SOUTH NEIGHBORHOOD IMPROVEMENT AUTHORITY AGENDA

Regular Meeting

August 12, 2024 at 6:00 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 AUGUST, 12, 2024 SOUTH NIA AGENDA**
4) **APPROVAL OF MINUTES** - Items can be added or deleted from the Agenda by board action.
   - **A. APPROVAL OF FEBRUARY 12, 2024 MINUTES**
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. NORFOLK HOMES ANNUAL REPORT**
   - **B. SEMI-ANNUAL NIA REPORT**
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**

SOUTH NEIGHBORHOOD IMPROVEMENT AUTHORITY
REGULAR BOARD MEETING
MINUTES

Monday, February 12, 2024 at 6:00 PM
Marshall City Hall; First Floor Training Room

1) CALL TO ORDER at 6:00 PM - By Vice Chairperson Lucy Blair.

2) ROLL CALL - Present: Lucy Blair, Ben Holben, Sean LeFere, Michael Murphy, Derek Perry and Ryan Underhill. Absent: Matt Davis. With a quorum of all South Marshall Neighborhood Improvement Authority (SNIA) Board Members in attendance, Ms. Blair commenced the meeting.

Also Present: Eric Zuzga, Director of Community Services; William Dopp III, Finance Director/Treasurer.

3) APPROVAL OF FEBRUARY 12, 2024 MEETING AGENDA - Moved by Michael Murphy, and seconded by Ben Holben; the Agenda was unanimously approved by Board Members in attendance.

4) APPROVAL OF AUGUST 14, 2023 MEETING MINUTES - Moved by Michael Murphy, and seconded by Ben Holben; these Minutes were unanimously approved by Board Members in attendance.

5) FINANCIAL REPORT ENDING JANUARY 31, 2024 - Finance Director and Treasurer, William Dopp III, presented the Finance Report which is also Attachment A to these Minutes Mr. Dopp noted a favorable increase in Revenues from Current Property Taxes, and briefly reviewed with Board Members the tax increment financing procedure for funding public improvement that is part of the Development and Tax Increment Finance Plan that was adopted February 18, 2020.

Upon motion by Ben Holben, seconded by Derek Perry, Board Members unanimously accepted the City's Revenue and Expenditure Report for the period ending January 31, 2024, as written.

6) PUBLIC COMMENT ON AGENDA ITEMS - None.

7) PUBLIC HEARINGS & SUBSEQUENT BOARD ACTION - Not applicable.

8) OLD BUSINESS - None.

9) REPORTS AND RECOMMENDATIONS/NEW BUSINESS

A. 2023 TIF ANNUAL REPORT - Mr. Dopp introduced the most recent written Annual Report on the status of the SNIA's tax increment financing activity, the same as was submitted to the Marshall City Council and the Michigan Tax Commission. For the Annual Report Year ending 6/30/2023, it shows Tax Increment Revenue of $23,227, which compares to $11,794 shown in the prior year's annual report. The Principal amount of outstanding bonded indebtedness totals $765,000.

Moved by Derek Perry, and seconded by Ryan Underhill, the 2023 TIF Annual Report constituting Attachment B was unanimously accepted by the Board Members in attendance at the meeting.

B. SOUTH KALAMAZOO/HUGHES STREET TRAFFIC STUDY- For their information, Board Members considered a written traffic study for Kalamazoo Avenue at Hughes Street, dated October 2023. The report is an update from a prior study prepared by the same firm, but revised to include not only the effects of Emerald Hills but also the Indigo development to be located within the northwest quadrant of the intersection. It was noted that SNIA expenditures for the period ending 6/30/2023 include $14,497.25 for Professional Services, which was the cost of the original traffic study.

The current study has a detailed Safety Analysis, which includes 18 total crashes at the intersection during a five-year period. In addition, as the Emerald Hills and Indigo developments progress, acceptable levels of service at the intersection - at least during peak traffic hours, are expected to fail. And therefore, based on the crash history and that it may be installed prior to when new traffic volumes warrant remedial action, the study recommends a single lane roundabout for the intersection.

Board Members present were advised at the meeting by City of Marshall officials that the Michigan Department of Transportation (MDOT) has ultimate authority over the roadway and the recommended action; but further, that a number of other entities that may include the City and Calhoun County among others will be involved in its financing. The total construction cost of the South Kalamazoo/Hughes roundabout is currently estimated to be $1,374,188.

C. **2024-2030 CAPITAL IMPROVEMENT PLAN -** Also for information only, City officials shared with Board Members the current Capital Improvement Plan. Updated and revised each year, the plan currently includes 6 items that together project various expenditures over a 6-year period for the purpose of achieving infrastructure deemed necessary for the Indigo development and the various phases of Emerald Hills. The source of funding for each of the proposed projects is shown as SNIA TIF (Tax Increment Financing) Capture.

10) PUBLIC COMMENTS ON NON-AGENDA ITEMS - None.

11) BOARD REPORTS - None.

12) ADJOURNMENT - Having completed the agenda, Ms. Blair declared the Board adjourned at 7:00 PM.

Michael J. Murphy

Michael J. Murphy - Secretary

Date: February 12, 2024

GL NUMBER	DESCRIPTION	2023-24 AMENDED BUDGET	YTD BALANCE 01/31/2024	AVAILABLE BALANCE	% BDGT USED
Fund 251 - SOUTH NEIGHBORHOOD IMPROVEMENT AUTHORITY					
Revenues					
Dept 000					
251-000-402.00	Current Property Taxes	42,129.00	42,312.73	(183.73)	100.44
251-000-665.00	Interest	1,000.00	1,306.76	(306.76)	130.68
Total Dept 000		43,129.00	43,619.49	(490.49)	101.14
TOTAL REVENUES		43,129.00	43,619.49	(490.49)	101.14
Expenditures					
Dept 000					
251-000-801.00	Professional Services	0.00	8,379.00	(8,379.00)	100.00
251-000-805.00	Administrative Costs	500.00	500.00	0.00	100.00
251-000-955.00	COST ALLOCATION	3,111.00	2,222.25	888.75	71.43
251-000-994.00	Bond Interest Paid	26,010.00	13,005.00	13,005.00	50.00
Total Dept 000		29,621.00	24,106.25	5,514.75	81.38
TOTAL EXPENDITURES		29,621.00	24,106.25	5,514.75	81.38
Fund 251 - SOUTH NEIGHBORHOOD IMPROVEMENT AUTHORITY:					
TOTAL REVENUES		43,129.00	43,619.49	(490.49)	101.14
TOTAL EXPENDITURES		29,621.00	24,106.25	5,514.75	81.38
NET OF REVENUES & EXPENDITURES		13,508.00	19,513.24	(6,005.24)	144.46
BEG. FUND BALANCE		30,283.30	30,283.30		
END FUND BALANCE		43,791.30	49,796.54		

SNIA BOARD
MEETING
February 12, 2024
ATTACHMENT A

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

Revenue:	Tax Increment Revenue	$	23,227
	Interest	$	1,484
	State reimbursement for PPT loss (Forms 5176 and 4650)	$	-
	Other income (grants, fees, donations, etc.)	$	-
	Total	**$**	**24,711**

Tax Increment Revenues Received			
	From counties	$	5,159
	From cities	$	15,271
	From townships	$	-
	From villages	$	-
	From libraries	$	-
	From community colleges	$	2,797
	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	**$**	**23,227**

Expenditures	Capital Outlay- Salaries, Construction	$	-
	Admin	$	500
	Bond Issuance Costs	$	-
	Legal Services	$	-
	Contracted Services	$	-
	Professional Services	$	17,460
		$	-
		$	-
	Debt Service - Principal	$	-
	Debt Service - Interest	$	26,010
	Debt Service - Bond Agent	$	-
		$	-
	Total	$	43,970

Total outstanding bonded Indebtedness	Principal	$	765,000
	Interest	$	230,435
	Total	$	995,435

SNIA BOARD MEETING
February 12, 2024
ATTACHMENT B

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ITEM 8.A

TO: South Neighborhood Improvement Authority
FROM: Eric Zuzga, Director of Community Services

DATE: August 12, 2024
SUBJECT: **NORFOLK HOMES ANNUAL REPORT**

The development agreement signed between the South NIA, City of Marshall, and Norfolk Homes requires an annual report to be submitted on the developer's progress. Attached is the annual report from Norfolk Homes for your consideration.

Upon review of the progress on the development compared to the plan in the Development Agreement, I found that Norfolk is a little behind schedule on the number of homes completed. At the end of this calendar year, they are supposed to have 12 structures completed. A recent review indicated that there are only 6 units completed/started, which is two short of where they were supposed to be at the end of 2023. I have asked them for a plan to bring the development into compliance with the Development Agreement.

RECOMMENDATION:
Accept the report from Norfolk, but discussion needs to be held on bringing the development into compliance with the Development Agreement.

Norfolk
HOMES

Annual Update- August 2024
South- NIA

Norfolk completed and sold 3 single family homes, as well as three (3) structures of condos (6 units). We have three that are sold and occupied, one Model and two completed specs that are on the market. We will be starting the fourth building this month. We have offered three different floor plans to try and meet the market. A first-floor primary bedroom as well as two traditional two-story plans with all bedrooms on the second floor.

Affordability continues to be an issue around the State, as well as the County. Labor and material costs have stabilized and are only increasing 3-4% annually. Interest rates have stabilized around 7% for 30yr. mortgage, they have not fallen yet as we hoped they would by this time last year. Traffic in the model is slow, but steady. We are expecting a major inflow of new residents coming into the area from the Ford plant to start looking for homes by mid-next year. We are fully committed to offering quality affordable housing to the Marshall area in the years to come.

Thank you –

Sean Lefere
Chief Operating Officer
Norfolk Homes

8178 Jackson Rd. Suite D • Ann Arbor, MI 48103
Phone 734-408-0777 • Fax 734-408-0780 • www.norfolk-homes.com

CITY OF Marshall MICHIGAN

ITEM 8.B

TO: South Neighborhood Improvement Authority
FROM: Eric Zuzga, Director of Community Services

DATE: August 12, 2024
SUBJECT: **SEMI-ANNUAL NIA REPORT**

Finance Director Dopp will present the semi-annual update to the South NIA Board. Attached is the South NIA Fiscal year ending financial report.

RECOMMENDATION:
Place the report on file.

REVENUE AND EXPENDITURE REPORT FOR CITY OF MARSHALL
PERIOD ENDING 06/30/2024
% Fiscal Year Completed: 100.00

GL NUMBER	DESCRIPTION	2023-24 AMENDED BUDGET	YTD BALANCE 06/30/2024	AVAILABLE BALANCE	% BDGT USED
Fund 251 - SOUTH NEIGHBORHOOD IMPROVEMENT AUTHORITY					
Revenues					
Dept 000					
251-000-402.00	Current Property Taxes	42,129.00	42,312.73	(183.73)	100.44
251-000-665.00	Interest	1,000.00	2,685.20	(1,685.20)	268.52
Total Dept 000		43,129.00	44,997.93	(1,868.93)	104.33
TOTAL REVENUES		43,129.00	44,997.93	(1,868.93)	104.33
Expenditures					
Dept 000					
251-000-801.00	Professional Services	0.00	8,379.00	(8,379.00)	100.00
251-000-805.00	Administrative Costs	500.00	500.00	0.00	100.00
251-000-955.00	COST ALLOCATION	3,111.00	2,963.00	148.00	95.24
251-000-994.00	Bond Interest Paid	26,010.00	26,010.00	0.00	100.00
Total Dept 000		29,621.00	37,852.00	(8,231.00)	127.79
TOTAL EXPENDITURES		29,621.00	37,852.00	(8,231.00)	127.79
Fund 251 - SOUTH NEIGHBORHOOD IMPROVEMENT AUTHORITY:					
TOTAL REVENUES		43,129.00	44,997.93	(1,868.93)	104.33
TOTAL EXPENDITURES		29,621.00	37,852.00	(8,231.00)	127.79
NET OF REVENUES & EXPENDITURES		13,508.00	7,145.93	6,362.07	52.90
BEG. FUND BALANCE		30,283.30	30,283.30		
END FUND BALANCE		43,791.30	37,429.23		