

CITY OF MT. MORRIS
DOWNTOWN DEVELOPMENT AUTHORITY MEETING

December 17, 2015
1:30 P.M.

1. **MEETING CALLED TO ORDER:** Chairman Don Lemmon.
2. **SWEARING IN OF MEMBERS:** Timothy Hacker.
3. **APPROVAL OF MINUTES:** Regular meeting minutes of November 19, 2015.
4. **COMMUNICATIONS:**
 - a. None.
5. **UNFINISHED BUSINESS:**
 - a. Banners.
6. **NEW BUSINESS:**
 - a. 2017 Sesquicentennial.
 - b. Budget Committee.
 - c. Approval of 2016 Calendar of meetings.
7. **PUBLIC COMMENT**
8. **DDA MEMBER COMMENTS**
9. **ADJOURNMENT**

**PLEASE TURN OFF ALL CELL PHONES AND OTHER ELECTRONIC DEVICES PRIOR TO
THE MEETING!**

CITY OF MT. MORRIS
DOWNTOWN DEVELOPMENT AUTHORITY
Meeting Minutes
November 19, 2015

At **1:32 p.m.**, Chairperson Don Lemmon called the regular DDA meeting to order.

PRESENT: Joyce Bartos, Mark Brigolin, Shirley Corcoran, Don Lemmon, Matt Gunn, Adam Martin, Lou Templeton and Dorothy Lindsey.

ABSENT: Jay Lanphear, Daniel Lavelle.

SWEARING IN OF MEMBERS: Timothy Hacker (Absent)

OTHERS: City Manager Elena Danishevskaya, City Clerk Kristina K. Somers, Treasurer Vicki Fishell.

MINUTES:

A motion was made by Dorothy Lindsey and seconded by Matt Gunn, to approve the regular meeting minutes of October 22, 2015, as amended.

Motion carried.

Shirley Corcoran asked that the Winter Banner fee of \$100.00 for existing spring banners holder renewals.

COMMUNICATIONS:

a. Revenue/Expenditure Report.

Treasurer Vicki Fishell went over the Revenue/Expenditure Report with DDA members.

Dorothy Lindsey asked why the DPW summer charges were so high. After discussion the City manager Elena Danishevskaya stated she will look into this and let her know at the next meeting.

UNFINISHED BUSINESS:

a. Banners.

Shirley Corcoran let the DDA members know that all 19 banner poles have been filled. Shirley also gave the City Clerk a diagram of the locations of banner poles for DPW to reference.

Chairman Don Lemmon let the DDA members know that the Mayor Dan Lavelle let him know that he has received phone calls about the price of the banners. Chairman Don Lemmon let everyone know that he would like all phone calls in regards to the banners, be forwarded to him. Chairman Don Lemmon also let the DDA members know that Mayor Daniel Lavelle would like to handle the banners during the 2017 Sesquicentennial.

Dorothy Lindsey stated that Mayor Daniel Lavelle would like to design the 2017 Sesquicentennial banner, and then after the end of the year see purchasers be able to keep the banner.

DDA members would like to see the Sesquicentennial banner changes on the next meeting agenda for further discussion.

b. Expiration of Members Terms.

Chairman Don Lemmon addressed the expiration of the listed DDA members 12/2015:

- Mark Brigolin
- Lou Templeton
- Dorothy Lindsey
- Adam Martin

Chairman Don Lemmon explained to the DDA members the Michigan By-laws and explained that the members just need to show their desire to stay on the board.

DDA member Adam Martin apologized for missing the last three meetings, then expressed he would be interested in continuing his term, with the understanding that he might have to miss meetings due to his schedule.

Chairman Don Lemmon let DDA member Adam Martin know that that was fine, and that he has been a great asset to the DDA.

DDA member Mark Brigolin let the DDA members know that unfortunately he will not be able to continue sitting on the DDA board.

DDA member Lou Templeton let the DDA members know that she is interested in continuing her term.

DDA member Dorothy Lindsay let the DDA members know that she is interested in continuing her term.

Chairman Don Lemmon asked the City employees if there has been a resignation letter received from DDA member Jay Lanphear. City employees let Chairman Don Lemmon know that they have not received a letter from Mr. Lanphear. Chairman Don Lemmon is going to contact Mr. Lemmon, and Jay Hacker to see what their DDA status is.

NEW BUSINESS:

a. Meeting Schedule.

After discussion a motion was made by Adam Martin, and seconded by Joyce Bartos to meet on **Wednesdays at 1:30 p.m. starting January 2016.**

b. Open Discussion.

DDA member Lou Templeton let the DDA members know that she spoke with Waneita, Kiwanis member about the upcoming Unwrapped event. Verified that Unwrapped is December 5th, from 6p.m. till 8 p.m. and all the roads will be closed during this event.

DDA member Mark Brigolin discussed some TIF information, and passed out TIF booklets to the DDA members for review. Believes that that City should check into getting the TIF back.

Chairman Don Lemmon discussed with the DDA how TIF works in out county/city. How the city used to collect on the TIF in the past, and

City manager Elena Danishevskaya discussed an informational sheet that she found on DDA financing activities, and will review the TIF booklets and see if there is anything she can do to help.

PUBLIC COMMENT:

None.

DDA MEMBER COMMENTS:

Adam Martin – Nothing at this time.

Lou Templeton – Nothing at this time.

Shirley Corcoran would like to see the DDA members start looking into the city's 2017 Sesquicentennial, and add the topic to the next meeting's agenda. Believes that we need to get the community together and organize a sub group, discuss with city council, and build a committee to get this started. Shirley Corcoran also suggested the city post something asking if there is any type of committee or group already planning for this event.

Dorothy Lindsey – Discussed how for the 100th anniversary in 1967, the city had hired a company to oversee the events. Dorothy wishes there were more people willing to get involved with the planning of this event.

Joyce Bartos – Asked who is in charge of the 2017 Sesquicentennial. Would like to see the school, churches, and the City get involve. Suggested maybe period dressing, and incorporating the Memorial Day parade to get the City more involved.

Chairman Don Lemmon – Would like to thank Shirley for all her hard work on the banners, wished Mark Brigolin the best, and thanked everyone for their support to the DDA.

ADJOURNMENT:

There being no further business, the meeting was adjourned at **2:40 p.m.**

Kristina K. Somers, City Clerk

**CITY OF MT. MORRIS
DOWNTOWN DEVELOPMENT AUTHORITY**

WHEREAS: Public Act No. 267 of 1976, Michigan's Open Meeting Act, requires that within ten (10) days of the first meeting of a public body in each calendar year the body must publicly post a list stating the dates, times and places of all its regular meetings.

NOW THEREFORE BE IT RESOLVED:

That the Downtown Development Authority of the City of Mt. Morris will meet for regularly scheduled meetings on the third (3rd) Wednesday of each Month at 1:30 p.m. in the City Council Chambers, 11649 N. Saginaw Street, Mt. Morris, unless that Day conflicts with a holiday.

Specifically the meeting dates 2016 shall be:

January	20
February	17
March	16
April	20
May	18
June	15
July	20
August	17
September	14
October	19
November	16
December	21

Moved by DDA member _____, seconded by DDA member _____, and thereafter adopted by the Downtown Development Authority of the City of Mt. Morris at a regular meeting held Thursday, December 17, 2015 at 1:30 p.m.

_____ Yea _____ Nay _____ Absent

Don Lemmon, Chairperson

Kristina K. Somers, City Clerk

DOWNTOWN DEVELOPMENT AUTHORITY (DDA)

The Downtown Development Authority (DDA), Public Act 197 of 1975 as amended, is designed to be a catalyst in the development of a community's downtown district. The DDA provides for a variety of funding options including tax increment financing mechanism, which can be used to fund public improvements in the downtown district and the ability to levy a limited millage to address administrative expenses.

WHO IS ELIGIBLE?

Any city, village or township, that has an area in the downtown zoned and used principally for business, is eligible.

HOW DOES IT WORK?

Once established, the DDA is required to prepare a development plan and may create a tax increment financing plan to submit for approval to the local municipality. A development plan describes the costs, location and resources for the implementation of the public improvements that are projected to take place in the DDA district. A tax increment financing plan includes the development plan and details the tax increment procedure, the amount of bonded indebtedness to be incurred, and the duration of the program.

Financing Options for DDA Activities:

- Tax Increment Financing (an annual report must be submitted to the municipality and to the State Tax Commission)
- Millage (up to two mills for municipalities with population of less than one million; up to one mill for municipalities with population over one million)
- Special assessments
- Revenue bonds
- Revenues from property owned or leased by the DDA
- Donations and grants to the authority
- Contributions from the local unit of government

WHY WOULD A COMMUNITY WANT TO ESTABLISH A DDA?

The DDA tax increment financing mechanism allows for the capture of the incremental growth of local property taxes over a period of time to fund public infrastructure improvements. A community can capture property taxes which would have otherwise been paid to entities such as the library, community college and county, and instead use them for public improvements in targeted areas. By borrowing against the future tax increments, the DDA is able to fund large-scale projects, which can lead to new development opportunities within the downtown. In addition to the financing mechanism, the DDA structure results in the creation of a public board dedicated solely to the improvement of the downtown.

WHAT IS THE PROCESS?

Note: The following steps are offered as general guidelines only and the legislation should be reviewed by local officials prior to starting the DDA District designation process.

1. The governing body finds that it is necessary for the best interests of the public to do the following related to the defined business district:
 - To halt property value deterioration
 - Increase property tax valuation
 - Eliminate the causes of deterioration
 - Promote economic growth
 - Create and provide for the operation of the DDA
2. The governing body sets a public hearing, based upon its resolution of intent, to create a DDA.
3. Notice is given of a public hearing by publication and mail to taxpayers within a proposed district and to the governing body of each taxing jurisdiction levying taxes that would be subject to capture of tax increment revenues.
4. The governing body takes comments at the public hearing.
5. Within 60 days, the governing body of another taxing jurisdiction may, by resolution, exempt its taxes from capture and file the resolution with the clerk of the municipality.

DOWNTOWN DEVELOPMENT AUTHORITY (DDA) *continued*

6. Not less than 60 days following the hearing, the governing body may adopt proposed ordinance creating the DDA and designating the boundaries of the DDA district.
7. The ordinance must be published at least once in a local newspaper and filed with the Secretary of State.
8. The governing board of the DDA shall be appointed or may, for municipalities of less than 5,000, be the same as the planning commission. Otherwise the authority will be supervised by a board that includes the municipality's chief executive officer and 8-12 members appointed by the governing body. A majority of the board must be individuals with an ownership or business interest in property in the district and one member must reside in the district if there are more than 100 residents in the district.

If the DDA Board anticipates the need for capturing tax increments or using revenue bonds to support a project, a Development Plan and a Tax Increment Financing Plan must also be adopted by the DDA Board and the municipality.

CONTACT INFORMATION

For more information contact the MEDC Customer Contact Center at 517.373.9808.