



**DOWNTOWN DEVELOPMENT AUTHORITY
INFORMATIONAL MEETING & HEARING AGENDA FOR
TUESDAY, OCTOBER 17, 2023, AT 6:55 P.M.
TO BE HELD IN THE CITY HALL COUNCIL CHAMBERS
161 E. GRAND RIVER AVE.,
WILLIAMSTON, MICHIGAN**

Phone 517-655-2774 Fax 517-655-2797

Website www.williamston-mi.us

1. Call To Order
2. Roll Call
3. Informational Report and Hearing of the Downtown Development Authority Pursuant to Public Act 57 of 2018
4. Opportunity for Taxing Jurisdictions to Ask Questions/Comment
5. Public Response
6. Adjournment

Individuals with disabilities requiring special assistance who are planning to attend a DDA meeting should contact the City Clerk by writing or calling in advance of the date of the meeting that will be attended.

THE NEXT REGULAR MEETING OF THE WILLIAMSTON DDA WILL BE HELD ON NOVEMBER 21, 2023 IN THE CITY HALL COUNCIL CHAMBERS.

Annual Report on Status of Tax Increment Financing Plan

Send completed form to: Treas-StateSharePropTaxes@michigan.gov Issued pursuant to 2018 PA 57, MCL 125.4911 Filing is required within 180 days of end of authority's fiscal year ending in 2022. MCL 125.4911(2)	City of Williamston Downtown Development Authority	TIF Plan Name	For Fiscal Years ending in 2022
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 FY22? 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: Year school tax capture is scheduled to expire:	1981 2021 2040 No 1981 Yes Eligible Obligation 2023		

Revenue:

Tax Increment Revenue	\$ 385,797
Property taxes - from DDA millage only	-
Interest	\$ 2,767
State reimbursement for PPT loss (Forms 5176 and 4650)	\$ 3,604
Other income (grants, fees, donations, etc.)	\$ 111,938
Total	\$ 504,106

Tax Increment Revenues Received

From counties	\$ 107,269	Millage Rate Captured
From cities	\$ 143,847	
From townships	-	
From villages	-	
From libraries (if levied separately)	-	
From community colleges	\$ 35,823	
From regional authorities (type name in next cell)	\$ 6,607	
From regional authorities (type name in next cell)	\$ 28,027	
From regional authorities (type name in next cell)	-	
From local school districts-operating	\$ 24,359	

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From local school districts-debt	\$ 15,884
From intermediate school districts	\$ 11,073
From State Education Tax (SET)	\$ 10,775
From state share of IFT and other specific taxes (school taxes)	-
Total	\$ 383,664

Salaries & Wages	\$ 27,287
Fringe Benefits	\$ 10,310
Contractual	\$ 20,616
Community Promotions	\$ 8,770
Utilities	\$ 34,092
Equipment Rental	\$ 14,629
Miscellaneous	\$ 7,061
Depreciation	\$ 66,967
	\$ -
	\$ -
	\$ -
	\$ -
	\$ -
Transfers to General Fund	\$ 21,000
Total	\$ 210,733

Transfers to other municipal fund (list fund name)
 Transfers to other municipal fund (list fund name)

Total outstanding non-bonded Indebtedness

Total outstanding bonded Indebtedness

Bond Reserve Fund Balance

Unencumbered Fund Balance

Encumbered Fund Balance

CAPTURED VALUES

PROPERTY CATEGORY

Ad valorem PRE Real

Current Taxable Value	3,310,253	\$
Initial (base year) Assessed Value	594,710	\$

Captured Value	2,715,543
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Overall Tax rates captured by TIF plan	35.8577000
TIF Revenue	\$97,373.13

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Ad valorem non-PRE Real	\$	9,481,140	\$	2,692,212	\$	6,788,928	37,746,900	\$256,260.99
Ad valorem industrial personal	\$	-	\$	-	\$	-	0.0000000	\$0.00
Ad valorem commercial personal	\$	834,080	\$	-	\$	834,080	36,002,500	\$30,028.97
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	\$		\$	3,286,922	\$	10,338,551	Total TIF Revenue	\$383,663.08

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CITY OF WILLIAMSTON
Downtown Development Authority
Tuesday, October 17, 2023, at 7:00 p.m.
Regular Meeting Agenda

To be held in the City Hall Council Chambers
161 E. Grand River Ave. Williamston, MI 48895
(517) 655-2774; www.williamston-mi.us

1. Call To Order
2. Pledge of Allegiance
3. Roll Call
4. Approval of Agenda
5. Public Response
6. DDA Regular Meeting Minutes of August 15, 2023
7. Accounts Payable
8. Downtown Development Director Report
9. Treasurer- Budget Printout
10. Action Items
 - a. DDA Holiday Lights
 - b. Holiday Commercial(s)
 - c.
 - d.
11. Discussion Items
 - a. Fall Decorations
 - b. October 28 Event(s)
 - c. Social District Update
 - d. Maintenance Update (benches and cans)
 - e. Marketing Plan
 - f.
 - g.
12. Correspondence Received/Information Only
 - a.
13. Outstanding Issues- **No Action or Discussion**
 - a.
 - b.
14. Public Response
15. DDA Member Comments
16. Adjournment

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THE NEXT REGULAR MEETING OF THE WILLIAMSTON DDA WILL BE HELD ON NOVEMBER 21, 2023 IN THE CITY HALL COUNCIL CHAMBERS.

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CITY OF WILLIAMSTON
DOWNTOWN DEVELOPMENT AUTHORITY
AUGUST 15, 2023
REGULAR MEETING MINUTES

1. Call To Order:

The meeting was called to order at 7:01 p.m. in the Williamston City Hall Council Chambers by Chair Emily Sutton-Smith and the Pledge of Allegiance was recited.

3. Roll Call:

Chair Emily Sutton-Smith, Vice Chair Brooke Donnelly-Grzelak, Authority Members Jessica Modert, Tammy Gilroy, and Narda Murphy. Absent: Wendy Carroll-Parry.

Also Present: City Manager/DDA Director John Hanifan, Deputy Clerk Barb Burke, and citizen Joe Binkowski.

Motion by **Donnelly-Grzelak**, second by **Gilroy**, to excuse Carroll-Parry. **Motion passed by voice vote.**

4. Approval of Agenda:

Motion by **Gilroy**, second by **Donnelly-Grzelak**, to approve the DDA agenda as presented. **Motion passed by voice vote.**

5. Public Response:

Chair Sutton-Smith called for public comments at this time and there were none.

6. DDA Regular Meeting Minutes of July 18, 2023:

Motion by **Gilroy**, second by **Donnelly-Grzelak**, to approve the DDA regular meeting minutes of July 18, 2023 as presented. **Motion passed by voice vote.**

7. Accounts Payable:

None.

8. Downtown Development Director Report:

Nothing additional beyond agenda items.

9. Treasurer- Budget Printout:

Nothing this month.

10. Action Items

10a. Façade Grant Szechuan Garden – 154 W. Grand River Avenue:

Motion by **Murphy**, second by **Modert**, to approve 154 W. Grand River façade grant application for the not to exceed amount of \$3,000. Yes: Donnelly-Grzelak, Sutton-Smith, Gilroy, Modert, Murphy. No: None. **Motion passed.**

11. Discussion Items

11a. Maintenance Update – Cans, Benches and Parking Lots:

Manager/Director Hanifan reported on parking lot marking. He said eight benches will be taken out for repair. We are waiting for prices to come back to determine the best route for repair and maintenance on the trash cans.

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11b. Survey Results:

Manager/Director Hanifan reviewed the DDA member survey results. The survey will soon be available on the website, social media, and by using a QR code. The Discover the Charm logo/slogan served its purpose, but it is time for a change.

11c. WLNS Advertising:

Manager/Director Hanifan presented advertising information with WLNS6/WLAJ53. For this type of advertising, the business owner/representative goes into the studio and is interviewed. WLNS does not come to the business. They must be a DDA business. Perhaps cost share with the DDA.

11d. Social District:

Manager/Director Hanifan brought the topic of a social district to the Authority Members, and they are in support of a social district. Manager/Director Hanifan will bring this to City Council noting DDA support.

14. Public Response:

Chair Sutton-Smith called for public comments at this time and there were none.

15. DDA Member Comments:

Authority Member Donnelly-Grzelak said she and Clerk Thompson have visited 36 businesses and have 41 more to go. They have gotten photos and have been received incredibly well. There will be release forms for each business to sign off on before using photos/information.

16. Adjournment:

Chair Sutton-Smith adjourned the meeting at 8:08 p.m.

***Meeting adjourned at 8:08 p.m.**

Respectfully Submitted by: _____
Barbara J. Burke, Deputy Clerk

Date Approved: _____

Fund 248 Downtown Development Authority

GL Number	Description	PERIOD ENDED 08/31/2022	PERIOD ENDED 08/31/2023
*** Assets ***			
248-000-001.00	Common Checking	0.00	228,060.21
248-000-002.00	Cash - Savings	164,721.82	0.00
248-000-017.00	Investments	49,950.30	0.00
248-000-017.01	Investments - MI Class	0.00	55,499.84
248-000-120.07	2004 DDA River Refunding	7,604.36	7,865.09
248-000-136.00	Buildings, Additions And Improvements	2,465,256.53	2,841,505.08
248-000-137.00	Accum Depreciation - Bldg & Improvement	(919,306.00)	(986,273.03)
Total Assets		1,768,227.01	2,146,657.19
*** Liabilities ***			
248-000-202.00	Accounts Payable	2,698.12	0.00
248-000-214.00	Due To General Fund	(49,500.82)	84,757.92
248-000-214.08	Due To Equipment Fund	4,392.40	17,077.85
248-000-300.10	2004 DDA Refunding	55,000.00	25,000.00
248-000-300.17	2011 DDA GO Limited Bonds	265,000.00	135,000.00
248-000-314.00	Long Term Advance From General	0.00	125,000.00
Total Liabilities		277,589.70	386,835.77
*** Fund Balance ***			
248-000-390.00	Fund Balance	1,389,357.62	1,389,357.62
Total Fund Balance		1,389,357.62	1,389,357.62
Beginning Fund Balance		1,389,357.62	1,389,357.62
Net of Revenues VS Expenditures - 22-23			285,893.37
*22-23 End FB/23-24 Beg FB		1,675,250.99	
Net of Revenues VS Expenditures - Current Year		101,279.69	84,570.43
Ending Fund Balance		1,490,637.31	1,759,821.42
Total Liabilities And Fund Balance		1,768,227.01	2,146,657.19

* Year Not Closed

User: TOM

PERIOD ENDING 08/31/2023

DB: Williamston

& Fiscal Year Completed: 16.94

GL NUMBER	DESCRIPTION	END BALANCE		YTD BALANCE		YTD BALANCE		2023-24	
		NORMAL (ABNORMAL)	06/30/2023	NORMAL (ABNORMAL)	08/31/2022	NORMAL (ABNORMAL)	08/31/2023	ORIGINAL BUDGET	% BDDT USED
Fund 248 - Downtown Development Authority									
Dept 000 - General Revenues									
248-000-401.01	Current Property Taxes	385,796.60	117,508.17	117,508.17	95,216.78	374,000.00	25.46		
248-000-573.00	Local Community Stabilization	3,603.52	0.00	0.00	0.00	3,500.00	0.00		
248-000-581.00	Ingham County Parks & Trail Grant	111,938.53	0.00	0.00	0.00	0.00	0.00		
248-000-665.01	Interest Income	2,767.50	217.01	217.01	0.00	1,000.00	0.00		
Net - Dept 000 - General Revenues		504,106.15	117,725.18	117,725.18	95,216.78	378,500.00			
Dept 728 - Comm. & Econ. Dev. Administration									
248-728-702.00	Salaries & Wages	25,253.15	3,029.13	3,029.13	3,804.89	30,000.00	12.68		
248-728-704.00	Wages-Part Time	2,034.12	712.16	712.16	1,234.54	2,500.00	49.38		
248-728-709.00	FICA	2,076.63	284.95	284.95	384.02	2,250.00	17.07		
248-728-710.00	Unemployment	23.87	0.00	0.00	1.59	10.00	15.90		
248-728-712.00	Payment In Lieu Of Insurance	0.00	0.00	0.00	0.00	200.00	0.00		
248-728-718.00	Insurance Premiums	2,650.13	467.75	467.75	541.20	2,600.00	20.82		
248-728-718.01	HSA Contribution	485.93	283.96	283.96	201.99	500.00	40.40		
248-728-724.00	Disability Premiums	107.26	23.51	23.51	12.88	100.00	12.88		
248-728-725.00	Retirement	4,782.71	475.38	475.38	350.59	4,800.00	7.30		
248-728-726.00	Workers Compensation	183.86	0.00	0.00	0.00	400.00	0.00		
248-728-801.01	Legal Services	449.40	0.00	0.00	0.00	2,500.00	0.00		
248-728-802.00	Contractual Services	8,573.97	0.00	0.00	0.00	12,500.00	0.00		
248-728-803.00	Contract - Audit	1,592.15	398.12	398.12	1,229.15	1,830.00	67.17		
248-728-803.01	Fund Administration	21,000.00	0.00	0.00	0.00	21,000.00	0.00		
248-728-803.06	Niesa - Contract	10,000.00	0.00	0.00	0.00	10,000.00	0.00		
248-728-880.00	Community Promotion	8,770.00	0.00	0.00	0.00	25,000.00	0.00		
248-728-880.01	Holiday Decorations/maint.	425.71	0.00	0.00	0.00	5,000.00	0.00		
248-728-921.00	Utilities	34,092.18	2,619.28	2,619.28	2,680.32	35,000.00	7.66		
248-728-940.00	Equipment Rental	14,629.06	2,148.79	2,148.79	205.18	22,000.00	0.93		
248-728-955.00	Miscellaneous	353.96	74.96	74.96	0.00	1,000.00	0.00		
248-728-964.00	Private/commercial Rehab.	6,281.66	4,550.00	4,550.00	0.00	10,000.00	0.00		
248-728-968.01	Depreciation - Current	66,967.03	0.00	0.00	0.00	0.00	0.00		
Net - Dept 728 - Comm. & Econ. Dev. Administration		(210,732.78)	(15,067.99)	(15,067.99)	(10,646.35)	(189,190.00)			
Dept 901 - Capital Outlay									
248-901-970.08	Boat Launch & Parking Lot	0.00	1,377.50	1,377.50	0.00	0.00	0.00		
Net - Dept 901 - Capital Outlay		0.00	(1,377.50)	(1,377.50)	0.00	0.00			
Dept 906 - Debt Service									
248-906-991.06	1999 Refunding Bond Principal	0.00	0.00	0.00	0.00	135,000.00	0.00		
248-906-991.11	2004 DDA Refunding Bonds	0.00	0.00	0.00	0.00	25,000.00	0.00		
248-906-994.06	1999 Refunding Bond Interest	5,480.00	0.00	0.00	0.00	1,850.00	0.00		
248-906-994.11	2004 DDA Refunding Interest	2,000.00	0.00	0.00	0.00	625.00	0.00		
Net - Dept 906 - Debt Service		(7,480.00)	0.00	0.00	0.00	(162,475.00)			
Dept 990 - Transfers									
248-990-995.00	Transfer To General Fund	0.00	0.00	0.00	0.00	25,000.00	0.00		
Net - Dept 990 - Transfers		0.00	0.00	0.00	0.00	(25,000.00)			

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PERIOD ENDING 08/31/2023

% Fiscal Year Completed: 16.94

GL NUMBER	DESCRIPTION	END BALANCE		YTD BALANCE		YTD BALANCE		2023-24	
		NORMAL (ABNORMAL)	06/30/2023	NORMAL (ABNORMAL)	08/31/2022	NORMAL (ABNORMAL)	08/31/2023	ORIGINAL BUDGET	% BDTG USED
Fund 248 - Downtown Development Authority									
Fund 248 - Downtown Development Authority:									
TOTAL REVENUES		504,106.15		117,725.18		95,216.78		378,500.00	25.16
TOTAL EXPENDITURES		218,212.78		16,445.49		10,646.35		376,665.00	2.83
NET OF REVENUES & EXPENDITURES		285,893.37		101,279.69		84,570.43		1,835.00	4,608.74

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