



**DOWNTOWN DEVELOPMENT AUTHORITY  
REGULAR VIRTUAL MEETING AGENDA FOR  
TUESDAY, MAY 19, 2020, AT 7:00 P.M.  
TO BE HELD VIA ZOOM.COM AS DETAILED IN THE INSTRUCTIONS  
ATTACHED**

**161 E. GRAND RIVER AVE.,  
WILLIAMSTON, MICHIGAN**

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

Website [www.williamston-mi.us](http://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 January 21, 2020
7. Accounts Payable
8. Downtown Development Director Report
9. Treasurer- Budget Printout
10. Action Items
  - a. Consideration of 2020/2021 Fiscal Year Budget
  - b.
  - c.
  - d.
11. Discussion Items
  - a. Parking Spaces in the Middle Street Parking Lot
  - b.
  - c.
12. Correspondence Received/Information Only
  - a.
  - b.
13. Outstanding Issues- **No Action or Discussion**
  - a. Façade Improvements
    - i.
  - b. Old Mill Park
  - c. Advertising Sign at Four Corners
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 JUNE 16, 2020 IN THE CITY HALL COUNCIL CHAMBERS.**

# Important Message from the Williamston City Hall Clerk's Office:

The Williamston Downtown Development Authority will be having a virtual meeting on  
**Tuesday, May 19, 2020 at 7:00 p.m.**

Due to the COVID-19 State of Emergency declared by the Governor's Executive Order 2020-75, as well as recommendations for social distancing, the Regular Meeting of the Williamston Downtown Development Authority will be conducted via remote participation. All members of the public will be permitted to participate during the public comment portion of the meeting. The standard time limits will apply.

## To participate remotely:

Copy and paste the link below or call a number below for audio connection.

**Join Zoom meeting**

**<https://us02web.zoom.us/j/87877223998>**

**Topic: Downtown Development Authority Meeting**

**Time: May 19, 2020 07:00 PM Eastern Time (US and Canada)**

**Meeting ID: 878 7722 3998**

One tap mobile

+19292056099, 87877223998# US (New York)

+13017158592, 87877223998# US (Germantown)

Dial by your location

+1 929 205 6099 US (New York)

+1 301 715 8592 US (Germantown)

+1 312 626 6799 US (Chicago)

+1 669 900 6833 US (San Jose)

+1 253 215 8782 US (Tacoma)

+1 346 248 7799 US (Houston)

Meeting ID: 878 7722 3998

Find your local number: <https://us02web.zoom.us/j/87877223998>

For special accommodations, please call the Williamston City Clerk's Office at  
517-655-2774 ext. 102 to make arrangements.

**Holly M. Thompson, City of Williamston City Clerk**



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**CITY OF WILLIAMSTON  
DOWNTOWN DEVELOPMENT AUTHORITY  
JANUARY 21, 2020  
REGULAR MEETING MINUTES**

**1. Call To Order:**

The meeting was called to order at 7:00 p.m. in the City Hall Council Chambers by Chairman William Long, and the Pledge of Allegiance was recited.

**3. Roll Call:**

Chairman William Long, Authority Members Don Bixler, Emily Sutton-Smith, Susan Byrd, Matt Mulford, and Tammy Gilroy. Absent: Sharon Emrick & Narda Murphy.

Also Present: City Manager/DDA Director Corey Schmidt, and City Clerk Holly Thompson.

Motion by **Gilroy**, second by **Bixler**, to excuse Murphy. **Motion passed by voice vote.**

**4. Approval of Agenda:**

Move item 11b. up to item 11a.

Motion by **Gilroy** second by **Bixler**, to approve the agenda as amended. **Motion passed by voice vote.**

**5. Public Response:**

Chairman Long called for public comments at this time and there were none.

**6. DDA Regular Meeting Minutes of November 19, 2019:**

Motion by **Sutton-Smith**, second by **Gilroy**, to approve the November 19, 2019 DDA minutes as presented. **Motion passed by voice vote.**

**7. Accounts Payable:**

Motion by **Gilroy**, second by **Mulford**, to approve invoice # 29914 from Gormley & Johnson Law Offices in the amount of \$299.60 as presented. Yes: Sutton-Smith, Bixler, Byrd, Mulford, Long, Gilroy. No: None. **Motion passed.**

**8. Downtown Development Director Report:**

Director Schmidt submitted a written report for DDA review.

**9. Treasurer- Budget Printout:**

Budget printouts for December were submitted for DDA review.

**10. Action Items**

**10a. Adoption of 2020 DDA Meeting Dates & Times:**

Motion by **Gilroy** second by **Bixler**, to approve the 2020 meeting dates and times as presented. **Motion passed by voice vote.**

**10b. Parking Lot Project Change Order No. 1:**

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Motion by **Sutton-Smith**, second by **Gilroy**, to approve Change Order No. 1 for the Williamston DDA Parking Lot Project to authorize a net increase of \$18,387.50 for the construction contract with TCI Inc. of Michigan. Yes: Long, Gilroy, Bixler, Sutton-Smith, Mulford, Byrd. No: None. **Motion passed.**

**11. Discussion Items**

**11a. Boardwalk Replacement Grant and River Trail:**

Director Schmidt presented a PowerPoint regarding Old Mill Park Boardwalk Replacement and DDA Planning with the board.

**11b. Grand River Avenue Road Diet:**

This will be on the next agenda.

**14. Public Response:**

Chairman Long called for public comments at this time and there were none.

**15. DDA Member Comments:**

None.

**16. Adjournment:**

Chairman Long adjourned the DDA meeting at 8:07 p.m.

**\*Meeting adjourned at 8:07 p.m.**

**Respectfully Submitted by:**

\_\_\_\_\_  
**Holly M. Thompson, City Clerk**

**Date Approved:** \_\_\_\_\_



City of Williamston

161 E. Grand River Avenue, Williamston, MI 48895

517-655-2774; fax 517-655-2797; www.williamston-mi.us; info@williamston-mi.us

Facebook – Williamston City Hall

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To: DDA Board  
From: Corey Schmidt, City Manager  
Date: May 19, 2020  
Subject: Director Report

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**Middle Street Parking Lot Project**

By the time we meet on Tuesday evening, we expect that the final layer of asphalt paving will have been completed. The paving contractor is scheduled to be on-site Monday and Tuesday to finish. Other than restorations, the only major item remaining is the gate for the dumpster enclosure. Once final asphalt quantities are tallied, we should have a final cost on the project. We do expect there will be a final construction contract and engineering contract change order to come.

**Grant Update**

Ingham County Grant – West-end DDA Boat Launch and Water Trailhead

The grant for this project was approved by the Ingham County Board of Commissioners in January. The funding was to be contingent on the voters renewing the Ingham County Trails and Parks Millage during the March election, which passed successfully. We are awaiting a grant agreement from Ingham County to determine next steps to move forward. The grant requires a \$15,000 match, which is reflected in the draft 2020-21 budget.

GL NUMBER	DESCRIPTION	2019-20 AMENDED BUDGET	YTD BALANCE 04/30/2020		ACTIVITY FOR MONTH 04/30/2020 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT USED
			NORMAL	(ABNORMAL)			
Fund 248 - Downtown Development Authority							
Revenues							
Dept 000							
248-000-401.01	Current Property Taxes	415,000.00	320,120.03		0.00	94,879.97	77.14
248-000-665.01	Interest Income	2,500.00	4,121.45	114.28	114.28	(1,621.45)	164.86
248-000-690.01	Miscellaneous Refunds	4,000.00	8,641.18	0.00	0.00	(4,641.18)	216.03
Total Dept 000		421,500.00	332,882.66	114.28		88,617.34	78.98
TOTAL REVENUES		421,500.00	332,882.66	114.28		88,617.34	78.98
Expenditures							
Dept 729 - Comm. & Econ. Dev. Administration							
248-729-702.00	Salaries & Wages	27,775.00	23,490.63	3,221.98		4,284.37	84.57
248-729-702.02	Wages - Part Time Employees	3,550.00	1,898.48	0.00		1,651.52	53.48
248-729-709.00	FICA	2,510.00	1,953.49	245.81		556.51	77.83
248-729-710.00	Unemployment	10.00	1.22	0.00		8.78	12.20
248-729-712.00	Payment In Lieu Of Insurance	455.00	434.61	37.79		20.39	95.52
248-729-718.00	Insurance Premiums	4,240.00	3,460.10	0.00		779.90	81.61
248-729-718.01	HSA Contribution	355.00	374.83	0.00		(19.83)	105.59
248-729-720.01	Fund Administration	21,000.00	15,750.00	0.00		5,250.00	75.00
248-729-724.00	Disability Premiums	125.00	120.03	0.00		4.97	96.02
248-729-725.00	Retirement	4,250.00	3,283.97	335.30		966.03	77.27
248-729-726.00	Workers Compensation	375.00	417.41	417.41		(42.41)	111.31
248-729-801.01	Legal Services	15,000.00	1,538.66	0.00		13,461.34	10.26
248-729-802.00	Contractual Services	6,500.00	1,585.00	0.00		4,915.00	24.38
248-729-803.00	Contract - Audit	1,400.00	1,401.36	0.00		(1.36)	100.10
248-729-803.06	Niesa - Contract	10,000.00	10,000.00	0.00		0.00	100.00
248-729-860.00	Travel & Education	1,000.00	8.99	0.00		991.01	0.90
248-729-880.00	Community Promotion	15,000.00	11,325.00	0.00		3,675.00	75.50
248-729-880.01	Holiday Decorations/maint.	3,500.00	3,750.51	0.00		(250.51)	107.16
248-729-921.00	Utilities	28,000.00	26,974.99	3,872.05		1,025.01	96.34
248-729-940.00	Equipment Rental	23,000.00	15,798.91	279.48		7,201.09	68.69
248-729-955.00	Miscellaneous	1,000.00	291.85	0.00		708.15	29.19
248-729-967.02	Private/commercial Rehab.	35,000.00	9,904.10	0.00		25,095.90	28.30
Total Dept 729 - Comm. & Econ. Dev. Administration		204,045.00	133,764.14	8,418.63		70,280.86	65.56
Dept 901 - Capital Outlay							
248-901-970.04	Middle St. Parking Lot	316,000.00	216,017.65	0.00		99,982.35	68.36
Total Dept 901 - Capital Outlay		316,000.00	216,017.65	0.00		99,982.35	68.36
Dept 906 - Debt Service							
248-906-991.06	1999 Refunding Bond Principal	120,000.00	0.00	0.00		120,000.00	0.00
248-906-991.11	2004 DDA Refunding Bonds	20,000.00	0.00	0.00		20,000.00	0.00
248-906-995.06	1999 Refunding Bond Interest	15,755.00	15,755.00	0.00		0.00	100.00
248-906-995.11	2004 DDA Refunding Interest	5,750.00	5,750.00	0.00		0.00	100.00
Total Dept 906 - Debt Service		161,505.00	21,505.00	0.00		140,000.00	13.32
TOTAL EXPENDITURES		681,550.00	371,286.79	8,418.63		310,263.21	54.48

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 [Signature]

User: Rachel

PERIOD ENDING 04/30/2020

DB: Williamston

% Fiscal Year Completed: 83.33

GL NUMBER	DESCRIPTION	2019-20		YTD BALANCE		ACTIVITY FOR		AVAILABLE		% BDTF	USED
		AMENDED BUDGET	NORMAL (ABNORMAL)	04/30/2020	NORMAL (ABNORMAL)	MONTH 04/30/2020	INCREASE (DECREASE)	NORMAL (ABNORMAL)	BALANCE		
Fund 248 - Downtown Development Authority											
Fund 248 - Downtown Development Authority:											
	TOTAL REVENUES	421,500.00		332,882.66		114.28		88,617.34		78.98	
	TOTAL EXPENDITURES	681,550.00		371,286.79		8,418.63		310,263.21		54.48	
	NET OF REVENUES & EXPENDITURES	(260,050.00)		(38,404.13)		(8,304.35)		(221,645.87)		14.77	

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Fund 248 Downtown Development Authority

GL Number	Description	Balance
*** Assets ***		
248-000-002.00	Cash - Savings	72,844.34
248-000-002.16	2004 DDA River Refunding	7,542.78
248-000-120.01	Investments	119,240.14
248-000-136.00	Buildings, Additions And Improveme	1,984,106.30
248-000-137.00	Accum Depreciation - Bldg & Improv	(860,753.75)
<b>Total Assets</b>		<b>1,322,979.81</b>
*** Liabilities ***		
248-000-214.00	Due To General Fund	8,139.15
248-000-214.08	Due To Equipment Fund	279.48
248-000-300.10	2004 DDA Refunding	105,000.00
248-000-300.17	2011 DDA GO Limited Bonds	515,000.00
<b>Total Liabilities</b>		<b>628,418.63</b>
*** Fund Balance ***		
248-000-390.00	Fund Balance	732,965.31
<b>Total Fund Balance</b>		<b>732,965.31</b>
<b>Beginning Fund Balance</b>		<b>732,965.31</b>
<b>Net of Revenues VS Expenditures</b>		<b>(38,404.13)</b>
<b>Ending Fund Balance</b>		<b>694,561.18</b>
<b>Total Liabilities And Fund Balance</b>		<b>1,322,979.81</b>



GL NUMBER	DESCRIPTION	2019-20 AMENDED BUDGET	YTD BALANCE 03/31/2020	ACTIVITY FOR MONTH 03/31/2020	AVAILABLE BALANCE	% BDF & USED
		NORMAL (ABNORMAL)	INCREASE (DECREASE)	NORMAL (ABNORMAL)		
Fund 248 - Downtown Development Authority						
Revenues						
Dept 000						
248-000-401.01	Current Property Taxes	415,000.00	320,120.03	1,109.74	94,879.97	77.14
248-000-665.01	Interest Income	2,500.00	4,007.17	156.37	(1,507.17)	160.29
248-000-690.01	Miscellaneous Refunds	4,000.00	8,641.18	0.00	(4,641.18)	216.03
Total Dept 000		421,500.00	332,768.38	1,266.11	88,731.62	78.95
TOTAL REVENUES		421,500.00	332,768.38	1,266.11	88,731.62	78.95
Expenditures						
Dept 729 - Comm. & Econ. Dev. Administration						
248-729-702.00	Salaries & Wages	27,775.00	20,268.65	2,219.44	7,506.35	72.97
248-729-702.02	Wages - Part Time Employees	3,550.00	1,898.48	0.00	1,651.52	53.48
248-729-709.00	FICA	2,510.00	1,707.68	170.33	802.32	68.04
248-729-710.00	Unemployment	10.00	1.22	0.00	8.78	12.20
248-729-712.00	Payment In Lieu Of Insurance	455.00	396.82	37.79	58.18	87.21
248-729-718.00	Insurance Premiums	4,240.00	3,460.10	321.58	779.90	81.61
248-729-718.01	HSA Contribution	355.00	374.83	0.00	(19.83)	105.59
248-729-720.01	Fund Administration	21,000.00	15,750.00	5,250.00	75.00	75.00
248-729-724.00	Disability Premiums	125.00	111.22	8.84	13.78	88.98
248-729-725.00	Retirement	4,250.00	2,948.67	321.41	1,301.33	69.38
248-729-726.00	Workers Compensation	375.00	0.00	0.00	375.00	0.00
248-729-726.01	Legal Services	15,000.00	1,538.66	0.00	13,461.34	10.26
248-729-801.01	Contractual Services	6,500.00	1,585.00	0.00	4,915.00	24.38
248-729-802.00	Contract - Audit	1,400.00	1,401.36	0.00	(1.36)	100.10
248-729-803.00	Niess - Contract	10,000.00	10,000.00	0.00	0.00	100.00
248-729-860.00	Travel & Education	1,000.00	8.99	0.00	991.01	0.90
248-729-880.00	Community Promotion	15,000.00	11,325.00	0.00	3,675.00	75.50
248-729-880.01	Holiday Decorations/maint.	3,500.00	3,750.51	0.00	(250.51)	107.16
248-729-921.00	Utilities	28,000.00	23,102.94	2,872.03	4,897.06	82.51
248-729-940.00	Equipment Rental	23,000.00	15,519.43	9.39	7,480.57	67.48
248-729-955.00	Miscellaneous	1,000.00	291.85	0.00	708.15	29.19
248-729-967.02	Private/commercial Rehab.	35,000.00	9,904.10	0.00	25,095.90	28.30
Total Dept 729 - Comm. & Econ. Dev. Administration		204,045.00	125,345.51	21,210.83	78,699.49	61.43
Dept 901 - Capital Outlay						
248-901-970.04	Middle St. Parking Lot	316,000.00	216,017.65	0.00	99,982.35	68.36
Total Dept 901 - Capital Outlay		316,000.00	216,017.65	0.00	99,982.35	68.36
Dept 906 - Debt Service						
248-906-991.06	1999 Refunding Bond Principal	120,000.00	0.00	0.00	120,000.00	0.00
248-906-991.11	2004 DDA Refunding Bonds	20,000.00	0.00	0.00	20,000.00	0.00
248-906-995.06	1999 Refunding Bond Interest	15,755.00	15,755.00	7,025.50	0.00	100.00
248-906-995.11	2004 DDA Refunding Interest	5,750.00	5,750.00	2,625.00	0.00	100.00
Total Dept 906 - Debt Service		161,505.00	21,505.00	9,680.50	140,000.00	13.32
TOTAL EXPENDITURES		681,550.00	362,868.16	30,891.33	318,681.84	53.24

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PERIOD ENDING 03/31/2020  
 % Fiscal Year Completed: 75.14

GL NUMBER	DESCRIPTION	2019-20 AMENDED BUDGET	YTD BALANCE 03/31/2020	NORMAL (ABNORMAL)	INCREASE (DECREASE)	ACTIVITY FOR MONTH 03/31/2020	AVAILABLE BALANCE	% BDT USED
	Fund 248 - Downtown Development Authority							
	Fund 248 - Downtown Development Authority:							
	TOTAL REVENUES	421,500.00	332,768.38		1,266.11		88,731.62	78.95
	TOTAL EXPENDITURES	681,550.00	362,868.16		30,891.33		318,681.84	53.24
	NET OF REVENUES & EXPENDITURES	(260,050.00)	(30,099.78)		(29,625.22)		(229,950.22)	11.57

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Fund 248 Downtown Development Authority

GL Number	Description	Balance
*** Assets ***		
248-000-002.00	Cash - Savings	72,844.34
248-000-002.16	2004 DDA River Refunding	7,536.02
248-000-120.01	Investments	136,050.25
248-000-136.00	Buildings, Additions And Improveme	1,984,106.30
248-000-137.00	Accum Depreciation - Bldg & Improv	(860,753.75)
<b>Total Assets</b>		<b>1,339,783.16</b>
*** Liabilities ***		
248-000-214.00	Due To General Fund	14,930.50
248-000-214.08	Due To Equipment Fund	1,987.13
248-000-300.10	2004 DDA Refunding	105,000.00
248-000-300.17	2011 DDA GO Limited Bonds	515,000.00
<b>Total Liabilities</b>		<b>636,917.63</b>
*** Fund Balance ***		
248-000-390.00	Fund Balance	732,965.31
<b>Total Fund Balance</b>		<b>732,965.31</b>
Beginning Fund Balance		732,965.31
Net of Revenues VS Expenditures		(30,099.78)
Ending Fund Balance		702,865.53
Total Liabilities And Fund Balance		1,339,783.16

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05/11/2020

GL ACTIVITY REPORT FOR CITY OF WILLIAMSTON  
 FROM 248-729-880.00 TO 248-729-880.00  
 TRANSACTIONS FROM 07/01/2019 TO 04/30/2020

Date	Description	Amount	Balance	Available
Fund 248 Downtown Development Authority				
248-729-880.00	Community Promotion	BEG. BALANCE	0.00	15,000.00
07/25/2019	WILLIAMSTON THEATRE 2019/2020 SEASON CONTRIBUTION	3,000.00	3,000.00	12,000.00
07/25/2019	GREATER LANSING CONVENTION & V.B. GLCVB VISITOR GUIDE AD	1,825.00	4,825.00	10,175.00
09/19/2019	WILLIAMSTON AREA CHAMBER OF COMMERCE ALLEY FEST SPONSORSHIP/DDA	500.00	5,325.00	9,675.00
11/20/2019	WILLIAMSTON AREA CHAMBER OF COMMERCE LIGHT PARADE SPONSORSHIP	500.00	5,825.00	9,175.00
12/11/2019	WILLIAMSTON FLORIST & GREENHOUSE FALL 2019 PLANTING	1,098.00	6,923.00	8,077.00
12/11/2019	WILLIAMSTON FLORIST & GREENHOUSE SPRING 2019 PLANTING	1,102.00	8,025.00	6,975.00
12/13/2019	WLNS HOLIDAY SALES ADVERTISING	311.46	8,336.46	6,663.54
12/13/2019	WLNS HOLIDAY SALES ADVERTISING	60.00	8,396.46	6,603.54
12/13/2019	WLNS HOLIDAY SALES ADVERTISING	10.00	8,406.46	6,593.54
12/13/2019	WLNS HOLIDAY SALES ADVERTISING	55.00	8,461.46	6,538.54
12/13/2019	WLNS HOLIDAY SALES ADVERTISING	60.00	8,521.46	6,478.54
12/13/2019	WLNS HOLIDAY SALES ADVERTISING	60.00	8,581.46	6,418.54
12/13/2019	WLNS HOLIDAY SALES ADVERTISING	10.00	8,591.46	6,408.54
12/13/2019	WLAJ HOLIDAY SALES ADVERTISING	170.00	8,761.46	6,238.54
01/09/2020	WLNS HOLIDAY ADS	215.00	8,976.46	6,023.54
01/09/2020	WLNS HOLIDAY ADS	265.00	9,241.46	5,758.54
01/09/2020	WLNS HOLIDAY ADS	220.00	9,461.46	5,538.54
01/09/2020	WLNS HOLIDAY ADS	215.00	9,676.46	5,323.54
01/09/2020	WLNS HOLIDAY ADS	215.00	9,891.46	5,108.54
01/09/2020	WLNS	265.00	10,156.46	4,843.54

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Date	Description	Amount	Balance	Available
	HOLIDAY ADS			
01/15/2020	WLNS	438.54	10,595.00	4,405.00
	HOLIDAY ADS			
01/15/2020	WLAJ	730.00	11,325.00	3,675.00
	HOLIDAY ADS			
04/30/2020		END BALANCE	11,325.00	3,675.00



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To: DDA Board  
From: Corey Schmidt, City Manager  
Date: May 19, 2020  
Subject: 2020-21 Recommended Budget Overview

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### **Background**

This memorandum provides an overview of the DDA Fund's 2020-21 recommended budget for consideration by the DDA Board.

### **Revenue**

#### Property Taxes

The DDA Fund's primary revenue source is property taxes from tax increment financing (TIF) capture. Beginning with the current year, the Fund has experienced a decline in this revenue due to a change in the allowable taxes that may be captured from other entities. DDA TIFs are only allowed to capture certain tax levies from school-type taxes if they have debts that were obligated prior to 1994. Williamston DDA has two bond payments that are considered eligible to capture school-type taxes in an amount that is equal to cover the annual bond payments. To calculate the amount that is allowable to capture, a calculation must be done to determine how much of each specific millage needs to be excluded from capture. This calculation was previously done using a historical spreadsheet but was changed to use the BS&A financial software for the 2019 tax roll. During this transition, we had to make a change to the allowable capture levels, which resulted in a decrease in property tax revenues from TIF capture. This change is reflected in both the 2019-20 forecasted revenue and the 2020-21 budget projection. All told, the Fund will nearly balance revenues and expenditures in 2020-21, however there is no longer a surplus revenue expected to be generated.

#### Local Community Stabilization

The DDA Fund receives an annual payment from the State of Michigan to account for revenue losses resulting from the phase-out of personal property tax for small businesses and eligible manufacturing businesses. The estimate for 2020-21 is based on receiving a similar amount as the prior year. This was previously accounted for in the Miscellaneous Refunds line item.

#### Interest Income

Interest income is generated from cash and investment balances maintained by the DDA Fund.

### **Expenditure**

#### Salaries and Wages and Benefits

The first 12 line items represent costs associated with personnel. Historically, these were shown in two line items: one for salaries and wages and one for all fringe benefits. Beginning in 2019-20, the City began breaking out the fringe benefits into their component parts (e.g. FICA, health insurance, retirement, etc.).

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The goal of this is to provide better transparency and for easier tracking and trend analysis for staff. Also beginning in 2019-20, the City transitioned to a new methodology for allocating Department of Public Works (DPW) time across funds. Time is now allocated to various funds based on a three-year average of DPW time, as opposed to actual hours worked in the year they occur. This will provide much better certainty for each fund that benefits from DPW efforts, including the DDA Fund. This methodology continues to be used in 2020-21.

Fund Administration

Fund administration provides a transfer to the General Fund for services provided by the General Fund. This would include items like the Treasurer's time doing the accounting for the DDA Fund, the Clerk's time arranging meeting agendas and minutes and regulatory compliance, and the City Manager's time serving in the capacity of DDA Director. This number is budgeted at \$21,000 in 2020-21.

Legal Services

We have budgeted this line item at \$15,000 for next year, consistent with this year's budget. As you will see in the trending of this line item, we will likely be much lower than the budget number. However, with the potential for two grant projects and potential plan amendments, we feel it is best to budget conservatively here.

Contractual Services

This line item provides an allowance for specific small projects or emergent situations that require outside assistance. At \$6,500, it is budgeted consistent with the prior year.

Contract – Audit

Each fund across the City pays a percentage share of the audit, as each fund is audited.

NIESA – Contract

The DDA has an agreement with NIESA to provide an annual payment to NIESA in recognition of the tax capture against NIESA's millage rate. The contract calls for a \$10,000 annual payment to NIESA.

Travel and Education

This line item provides up to \$500 in funding to support attendance at seminars or trainings geared toward downtowns. Historically, the actual expense has been in the \$100 to \$200 range.

Community Promotion

This line item has a great deal of activity each year. Because of the variety of activity, we provide a specific break down of this line item's activity in each DDA packet. Some of the annual expenses that are charged here include contributions for the advertisement in the GLCVB guide; sponsorships for events/programs like the Williamston Theatre, Farmers Market, and Art Fest; spring and fall flower planting; holiday television commercial ads. This line item has traditionally been budgeted at \$15,000, which is proposed again for 2020-21.

Holiday Decorations and Maintenance

For the last few years, the DDA Board has committed funds annually toward replacing a portion of the holiday garlands and lights stock. In 2018-19, the Board also began a replacement schedule of the holiday bows over a four-year period. Thus, the budget for this is proposed at \$3,800 in 2020-21 to account for these replacement schedules.

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Utilities

This line item is used to account for the DDA's portion of the monthly street lighting bill from DTE Energy. We have proposed a slight increase in this line item to account for rate increases passed on by DTE Energy.

Equipment Rental

Equipment rental is based on the equipment used by DPW when conducting work within the Downtown District. Each piece of equipment has an associated charge, which is charged to the benefiting fund. The charges go into the Equipment Fund, which is used to support costs like fuel, insurance, maintenance and repair, and replacement of equipment.

Miscellaneous

This line item captures miscellaneous expenses like legal notice fees and recording fees for easements and other documents.

Private/Commercial Rehab

Expenses associated with the façade improvement program are booked to this line item. The DDA has committed \$35,000 to this program in each of the last two years. Staff proposes to reduce this to \$20,000 in 2020-21, and using the remaining \$15,000 to fund the match for the downtown boat launch and parking lot grant on the west-end of downtown.

Capital Outlay

Capital outlay is used to account for the large capital investments made by the DDA. In the current year, it is used for the Middle Street parking lot project. We expect that all costs for the project will be reflected in 2019-20, since the work will largely be done by the end of May.

In the 2020-21 year, there is a new line item to reflect the \$15,000 match for the downtown boat launch and parking lot grant on the west-end of downtown.

Debt Service

These line items account for the principal and interest payments for the two bonds currently being paid by the DDA Fund. The remaining payment schedule is below:

DDA Fund		2021	2022	2023	2024
G.O.	2004 DDA River Refunding Bond	24,750	33,500	32,000	25,625
G.O.	2011 DDA Refunding Bond	132,467	139,042	135,480	136,850
<b>Total Debt Service Payments</b>		<b>157,217</b>	<b>172,542</b>	<b>167,480</b>	<b>162,475</b>

**Fund Balance**

The DDA Fund began the 2019-20 fiscal year with a total of \$383,990 in unrestricted cash and investments. Based on the forecast of the remainder of 2019-20, the fund is expected to end 2019-20 with a total of \$57,912 in unrestricted cash and investments. The decrease in cash balance is due to the Middle Street parking lot project.

The 2020-21 budget is largely balanced, with expenditures outpacing revenues by just \$1,630. However, a significant project is not included for funding due to the TIF capture issue referenced in the property tax paragraph. The boardwalk replacement was to require a match of approximately \$62,000 and engineering



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of approximately \$62,000 spread over the next two fiscal years. The DDA Board had previously advised to move forward with this project, but that was prior to uncovering the TIF capture issue in recent weeks. Without the larger beginning fund balance that was expected, the Fund is not able to absorb the entirety of this project, without shifting priorities from other areas. Staff is exploring a few options that will still allow this project to move forward, but the TIF capture issue threw us a curveball. We look forward to discussing some options and priorities at the meeting.

**Conclusion**

Staff looks forward to discussing and answering questions on the draft budget.

**Attachments**

2020-21 Draft Budget Printout

Calculations as of 06/30/2020

GL NUMBER	DESCRIPTION	2017-18 ACTIVITY	2018-19 ACTIVITY	2019-20 AMENDED BUDGET	2019-20 ACTIVITY THRU 06/30/20	2019-20 PROJECTED ACTIVITY	2020-21 MGR APPR. BUDGET
<b>ESTIMATED REVENUES</b>							
Dept 000							
248-000-401.01	Current Property Taxes	378,737.56	420,645.84	415,000.00	320,120.03	332,229.00	362,752.00
248-000-573.00	Local Community Stabilization						7,000.00
248-000-665.01	Interest Income	2,683.52	6,976.71	2,500.00	4,121.45	4,250.00	2,000.00
248-000-690.01	Miscellaneous Refunds	5,527.89	12,813.89	4,000.00	8,641.18	8,640.00	
	Totals for dept 000 -	386,948.97	440,436.44	421,500.00	332,882.66	345,119.00	371,752.00
	<b>TOTAL ESTIMATED REVENUES</b>	<b>386,948.97</b>	<b>440,436.44</b>	<b>421,500.00</b>	<b>332,882.66</b>	<b>345,119.00</b>	<b>371,752.00</b>

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BUDGET REPORT FOR CITY OF WILLIAMSTON  
 Fund: 248 Downtown Development Authority  
 Calculations as of 06/30/2020

GL NUMBER	DESCRIPTION	2017-18 ACTIVITY	2018-19 ACTIVITY	2019-20 AMENDED BUDGET	2019-20 ACTIVITY THRU 06/30/20	2019-20 PROJECTED ACTIVITY	2020-21 MGR APPR. BUDGET
<b>APPROPRIATIONS</b>							
Dept 729 - Comm. & Econ. Dev. Administration							
248-729-702.00	Salaries & Wages	32,105.51	21,016.72	27,775.00	23,490.63	27,775.00	31,475.00
248-729-702.02	Wages - Part Time Employees		211.00	3,550.00	1,898.48	3,550.00	3,450.00
248-729-709.00	FICA		60.78	2,510.00	1,953.49	2,510.00	2,710.00
248-729-710.00	Unemployment			10.00	1.22	10.00	5.00
248-729-712.00	Payment In Lieu Of Insurance			455.00	434.61	455.00	485.00
248-729-714.00	Fringe Benefits	14,664.04	8,806.92				
248-729-718.00	Insurance Premiums			4,240.00	3,460.10	4,240.00	4,050.00
248-729-718.01	HSA Contribution			355.00	374.83	375.00	425.00
248-729-720.01	Fund Administration	15,000.00	19,500.00	21,000.00	15,750.00	21,000.00	21,000.00
248-729-724.00	Disability Premiums			125.00	120.03	125.00	115.00
248-729-725.00	Retirement		160.85	4,250.00	3,304.65	4,250.00	4,775.00
248-729-726.00	Workers Compensation			375.00	417.41	425.00	375.00
248-729-801.01	Legal Services	12,082.44	7,222.70	15,000.00	1,538.66	8,000.00	15,000.00
248-729-802.00	Contractual Services	1,950.00		6,500.00	1,585.00	6,500.00	6,500.00
248-729-803.00	Contract - Audit	1,352.76	1,381.57	1,400.00	1,401.36	1,400.00	1,500.00
248-729-803.06	Niesa - Contract	7,500.00	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00
248-729-860.00	Travel & Education	195.07	8.99	1,000.00	8.99	10.00	500.00
248-729-880.00	Community Promotion	12,094.63	18,922.60	15,000.00	11,325.00	15,000.00	15,000.00
248-729-880.01	Holiday Decorations/maint.	1,800.80	3,444.83	3,500.00	3,750.51	3,750.00	3,800.00
248-729-921.00	Utilities	12,734.88	27,956.16	28,000.00	29,825.95	34,725.00	35,000.00
248-729-940.00	Equipment Rental	24,691.99	20,403.44	23,000.00	15,798.91	23,000.00	24,000.00
248-729-955.00	Miscellaneous	1,271.04	837.65	1,000.00	291.85	500.00	1,000.00
248-729-967.02	Private/commercial Rehab.	28,018.30	9,387.90	35,000.00	9,904.10	9,910.00	20,000.00
248-729-968.01	Depreciation - Current	41,227.00	41,227.00				
	Totals for dept 729 - Comm. & Econ. Dev. Administra	206,688.46	190,549.11	204,045.00	136,635.78	177,510.00	201,165.00
Dept 901 - Capital Outlay							
248-901-970.04	Middle St. Parking Lot	4,553.25		316,000.00	216,017.65	332,175.00	15,000.00
248-901-970.08	Boat Launch & Parking Lot						
	Totals for dept 901 - Capital Outlay	4,553.25		316,000.00	216,017.65	332,175.00	15,000.00
Dept 906 - Debt Service							
248-906-991.06	1999 Refunding Bond Principal			120,000.00		120,000.00	120,000.00
248-906-991.11	2004 DDA Refunding Bonds			20,000.00		20,000.00	20,000.00
248-906-995.06	1999 Refunding Bond Interest	22,125.50	18,974.50	15,755.00	15,755.00	15,755.00	12,467.00
248-906-995.11	2004 DDA Refunding Interest	7,600.00	6,700.00	5,750.00	5,750.00	5,750.00	4,750.00
	Totals for dept 906 - Debt Service	29,725.50	25,674.50	161,505.00	21,505.00	161,505.00	157,217.00
<b>TOTAL APPROPRIATIONS</b>							
		240,967.21	216,223.61	681,550.00	374,158.43	671,190.00	373,382.00
<b>NET OF REVENUES/APPROPRIATIONS - FUND 248</b>							
		145,981.76	224,212.83	(260,050.00)	(41,275.77)	(326,071.00)	(1,630.00)
<b>BEGINNING FUND BALANCE</b>							
		362,770.72	508,752.48	732,965.31	732,965.31	732,965.31	406,894.31
<b>ENDING FUND BALANCE</b>							
		508,752.48	732,965.31	472,915.31	691,689.54	406,894.31	405,264.31

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City of Williamston

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To: DDA Board  
From: Corey Schmidt, City Manager  
Date: May 19, 2020  
Subject: Discussion of Parking Spaces in the Middle Street Parking Lot

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As we wrap up the Middle Street Parking Lot construction project, discussion has turned to how best to manage the parking spaces in this lot going forward. One of the concerns expressed by some businesses when we met to discuss the designs over a year ago was the use of the spaces by employees. In particular, some of the restaurants in the quadrant where employees may park for eight or more hours, which causes valuable spaces to be taken up for visitors and customers. These pressures exist in many downtown environments where parking spaces are public and may be at a premium. There are different approaches to take based on the character and resources of the downtown and community.

The owners of the hardware store have asked if the City/DDA would consider allowing the store to lease three parking spaces in the Middle Street parking lot for their customers to allow for quicker turnover of spaces. They have asked that the lease come with the ability for the store to enforce and tow violators. They proposed paying an annual fee for each space to the DDA in exchange for the lease agreement. Other ideas discussed included time-limiting the entire lot to a certain number of hours for parking or time-limiting a couple of spaces for short-term parking (say, 15 or 20 minutes), with the goal of having more turnover of spaces. These ideas are expressed with the understanding that there is long-term parking for employees in the Methodist Church lot across the street, which is leased by the DDA for public parking.

Staff is looking for the DDA Board's input and discussion on this request, but also parking issues that may exist in other public lots in the City. Our downtown district is diverse, with many retail-oriented businesses that are open during normal business hours, and others that are primarily drawing in the evening hours. We also have several mixed-used buildings where residents live above storefronts. All these uses create parking demand, but at different hours and days. The conclusion of the Middle Street parking lot construction project offers an opportunity to revisit parking demand and management.