



**DOWNTOWN DEVELOPMENT AUTHORITY
INFORMATIONAL MEETING & HEARING AGENDA FOR
TUESDAY, NOVEMBER 21, 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 DECEMBER 19, 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	TIF Plan Name	For Fiscal Years ending in
Downtown Development Authority			2022

Year AUTHORITY (not TIF plan) was created:	1981
Year TIF plan was created or last amended to extend its duration:	2021
Current TIF plan scheduled expiration date:	2040
Did TIF plan expire in FY22?	No
Year of first tax increment revenue capture:	1981
Does the authority capture taxes from local or intermediate school districts, or capture the state education tax? Yes or no?	Yes
If yes, authorization for capturing school tax:	Eligible Obligation
Year school tax capture is scheduled to expire:	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

	Revenue Captured	Millage Rate Captured
From counties	\$ 107,269	
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	



\$	15,884
\$	11,073
\$	10,775
\$	-
\$	383,664

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

\$	27,287
\$	10,310
\$	20,616
\$	8,770
\$	34,092
\$	14,629
\$	7,061
\$	66,967
\$	-
\$	-
\$	-
\$	-
\$	-
\$	21,000
\$	210,733

Salaries & Wages
Fringe Benefits
Contractual
Community Promotions
Utilities
Equipment Rental
Miscellaneous
Depreciation
Transfers to General Fund

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

\$	130,000
\$	30,000
\$	-
\$	7,480
\$	167,480

Total

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	Initial (base year) Assessed Value	Captured Value
\$ 3,310,253	\$ 594,710	\$ 2,715,543

Overall Tax rates captured by TIF plan	
→	TIF Revenue
35.8577000	\$97,373.13

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Ad valorem non-PRE Real	\$	9,481,140	\$	2,692,212	\$	6,788,928	37,7469000	\$256,260.99
Ad valorem industrial personal	\$	-	\$	-	\$	-	0.0000000	\$0.00
Ad valorem commercial personal	\$	834,080	\$	-	\$	834,080	36.0025000	\$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, November 21, 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 October 17, 2023
7. Accounts Payable
8. Downtown Development Director Report
9. Treasurer- Budget Printout
10. Action Items
 - a.
 - b.
 - c.
 - d.
11. Discussion Items
 - a. LEAP
 - b. Light Parade
 - c. Holiday Lighting
 - d. Social District
 - e. Marketing Plan
 - f.
12. Correspondence Received/Information Only
 - a.
13. Outstanding Issues- **No Action or Discussion**
 - a.
 - b.
14. Public Response
15. DDA Member Comments
16. 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 DECEMBER 19, 2023 IN THE CITY HALL COUNCIL CHAMBERS.

**CITY OF WILLIAMSTON
DOWNTOWN DEVELOPMENT AUTHORITY
OCTOBER 17, 2023
INFORMATIONAL MEETING MINUTES**

1. Call To Order:

The meeting was called to order at 6:58 p.m. in the Williamston City Hall Council Chambers by Vice Chair Brooke Donnelly-Grzelak.

2. Roll Call:

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

Also Present: City Manager/DDA Director John Hanifan, and City Clerk Holly Thompson.

Motion by **Gilroy**, second by **Modert**, to excuse Sutton-Smith. **Motion passed by voice vote.**

3. Informational Report and Hearing of the Downtown Development Authority Pursuant to Public Act 57 of 2018:

Manager Hanifan provided a written synopsis of the Downtown Development Authority activities for review.

4. Opportunity for Taxing Jurisdictions to Ask Questions/Comment:

No taxing jurisdictions present.

5. Public Response:

Vice Chair Donnelly-Grzelak called for public comments at this time and there were none.

6. Adjournment:

Vice Chair Donnelly-Grzelak adjourned the meeting at 6:59 p.m.

***Meeting adjourned at 6:59 p.m.**

Respectfully Submitted by:

Holly M. Thompson, City Clerk

Date Approved: _____

CITY OF WILLIAMSTON
DOWNTOWN DEVELOPMENT AUTHORITY
OCTOBER 17, 2023
REGULAR MEETING MINUTES

1. Call To Order:

The meeting was called to order at 7:00 p.m. in the Williamston City Hall Council Chambers by Vice Chair Brooke Donnelly-Grzelak and the Pledge of Allegiance was recited.

3. Roll Call:

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

Also Present: City Manager/DDA Director John Hanifan, and City Clerk Holly Thompson.

Motion by **Gilroy**, second by **Modert**, to excuse Sutton-Smith. **Motion passed by voice vote.**

4. Approval of Agenda:

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

5. Public Response:

Vice Chair Donnelly-Grzelak called for public comments at this time and there were none.

6. DDA Regular Meeting Minutes of August 15, 2023:

Motion by **Gilroy**, second by **Modert**, to approve the DDA regular meeting minutes of August 15, 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:

A budget printout was provided for DDA review.

10. Action Items

10a. DDA Holiday Lights:

Motion by **Murphy**, second by **Gilroy**, to approve the proposal from Shine to hang holiday lights on the trees and buildings downtown for an amount not to exceed \$12,000 in year one and \$7,000 in years two and three. Yes: Murphy, Donnelly-Grzelak, Gilroy, Droscha, Modert, Carroll-Parry. No: None. **Motion passed.**

10b. Holiday Commercials:

Motion by **Gilroy**, second by **Droscha**, to spend up to \$3,300 for the Holiday Campaign with WLNS. Yes: Donnelly-Grzelak, Gilroy, Modert, Carroll-Parry, Murphy, Droscha. No: None. **Motion passed.**

11. Discussion Items

11a. Fall Decorations:

Manager/Director Hanifan reported the downtown is all decorated for the fall season and looks

amazing. Hamelink Farms provided the hay bales and pumpkin décor.

11b. October 28 Event(s):

Manager/Director Hanifan commented the Witches and Wizards event is coming up on October 28th. The vendors will be set up in a Candyland market style. He is in discussions with Travis Fritz of Old Nation regarding an Oktoberfest next year. Stumps are being stored at the DPW building to replace the rotting tree sculptures in McCormick Park. This year will be the 26th Light Parade on December 2nd.

11c. Social District Update:

Manager/Director Hanifan reported Council approved the Social District designation and the information has been sent to the State for final approval. Signs are being created to designate the areas and other information.

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

Manager/Director Hanifan reported the benches are being swapped out for refurbishment along with the planter boxes. The goal is to get all of the planter boxes done by spring.

11e. Marketing Plan:

Manager/Director Hanifan commented he will have ideas next month to get the DDA back on track with the marketing plan.

14. Public Response:

Vice Chair Donnelly-Grzelak called for public comments at this time and there were none.

15. DDA Member Comments:

None.

16. Adjournment:

Vice Chair Donnelly-Grzelak adjourned the meeting at 7:31 p.m.

***Meeting adjourned at 7:31 p.m.**

Respectfully Submitted by: _____
Holly M. Thompson, City Clerk

Date Approved: _____

Fund 248 Downtown Development Authority

GL Number	Description	PERIOD ENDED 09/30/2022	PERIOD ENDED 09/30/2023
*** Assets ***			
248-000-001.00	Common Checking	19.77	271,275.81
248-000-002.00	Cash - Savings	164,736.26	0.00
248-000-017.00	Investments	50,056.58	0.00
248-000-017.01	Investments - MI Class	0.00	56,259.65
248-000-120.07	2004 DDA River Refunding	7,619.55	7,972.77
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		1,768,382.69	2,190,740.28
*** Liabilities ***			
248-000-202.00	Accounts Payable	31,375.00	25,625.00
248-000-214.00	Due To General Fund	73,622.43	84,757.92
248-000-214.08	Due To Equipment Fund	4,713.66	17,077.85
248-000-300.10	2004 DDA Refunding	25,000.00	0.00
248-000-300.17	2011 DDA GO Limited Bonds	135,000.00	0.00
248-000-314.00	Long Term Advance From General	0.00	125,000.00
Total Liabilities		269,711.09	252,460.77
*** 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		109,313.98	263,028.52
Ending Fund Balance		1,498,671.60	1,938,279.51
Total Liabilities And Fund Balance		1,768,382.69	2,190,740.28

* Year Not Closed

User: TOM
DB: Williamston

PERIOD ENDING 09/30/2023

% Fiscal Year Completed: 25.14

GL NUMBER	DESCRIPTION	END BALANCE 06/30/2023 NORMAL (ABNORMAL)	YTD BALANCE 09/30/2023 NORMAL (ABNORMAL)	YTD BALANCE 09/30/2023 NORMAL (ABNORMAL)	2023-24 ORIGINAL BUDGET	% BDGT USED
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Fund 248 - Downtown Development Authority						
Dept 000 - General Revenues						
248-000-401.01	Current Property Taxes	385,796.60	264,408.81	280,599.74	374,000.00	75.03
248-000-573.00	Local Community Stabilization	3,603.52	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
248-000-665.01	Interest Income	2,767.50	352.92	995.65	1,000.00	99.57
Net - Dept 000 - General Revenues		504,106.15	264,761.73	281,595.39	378,500.00	

Dept 728 - Comm. & Econ. Dev. Administration						
248-728-702.00	Salaries & Wages	25,253.15	5,886.84	5,597.47	30,000.00	18.66
248-728-704.00	Wages-Part Time	2,034.12	970.82	1,534.70	2,500.00	61.39
248-728-709.00	FICA	2,076.63	521.57	543.40	2,250.00	24.15
248-728-710.00	Unemployment	23.87	0.00	1.59	10.00	15.90
248-728-712.00	Payment In Lieu Of Insurance	0.00	0.00	0.00	200.00	0.00
248-728-718.00	Insurance Premiums	2,650.13	654.36	723.90	2,600.00	27.84
248-728-718.01	HSA Contribution	485.93	283.96	201.99	500.00	40.40
248-728-724.00	Disability Premiums	107.26	30.89	19.32	100.00	19.32
248-728-725.00	Retirement	4,782.71	884.61	675.03	4,800.00	14.06
248-728-726.00	Workers Compensation	183.86	0.00	0.00	400.00	0.00
248-728-801.01	Legal Services	449.40	0.00	0.00	2,500.00	0.00
248-728-802.00	Contractual Services	8,573.97	0.00	0.00	12,500.00	0.00
248-728-803.00	Contract - Audit	1,592.15	398.12	1,229.15	1,830.00	67.17
248-728-803.01	Fund Administration	21,000.00	0.00	0.00	21,000.00	0.00
248-728-803.06	Niesa - Contract	10,000.00	0.00	0.00	10,000.00	0.00
248-728-880.00	Community Promotion	8,770.00	0.00	0.00	25,000.00	0.00
248-728-880.01	Holiday Decorations/maint.	425.71	0.00	0.00	5,000.00	0.00
248-728-921.00	Utilities	34,092.18	5,238.56	5,360.64	35,000.00	15.32
248-728-940.00	Equipment Rental	14,629.06	2,470.05	205.18	22,000.00	0.93
248-728-955.00	Miscellaneous	353.96	74.96	0.00	1,000.00	0.00
248-728-964.00	Private/commercial Rehab.	6,281.66	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
Net - Dept 728 - Comm. & Econ. Dev. Administration		(210,732.78)	(21,964.74)	(16,092.37)	(189,190.00)	

Dept 901 - Capital Outlay						
248-901-970.08	Boat Launch & Parking Lot	0.00	127,544.34	0.00	0.00	0.00
248-901-970.09	Boardwalk Replacement	0.00	933.17	0.00	0.00	0.00
Net - Dept 901 - Capital Outlay		0.00	(128,477.51)	0.00	0.00	

Dept 906 - Debt Service						
248-906-991.06	1999 Refunding Bond Principal	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	25,000.00	0.00
248-906-994.06	1999 Refunding Bond Interest	5,480.00	3,630.50	1,849.50	1,850.00	99.97
248-906-994.11	2004 DDA Refunding Interest	2,000.00	1,375.00	625.00	625.00	100.00
Net - Dept 906 - Debt Service		(7,480.00)	(5,005.50)	(2,474.50)	(162,475.00)	

Dept 990 - Transfers						
248-990-995.00	Transfer To General Fund	0.00	0.00	0.00	25,000.00	0.00
Net - Dept 990 - Transfers		0.00	0.00	0.00	(25,000.00)	

PERIOD ENDING 09/30/2023
 % Fiscal Year Completed: 25.14

GL NUMBER	DESCRIPTION	END BALANCE 06/30/2023 NORMAL (ABNORMAL)	YTD BALANCE 09/30/2022 NORMAL (ABNORMAL)	YTD BALANCE 09/30/2023 NORMAL (ABNORMAL)	2023-24 ORIGINAL BUDGET	% BDGT USED
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Fund 248 - Downtown Development Authority

Fund 248 - Downtown Development Authority:

TOTAL REVENUES		504,106.15	264,761.73	281,595.39	378,500.00	74.40
TOTAL EXPENDITURES		218,212.78	155,447.75	18,566.87	376,665.00	4.93
NET OF REVENUES & EXPENDITURES		285,893.37	109,313.98	263,028.52	1,835.00	4,333.98