

Agenda
City of New Buffalo
Downtown Development Authority

**Board of Directors
Regular Meeting**

March 12, 2020

8:00 AM

- Call to order
- Roll call
- Approval of the Agenda
- Approval of the previous meeting minutes, November 14, 2019 & November 22, 2019
- New Business
 - Public comments and submittals
- Old Business
 - Little Free Library – Kate Mell
 - Communication – JL, PR
 - comments
 - Community Outreach – DD, JS
 - comments
 - Operations – RK
 - General maintenance this growing season
 - Beach clean-up's scheduled on March 21 and April 18
 - Informational meetings in 2020 and other requirements
 - Treasurer Report
 - Economic Development – DR, CG, JV
 - What can we do to help prospective renters?
 - Any updates on AT&T repeaters at the beach
 - Beach Plan updates
 - Comments
- 6. Member comments
- 7. Adjournment

Future Goals and discussion items

Committee mission statements reminder

Speed Limit on Highway 12/Buffalo St - MDOT assessment – being done this week again

The Regular Meeting of the City of New Buffalo Downtown Development Authority for November 14, 2019 was called to order by Chair Kemper at 8:08 am in the Community Room at New Buffalo City Hall, 224 W. Buffalo St., New Buffalo, MI 49117.

Present: Robert Kemper, DeeDee Duhn, Joe Lindsay, Doug Roch, Chad Gradowski, Pete Rahm, Jodi Sullivan

Absent: Mayor Lou O'Donnell, JV Peacock

City Staff Present: David Richards, Donna Schultz

Public Present: New Buffalo Times

Motion by Member Roch and seconded by Member Gradowski to approve the meeting agenda.

Voice vote unanimous 7-0, motion carried.

Motion by Member Roch and seconded by Member Duhn to approve September 12, 2019 minutes. **Voice vote 6-0**, motion carried. **Member Sullivan** abstained.

New Business: None

Public comments and submittals: None

Paving projects throughout the city: **Chair Kemper** stated the street paving is continuing very quickly and new streets look amazing. **Dave Richards** stated that all paving is finished with the exception of handicap curbs and sidewalks, which will be completed in the spring. Money will be withheld upon completion. Bridge construction is ongoing with completion of superstructure supports and guardrails. There will be a walkthrough next week. The bridge was **never closed** at any time during the summer construction which kept the busy traffic moving.

Chair Kemper stated they are working on EV charging stations and cell service additions. More information coming soon.

Parks/Harbor Commission: **Chairman Kemper** stated the City Council approved the new Parks/Harbor Commission with 5 new members appointed. The DDA would be interested in attending the next meeting. They will check the website for meeting dates and times.

Old Business:

Communication: Joe, Robert

Nothing to report.

Community Outreach: DeeDee & Jodi

One last push with businesses about beach survey.

Operations: Robert

Treasurer Report: Nothing to report.

Economic Development: JV, Doug and Chad

Motion by Chair Kemper to support the Golds Gym Property, **DEQ/EGLE grant**, seconded by **Member Duhn**, motion carried 7-0.

MDOT meeting regarding the road diet will be November 21, 2019.

Member Comments:

Nothing to report.

Adjournment: Motion by Member Joe Lindsay, seconded by Member Gradowski to adjourn the meeting at 9:10 a.m., Voice vote unanimous 7-0, meeting adjourned.

Robert Kemper, Chairperson

Donna Schultz

The Regular Meeting of the City of New Buffalo Downtown Development Authority for November 22, 2019 was called to order by Chair Kemper at 9:07 am in the Community Room at New Buffalo City Hall, 224 W. Buffalo St., New Buffalo, MI 49117.

Present: Robert Kemper, DeeDee Duhn, Joe Lindsay, Doug Roch, Chad Gradowski, Pete Rahm

Absent: Mayor Lou O'Donnell, JV Peacock, Jodi Sullivan

City Staff Present: David Richards, Donna Schultz

Public Present: New Buffalo Times, Katie Maroney

Motion by Member Duhn and seconded by Member Roch to approve the meeting agenda.

Voice vote unanimous 6-0, motion carried. **Motion by Member Roch and seconded by**

Member Rahm to approve the November 14, 2019 meeting. **Voice vote unanimous 6-0**, motion carried.

New Business:

Public comments and submittals: None

Motion by Member Roch and seconded by Member Duhn to approve the additional single strand lighting on North Whittaker Street poles. **Voice vote unanimous 6-0**, motion carried.

Old Business:

Communication: Joe, Robert

Nothing to report.

Community Outreach: DeeDee & Jodi

One last push with businesses about beach survey and attending design meeting on December 5 At 6:30 pm city hall.

Operations: Robert

Treasurer Report: Nothing to report.

Economic Development: JV, Doug and Chad

Member Gradowski stated there has been good response with surveys regarding the beach surveys. A factfinding meeting will be on Jan. 10, 2020 to present new ideas and beach drawings for consideration for the beach renovation.

Member Comments: Member Roch commented that the proposed Ozinga charging dispensary will be available for public and private use.

David Richards reported that AT&T will go ahead with 3 new sites for small cell towers to increase cell phone coverage in the city. **Chair Roberts** suggested the city should encourage AT&T for more sites.

Adjournment: Motion by Member Rahm and seconded by Member Duhn to adjourn the meeting at 9:40 a.m., **Voice vote unanimous 6-0**, meeting adjourned.

(1/6/20
OK Per Dave)

Robert Kemper, Chairperson

Donna Schultz

Fw: Little free library

Amy Fidler <afidler@cityofnewbuffalo.org>

Tue 1/21/2020 11:34 AM

To: Nancy Griffin <ngriffin@cityofnewbuffalo.org>

Amy Fidler

City Clerk

269-469-1500 office

269-469-7917 fax



From: Robert Kemper <robertk@toasthotelgroup.com>

Sent: Monday, January 20, 2020 1:03 PM

To: kate@stummfarms.com <kate@stummfarms.com>

Cc: Amy Fidler <afidler@cityofnewbuffalo.org>; Dave Richards <manager@cityofnewbuffalo.org>

Subject: RE: Little free library

Kate,

Thank you for looking for ways to help improve our community. We will add it to our agenda for February. Look forward to hearing about all the details. Here are a few questions the board might have.

1. Proposed design
2. Locations
3. Coordination with our public library
4. Maintenance program

I am sure there will be more questions, but hopefully you can address these in your presentation. The DDA reviews requests from an Economic Development and Historical preservation perspective. So the questions above are only related to how it would impact and hopefully improve those aspects of the New Buffalo Downtown Development Authority District.

See you in February,

Robert

Robert Kemper
Chairperson | City of New Buffalo DDA
Managing Director | Toast Hotel Group

robertk@toasthotelgroup.com | 269.469.2027, x408

eat | bentwoodtavern.com | terraceroomhg.com
stay | marinagrandresort.com | harborgrand.com

From: Dave Richards <manager@cityofnewbuffalo.org>
Sent: Sunday, January 19, 2020 11:28 AM
To: Robert Kemper <robertk@toasthotelgroup.com>
Cc: Amy Fidler <afidler@cityofnewbuffalo.org>; kate@stummfarms.com
Subject: FW: Little free library

Robert:

Kate Mell would like to present a proposal to locate mini library boxes throughout the City and I suggested DDA consideration as a good place to start. The project will require ZBA approval but as noted she is planning on the 2/13 DDA meeting.

DR

From: Kate Mell [<mailto:kate@stummfarms.com>]
Sent: Sunday, January 19, 2020 11:04 AM
To: Dave Richards <manager@cityofnewbuffalo.org>
Subject: Little free library

Wanted to get this going sooner, but Fol had meetings cancelled due to weather and holidays.

I would like to present at the next DDA meeting, Feb. 13 for site and appearance approval before going to the ZBA.
Did not see contact info on the City's website. Would you please advise who I should contact.

Thanks again for your help.

Kate Mell

DDA Annual Reporting Requirements

From: Kate Vyskocil
Sent: Friday, October 05, 2018 1:34 PM
To: Robert Kemper <robertk@harborgrand.com>
Cc: Lori VanderClay (lvanderclay@cityofnewbuffalo.org) <lvanderclay@cityofnewbuffalo.org>
Subject: FW: New DDA reporting requirements

Hi Robert,
Attached is the info on the new DDA reporting requirements. Section 910 #4 refers to the informational meetings. Also, we might need your input on (ii) list of authority accomplishments.

Thanks,
Kate

Kate Vyskocil
Treasurer

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From: Kate Vyskocil
Sent: Wednesday, August 08, 2018 3:55 PM
To: David Richards (Manager@CityOfNewBuffalo.org) <Manager@CityOfNewBuffalo.org>
Cc: Lori VanderClay (lvanderclay@cityofnewbuffalo.org) <lvanderclay@cityofnewbuffalo.org>
Subject: New DDA reporting requirements

David,
Per Michigan ACT 57 of 2018 (passed in June), there are new reporting requirements for the DDA that must be in place by January 1, 2019 to be in compliance. In addition to creating a web page for the DDA with the information required, the DDA also needs to provide information/reporting on TIF revenues.

Here are links to the reporting requirements. I've also pasted the key parts below.

<http://legislature.mi.gov/doc.aspx?mcl-125-4910-new>
<http://legislature.mi.gov/doc.aspx?mcl-125-4911-new>

RECODIFIED TAX INCREMENT FINANCING ACT (EXCERPT)
Act 57 of 2018

***** 125.4910.new THIS NEW SECTION IS EFFECTIVE JANUARY 1, 2019

125.4910.new 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, including all of the following:

(a) Minutes of all board meetings.

(b) Annual budget, including encumbered and unencumbered fund balances.

(c) Annual audits.

(d) Currently adopted development plan, if not included in a tax increment financing plan.

(e) Currently adopted tax increment finance plan, if currently capturing tax increment revenues.

(f) Current authority staff contact information.

(g) 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.

(h) An updated annual synopsis of activities of the authority. An updated synopsis of the activities of the authority includes all of the following, if any:

(i) 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 following:

(A) The reasons for accumulating those funds and the uses for which those funds will be expended.

(B) A time frame when the fund will be expended.

(C) If any funds have not been expended within 10 years of their receipt, both of the following:

(I) The amount of those funds.

(II) A written explanation of why those funds have not been expended.

(ii) List of authority accomplishments, including progress made on development plan and tax increment finance plan goals and objectives for the immediately preceding fiscal year.

(iii) List of authority projects and investments, including active and completed projects for the immediately preceding fiscal year.

(iv) List of authority events and promotional campaigns for the immediately preceding fiscal year.

(2) The requirements in subsection (1) are required for records and documents related to fiscal years as follows:

- (a) For the fiscal year in which this act takes effect, the records and documents for that fiscal year.
- (b) For the fiscal year 1 year following the effective date of this act, the records and documents for that fiscal year and the immediately preceding fiscal year.
- (c) For the fiscal year 2 years following the effective date of this act, the records and documents for that fiscal year and the 2 immediately preceding fiscal years.
- (d) For the fiscal year 3 years following the effective date of this act, the records and documents for the fiscal year and the 3 immediately preceding fiscal years.
- (e) For the fiscal year 4 years following the effective date of this act and each subsequent fiscal year, the records and documents for the fiscal year and the 4 immediately preceding fiscal years.
- (3) The requirements of this section shall not take effect until 180 days after the end of an authority's current fiscal year as of the effective date of this act.
- (4) Each year, the board of an authority shall hold not fewer than 2 informational meetings. Notice of an informational meeting shall be 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. The informational meetings may be held in conjunction with other public meetings of the authority or municipality.
- (5) If the municipality creating an authority does not have an existing website and chooses not to create a website under subsection (1), the municipality shall maintain the records described in subsection (1) at a physical location within the municipality that is open to the public.

RECODIFIED TAX INCREMENT FINANCING ACT (EXCERPT)
Act 57 of 2018

***** 125.4911.new THIS NEW SECTION IS EFFECTIVE JANUARY 1, 2019

125.4911.new Capture of tax increment revenues; report by authority; contents; filing; compilation by department of treasury; submission to legislature; consultation with professional organizations.

Sec. 911.

(1) Annually, on a form and in the manner prescribed by the department of treasury, an authority that is capturing tax increment revenues shall submit to the governing body of the municipality, the governing body of a taxing unit levying taxes subject to capture by an authority, and the department of treasury a report on the status of the tax increment financing account.

However, an authority may submit by electronic means a report described in this subsection to the governing body of the municipality and the governing body of a taxing unit levying taxes subject to capture by the authority. The report shall include all of the following:

(a) The name of the authority.

(b) The date the authority was formed, the date the tax increment financing plan is set to expire or terminate, and whether the tax increment financing plan expired during the immediately preceding fiscal year.

(c) The date the authority began capturing tax increment revenues.

(d) The current base year taxable value of the tax increment financing district.

(e) The unencumbered fund balance for the immediately preceding fiscal year.

(f) The encumbered fund balance for the immediately preceding fiscal year.

(g) The amount and source of revenue in the account, including the amount of revenue from each taxing jurisdiction.

(h) The amount in any bond reserve account.

(i) The amount and purpose of expenditures from the account.

(j) The amount of principal and interest on any outstanding bonded indebtedness.

(k) The initial assessed value of the development area or authority district by property tax classification.

(l) The captured assessed value retained by the authority by property tax classification.

(m) The tax increment revenues received for the immediately preceding fiscal year.

(n) Whether the authority amended its development plan or its tax increment financing plan within the immediately preceding fiscal year and if the authority amended either plan, a link to the current development plan or tax increment financing plan that was amended.

(o) Any additional information the governing body of the municipality or the department of treasury considers necessary.

(2) 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.

(3) The department of treasury shall collect the reports described in subsection (1) and annually compile a combined report that summarizes the

information reported in subsection (1) and annually submit a copy of that combined report to each member of the legislature.

(4) The department of treasury shall consult with the professional organizations that represent municipalities in developing the reporting form described in subsection (1).

(5) The department of treasury shall consult with the professional organizations described in subsection (4) and finalize and publish the form described in subsection (1) not later than 60 days after the effective date of this act.

History: 2018, Act 57, Eff. Jan. 1, 2019

Kate Vyskocil
Treasurer

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**City of New Buffalo
Downtown Development Authority
Cash Activity Report February 2020**

| | | |
|--------------------------|--|-----------|
| Prior month cash balance | | \$ 272.39 |
|--------------------------|--|-----------|

Revenues:

| | | |
|----------|---------|--|
| Interest | \$ 0.09 | |
|----------|---------|--|

| | | |
|----------------|---------|--|
| Total Revenues | \$ 0.09 | |
|----------------|---------|--|

Expenses:

| | | |
|--|------|--|
| | \$ - | |
| | \$ - | |

| | | |
|----------------------|--|------------------|
| Current cash balance | | \$ 272.48 |
|----------------------|--|------------------|

