17. Do you plan to rent a park facility for the event? Yes _____ No ☒

Public Safety

18. Does the applicant have any special security or safety concerns? Yes _____ No ☒
19. Are you requesting assistance from the Police/Fire Departments? * Safety cones needed for cross walks. Yes _____ No ☒
20. Will the event include loud or unusual sounds?
a. Musicians Yes ☒ No ☐
b. Singers Yes ☒ No ☐
c. Amplified Announcers Yes ☒ No ☐
d. Carnival Rides Yes ☒ No ☒
e. Motor Vehicle Noises Yes _____ No ☒
f. Other _____ Yes _____ No ☒
21. What are the planned hours for loud or unusual sounds? 6 - 9 pm (includes sound check)
22. Will the event include unusual lighting beyond what is normal at that location? Yes _____ No ☒

Alcohol Consumption

23. Are alcoholic beverages proposed to be served as part of the event? Yes _____ No ☒
24. Will you be utilizing a LLC regulated boundary? Yes _____ No ☒
25. Are you using the Social District for outdoor alcohol consumption? Yes _____ No ☒
26. Have all necessary liquor licenses been obtain at the time of this application? Yes _____ No ☒
27. Does the applicant have any other requests that are not listed in this form? Yes _____ No ☒
28. The applicant is require to provide \$1,000,000 of liability insurance coverage with respect to the event; have you attached a Certificate of Insurance listing the City of Marshall as an additionally insured? Yes ☒ No ☐

Questionnaire Explanations

Applicant Signature

I hereby affirm that the information is true to the best of my knowledge and belief, and agree that the applicant will be responsible for making certain that the event follows the ordinances, rules, and regulations of the City of Marshall and that the event takes place in accordance with the application as approved by the Marshall City Council, including any conditions placed thereon.

Applicant Signature: Catherine M. Bovitz

Printed Name: Catherine Bovitz Date: 3-15-24

The APPLICANT does hereby agree to indemnify, hold harmless and defend the CITY and each of its officers, officials, employees, agents and authorized volunteers from any and all loss, liability, fines, penalties, forfeitures, costs and damages (whether in contract, tort or strict liability, including but not limited to personal injury, death at any time and property damage) incurred by CITY, OWNER, PERMITTEE (Renter) or any other person, and from any and all claims, demands and actions in law or equity (including attorney's fee and litigation expenses), arising or alleged to have arisen directly or indirectly out of the operation and use of CITY property and public right of way. APPLICANT'S obligations under the preceding sentence shall apply regardless of whether City or any of its officers, officials, employees, agents or authorized volunteers are negligent, but shall not apply to any loss, liability, fines, penalties, forfeitures, costs or damages caused solely by the gross negligence, or caused by the willful misconduct, of CITY or any of its officers, officials, employees, agents or authorized volunteers.



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

03/18/2024

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an **ADDITIONAL INSURED**, the policy(ies) must have **ADDITIONAL INSURED** provisions or be endorsed. If **SUBROGATION IS WAIVED**, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Underhill Agency 816 Industrial Rd Marshall MI 49068	CONTACT NAME: Ryan Underhill PHONE (A/C, No, Ext): 269-727-0660 E-MAIL ADDRESS: runderhill1@farmersagent.com FAX (A/C, No): 269-727-0669																					
INSURED Darling & Company 565 N Madison St Marshall MI 49068	<table><tr><th colspan="2">INSURER(S) AFFORDING COVERAGE</th><th>NAIC #</th></tr><tr><td>INSURER A:</td><td>Ohio Security Insurance Company</td><td>24082</td></tr><tr><td>INSURER B:</td><td>Employers Preferred INS CO</td><td>31283</td></tr><tr><td>INSURER C:</td><td></td><td></td></tr><tr><td>INSURER D:</td><td></td><td></td></tr><tr><td>INSURER E:</td><td></td><td></td></tr><tr><td>INSURER F:</td><td></td><td></td></tr></table>	INSURER(S) AFFORDING COVERAGE		NAIC #	INSURER A:	Ohio Security Insurance Company	24082	INSURER B:	Employers Preferred INS CO	31283	INSURER C:			INSURER D:			INSURER E:			INSURER F:		
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INSURER C:																						
INSURER D:																						
INSURER E:																						
INSURER F:																						

COVERAGES**CERTIFICATE NUMBER:** 0224982330**REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: ☒ POLICY ☐ PRO-JECT ☐ LOC OTHER:			BLS66012626	04/10/2024	04/10/2025	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000 MED EXP (Any one person) \$ 15,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$
	AUTOMOBILE LIABILITY ☐ ANY AUTO ☐ OWNED AUTOS ONLY ☐ HIRED AUTOS ONLY ☐ SCHEDULED AUTOS ☐ NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	UMBRELLA LIAB EXCESS LIAB ☐ OCCUR ☐ CLAIMS-MADE DED RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below Y/N N N/A				04/10/2024	04/10/2025	☒ PER STATUTE ☐ OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER**CANCELLATION**City of Marshall
343 W Michigan Ave
Marshall, MI 49068

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

ACORD 25 (2016/03)

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ITEM 6.D

TO: Downtown Development Authority/Local Development Finance Authority
FROM: Derek N. Perry, City Manager
Joshua Lanker, Chief of Police
Marguerite Davenport, Director of Public Services

DATE: April 25, 2024
SUBJECT: **OAKLAWN PET, BIKE, AND WAGON PARADE**

The City has received a Special Event Application request from Oaklawn Hospital for the Pet, Bike, and Wagon parade scheduled for July 4, 2024 at the fountain circle. The impacted streets are shown on the included map and consist of Michigan Ave, I-94 Trunkline, around the fountain circle. The event requested barricades for the road closure, will utilize volunteers, and police/fire will be at the event for community engagement (pending any emergency calls). As in years past, the event will include amplified announcements from the southwest corner of the fountain for the parade portion and music by the rotary band.

The City will receive the certificate of insurance from the event sponsor listing the City as additionally insured after July 1, 2024 (due to the policy cycle). The permit for closure of BL-94 from the Michigan Department of Transportation has been approved with a street closure of Michigan Avenue from 0900 to 1300.

RECOMMENDATION:

Approve the Oaklawn Pet, Bike, and Wagon Parade Special Event Request to be held on July 4, 2024.

CITY OF MARSHALL

SPECIAL EVENT POLICY

May 2022

In General

1. The City of Marshall, believing there is a benefit to the community in allowing and encouraging community-oriented special events that may make use of public rights-of-ways, parks, or other properties, may allow the use of such properties for special events under the terms of this policy.
2. Any Special Event making use of City-controlled public rights-of-ways, parks, or other properties, shall be approved in advance by the City Council. Typically, a Special Event involves significant potential inconvenience to nearby residents and properties, through traffic, activity, noise, light, altered traffic routes, or other potentially deleterious factors that are not normally present in the area.
3. The normal use of City facilities, such as playing baseball on a baseball field, renting a pavilion, etc., shall not be considered a Special Event under this policy.
4. Events in the Downtown Development Authority (DDA) district, as shown below, will be presented to the DDA board at their regularly scheduled meetings. The DDA will be asked to formally support the Special Event prior to the event approval going to City Council. The City believes support and coordination with downtown business is critical to the success of the downtown area. The DDA meets once a month so timing of the application should be adjusted accordingly to allow for both DDA and City Council approval.
5. The City of Marshall prohibits the use of paint or permanent markings on surfaces within the public right of way. Anchoring of tents with stakes is prohibited through concrete or asphalt surfaces on City property or within the public right of way. Anchoring of any structure must be completed with alternative methods.
6. The City of Marshall partners with the Michigan Department of Transportation (MDOT) to manage two state trunklines within City limits. Michigan Avenue is the BL-94 trunkline while South Kalamazoo Avenue and Industrial Road are M-227. The City maintains a close relationship with the local MDOT office regarding street closures on Michigan Avenue. If a closure of Michigan Avenue is requested the City will pursue the permit from MDOT and prepare necessary traffic plans. Permit approval is the ultimate decision of MDOT. Proper deployment and display of traffic control signs will be discussed with applicants at the planning meeting.
7. The City of Marshall puts effort into planning and coordinating events with event sponsors. We understand that unexpected cancellation of events can occur. We schedule required work activities in advance of events and will require 72-hour notice prior to the start of an event for cancellation and avoidance of special event fees. If cancellation is received within 72-hours of an events start time, the sponsors will be billed for all activities completed by the time of cancellation.
8. The City of Marshall is a supporter of special events. However, applicants should understand

special events require additional work for City staff. The City requires payment for special events tasks directly attributable to the event. The City requires 100% reimbursement from for-profit sponsoring organizations and waives the first \$500 in fees for non-profit sponsoring organizations.

Procedures

9. An applicant desiring to hold a special event requiring the use of City-controlled property shall submit a Special Event Application Form to the City Clerk's Office, describing the particulars of the request. All requested information must be provided. The application should be submitted 90 days before the event to ensure ample time for the required staff review, correction of any defects, and time for the request to be placed on a City Council agenda. The City Council may consider whether a late approval date would provide inadequate notice to affected residents, property owners, and business owners.
10. Relevant City staff members will review the application and recommend changes if appropriate. The applicant may amend the application to address these concerns. Before the application is submitted to City Council, relevant staff members will indicate whether they have concerns with the application in its current form.
11. Additional permits and fees may be required for services requested including right-of-way permit, electric drop, and hydrant connections.
12. City staff, prior to council approval, will determine the cost to the City for supporting the event. This cost will be conveyed to the event sponsoring and payment is expected prior to the event date.
13. The City Council will consider the application during an open meeting, and will approve, approve with conditions, or reject the application.

Applications may be rejected if, in the sole judgment of the City, granting the application would not be in the best interest of the public health, safety, or welfare, through causing parking congestion, excessive disruption of traffic, blocking access to other properties, or reducing access for emergency vehicles; or if the public health, safety or welfare was negatively affected by previous similar special events or special events sponsored by the applicant; or if the applicant has previously failed to live up to his or her responsibilities as sponsor of a special event; or if the applicant has supplied false information on the Special Event Application Form. The decision of the City Council is final.



City Of Marshall
323 West Michigan Ave
Marshall, MI 49068
Phone: 269.781.5183
Fax: 269.781.2878

Special Events Application

Important: Please fill out each item as completely so that the application can be processed as quickly as possible, without unnecessary delays. Please return the completed, signed application, with any necessary attachments, to the City Clerk's Office, at the address shown above. Special Events must be approved by the City Council, which typically meets twice per month. We recommend submitting your application at least 90 days before your organization wishes to receive approval, to allow time to work through issues with the staff, and to allow for the possibility that the City Council may still see issues that should be addressed before approval.

Applicant Information

Name of Special Event: _____

Is the sponsoring organization: ☐ Non-Profit, please provide status letter* ☐ For Profit

Mailing/Billing Address: _____

City/State/ZIP Code: _____

Business Phone: _____ Cell Phone: _____

Email Address(es): _____

Event Information

*A separate event schedule and/or description may be attached in response to questions 1 through 5.

**For any question, if there is not room to include a complete response, please include the response on a separate attachment and note "see attached". When providing information in an attachment, please refer to the appropriate question number(s) to help the City staff review the application.

1. Requested day(s), date(s), and time(s) of the Special Event: _____

2. Is there a requested alternative date(s)? ☐ Yes ☐ No

If yes, please provide the alternative date(s): _____

3. Please describe the event(s): _____

4. What is the requested location(s) of the event(s): _____

5. Does this event require a street closure? ☐ Yes ☐ No Street Name: _____

Start and End Locations: _____

Please complete the following check list regarding your event and special needs: More detailed instructions are included on the following pages. Please use additional sheets where appropriate for more detailed responses.

General

6. Is this event expected to occur again in a future calendar year? Yes_____No_____
- Normal Annual Date?_____
7. Have you included a map indicating the location of your event?* Yes_____No_____
8. Is your event located within the Downtown Development Authority? Yes_____No_____
9. Does the applicant wish to prohibit vending within the event area? Yes_____No_____
10. Does the applicant plan to include vending as part of this event?* Yes_____No_____
11. Will this event include the use of signs? Yes_____No_____
12. Will the event require the hanging of a banner? Yes_____No_____
13. Is the applicant requesting special parking arrangements, such as reserved parking?* Yes_____No_____

Public Services

14. Is the applicant requiring utility connections, such as electric or water services?* Yes_____No_____
15. Does the applicant require other public services? Yes_____No_____
- a. Barricades Yes_____No_____
- b. Fencing Yes_____No_____
- c. Street Sweeping Yes_____No_____
- d. Mowing Yes_____No_____
- e. Rubbish Containers Quantity:_____ Yes_____No_____
- f. Picnic Tables Yes_____No_____
- g. Cessation of Lawn Sprinklings Yes_____No_____
- h. Other_____ Yes_____No_____
- i. Map including indicating location of these services?* Yes_____No_____
16. Do you plan to utilize volunteers to help run the event? Yes_____No_____
17. Do you plan to rent a park facility for the event? Yes_____No_____

Public Safety

18. Does the applicant have any special security or safety concerns? Yes_____No_____
19. Are you requesting assistance from the Police/Fire Departments? Yes_____No_____
20. Will the event include loud or unusual sounds? Yes_____No_____
- a. Musicians Yes_____No_____
- b. Singers Yes_____No_____
- c. Amplified Announcers Yes_____No_____
- d. Carnival Rides Yes_____No_____
- e. Motor Vehicle Noises Yes_____No_____
- f. Other_____ Yes_____No_____
21. What are the planned hours for loud or unusual sounds?_____
22. Will the event include unusual lighting beyond what is normal at that location? Yes_____No_____

Alcohol Consumption

23. Are alcoholic beverages proposed to be served as part of the event? Yes_____No_____
24. Will you be utilizing a LLC regulated boundary? Yes_____No_____
25. Are you using the Social District for outdoor alcohol consumption? Yes_____No_____
26. Have all necessary liquor licenses been obtain at the time of this application? Yes_____No_____
27. Does the applicant have any other requests that are not listed in this form? Yes_____No_____
28. The applicant is require to provide \$1,000,000 of liability insurance coverage with respect to the event; have you attached a Certificate of Insurance listing the City of Marshall as an additionally insured? Yes_____No_____

Questionnaire Explanations

6. **Is this event expected to occur again in a future calendar year?** You may ask to reserve a date for a future calendar year with this application. To reserve an event date for a future calendar year, please provide the normal annual event date. *Note:* Granting such a reservation does not constitute final approval of the event, but will reserve the same area as granted for the current year, until three months before the reserved date.
7. **An Event Map**—if your event will use streets or sidewalks or will use multiple locations, please attach one or more maps showing the locations requested. Please show any streets or parking lots that you are asking be blocked off or reserved for specific purposes, locations of specific events or objects (carnival rides, bleachers, medical care, exhibits, special parking, pick-up/drop-off areas, etc.), remote parking lots, the actual route of a parade or race, and similar information appropriate to clarify the exact request.
8. **Is your event located within the Downtown Development Authority?** The DDA will be asked to formally support the Special Event prior to the event approval going to City Council. The City believes support and coordination with downtown business is critical to the success of the downtown area. The DDA meets once a month so timing of the application should be adjusted accordingly to allow for both DDA and City Council approval.
- 9/10. **Does the applicant wish to have control of vending within the festival area?** In some instances, the applicant may be granted control of vending, the applicant is solely responsible for ensuring that all vendors are properly licensed with any appropriate agencies (Health Department). The City of Marshall Fire Department will hold vendors responsible for the National Fire Prevention Association's (NFPA) standards relating to general safety, fuel and power sources, clearances, and operational safety.
11. **Will this event include the use of signs?** If yes, please attach information on the size, content, and location of any requested signs; signs may be shown on the event map or on a separate map, if appropriate. Small directional signs that do not obstruct pedestrian or vehicular traffic may be placed in the event area, during the event, without being included in this application.
12. **Will the event require the hanging of a banner?** Event sponsors can purchase banners to be hung across North Kalamazoo Avenue or Michigan Avenue. The fee to hang a banner is \$400. The banner must be 3 or 4-foot by 20-foot in size for North Kalamazoo or 25 to 35-foot in length for Michigan Avenue. For proper hanging the banner must have grommets in each corner as well as along the top of the banner and wind slits throughout the banner. The city will supply the rope for hanging of the banner.
13. **Is the applicant requesting special parking arrangements—such as limiting parking areas to certain groups of users?** If yes, you must coordinate with the Police Chief.
14. **Is the applicant requiring utility connections, such as electric service or water?** If yes, you must coordinate with the Director of Public Services to review what utilities are available in the requested area, and provide a detailed map showing the utilities requested. Requests for electricity will require an *Electric Drop* form to be completed and submitted with the application.
15. **Does the applicant have any other requests for public services, such as street sweeping, mowing, rubbish containers or removal, placement or removal of picnic tables or other fixtures, or cessation of lawn sprinkling?** If yes, you must coordinate with the Director of Public Services to determine if assistance from Public Services is appropriate and available, and provide a description of the services Public Services has indicated it could provide. The applicant will be charged for these services. Any
16. **Do you plan to utilize volunteers to help run the event?** Depending on the scope of the event, volunteers can help reduce the cost of special events for the applicant. The City has limited staff to help with special events and encourages organizers to utilize volunteers as much as possible.
17. **Is your event located at Stuarts Landing Band Shell or Ketchum Park's Cronin Millrace Pavilion?** These two facilities are available for rent. A separate *Park Rental Agreement* for park facilities is required as part of the special event application.

- 18. Does the applicant have any special security or safety concerns? Is the applicant requesting assistance from the Police Department in addressing these concerns?** If yes, you must contact the Chief of Police to determine what assistance from the Police Department is appropriate and available, and provide a description of the services the Police Department has indicated it could provide. The applicant will be charged for these services.
- 19. Is the applicant requesting assistance from the Police or Fire Departments in addressing these concerns?**
If yes, you must contact both the Police and Fire Chief to determine what assistance from the Departments is appropriate and available, and provide a description of the services the Departments have indicated they could provide. The applicant will be charged for these services.
- 20. Will the event include loud or unusual sounds, such as a musicians, singers, amplified announcers, carnival rides, motor vehicle noises beyond those regularly present in the location, etc.?**
If yes, you must please attach information indicating all of these on this application.
- 20. Will the event include unusual lighting beyond that regularly present in the location that could have an impact upon occupants of neighboring properties?**
If yes, you must please attach information indicating all of the types of lighting, the location, the beginning and end times, and whether the lighting is constant or intermittent during those times.
- 21. Are alcoholic beverages proposed to be served as part of the event?**
If yes, you must advise the Police Department of your intention to serve alcoholic beverages. Approval of the special event does not constitute final approval of service of alcoholic beverages; any necessary approval of a liquor license is a separate process.
- 25. Please attach a separate sheet detailing any aspects of the event that are not specifically addressed in this form but of which the City Council should be aware to make a fully informed decision with regard to approval of the proposed event.**
- 26. The applicant is required to provide \$1,000,000 of liability insurance coverage with respect to the event. A Certificate of Insurance, with the City listed as an additional named insured, must be provided to the City Clerk's Office at least one calendar month before the event. Is the insurance certificate attached?**

The City of Marshall PROHIBITS any and all painting of any city property, including sidewalk and streets. Events of those persons violating this policy will be canceled and not future event will be allowed.

Continue to next page...

Applicant Signature

I hereby affirm that the information is true to the best of my knowledge and belief, and agree that the applicant will be responsible for making certain that the event follows the ordinances, rules, and regulations of the City of Marshall and that the event takes place in accordance with the application as approved by the Marshall City Council, including any conditions placed thereon.

Applicant Signature:  _____

Printed Name: _____ Date: _____

The APPLICANT does hereby agree to indemnify, hold harmless and defend the CITY and each of its officers, officials, employees, agents and authorized volunteers from any and all loss, liability, fines, penalties, forfeitures, costs and damages (whether in contract, tort or strict liability, including but not limited to personal injury, death at any time and property damage) incurred by CITY, OWNER, PERMITTEE (Renter) or any other person, and from any and all claims, demands and actions in law or equity (including attorney's fee and litigation expenses), arising or alleged to have arisen directly or indirectly out of the operation and use of CITY property and public right of way. APPLICANT'S obligations under the preceding sentence shall apply regardless of whether City or any of its officers, officials, employees, agents or authorized volunteers are negligent, but shall not apply to any loss, liability, fines, penalties, forfeitures, costs or damages caused solely by the gross negligence, or caused by the willful misconduct, of CITY or any of its officers, officials, employees, agents or authorized volunteers.



Honolulu House Museum

Eclectic restored
historic residence

Honolulu County
Clerk Register

St Mary Catholic
Parish Church



Road Closure / Barricade



City Of Marshall
323 West Michigan Ave
Marshall, MI 49068
Phone: 269.781.5183
Fax: 269.781.2878

Special Events Application

Important: Please fill out each item as completely so that the application can be processed as quickly as possible, without unnecessary delays. Please return the completed, signed application, with any necessary attachments, to the City Clerk's Office, at the address shown above. Special Events must be approved by the City Council, which typically meets twice per month. We recommend submitting your application at least 90 days before your organization wishes to receive approval, to allow time to work through issues with the staff, and to allow for the possibility that the City Council may still see issues that should be addressed before approval.

Applicant Information

Name of Special Event: 'Welcome to My Garden' tour (33rd Annual)

Is the sponsoring organization: ☒ Non-Profit, please provide status letter* ☐ For Profit

Mailing/Billing Address: P.O. Box 924, Marshall, MI 49068

City/State/ZIP Code: _____

Business Phone: _____ Cell Phone: 269-753-9772

Email Address(es): 0499klove@gmail.com

Event Information

*A separate event schedule and/or description may be attached in response to questions 1 through 5.

**For any question, if there is not room to include a complete response, please include the response on a separate attachment and note "see attached". When providing information in an attachment, please refer to the appropriate question number(s) to help the City staff review the application.

1. Requested day(s), date(s), and time(s) of the Special Event: Sat, July 13 & Sun, July 14, 2024

2. Is there a requested alternative date(s)? ☐ Yes ☒ No

If yes, please provide the alternative date(s): _____

3. Please describe the event(s): The Marshall Area Garden Club, Inc. would like to set up our ticket sales and ticket pickup tent in

4. What is the requested location(s) of the event(s): front of the Welcome Center under the maple tree

5. Does this event require a street closure? ☐ Yes ☒ No Street Name: _____

Start and End Locations: Ticket Tent is open 9-4 Sat and Sun, July 13 & 14

Please complete the following check list regarding your event and special needs: More detailed instructions are included on the following pages. Please use additional sheets where appropriate for more detailed responses.

General

6. Is this event expected to occur again in a future calendar year? Yes X No _____
Normal Annual Date? 2nd full weekend in July
7. Have you included a map indicating the location of your event? Yes X No _____
8. Is your event located within the Downtown Development Authority? Yes X No _____
9. Does the applicant wish to prohibit vending within the event area? Yes _____ No X
10. Does the applicant plan to include vending as part of this event? Yes _____ No X
11. Will this event include the use of signs? Just A wire signs Yes X No _____
12. Will the event require the hanging of a banner? Yes _____ No X
13. Is the applicant requesting special parking arrangements, such as reserved parking? Yes _____ No _____?
- Public Services** we use the diagonal parking in front of restrooms
14. Is the applicant requiring utility connections, such as electric or water services? Yes _____ No X
15. Does the applicant require other public services?
- a. Barricades Yes _____ No X
 - b. Fencing Yes _____ No X
 - c. Street Sweeping Yes _____ No X
 - d. Mowing Yes _____ No X
 - e. Rubbish Containers Quantity: _____ Yes _____ No X
 - f. Picnic Tables Yes _____ No X
 - g. Cessation of Lawn Sprinklings Yes _____ No X
 - h. Other _____ Yes _____ No _____
 - i. Map including indicating location of these services? Yes _____ No X
16. Do you plan to utilize volunteers to help run the event? Yes X No _____
17. Do you plan to rent a park facility for the event? Yes _____ No X

Public Safety

18. Does the applicant have any special security or safety concerns? Yes _____ No X
19. Are you requesting assistance from the Police/Fire Departments? Yes _____ No X
20. Will the event include loud or unusual sounds?
- a. Musicians Yes _____ No X
 - b. Singers Yes _____ No X
 - c. Amplified Announcers Yes _____ No X
 - d. Carnival Rides Yes _____ No X
 - e. Motor Vehicle Noises Yes _____ No X
 - f. Other _____ Yes _____ No X
21. What are the planned hours for loud or unusual sounds? N/A
22. Will the event include unusual lighting beyond what is normal at that location? Yes _____ No X

Alcohol Consumption

23. Are alcoholic beverages proposed to be served as part of the event? Yes _____ No X
24. Will you be utilizing a LLC regulated boundary? Yes _____ No X
25. Are you using the Social District for outdoor alcohol consumption? Yes _____ No X
26. Have all necessary liquor licenses been obtain at the time of this application? Yes _____ No X
27. Does the applicant have any other requests that are not listed in this form? Yes _____ No X
28. The applicant is require to provide \$1,000,000 of liability insurance coverage with respect to the event; have you attached a Certificate of Insurance listing the City of Marshall as an additionally insured? Yes X No _____

Questionnaire Explanations

6. **Is this event expected to occur again in a future calendar year?** You may ask to reserve a date for a future calendar year with this application. To reserve an event date for a future calendar year, please provide the normal annual event date. **Note:** Granting such a reservation does not constitute final approval of the event, but will reserve the same area as granted for the current year, until three months before the reserved date.
7. **An Event Map**—if your event will use streets or sidewalks or will use multiple locations, please attach one or more maps showing the locations requested. Please show any streets or parking lots that you are asking be blocked off or reserved for specific purposes, locations of specific events or objects (carnival rides, bleachers, medical care, exhibits, special parking, pick-up/drop-off areas, etc.), remote parking lots, the actual route of a parade or race, and similar information appropriate to clarify the exact request.
8. **Is your event located within the Downtown Development Authority?** The DDA will be asked to formally support the Special Event prior to the event approval going to City Council. The City believes support and coordination with downtown business is critical to the success of the downtown area. The DDA meets once a month so timing of the application should be adjusted accordingly to allow for both DDA and City Council approval.
- 9/10. **Does the applicant wish to have control of vending within the festival area?** In some instances, the applicant may be granted control of vending, the applicant is solely responsible for ensuring that all vendors are properly licensed with any appropriate agencies (Health Department). The City of Marshall Fire Department will hold vendors responsible for the National Fire Prevention Association's (NFPA) standards relating to general safety, fuel and power sources, clearances, and operational safety.
11. **Will this event include the use of signs?** If yes, please attach information on the size, content, and location of any requested signs; signs may be shown on the event map or on a separate map, if appropriate. Small directional signs that do not obstruct pedestrian or vehicular traffic may be placed in the event area, during the event, without being included in this application.
12. **Will the event require the hanging of a banner?** Event sponsors can purchase banners to be hung across North Kalamazoo Avenue or Michigan Avenue. The fee to hang a banner is \$400. The banner must be 3 or 4-foot by 20-foot in size for North Kalamazoo or 25 to 35-foot in length for Michigan Avenue. For proper hanging the banner must have grommets in each corner as well as along the top of the banner and wind slits throughout the banner. The city will supply the rope for hanging of the banner.
13. **Is the applicant requesting special parking arrangements—such as limiting parking areas to certain groups of users?** If yes, you must coordinate with the Police Chief.
14. **Is the applicant requiring utility connections, such as electric service or water?** If yes, you must coordinate with the Director of Public Services to review what utilities are available in the requested area, and provide a detailed map showing the utilities requested. Requests for electricity will require an *Electric Drop* form to be completed and submitted with the application.
15. **Does the applicant have any other requests for public services, such as street sweeping, mowing, rubbish containers or removal, placement or removal of picnic tables or other fixtures, or cessation of lawn sprinkling?** If yes, you must coordinate with the Director of Public Services to determine if assistance from Public Services is appropriate and available, and provide a description of the services Public Services has indicated it could provide. The applicant will be charged for these services. Any
16. **Do you plan to utilize volunteers to help run the event?** Depending on the scope of the event, volunteers can help reduce the cost of special events for the applicant. The City has limited staff to help with special events and encourages organizers to utilize volunteers as much as possible.
17. **Is your event located at Stuarts Landing Band Shell or Ketchum Park's Cronin Millrace Pavilion?** These two facilities are available for rent. A separate *Park Rental Agreement* for park facilities is required as part of the special event application.

- 18. Does the applicant have any special security or safety concerns? Is the applicant requesting assistance from the Police Department in addressing these concerns?** If yes, you must contact the Chief of Police to determine what assistance from the Police Department is appropriate and available, and provide a description of the services the Police Department has indicated it could provide. The applicant will be charged for these services.
- 19. Is the applicant requesting assistance from the Police or Fire Departments in addressing these concerns?**
If yes, you must contact both the Police and Fire Chief to determine what assistance from the Departments is appropriate and available, and provide a description of the services the Departments have indicated they could provide. The applicant will be charged for these services.
- 20. Will the event include loud or unusual sounds, such as a musicians, singers, amplified announcers, carnival rides, motor vehicle noises beyond those regularly present in the location, etc.?**
If yes, you must please attach information indicating all of these on this application.
- 20. Will the event include unusual lighting beyond that regularly present in the location that could have an impact upon occupants of neighboring properties?**
If yes, you must please attach information indicating all of the types of lighting, the location, the beginning and end times, and whether the lighting is constant or intermittent during those times.
- 21. Are alcoholic beverages proposed to be served as part of the event?**
If yes, you must advise the Police Department of your intention to serve alcoholic beverages. Approval of the special event does not constitute final approval of service of alcoholic beverages; any necessary approval of a liquor license is a separate process.
- 25. Please attach a separate sheet detailing any aspects of the event that are not specifically addressed in this form but of which the City Council should be aware to make a fully informed decision with regard to approval of the proposed event.**
- 26. The applicant is required to provide \$1,000,000 of liability insurance coverage with respect to the event. A Certificate of Insurance, with the City listed as an additional named insured, must be provided to the City Clerk's Office at least one calendar month before the event. Is the insurance certificate attached?**

The City of Marshall PROHIBITS any and all painting of any city property, including sidewalk and streets. Events of those persons violating this policy will be canceled and not future event will be allowed.

Continue to next page...

Applicant Signature

I hereby affirm that the information is true to the best of my knowledge and belief, and agree that the applicant will be responsible for making certain that the event follows the ordinances, rules, and regulations of the City of Marshall and that the event takes place in accordance with the application as approved by the Marshall City Council, including any conditions placed thereon.

Applicant Signature: _____

Karla Love, Garden Tour Publicity Chair

Printed Name: _____

Karla Love

Date: _____

March 18, 2024

The APPLICANT does hereby agree to indemnify, hold harmless and defend the CITY and each of its officers, officials, employees, agents and authorized volunteers from any and all loss, liability, fines, penalties, forfeitures, costs and damages (whether in contract, tort or strict liability, including but not limited to personal injury, death at any time and property damage) incurred by CITY, OWNER, PERMITTEE (Renter) or any other person, and from any and all claims, demands and actions in law or equity (including attorney's fee and litigation expenses), arising or alleged to have arisen directly or indirectly out of the operation and use of CITY property and public right of way. APPLICANT'S obligations under the preceding sentence shall apply regardless of whether City or any of its officers, officials, employees, agents or authorized volunteers are negligent, but shall not apply to any loss, liability, fines, penalties, forfeitures, costs or damages caused solely by the gross negligence, or caused by the willful misconduct, of CITY or any of its officers, officials, employees, agents or authorized volunteers.

ACORD CERTIFICATE OF LIABILITY INSURANCE

CSR CL
MARSH-5

DATE (MM/DD/YYYY)
03/17/20

PRODUCER
Buckenberger Christ Agency
www.buckenberger.com
287 North Avenue
Battle Creek MI 49017
Phone: 269-968-1937 Fax: 269-968-1144

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.

INSURED

Marshall Area Garden Club Inc
PO Box 924
Marshall MI 49068

INSURERS AFFORDING COVERAGE

NAIC #

INSURER A HASTINGS MUTUAL

INSURER B:

INSURER C:

INSURER D:

INSURER E:

COVERAGES

THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR ADD'L LTR INSRD	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS
A	GENERAL LIABILITY ☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS MADE ☒ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER ☐ POLICY ☐ PRO-JECT ☐ LOC	GL 9933394	06/27/19	06/27/20	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COM/PROP AGG \$ 2,000,000
	AUTOMOBILE LIABILITY ☐ ANY AUTO ☐ ALL OWNED AUTOS ☐ SCHEDULED AUTOS ☐ HIRED AUTOS ☐ NON-OWNED AUTOS				COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	GARAGE LIABILITY ☐ ANY AUTO				AUTO ONLY - EA ACCIDENT \$ OTHER THAN EA ACC \$ AUTO ONLY AGG \$
	EXCESS/UMBRELLA LIABILITY ☐ OCCUR ☐ CLAIMS MADE DEDUCTIBLE RETENTION \$				EACH OCCURRENCE \$ AGGREGATE \$ \$ \$ \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? If yes, describe under SPECIAL PROVISIONS below				WC STATU-TORY LIMITS OTH-ER E L EACH ACCIDENT \$ E L DISEASE - EA EMPLOYEE \$ E L DISEASE - POLICY LIMIT \$
	OTHER				

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES / EXCLUSIONS ADDED BY ENDORSEMENT / SPECIAL PROVISIONS

CERTIFICATE HOLDER

FYI-001

For Information Only

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL 10 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES.

AUTHORIZED REPRESENTATIVE

Lynda K. Kowalski - Parnick

ACORD 25 (2001/08)

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Michigan Sales and Use Tax Certificate of Exemption

This exemption claim should be completed by the purchaser, provided to the seller, and is not valid unless the information in all four sections is complete. Do not send a copy to Treasury unless one is requested.

SECTION 1: TYPE OF PURCHASE Check one of the following:

☐ A. One-Time Purchase

Order or Invoice Number: _____

☐ C. Blanket Certificate

Expiration Date (maximum of four years): _____

☒ B. Blanket Certificate. Recurring Business Relationship

The purchaser completing this form hereby claims exemption from tax on the purchase of tangible personal property or services purchased from the seller named below. This claim is based upon: the purchaser's proposed use of the property or services; OR the purchaser's exempt status.

Seller's Name and Address

SECTION 2: ITEMS COVERED BY THIS CERTIFICATE

Check one of the following:

1. ☒ All items purchased.

2. ☐ Limited to the following items: _____

SECTION 3: BASIS FOR EXEMPTION CLAIM

Check one of the following:

1. ☐ For Lease. Purchaser will lease the property and elects to pay tax based on rental receipts. Enter sales tax license or use tax registration number: _____

2. ☐ For Resale at Retail. Enter Sales Tax License Number: _____

3. ☐ Direct Pay - Authorized to pay use tax on qualified transactions directly to Michigan Treasury under account number: _____

~~The following exemptions DO NOT require the purchaser to provide a number:~~

4. ☐ Agricultural Production. Enter percentage: _____ %

5. ☐ Government Entity (U.S. or its instrumentalities, State of Michigan or its political subdivisions), Nonprofit School, Nonprofit Hospital, Church or House of Religious Worship (circle type of organization)

6. ☐ Contractor (provide *Michigan Sales and Use Tax Contractor Eligibility Statement* (Form 3520)).

7. ☐ For Resale at Wholesale.

8. ☐ Industrial Processing. Enter percentage: _____ %

9. ☒ Nonprofit Internal Revenue Code Section 501(c)(3), 501(c)(4), or 501(c)(19) Exempt Organization.

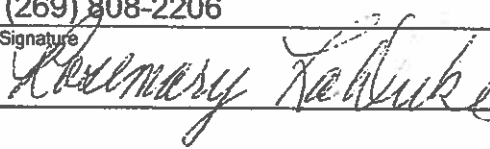
10. ☐ Nonprofit Organization with an authorized letter issued by Michigan Department of Treasury prior to July 17, 1998 (sales tax) or June 13, 1994 (use tax).

11. ☐ Rolling Stock purchased by an Interstate Motor Carrier.

12. ☐ Other (explain): _____

SECTION 4: CERTIFICATION

I declare, under penalty of perjury, that the information on this certificate is true, that I have consulted the statutes, administrative rules and other sources of law applicable to my exemption, and that I have exercised reasonable care in assuring that my claim of exemption is valid under Michigan law. In the event this claim is disallowed, I accept full responsibility for the payment of tax, penalty and any accrued interest, including, if necessary, reimbursement to the vendor for tax and accrued interest.

Business Name Michigan Garden Clubs, Inc.		Type of Business (see codes on page 2) 15
Business Address 555 Crosstown Pkwy Ste 304		City, State, ZIP Code Kalamazoo, MI 49008-1981
Business Telephone Number (include area code) (269) 808-2206		Name (Print or Type) Rosemary LaDuke
Signature 	Title Treasurer	Date Signed 04/07/2021



ITEM 9.A

TO: Downtown Development Authority/Local Development Finance Authority
FROM: Derek N. Perry, City Manager
William Dopp, Finance Director/ City Treasurer

DATE: April 25, 2024
SUBJECT: **DOWNTOWN DEVELOPMENT AUTHORITY FY 2025 BUDGET**

We are pleased to provide the DDA's FY 2025 Proposed Budget for your review and consideration. With total revenues of \$279,147, and expenditures totaling \$327,158. This budget is in compliance with the City's Charter, and reflects approved commitments and direction from the Board's Capital Improvement Program (CIP) document.

RECOMMENDATION:

Staff recommend that the Board accepts the attached budget, and recommends this budget to the City Council for adoption.

BUDGET REPORT FOR CITY OF MARSHALL

		2021-22	2022-23	2023-24	2024-25
		ACTIVITY	ACTIVITY	AMENDED INCE	RECOMMENDED
GL NUMBER	DESCRIPTION			BUDGET	BUDGET
ESTIMATED REVENUES					
Dept 000					
248-000-402.00	Current Property Taxes	183,112	172,519	170,949	181,147
248-000-404.00	Property Taxes - Prior Years	796			
248-000-412.00	Delinquent Personal Prop Taxes	56	266		
248-000-445.00	Penalties & Int. on Taxes	47	85		
248-000-573.00	LOCAL COMM STAB SHARE TAX	25,450	36,931	30,000	30,000
248-000-665.00	Interest	266	3,514	2,000	3,000
248-000-665.03	UNREALIZED GAIN/LOSS ON INVESTMENTS	(884)			
248-000-675.00	Contrib. from Other Sources	3,340			
248-000-679.00	MISCELLANEOUS REVENUE	90	35		
248-000-679.16	MISC REVENUE - BLUES FEST	62,089	64,696	60,000	65,000
Totals for dept 000 -		274,362	278,046	262,949	279,147
TOTAL ESTIMATED REVENUES		274,362	278,046	262,949	279,147

APPROPRIATIONS

Dept 000

248-000-702.00	Payroll	2,212	1,398		2,000
248-000-702.40	Payroll - Rubbish/Garbage	1,738	1,872		3,000
248-000-702.42	Payroll - Parking Structure	632	751	800	
248-000-702.43	Payroll - Sidewalk Snow Removal	749	938		
248-000-702.44	Payroll - Flowers	1,450	376	700	
248-000-703.00	Part-time Salaries	10,154	11,025	39,000	15,120
	SEASONAL				
	PART TIME 25 HOURS @ \$20				
	FOOTNOTE AMOUNTS:				15,120
	1 EMPLOYEE X 40 HRS/WEEK X 28 WEEKS X \$13.50 = \$15120				
248-000-703.42	PART-TIME - PARKING STRUCTURE		14		
248-000-703.43	PART-TIME - SIDEWALK SNOW REMOVAL	572	451		
248-000-704.00	Overtime Salaries	1,079	608		
248-000-704.40	Overtime - Rubbish/Garbage	401	282		
248-000-704.42	Overtime - Parking Structure	1,217	1,425		
248-000-704.43	Overtime - Sidewalk Snow Removal	1,254	1,664		
248-000-712.00	WORKERS COMPENSATION	623			
248-000-715.00	Social Security	1,583	1,566	1,560	
248-000-717.00	Life Insurance	74			
248-000-755.00	Miscellaneous Supplies	12,273	3,983	5,000	5,000
248-000-755.01	MISC SUPPLIES - DOWNTOWN PLANTERS	671	1,702	2,040	2,040
248-000-757.00	Fuels & Lubricants		200		200
248-000-777.00	MINOR TOOLS AND EQUIPMENT	3,131	19	100	300
248-000-801.00	Professional Services	16,398	25,791	1,000	1,000
248-000-803.00	Service Fee	3	3		
248-000-805.00	Administrative Costs	27,320	26,351	36,725	26,000
248-000-820.00	Contracted Services	222,383	30,967	27,000	23,000
	FOOTNOTE AMOUNTS:				23,000
	MAEDA				
248-000-850.00	Communications	720	780	720	720
248-000-901.00	Advertising	208	84		
248-000-941.00	MOTOR POOL VEHICLE RENTAL		6,300		5,000

248-000-961.00	COMMUNITY PROMOTIONS	25,950	57,702	65,000	65,000
	FOOTNOTE AMOUNTS:				45,000
	BLUES FEST ESTIMATE				
	FOOTNOTE AMOUNTS:				20,000
	FACADE PROGRAM 4 @ 5K				
	GL # FOOTNOTE TOTAL:				65,000
248-000-970.00	Capital Outlay			10,000	115,200
	FOOTNOTE AMOUNTS:				115,200
	MILL AND PAVING PROJECTS ON LOTS 1,4,5,6,7				
248-000-990.00	Debt Service			59,000	59,000
	FOOTNOTE AMOUNTS:				59,000
	DEBT SERVICE TO GEN FUND FOR ACTIVATION ZONE LOAN				
Totals for dept 000 -		332,795	176,252	248,645	322,580
Dept 718 - DDA Parking Ramp					
248-718-941.00	MOTOR POOL VEHICLE RENTAL	8,450	12	4,560	
Totals for dept 718 - DDA Parking Ramp		8,450	12	4,560	
Dept 719 - DDA Sidewalk					
248-719-941.00	MOTOR POOL VEHICLE RENTAL	3,950		5,370	
248-719-941.02	MOTOR POOL REPLACEMENT CHARGE		1,505	1,343	1,343
248-719-941.03	MOTOR POOL OPERATING CHARGE		2,319	2,233	3,235
Totals for dept 719 - DDA Sidewalk		3,950	3,824	8,946	4,578
TOTAL APPROPRIATIONS		345,195	180,088	262,151	327,158

NET OF REVENUES/APPROPRIATIONS - FUND 248

BEGINNING FUND BALANCE

ENDING FUND BALANCE

(70,833)	97,958	798	(48,011)
204,384	133,551	231,509	
133,551	231,509	232,307	



ITEM 11.A

TO: Downtown Development Authority/Local Development Finance Authority
FROM: Derek N. Perry, City Manager
William Dopp, Finance Director/ City Treasurer

DATE: April 25, 2024
SUBJECT: **LOCAL DEVELOPMENT FINANCE AUTHORITY FY 2025 BUDGET**

We are pleased to provide the LDFA's FY 2025 Proposed Budget for your review and consideration. With total revenues of \$965,444, and expenditures totaling \$1,007,237. This budget is in compliance with the City's Charter, and reflects approved commitments and direction from the Board's Capital Improvement Program (CIP) document.

RECOMMENDATION:

Staff recommend that the Board accepts the attached budget, and recommends this budget to the City Council for adoption.

BUDGET REPORT FOR CITY OF MARSHALL					
GL NUMBER	DESCRIPTION	2021-22 ACTIVITY	2022-23 ACTIVITY	2023-24 AMENDED BUDGET	2024-25 FINANCE RECOMMENDED BUDGET
ESTIMATED REVENUES					
Dept 000					
250-000-402.00	Current Property Taxes	609,583	641,386	703,662	782,444
250-000-404.00	Property Taxes - Prior Years	11,474			
250-000-573.00	LOCAL COMM STAB SHARE TAX	211,755	207,026	200,000	150,000
250-000-665.00	Interest	20,111	42,674	33,000	33,000
	FOOTNOTE AMOUNTS: INCLUDES FIBER ADVANCE INTEREST				33,000
250-000-673.00	Sales of Fixed Assets	29,966			
250-000-679.00	MISCELLANEOUS REVENUE	24,008			
250-000-696.00	Bond Proceeds	6,445,000			
250-000-697.00	PREMIUMS ON BONDS	318,659			
Totals for dept 000 -		7,670,556	891,086	936,662	965,444
TOTAL ESTIMATED REVENUES		7,670,556	891,086	936,662	965,444

APPROPRIATIONS

Dept 000

250-000-755.00	Miscellaneous Supplies	4,489			
250-000-801.00	Professional Services	251,041	16,232	5,000	20,000
	FOOTNOTE AMOUNTS: SURVEY & APPRAISAL PROJECT				20,000
250-000-803.00	Service Fee		500	500	500
250-000-805.00	Administrative Costs	150,537	160,000	160,537	160,537
250-000-811.00	Taxes		621		
250-000-820.00	Contracted Services	278,721	321,325	239,500	240,500
	FOOTNOTE AMOUNTS: MAEDA				235,000
	FOOTNOTE AMOUNTS: MOWING AND CIRCLE MAINTENANCE				5,500
	GL # FOOTNOTE TOTAL:				240,500
250-000-826.00	Bond Issuance Costs	148,191			
250-000-901.00	Advertising	208			
250-000-902.00	Marketing			1,500	1,500
250-000-922.00	Utilities-Elec, Water, Sewer	554	49	1,200	1,200
250-000-970.00	Capital Outlay	91,470	14,824		
	FOOTNOTE AMOUNTS: LAND PURCHASE				500,000
250-000-970.35	BROOKS INDUSTRIAL PARK SUBSTATION	466,074	5,301,603		
250-000-990.00	Debt Service		285,000	335,000	350,000
250-000-994.00	Bond Interest Paid	56,215	230,244	246,400	233,000
Totals for dept 000 -		1,447,500	6,330,398	989,637	1,007,237
TOTAL APPROPRIATIONS		1,447,500	6,330,398	989,637	1,007,237

NET OF REVENUES/APPROPRIATIONS - FUND 250	6,223,056	(5,439,312)	(52,975)	(41,793)
BEGINNING FUND BALANCE	1,605,917	7,828,973	2,389,661	2,389,661
ENDING FUND BALANCE	7,828,973	2,389,661	2,336,686	2,347,868



ITEM 12.A

TO: Downtown Development Authority/Local Development Finance Authority
FROM:
DATE: April 25, 2024
SUBJECT: **SURVEY UPDATE**

RECOMMENDATION: