

Downtown Development Authority
April 14, 2022
Meeting Minutes

Present: Barden, Johnston, Schmitzer, McClellan, Hiles, Zehnder, Rummel, Bierlein.

Absent: Banes, Bronner, Zimmer, Keller (joined via Zoom), McLeod (joined via zoom).

Also Present: City Manager Smith, City Planner Kraushar, DDA Director Hopp, Library Director Williams, and Chamber CEO Furbush.

1. Public Input

There was one member of the public in attendance, Pam Williams from the Wickson Library. The board provided brief introductions prior to the meeting.

2. Organization

A. Meeting Minutes

The meeting minutes of March 10, 2022 were approved as presented. Moved by Rummel, seconded by Bierlein. Carried.

B. Finance Report

1. The accounts payable were approved as presented. Moved by Schmitzer, seconded by Hiles. Carried.
2. DDA Annual TIF report – Annually, the DDA must host two informational meetings to review the activities of the Authority. This meeting is the first presentation. Hopp gave an overview of the Authorities’ vision, the Tax Increment Finance Plan and then moved into the proposed budget for the coming year. This is the 30th year for the TIF in Frankenmuth in which it has collected over \$22 million dollars in revenue.
3. Budget for FY 2022-23 - DDA Director Hopp gave a presentation of the 2022-23 budget. He thanked treasurer McLeod for his help and guidance on the budget. The budget is attached to these minutes and includes several projects that were not completed in previous year and new projects that fit the strategic plan. The budget includes the use of \$301,052 of its fund balance for these projects. Moved by Zehnder, seconded by Rummel. Carried

a. Next Meeting

The next meeting is scheduled for May 12, 2022.

C. Old Business

a. Pedestrian Bridge Update

The meeting for the inspection of the pedestrian bridge was reported to have gone well. Director Hopp is waiting for Spicer Group to complete their report before bringing the topic to the DDA Board.

D. New Business

a. Congressional Funding

City staff communicated a funding opportunity to the board regarding a non-motorized pathway that would connect to Heritage Park's Riverwalk and run underneath the covered bridge. The City asked for letters of support to include in the funding application and are not yet asking for financial backing. If awarded the grant the City would only be liable for 10% of the project cost, City Manager Smith expressed that this was a unique and rare opportunity, that the City should take advantage of.

E. Adjournment

With no further business, the meeting was adjourned at 3:00pm.

Respectfully Submitted,

Emily Kraushar

4/6/22	DESCRIPTION	Audited 20-21	Budget 21-22	Estimate final 21-22	Budget 22-23
DDA FUND					
Revenues					
	REAL PROPERTY TAXES	0.00	42,217.00	75,000.00	82,500.00
	TAXES - CAPTURED	1,553,665.04	1,500,000.00	1,502,664.00	1,600,000.00
	SPECIAL ASSESSMENTS	78,928.52	38,000.00	45,000.00	22,500.00
	INTEREST EARNED	3,896.08	3,000.00	3,000.00	3,000.00
	INTEREST FROM S/A	8,960.35	0.00	8,900.00	9,000.00
	RESTRICTED DONATIONS	35,830.00	0.00	0.00	0.00
	MISCELLANEOUS REVENUE	5,000.00	500.00	23,110.88	500.00
	OTHER FINANCING SOURCES	1,250,000.00	0.00	0.00	0.00
	Total	2,936,279.99	1,583,717.00	1,657,674.88	1,717,500.00
	TOTAL REVENUES	2,936,279.99	1,583,717.00	1,657,674.88	1,717,500.00
Expenditures					
OFFICE					
Salaries and Benefits					
	SALARIES & WAGES	105,408.76	78,000.00	100,000.00	81,000.00
	PART-TIME WAGES	0.00	0.00	17,500.00	0.00
	SOCIAL SECURITY	445.67	0.00	5,500.00	5,500.00
	PENSION	25,864.97	24,000.00	30,000.00	15,000.00
	MEDICAL & DENTAL INS	20,456.99	19,000.00	14,242.00	15,000.00
	FRINGE BENEFITS	8,625.03	5,695.00	1,300.00	1,300.00
	RETIREE FRINGES	0.00	0.00	9,000.00	0.00
	SUPERVISION & ADMINISTRATION	40,000.00	40,000.00	40,000.00	80,000.00
	LIFE & INDEMNITY INS	888.34	0.00	850.00	850.00
	Sub total	201,689.76	166,695.00	218,392.00	198,650.00
Office Expense					
	POSTAGE	236.30	250.00	0.00	250.00
	OFFICE SUPPLIES	409.70	1,000.00	600.00	1,000.00
	MAGAZINES, NEWSPAPERS, ETC	83.40	0.00	0.00	50.00
	NEW EQUIPMENT	0.00	1,250.00	800.00	0.00
	ADVERTISING	681.12	750.00	200.00	750.00
	COMPUTER MAINT & SUPPORT	214.40	0.00	100.00	500.00
	TELEPHONE	179.87	1,500.00	179.87	200.00
	Sub total	1,804.79	4,750.00	1,879.87	2,750.00
Continuing Education					
	TRANSPORTATION	589.88	1,500.00	0.00	500.00
	CONFERENCES & CON ED	172.27	1,000.00	1,105.00	2,000.00
	MEMBERSHIPS & DUES	452.50	450.00	605.00	650.00
	Sub total	1,214.65	2,950.00	1,710.00	3,150.00
Insurance					
	INSURANCE	3,575.93	3,500.00	3,500.00	3,500.00
	WORKER'S COMP INSURANCE	130.16	300.00	600.00	600.00
	Sub total	3,706.09	3,800.00	4,100.00	4,100.00
Legal and Other					
	ATTORNEY SERVICES	8,504.63	3,000.00	5,000.00	5,000.00
	CONTRACTED SERVICES	13,562.50	15,700.00	1,000.00	2,000.00
	MISCELLANEOUS	45.00	500.00	0.00	500.00
	CITY BEAUTIFICATION EXPENSES	2,500.00	2,550.00	2,500.00	2,500.00
	CAPITAL IMPROVEMENTS	0.00	25,000.00	25,000.00	25,000.00
	Sub total	24,612.13	46,750.00	33,500.00	35,000.00
	Total Office and Administration	233,027.42	224,945.00	259,581.87	243,650.00
DDA MAINTENANCE DPW					
	SOCIAL SECURITY	531.17	0.00	8,000.00	8,000.00
	DPW PARTTIME	49,661.47	47,000.00	45,000.00	50,000.00
	DPW WAGES	62,995.99	63,000.00	60,000.00	65,000.00
	ADMIN CHARGES	60,556.85	46,560.00	55,650.00	61,000.00
	SUPPLIES	108,821.94	35,000.00	50,000.00	50,000.00
	UTILITIES	47,861.74	47,000.00	48,000.00	49,500.00
	EQUIPMENT RENTAL	73,084.01	30,000.00	50,000.00	50,000.00
	CONTRACTED SERVICES	439,500.87	672,500.00	150,000.00	772,500.00
	Total DDA MAINTENANCE DPW	907,756.83	941,060.00	466,650.00	1,106,000.00

See Special Projects worksheet

					Pay Off Date
DEBT SERVICE					
	2021 WATER FUND LOAN - RIVERWALK	34,450.00	250,000.00	250,000.00	113,000.00
	2021 WATER FUND LOAN - RIVERWALK	4,250.00	33,000.00	0.00	27,000.00
	2010 REFUNDING	75,000.00	70,000.00	70,000.00	20,000.00 2025
	2010 REFUNDING	0.00	0.00	0.00	2,532.00 2025
	2012 DAM DS	44,000.00	44,000.00	44,000.00	41,500.00 Last Payment
	2012 DAM DS	4,138.12	2,592.00	2,592.00	882.00 Last Payment
	2014 CI DDA 50%	0.00	40,000.00	40,000.00	42,500.00 2033
	2014 CI 50%	0.00	0.00	0.00	21,763.00 2033
	2015 DDA REFUNDING	225,000.00	130,000.00	130,000.00	135,000.00 2024
	2015 DDA REFUNDING	15,225.00	10,275.00	10,275.00	10,274.00 2024
	2015 DDA REFUNDING	625.00	0.00	0.00	0.00
	PRINCIPAL - LEVEE DEBT	132,500.00	137,500.00	137,500.00	145,000.00 2045
	INTEREST - LEVEE DEBT	118,582.50	115,601.00	115,601.00	109,301.00 2045
	PAYING AGENT - LEVEE DEBT	150.00	0.00	150.00	150.00
	Total - DEBT SERVICE	661,483.12	861,868.00	800,118.00	668,902.00
Dept 965.000 - CONTRIBUTION TO FUNDS					
	CONTRIB TO GF	40,000.00	0.00	0.00	0.00
	CONTRIBUTION TO DDA DEBT SER	0.00	0.00	0.00	0.00
	CONTRIB TO LEVEE FUND	1,613,984.00	0.00	0.00	0.00
	CONTRI TO WASTE TREATMENT FUND	65,830.01	0.00	0.00	0.00
	Total CONTRIBUTION TO FUNDS	1,719,814.01	0.00	0.00	0.00
TOTAL EXPENDITURES		3,522,081.38	2,027,873.00	1,526,349.87	2,018,552.00
Fund 248 - DDA FUND:					
TOTAL REVENUES		2,936,279.99	1,583,717.00	1,657,674.88	1,717,500.00
TOTAL EXPENDITURES		3,522,081.38	2,027,873.00	1,526,349.87	2,018,552.00
NET OF REVENUES & EXPENDITURES		-585,801.39	-444,156.00	131,325.01	-301,052.00
Fund Balance - End of Year		954,966.00		1,086,291.01	785,239.01
Restricted Funds:					
	Special Assessment	44,232.00		41,091.00	40,000.00
	Capital Improvement	180,000.00		205,000.00	230,000.00
Unrestricted Funds					
		730,734.00		840,200.01	515,239.01

Proposed Projects for 2022-23 Fiscal Year – Entered on Contracted Services Line in Budget

These items are included in Budget	Budget 2022-23
Jefferson Street Lighting. Our Electrician is still working to come up with a final plan and estimate. <u>Estimated</u>	\$125,000
Frankenmuth Recruiting video – EDC is working on Master planning and this is still a relevant piece once they complete their	\$2,500
“New” Development Project: providing matching funds to 1.) facilitate a major private investment and 2.) Building parking 264 parking spaces. <u>Estimated</u> Match \$400,000 for engineering and construction. Approved 1/9/20	\$400,000
Tree & Landscape Improvements. Includes wall repairs, tree replacement and rework of certain gardens. <u>Estimated.</u>	\$50,000
Winter Street Tree Lighting: Compliment to Christmas Experience. DDA motioned to approve a 3 year commitment to paying for street tree lights 2022 winter is our last commitment to continuing this program.	\$25,000
FYSA Parking – 600 parking spaces – Site Plan and Cost Development. In the past the DDA had interest in getting this project started with a commitment in 2020 to paying for a project manager. This \$10,000 line item was not added to the 2021-22 budget but this item would get the project started again. We have cost estimates for Site Plan.	\$20,000
M83 Signage Improvements: NEW Wayfinding Plan and NEW Complete Streets signage program. 2 components: Design, Build & Installation. Estimated	\$50,000
Harvey Kern Pavilion – Roof Repair shared cost with City Council and ARPA Funds. Building is in the DDA. #2 on the 2019 Strategic Plan Playbook states “ Build an environment where people are attracted business and community: Promote and enhance the lives of the people here.	\$100,000
Total included in Contracted Service Line item	\$772,500