

NORTHEAST NEIGHBORHOOD IMPROVEMENT AUTHORITY AGENDA



Regular Meeting

April 15, 2025 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.
- 4) **CONSENT AGENDA**
 - A. Approve March 18, 2025, Northeast Neighborhood Improvement Authority Meeting Minutes
 - B. NE NIA FINANCIAL- MARCH 2025
- 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. Northeast Neighborhood Improvement Authority Proposed FY26 Budget
 - B. CONSTRUCTION UPDATE
- 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**

NORTHEAST NEIGHBORHOOD IMPROVEMENT AUTHORITY MINUTES

March 18, 2025
Regular Meeting - 4:00 PM

1) **CALL TO ORDER**

IN A REGULAR SESSION held on Tuesday, March 18, 2025 at 4:00 PM in the Training Room of City Hall, 323 West Michigan Ave, Marshall, MI 49068, the Marshall Northeast Neighborhood Improvement Authority was called to order by Director Strange.

2) **ROLL CALL**

Roll was called:

Present: Beeg, Perry, Ambrose, Trout-Edwards

Also Present: Director of Community Development Strange, Director of Public Services Davenport,

Absent: Davis, DeGraw, UnderHill

3) **ELECTION OF OFFICERS**

Motion by Perry, supported by Beeg to appoint Trout-Edwards as chair and Ambrose as Vice-chair on voice vote. Motion carried.

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

Moved by Derek Perry, supported by Gregg Beeg to amend the agenda to add election of officers to the agenda. On a voice vote: **Motion carried.**

5) **CONSENT AGENDA**

Moved by Derek Perry, supported by Gregg Bregg to approve the consent agenda. On a voice vote : **Motion carried.**

A. APPROVE MEETING MINUTES FROM NOVEMBER 19, 2024 MEETING.

B. NE NIA FINANCIALS - January and February 2025

6) **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.

Barry Wayne Adams of 622 W Green St gave a public comment.

7) **PUBLIC HEARINGS & SUBSEQUENT BOARD ACTION**

none

8) **OLD BUSINESS**

none

9) **REPORTS AND RECOMMENDATIONS/NEW BUSINESS**

A. CONSTRUCTION UPDATE

Director Davenport stated that there are two projects under construction with NIA's. With one being Forrest Sreet and the other one being Valley View Phase One. The neighborhood sidewalk construction is coming this fall.

Forrest St is the extension of the dead end culdesac. It was originally platting many years ago. These lots were then sold to Allen Edwin Homes. A new street will extend this road and the existing street will be milled and repaved.

Neighborhood sidewalks will be extended on each side of new streets and on Allen Road as part of the NIA contract. Additional infrastructure as part of this project includes water, sanitary, storm, street work and sidewalk. Including a private stormwater management system. Permits are in process for four lots and there are 7 additional lots to come.

Valley View Phase 1 is on an eleven acre parcel privately purchased by Allen Edwin for development. NIA is funding the construction of all utilities needed for new Valley View Court. Also new sidewalks on existing Forrest and Allen. The look and feel of the homes (example shown in packet) will be similar to those newly constructed on Forrest Street. Construction starts next week with substantial completion in early July. (Civil drawings were shown for overall site requirements.) Stormwater management is connected to the cities system. The HOA will own the stormwater system and have an agreement with the City to allow the pond overflow to Allen Road right-of-way. Back of lots have storm water flow to the detention pond.

Director Strange commented that the Master Deed agreement indicates that the storm water management system is Co-owned, long term, by Owners of building sites within the residential site condominium project. The private storm water management system is Co-owned and operated, long term, by Owners of building sites within the residential site condominium project. The Public Storm Drainage System is owned and operated by the City. Maintenance of the private storm water management system including any retention ponds located within the Condominium Premises is the responsibility of the Association. The City may, but is not required, to perform the maintenance and assess actual costs against the Association or Co-owners. Any regulatory liabilities arising or relating to the storm water system, including, but not limited to, costs arising from or relating to storm water runoff into the ponds, and/or flows from the ponds outside the Condominium, are the responsibility of the Association. If the Association or Developer fails to maintain the Private Storm Drainage System both the City of Marshall and the Drain Commissioner have the right to properly maintain the same, and if deemed necessary, to create a special assessment district to pay for the work. What this all means is that if the Association is not maintaining the private storm water management system adequately, the City can step in and back charge the Association for the work.

Director Davenport continued:

Neighborhood sidewalks have been a goal of City Council for several years. Farther to the West it gets us closer to Gordon. Northeast neighborhood has gaps in connectivity as this area was built in a time when sidewalks were not built and we are trying to rectify that. A lot of people want sidewalks but some people do not want them when it comes to their property. They have to shovel snow, etc. Every property impacted by sidewalk was sent a letter. Any questions?

Derek Perry: What about tree clearing?

Director Davenport: Trees have been felled, will be mulched and removed this week. Allen Road neighbors will be impacted with a partial road closure. Soil erosion controls will be implemented. Utilities will be installed before curb and streetwork. Substantial completion is in July.

I am very aware of stormwater issues on Forest Street project. Forrest was previously platted but only partially constructed. A review of storm was not completed to our current standards at that time. We are now working with the developer to make modifications to plans to prevent issues - like adding the leeching basin. Water runs off the hill towards other houses. Adding impervious surface makes things worse but we manage the water from the road in the right-of-way. Private Storm is added to lessen impacts to the neighbors. We continue to monitor the situation but are still receiving complaints. In an effort to ensure everyone gets communication we are blasting the neighborhood with updated information on what has been done. In contrast to Forrest, Valley View was addressed as one site to address Soil Erosion Sediment Control needs.

Communication to include: Direct mailer, Neighborhood meetings, website updates and Direct message capabilities on the website "notify me" ability on the website. You put in your email and phone to get updates. Quick, short updates, direct communications to those that sign up. It's tailored with more detailed info for people who are a resident in that area. We will also be doing weekly meetings for construction updates with the developer and give timelines for both developments.

B. JULY 1, 2025 - JUNE 30, 2031, CAPITAL IMPROVEMENT PROGRAM (CIP)

Director William Dopp presented the Capital Improvement Plan.

A Capital Improvement Plan is required by the State. It is a guiding tool for planning large construction projects.

The NIA has three projects listed: East Side Redevelopment Infrastructure (the State Farm site), Mann Road Extension, and Pratt Park Future Phases.

The State Farm property is eight acres of vacant property. Should a proposed owner come with a project there is a CIP item to support development. It is exclusively driven by a developer being ready to do a project.

Mann Street Extension is the 2025/26 project for Mann to O'Keefe infrastructure. This extends that road to become a through street.

Pratt Park has conceptual plan available if a developer is ready. Infrastructure could be developed with TIFF moneys for that work. Eric Zuzga had reached out to the prior developer of Pratt Park in hopes of getting them to start some additional work but there has been no movement.

Currently we are working on the budget. The Preliminary NIA budget will come in April. We should endeavor to have the meeting in April.

- 10) 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.

Barry Wayne Adams at 622 W Green St gave public comment.

11) BOARD REPORTS

Derek Perry thanked Trout-Edwards and Ambrose for their leadership.

Trout-Edwards requested calendar invites for future meetings.

Ambrose- no comment

12) ADJOURNMENT

The meeting was adjourned at 5:15pm.

Respectfully submitted by,

Marcia Strange
Director of Community Development

PERIOD ENDING 03/31/2025

*NOTE: Available Balance / Pct Budget Used does not reflect amounts encumbered.

GL NUMBER	DESCRIPTION	2024-25 AMENDED BUDGET	YTD BALANCE 03/31/2025	ACTIVITY FOR MONTH 03/31/2025	AVAILABLE BALANCE	% BDGT USED
Fund 247 - NORTHEAST NEIGHBORHOOD IMPROVEMENT AUTH						
Revenues						
Dept 000						
247-000-402.00	Current Property Taxes	122,525.00	137,524.43	0.00	(14,999.43)	112.24
247-000-573.00	LOCAL COMM STAB SHARE TAX	0.00	0.00	0.00	0.00	0.00
247-000-665.00	Interest	1,000.00	4,200.56	0.00	(3,200.56)	420.06
247-000-679.00	MISCELLANEOUS REVENUE	0.00	50,700.00	0.00	(50,700.00)	100.00
247-000-696.00	Bond Proceeds	2,300,000.00	2,495,000.00	0.00	(195,000.00)	108.48
247-000-697.00	PREMIUMS ON BONDS	0.00	259,689.65	0.00	(259,689.65)	100.00
Total Dept 000		2,423,525.00	2,947,114.64	0.00	(523,589.64)	121.60
TOTAL REVENUES		2,423,525.00	2,947,114.64	0.00	(523,589.64)	121.60
Expenditures						
Dept 000						
247-000-801.00	Professional Services	65,950.00	43,375.00	0.00	22,575.00	65.77
247-000-803.00	Service Fee	0.00	0.00	0.00	0.00	0.00
247-000-805.00	Administrative Costs	0.00	500.00	0.00	(500.00)	100.00
247-000-810.00	Dues & Memberships	0.00	0.00	0.00	0.00	0.00
247-000-811.00	Taxes	0.00	0.00	0.00	0.00	0.00
247-000-820.00	Contracted Services	200,000.00	167.80	0.00	199,832.20	0.08
247-000-826.00	Bond Issuance Costs	0.00	93,461.59	750.00	(93,461.59)	100.00
247-000-902.00	Marketing	0.00	156.00	0.00	(156.00)	100.00
247-000-922.00	Utilities-Elec, Water, Sewer	0.00	0.00	0.00	0.00	0.00
247-000-941.01	TECHNOLOGY INTERNAL SERVICE CHARGE	0.00	0.00	0.00	0.00	0.00
247-000-955.00	COST ALLOCATION	140.00	105.00	0.00	35.00	75.00
247-000-970.00	Capital Outlay	2,100,000.00	426,302.51	0.00	1,673,697.49	20.30
247-000-972.00	SHARE OF CAPITAL PURCHASED BY OTHER FUND	0.00	0.00	0.00	0.00	0.00
247-000-990.00	Debt Service	0.00	0.00	0.00	0.00	0.00
247-000-994.00	Bond Interest Paid	0.00	57,081.10	57,081.10	(57,081.10)	100.00
247-000-995.00	Transfers to Other Funds	0.00	0.00	0.00	0.00	0.00
Total Dept 000		2,366,090.00	621,149.00	57,831.10	1,744,941.00	26.25
TOTAL EXPENDITURES		2,366,090.00	621,149.00	57,831.10	1,744,941.00	26.25
Fund 247 - NORTHEAST NEIGHBORHOOD IMPROVEMENT AUTH:						
TOTAL REVENUES		2,423,525.00	2,947,114.64	0.00	(523,589.64)	121.60
TOTAL EXPENDITURES		2,366,090.00	621,149.00	57,831.10	1,744,941.00	26.25
NET OF REVENUES & EXPENDITURES		57,435.00	2,325,965.64	(57,831.10)	(2,268,530.64)	4,049.74

[REPORT_HEADER]



ITEM 8.A

TO: [AGENDA_OFFICIAL_BODY]
FROM: William Dopp, Finance Director/ City Treasurer
DATE: April 15, 2025
SUBJECT: Northeast Neighborhood Improvement Authority Proposed FY26 Budget

RECOMMENDATION:

BUDGET REPORT FOR CITY OF MARSHALL

GL NUMBER	DESCRIPTION	2022-23 ACTIVITY	2023-24 ACTIVITY	2024-25 ORIGINAL BUDGET	2024-25 AMENDED BUDGET	2025-26 RECOMMENDED BUDGET
ESTIMATED REVENUES						
Dept 000						
247-000-402.00	Current Property Taxes	60,932	92,323	122,525	122,525	172,218
247-000-665.00	Interest	375	1,822	1,000	1,000	4,000
247-000-696.00	Bond Proceeds			2,300,000	2,300,000	
Totals for dept 000 -		61,307	94,145	2,423,525	2,423,525	176,218
TOTAL ESTIMATED REVENUES		61,307	94,145	2,423,525	2,423,525	176,218
APPROPRIATIONS						
Dept 000						
247-000-801.00	Professional Services	3,095	21,405		65,950	65,950
247-000-805.00	Administrative Costs					500
247-000-820.00	Contracted Services		156	200,000	200,000	
247-000-955.00	COST ALLOCATION	127	127	140	140	239
247-000-970.00	Capital Outlay		10,787	2,100,000	2,100,000	2,100,000
247-000-972.00	SHARE OF CAPITAL PURCHASED BY OTHER FUND		51,304			
247-000-994.00	Bond Interest Paid					114,800
Totals for dept 000 -		3,222	83,779	2,300,140	2,366,090	2,281,489
TOTAL APPROPRIATIONS		3,222	83,779	2,300,140	2,366,090	2,281,489
NET OF REVENUES/APPROPRIATIONS - FUND 247		58,085	10,366	123,385	57,435	(2,105,271)

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ITEM 8.B

TO: [AGENDA_OFFICIAL_BODY]
FROM:
DATE: April 15, 2025
SUBJECT: CONSTRUCTION UPDATE

RECOMMENDATION: