



City of Charlevoix
DOWNTOWN DEVELOPMENT AUTHORITY/ CHARLEVOIX MAIN STREET BOARD
Monday, February 22, 2016 at 5:30 p.m.
210 State Street, City Hall, Second Floor Council Chambers, Charlevoix, Michigan

AGENDA

- A) CALL TO ORDER/INVOCATION OR PLEDGE OF ALLEGIANCE**
- B) ROLL CALL OF MEMBERS PRESENT**
- C) INQUIRY INTO POTENTIAL CONFLICTS OF INTEREST**
- D) CONSENT AGENDA**
 - 1. Approval of Main Street/ DDA Board Minutes – *January 25, 2016*
 - 2. Review of Main Street Committee Meeting Minutes
- E) DIRECTOR'S REPORT**
- F) OLD BUSINESS**
- G) NEW BUSINESS**
 - 1. Outstanding Volunteer Award
 - 2. Community Development Brownfield Program Overview – Don Voison
 - 3. City Council Approved Budget Amendment 2015-16 and Budget 2016-17
- H) PUBLIC COMMENT**
- I) MISCELLANEOUS BUSINESS OF THE BOARD**
- K) FUTURE AGENDA ITEMS**
- L) ADJOURNMENT**

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CITY OF CHARLEVOIX
DOWNTOWN DEVELOPMENT AUTHORITY/CHARLEVOIX MAIN STREET BOARD MINUTES
Monday, January 25, 2016 at 5:30 p. m.
 210 State Street, City Hall, Second Floor Council Chambers, Charlevoix, Michigan

A. Call to Order/Invocation or Pledge of Allegiance

B. Roll Call of Members Present

Chair: Dan Barron
 Members Present: Gabe Campbell, Fred DiMartino, Kirby Dipert, Dianne DuPont, Tamie Gillespie, John Kurtz, Rick Wertz (late), John Yaroch
 Members Absent: None
 City Staff: Annie Doyle, DDA/Main Street Director; Mark Heydlauff, City Manager

C. Inquiry into Potential Conflicts of Interest

John Kurtz noted that he would have a conflict of interest if there was discussion on the item regarding the 109 Bridge Park property.

D. Consent Agenda

1. Approval of Main Street/DDA Board Minutes – December 28, 2015 and January 5, 2016

Director Doyle stated a correction was needed on page 2, first paragraph of the December 28th meeting minutes to read: "Director Doyle reported that Keweenaw Excursions moved out of the office space in the Bridge Park building and had taken the boat to be sold in New Orleans." Member Gillespie stated that a correction was needed on page 2, third paragraph of the December 28th meeting minutes to read: "Maureen Owens, Food Truck Committee member, stated they held their initial meeting, but several key restaurant owner committee members were unable to attend the meeting. She stated that she believed the meeting was a good start." Chair Barron stated that there was a typo on the second page, 2nd paragraph, of the January 5th meeting minutes where the word "year" was repeated twice.

Motion by Mayor Campbell, second by Member Yaroch to approve the minutes of December 28, 2015 and January 5, 2016 as corrected. Motion carried by unanimous voice vote.

2. Review of Main Street Committee Meeting Minutes

Chair Barron stated that the Committee meeting minutes were provided to the Board for their information. There were no questions/comments from the Board.

Member Wertz joined the meeting at 5:35 p.m.

3. Revenues and Expenditures with Comparison to Budget Report

Director Doyle explained that she thought the Board wanted to verify the numbers as there were discrepancies when they were reviewing the proposed budget compared to the current budget. Member Kurtz stated that the report would coincide with what the Treasurer told him and he wanted to have time to review the report and get back to the Board. Chair Barron stated that they would carry the item over for future discussion.

E. Director's Report

Director Doyle was pleased to report unanimous Planning Commission approval of the special use permit for the shared commercial space of Charlevoix Munson Area Hospital and Charlevoix Courier located on Bridge Street. The partnership was facilitated through the Main Street Program as an example of how the DDA/Main Street can foster economic growth and teamwork downtown.

Director Doyle announced the success of the Shop Local Campaign over the holiday season. The winners were Doug & Trisha Drenth. She stated that over 3,344 entries were received for a total dollar amount of \$167,200. She expressed appreciation to Jodi Bingham and the Promotions Committee as well as the Chamber of Commerce for donating half of the \$500 prize.

Director Doyle reported that City Council approved wine tasting at the Farmers Market at their January 18th meeting.

Director Doyle stated that the Monthly Downtown Business Owner group identified 2016 goals at their January meeting which included:

- To provide customer service training;
- To provide store to store walkabouts to learn what products are offered;
- To have collective hours of operation; and
- To work on collaborative marketing opportunities.

Director Doyle stated she had a table reserved at the Chamber breakfast on February 5th and members should contact her if they would like to attend. The next Main Street quarterly training is in downtown Farmington on March 7-8, 2016 with the focus on economic vitality.

Chair Barron felt it was a very significant decision on the part of the Planning Commission regarding the shared space proposal on Bridge Street. Director Doyle reviewed the requirements within the Zoning Ordinance regarding specific retail uses for the downtown district and the special use permit application. The unique proposal offered by the Hospital/Newspaper for the shared space included services, classes and products to be offered, retail-like storefront and appeal, and the vibrancy standard.

F. Old Business

1. 109 Bridge Park – Consideration of Applications

Chair Barron stated that one application was from Julie Roth for an ancillary office facility for some type of manufacturing business located elsewhere. The second application was from L.C. Brewers, LLC which would create a segregated office facility for a new entity that would facilitate a self-distributing license from the Michigan Liquor Control Commission to allow an expansion of the existing brew pub.

Member Yaroch questioned the application from Ms. Roth and stated that he had a hard time understanding what the business was all about. Chair Barron stated that the application indicated "manufacturing." Member Dupont commented that she researched online and the application indicated that the business had been in operation for 17 years. She stated that the applicant had a pet business in Snowmass, CO in the late 1990's and the business was listed as not in good standing with the State of Michigan. Chair Barron stated that all of this information and a detailed business plan were requirements of the application and Ms. Roth indicated that she did not want to submit a business plan due to concerns regarding confidentiality. He stated that the Board was not requesting proprietary, confidential information, and some type of summary about the business would have been helpful. Member Wertz stated that the application arrived after the 5:00 p.m. deadline and it was not professionally prepared. Member Yaroch stated that the Brewery was to be commended on their plan and their presentation. Member Dipert stated that without knowing what Chilson Roth LLC plans to do with the space, he couldn't support renting the space to them. He stated he was more interested in finding a tenant that would help maintain the Main Street mission and vitalize the downtown community.

Member DiMartino stated that he wanted compatible businesses next to each other. He stated that the Brewers' application was going to fit and allow them to expand their business.

Member Yaroch stated that the professionalism of the proposal from the Lake Charlevoix Brewing Company exemplifies the type of business operation that the DDA intends to put in the space. He recommended that the Board grant their application. Member Gillespie concurred.

There were no public comments.

Member Wertz questioned Evan Keller, Head Brewer for Lake Charlevoix Brewing Company, as to when they wanted to start leasing the space and Mr. Keller replied right away. Member Wertz questioned if the business was a newly formed corporation and Mr. Keller responded affirmatively, and they would like to lease the property as of February 1st at \$8.00 per square foot.

Motion by Member Kurtz, second by Member Dupont to lease the space to L.C. Brewers, LLC premised on the terms required by the application form at \$8.00 per square foot, subject to approval of specific terms of the lease by the Facilities Committee. Motion carried by unanimous voice vote.

G. New Business

1. Main Street Committee Chair Roles and Responsibilities

Director Doyle stated that the Michigan Main Street Center recommends the development of job descriptions for the Main Street Committee Chairs and she summarized the duties of the Committee Chairs. Chair Barron stated that he would recommend clarification of the first sentence under Facilitation of Work Planning to read: "Each committee project must be authorized through a work plan which has been approved by the DDA/Main Street Board. Work plans are to be utilized as tools to set direction and manage expectations within the committee."

Member Wertz expressed concern regarding whether a committee member should be allowed to vote on a topic if they had not attended past meetings regarding said topic. Director Doyle discussed this situation with Main Street who suggested outlining standards, such as attendance for three months prior to participation in a vote. She forwarded the information to the Committee Chairs for their consideration.

Member Wertz felt the Committee meetings should be run more like the DDA Board meetings with motions and discussion. Discussion followed regarding the roles of the committees, work plans, other matters that come before the committees as directed by the Board, and the role of the Organization Committee as it relates to fundraising.

There were no public comments.

Motion by Member Kurtz, second by Member DiMartino to authorize that the draft Main Street Committee Chair Roles and Responsibilities description be finalized with the recommended changes and that the final description be transmitted to the Committee Chairs. Motion carried by unanimous voice vote.

2. Formation of Administration/Executive Committee

Director Doyle stated that it was common for entities to create a sub-committee of Board members to provide oversight and assist as needed in the detailed executive and administrative decision-making processes of the organization. At the January 5, 2016 meeting, Member Kurtz recommended the development of an evaluation process for the Executive Director.

Chair Barron summarized how he envisioned this sub-committee being involved and he indicated that he would like to serve on the sub-committee. Member Kurtz expressed his interest in serving on the committee and felt that the Mayor should be a member as well.

Motion by Member Yaroach, second by Member Wertz to establish an Administrative/Executive Sub-Committee including the DDA/Main Street Chair, the Mayor, and up to two at-large positions, one of those being filled by Member Kurtz at this time. Director Doyle stated that she would run this matter by the City Attorney for approval. Discussion followed regarding whether the Deputy Mayor or Deputy Chair of the DDA/Main Street Board should be members. Motion was withdrawn.

Motion by Member Yaroach, second by Mayor Campbell to establish the Administrative/Executive Sub-Committee as discussed with the makeup of the Chairman and Vice Chair of the DDA/Main Street Board, the Mayor, and John Kurtz as an at-large member subject to review and approval by the City Attorney. Motion carried by unanimous voice vote.

3. Charlevoix County Community Foundation Grant Application Approval

Director Doyle stated that Staff requested permission to apply for a grant from the Charlevoix County Community Foundation (CCF) for the improvement and/or replacement of sound and technical equipment at the Odmark Pavilion in East Park as needed. She stated that the grant application deadline was March 1st.

Motion by Member DiMartino, second by Member Yaroch to authorize the Executive Director, Annie Doyle, to apply for a grant for sound and technical equipment in the Odmark Pavilion from the Charlevoix County Community Foundation. Motion carried by unanimous voice vote.

4. Main Street Services Application Approval

Director Doyle stated that as part of Charlevoix's Main Street Select Level status, they were eligible to apply for a "Main Street Branding Service". The branding service will include a Main Street logo, committee logos, four additional event logos, a website incorporating all new branding with a "what you see is what you get" content management system, training on website maintenance and a style guide for branding and logos. The Promotions Committee requested permission to apply for this service and developed a project specific sub-committee ready to develop the application in coordination with other Committees and organizations as needed. She stated that this program is the one that the volunteers have shown the most interest in and she recommended applying for this service. She stated the branding service is a very intensive community-wide discussion and facilitation of a community visioning session that would include all stakeholders and people who are interested in the process.

Motion by Member Dupont, second by Member Wertz to authorize the development of the "Main Street Branding Service" application. Motion carried by unanimous voice vote.

5. Bike Rack Donation – Approval to Proceed

Director Doyle stated that the LaBlance Family approached the Main Street/DDA office in the spring of 2015 with the desire to donate a bike rack to the community with the funds received in memory of the late Tim LaBlance. The \$2,000 donation would pay for 2-3 of the smaller bike racks proposed by the family in Bridge Park or at Charlevoix Public Library.

Motion by Member Kurtz, second by Member Wertz to authorize the Executive Director to seek input from the Design Committee regarding the bike rack proposal and to present a recommendation for design and placement of the bike racks to the Planning Commission on February 8, 2016 at their regularly scheduled meeting. Motion carried by unanimous voice vote.

6. Open Signs for Downtown Businesses – Approval to Proceed

Director Doyle stated that since October 2015, attendance at the monthly Downtown Business Owners meetings averaged 20 businesses. The group has been developing consistent hours of operation and collaborative notification of these hours. The business owners have identified a flag design and bracket wall mount they wish to use as a collective "open" symbol that will be easily recognizable, especially during the winter, indicating that local stores are open for business. The idea was that each business would pay for its own flag at an estimated cost of \$150 per flag and mount.

Motion by Mayor Campbell, second by Member Dupont to authorize the Executive Director to facilitate the open sign project for the downtown business owners. Motion carried by unanimous voice vote.

H. **Public Comment**

Maureen Owens, Food Truck Committee Member, stated that the Committee met on January 12th and elected Adam Kline as Chair. The City Manager provided maps of the theoretical 100' buffer around existing restaurants for consideration. The Committee reviewed the maps and found a tentative location for food trucks. Ms. Owen's stated the Committee decided to review local food truck policies and she cited Harbor Springs as allowing four parking spaces on a first-come-first-serve basis. The Committee's next meeting is scheduled for February 9th.

I. **Miscellaneous Business of the Board**

City Manager Heydlauff explained the funding that the DDA undertook in 2006 with the Marina project when City Council approved about \$7 million in bond funding for the construction of the Marina and East Park. The City issued the bonds committing the TIFF capture revenue that the DDA received to pay the bonds back. Under the DDA Act, issuing debt is not something that the DDA can do on its own without the consent and express approval of City Council. In the case of these bonds, the DDA committed their TIFF capture money as collateral to make the bond payments. The City backed up the DDA commitment by pledging the full faith and credit of the City to make the bond issue. The bonds that were issued have a refunding (refinancing) provision due in 2016. He stated that City Council is

currently in the process of accepting a plan to issue \$3.6 million in what will be known as the 2016 Capital Infrastructure Bond Series. That bond issue will be occurring this year and since the DDA's bond issue is eligible for refunding this year, the City can save fees by running them together as one bond issue.

City Manager Heydlauff stated that there are two parts of the bond issue that relate to the DDA that will save the DDA money. First, the average interest rate over the next 10 years would have been about 4.1% under the original terms issued in 2006. The City's financial advisor estimated 2.9% interest over the remaining life of the loan by refunding now. In 2006, the DDA set an escalating repayment plan so they paid more each year with the current fiscal year having a bond payment of \$450,000. In 2027 when the bonds reach full maturity, that debt service amount would be over \$500,000. What they were proposing was to level the payment out so that for the next 10 years the payment would be between \$461,000 and \$466,000. The first three years the DDA would pay slightly more than it would have, but for the remaining seven years they would pay less, and in the last three years the DDA would save \$40,000-50,000 a year. City Manager Heydlauff stated that the Resolution before the Board puts the DDA on record as re-affirming that pledge.

Motion by Member Kurtz, second by Member DiMartino for approval of a Resolution requesting issuance of refunding bonds and confirming pledge of the DDA tax increment revenues as submitted by City Staff. Motion carried by unanimous voice vote.

J. Future Agenda Items

1. Request to Review – Reserve Fund

The Board concurred to hold off on this agenda item until the bond refinancing issue was complete.

2. Request to Review – Bridge Park Building Maintenance

Member Kurtz stated that he was willing to postpone this discussion until they see what happens with the Reserve Fund. The Board concurred. Chair Barron stated it was probably a good time for the Facilities Committee to review any needed maintenance for the Bridge Park Building and report back to the Board.

Member Kurtz stepped down from the dais and asked that the Board make maintenance of the building a priority including the bathrooms, roof, and heating/air conditioning units.

K. Adjournment

Motion by Member Wertz, second by Member Yaroch to adjourn. Motion carried by unanimous voice vote. Meeting adjourned at 7:20 p.m.

Joyce Golding/fgm

City Clerk

Dan Barron

Chair



Charlevoix Main Street Design Committee

Minutes

Tuesday, February 2nd, 2016

- I. **Call To Order:** The meeting was called to order at 4:00pm by Mickey Barnhart.
- II. **Roll Call:**
 - a. **Members present include:** Mickey Barnhart, John Campbell (by phone), Gail DeMeyere, Annie Doyle, Shirley Gibson, Bob Jess, Amy Lalewicz, David Miles, Zach Panoff, Rick Wertz
 - b. **Public:** 0
- III. **Inquiry Regarding Possible Conflicts of Interest:** None
- IV. **Approval of Minutes:** January 5, 2016 Minutes approved as presented.
- V. **Approval of Agenda:** Agenda approved as presented.
- VI. **Old Business:**
 - a. **East Park Skating Rink:** Minutes from the December 28, 2015 DDA/MMS Board meeting were passed out. They showed that the board was 6-2 in favor of pursuing more information on the NiceRink system. They wished to see potential usage, funding sources, and downtown benefits

Motion by Bob Jess, second by David Miles, to continue work, investigative and otherwise, on the project using the NiceRink system.

Yeas: Bob Jess, David Miles, Mickey Barnhart, Amy Lalewicz, Gail DeMeyere

Nays: Rick Wertz, John Campbell

Motion passed 5-2.

Rick Wertz reviewed research from the City Manager's office regarding past ice rink efforts in and around downtown to give an idea of how much work was required in the past and what was previously considered when making decisions.

Annie Doyle suggested that the project leads put together a very detailed work plan for moving forward with the one rink proposal, in terms of setting up public hearings, sending out questionnaires/surveys, etc.

John Campbell suggested that the Chamber of Commerce be used to send out questionnaires to downtown business owners and others.

Rick reported that the City Manager believes there is money in the DDA/MMS budget to pay for a consultant to conduct more extensive surveys of potential rink users in order to get a better idea for the number and type of potential users.

Motion by John Campbell, second by Rick Wertz to commission a survey with a consultant regarding potential ice rink usage to be done in conjunction with the City, DDA/MMS, Chamber of Commerce, Visitors Bureau and Business Community.

Yeas: Rick Wertz, Amy Lalewicz, John Campbell

Nays: Bob Jess, Gail DeMeyere, Mickey Barhnart

Motion failed 3-3.

Next Steps: 1. Bob and Rick continue with a detailed work plan for the project moving forward.
2. Get usage feedback from the DDA 3. Create survey and visit Walloon, McSaubia and other places in the area.

- b. **Wayfinding and Logos:** Project leads should have a more detailed work plan done in the near future.

The MMS Promotions Committee has a subcommittee working through the logo design process. The logo design process is provided by MMS and seeks to collaborate with local artists to create unique logos and branding opportunities. They would like to include Candyce, Linda and any others in the process.

VII. New Business:

None

VIII. Miscellaneous Business of the Committee: The next meeting will be Tuesday, March 1st at 4pm.

IX. Call for Public Comment: None

X. Adjournment: Meeting adjourned at 5:17pm.



**Charlevoix Main Street
Committee Meeting Minutes
Economic Restructuring Team
February 2, 2016 8:00 a.m.
City Hall First Floor Conference Room**

1. Annie Doyle called the meeting to order at 8:00 AM on Tuesday, 2016. Members Present: Annie Doyle, Amanda Wilkin, Maureen Owens, Dan Barron John Haggard, Rich Bergmann, Kirby Dipert, Fred DeMartino, Tim Fore, Allison Hubbard and Peggy DeNio.
2. Tim Fore was introduced as the new Chairman for the Main Street Economic Restructuring Team.
3. The present work plans were reviewed and it was decided that the Conference Room Package and the Building Inventory Package had been completed. I was decided to revise the work plan at the next meeting and later present it to the DDA.
4. Discussion ensued regarding the Downtown Business Owners Meeting and their interest in developing customer service training, walk-about upkeep, store "open" signs, collaborative sales efforts and employee retention.
5. There was discussion regarding positive press supporting Charlevoix, more MDOT signs to direct people to Charlevoix and creating storefronts designed to advertise availability as well as remain attractive to visitors.
6. Rich Bergmann will be researching possibilities and guidelines to form a vocational program to be housed in the old Middle School and will report at the next meeting.
7. The meeting ended at 8:15 am.

Next meeting is Scheduled for Tuesday March 1st at 8:00 a.m.



Charlevoix Main Street

Promotions Committee Minutes

January 21, 2016 City Hall; Council Chambers

I. Call to order: by Carissa Mullaney at 8:03 a.m.

Members Present – Carissa Mullaney, Annie Doyle, Gabe Campbell, Amanda Wilkin, Aaron Hagen, Shelly Ferguson, Sarah Hagen, Larry Levensgood, Kevin Prior, Jessica Anderson, and Maureen Owens.

II. Approval of Minutes: December 17, 2015 – Moved: Amanda Wilkin, seconded: Jessica Anderson - Carried

III. DDA Board & Main Street Committee Updates –

The Organization Committee is almost done with their 2016 Fundraising and Budget plan. They also reviewed the proposed budget for the Music and Movies committee and passed the information on to the DDA. The DDA Board approved a \$6,000.00 line item with the understanding that the balance would be raised through Charlevoix Main Street efforts.

The Design Committee presented options to the DDA for an ice skating rink. The process of finding the best fit is moving forward with much consideration and diligence.

The Economic Restructuring Committee had to cancel their December, 2015 meeting.

Downtown Business Owners meeting was very productive. They have set out several 2016 goals: Walk about, New Business training, collaborative marketing, cohesive signage.

IV. Old Business:

i. Project Updates from Sub-Committees:

Bridge Drop – Amanda Wilkin – All went very well. Amanda sends out a personal “Thank You” to everyone that took over because she was called away. The wrap up meeting found a few items that they will “tweak” for next years’ event. Their final budget has not come in, but they will likely have a small profit. Ornament sales were a big hit and will continue throughout the year.

Shadowfest – Jessica Anderson – Event is fast approaching. 7/4 Ads will begin running the week of 1/25/16. Posters are done and up. Please let us know if you would like one for your business. We are still looking for sponsors; come one, come all! The website is up, please “like”, “share” and “comment”. Every little bit of promotion is helpful. We are starting to fill in the blanks on the volunteer needs, but happy to have help. The retail contest will run all weekend and there will be a Facebook photo scavenger hunt. There is a rumor about “Celebrities” singing in the beer tent after the Petoskey Steel Drum Band, so come check it out.

Assessment – Annie Doyle – We have only received about 25% to date. A follow-up e-mail and door to door reminders will be happening soon. Hope to have more comprehensive information in the next month.

Marketing & Communication Plan – Carissa Mullaney & Doug Reynolds – The website calendar is up and running. Please notify Greg Stevens if you have an event that you would like added. We are looking for good quality pictures to put up. If you have one or are given one, please be sure we have a photo releases.

Mainstreet provides services for our branding and they have decided to start working toward ours a little early by allowing an early application. We want to work toward consistency with the logos that are already in existence. All are welcome to assist with this task.

Business Promotions – Annie Doyle – Shop Local was a great success! We received over \$167,000 in receipts with 3,334 entries. The Doug Drenth family won the Grand Prize. The local merchants are discussing running a similar program again in May. There is another National initiative during that time.

Music / Movies in the Park – Maureen Owens – Several bands have been booked now that we have the financial approval from the DDA. The next meeting is Thursday, January 28th at 8:00 am, at which time the fate of the summer movie series will be discussed. There is some consideration of directing all our resources toward concerts. The possibility of having incorporating one movie into one big event is being discussed, as well as selecting a different night.

V. New Business:

Maureen Owens gave an update on the Food Truck Committee’s progress to date. Some forward motion on potential locations. Obtaining and reviewing ordinances and requirements from nearby communities for reference.

VI. Adjournment: Motion to adjourn: Jessica Anderson, second Aaron Hagen, carried at 8:59.



MEMO

TO: MAIN STREET/DDA BOARD OF DIRECTORS

FROM: ANNIE DOYLE, MAIN STREET/DDA EXECUTIVE DIRECTOR

DATE: FEBRUARY 22, 2016

SUBJECT: OUTSTANDING VOLUNTEER AWARD – JODI BINGHAM, PROMOTIONS COMMITTEE

Summary/Background

The DDA/Main Street Board would like to recognize the outstanding efforts of Main Street Promotions Committee volunteer Jodi Bingham and present her with a Charlevoix Main Street Outstanding Volunteer Award. Jodi spear-headed the recent Live Life Local – Holiday Shop Local Campaign in which over 3,344 entries were submitted for a total of \$167,200. Jodi also secured advertising and publicity at no cost to the program and garnered support for the program from her fellow downtown store owners and operators. It is volunteers such as Jodi that inspire people in our community to be involved in making Charlevoix a better place.

Recommended Action

No action necessary



MEMO

TO: MAIN STREET/DDA BOARD OF DIRECTORS

FROM: ANNIE DOYLE, MAIN STREET/DDA EXECUTIVE DIRECTOR

DATE: FEBRUARY 22, 2016

SUBJECT: BROWNFIELD DEVELOPMENT AUTHORITY – DON VOISON

Summary/Background

Don Voison with the Charlevoix County Brownfield Development Authority has asked to speak to the DDA/Main Street Board. Mr. Voison will be presenting information regarding Brownfield Development as per the attached document.

Recommended Action

No action necessary

COMMUNITY DEVELOPMENT BROWNFIELD PROGRAM OVERVIEW

The Brownfield Program (Program) uses tax increment financing (TIF) to reimburse Brownfield related costs incurred while redeveloping contaminated, functionally obsolete, blighted or historic properties. It is also responsible for managing the Single Business Tax and Michigan Business Tax Brownfield Credit legacy programs (SBT/MBT Brownfield Credits).

The Michigan Strategic Fund (MSF) with assistance from the Michigan Economic Development Corporation (MEDC), administers the reimbursement of costs using state school taxes (School Operating and State Education Tax) for non-environmental eligible activities that support redevelopment, revitalization and reuse of eligible property. The MEDC also manages amendments to SBT/MBT Brownfield Credit projects approved by MSF. The Michigan Department of Environmental Quality (MDEQ) administers the reimbursement of environmental response costs using state school taxes for environmental activities, and local units of government sometimes use only local taxes to reimburse for eligible activities (i.e. "local-only" plans). The state statutory authority for the Brownfield Redevelopment Financing Act program is Act 381 of 1996, as amended (Act 381).

Two categories of eligible activities under TIF are available across the state; demolition and lead and asbestos abatement. Two additional eligible activities are available in any Qualified Local Government Unit¹ (QLGU) or on property owned by a land bank; site preparation and infrastructure improvements. Land Banks may also be reimbursed for costs related to conveying and managing property that is in their possession. The non-environmental Program generally targets industrial site reuse, and urban development with mixed use components.

The Brownfield Redevelopment Authority (BRA) is the local jurisdiction entity that manages the development of Brownfield plans. After approval of a Brownfield plan by the local governing body, the BRA may request capture of state school taxes via a work plan submitted to the MEDC and/or MDEQ. There are 295 BRAs in Michigan, and approximately 467 Brownfield plans that are active or have been completed across the state (as reported to the MEDC September, 2015). These authorities vary in terms of their participation with MSF and/or MDEQ to request state school taxes for TIF reimbursement.

MEDC staff recommends policy documents, school tax capture work plans, school tax capture amendments and amendments to SBT/MBT Brownfield Credits to the MSF for consideration. The MEDC manages all work plans and SBT/MBT Brownfield Credits approved by the board, including assuring reporting obligations and compliance.

Eligible program uses under TIF include:

- Demolition
- Lead and asbestos abatement
- Site preparation
- Infrastructure improvements
- Assistance to Land Banks and Local Government Units

Eligible program uses under legacy SBT/MBT Brownfield Credits include:

- Demolition
- Lead and asbestos abatement
- Building renovation
- New construction
- Purchased or leased equipment

TAX INCREMENT FINANCING PROCESS

The work plan submission and approval is a multiple step process. Work plans are received on an ongoing basis and eligible activities must be in accordance with the Act 381 Guidance issued by MEDC. Once a project is identified, the BRA or local government representative works with MEDC staff to perform the following steps:

I. Initial Evaluation

- a. Project scoping and submittal of a draft work plan and other supporting documentation provided to MEDC Community Assistance Team or Business Development Manager to determine initial support.
- b. MEDC Leadership consideration of initial support and if supported, Letter of Interest provided.

II. Work Plan Submission, Review and MSF Consideration

- a. BRA or local government representative submits a work plan or amended work plan, brownfield plan, approving resolutions, transmittal letter, and executed reimbursement agreement to MEDC after project is approved by local governing body.

COMMUNITY DEVELOPMENT BROWNFIELD PROGRAM OVERVIEW

- b. Due diligence performed to verify that BRA is compliant with Act 381 reporting requirements. MEDC staff reviews proposed eligible activities for compliance with MSF guidance, and makes a recommendation to the MSF Board or Delegated Representative.
- c. MSF Board or Delegated Representative determines support for the project.
- d. Local government unit administers TIF capture and is subject to reporting requirements.

III. Reporting Requirements (TIF Work Plans Only)

- a. BRA submits information annually to MEDC via online portal for each project currently collecting Tax Increment Revenue
- b. MEDC and MDEQ compiles information and provides report to legislature.

II. Project Completion

- a. Qualified taxpayer sends certificate of completion request to MEDC Brownfield staff.
- b. Certificate of completion request is reviewed and sent to MEDC compliance for review.
- c. If certificate of completion request fulfills statutory requirements, certificate of completion is issued. Qualified taxpayer may then submit the certificate of completion to Department of Treasury for refund, or tax abatement

CONTACT INFORMATION

For more information, contact the MEDC Customer Contact Center at 517.373.9808.

SBT/MBT BROWNFIELD CREDITS

I. Amendments

- a. Amendment application is submitted and amendment request is vetted by Brownfield program staff and Brownfield program leadership.
- b. If amendment is supported, remaining amendment request forms and any other materials required for review is submitted to Brownfield program staff.
- c. MSF Board or Delegated Representative determines support for the project.



MEMO

TO: MAIN STREET/DDA BOARD OF DIRECTORS

FROM: ANNIE DOYLE, MAIN STREET/DDA EXECUTIVE DIRECTOR

DATE: FEBRUARY 22, 2016

SUBJECT: 2016-17 APPROVED BUDGET

Summary/Background

Please find attached the budget that was approved by City Council at their February 15, 2015 regularly scheduled meeting.

Recommended Action

No action necessary

**CITY OF CHARLEVOIX
DOWNTOWN DEVELOPMENT AUTHORITY FUND
2016-17 BUDGET**

	2014-15 Actual	2015-16 Budget	2015-16 Est. Actual	2016-17 Budget
REVENUES				
CURRENT PROPERTY TAX	34,773	35,800	37,063	37,100
PROPERTY TAX - CAPTURE LOCAL	379,446	375,100	393,086	393,100
DELINQUENT PROPERTY TAX COLLECTED	2,261	-	-	-
PENALTY - PROPERTY TAX	331	-	35	-
FEDERAL / STATE / OTHER GRANTS	15,629	12,200	18,600	1,600
FARMERS MARKET INCOME	22,755	24,500	27,024	26,964
INTEREST EARNINGS	719	500	500	500
RENTS & ROYALTIES - SUNSHINE	5,000	1,000	1,000	1,000
RENTS & ROYALTIES - KEWEENAW	13,125	2,800	2,750	-
RENTS & ROYALTIES - BIBCO LEASE	24,898	25,900	25,862	26,900
RENTS & ROYALTIES - ROUND LAKE GROUP	1,666	17,600	17,610	15,300
MISCELLANEOUS & IWF REIMBURSEMENT	9,792	4,000	6,500	3,500
CONTRIBUTION - OTHER SOURCES	26,431	63,000	11,648	2,500
CONTRIBUTION - MAIN STREET	-	17,000	22,000	25,000
CONTRIBUTION - LIGHTING & HOLIDAY DECOR	1,325	1,200	-	500
CONTRIBUTION - PERFORMANCE PAVILION	4,053	3,500	-	-
TRANSFER FROM OTHER FUNDS	-	-	-	-
TOTAL REVENUES	\$ 542,204	\$ 584,100	\$ 563,679	\$ 533,964
EXPENSES				
SALARIES & WAGES	24,510	29,200	30,679	31,300
WAGES - ICMA	2,126	2,500	2,638	2,700
SALARIES & WAGES - TEMPORARY	5,440	2,000	5,500	7,000
EMPLOYEE FRINGE BENEFITS	19,934	22,800	24,448	25,200
OPERATING SUPPLIES	26,289	27,200	27,200	2,200
IWF MAINTENANCE	7,275	7,000	9,500	6,000
MARKETING & PROMOTIONAL SERVICES	28,617	56,100	25,000	25,700
MARKETING & PROMOTIONAL SVCS - FARMERS MK	16,659	16,800	20,000	16,800
MARKETING & PROMOTIONAL SVCS - CRAFT BEER	-	-	-	-
PROMOTION COMMITTEE EXPENSES	-	-	-	-
ORGANIZATION COMMITTEE	-	-	-	3,500
BUSINESS RECRUITMENT/RETENTION	-	-	-	1,500
CONTRACTUAL SERVICES	15,976	16,900	16,900	14,700
SERVICE/MAINTENANCE FEES	-	-	-	-
DESIGN COMMITTEE	-	-	-	10,300
DESIGN CAPITAL IMPROVEMENTS	-	-	-	11,000
LEGAL SERVICES	424	500	1,000	500
TELEPHONE	923	1,000	992	1,000
CONFERENCE & TRAVEL	4,615	4,000	4,000	4,000
PRINTING & PUBLISHING	1,476	500	500	-
INSURANCE & BONDS	1,751	1,500	1,500	1,800
PARK EQUIPMENT	11,780	17,500	15,000	-
REFUNDS - PROPERTY TAX & TIFA	8,683	5,500	5,500	6,000
MAINTENANCE - BRIDGE PARK BUILDING	1,000	1,000	5,000	16,000
MISCELLANEOUS	2,259	300	300	300
MISCELLANEOUS - FARMERS MARKET	-	-	-	-
MISCELLANEOUS - MAIN STREET	-	5,000	5,000	-
MISCELLANEOUS - LIBRARY/SUBSCRIPTIONS	-	-	-	-
CAPITAL PROJECT - PROFESSIONAL SERVICES	-	-	-	-
CAPITAL PROJECT - CONTRACTUAL SERVICES	-	-	-	-
BOND ISSUANCE COSTS	-	-	-	-
DEBT SERVICE PAYMENTS	-	-	-	-
BOND PRINCIPAL - BRIDGE PARK (LTGO, ACT 99)	-	-	-	-
INTEREST EXPENSE - BONDS	-	-	-	-
PAYING AGENT FEES	-	-	-	-
LIBRARY CONTRIBUTION	-	15,000	25,000	30,000
TRANSFER TO OTHER FUNDS (MARINA)	325,000	331,200	321,395	326,200
TOTAL EXPENSES	\$ 504,736	\$ 563,500	\$ 547,052	\$ 543,700
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENSES	\$ 37,468	\$ 20,600	\$ 16,627	\$ (9,736)
YEAR END BALANCES				
FUND BALANCE / NET POSITION BEGINNING OF YE/	4,621,960	4,622,015	4,659,428	4,676,055
CHANGE IN FUND BALANCE / NET POSITION	37,468	20,600	16,627	(9,736)
FUND BALANCE / NET POSITION	\$ 4,659,428	\$ 4,642,615	\$ 4,676,055	\$ 4,666,319
CASH & INVESTMENTS	\$ 732,085	\$ 688,137	\$ 748,713	\$ 738,977

Account Number	255-255-740.000		Fund	255	
Account Name	OPERATING SUPPLIES		Activity	DDA	
Account Description	Supplies for DDA				
			2014-15 Actual	2015-16 Budget	2015-16 Year-To-Date
			\$ 26,289	\$ 27,200	#NAME?
				2015-16 Est. Actual	2016-17 Budget
				\$ 27,200	\$ 2,200
2015-16 Est. Actual					Total
Detail	Electric water sewer for Bridge Park Bldg				11,000
	Website, computer, technology				200
	Bathroom cleaning services				13,000
	Office supplies and miscellaneous				1,000
	Bandshell maintenance				2,000
				Total	\$ 27,200
2016-17 Budget					Total
Detail	Website, computer, technology				200
	Office supplies and miscellaneous				2,000
				Total (rounded)	\$ 2,200
Account Number	255-255-776.000		Fund	255	
Account Name	IWF MAINTENANCE		Activity	DDA	
Account Description	IWF costs				
			2014-15 Actual	2015-16 Budget	2015-16 Year-To-Date
			\$ 7,275	\$ 7,000	#NAME?
				2015-16 Est. Actual	2016-17 Budget
				\$ 9,500	\$ 6,000
2015-16 Est. Actual					Total
Detail	IWF start-up and winterization				5,500
	IWF inspection				200
	IWF license				300
	Additional				3,500
				Total	\$ 9,500
2016-17 Budget					Total
Detail	IWF start-up and winterization				5,500
	IWF inspection				200
	IWF license				300
				Total (rounded)	\$ 6,000

Account Number	255-255-801.000	Fund	255
Account Name	MARKETING & PROMOTIONAL SVCS	Activity	DDA
Account Description	Concerts, movies, kiosk updates, Pure Michigan		

2014-15 Actual	2015-16 Budget	2015-16 Year-To-Date	2015-16 Est. Actual	2016-17 Budget
\$ 28,617	\$ 56,100	#NAME?	\$ 25,000	\$ 25,700

2015-16 Est. Actual Detail	Concerts and movies	Total
	Shop directory and kiosk, LTW kiosk	8,000
	Pure Michigan campaign	5,500
	Bridge drop	1,000
	Venetian festival	-
	Downtown signage improvements	1,600
	Miscellaneous	4,000
	Events - Beer Festival	1,000
		3,900
	Total	\$ 25,000

2016-17 Budget Detail	Venetian Festival	Total
	Music and Movies per Annie 12/17/2015	1,600
	Brochures/Pamphlets/Flyers	14,000
	Movie and Sound	1,000
	Pure Michigan Campaign	3,500
	shadow fest	1,000
	Shop Local Campaign	1,000
	Community Clean up days	300
	Miscellaneous	300
	Bridge drop	500
		2,500
	Total (rounded)	\$ 25,700

Account Number	255-255-801.001	Fund	255
Account Name	PROFESSIONAL SERVICES-FARM MKT	Activity	DDA
Account Description	Expenses for the Farmers Market		

2014-15 Actual	2015-16 Budget	2015-16 Year-To-Date	2015-16 Est. Actual	2016-17 Budget
\$ 16,659	\$ 16,800	#NAME?	\$ 20,000	\$ 16,800

2015-16 Est. Actual Detail	Farmer reimbursement	Total
	Processing fees	15,000
	Advertising	300
	Library rental	1,000
	Miscellaneous	200
	additional	300
		3,200
	Total	\$ 20,000

2016-17 Budget Detail	Farmer reimbursement	Total
	Processing fees	15,000
	Advertising	300
	Library rental	1,000
	Miscellaneous	200
		300
	Total (rounded)	\$ 16,800

Account Number	255-255-801.002	Fund	255
Account Name	PROFESSIONAL SERV-CRAFT BEER F	Activity	DDA
Account Description	New Account - Per Annie 2016-17		

2014-15 Actual	2015-16 Budget	2015-16 Year-To-Date	2015-16 Est. Actual	2016-17 Budget
\$ -	\$ -	#NAME?	\$ -	\$ -

2015-16 Est. Actual		Total

Detail						
				Total	\$ -	
2016-17 Budget Detail					Total	
				Total (rounded)	\$ -	
Account Number	255-255-801.003		Fund	255		
Account Name	PROMOTION COMMITTEE EXPENSES		Activity	DDA		
Account Description	New Account - Per Annie 2016-17					
		2014-15 Actual	2015-16 Budget	2015-16 Year-To-Date	2015-16 Est. Actual	2016-17 Budget
		\$ -	\$ -	#NAME?	\$ -	\$ -
2015-16 Est. Actual Detail					Total	
				Total	\$ -	
2016-17 Budget Detail					Total	
				Total (rounded)	\$ -	
Account Number	255-255-801.004		Fund	255		
Account Name	ORGANIZATION COMMITTEE		Activity	DDA		
Account Description	New Account - Per Annie 2016-17					
		2014-15 Actual	2015-16 Budget	2015-16 Year-To-Date	2015-16 Est. Actual	2016-17 Budget
		\$ -	\$ -	#NAME?	\$ -	\$ 3,500
2015-16 Est. Actual Detail					Total	
				Total	\$ -	
2016-17 Budget Detail					Total	
	Web Site/constant contact				2,000	
	General Printing and Publishing				1,500	
				Total (rounded)	\$ 3,500	

Account Number	255-255-801.005		Fund	255		
Account Name	BUSINESS RECRUITMENT/RETENTION		Activity	DDA		
Account Description	New Account - Per Annie 2016-17					
		2014-15 Actual	2015-16 Budget	2015-16 Year-To-Date	2015-16 Est. Actual	2016-17 Budget
		\$ -	\$ -	#NAME?	\$ -	\$ 1,500
2015-16 Est. Actual Detail						Total
					Total	\$ -
2016-17 Budget Detail						Total
	Recruitment package					1,000
	business owners meetings					500
					Total (rounded)	\$ 1,500

Account Number	255-255-818.000		Fund	255	
Account Name	CONTRACTUAL SERVICES		Activity	DDA	
Account Description	Xmas lights, bandshell lighting up and down, window washing				

	2014-15 Actual	2015-16 Budget	2015-16 Year-To-Date	2015-16 Est. Actual	2016-17 Budget
	\$ 15,976	\$ 16,900	#NAME?	\$ 16,900	\$ 14,700

2015-16 Est. Actual Detail		Total
	Tree light maintenance	3,500
	Bandshell light installation and removal	1,200
	Window cleaning	500
	Downtown wi-fi	-
	Public mural	6,400
	Holiday decorations	1,800
	Movie and sound engineer	3,500
Total		\$ 16,900

2016-17 Budget Detail		Total
	Bandshell light installation and removal	1,200
	Window cleaning	500
	Bathroom Cleaning service	13,000
Total (rounded)		\$ 14,700

Account Number	255-255-818.001		Fund	255	
Account Name	SERVICE/MAINTENANCE FEES		Activity	DDA	
Account Description	New Account - Annie 2016-17				

	2014-15 Actual	2015-16 Budget	2015-16 Year-To-Date	2015-16 Est. Actual	2016-17 Budget
	\$ -	\$ -	#NAME?	\$ -	\$ -

2015-16 Est. Actual Detail		Total
Total		\$ -

2016-17 Budget Detail		Total
Total (rounded)		\$ -

Account Number	255-255-818.002		Fund	255	
Account Name	DESIGN COMMITTEE		Activity	DDA	
Account Description	New Account - Annie 2016-17				

	2014-15 Actual	2015-16 Budget	2015-16 Year-To-Date	2015-16 Est. Actual	2016-17 Budget
	\$ -	\$ -	#NAME?	\$ -	\$ 10,300

2015-16 Est. Actual Detail		Total

Account Number	255-255-853.000		Fund	255			
Account Name	TELEPHONE		Activity	DDA			
Account Description	Telephone expenses						
			2014-15 Actual	2015-16 Budget	2015-16 Year-To-Date	2015-16 Est. Actual	2016-17 Budget
			\$ 923	\$ 1,000	#NAME?	\$ 992	\$ 1,000
2015-16 Est. Actual Detail							Total
	Phones						500
	Cell phone stipend						492
						Total	\$ 992
2016-17 Budget Detail							Total
	Phones						500
	Cell phone stipend						492
						Total (rounded)	\$ 1,000

Account Number	255-255-860.000		Fund	255			
Account Name	CONFERENCE & TRAVEL		Activity	DDA			
Account Description	DDA Conference & travel						
			2014-15 Actual	2015-16 Budget	2015-16 Year-To-Date	2015-16 Est. Actual	2016-17 Budget
			\$ 4,615	\$ 4,000	#NAME?	\$ 4,000	\$ 4,000
2015-16 Est. Actual Detail							Total
	MDA conference						-
	National Main Street conference						3,000
	Main Street training						1,000
	Miscellaneous						-
						Total	\$ 4,000
2016-17 Budget Detail							Total
	MDA conference						-
	National Main Street conference						3,000
	Main Street training						1,000
	Miscellaneous						-
						Total (rounded)	\$ 4,000

Account Number	255-255-888.000		Fund	255	
Account Name	LIBRARY CONTRIBUTION		Activity	DDA	
Account Description	Plledged contribution				

2014-15 Actual	2015-16 Budget	2015-16 Year-To-Date	2015-16 Est. Actual	2016-17 Budget
\$ -	\$ 15,000	#NAME?	\$ 25,000	\$ 30,000

2015-16 Est. Actual Detail		Total
	Per 1/26/15 DDA meeting	15,000
	Per ??? DDA/MS Meeting	10,000
	Total	\$ 25,000

2016-17 Budget Detail		Total
	Library Contribution	30,000
	Total (rounded)	\$ 30,000

Account Number	255-255-900.000		Fund	255	
Account Name	PRINTING & PUBLISHING		Activity	DDA	
Account Description	Printing & publishing				

2014-15 Actual	2015-16 Budget	2015-16 Year-To-Date	2015-16 Est. Actual	2016-17 Budget
\$ 1,476	\$ 500	#NAME?	\$ 500	\$ -

2015-16 Est. Actual Detail		Total
	Miscellaneous	-
	Annual newspaper ad	500
	Total	\$ 500

2016-17 Budget Detail		Total
	Total (rounded)	\$ -

Account Number	255-255-910.000		Fund	255	
Account Name	INSURANCE & BONDS		Activity	DDA	
Account Description	DDA property insurance				

2014-15 Actual	2015-16 Budget	2015-16 Year-To-Date	2015-16 Est. Actual	2016-17 Budget
\$ 1,751	\$ 1,500	#NAME?	\$ 1,500	\$ 1,800

2015-16 Est. Actual Detail		Total
	General property & liability policy	1,500
	Total	\$ 1,500

2016-17 Budget Detail		Total
	General property & liability policy	1,800
	Total (rounded)	\$ 1,800

Account Number	255-255-933.000		Fund	255		
Account Name	MAINTENANCE - BRIDGE PARK		Activity	DDA		
Account Description	Building maintenance Bridge Park Building					
		2014-15 Actual	2015-16 Budget	2015-16 Year-To-Date	2015-16 Est. Actual	2016-17 Budget
		\$ 1,000	\$ 1,000	#NAME?	\$ 5,000	\$ 16,000
2015-16 Est. Actual Detail						Total
	Estimate					5,000
					Total	\$ 5,000
2016-17 Budget Detail						Total
	Estimate					5,000
	Electric Water Sewer for bridge park building					11,000
					Total (rounded)	\$ 16,000
Account Number	255-255-962.000		Fund	255		
Account Name	MISCELLANEOUS		Activity	DDA		
Account Description	Miscellaneous					
		2014-15 Actual	2015-16 Budget	2015-16 Year-To-Date	2015-16 Est. Actual	2016-17 Budget
		\$ 2,259	\$ 300	#NAME?	\$ 300	\$ 300
2015-16 Est. Actual Detail						Total
	Subscriptions (Courier, County News, Traverse)					100
	Other					200
					Total	\$ 300
2016-17 Budget Detail						Total
	Subscriptions (Courier, County News, Traverse)					100
	Other					200
					Total (rounded)	\$ 300
Account Number	255-255-962.001		Fund	255		
Account Name	MISCELLANEOUS - FARMERS MARKET		Activity	DDA		
Account Description	New per Annie 2016-17					
		2014-15 Actual	2015-16 Budget	2015-16 Year-To-Date	2015-16 Est. Actual	2016-17 Budget
		\$ -	\$ -	#NAME?	\$ -	\$ -
2015-16 Est. Actual Detail						Total
					Total	\$ -
2016-17 Budget Detail						Total

	Total (rounded)	\$ -

255 DDA 16-17 Budget.xlsx

Account Description		Park equipment purchased by the DDA				
		2014-15 Actual	2015-16 Budget	2015-16 Year-To-Date	2015-16 Est. Actual	2016-17 Budget
		\$ 11,780	\$ 17,500	#NAME?	\$ 15,000	\$ -
2015-16 Est. Actual Detail						Total
	Memorial benches (2)					15,000
	Harbormaster tables (3) - Removed from 2015-16 (13000)					
					Total	\$ 15,000
2016-17 Budget Detail						Total
					Total (rounded)	\$ -

APPROVED

DDA Revenue

Account #	Account Description	2014-15 Actual 3/31/2015	2015-16 Budget 3/31/2016	2015-16 Year-To-Date 3/31/2016	2015-16 Est. Actual 3/31/2016	2016-17 Budget 3/31/2017
255-000-403.000	CURRENT PROPERTY TAX LEVY	34,773	35,800	#NAME?	37,063	37,100
255-000-403.001	CURRENT PROPERTY TAX LEVY T/F	379,446	375,100	#NAME?	393,086	393,100
255-000-420.000	DELINQUENT TAXES - DDA	2,261	-	#NAME?	-	-
255-000-445.000	INTEREST & PENALTIES - DELINQ	331	-	#NAME?	35	-
255-000-523.000	FEDERAL GRANTS RECREATION	-	-	#NAME?	-	-
255-000-523.001	FEDERAL GRANTS	-	-	#NAME?	-	-
255-000-566.000	STATE GRANTS RECREATION	2,800	-	#NAME?	-	-
255-000-566.001	STATE GRANTS	-	-	#NAME?	-	-
255-000-573.000	STATE REVENUE - OTHER	10,679	10,600	#NAME?	17,000	-
255-000-580.001	GRANTS - OTHER	2,150	1,600	#NAME?	-	-
255-000-580.002	GRANTS - FARMER'S MARKET	-	-	#NAME?	1,600	1,600
255-000-650.000	FARMERS MARKET SALES	13,367	14,500	#NAME?	15,960	15,900
255-000-651.000	FARMERS MARKET BOOTH FEES	9,388	10,000	#NAME?	11,064	11,064
255-000-665.000	INTEREST EARNINGS	719	500	#NAME?	500	500
255-000-668.000	RENTS & ROYALTIES - SUNSHINE	5,000	1,000	#NAME?	1,000	1,000
255-000-668.001	RENTS & ROYALTIES - KEWEENAW	13,125	2,800	#NAME?	2,750	-
255-000-668.002	PROPERTY RENT - BIBCO	24,898	25,900	#NAME?	25,862	26,900
255-000-668.003	PROPERTY RENT - ROUND LAKE GR	1,666	17,600	#NAME?	17,610	15,300
255-000-673.000	SALE OF FIXED ASSETS	-	-	#NAME?	-	-
255-000-675.000	CONTRIB PRIV SOURCE-PARK BENCH	17,135	17,500	#NAME?	2,600	-
255-000-675.001	CONTRIBUTIONS - TREE LIGHTS	1,325	1,200	#NAME?	-	500
255-000-675.002	CONTRIBUTIONS - CONCERTS	4,053	3,500	#NAME?	-	-
255-000-675.003	CONTRIBUTIONS - PRIVATE SOURCE	9,296	45,500	#NAME?	-	-
255-000-675.004	CONTRIBUTIONS - MAIN STREET	-	17,000	#NAME?	22,000	25,000
255-000-675.005	CONTRI PRIV-Brandi/Elowsky/Way	-	-	#NAME?	6,190	-
255-000-675.006	CONTRIBUTIONS-CRAFT BEER FEST	-	-	#NAME?	2,858	2,500
255-000-692.000	MISCELLANEOUS	9,792	4,000	#NAME?	6,500	3,500
255-000-699.000	TRANSFER FROM OTHER FUNDS	-	-	#NAME?	-	-

\$	542,204	\$	584,100	#NAME?	\$	563,679	\$	533,964
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Account Number	255-000-403.000		Fund	255			
Account Name	CURRENT PROPERTY TAX LEVY		Activity	DDA Revenue			
Account Description	DDA tax levy of 1.3631 mills						
			2014-15 Actual	2015-16 Budget	2015-16 Year-To-Date	2015-16 Est. Actual	2016-17 Budget
			\$ 34,773	\$ 35,800	#NAME?	\$ 37,063	\$ 37,100
2015-16 Est. Actual Detail	Mills	City Taxable Value	Total Levied	% Collected		Total	
	2015 DDA 1.3631	27,327,154	37,250	100%		37,063	
						Total	\$ 37,063
2016-17 Budget Detail	Mills	City Taxable Value	Total Levied	% Collected		Total	
	2016 DDA 1.3631	27,327,154	37,250	100%		37,063	
						Total (rounded)	\$ 37,100

Account Number	255-000-403.001		Fund	255			
Account Name	CURRENT PROPERTY TAX LEVY T/F		Activity	DDA Revenue			
Account Description	DDA TIF tax capture						
			2014-15 Actual	2015-16 Budget	2015-16 Year-To-Date	2015-16 Est. Actual	2016-17 Budget
			\$ 379,446	\$ 375,100	#NAME?	\$ 393,086	\$ 393,100
2015-16 Est. Actual Detail							Total
	2015 Tax Capture						\$393,086.20
						Total	\$ 393,086
2016-17 Budget Detail							Total
	2016 Tax Capture						\$393,086.20
						Total (rounded)	\$ 393,100

Account Number	255-000-420.000		Fund	255			
Account Name	DELINQUENT TAXES - DDA		Activity	DDA Revenue			
Account Description	Delinquent DDA taxes						
			2014-15 Actual	2015-16 Budget	2015-16 Year-To-Date	2015-16 Est. Actual	2016-17 Budget
			\$ 2,261	\$ -	#NAME?	\$ -	\$ -
2015-16 Est. Actual Detail							Total
	Estimate						
						Total	\$ -
2016-17 Budget Detail							Total
	Estimate						-
						Total (rounded)	\$ -

Account Number	255-000-445.000		Fund	255			
Account Name	INTEREST & PENALTIES - DELINQ		Activity	DDA Revenue			
Account Description	Interest & penalties on delinquent DDA taxes						
			2014-15 Actual	2015-16 Budget	2015-16 Year-To-Date	2015-16 Est. Actual	2016-17 Budget
			\$ 331	\$ -	#NAME?	\$ 35	\$ -
2015-16 Est. Actual Detail							Total
	Estimate						35
						Total	\$ 35
2016-17 Budget Detail							Total
	Estimate						-
						Total (rounded)	\$ -

Account Number	255-000-523.000		Fund	255	
Account Name	FEDERAL GRANTS RECREATION		Activity	DDA Revenue	
Account Description	Federal grants received by the DDA				

2014-15 Actual	2015-16 Budget	2015-16 Year-To-Date	2015-16 Est. Actual	2016-17 Budget
\$ -	\$ -	#NAME?	\$ -	\$ -

2015-16 Est. Actual Detail	Estimate		Total
			Total \$ -

2016-17 Budget Detail	Estimate		Total
			Total (rounded) \$ -

Account Number	255-000-523.001		Fund	255	
Account Name	FEDERAL GRANTS		Activity	DDA Revenue	
Account Description	New Account Created by Annie 2016-17				

2014-15 Actual	2015-16 Budget	2015-16 Year-To-Date	2015-16 Est. Actual	2016-17 Budget
\$ -	\$ -	#NAME?	\$ -	\$ -

2015-16 Est. Actual Detail	Estimate		Total
			Total \$ -

2016-17 Budget Detail	Estimate		Total
	New Account - Annie Request		
			Total (rounded) \$ -

Account Number	255-000-566.000		Fund	255	
Account Name	STATE GRANTS RECREATION		Activity	DDA Revenue	
Account Description	State grants received by the DDA				

2014-15 Actual	2015-16 Budget	2015-16 Year-To-Date	2015-16 Est. Actual	2016-17 Budget
\$ 2,800	\$ -	#NAME?	\$ -	\$ -

2015-16 Est. Actual Detail	Estimate		Total
			Total \$ -

2016-17 Budget Detail	Estimate		Total
			Total (rounded) \$ -

Account Number	255-000-566.001		Fund	255	
Account Name	STATE GRANTS		Activity	DDA Revenue	
Account Description	New Account Created by Annie 2016-17				

		2014-15 Actual	2015-16 Budget	2015-16 Year-To-Date	2015-16 Est. Actual	2016-17 Budget
		\$ -	\$ -	#NAME?	\$ -	\$ -
2015-16 Est. Actual Detail						Total
					Total	\$ -
2016-17 Budget Detail						Total
	NEW ACCOUNT - Annie 2016-17					
					Total (rounded)	\$ -
Account Number	255-000-573.000		Fund	255		
Account Name	STATE REVENUE - OTHER		Activity	DDA Revenue		
Account Description	Revenue from the State that is not a grant or shared revenue					
		2014-15 Actual	2015-16 Budget	2015-16 Year-To-Date	2015-16 Est. Actual	2016-17 Budget
		\$ 10,679	\$ 10,600	#NAME?	\$ 17,000	\$ -
2015-16 Est. Actual Detail						Total
	State Personal Property Tax Loss Reimbursement					17,000
					Total	\$ 17,000
2016-17 Budget Detail						Total
	State Personal Property Tax Loss Reimbursement					-
					Total (rounded)	\$ -

Account Number	255-000-580.001	Fund	255
Account Name	GRANTS - OTHER	Activity	DDA Revenue
Account Description	Other grants received by the DDA		

2014-15 Actual	2015-16 Budget	2015-16 Year-To-Date	2015-16 Est. Actual	2016-17 Budget
\$ 2,150	\$ 1,600	#NAME?	\$ -	\$ -

2015-16 Est. Actual Detail	Double Up Food Bucks Grant	Total
		1,600
		(1,600)
Total		\$ -

2016-17 Budget Detail	Double Up Food Bucks Grant	Total
		1,600
		(1,600)
Total (rounded)		\$ -

Account Number	255-000-580.002	Fund	255
Account Name	GRANTS - FARMER'S MARKET	Activity	DDA Revenue
Account Description	Grant - Farmers Market (New per Annie 2016-17)		

2014-15 Actual	2015-16 Budget	2015-16 Year-To-Date	2015-16 Est. Actual	2016-17 Budget
\$ -	\$ -	#NAME?	\$ 1,600	\$ 1,600

2015-16 Est. Actual Detail	Replaces farmers Market grants received in 255-000-580.001	Total
	Journal entry will be needed to move old data	
	Double Up Food Bucks Grant	1,600
Total		\$ 1,600

2016-17 Budget Detail	Double Up Food Bucks Grant	Total
		1,600
Total (rounded)		\$ 1,600

Account Number	255-000-650.000	Fund	255
Account Name	FARMERS MARKET SALES	Activity	DDA Revenue
Account Description	Farmers market sales that are passed back to vendors		

2014-15 Actual	2015-16 Budget	2015-16 Year-To-Date	2015-16 Est. Actual	2016-17 Budget
\$ 13,367	\$ 14,500	#NAME?	\$ 15,960	\$ 15,900

2015-16 Est. Actual Detail	Token sales	Total
	State reimbursements	12,000
		2,500
		1,460
Total		\$ 15,960

2016-17 Budget Detail	Token sales	Total
	State reimbursements	12,000
	Add	2,500
		1,400
Total (rounded)		\$ 15,900

Account Number	255-000-651.000	Fund	255
Account Name	FARMERS MARKET BOOTH FEES	Activity	DDA Revenue
Account Description	Revenue from farmers market booth fees		

2014-15 Actual	2015-16 Budget	2015-16 Year-To-Date	2015-16 Est. Actual	2016-17 Budget
\$ 9,388	\$ 10,000	#NAME?	\$ 11,064	\$ 11,064

2015-16 Est. Actual Detail		Total
	Booth fees	10,000
		1,064
		Total
		\$ 11,064
2016-17 Budget Detail		Total
	Booth fees	11,064
		Total (rounded)
		\$ 11,064

Account Number	255-000-665.000	Fund	255
Account Name	INTEREST EARNINGS	Activity	DDA Revenue
Account Description	Interest earnings on DDA cash and investments		

2014-15 Actual	2015-16 Budget	2015-16 Year-To-Date	2015-16 Est. Actual	2016-17 Budget
\$ 719	\$ 500	#NAME?	\$ 500	\$ 500

2015-16 Est. Actual Detail	Estimate	Total
		500
		Total
		\$ 500

2016-17 Budget Detail	Estimate	Total
		500
		Total (rounded)
		\$ 500

Account Number	255-000-668.000	Fund	255
Account Name	RENTS & ROYALTIES - SUNSHINE	Activity	DDA Revenue
Account Description	Sunshine Charter kiosk rental fees		

2014-15 Actual	2015-16 Budget	2015-16 Year-To-Date	2015-16 Est. Actual	2016-17 Budget
\$ 5,000	\$ 1,000	#NAME?	\$ 1,000	\$ 1,000

2015-16 Est. Actual Detail	Kiosk rental	Total
		1,000
		Total
		\$ 1,000

2016-17 Budget Detail	Kiosk rental	Total
		1,000
		Total (rounded)
		\$ 1,000

Account Number	255-000-668.001	Fund	255
Account Name	RENTS & ROYALTIES - KEWEENAW	Activity	DDA Revenue
Account Description	Keweenaw Star office space rental fees		

2014-15 Actual	2015-16 Budget	2015-16 Year-To-Date	2015-16 Est. Actual	2016-17 Budget
\$ 13,125	\$ 2,800	#NAME?	\$ 2,750	\$ -

2015-16 Est. Actual Detail	Office rent	Total
		2,750
		Total
		\$ 2,750

2016-17 Budget Detail		Total
		Total (rounded)
		\$ -

Account Number	255-000-668.002		Fund	255	
Account Name	PROPERTY RENT - BIBCO		Activity	DDA Revenue	
Account Description	BIBCO lease rental fees for office space and dock				

2014-15 Actual	2015-16 Budget	2015-16 Year-To-Date	2015-16 Est. Actual	2016-17 Budget
\$ 24,898	\$ 25,900	#NAME?	\$ 25,862	\$ 26,900

2015-16 Est. Actual Detail		Total
	2015 Lease	25,862
	Total	\$ 25,862

2016-17 Budget Detail		Total
	2016 Lease	26,861
	Total (rounded)	\$ 26,900

Account Number	255-000-668.003		Fund	255	
Account Name	PROPERTY RENT - ROUND LAKE GR		Activity	DDA Revenue	
Account Description	Tap Room/Brewery lease				

2014-15 Actual	2015-16 Budget	2015-16 Year-To-Date	2015-16 Est. Actual	2016-17 Budget
\$ 1,666	\$ 17,600	#NAME?	\$ 17,610	\$ 15,300

2015-16 Est. Actual Detail		Total
	April/May 2015 rent	1,000
	June/July/August 2015	7,692
	September 2015 through March 2016	8,918
	Total	\$ 17,610

2016-17 Budget Detail		Total
	Rent	15,288
	Total (rounded)	\$ 15,300

Account Number	255-000-673.000		Fund	255	
Account Name	SALE OF FIXED ASSETS		Activity	DDA Revenue	
Account Description	Sales of DDA fixed assets				

2014-15 Actual	2015-16 Budget	2015-16 Year-To-Date	2015-16 Est. Actual	2016-17 Budget
\$ -	\$ -	#NAME?	\$ -	\$ -

2015-16 Est. Actual Detail		Total
	Estimate	-
	Total	\$ -

2016-17 Budget Detail		Total
	Estimate	-
	Total (rounded)	\$ -

Account Number	255-000-675.000	
Account Name	CONTRIB PRIV SOURCE-PARK BENCH	
Account Description	Contributions for park benches	

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DDA Revenue

		2014-15 Actual	2015-16 Budget	2015-16 Year-To-Date	2015-16 Est. Actual	2016-17 Budget
		\$ 17,135	\$ 17,500	#NAME?	\$ 2,600	\$ -
2015-16 Est. Actual Detail						Total
	Park benches (2)					2,600
					Total	\$ 2,600
2016-17 Budget Detail						Total
					Total (rounded)	\$ -

Account Number	255-000-675.001		Fund	255	
Account Name	CONTRIBUTIONS - TREE LIGHTS		Activity	DDA Revenue	
Account Description	Contributions for tree lights downtown				

	2014-15 Actual	2015-16 Budget	2015-16 Year-To-Date	2015-16 Est. Actual	2016-17 Budget
	\$ 1,325	\$ 1,200	#NAME?	\$ -	\$ 500

2015-16 Est. Actual Detail		Total
	Holiday decorations	-
		Total
		\$ -

2016-17 Budget Detail		Total
	Holiday decorations	500
		Total (rounded)
		\$ 500

Account Number	255-000-675.002		Fund	255	
Account Name	CONTRIBUTIONS - CONCERTS		Activity	DDA Revenue	
Account Description	Contributions for concerts				

	2014-15 Actual	2015-16 Budget	2015-16 Year-To-Date	2015-16 Est. Actual	2016-17 Budget
	\$ 4,053	\$ 3,500	#NAME?	\$ -	\$ -

2015-16 Est. Actual Detail		Total
		Total
		\$ -

2016-17 Budget Detail		Total
		Total (rounded)
		\$ -

Account Number	255-000-675.003		Fund	255	
Account Name	CONTRIBUTIONS - PRIVATE SOURCE		Activity	DDA Revenue	
Account Description	Contributions to the DDA				

	2014-15 Actual	2015-16 Budget	2015-16 Year-To-Date	2015-16 Est. Actual	2016-17 Budget
	\$ 9,296	\$ 45,500	#NAME?	\$ -	\$ -

2015-16 Est. Actual Detail		Total
	Public Mural	-
		Total
		\$ -

2016-17 Budget Detail		Total
		Total (rounded)
		\$ -

Account Number	255-000-675.004		Fund	255	
Account Name	CONTRIBUTIONS - MAIN STREET		Activity	DDA Revenue	
Account Description	Contributions to the DDA from private source.				

2014-15 Actual	2015-16 Budget	2015-16 Year-To-Date	2015-16 Est. Actual	2016-17 Budget
\$ -	\$ 17,000	#NAME?	\$ 22,000	\$ 25,000

2015-16 Est. Actual Detail	Estimate	Total
		22,000

Total \$ 22,000

2016-17 Budget Detail	Estimate	Total
		25,000

Total (rounded) \$ 25,000

Account Number	255-000-675.005	Fund	255
Account Name	CONTRI PRIV-Brandi/Elowsky/Way	Activity	DDA Revenue
Account Description	Contributions to the DDA from private sources		

2014-15 Actual	2015-16 Budget	2015-16 Year-To-Date	2015-16 Est. Actual	2016-17 Budget
\$ -	\$ -	#NAME?	\$ 6,190	\$ -

2015-16 Est. Actual Detail	Estimate	Total
		6,190

Total \$ 6,190

2016-17 Budget Detail	Estimate	Total
		-

Total (rounded) \$ -

Account Number	255-000-675.006	Fund	255
Account Name	CONTRIBUTIONS-CRAFT BEER FEST	Activity	DDA Revenue
Account Description	Contributions to the DDA from private sources		

2014-15 Actual	2015-16 Budget	2015-16 Year-To-Date	2015-16 Est. Actual	2016-17 Budget
\$ -	\$ -	#NAME?	\$ 2,858	\$ 2,500

2015-16 Est. Actual Detail	Estimate	Total
		2,858

Total \$ 2,858

2016-17 Budget Detail	Estimate	Total
		2,500

Total (rounded) \$ 2,500

Account Number	255-000-692.000	Fund	255
Account Name	MISCELLANEOUS	Activity	DDA Revenue
Account Description	Miscellaneous DDA revenue		

2014-15	2015-16	2015-16	2015-16	2016-17
		Year-To-Date	Est. Actual	Budget
		#NAME?	\$ 6,500	\$ 3,500

2015-16. Est. Actual Detail					Total			
	IWF reimbursement				3,500			
	Misc				3,000			
					Total	\$	6,500	
2016-17 Budget Detail					Total			
	IWF Reimbursement				3,500			
					Total (rounded)	\$	3,500	
Account Number	255-000-699.000			Fund	255			
Account Name	TRANSFER FROM OTHER FUNDS			Activity	DDA Revenue			
Account Description	Transfer from other funds to the DDA							
				2014-15 Actual	2015-16 Budget	2015-16 Year-To-Date	2015-16 Est. Actual	2016-17 Budget
				\$ -	\$ -	#NAME?	\$ -	\$ -
2015-16 Est. Actual Detail					Total			
					Total	\$	-	
2016-17 Budget Detail					Total			
					Total (rounded)	\$	-	

