

**DOWNTOWN DEVELOPMENT AUTHORITY
OCTOBER 7, 2021
APPROVED MINUTES**

Chairman Mark Sochocki opened the meeting at 8:06 a.m. and asked for a roll call.

PRESENT: Mark Sochocki, Jeff Mossel, John Miedema, John Milan, Clinton Zimmerman and Paula Robison (Hybrid)

ABSENT: Charlene Nowlin, Bob Patterson and Randy Ostrander

ALSO, PRESENT: Heather Bowman, Director of Public Works (Hybrid), Aaron Kuhn, City Treasurer, Paula Priebe, Director of Community Development Mark Gifford, City Manager, Ed Mallette, Tuba Bach and Jessie Black, Community Economic Development Specialist.

DOWNTOWN DEVELOPMENT AUTHORITY INFORMATIONAL MEETING

Background of DDA's

Downtown Development Authorities were allowed to be formed under PA 197 of 1975 and can be funded in a number of different ways. The City's DDA is funded through farmer's market fees, property tax millage levied on all properties in the district, and tax increment financing.

Reporting requirements were changed per Public Act 57 of 2018 for the DDA, TIFA, LDFAs, etc. These requirements did not become effective until 180 days after the end of the authority's fiscal year as of the effective date of this act.

The first of those changes is a transparency requirement.

- Authorities that receive tax increment financing shall utilize the existing municipality's website to grant public access to the following:
 - (a) Minutes of all board meetings.
 - (b) Annual budget, including encumbered and unencumbered fund balances.
 - (c) Annual audits.
 - (d) Currently adopted development plan, if not included in a tax increment financing plan.
 - (e) Currently adopted tax increment finance plan, if currently capturing tax increment revenues.
 - (f) Current authority staff contact information.
 - (g) A listing of current contracts with a description of those contracts and other documents related to management of the authority and services provided to the authority.
 - (h) An updated annual synopsis of activities of the authority.
- A second requirement is conducting not fewer than two annual informational meetings.

- Notice of the meeting shall be posted on the website not less than 14 days prior to the meeting.
- Not less than 14 days before the informational meeting, the board of the authority shall mail notice of the informational meeting to the governing body of each taxing jurisdiction levying taxes that are subject to capture by the authority.
- The third requirement is the completion of an annual financial report to be submitted to the governing body of the municipality, the governing board of the governmental unit subject to tax capture by the authority, and the Michigan Department of Treasury.
 - This report needs to have the bulleted information listed on this page.
 - It is a requirement that has not yet been fulfilled because it is due concurrently with the City's audit report at the end of this year.

At this meeting, the following questions were discussed:

1. What are the upcoming goals for the next year for the DDA?
 - Contributing to beautifying the downtown with cornstalks, Christmas decorations, hanging baskets, planters, new banners and twinkle lights.
2. List the projects that the DDA hopes to undertake in the next year:
 - Beautifying the downtown with cornstalks, Christmas decorations, hanging baskets, planters, and twinkle lights.
3. Bottom Line: What is the TIF money going to be spent on?
 - Downtown decorations

There being no further business to come before the Downtown Development Authority, Mark Sochocki declared the Informational Meeting of the Downtown Development Authority adjourned at 8:12 a.m.

The regular meeting of the DDA was opened up at 8:12 a.m.

APPROVAL OF MINUTES

Motion moved by John Milan, seconded by Jeff Mossel to approve the minutes of regular meeting, July 1, 2021. Motion passed unanimously.

FINANCIAL REPORT

Aaron Kuhn presented the Quarterly Financial Status through September 30, 2021. The TIF increased due to Farmer's Market Revenue. The additional transfer of \$7,500 for Hemlock Park Improvement Project will be going out in the coming months. There is 1

possibly 2 upcoming marijuana business revenue to be captured. Net Income \$32,304.67. Fund Balance is \$89,615.35.

PUBLIC COMMENT NOT RELATED TO AGENDA

Paula Priebe introduced the newest team member of Community Development Jessie Black, Community Economic Development Specialist. Jessie comes to the city from CEDA – Community Economic Development Agency, she will be working with us on projects thru December 2022.

BUSINESS

Twinkle Lights – Heather presented the board with the quotes to replace the twinkle lights. Option A is 400ct lights at a cost of \$49,500.00 and Option B 200ct lights at a cost of \$27,500.00. Heather will move forward with trying to get a second quote and working on a CIP.

Downtown Decorations – Heather informed the board the flowerpots and hanging baskets have been pulled. Cornstalks will be placed on Michigan Ave and Pere Marquette Bridge. We have picked out our Christmas Tree and it will go up in November. The Holiday decorations will be placed right after Veteran’s Day.

Gus Macker – Heather stated the event was very successful. Unsure if they will have it again next year or not, would be very much in support of having it.

Ed Mallette, Tuba Bach - Ed explained that they are in their 21st year festival and are surviving. Due to Covid-19 many fundraisers and solicitation for the club were put on hold. Ed reminded the board that they had contributed \$500 in 2019 and he was very appreciative of that and of the Banners. Ed asked for a \$500 or more contribution to the upcoming 2021-22 season. Ed stated there would be 24-25 free concerts throughout the season.

Motion moved by Paula Robison, seconded by Clint Zimmerman to contribute a minimum of \$500.00 to Tuba Bach. Motion passed unanimously.

Other – Heather informed the board that the 8 umbrella’s that were ruined in the last storm have been ordered. The cost to replace is \$461.00 per unit with a total cost of \$3688.00. The umbrellas are on a 20-week back order so should be here and ready for Spring set up.

Next meeting of the DDA will be January 6, 2022.

Meeting adjourned at 8:40 a.m.

Respectfully submitted,

Trina Poulos
Recording Secretary