

DOWNTOWN DEVELOPMENT AUTHORITY

MINUTES

FEBRUARY 10, 2016, 6:00 PM
COUNCIL CHAMBERS, CITY HALL

- I. **CALL TO ORDER/TAKING OF ROLL/PLEDGE OF ALLEGIANCE** – The meeting was called to order at 6:11 p.m. Members present: Chairman Keith Mulder, Michael Fredericks, Dave Jonas, Terrance Augustine, Lise Mitchell, Bob Brown, and Jason Barclay. Others Present: City Administrator Adam Smith, and Assistant City Administrator Ameer King. Members Absent: Bruce MacDowell, Mayor Kalmin Smith, Chris Fata, Karl Glarner and Adam Auvenshine
- II. **APPROVAL OF AGENDA** – Mr. Jonas requested to add an item VII B. 218 N. Bridge Street foreclosure. Ms. Mitchell made a motion to approve the agenda as amended. Mr. Augustine supported the motion. Motion carried 7 to 0
- III. **BOARD OF DIRECTORS MINUTES** – Approval of the regular minutes for January 13, 2016 – Mr. Jonas requested that 2 corrections be made; Item VII B add the name of the board member who supported the motion and item II add in the name of the board member who supported the motion. Mr. Jonas made a motion to approve the minutes of January 13, 2016 as amended. Ms. Mitchell supported the motion. Motion carried 7 to 0.
- IV. **PUBLIC COMMENT** – None
- V. **COMMITTEE REPORTS** – None
- VI. **STAFF REPORTS**
 - A. **Financial transactions and bills** – Mr. Smith reviewed the bills to be paid. Mr. Augustine made a motion to approve the bills in the amount of \$25,884.90. Mr. Fredericks supported the motion. Motion carried 7 to 0.
 - B. **Monthly financial statement** - Mr. Smith reviewed the financial statements. The City has new financial software, therefore, the reports are in a new format.
- VII. **OLD BUSINESS** –
 - A. **Enclosure located behind 223. S. Bridge Street** – Mr. Smith indicated the draft document between the City and Mr. Gentilozzi is in your packets for review. Mr. Gentilozzi has had this document for approximately 3 weeks. We have asked E.T. Mackenzie to be the general contractor on the project. They are working on exhibits and specifications for the contract. The exhibits will be combined into one from Mackenzie. The City will move the shut off boxes to the City property. Any pipes or lines underneath will be Mr. Gentilozzi's responsibility. Mr. Gentilozzi and Mr. Smith will continue to work out the final details and let the board know of the progression of the project.
 - B. **218 N. Bridge Street Foreclosure** – Mr. Smith indicated that 218 N. Bridge Street is up for county tax foreclosure. It was privately owned, however, the DDA has an easement on the property. The easement holds everything the DDA will ever need. The neighboring property owners have the highest interest in purchasing the property. A new owner would not be able to build on the property, however, a food truck could park on the property and run its business out of it. In most Counties the City would get the property for free or the outstanding taxes due, however, when they sell the property any profit would go back to the County. Eaton County is an opt out County so the City will retain the profits from the property sale. Bid specifications will go out to surrounding land owners who may have an interest. They will be due on March 4 and will go to the March 14 Council meeting. The City retains the right to reject any and all bids.
- VIII. **NEW BUSINESS** –
 - A. **FY 17 Proposed Budget** – Mr. Smith reviewed the budget figures. The Economic Restructuring Committee met and reviewed these figures. The budget will have to be acted on at the March meeting. The City stands to lose \$885,000 in personal property tax value. There are some reimbursements from the State, but most are allocated to fire, police, EMS, and snow removal. With any TIF district there is a base year set. The growth on that area is what you capture to use to reinvest. That is with personal property included. The DDA's are the most heavily hit by the elimination of personal property taxes. The Economic Restructuring Committee reviewed and were all in agreement to work on River Street and the Library Lot in the upcoming budget. This would also take care of 2 components of the Jaycee Park Master Plan. Mr. Barclay commented that the interest rates are

low at this time and have been forecasted to increase. Ms. Mitchell commented that we are not certain if we will bond altogether or in 2 parts. Mr. Augustine commented that we had a lengthy discussion at the Committee level and we were all in favor. Mr. Smith added that this will need further financial evaluation to determine the bond size and if it has to be in 2 components. We will need a consensus of this board if this project is something you want to move forward with. The board was in consensus to move forward with the River Street/Library board project.

IX. PUBLIC COMMENT -- None

X. BOARD OF DIRECTORS COMMENTS -- Mr. Augustine commented that the Farmers Market is going to be held this weekend here at City Hall.

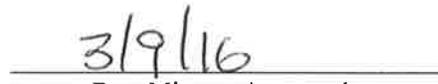
Ms. Mitchell commented that the Library is hosting a used book sale during the Farmers Market. The City has been great to work with during our renovation. We are holding activities here during the renovations. The Library is asking for a Façade Grant. The construction bids for the library reconstruction are due by February 14th.

Mr. Jonas commented that he appreciates the complete snow removal of the downtown sidewalks. We may want to consider parking permits for Fortino's parking lot. There are 2 cars that continually park in the 15 minute area.

Mr. Brown commented that the Point in Time Check for Homeless was a success. The served 115 homeless households served that day with free haircuts, contributions of coats, hats, and boots. All the donations were very much appreciated.

XI. ADJOURNMENT -- Mr. Jonas made a motion to adjourn the meeting at 7:44 p.m. Mr. Brown supported the motion. Motion carried 7 to 0.


Robert Brown, Secretary


Date Minutes Approved