

# DOWNTOWN DEVELOPMENT AUTHORITY/LOCAL DEVELOPMENT FINANCE AUTHORITY AGENDA



## Regular Meeting

---

July 24, 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 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 three (3) 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- Regular Session-April 24, 2025  
DDA/LDFA Minutes- Regular Session- June 26, 2025  
DDA Minutes- Special Session- June 30, 2025
  - B. **Financial Reports**  
DDA Revenue/Expense Report - June 30, 2025  
LDFA Revenue/Expense Report - June 30, 2025
- 7) **MAEDA UPDATE**
- 8) **PUBLIC HEARINGS & SUBSEQUENT BOARD ACTION**
- 9) **DDA NEW BUSINESS**
- 10) **DDA OLD BUSINESS**
- 11) **LDFA NEW BUSINESS**
  - A. **DG Marshall MI, LLC - Solar Installation in Brooks Industrial Park**
- 12) **LDFA OLD BUSINESS**
- 13) **BRA NEW BUSINESS**
- 14) **BRA OLD BUSINESS**
- 15) **BOARD REPORTS**
- 16) **ADJOURNMENT**

Training Room, 323 W Michigan Ave, Marshall, MI 49068

---

# DOWNTOWN DEVELOPMENT AUTHORITY/LOCAL DEVELOPMENT FINANCE AUTHORITY MINUTES

April 24, 2025  
Regular Meeting - 4:00 PM

---

1) **CALL TO ORDER**

IN A REGULAR SESSION held on Thursday, April 24, 2025 at 4:00 PM in the Training Room of City Hall, 323 West Michigan Ave, Marshall, MI 49068, the Marshall Downtown Development Authority/Local Development Finance Authority was called to order by Chair Beck.

2) **ROLL CALL**

Roll was called:

Present: Chair Mike Beck, Sue Damron, Desmond Kirkland, Jason LaForge, Amanda Lanker, Matt Saxton, Angela Whitesell, Catherine Yates

Also Present: Treasurer Dopp and Clerk Eubank

Absent: Matt Davis, Becky Jones, and Derek Perry

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

Chair Beck stated that Lanker would like to add an update on the Master Plan to the LDFA Old Business.

**Moved** by Sue Damron, supported by Angela Whitesell to approve the agenda. On a voice vote: **Motion carried.**

4) **PUBLIC COMMENT** Persons addressing the board are required to give their name and address for the record when called upon by the Chair. Members of the public shall be limited to speaking for a maximum of five (5) minutes.

NONE

5) **PRESENTATIONS AND RECOGNITIONS**

6) **CONSENT AGENDA**

**Moved** by Amanda Lanker, supported by Jason LaForge to approve the consent agenda. On a voice vote: **Motion carried.**

A. **DDA/LDFA Minutes**  
DDA/LDFA Minutes- February 27, 2025

B. **Financial Reports**  
DDA Revenue/Expense Report- March 30,2025  
LDFA Revenue/Expense Report- March 30,2025

7) **MAEDA UPDATE**

Jim Durian gave a MAEDA update.

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

**9) DDA NEW BUSINESS**

**A. CITY - DDA COST ALLOCATION AGREEMENT**

The board asked for the agreement to be sent back to legal for revisions.

**B. DDA FY26 PROPOSED BUDGET**

**Moved** by Sue Damron, supported by Catherine Yates to recommend approval of the proposed 2025-26 Fiscal Year DDA budget by City Council. On a voice vote: **Motion carried.**

**10) DDA OLD BUSINESS**

**A. ACTIVATION ZONE TRASH AND RECYCLING UPDATE**

Marguerite gave an update on the activation zone.

**11) LDFA NEW BUSINESS**

**A. CITY - LDFA COST ALLOCATION AGREEMENT**

The board sent the agreement back looking for more clarity on the amount and information from other jurisdictions to compare.

**B. LDFA FY26 PROPOSED BUDGET**

**Moved** by Catherine Yates, supported by Matt Saxton to recommend approval of the proposed 2025-26 Fiscal Year LDFA budget by City Council.  
On a voice vote:

**12) LDFA OLD BUSINESS**

**A. MASTER PLAN UPDATE**

Member Lankerd gave an update on the Master Plan process.

**13) BOARD REPORTS**

**14) ADJOURNMENT**

The meeting was adjourned at 5:30 pm.

Respectfully submitted by,

Michelle Eubank  
City Clerk

---

# DOWNTOWN DEVELOPMENT AUTHORITY/LOCAL DEVELOPMENT FINANCE AUTHORITY MINUTES

June 26, 2025

Regular Meeting - 4:00 PM

---

**1) CALL TO ORDER**

IN A REGULAR SESSION held on Thursday, June 26, 2025 at 4:00 PM in the Training Room of City Hall, 323 West Michigan Ave, Marshall, MI 49068, the Marshall Downtown Development Authority/Local Development Finance Authority was called to order by Chair Beck.

**2) ROLL CALL**

Roll was called:

Present: Chair Mike Beck, Sue Damron, Matt Davis, Jason LaForge, and Amanda Lankerd

Also Present: Clerk Eubank, Directors Davenport, Dopp, and Strange

Absent: Becky Jones, Desmond Kirkland, Derek Perry, Matt Saxton, Angela Whitesell, and Catherine Yates.

**Seeing no quorum, Chair Beck promptly adjourned the meeting at 4:02 pm.**

**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- April 24, 2025

B. **Financial Reports**  
DDA Revenue/Expense Report- May 31, 2025  
LDFA Revenue/Expense Report- May 31, 2025

**7) MAEDA UPDATE**

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

**9) DDA NEW BUSINESS**

**10) DDA OLD BUSINESS**

**11) LDFA NEW BUSINESS**

**12) LDFA OLD BUSINESS**

**13) BRA NEW BUSINESS**

**14) BRA OLD BUSINESS**

**15) BOARD REPORTS**

**16) ADJOURNMENT**

The meeting was adjourned at 4:02 pm.

Respectfully submitted by,

Michelle Eubank  
City Clerk

---

# DOWNTOWN DEVELOPMENT AUTHORITY/LOCAL DEVELOPMENT FINANCE AUTHORITY MINUTES

June 30, 2025

Regular Meeting - 4:30 PM

---

**1) CALL TO ORDER**

IN A SPECIAL SESSION held on Monday, June 30, 2025 at 4:30 PM in the Training Room of City Hall, 323 West Michigan Ave, Marshall, MI 49068, the Marshall Downtown Development Authority/Local Development Finance Authority was called to order by Chair Beck.

**2) ROLL CALL**

Roll was called:

Present: Chair Mike Beck, Sue Damron, Matt Davis, Becky Jones, Jason LaForge, Amanda Lankerd, Derek Perry, Matt Saxton, and Catherine Yates

Also Present: Clerk Eubank

Absent: Desmond Kirkland and Angela Whitesell

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

**Moved** by Sue Damron, supported by Becky Jones 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 three (3) 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) PUBLIC HEARINGS & SUBSEQUENT BOARD ACTION**

**6) DDA NEW BUSINESS**

**A. HOME SLICE PIZZA DDA LIQUOR LICENSE**

**Moved** by Matt Davis, supported by Amanda Lankerd to recommend a DDA Liquor License for Home Slice Pizza to council. On a roll call vote:

Ayes: Sue Damron, Matt Davis, Becky Jones, Jason LaForge, Amanda Lankerd, Derek N. Perry, Matt Saxton, Catherine Yates, Mike Beck

Nays: None

Abstain: None

**Motion carried.**

**B. PASTA BELLA DDA LIQUOR LICENSE REQUEST - 301 E MICHIGAN AVE**

**Moved** by Amanda Lankerd, supported by Becky Jones to recommend a DDA Liquor License for Pasta Bella to City Council. On a roll call vote:

Ayes: Matt Davis, Becky Jones, Jason LaForge, Amanda Lankerd, Derek N. Perry,

Diane Thompson, Catherine Yates, Mike Beck, Sue Damron

Nays: None

Abstain: None

**Motion carried.**

**C. LIGHTING AND ELECTRICAL REPAIRS FOR PARKING GARAGE**

**Moved** by Matt Davis, supported by Becky Jones to approve the Emergency Lighting and Electrical Repairs quote from Herman's Electric in the amount of \$31,308.21 and authorize the City Clerk and City Manager to sign all required documents. On a roll call vote:

Ayes: Becky Jones, Jason LaForge, Amanda Lankerd, Derek N. Perry, Diane Thompson, Catherine Yates, Mike Beck, Sue Damron, Matt Davis

Nays: None

Abstain: None

**Motion carried.**

**7) DDA OLD BUSINESS**

**8) ADJOURNMENT**

The meeting was adjourned at 4:52 pm.

Respectfully submitted by,

Michelle Eubank

City Clerk

User: bcary

DB: Marshall

PERIOD ENDING 06/30/2025

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

GL NUMBER	DESCRIPTION	2024-25 AMENDED BUDGET	YTD BALANCE 06/30/2025	ACTIVITY FOR MONTH 06/30/2025	AVAILABLE BALANCE	% BGD USED
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY						
Revenues						
Dept 000						
248-000-402.00	Current Property Taxes	181,147.00	214,996.39	0.00	(33,849.39)	118.69
248-000-404.00	Property Taxes - Prior Years	0.00	0.00	0.00	0.00	0.00
248-000-412.00	Delinquent Personal Prop Taxes	0.00	6.63	6.63	(6.63)	100.00
248-000-445.00	Penalties & Int. on Taxes	0.00	92.11	3.08	(92.11)	100.00
248-000-565.00	Sales Tax Inventory Refund	0.00	0.00	0.00	0.00	0.00
248-000-573.00	LOCAL COMM STAB SHARE TAX	30,000.00	47,461.94	0.00	(17,461.94)	158.21
248-000-588.00	Contributions from Local Units	0.00	0.00	0.00	0.00	0.00
248-000-665.00	Interest	3,000.00	10,644.49	637.60	(7,644.49)	354.82
248-000-665.03	UNREALIZED GAIN/LOSS ON INVESTMENTS	0.00	0.00	0.00	0.00	0.00
248-000-675.00	Contrib. from Other Sources	0.00	0.00	0.00	0.00	0.00
248-000-676.00	Reimbursement	0.00	0.00	0.00	0.00	0.00
248-000-679.00	MISCELLANEOUS REVENUE	0.00	0.00	0.00	0.00	0.00
248-000-679.16	MISC REVENUE - BLUES FEST	65,000.00	64,229.21	8,899.21	770.79	98.81
248-000-696.00	Proceeds from Bonds/Notes	0.00	0.00	0.00	0.00	0.00
248-000-699.00	Transfers From Other Funds	0.00	0.00	0.00	0.00	0.00
Total Dept 000		279,147.00	337,430.77	9,546.52	(58,283.77)	120.88
Dept 729 - Community Development						
248-729-588.00	Contributions from Local Units	0.00	0.00	0.00	0.00	0.00
248-729-675.00	Contrib. from Other Sources	0.00	0.00	0.00	0.00	0.00
248-729-679.00	MISCELLANEOUS REVENUE	0.00	0.00	0.00	0.00	0.00
248-729-699.00	Transfers From Other Funds	0.00	0.00	0.00	0.00	0.00
Total Dept 729 - Community Development		0.00	0.00	0.00	0.00	0.00
TOTAL REVENUES		279,147.00	337,430.77	9,546.52	(58,283.77)	120.88
Expenditures						
Dept 000						
248-000-702.00	Payroll	2,000.00	514.67	0.00	1,485.33	25.73
248-000-702.01	Other Fringe Benefits-taxable	0.00	0.00	0.00	0.00	0.00
248-000-702.40	Payroll - Rubbish/Garbage	3,000.00	2,823.68	260.60	176.32	94.12
248-000-702.41	Payroll - Mowing/Trimming	0.00	0.00	0.00	0.00	0.00
248-000-702.42	Payroll - Parking Structure	0.00	856.20	0.00	(856.20)	100.00
248-000-702.43	Payroll - Sidewalk Snow Removal	0.00	1,110.83	0.00	(1,110.83)	100.00
248-000-702.44	Payroll - Flowers	0.00	1,415.20	655.86	(1,415.20)	100.00
248-000-703.00	Part-time Salaries	15,120.00	12,208.75	3,723.00	2,911.25	80.75
248-000-703.40	PART-TIME - RUBBISH/GARBAGE	0.00	0.00	0.00	0.00	0.00
248-000-703.41	PART-TIME - MOWING/TRIMMING	0.00	0.00	0.00	0.00	0.00
248-000-703.42	PART-TIME - PARKING STRUCTURE	0.00	0.00	0.00	0.00	0.00
248-000-703.43	PART-TIME - SIDEWALK SNOW REMOVAL	0.00	0.00	0.00	0.00	0.00
248-000-703.44	PART-TIME - FLOWERS	0.00	0.00	0.00	0.00	0.00
248-000-704.00	Overtime Salaries	0.00	0.00	0.00	0.00	0.00
248-000-704.40	Overtime - Rubbish/Garbage	0.00	84.72	0.00	(84.72)	100.00
248-000-704.41	Overtime - Mowing/Trimming	0.00	0.00	0.00	0.00	0.00
248-000-704.42	Overtime - Parking Structure	0.00	2,343.34	0.00	(2,343.34)	100.00
248-000-704.43	Overtime - Sidewalk Snow Removal	0.00	1,772.34	0.00	(1,772.34)	100.00
248-000-704.44	Overtime - Flowers	0.00	268.88	268.88	(268.88)	100.00
248-000-712.00	WORKERS COMPENSATION	0.00	0.00	0.00	0.00	0.00

User: bcary

DB: Marshall

PERIOD ENDING 06/30/2025

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

GL NUMBER	DESCRIPTION	2024-25 AMENDED BUDGET	YTD BALANCE 06/30/2025	ACTIVITY FOR MONTH 06/30/2025	AVAILABLE BALANCE	% BDGT USED
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY						
Expenditures						
248-000-715.00	Social Security	0.00	1,774.23	373.38	(1,774.23)	100.00
248-000-716.00	Hospitalization	0.00	0.00	0.00	0.00	0.00
248-000-717.00	Life Insurance	0.00	0.00	0.00	0.00	0.00
248-000-718.00	RETIREMENT - D/B	0.00	0.00	0.00	0.00	0.00
248-000-755.00	Miscellaneous Supplies	5,000.00	9,220.16	203.20	(4,220.16)	184.40
248-000-755.01	MISC SUPPLIES - DOWNTOWN PLANTERS	2,040.00	2,354.80	1,992.84	(314.80)	115.43
248-000-757.00	Fuels & Lubricants	200.00	0.00	0.00	200.00	0.00
248-000-777.00	MINOR TOOLS AND EQUIPMENT	300.00	546.92	486.94	(246.92)	182.31
248-000-801.00	Professional Services	1,000.00	5,227.75	0.00	(4,227.75)	522.78
248-000-801.01	Prof. Services - Streetscape	0.00	0.00	0.00	0.00	0.00
248-000-803.00	Service Fee	0.00	0.00	0.00	0.00	0.00
248-000-805.00	Administrative Costs	26,000.00	22,875.05	562.67	3,124.95	87.98
248-000-810.00	Dues & Memberships	0.00	0.00	0.00	0.00	0.00
248-000-811.00	Taxes	0.00	0.00	0.00	0.00	0.00
248-000-820.00	Contracted Services	23,997.00	32,196.55	1,804.00	(8,199.55)	134.17
248-000-820.01	Contracted Maint. - Plowing	0.00	0.00	0.00	0.00	0.00
248-000-820.02	Contracted Maint - Lawn	0.00	0.00	0.00	0.00	0.00
248-000-825.00	Insurance	0.00	0.00	0.00	0.00	0.00
248-000-850.00	Communications	720.00	720.00	0.00	0.00	100.00
248-000-860.00	Transportation & Travel	0.00	0.00	0.00	0.00	0.00
248-000-901.00	Advertising	0.00	0.00	0.00	0.00	0.00
248-000-921.00	Utilities - Gas	0.00	0.00	0.00	0.00	0.00
248-000-922.00	Utilities-Elec, Water, Sewer	0.00	0.00	0.00	0.00	0.00
248-000-941.00	MOTOR POOL VEHICLE RENTAL	5,000.00	11,538.64	169.92	(6,538.64)	230.77
248-000-942.00	Rent	0.00	0.00	0.00	0.00	0.00
248-000-958.00	Education & Training	0.00	0.00	0.00	0.00	0.00
248-000-961.00	COMMUNITY PROMOTIONS	65,000.00	51,373.78	33,213.78	13,626.22	79.04
248-000-964.00	Refund or Rebates	0.00	0.00	0.00	0.00	0.00
248-000-970.00	Capital Outlay	115,200.00	0.00	0.00	115,200.00	0.00
248-000-971.00	Capital Outlay - Land	0.00	0.00	0.00	0.00	0.00
248-000-990.00	Debt Service	59,000.00	0.00	0.00	59,000.00	0.00
248-000-994.00	Bond Interest Paid	0.00	26,978.97	12,909.93	(26,978.97)	100.00
248-000-995.00	Transfers to Other Funds	0.00	0.00	0.00	0.00	0.00
Total Dept 000		323,577.00	188,205.46	56,625.00	135,371.54	58.16
Dept 717 - DDA Parking Lots						
248-717-941.00	MOTOR POOL VEHICLE RENTAL	0.00	0.00	0.00	0.00	0.00
Total Dept 717 - DDA Parking Lots		0.00	0.00	0.00	0.00	0.00
Dept 718 - DDA Parking Ramp						
248-718-941.00	MOTOR POOL VEHICLE RENTAL	0.00	0.00	0.00	0.00	0.00
Total Dept 718 - DDA Parking Ramp		0.00	0.00	0.00	0.00	0.00
Dept 719 - DDA Sidewalk						
248-719-941.00	MOTOR POOL VEHICLE RENTAL	0.00	0.00	0.00	0.00	0.00
248-719-941.02	MOTOR POOL REPLACEMENT CHARGE	1,343.00	1,343.04	111.92	(0.04)	100.00
248-719-941.03	MOTOR POOL OPERATING CHARGE	3,235.00	3,234.96	269.58	0.04	100.00
248-719-941.05	VEHICLE RENTAL CREDIT	0.00	0.00	0.00	0.00	0.00

User: bcary

DB: Marshall

PERIOD ENDING 06/30/2025

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

GL NUMBER	DESCRIPTION	2024-25 AMENDED BUDGET	YTD BALANCE 06/30/2025	ACTIVITY FOR MONTH 06/30/2025	AVAILABLE BALANCE	% BGD USED
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY						
Expenditures						
Total Dept 719 - DDA Sidewalk		4,578.00	4,578.00	381.50	0.00	100.00
Dept 729 - Community Development						
248-729-702.00	Payroll	0.00	0.00	0.00	0.00	0.00
248-729-702.01	Other Fringe Benefits-taxable	0.00	0.00	0.00	0.00	0.00
248-729-703.00	Part-time Salaries	0.00	0.00	0.00	0.00	0.00
248-729-704.00	Overtime Salaries	0.00	0.00	0.00	0.00	0.00
248-729-712.00	WORKERS COMPENSATION	0.00	0.00	0.00	0.00	0.00
248-729-715.00	Social Security	0.00	0.00	0.00	0.00	0.00
248-729-716.00	Hospitalization	0.00	0.00	0.00	0.00	0.00
248-729-717.00	Life Insurance	0.00	0.00	0.00	0.00	0.00
248-729-718.00	RETIREMENT - D/B	0.00	0.00	0.00	0.00	0.00
248-729-719.00	Hospitalization - Prescription	0.00	0.00	0.00	0.00	0.00
248-729-740.00	Operating Supplies	0.00	608.29	0.00	(608.29)	100.00
248-729-801.00	Professional Services	0.00	0.00	0.00	0.00	0.00
248-729-806.00	MEDICAL SERVICES	0.00	0.00	0.00	0.00	0.00
248-729-810.00	Dues & Memberships	0.00	0.00	0.00	0.00	0.00
248-729-820.00	Contracted Services	0.00	892.00	0.00	(892.00)	100.00
248-729-850.00	Communications	0.00	0.00	0.00	0.00	0.00
248-729-860.00	Transportation & Travel	0.00	0.00	0.00	0.00	0.00
248-729-901.00	Advertising	0.00	0.00	0.00	0.00	0.00
248-729-902.00	Marketing	0.00	0.00	0.00	0.00	0.00
248-729-940.00	Rentals	0.00	0.00	0.00	0.00	0.00
248-729-941.00	MOTOR POOL VEHICLE RENTAL	0.00	0.00	0.00	0.00	0.00
248-729-941.01	TECHNOLOGY INTERNAL SERVICE CHARGE	0.00	0.00	0.00	0.00	0.00
248-729-958.00	Education & Training	0.00	0.00	0.00	0.00	0.00
248-729-961.00	COMMUNITY PROMOTIONS	0.00	0.00	0.00	0.00	0.00
248-729-964.00	Refund or Rebates	0.00	0.00	0.00	0.00	0.00
248-729-969.00	Contingency	0.00	0.00	0.00	0.00	0.00
248-729-995.00	Transfers to Other Funds	0.00	0.00	0.00	0.00	0.00
Total Dept 729 - Community Development		0.00	1,500.29	0.00	(1,500.29)	100.00
TOTAL EXPENDITURES		328,155.00	194,283.75	57,006.50	133,871.25	59.20
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY:						
TOTAL REVENUES		279,147.00	337,430.77	9,546.52	(58,283.77)	120.88
TOTAL EXPENDITURES		328,155.00	194,283.75	57,006.50	133,871.25	59.20
NET OF REVENUES & EXPENDITURES		(49,008.00)	143,147.02	(47,459.98)	(192,155.02)	292.09

User: bcary

PERIOD ENDING 06/30/2025

DB: Marshall

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

GL NUMBER	DESCRIPTION	2024-25 AMENDED BUDGET	YTD BALANCE 06/30/2025	ACTIVITY FOR MONTH 06/30/2025	AVAILABLE BALANCE	% BDGT USED
Fund 250 - LOCAL DEVELOPMENT FINANCE AUTHORITY FUND						
Revenues						
Dept 000						
250-000-402.00	Current Property Taxes	782,444.00	791,434.11	0.00	(8,990.11)	101.15
250-000-404.00	Property Taxes - Prior Years	0.00	0.00	0.00	0.00	0.00
250-000-445.00	Penalties & Int. on Taxes	0.00	0.00	0.00	0.00	0.00
250-000-540.00	State Grants	0.00	0.00	0.00	0.00	0.00
250-000-573.00	LOCAL COMM STAB SHARE TAX	150,000.00	200,747.89	0.00	(50,747.89)	133.83
250-000-665.00	Interest	33,000.00	64,299.57	22,529.80	(31,299.57)	194.85
250-000-673.00	Sales of Fixed Assets	0.00	0.00	0.00	0.00	0.00
250-000-675.00	Contrib. from Other Sources	0.00	0.00	0.00	0.00	0.00
250-000-675.60	CONTRIBUTED CAPITAL	0.00	0.00	0.00	0.00	0.00
250-000-679.00	MISCELLANEOUS REVENUE	0.00	0.00	0.00	0.00	0.00
250-000-696.00	Bond Proceeds	0.00	0.00	0.00	0.00	0.00
250-000-697.00	PREMIUMS ON BONDS	0.00	0.00	0.00	0.00	0.00
250-000-699.00	Transfers From Other Funds	0.00	0.00	0.00	0.00	0.00
Total Dept 000		965,444.00	1,056,481.57	22,529.80	(91,037.57)	109.43
TOTAL REVENUES		965,444.00	1,056,481.57	22,529.80	(91,037.57)	109.43
Expenditures						
Dept 000						
250-000-727.00	Office Supplies	0.00	0.00	0.00	0.00	0.00
250-000-740.00	Operating Supplies	0.00	0.00	0.00	0.00	0.00
250-000-755.00	Miscellaneous Supplies	0.00	0.00	0.00	0.00	0.00
250-000-801.00	Professional Services	78,401.05	78,474.95	0.00	(73.90)	100.09
250-000-803.00	Service Fee	500.00	500.00	0.00	0.00	100.00
250-000-805.00	Administrative Costs	160,537.00	159,999.96	13,333.33	537.04	99.67
250-000-810.00	Dues & Memberships	0.00	0.00	0.00	0.00	0.00
250-000-811.00	Taxes	0.00	914.42	0.00	(914.42)	100.00
250-000-820.00	Contracted Services	255,720.40	237,237.60	425.00	18,482.80	92.77
250-000-826.00	Bond Issuance Costs	0.00	0.00	0.00	0.00	0.00
250-000-860.00	Transportation & Travel	0.00	0.00	0.00	0.00	0.00
250-000-901.00	Advertising	0.00	0.00	0.00	0.00	0.00
250-000-902.00	Marketing	1,500.00	0.00	0.00	1,500.00	0.00
250-000-922.00	Utilities-Elec, Water, Sewer	1,200.00	0.00	0.00	1,200.00	0.00
250-000-941.00	MOTOR POOL VEHICLE RENTAL	0.00	0.00	0.00	0.00	0.00
250-000-941.01	TECHNOLOGY INTERNAL SERVICE CHARGE	0.00	0.00	0.00	0.00	0.00
250-000-958.00	Education & Training	0.00	0.00	0.00	0.00	0.00
250-000-960.00	REBATE REIMBURSEMENT	0.00	0.00	0.00	0.00	0.00
250-000-964.00	Refund or Rebates	47,000.00	46,582.53	0.00	417.47	99.11
250-000-970.00	Capital Outlay	0.00	0.00	0.00	0.00	0.00
250-000-970.35	BROOKS INDUSTRIAL PARK SUBSTATION	0.00	0.00	0.00	0.00	0.00
250-000-972.00	SHARE OF CAPITAL PURCHASED BY OTHER FUND	0.00	0.00	0.00	0.00	0.00
250-000-990.00	Debt Service	350,000.00	350,000.00	0.00	0.00	100.00
250-000-994.00	Bond Interest Paid	233,000.00	229,500.00	(3,500.00)	3,500.00	98.50
250-000-995.00	Transfers to Other Funds	0.00	0.00	0.00	0.00	0.00
Total Dept 000		1,127,858.45	1,103,209.46	10,258.33	24,648.99	97.81
TOTAL EXPENDITURES		1,127,858.45	1,103,209.46	10,258.33	24,648.99	97.81

PERIOD ENDING 06/30/2025

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

GL NUMBER	DESCRIPTION	2024-25 AMENDED BUDGET	YTD BALANCE 06/30/2025	ACTIVITY FOR MONTH 06/30/2025	AVAILABLE BALANCE	% BDGT USED
Fund 250 - LOCAL DEVELOPMENT FINANCE AUTHORITY FUND						
Fund 250 - LOCAL DEVELOPMENT FINANCE AUTHORITY FUND:						
	TOTAL REVENUES	965,444.00	1,056,481.57	22,529.80	(91,037.57)	109.43
	TOTAL EXPENDITURES	1,127,858.45	1,103,209.46	10,258.33	24,648.99	97.81
	NET OF REVENUES & EXPENDITURES	(162,414.45)	(46,727.89)	12,271.47	(115,686.56)	28.77



## ITEM 11.A

---

**TO:** [AGENDA\_OFFICIAL\_BODY]  
**FROM:** Kevin Maynard, Director of Electric Utilities  
**DATE:** July 24, 2025  
**SUBJECT:** DG Marshall MI, LLC - Solar Installation in Brooks Industrial Park

---

The attached document outlines the Michigan Renewable Energy Portfolio Requirements, the City of Marshall Renewable Energy Resources and the Proposed Marshall DG solar project for review to see if the proposed project meets the goals of the City and the LDFA for this property.

The City is seeking approval from the LDFA for the site lease for this project to move forward. It will still require City Council approval and Planning Commission approval for the final project.

**RECOMMENDATION:**

Approve the site lease agreement in substantial form and authorize the LDFA/DDA Chairperson to sign all required documents.

*Draft—For Discussion Purposes*

# **DG Marshall MI LLC (Next Era) Marshall-Coldwater Solar Project**

---

**Kevin M. Maynard  
Director of Electric Utilities  
July 24, 2025**

---

# Michigan Renewable Energy Portfolio Requirements

- **In November 2023, Michigan Senate Bill (SB) 271 was approved by Governor Whitmer, establishing Public Act (PA) 235**
- **PA 235 amended 2008 PA 295 requiring all Michigan electric providers—investor owned, cooperative and municipal electric utilities—including the City of Marshall Electric Department to prepare and file Renewable Energy Plans and Energy Waste Reduction plans that conform to PA 235 requirements**

# Michigan Renewable Energy Portfolio Requirements

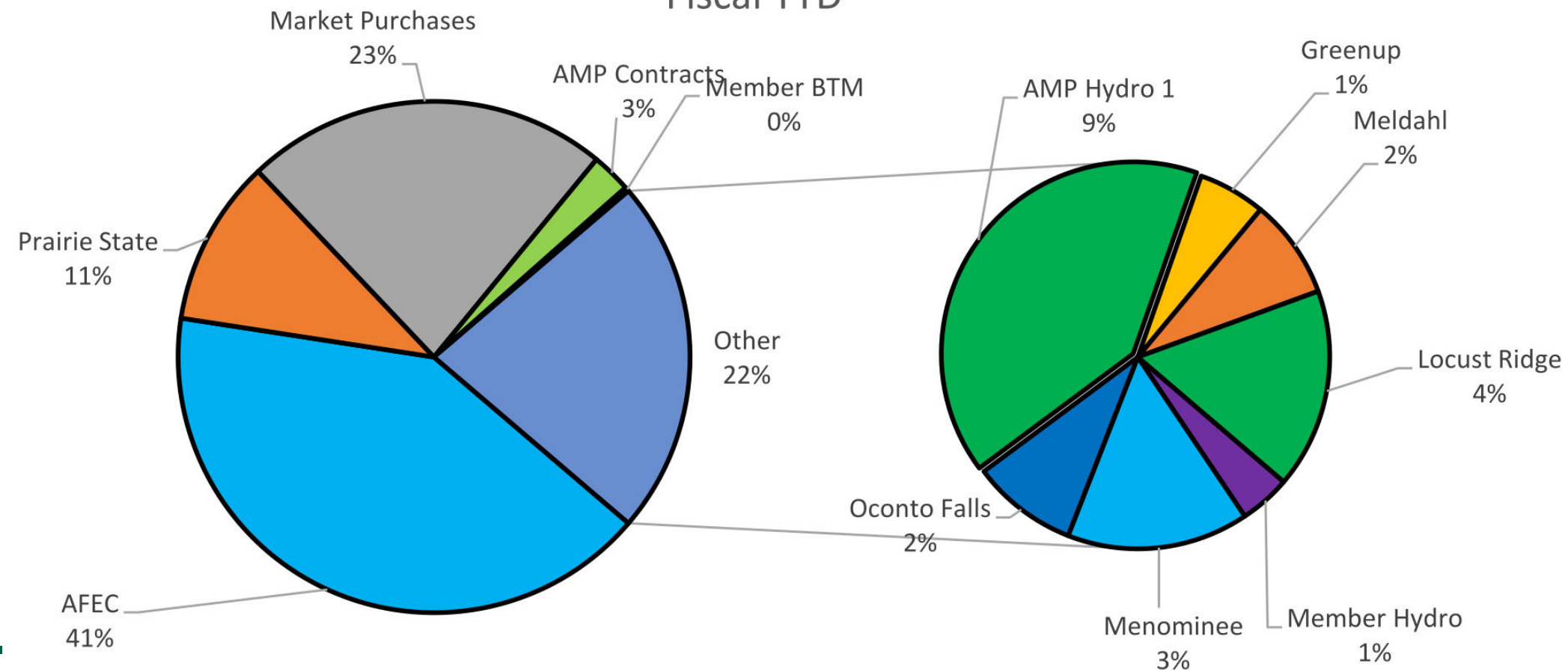
- **PA 235 requires that each electric utility file plans every two years forecasting resources needed to comply with renewable energy supply portfolio requirements established by the Act**
- **Michigan renewable energy requirements increase over time:**
  - **15% renewable energy through 2029**
  - **50% from 2030 through 2034**
  - **60% beginning in 2035**
  - **100% renewable and “clean” energy beginning in 2040**

# **City of Marshall Renewable Energy Resources**

- **Currently, the City power supply portfolio includes approximately 25% renewable energy**
  - **Marshall Hydroelectric Project supplies ~1% of energy needs**
  - **Other renewable resources include five hydroelectric plants on the Ohio River owned and/or operated by American Municipal Power; Oconto Falls (Wisconsin) and Menominee (Michigan) Hydroelectric Projects, and (through September 2025) the Locust Ridge Wind Project in Pennsylvania**
  - **There are currently no solar energy resources in the City's power supply portfolio**

# City of Marshall Renewable Energy Resources

Fiscal YTD



# City of Marshall Renewable Energy Resources

- **The additional 25% renewable resources required by 2030 can be provided by:**
  - **Constructing additional renewable energy resources such as solar, wind, hydroelectric or landfill gas to energy**
  - **Increase Marshall Hydroelectric Project energy production**
  - **Purchase power from renewable energy facilities that include energy and Renewable Energy Credits (RECs)**
  - **Purchase Michigan certified RECs (through 2034) through third parties, or**
  - **A combination of the above**

## **Proposed Marshall DG solar project**

- **The Michigan South Central Power Agency (MSCPA) is a joint action power supply organization composed of Marshall, Clinton, Coldwater and Hillsdale**
- **These four communities are also members of American Municipal Power, a power supply and services agency with 135 member communities in nine states**
- **Working together, joint action allows for greater bargaining power and risk management**

# Proposed Marshall DG solar project

- **AMP, on behalf of the MSCPA communities, is negotiating with solar developer NextEra to construct solar facilities in Marshall and Coldwater**
- **The proposed 7.425-MW Marshall site is approximately 56.69 acres at the east end of Oliver Drive, south of Brooks Field airport**
- **The proposed Coldwater site is 4.0 MW**
- **Combined solar project total capacity is 11.425 MW**



# Proposed DG Marshall solar project lease

- **NextEra subsidiary DG Marshall MI, LLC, proposes to lease a site from the City of Marshall Local Development Finance Authority (LDFA) to construct, operate and maintain this 7.425-MW solar energy installation**
- **Initial lease term is 25 years with two optional five-year extensions**
- **No lease payment is included; however, taxes captured by the LDFA from the solar installation are expected to be \$2/installed MW (approximately \$14,850 annually)**

# Proposed Marshall DG solar project lease

- **Upon expiration of the lease, DG Marshall shall deliver “possession and ownership of the premises in good order, condition and repair”**
- **Within 60 days following expiration of the lease, DG Marshall “shall remove its property from the premises” at its expense**
- **DG Marshall is “responsible for any cleaning of waste, hazardous waste, or other substance placed on the premises by Lessee” and to “repair any surface damage”**

# Proposed DG Marshall solar project

- **The DG Marshall solar energy project will be electrically interconnected with a City of Marshall 12,470-volt distribution feeder from the Brooks Substation near the site**
- **Energy generated at the facility will offset market power purchases from the Midcontinent Independent System Operator (MISO) Locational Marginal Price (LMP), providing greater power supply cost certainty**

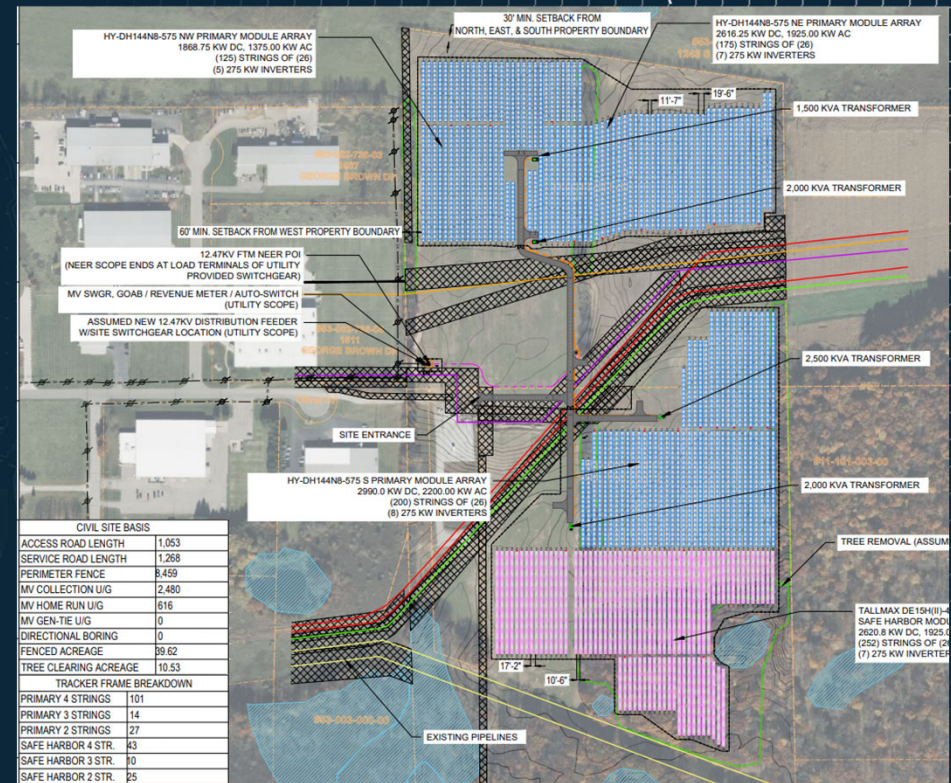
## **Proposed DG Marshall site advantages**

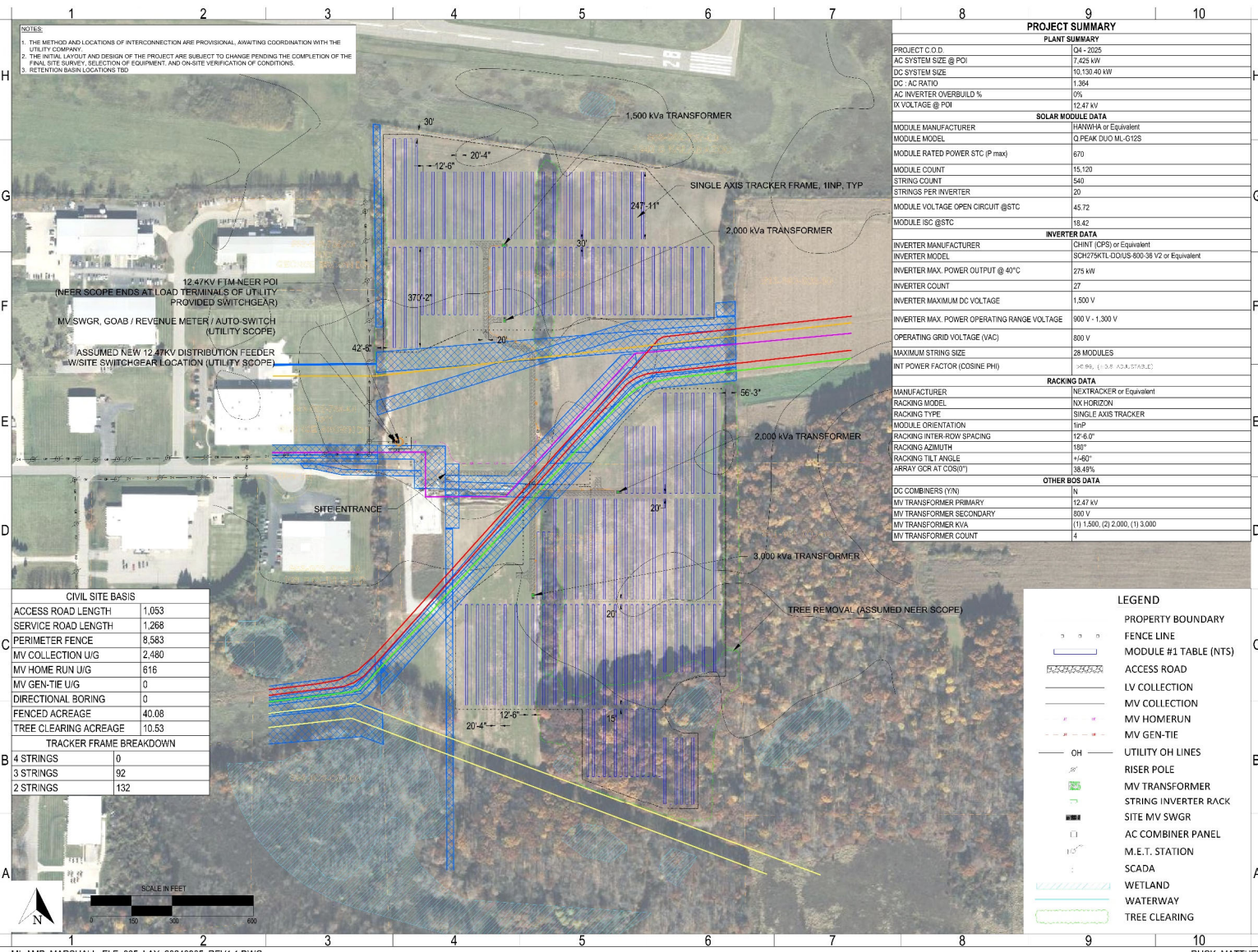
- **Parcel owned by City/LDFA**
- **Industrial area**
- **Screened by buildings on Oliver Drive; airport on north; wooded areas/no structures east and south**
- **Multiple pipeline easements limit other options**
- **Proximity to Brooks Substation**
- **Substation load exceeds solar generation capacity**
- **City needs more State of Michigan and MISO capacity**
- **Includes capacity, energy and RECs**
- **Fixed energy rate for 25 years**

# Marshall: Tracker 10.1 MWdc / 7.42MWac

## » Site Specifications:

- » Single-Axis Trackers
- » 38.4% Ground Coverage Ratio ("GCR")
- » 1.36 DC:AC Ratio
- » 400 & 575 Watt Modules
- » Interconnection at the high-side of the solar project transformer at 12.47 kV at the west of the site
- » Minor Tree clearing and building near wetlands
- » Multiple pipeline easement crossings expected
- » Assumed no screening required from neighboring properties





NOTES:  
 1. THE METHOD AND LOCATION OF INTERCONNECTION ARE PROVISIONAL, AWAITING COORDINATION WITH THE UTILITY COMPANY.  
 2. THE INITIAL LAYOUT AND DESIGN OF THE PROJECT ARE SUBJECT TO CHANGE PENDING THE COMPLETION OF THE FINAL SITE SURVEY, SELECTION OF EQUIPMENT, AND ON-SITE VERIFICATION OF CONDITIONS.  
 3. RETENTION BASIN LOCATIONS TBD

PROJECT SUMMARY	
PROJECT C.O.D.	04-2025
AC SYSTEM SIZE @ POI	7,425 kW
DC SYSTEM SIZE	10,130.40 kW
DC : AC RATIO	1.364
AC INVERTER OVERBUILD %	0%
KV VOLTAGE @ POI	12.47 kv
SOLAR MODULE DATA	
MODULE MANUFACTURER	HANWHA or Equivalent
MODULE MODEL	Q PEAK DUO ML-G12S
MODULE RATED POWER STC (P max)	670
MODULE COUNT	15,120
STRING COUNT	540
STRINGS PER INVERTER	20
MODULE VOLTAGE OPEN CIRCUIT @STC	45.72
MODULE ISC @STC	18.42
INVERTER DATA	
INVERTER MANUFACTURER	CHINT (CPS) or Equivalent
INVERTER MODEL	SCH275KTL001US 800 38 V2 or Equivalent
INVERTER MAX. POWER OUTPUT @ 40°C	275 kW
INVERTER COUNT	27
INVERTER MAXIMUM DC VOLTAGE	1,500 V
INVERTER MAX. POWER OPERATING RANGE VOLTAGE	900 V - 1,300 V
OPERATING GRID VOLTAGE (VAC)	800 V
MAXIMUM STRING SIZE	28 MODULES
PF POWER FACTOR (COSINE PHI)	>= 98. (1.0.8 ADJUSTABLE)
RACKING DATA	
MANUFACTURER	NEXTRACKER or Equivalent
RACKING MODEL	NX.HORIZON
RACKING TYPE	SINGLE AXIS TRACKER
MODULE ORIENTATION	180P
RACKING INTER-ROW SPACING	12'-6.0"
RACKING AZIMUTH	180°
RACKING TILT ANGLE	+1-60°
ARRAY GCR AT COS(0°)	38.45%
OTHER BOS DATA	
DC COMBINERS (YN)	N
MV TRANSFORMER PRIMARY	12.47 kv
MV TRANSFORMER SECONDARY	800 V
MV TRANSFORMER KVA	(1) 1,500, (2) 2,000, (1) 3,000
MV TRANSFORMER COUNT	4

CIVIL SITE BASIS	
ACCESS ROAD LENGTH	1,053
SERVICE ROAD LENGTH	1,268
PERIMETER FENCE	8,583
MV COLLECTION U/G	2,480
MV HOME RUN U/G	616
MV GEN-TIE U/G	0
DIRECTIONAL BORING	0
FENCED ACREAGE	40.08
TREE CLEARING ACREAGE	10.53
TRACKER FRAME BREAKDOWN	
4 STRINGS	0
3 STRINGS	92
2 STRINGS	132

LEGEND	
	PROPERTY BOUNDARY
	FENCE LINE
	MODULE #1 TABLE (NTS)
	ACCESS ROAD
	LV COLLECTION
	MV COLLECTION
	MV HOMERUN
	MV GEN-TIE
	UTILITY OH LINES
	RISER POLE
	MV TRANSFORMER
	STRING INVERTER RACK
	SITE MV SWGR
	AC COMBINER PANEL
	M.E.T. STATION
	SCADA
	WETLAND
	WATERWAY
	TREE CLEARING

**NEXtera ENERGY**  
RESOURCES

700 UNIVERSE BLVD,  
JUNO BEACH, FL  
33408

**NOT FOR CONSTRUCTION**

10% DRAWING

REV.#	DRN.	BY/CHKD. BY	DATE	DESCRIPTION
1.1	MR	SH	9/5/24	7.425MWac_SAT_38.5%GCR

MI - AMP - MARSHALL  
MARSHALL, MI 49068

SHEET NAME  
OVERALL SITE PLAN

SHEET SIZE  
24" X 36"

SHEET NUMBER  
E-100

MI\_AMP\_MARSHALL\_ELE\_005\_LAY\_20240905\_REV1.1.DWG

RUCK, MATTHEW - 9/5/2024 12:48 PM

# **DG Marshall solar project financial terms**

- **Marshall will receive 5.75 MW project allocation**
- **25-year Power Purchase Agreement (PPA)**
- **Take and pay—only pay for energy delivered**
- **Marshall Site - \$70.31/MWh (\$0.07031/kWh)**
- **Coldwater - \$72.66/MWh (\$0.07266/kWh)**
- **Price fixed for 25-year term of PPA**
- **Price includes capacity credits and Renewable Energy Credits/Certificates (RECs)**

# **DG Marshall solar project outstanding items**

- **LDFA approval of site lease**
- **City Council approval of Interconnection Agreement and Power Purchase Agreement (PPA) with NextEnergy DG Michigan Solar**
- **Construction of solar facility (commercial operation projected for fourth quarter 2026)**
- **Construction of interconnection between DG Marshall solar project and City of Marshall electric distribution system**

# Questions?

---