



CITY OF ALBION DOWNTOWN DEVELOPMENT AUTHORITY

SPECIAL MEETING

WEDNESDAY, JUNE 5, 2019

MAYOR'S OFFICE

7:30 A.M.

MIKE TYMKEW-CHAIRPERSON

REVISED AGENDA

- I. Call To Order (Reminder: turn off cell phones)
- II. Roll Call of the DDA
- III. Approval of Prior Meeting Minutes
 - May 8, 2019 Meeting Minutes
- IV. Correspondence
- V. Order of Business
 - A. Approval – Waiver with City Attorney
 - B. Downtown Trees
 - C. Ismon House Response – April 30th letter from State
 - D. PA 57 Seminar Follow Up
 - E. Strategic Plan Update – Community Engagement
 - D. Excuse Absent Board Members
- VI. Citizen Comments (Persons addressing the DDA shall limit their comments to no more than 5 minutes. Proper decorum is required.)
- VII. Adjournment

City Of Albion
 Albion Downtown Development Authority
 Meeting Minutes – May 8, 2019

I. CALL TO ORDER

Chairperson Mike Tymkew called the meeting to order at 7:30 a.m.

II. ROLL CALL

X	Dave Atchison	X	Emily Verbeke
X	Joe Domingo	X	Nidia Wolf
X	Scott Evans	X	Jennifer Yawson
X	Marcola Lawler		
A	Linda LaNoue		
X	Mike Tymkew		

Administration: Scott Kipp, Interim City Manager, Haley Snyder, Deputy Clerk/Treasurer, John Tracy, Director of Planning, Building & Code

III. Approval of Prior Meeting Minutes

A. March 13, 2019 Special Meeting Minutes

Motion by N Wolf, supported by M Lawler to approve prior special meeting minutes as presented.

(MOTION carried, voice vote)

IV. Correspondence

Haley Snyder, Deputy Clerk/Treasurer announced Director Tracy and DDA Board Members M Lawler, and N Wolf have been signed up for Michigan Downtown Association's PA 57 Seminar on May 22nd at Eaton Rapids City Hall.

V. Order of Business

A. Election of Officers (Chairperson, Vice Chairperson, Secretary, Treasurer)

The following nominations were made for DDA Officers:

N Wolf moved, supported by S Evans to nominate M Tymkew as Chairperson.

M Lawler moved to nominate J Domingo as Chairperson.

N Wolf moved, S Evans supported to nominate M Tymkew as Chairperson.

(MOTION carried, hand vote)

N Wolf moved, supported by J Yawson to nominate S Evans as Vice Chairperson.

J Domingo moved to nominate M Lawler as Vice Chairperson.

N Wolf moved, J Yawson supported to nominate S Evans as Vice Chairperson.

(MOTION carried, hand vote)

E Verbeke moved, supported by S Evans to nominate L LaNoue as Secretary.

(MOTION carried, hand vote)

D Atchison moved to nominate E Verbeke as Treasurer. E Verbeke respectfully declined.

E Verbeke moved to nominate J Domingo as Treasurer.

(MOTION carried, hand vote)

B. Discussion – Downtown Trees

Questions/Comments from the Board for Downtown Trees were as follows:

- Noticing growth of the lower limbs on the downtown trees.
- Is the City responsible for the trimming of the downtown trees?
- Have there been discussions regarding the trimming of the trees and/or a trimming schedule determined?
- If funding is available in the DDA budget, can we purchase bark/chips to put around the trees?
- The trees were purchased by the Tree Committee.
- We need to be cautious with what we propose to do without guidance from the Committee.

Comments were received from Board Members J Domingo, S Evans, M Tymkew, and E Verbeke; S Kipp, Interim City Manager.

C. Strategic Plan Update – Beckett & Raeder, Inc.

Leah DuMouchel with Beckett & Raeder, Inc carried forward the discussion from the last meeting and provided the DDA Board with the next steps in the process.

- The DDA Board was provided with a new map of the DDA district.
- Will need a Board Member to commit to reviewing every word of the new plan to ensure everything is correct – Leah recommended L LaNoue since she is a current board member as well as the PRT Community Fellow. E Verbeke volunteered to assist Linda with the review process.
- At the last meeting, many members mentioned feeling lack of direction due to lack of funding. Maintaining/utilizing DDA funds is not the only job of the board – the DDA is able to manage and raise other funds. (Special Assessment District, USDA Economic Development, Historical District, etc.)
- Vacant land owned by DDA – parking lots located in district and one open lot located across from the Bridal Shop.

- Parking Study – Recommended one be done if one has not been completed. *Board Member N Wolf stated one has been completed and will provide a copy.*
- Signage – Has a wayfinding study been completed? *Director Tracy stated a study has been done and will provide the findings on wayfinding.*
- The DDA Board Members were provided with a summary of the Project Survey. Majority of the projects were never completed.
- An Albion Collaboration meeting was back in April – a few members from City Hall, AEDC, Albion Chamber of Commerce, and DDA attended the meeting. Reviewed the roles of main City entities and created a working document.
- *Director Tracy stated he will be providing the DDA Board with a survey regarding the new zoning rewrite for feedback.*
- If 100 people live within the downtown district, a Development Area Citizens Committee must be formed to review the proposed plan before being approved.
- The downtown district covers four (4) precincts. *Board Member S Evans suggested holding public meeting to inform residents and develop the committee.*
- Next step in the updating process – review land use and zoning of the downtown district, make contact with the City Assessor, and have readers review the “dry stuff” of the plan.

Comments were received from Board Members J Domingo, S Evans, M Lawler, M Tymkew, E Verbeke, and N Wolf; S Kipp, Interim City Manager, J Tracy, Director of Planning, Building & Code Enforcement; Leah DuMouchel, Beckett & Raeder, Inc.

- VI. Citizens Comments (Persons addressing the DDA shall limit their comments to no more than 5 minutes. Proper decorum is required.)

Comments were received by Al Smith.

Board Member Comments:

N Wolf stated she has reached out to the Philanthropic Women to inquire about more funding for Christmas lights. Still need about nine (9) more snow flakes and they are roughly \$500 each.

J Domingo suggested the City reach out to Consumers to look into replacing the downtown street lights with new LED lights.

M Tymkew stated a conflict of interest waiver has signed between the ABA and City Attorney. Is this something the DDA is interested in having as well?

Motion by J Domingo, supported by D Atchison to sign conflict of interest waiver with the City Attorney.

A Special DDA meeting is scheduled for Wednesday, June 5th, 2019 at 7:30 a.m.

- VII. ADJOURNMENT

Motion by J Domingo, supported by S Evans to adjourn the meeting of the DDA.

(MOTION CARRIED, voice vote)

Meeting adjourned at 8:55 a.m.

Recorded by Haley Snyder, City Deputy Clerk/Treasurer



May 24, 2019

MARY SHELDON ISMON HOUSE

Albion's Community Gathering Place

300 S. Clinton Street

P.O. Box 186

Albion, Michigan

Reservations: 517-629-8211

Mr. Brian Conway
State Historic Preservation Office
735 East Michigan Avenue
PO Box 30044
Lansing, MI 48909

Dear Mr. Conway:

In response to your letter to Mr. Mike Tymkew dated April 30, 2019, I am enclosing two items:

1. Drawing for 2nd floor renovation – dated 10/21/2015
2. Specification for 2nd floor renovation dated 1/17/2017

The work for the 2nd floor has been done primarily with volunteers with licensed construction, electrical and plumbing services performing those specialized services.

Photos were forwarded on two CD's earlier so that should fulfill our obligation for this monitoring.

Thank you.

Sincerely,

Shirley E. Zeller, President
Friends of the Mary Sheldon Ison House

CC: Mike Tymkew, City of Albion, DDA

The Friends of the Ison House

300 S. Clinton Street

P.O. Box 186

Albion, Michigan 49224

Board of Directors

Shirley Zeller, *President*

Ken Wheat, *Vice-President*

Gwen Tabb, *Secretary*

Carol Gnich, *Treasurer*

Larry Andreas

Dave Atchison

Cheryl Krause

Scott Marvin

Jeannette Smiley

Staci Stuart

Ken Wheat



STATE OF MICHIGAN

GRETCHEN WHITMER
GOVERNOR

MICHIGAN STATE HOUSING DEVELOPMENT AUTHORITY
LANSING

EARL J. POLESKI
EXECUTIVE DIRECTOR

March 6, 2019

LaTonya Rufus, City Manager
City of Albion/DDA
112 W. Cass Street
Albion, MI 49224

Re: Historic Preservation Covenant/Easement/Agreement Monitoring
Mary Sheldon Ismon House, 300 S. Clinton St., Albion, Calhoun County
Site P53777

Dear Ms. Rufus:

An historic preservation covenant, easement, or agreement (hereafter referred to as The Agreement), which is a restriction on a deed or title, was recorded with the property noted above. In accordance with terms of the Agreement, the State Historic Preservation Office (SHPO) is requesting the following information from you to monitor the property. Please return the attached forms by the due date listed at the top of the forms. This periodic monitoring is expected to occur approximately every five years.

Rehabilitation/Maintenance Work: Please fill out the questionnaire, attaching additional pages or other documentation as necessary. We are interested in any work you have completed in the last three years, or plan to undertake in the next three years at the subject property. The Agreement requires that work is reviewed by the SHPO, and that the architectural, historical, and archaeological integrity of the property is preserved in accordance with the Secretary of the Interior's *Standards for Rehabilitation*, and and/or the National Park Service, as noted in the Agreement.

Current Photographs: Please submit photographs of the property on a CD to show current interior and exterior conditions, and any areas of concern. Photograph requirements are listed on the form.

Current Contact Information: Please provide your current contact information in the Current Contact Information Table. Please provide that of any associated group, such as a lessee, "Friends Of" group, or other individuals. Use additional pages as needed.

12-Day Public Access Verification: The Agreement also requires that public access to the interior of the property be provided "no less than twelve (12) days each calendar year." Please complete the enclosed questionnaire with additional pages, if needed.

STATE HISTORIC PRESERVATION OFFICE
735 EAST MICHIGAN AVENUE • P.O. BOX 30044 • LANSING, MICHIGAN 48909
michigan.gov/shpo • 517-373-1630 • Fax: 517-335-0348

After our staff reviews your monitoring submissions, you may be contacted to provide additional information, for a conversation, or to arrange a site visit, if there are circumstances that appear to need further assessment. If you have questions regarding this request, please contact Debra B. Johnson, Historical Architect, at (517) 241-0242 or johnsond70@michigan.gov.

Sincerely,

A handwritten signature in black ink, appearing to read "B. Conway". The signature is written in a cursive style with a long, sweeping underline.

Brian D. Conway
State Historic Preservation Officer

BDC: DBJ

Copy: Shirley Zeller, President, Friends of Mary Sheldon Ismon House



STATE OF MICHIGAN

GRETCHEN WHITMER
GOVERNOR

MICHIGAN STATE HOUSING DEVELOPMENT AUTHORITY
LANSING

GARY HEIDEL
ACTING EXECUTIVE DIRECTOR

April 30, 2019

Mike Tymkew
City of Albion/DDA
112 W. Cass Street
Albion, MI 49224

Re: Historic Preservation Covenant/Easement/Agreement Monitoring
Mary Sheldon Ismon House, 300 S. Clinton St., Albion, Calhoun County
Site P53777

Dear Mr. Tymkew:

Thank you for submitting the historic preservation monitoring information to our office for the site listed above. We have reviewed the information and photographs, and we find that the submission is incomplete. The monitoring review has been placed on hold pending the receipt of additional information.

Please send plans, specifications, and photographs of the proposed second floor "complete renovations" so they may be reviewed in our office.

Your monitoring review cannot continue until this material is received. If you have questions regarding this request, please contact Debra Johnson, Architect at 517-241-0242 or johnsond70@michigan.gov. Thank you.

Sincerely,

Brian D. Conway
State Historic Preservation Officer
BDC:DBJ: RJM

Copy: Shirley Zeller, Friends of Ismon House

STATE HISTORIC PRESERVATION OFFICE
735 EAST MICHIGAN AVENUE • P.O. BOX 30044 • LANSING, MICHIGAN 48909
michigan.gov/shpo • 517-373-1630 • Fax: 517-335-0348

**MICHIGAN
DOWNTOWN
ASSOCIATION**



PA 57

RECODIFIED TAX INCREMENT FINANCING ACT
ACT 57 OF 2018

Quick Facts

- Replaces PA 197 of 1975
 - Recodification and establishment of certain tax increment finance authorities, including Act 197 of the Michigan Public Acts of 1975. The Act repeals and recodifies multiple acts related to tax increment finance authorities, subjects the TIFA to standard reporting requirements, and provide for the continuation of existing authorities created under the statutes being recodified. Additionally, the Act repeals two TIFA acts that were not being utilized.
- Treasury Gathering Info from Reporting Requirements
- New Reporting Form- Each DDA's Report Now Consistent
- [Law and All Requirements](#)

Timeframe

January 1, 2019: 2018 PA 57 takes effect.

March 1, 2019: Department of Treasury must publish form to be used for reporting by authorities.

April 1, 2019: Deadline for authorities to provide a copy, or a hyperlink to a copy, of the currently adopted TIF plan (or development plan/TIF plan if a combined single document) to the Department of Treasury.

Send information to:

Treas-StateSharePropTaxes@michigan.gov

180 days after authority's Fiscal Year 2019 ends: Post on a municipal or authority website, (or if no website, maintained in a physical location within the municipality that is open to the public) all items listed in **Sec. 910 (1)**.

180 days after authority's Fiscal Year 2019 ends: Submit to the Department of Treasury, the governing body of the municipality, and the governing body of a taxing unit whose taxes are capture by the authority a report including all items listed in **Sec. 911 (1)**.

Semi-annually beginning January 1, 2019: Authorities must hold two "informational meetings."

Copy or Hyperlink to a Copy, of Currently Adopted TIF Plan Sec. 912

April 1, 2019: Deadline for authorities to provide a copy, or a hyperlink to a copy, of the currently adopted TIF plan (or development plan/TIF plan if a combined single document) to the Department of Treasury.

“Below please find a link to the Imlay City Downtown Development Authority’s current TIF and Development Plan. Please contact me if you have any questions or require further information.”

<https://www.icdda.com/about-the-dda/>

Website Requirements Sec. 910 (1)

Subject to subsection (5), each municipality that has created an authority or that creates an authority shall create a website or utilize the existing website of the municipality that is operated and regularly maintained with access to authority records and documents for the fiscal year beginning on the effective date of this act...

Imlay City DDA has its own website but municipality and DDA sites linked

<https://www.icdda.com/>

South Lyon DDA included within the municipality website under Departments

http://www.southlyonmi.org/departments/da - downtown_development_authority.php

Website Requirements Sec. 910 (1)

- Minutes of all board meetings
- Annual budget, including encumbered and unencumbered fund balances
- Annual audits
- Currently adopted development plan, if not included in a tax increment financing plan
- Currently adopted tax increment finance plan, if currently capturing tax increment revenues
- Current authority staff contact information
- 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

The records and document information required above would be phased in from the effective date of the Act. For the fiscal year in which the Act takes effect, information would be required for that fiscal year. For the fiscal year 1 year following the effective date of the Act, the information would be required for that fiscal year and the immediately preceding fiscal year, and so on.



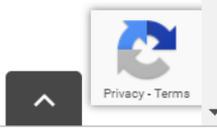
+ EXPORT EVENTS

AGENDAS

January 22, 2019	Agenda	Minutes
February 26, 2019	Agenda	Minutes
March 26, 2019	Agenda	
April 23, 2019		
May 28, 2019		
June 25, 2019		
July 23, 2019		
August 27, 2019		
September 24, 2019		
October 22, 2019		
November 26, 2019		
December, 2019	NO MEETING	

ARCHIVED AGENDAS & MEETINGS

- [+ 2018](#)
- [+ 2017](#)
- [+ 2016](#)
- [+ 2015](#)
- [+ 2014](#)
- [+ 2013](#)
- [+ 2012](#)
- [+ 2011](#)





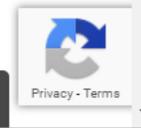
FINANCIALS

Our commitment to keeping our community informed has never been greater. Our desire is to be transparent and accountable in all aspects we are entrusted with – finances, the community’s economic outlook, projects completed and those scheduled for future completion, along with their associated budgets and costs. Here you’ll find expenditures for recent years and certified audit reports.

AUDITS		ANNUAL REPORTS		BUDGETS	DEVELOPMENT PLANS/ TAX INCREMENT FINANCIAL PLAN
2017 →	2014 →	2017 →	2013 →	2010 – 2016 →	
2016 →	2013 →	2016 →	2012 →	2017 – 2019 →	2009 →
2015 →	2012 →	2015 →	2011 →		1993 →
		2014 →	2010 →		

DDA ACTIVITY RECAP

The DDA has been working hard at making our downtown district what it is today! View a collection of projects and improvements made by the DDA since the organization’s inception, along with additional projects currently underway. [VIEW THE DDA'S](#)





SUSAN IRELAND
DDA Executive Director



LISA LOTHRINGER
Assistant Executive Director





DDA CONTRACTS AND SERVICES

In compliance with Public Act 57 and the DDA's desire to be transparent with the community, a listing of current contracts and management services provided to the DDA are available for public review.

Axiom Construction Services, LLC

General Contractor Services for Placemaking Project

Pioneer Landscaping & Lawn Maintenance

Landscape Maintenance

Communication Associates

Marketing and Public Relations Services

State of Michigan Department of Transportation

I-94 Pedestrian Overpass

Gonczy's Property Maintenance, LLC

Landscape Maintenance

Wayne County

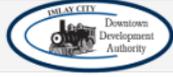
Streetscape Maintenance

Frequently Asked Questions...



Website Requirements Sec. 910 (1)

- An updated annual synopsis of activities of the authority
- List of authority accomplishments, including progress made on development plan and tax increment finance plan goals and objectives for the immediately preceding fiscal year.
- List of authority projects and investments, including active and completed projects for the immediately preceding fiscal year
- List of authority events and promotional campaigns for the immediately preceding fiscal year



DDA Projects 2017-18

DDA Projects and Investments 2017-2018

The following is a list of the Imlay City DDA's accomplishments, projects, investments, and events for the fiscal year 2017-18. Items on this list are goals and objectives found in the Imlay City DDA's Tax Increment Finance Plan of 2014.

Public Improvement-

Below is a list of improvements and investments the DDA supported in 2017-18

- Installation of Cobra Lights
 - Main Street and Depot Drive
 - \$1,100, Industrial Parkway and Folk Court
- \$23,000 for LED conversion of lights on lampposts within traditional downtown
- \$30,000 in Streetscape expenses including:
 - Landscaping on Third Street, Depot Drive, Almont Avenue, and Wayfinding Signs
 - 33 new American Flags on lampposts found in downtown
 - Holiday lights
 - Manage the brick and bench program
- \$1,200 to install three new benches placed in Rotary Park.
- \$2,275 lawn maintenance in public areas within downtown
- \$30,000 in electricity within the district
- Art in Action Initiative. Six artists created over 20 pieces of public art work.
- The DDA secured a \$1,500 grant through the I-69 Region's First Impressions Program. The DDA began work on an art and history





Future

- Splash Pad

OUR WATER PLAY SPACES ARE MORE THAN ENTERTAINMENT.

THEY BECOME A FOCAL POINT OF YOUR SITE, A PLACE WHERE VISITING BECOMES A RITUAL.

THEY FOSTER GROWTH, IMAGINATION, INTERACTIONS.

ENDLESS THRILLS.

MEMORIES.

A UNIQUELY UNFORGETTABLE EXPERIENCE, FOR ALL.

LET'S PLAY!

IMMERSE
THRILL
REFRESH
COMPLETE
EXPLORE
DISCOVER
IMAGINE

VORTEX



Website Requirements Sec. 910 (1)

- For any tax increment revenues described in the annual audit that are not expended within 5 years of their receipt, a description that provides:

- The reasons for accumulating those funds & uses for which those funds will be expended
- A time frame when the fund will be expended

- If any funds have not been expended within 10 years of their receipt:

- The amount of those funds
- A written explanation of why those funds have not been expended

SAMPLE as is now on Imlay City DDA website:

“At the end of the fiscal year 2017-18, the DDA had a fund balance of \$160,000. As the 2014 TIF plan indicates, the DDA anticipates assisting the City of Imlay City with future infrastructure projects that include: M-53 road improvements, viaduct improvements, and upgrades to utilities and infrastructure on Fourth Street. The projects, costs and timelines are included in the City's Capital Improvement Plan which is available for viewing at the City office, 150 North Main Street.”



- store opened its doors and committed to a six-month Pop Up agreement.
- Maintain 'Available Property' listing on Imlay City SEED website

At the end of the fiscal year 2017-18, the DDA had a fund balance of \$160,000. As the 2014 TIF plan indicates, the DDA anticipates assisting the City of Imlay City with future infrastructure projects that include: M-53 road improvements, viaduct improvements, and upgrades to utilities and infrastructure on Fourth Street. The projects, costs and timelines are included in the City's Capital Improvement Plan which is available for viewing at the City office, 150 North Main Street.

DDA Contracts 18-19

DDA Contracts and Management Services

In compliance with Public Act 57 and the DDA's desire to be transparent with the community, a listing of current contracts and management services provided to the DDA are available for public review at the City of Imlay City office, 150 North Main Street, Imlay City, MI 48444.

FineLine Landscape

Downtown Maintenance

Aqua Turf Irrigation

Downtown Irrigation Services

DDA's and TIF:



SAMPLE as is now on Imlay City DDA website:

At the end of the fiscal year 2017-18, the DDA had a fund balance of \$160,000. As the 2014 TIF plan indicates, the DDA anticipates assisting the City of Imlay City with future infrastructure projects that include: M-53 road improvements, viaduct improvements, and upgrades to utilities and infrastructure on Fourth Street.

The projects, costs and timelines are included in the City's Capital Improvement Plan which is available for viewing at the City office, 150 North Main Street.

According to Treasury, the **first sentence**, “Meets the requirement of *The Reasons for accumulating those funds and the uses for which those funds will be expended.*”

However the **second sentence**, “does not meet the requirement of *A time frame when then funds will be expended.*”

If you were to provide a general time frame such as ‘completed by 2022-2023’ or ‘within the next 3-4 years’, it would suffice to meet the time frame requirement.

Optional Information

Facebook x About the DDA | Historic Downto x About The DDA – Van Buren Tow x Michigan Downtown Association x +

https://vanburenda.com/about-the-dda/#financials

Apps Product support

Home About The DDA Strategic Location Business Opportunities Township Profile Calendar Community News Contact

Frequently Asked Questions...

- + What is a Downtown Development Authority?
- + What do the DDA boundaries encompass?
- + How long are board members' terms?
- + When does the DDA board meet?
- + Who do I contact about available real estate within the DDA?

Business Directory →

https://vanburenda.com/about-the-dda/#d9d02aaf4cc8f8870

TIF_District_PA_57_...xl... Van Buren recap.pdf 2018-19-DDA-Bud...pdf wake up set.jpg Show all

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Reporting to Treasury

Sec. 911 (1)

- **180 days after authority's Fiscal Year 2019 ends.** The report described in subsection (1) shall be filed with the department of treasury at the same time as the annual financial report is filed with the department of treasury under section 4 of the uniform budgeting and accounting act, 1968 PA 2, MCL 141.424.
- **One Reporting Form for All DDAs/TIFAs**
- **Treasury Open To Suggestions/Amendments to Form**
- **Form Available Here**

https://www.michigan.gov/treasury/0,4679,7-121-1751_2194_90562---,00.html

Must also submit to governing body of the municipality and the governing body of a taxing unit levying taxes subject to capture by an authority

Reporting to Treasury

Sec. 911 (1)

The Department is required to collect the reports and annually compile a combined report summarizing the information reported and submit a copy of that combined report to each member of the legislature.

File Home Insert Page Layout Formulas Data Review View Help QuickBooks Tell me what you want to do

Clipboard Font Alignment Number Styles Cells Editing

Share Comments

Annual Report on Status of Tax Increment Financing Plan				
Send completed form to: Treas-StateSharePropTaxes@michigan.gov	Municipality Name	TIF Plan #	For Fiscal Years ending in	
Issued pursuant to 2018 PA 57, MCL 125.4911 Filing is required within 180 days of end of Authority's fiscal year 2018-2019.	Click on this cell to enter authority type from list:		2019	
	Year AUTHORITY (not TIF plan) was created:			
	Year TIF plan was created or last amended to extend its duration:			
	Current TIF plan scheduled expiration date:			
	Did TIF plan expire in FY19?			
	Year of first tax increment revenue capture:			
	Does the authority capture taxes from local or intermediate school districts, or capture the state education tax? Yes or no?			
	If yes, authorization for capturing school tax:	Choose from list		
	Year school tax capture is scheduled to expire:			
Revenue:	Tax Increment Revenue		\$ -	
	Property taxes - from DDA levy		\$ -	
	Interest		\$ -	

Annual Report Specific Taxes capture

Type here to search

12:53 PM 4/8/2019

File Home Insert Page Layout Formulas Data Review View Help QuickBooks Tell me what you want to do

Clipboard: Paste, Cut, Copy, Format Painter

Font: Arial, 10, Bold, Italic, Underline, Text Color, Background Color

Alignment: Center, Left, Right, Indent, Merge & Center

Number: Currency, Percentage, Thousand Separator, Increase/Decrease Decimal

Styles: Conditional Formatting, Format as Table, Cell Styles

Cells: Insert, Delete, Format

Editing: AutoSum, Fill, Clear, Sort & Filter, Find & Select

Share Comments

Annual Report on Status of Tax Increment Financing Plan									
Send completed form to: Treas-StateSharePropTaxes@michigan.gov		Municipality Name	TIF Plan #	For Fiscal Years ending in					
Issued pursuant to 2018 PA 57, MCL 125.4911 Filing is required within 180 days of end of Authority's fiscal year 2018-2019.		Click on this cell to enter authority type from list:		2019					
67	Ad valorem utility personal	\$	-	\$	-	\$	-	0.0000000	\$0.00
68	Ad valorem other personal	\$	-	\$	-	\$	-	0.0000000	\$0.00
69	IFT New Facility real property, 0% SET exemption	\$	-	\$	-	\$	-	0.0000000	\$0.00
70	IFT New Facility real property, 50% SET exemption	\$	-	\$	-	\$	-	0.0000000	\$0.00
71	IFT New Facility real property, 100% SET exemption	\$	-	\$	-	\$	-	0.0000000	\$0.00
72	IFT New Facility personal property on industrial class land	\$	-	\$	-	\$	-	0.0000000	\$0.00
73	IFT New Facility personal property on commercial class land	\$	-	\$	-	\$	-	0.0000000	\$0.00
74	IFT New Facility personal property, all other	\$	-	\$	-	\$	-	0.0000000	\$0.00
75	Commercial Facility Tax New Facility	\$	-	\$	-	\$	-	0.0000000	\$0.00
76	IFT Replacement Facility (frozen values)	\$	-	\$	-	\$	-	0.0000000	\$0.00
77	Commercial Facility Tax Restored Facility (frozen values)	\$	-	\$	-	\$	-	0.0000000	\$0.00
78	Commercial Rehabilitation Act	\$	-	\$	-	\$	-	0.0000000	\$0.00
79	Neighborhood Enterprise Zone Act	\$	-	\$	-	\$	-	0.0000000	\$0.00

Annual Report | Specific Taxes capture

110%

Reporting to Treasury Sec. 915

Penalties for Non-Compliance

- Written notification to an authority that fails to comply with this act, taxing jurisdiction, and to the governing body of the municipality that established the authority.
- The written notification shall specifically detail the authority's noncompliance with this act.
- After 60 days of not complying, that authority shall not capture any tax increment revenues that are in excess of amounts necessary to pay bonded indebtedness and other obligations for the period of noncompliance.
- During the period of noncompliance, an authority cannot amend or approve a tax increment financing plan.
- If noncompliance exceeds 2 consecutive years, that authority shall not capture any tax increment revenues that are in excess of amounts necessary to pay bonded indebtedness and other obligations without a resolution of authorization of the municipality that created the authority and each taxing jurisdiction whose ad valorem taxes are subject to capture by the authority. Any excess funds captured shall be returned to the taxing jurisdiction from which they were captured (see schedule Sec. 915).

Informational Meetings Sec. 910 (4)

- Informational meetings are meetings for the purpose of informing the public of the goals and direction of the authority
- Including projects to be undertaken in the coming year
- They are not for the purpose of voting on policy, budgets or other operational matters
- The informational meetings may be held in conjunction with other public meetings of the authority or municipality.
- Notice posted on the municipality's or authority's website not less than 14 days before the date of the informational meeting
- Not less than 14 days before the informational meeting, the board of an authority shall mail notice of the informational meeting to the governing body of each taxing jurisdiction levying taxes that are subject to capture by an authority under this act
- As an alternative to mailing notice of the informational meeting, the board of the authority may notify the clerk of the governing body of each taxing jurisdiction levying taxes that are subject to capture by an authority under this act by electronic mail

Imlay City DDA Improvements and Investments, 2017-18

Installation of Cobra Lights

- Main Street and Depot Drive
- Industrial Parkway and Folk Court

\$23,000 for LED conversion of lights on lampposts within traditional downtown

\$30,000 in Streetscape expenses including:

- Landscaping on Third Street, Depot Drive, Almont Avenue, and Wayfinding Signs
- 33 new American Flags on lampposts found in downtown
- Holiday lights
- Manage the brick and bench program

\$1,200 to install three new benches placed in Rotary Park

\$2,275 lawn maintenance in public areas within downtown

\$30,000 in electricity within the district



Imlay City DDA Future Plans, 2019-

- Children's Reading Park on Almont Avenue
- Billboard on M-53 at Railroad Tracks
- September 28, 2019, Art in the Rough
- Enhancements at M-53 and Third Street
- Work with City during infrastructure and streetscape improvements near Via-Duct



Continued Support of the MDA

The MDA thanks you for your support of our on-going Legislative and Advocacy Fund

The Legislative and Advocacy Fund allows representatives from the MDA the opportunity to help shape laws directly affecting downtowns and TIFAs across the state like PA 57. Your support also helps our organization disseminate timely and accurate information regarding TIF legislation. For more information regarding the MDA Legislative and Advocacy Fund and membership to the MDA, please **visit www.michigandowntowns.com**.

Be a Champion for Downtowns!

MICHIGAN DOWNTOWN ASSOCIATION



Dana Walker

Director

Michigan Downtown Association

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www.michigandowntowns.com

**Tax Increment Financing Act- Act 57 of 2018
Reporting Requirements and Timeline**

TIMELINE

January 1, 2019: [2018 PA 57](#) takes effect.

March 1, 2019: Department of Treasury must publish form to be used for reporting by authorities.

April 1, 2019: Deadline for authorities to provide a copy, or a hyperlink to a copy, of the currently adopted TIF plan (or development plan/TIF plan if a combined single document) to the Department of Treasury.

Send information to:

Treas-StateSharePropTaxes@michigan.gov

180 days after authority's Fiscal Year 2019 ends: Post on a municipal or authority website, (or if no website, maintained in a physical location within the municipality that is open to the public) all items listed in [Sec. 910 \(1\)](#). See column to the right.

180 days after authority's Fiscal Year 2019 ends: Submit to the Department of Treasury, the governing body of the municipality, and the governing body of a taxing unit whose taxes are capture by the authority a report including all items listed in [Sec. 911 \(1\)](#). See back of this page.

Semi-annually beginning January 1, 2019: Authorities must hold two "informational meetings." Informational meetings are meetings for the purpose of informing the public of the goals and direction of the authority, including projects to be undertaken in the coming year. They are not for the purpose of voting on policy, budgets or other operational matters. Please reference [PA 57, Sec. 910](#) for guidelines regarding public notice.

DETAILS

Visit www.michigan.gov/TIF for more information.

[Sec. 910 \(1\)](#).

- ◇ Minutes of all board meetings
- ◇ Annual budget, including encumbered and unencumbered fund balances
- ◇ Annual audits
- ◇ Currently adopted development plan, if not included in a tax increment financing plan
- ◇ Currently adopted tax increment finance plan, if currently capturing tax increment revenues
- ◇ Current authority staff contact information
- ◇ 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
- ◇ An updated annual synopsis of activities of the authority
 - ◇ For any tax increment revenues described in the annual audit that are not expended within 5 years of their receipt, a description that provides:
 - ◇ The reasons for accumulating those funds & uses for which those funds will be expended
 - ◇ A time frame when the fund will be expended
 - ◇ If any funds have not been expended within 10 years of their receipt:
 - ◇ The amount of those funds
 - ◇ A written explanation of why those funds have not been expended
- ◇ List of authority accomplishments, including progress made on development plan and tax increment finance plan goals and objectives for the immediately preceding fiscal year.
- ◇ List of authority projects and investments, including active and completed projects for the immediately preceding fiscal year
- ◇ List of authority events and promotional campaigns for the immediately preceding fiscal year



DETAILS

Sec. 911.

Annually, an authority that is capturing tax increment revenues must submit to Treasury the form Treasury provides. The authority **must also** submit to the governing body of the municipality and the governing body of a taxing unit levying taxes subject to capture by an authority, Treasury's form **OR** electronically may submit a report that includes all of the following:

- ◇ Name of authority
- ◇ Date authority was formed, date tax increment financing (TIF) plan is set to expire or terminate, and whether the TIF plan expired during the immediately preceding fiscal year
- ◇ Date authority began capturing tax increment revenues
- ◇ Current base year taxable value of the TIF district
- ◇ Unencumbered fund balance for the immediately preceding fiscal year
- ◇ Encumbered fund balance for the immediately preceding fiscal year
- ◇ Amount and source of revenue in the account, including the amount of revenue from each taxing jurisdiction
- ◇ Amount in any bond reserve account
- ◇ Amount and purpose of expenditures from account
- ◇ Amount of principal and interest on any outstanding bonded indebtedness
- ◇ Initial assessed value of the development area or authority district by property tax classification
- ◇ Captured assessed value retained by the authority by property tax classification
- ◇ Tax increment revenues received for the immediately preceding fiscal year
- ◇ Whether the authority amended its development plan or TIF plan within the immediately preceding fiscal year and if the authority amended either plan, a link to the current development plan or TIF plan that was amended

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