



**Informational
Downtown Development Authority
Board of Directors Meeting**

**Monday, November 4, 2019
12:00 p.m.**

**Cedar Springs City Hall
66 S. Main St.
Cedar Springs, Michigan**

1. Call the Informational DDA meeting to order. Pledge of Allegiance.
2. ROLL CALL:

Bernie Beier	_____
Laura Ensley	_____
Sam Gebhardt	_____
Gerald Hall, Mayor	_____
Perry Hopkins, Vice Chairperson	_____
Sally Howland	_____
Rose Ellen Powell	_____
Todd Vriesenga	_____
Dave Ringler, Chairperson	_____

3. PUBLIC COMMENTS.

Those citizens wishing to speak on agenda and non-agenda items will be allowed a maximum of four minutes each to address their concerns. This is the only time during the meeting that citizens are allowed to address the Downtown Development Authority. Please state your name and address for the record if you would like

4. INFORMATIONAL PRESENTATION

- A. Presentation- City Manager Michael Womack
 - a. TIF-101
 - b. 4 PA 57 of 2018 Annual Report for 2019
- B. Public Question & Answer

5. ADJOURNMENT.



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4. CONFLICTS OF INTEREST AND EX-PARTE COMMUNICATION INQUIRY

5. APPROVAL OF AGENDA

6. CONSENT AGENDA.

A. Motion to approve the minutes of the Informational Meeting October 28, 2019.

B. Motion to approve the minutes for Regular Meeting October 28, 2019.

7. UNFINISHED BUSINESS.

A. Resolution No. 2019 – 01 A Resolution To Establish The Regular Meeting Dates Of The Downtown Development Authority Board From January 2020 To December 2020.

B.

8. NEW BUSINESS.

A. Motion to cancel the regularly scheduled DDA meetings of November 25, 2019 and December 30, 2019.

B.

9. CORRESPONDENCE.

A.

10. CITY MANAGER/DDA DIRECTOR'S REPORT.

11. TRUSTEE COMMENTS.

12. ADJOURNMENT.

The next DDA meeting is Monday, January 27, 2020 at 12 p.m.

Tax Increment Financing 101

Tax Increment Financing Defined

Tax increment Financing (TIF) is a procedure that allows municipalities to “capture” the additional, or incremental, taxes from property as it increases in value. Property owners continue to pay taxes as usual, but a portion of the money is diverted to pay for development activities that have a public benefit.

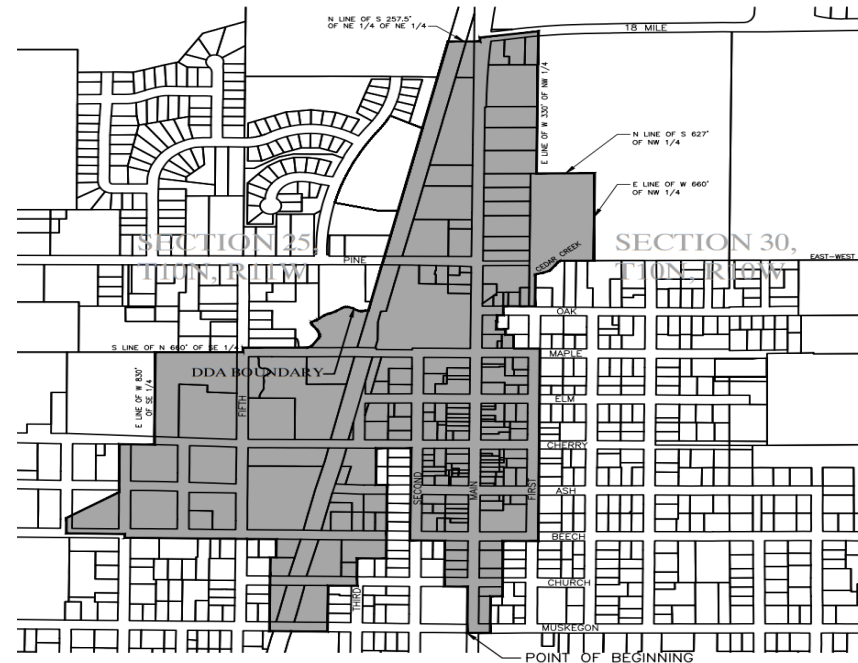
How TIF Works—A Simplified Example

Here is an example of a hypothetical TIF to demonstrate how the process works: A city decides that an area is in horrible condition, with no hope of being restored unless the government steps in. The expert consultants agree, and the area meets the criteria for a TIF district under Michigan law, so a TIF is created. Property tax rates are not affected by the TIF. At the beginning of the TIF, the aggregate property value of all land in the TIF is \$1,000,000, and annual property tax revenue is \$40,000. This \$40,000 is split between a handful of taxing bodies. After the TIF is created, the taxing bodies know that they will continue to receive \$40,000 per year for the life of the TIF.

Perhaps after a couple years, property values within the TIF increase to \$1,100,000, which leads to annual tax revenues of \$44,000. This extra \$4,000, instead of being distributed to the taxing bodies, is deposited in the TIF fund for the city to use to reinvest in the TIF area. As the city invests in the area and private investors begin to be attracted by the city’s efforts to revitalize the community, a snowball effect occurs. More TIF investments by the city lead to more investments by private developers, both of which lead to higher property values, and therefore, more TIF revenue that can be reinvested in the TIF district, starting the cycle all over again.

What Properties Are Captured

The DDA tax capture includes all of the parcels within specific tax increment financing plans. The attached map shows the DDA TIF district:



How TIF Plans Are Adopted

TIF plans are adopted differently for the DDA and the Brownfield Authority (BRA). A DDA TIF plan is adopted by ordinance of City Council. This approximately 60-90 day process starts with the creation of a written TIF plan and follows with DDA review, public notice, public hearings, and eventual Council adoption. A BRA plan adoption is similar with a written TIF plan, BRA review, public hearing, but approval is via a Council resolution. The process can be slightly shorter than a DDA TIF, depending on the project. The City of Cedar Springs renewed its DDA TIF and Development Plan in 2017.

What TIF Does

Tax increment financing can pay for a variety of things, depending on what authority is used. Cedar Springs has two primary TIF authorities, the Downtown Development Authority and Brownfield Development Authority.

The DDA TIF can be used to pay for anything that is included in the DDA's Development Plan or anything that is otherwise permitted by law. This includes expenditures on projects such as:

- i. Creation of New Off-Street Parking Lots.
- ii. Alley Improvements.
- iii. Acquisition and Construction of Buildings, Structures and Property.
- iv. Improvements to and Renovation of Existing Buildings
- v. Construction of Parks.
- vi. Improvements to White Pine Trail.
- vii. Improve Accessibility to Downtown Area from White Pine Trail
- viii. Commercial Business and Building Development and Redevelopment.
- ix. Municipal Buildings.
- x. Development of cohesive standardized city-wide signage standard
- xi. Pedestrian/Bicycle improvements.
- xii. Business and Downtown Development and marketing
- xiii. Establish Downtown Recreation and Annual Signature Events

The Brownfield Authority can help pay for activities related to properties that are contaminated, blighted, or obsolete. Some of those reimbursable activities include demolition, asbestos abatement, environmental response, site preparation, some public infrastructure and stormwater management.

Annual Report on Status of Tax Increment Financing Plan

Send completed form to: Treas-StateSharePropTaxes@michigan.gov	City of Cedar Springs	TIF Plan #	For Fiscal Years ending in
<small>Issued pursuant to 2018 PA 57, MCL 125.4911 Filing is required within 180 days of end of Authority's fiscal year 2018-2019.</small>	DDA	1	2019
Year AUTHORITY (not TIF plan) was created:		1990	
Year TIF plan was created or last amended to extend its duration:		2017	
Current TIF plan scheduled expiration date:		2036	
Did TIF plan expire in FY19?		No	
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?		No	
If yes, authorization for capturing school tax:		Choose from list	
Year school tax capture is scheduled to expire:			

Revenue:	Tax Increment Revenue	\$ 16,716
	Property taxes - from DDA levy	\$ -
	Interest	\$ -
	State reimbursement for PPT loss (Forms 5176 and 4650)	\$ -
	Other income (grants, fees, donations, etc.)	\$ -
	Total	\$ 16,716

Tax Increment Revenues Received	From counties	\$ 4,165
	From municipalities (city, twp, village)	\$ 10,759
	From libraries (if levied separately)	\$ 571
	From community colleges	\$ 1,221
	From regional authorities (type name in next cell)	\$ -
	From regional authorities (type name in next cell)	\$ -
	From regional authorities (type name in next cell)	\$ -
	From local school districts-operating	\$ -
	From local school districts-debt	\$ -
	From intermediate school districts	\$ -
	From State Education Tax (SET)	\$ -
	From state share of IFT and other specific taxes (school taxes)	\$ -
	Total	\$ 16,716

Expenditures	Wages/Benefits for City Employees	\$ 3,118
	DDA Parking lot signs	\$ 1,153
	Downtown Street Signs	\$ 2,700
	Bike Racks Downtown	\$ 250
	Downtown Flower Boxes	\$ 1,415
		\$ -
		\$ -
		\$ -
		\$ -
		\$ -
		\$ -
		\$ -
		\$ -
		\$ -
		\$ -
Transfers to other municipal fund (list fund name)		\$ -
Transfers to other municipal fund (list fund name)		\$ -
	Transfers to General Fund	\$ -
	Total	\$ 8,636

Outstanding non-bonded Indebtedness	Principal	\$ -
	Interest	\$ -
Outstanding bonded Indebtedness	Principal	\$ -
	Interest	\$ -
	Total	\$ -

Bond Reserve Fund Balance		\$ -
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CAPTURED VALUES

PROPERTY CATEGORY	Current Taxable Value	Initial (base year) Assessed Value	Captured Value	Overall Tax rates captured by TIF plan	
				TIF Revenue	TIF Revenue
Ad valorem PRE Real	\$ 772,726	\$ 603,027	169,699	24.2577000	\$4,116.51
Ad valorem non-PRE Real	\$ 6,827,783	\$ 6,308,383	519,400	24.2577000	\$12,599.45
Ad valorem industrial personal	\$ -	\$ -	-	0.0000000	\$0.00
Ad valorem commercial personal	\$ -	\$ -	-	0.0000000	\$0.00
Ad valorem utility personal	\$ -	\$ -	-	0.0000000	\$0.00
Ad valorem other personal	\$ -	\$ -	-	0.0000000	\$0.00
IFT New Facility real property, 0% SET exemption	\$ -	\$ -	-	0.0000000	\$0.00
IFT New Facility real property, 50% SET exemption	\$ -	\$ -	-	0.0000000	\$0.00
IFT New Facility real property, 100% SET exemption	\$ -	\$ -	-	0.0000000	\$0.00
IFT New Facility personal property on industrial class land	\$ -	\$ -	-	0.0000000	\$0.00
IFT New Facility personal property on commercial class land	\$ -	\$ -	-	0.0000000	\$0.00
IFT New Facility personal property, all other	\$ -	\$ -	-	0.0000000	\$0.00
Commercial Facility Tax New Facility	\$ -	\$ -	-	0.0000000	\$0.00
IFT Replacement Facility (frozen values)	\$ -	\$ -	-	0.0000000	\$0.00
Commercial Facility Tax Restored Facility (frozen values)	\$ -	\$ -	-	0.0000000	\$0.00
Commercial Rehabilitation Act	\$ -	\$ -	-	0.0000000	\$0.00
Neighborhood Enterprise Zone Act	\$ -	\$ -	-	0.0000000	\$0.00
Obsolete Property Rehabilitation Act	\$ -	\$ -	-	0.0000000	\$0.00
Eligible Tax Reverted Property (Land Bank Sale)	\$ -	\$ -	-	0.0000000	\$0.00
Exempt (from all property tax) Real Property	\$ -	\$ -	-	0.0000000	\$0.00
Total Captured Value		\$ 6,911,410	689,099		\$16,715.96 Total TIF Revenue

**Tax Increment Revenue
Specific Taxes Allowable for Capture by PA 57 Authorities
As of January 1, 2019**

Former Public Act (now repealed) Year	DDA 197 1975	TIFA 450 1980	LDFA 281 1986	NSRA 35 1867	CIA 280 2005	WRITIFA 94 2008	NIA 61 2007
2018 PA 57 MCL Citation for "specific tax" definition	125.4201.new (aa)	125.4301.new (w)	125.4402.new (hh)	125.4523.new (9)(e)	125.4603.new (e)	125.4703.new (d)	125.4803.new (e)
PA 189 of 1953 Lessees/Tax Exempt Property	X	X	X	X ¹	X	X	X
PA 198 of 1974 IFT	X	X	X	X	X	X	X
PA 255 of 1978 CFT	X	X	X	X	X	X	X
PA 385 of 1984 Tech Park	X	X	X	X	X	X	X
PA 224 of 1985 Enterprise Zone			X				
PA 147 of 1992 NEZ				X			X
PA 146 of 2000 OPRA			X	X			
PA 260 of 2003 Eligible Tax Reverted Property (Land Bank 5/50) Tax							
PA 210 of 2005 Commercial Rehabilitation				X			X

Blue highlighted cells--properties located in renaissance zones are exempt from these taxes to the degree listed in 1996 PA 376 at MCL 125.2689 (same extent as ad valorem taxes)

Yellow highlighted cells--properties located in renaissance zones are exempt from these taxes to the degree listed in the respective public acts (same as the others, just exempted in the individual acts instead of in the RenZone Act)



**Regular
Downtown Development Authority
Board of Directors Meeting**

MINUTES

**Monday, October 28, 2019
12:00 p.m.**

**Cedar Springs City Hall
66 S. Main St.
Cedar Springs, Michigan**

1. **Ringler** called the regular DDA meeting to order at 12:36 p.m. The Pledge of Allegiance was recited.

2. ROLL CALL:

Bernie Beier	<u>Present</u>
Laura Ensley	<u>Present</u>
Sam Gebhardt	<u>Present</u>
Gerald Hall, Mayor	<u>Present</u>
Perry Hopkins, Vice Chairperson	<u>Present</u>
Sally Howland	<u>Present</u>
Rose Ellen Powell	<u>Present</u>
Todd Vriesenga	<u>Present</u>
Dave Ringler, Chairperson	<u>Present</u>

3. PUBLIC COMMENTS.

Those citizens wishing to speak on agenda and non-agenda items will be allowed a maximum of four minutes each to address their concerns. This is the only time during the meeting that citizens are allowed to address the Downtown Development Authority. Please state your name and address for the record if you would like.

None.

4. CONFLICTS OF INTEREST AND EX-PARTE COMMUNICATION INQUIRY

None.

5. APPROVAL OF AGENDA

Motion by **Hopkins** seconded by **Howland** to approve the agenda as presented.

Voice Vote

9-0

Motion Carried.

6. CONSENT AGENDA.

- A. Motion to approve the minutes of the Regular Meeting September 30, 2019.
- B. Motion to accept and file the financial report.

Motion by **Hopkins** seconded by **Ensley** to approve the consent agenda as presented.

Voice Vote

9-0

Motion Carried.

7. UNFINISHED BUSINESS.

A. Mural Committee Update

Ensley reported that there has not been a mural subcommittee meeting, but that it is difficult to get artist to submit art. **Womack** reported that he went to Sparta and saw a mural, but couldn't remember what it was. He suggested letting the artist have complete control of the artwork and then have the board do minor modifications.

- B. Sign Committee Update
 - a. WPT signs ordered

Womack reported that the White Pine Trail signs have been ordered.

- C. Amphitheater Policy discussion
 - a. Meeting-Monday, November 18, 2019, 9 am, City Hall
 - b. Discussion of what types of events, who to organize, how to pay for them

Womack let the board know that there would be an Amphitheater Policy meeting November 18, 2019 at 9am at City Hall. **Ringler** inquired if the rules could be waived if the event was given community event status.

8. NEW BUSINESS.

A. Discuss – Resolution 2019-01 Meeting Dates

Ringler would like to move the December 28th meeting to December 21st to avoid conflict holiday plans.

- B. Hudsonville Pedestrian Crossing Ordinance
 - a. Discussion on pedestrian safety

Womack would like to install curb bump outs to assist in the long-term solution to improve Pedestrian Crossings. He reported that Hudsonville recently passed a Pedestrian Crossing Ordinance that the city could also adopt, but he didn't want to pass an ordinance until speed is slowed down to 25 mph. He would like to install curb bump out delineators as early in the spring and possibly pass an ordinance in the fall of next year. **Hall** remarked that he would like to have delineators at Maple and Cherry Street. He didn't think that Beech Street would be wide enough for the curb bump out delineators. **Howland** inquired why the city was able to place the island delineator on 17 Mile, but couldn't do it on Main Street. **Womack** explained that the delineator was not placed in the travel lane like the proposed flip down sign in the travel lane.

9. CORRESPONDENCE.

- A. None.

10. CITY MANAGER/DDA DIRECTOR'S REPORT.

Womack reported that the City is hosting a Marijuana Forum on November 15th and December 12th starting at 5:30p.m. at the Library.

11. TRUSTEE COMMENTS.

Hall thanked everyone for their attendance to the DDA meetings.

Beier welcomed Shandell Napieralski as the Deputy Clerk.

Howland thanked everyone for coming to the meetings.

Ensley thanked everyone for coming to the meeting.

Vriesenga remarked that he would like to continue to make sidewalks safer in the city.

Gebhardt thanked everyone for their hard work.

Powell wished the board a Happy Halloween and reminded everyone to vote in the upcoming election November 5th.

Ringler thanked everyone for coming to the meeting. He remarked that the signs looked great and that it is a visible sign of the work done by the DDA. Go Red Hawks!

12. ADJOURNMENT.

Motion by **Hopkins** seconded by **Howland** to adjourn the meeting at 1.

Voice Vote

9-0

Motion Carried.

Rebecca Johnson, City Clerk

David Ringler, DDA Chairperson



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1. **Ringler** called the Informational DDA meeting to order at 12:00p.m. The Pledge of Allegiance was recited.
2. ROLL CALL:

Bernie Beier	<u>Present</u>
Laura Ensley	<u>Present</u>
Sam Gebhardt	<u>Present</u>
Gerald Hall, Mayor	<u>12:06 p.m.</u>
Perry Hopkins, Vice Chairperson	<u>Present</u>
Sally Howland	<u>Present</u>
Rose Ellen Powell	<u>Present</u>
Todd Vriesenga	<u>Present</u>
Dave Ringler, Chairperson	<u>Present</u>

3. PUBLIC COMMENTS.

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None.

4. INFORMATIONAL PRESENTATION

- A. Presentation- City Manager Michael Womack
 - a. MML-Economic Development Tools—Downtown Development Authority
 - b. AMENDED AND RESTATED 2017 TAX INCREMENT FINANCING PLAN AND DEVELOPMENT PLAN FOR THE DOWNTOWN DEVELOPMENT DISTRICT CITY OF CEDAR SPRINGS, MICHIGAN 2017-2036

Womack reviewed the MML Economic Development Tools one-pager and reviewed the TIF Plan and Goals. Womack reported that parking has been a goal of the board and asked if

the board thought that there was enough existing parking or if they thought more lots were needed. **Ringler** reported that he rarely sees the existing parking lots full. He discussed with the board that he thought there is enough parking, its just not directly in front of each business. He reported that business owners should want pedestrians to travel 1-2 blocks so they stop into several businesses. **Powell** would like to see the parking lot behind B&B Beauty get repaired and noted that the East side of town does not have many parking lots. **Womack** inquired if sidewalks to the DDA district should be a priority. **Powell** suggested a sidewalk near the library. **Womack** inquired if the board thought if a Dog Park at Riggle Park would benefit the Downtown Development District? **Ringer** remarked that he would like to support the idea, but that it would be difficult for business owners that serve food because animals are not permitted where food is served unless it is a registered service animal. **Ensley** thought that the dog park was a great idea and that the community really needed it.

B. Public Question & Answer

None

5. ADJOURNMENT.

Motion by **Hopkins** seconded by **Howland** to adjourn the meeting at 12:35 p.m.

Voice Vote

9-0

Motion Carried.

Rebecca Johnson, City Clerk

David Ringler, DDA Chairperson



**CITY OF CEDAR SPRINGS
DOWNTOWN DEVELOPMENT AUTHORITY BOARD**
Kent County, Michigan

DDA Board member _____, supported by DDA Board member _____, moved the adoption of the following resolution:

RESOLUTION NO. 2019 – 01

**A RESOLUTION TO ESTABLISH THE REGULAR MEETING DATES
OF THE DOWNTOWN DEVELOPMENT AUTHORITY BOARD
FROM JANUARY 2020 TO DECEMBER 2020.**

WHEREAS, the Bylaws of the Downtown Development Authority (Article VI. Meetings, Section 2 Regular Meetings) provides for the DDA Board to schedule four regular meetings each year.

NOW, THEREFORE, BE IT RESOLVED:

- 1.) that the DDA Board establishes the following dates as the Regular Meeting dates for the 2020 calendar year:

January 27, 2020 [∞]	12:00 p.m.
February 24, 2020	12:00 p.m.
March 30, 2020 [∞]	12:00 p.m.
April 27, 2020	12:00 p.m.
*May 18, 2020	12:00 p.m.
June 29, 2020	12:00 p.m.
July 27, 2020	12:00 p.m.
August 31, 2020	12:00 p.m.
September 28, 2020	12:00 p.m.
October 26, 2020	12:00 p.m.
November 30, 2020	12:00 p.m.
*December 21, 2020	12:00 p.m.

Commented [c1]: Reorganizational Meeting and Informational Meeting

Commented [c2]: Present Budget

Commented [c3]: Budget Public Hearing, Budget Passage, and Informational Meeting

Commented [c4]: Set meeting Dates for the next year

[∞]Indicates Downtown Development Authority Informational Meeting

*Indicates that the scheduled date does not fall on the regularly scheduled day

YEAS: Board Members: _____

NAYS: Board Members: _____

ABSENT: Board Members: _____

ABSTAIN: Board Members: _____

DDA RESOLUTION NO. 2019 – 01 DECLARED ADOPTED.

Dated: November 04, 2019

Rebecca Johnson, City Clerk

CERTIFICATION

I certify that this is a true and complete copy of a resolution adopted by the Cedar Springs DDA Board at a Regular Meeting held on November 04, 2019 and that public notice of that meeting was given pursuant to Act 267 of the Public Acts of Michigan of 1976, as amended.

Dated: November 04, 2019

Rebecca Johnson, City Clerk