



**DOWNTOWN DEVELOPMENT AUTHORITY /
BROWNFIELD REDEVELOPMENT AUTHORITY BOARD**
Friday, November 1, 2019
12:00 noon
AGENDA

- I. CALL TO ORDER
- II. ROLL CALL
- II. APPROVAL OF MINUTES
 - Authorize Cargo to record the minutes
 - July 29, 2019 DDA Board Meeting
- IV. OLD BUSINESS
 - 1. None
- V. NEW BUSINESS
 - 1. Review and Approve 2020 DDA Budget
 - 2. Other Items of Interest
- VI. PUBLIC COMMENTS/QUESTIONS (*Limited to three minutes, please*)
- VII. ADJOURNMENT

**GRAND HAVEN CHARTER TOWNSHIP
DOWNTOWN DEVELOPMENT AUTHORITY
MONDAY, JULY 29, 2019**

I. CALL TO ORDER

Chair Heinritz called the meeting of the Grand Haven Charter Township Downtown Development Authority (DDA) Board to order at 12:10 p.m.

II. ROLL CALL

Board members present: Heinritz, Loftis, Bekins, Robbins, Sphabmixay, Reenders, Luckey

Board members absent: Rycenga, Helder

Also present was Manager Cargo.

Without objection, Heinritz requested that Cargo record the minutes.

III. APPROVAL OF MINUTES

Without objection, the minutes of the November 28, 2018 Downtown Development Authority meeting were approved.

IV. OLD BUSINESS

None

V. NEW BUSINESS

1. Cargo noted that the Robbins Road watermain and sidewalk project has been delayed until 2020 to allow for a portion of the Warber Drain within the street right-of-way to be replaced. Therefore, Cargo is proposing that a 172nd Avenue stormwater drain replacement project be completed during FY 2019.

The bids would replace about 317 feet of storm drain within the 172nd Avenue right-of-way south of Comstock Street at an estimated cost of about \$150k with about a 10% contingency.

Discussion noted that the original project is no longer under warranty and that this repair would be an appropriate use of DDA monies.

Cargo noted that unless the bids exceeded the engineer's estimate, the approval of the bids would be sent directly to the Township Board for authorization to proceed.

Motion by Reenders, supported by Bekins to authorize the Prein and Newhof to complete bids for the replacement of approximately 317 feet of large diameter storm drain along 172nd Avenue south of Comstock Street. **Which motion carried.**

IV. PUBLIC COMMENTS/QUESTIONS

Discussion was held on the DDA's future. It was noted that the DDA would likely be dissolved in 2021 or 2022 after the final infrastructure projects were completed. The next major project will be the extension of sanitary sewer under US-31 at the Hayes Street location – tentatively scheduled for 2021.

If dissolved the BRA could be retained; or this service could be forwarded to the Ottawa County BRA.

V. ADJOURNMENT

Without objection, Heinritz adjourned the meeting at 12:16 p.m.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read "WM - D Cargo". The signature is written in a cursive, somewhat stylized font.

William D. Cargo, Recording Secretary
Grand Haven Charter Township
Downtown Development Authority



SUPERINTENDENT'S MEMO

DATE: October 25, 2019

TO: Downtown Development Authority Board

FROM: Bill

SUBJECT: 2020 Budget Meeting

As you may recall, the DDA Board is required under the DDA Ordinance to prepare a budget and submit the proposed budget to the Township Board for consideration and approval.

The DDA budget has projected revenues of about **\$786k** with estimated expenditures of **\$1.17 million**. This estimate is based upon a "captured" full value equivalent tax base of about \$62.03 million with a millage rate of 10.1641 mills. (*Please see attached spreadsheet.*)

It should be noted that most Personal Property Tax revenues (*or PPT*) are eliminated. The impact of the PPT exemption is significant on the DDA Fund; but, the State of Michigan is expected to reimburse the Township for this revenue loss in the amount of **\$125,000** for FY 2020.

- The DDA will have three (3) construction projects during FY2020. These projects include:
- a. **\$903k** for the installation of sidewalks, extension of water main, and replacement of storm sewers along Robbins Road;
 - b. **\$212k** to replace a section of large diameter storm sewer along 172nd Avenue south of Comstock Street; and,
 - c. **\$25k** to install a mid-block crossing of 172nd Avenue near Timberdunes Drive.

Because cash reserves for the DDA are estimated at about **\$1.67** million at the end of FY 2019, it is expected that even with these three capital projects that the DDA will have about **\$1.3** million in cash reserves for another major capital project(s) during FY 2021. A summary of the DDA fund balance is listed below:

Revenues	Expenditures	Difference	Projected Fund Balance on 12/31/19	Projected Fund Balance on 12/31/20
\$785,780	\$1,166,440	(\$380,660)	\$1,681,535	\$1,300,875

A line item review of the budget is shown below:

FUND: 248 DOWNTOWN DEVELOPMENT AUTHORITY
DEPARTMENT: 000
Revenues

ACCOUNT	2018 ACTIVITY	2019 AMENDED BUDGET	2019 ACTIVITY THRU 10/31/19	2020 REQUESTED BUDGET	JUSTIFICATION DETAIL	ITEM AMOUNT
403.100 TAX INCREMENT REVENUES	453,190	531,980	573,140	634,880	FTE capture w/ 10.1641 mills levy on a \$62.03 million tax base	
664.000 INTEREST INCOME	12,760	28,800	23,440	25,900		
677.000 REIMBURSEMENTS	127,550	125,000	0	125,000	State of MI for lost Personal Property Revenues	
	<u>593,500</u>	<u>685,780</u>	<u>596,580</u>	<u>785,780</u>		

FUND: 248 DOWNTOWN DEVELOPMENT AUTHORITY
DEPARTMENT: 000
Expenditures

ACCOUNT	2018 ACTIVITY	2019 AMENDED BUDGET	2019 ACTIVITY THRU 10/31/19	2020 REQUESTED BUDGET	JUSTIFICATION DETAIL	ITEM AMOUNT
703.000 OVERHEAD & SUPERVISION	66,240	8,700	7,250	20,280	See spreadsheet - Based upon previous year's activity	
801.000 LEGAL AND PROFESSIONAL FEES	1,970	5,000	670	5,000	Easements	
805.000 AUDIT SERVICES	640	650	640	660	5% of \$13,250	
956.000 MISCELLANEOUS EXPENSE	180	500	60	500		
970.000 CAPITAL OUTLAY	0	149,000	0	1,108,000	Storm replacement, installation of water main, & sidewalk along Robbins Rd (Reimbursement to County)	903,000
					Replacement of 317 feet of storm drain along 172nd Ave	190,000
					172nd Ave Mid-block Crossing	15,000
					Justification Items Total:	1,108,000
970.250 CAPITAL OUTLAY-PROF FEES	57,770	141,980	14,110	32,000	Replacement of 317 feet of storm drain along 172nd Ave	22,000
					172nd Ave Mid-block Crossing	10,000
					Justification Items Total:	32,000
	<u>126,800</u>	<u>305,830</u>	<u>22,730</u>	<u>1,166,440</u>		

Totals for Fund: 248 DOWNTOWN DEVELOPMENT AUTHORITY

Total Revenues:	593,500	685,780	596,580	785,780
Total Expenditures:	126,800	305,830	22,730	1,166,440
Net of Revenues/Expenditures:	466,700	379,950	573,850	(380,660)

If the DDA Board agrees with the aforementioned budget proposal, the following motion can be offered:

Move to recommend to the Grand Haven Charter Township Board the FY2020 DDA budget, as presented.

If you have any questions or comments, please contact me at your convenience.

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**GRAND HAVEN CHARTER TOWNSHIP
2019 DDA PROPERTY TAX RECAPTURE (for 2020 spending)**

2019 Captured Taxable Values

	Captured Taxable Value -----		
Advalorem	\$62,892,484	Advalorem Tax Rate	10.1641
IFT	-858,228	IFT Tax Rate	5.08205
Total	\$62,034,256 -----		

DDA Capture/FTE \$62,463,370

Tax Rates:	Advalorem Millage	IFT Millage	(\$) Advalorem	(\$) IFT	(\$) Total
Grand Haven Township:	-----	-----	-----	-----	-----
Operating	1.0431	0.5216	65,603	-447.60	65,156
Museum	0.2481	0.1241	15,604	-106.46	15,497
Aging Council	0.2467	0.1234	15,516	-105.86	15,410
Fire Operating	1.8292	0.9146	115,043	-784.93	114,258
Water Debt	0.0000	0.0000	0	0.00	0
Transportation	0.9145	0.4573	57,515	-392.42	57,123
Bicycle Path	0.4376	0.2188	27,522	-187.78	27,334
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Total Twp.	4.7192	2.3596	\$ 296,802	-2,025.05	\$ 294,777
Ottawa County:					
Operating	3.9000	1.9500	245,281	-1,673.54	243,607
E-911	0.4325	0.2163	27,201	-185.59	27,015
Parks	0.3261	0.1631	20,509	-139.93	20,369
Roads	0.4915	0.2500	30,912	-214.55	30,697
Com Mental Health	0.2948	0.1474	18,541	-126.50	18,414
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Total County	5.4449	2.5793	\$ 342,443	-1,999.06	\$ 340,103
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			\$ -		\$ -
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Total All Millages	10.1641	4.9389	\$ 639,245	-4,024.11	\$ 634,880
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