

DOWNTOWN DEVELOPMENT AUTHORITY

Informational Meeting
Wednesday, January 18, 2023
7:00 pm



DDA Members Present: Ted Stroud, John Fischer, Gary Howe, Greg Mauldon, Fred Northrup, Todd Luks, Rob Benstein, and John Lazet.

Members Absent: None.

Others Present: Chris Lewis, Treasurer, and George Hayhoe.

I. Meeting was called to order by Chair Stroud at 7:02 pm.

II. Set/Amend Agenda:

**MOTION Fischer, seconded by Benstein, to approve the agenda as presented.
CARRIED 8-0.**

II. Informational Meeting for Taxing Jurisdictions – Pursuant to Recodified Tax Increment Financing Act 57 of 2018.

Discussion centered on the authorized expenditure of funds for projects in 2022, and possible ongoing work on the Vevay Township park pavilion project authorized by the DDA in 2021.

In 2021 the DDA authorized the expense of repairing the badly cracked floor of the Township Park pavilion. That new slab cracked during its first winter, and has been discussed multiple times by the DDA. Wolverine Engineering and the original contractor have both been consulted about possible remediation of drainage or whatever is deemed to be the source of the cracking, and also possible replacement of the slab. Engineering plans have been developed by Wolverine Engineering. After two meetings discussing this issue, it was agreed by consensus to roughly measure the grade separation and extent of cracking, let the slab go through another winter to see if the freeze-thaw cycle makes the problem worse, and re-evaluate the situation and options in the spring of 2023.

In September, 2022, after an earlier presentation in June and a formal request in September by the Capital Region Airport Authority (CRAA), the DDA authorized the expenditure of up to \$30,000 for the installation of several street lights along Aviation Drive. The CRAA had taken a survey of users of the airport, and the feedback of especially the students in the Lansing Community College (LCC) aviation maintenance training center led to the request for streetlight funding. About 50 students, plus faculty, use the training center at the eastern end of Aviation Drive. During roughly half of the year they arrive or leave the facility when it's dark. Eden Road has significant semi-truck traffic, and is a high-speed road that especially funnels traffic to either go into Mason proper, the high school, to Meijer for

shopping, or to cross US 127. The survey indicated significant concern and interest in lighting especially the intersection of Aviation Drive and Eden Road. The DDA responded with the authorization for funding. Mr. Benstein reported that since the authorization, a more detailed analysis indicated the need for one more light, which will be installed during the construction phase but at the expense of the CRAA/Mason Jewett Airport. The design work is almost finished, and plans are for installation this spring.

In 2022 the DDA also heard from the Vevay Township Recreation Commission about their work in improving the Township park and facilities, and in extending the Hayhoe Trail from Kipp Road south to the Township Hall, where the plan is to eventually establish a trailhead for users. The Township was awarded a grant of \$81,500 by Ingham County to develop a Vevay Township Master Plan for Recreation, and to begin the feasibility study for extending the Hayhoe Trail. Given the scope of improvements planned, the Township has applied for several state and federal grants. The Township asked the DDA to authorize up to \$150,000 for match purposes in applying for grants, and in September the DDA authorized such expense. To date those funds have not been needed, and as was noted last September, the authorization will need to be renewed for the new fiscal year that starts on April 1, 2023.

The DDA continues to financially support the provision of fire protection services to the DDA district.

IV. Public Comment: Emma Bostwick of LEAP reported early in 2022 that funds had been allocated to begin preliminary site preparation for development of the Frederick Allen Trust parcels on Jewett Road. She could not attend tonight but submitted the following information to the Township via email, which was read during the meeting:

- 1.) Fredricks Property: Phase I environmental has been completed. It is recommended that the future owner conduct a Phase II. Additional work is taking place including: Wetland Delineation, ALTA & Topographic Survey. Due to the mild winter so far, it is expected that March will be when the work wraps up. (However, if there happens to be more severe weather that occurs, it may delay the finish date.) The site did have an interested party in it from a site search conducted earlier in the fall. We are waiting to hear back from the MEDC if it was shortlisted further. Company was looking at sites across the nation and it is currently unclear how many sites were being considered in Michigan.
- 2.) Housing Update: Tri-County Regional Planning Commission's [HousingDrives](#) report is still underway and slated to wrap up any day now.
- 3.) LEAP Business Insiders Meeting: If there is interest from DDA members, LEAP is hosting its 2023 Business Insiders Meeting on Friday, January 27th via [Zoom](#) at 9AM. This hour and fifteen minute meeting includes updates from LEAP's Business Attraction Department regarding the current project pipeline, an analysis of 2022 site searches conducted, MedTech and AgTech cluster information, and other relevant updates about attraction efforts in the region.

Mr. Hayhoe – was present to update the DDA on progress of the Hayhoe Trail from Holt down to Mason, and then plans to connect with Vevay Township.

V. Approval of September 21, 2022, minutes

There were no amendments to the September 21, 2022 minutes.

**MOTION Howe, seconded by Fischer, to approve the September 21, 2022 minutes as submitted.
CARRIED 8-0.**

VI. Treasurer's Reports

Treasurer Lewis distributed a cash and investment summary and answered questions. There are \$487,610 of DDA funds invested in various instruments, and they earned \$789 interest in December, 2022. He will be making the fire protection payment near to the end of the fiscal year. The DDA tax capture for 2023 is \$29,843.70, about \$2,000 more than in 2022.

VII. Pending Business:

1. Review budget for FY 2023-24

Following discussion of the various line items and expected costs in the upcoming fiscal year, it was recommended that as standing costs essentially remain the same, the same level of funds as in FY 2022-23 be appropriated from the fund balance to position the DDA to respond to activities in the district. It was noted that no appropriation is a mandate to spend. The individual line items were decided as follows:

Revenues - the budget is based on estimated property tax revenue of \$29,850; interest revenue of \$2,000; and that \$232,250 from the fund balance be appropriated for costs and projects.

Expenses – the line item for mileage and supplies remains \$200; computer website remains \$750; accounting services remains \$1,000; independent audit remains \$600; contractual services is increased to \$9,600; legal services remains \$4,000; print/publish/postage remains \$200; and capital outlay remains \$244,000, roughly half of the fund balance.

Motion Fischer, seconded by Benstein, to adopt the budget for FY 2023-2024 as noted above, with revenues of \$264,100 and expenses of \$260,350.

CARRIED 8-0.

MOTION Lazet, seconded by Benstein, to authorize the expense in FY 2023-24 of up to \$150,000 to Vevay Township to match grants and cover grant preparation costs as it continues to pursue grant opportunities for the purpose of developing the Township park and Hayhoe Trail as detailed in the 2022-2026 5-Year Community Parks and Recreation Plan.

CARRIED 8-0.

2. Future Project Planning

This item of business was listed if DDA members are interested in pursuing what other DDAs in the County are pursuing. No other types of projects were discussed.

3. Township Park and Hayhoe Trail

Update - In early 2022, the Township was awarded a grant of \$81,500 by Ingham County to develop a Vevay Township Master Plan for Recreation, and to begin the feasibility studies for extending the Hayhoe Trail. Given the scope of improvements planned, the Township has applied for several state and federal grants, including:

- \$1 million was through the office of Congresswoman Elissa Slotkin. The Township was not selected for a grant, but has been encouraged to apply again in 2023.
- \$150,000 from the State Passport program, but that grant also was not awarded. The Township was within 5 scoring points of winning, and has been encouraged by the state to apply again.
- \$1 million from a new state SPARK grant program. The Township expects to hear the results by the end of the month, but has not heard as of today. If not awarded, there are two more SPARK grant application periods throughout 2023, and they will be pursued.
- A to be determined amount from reapplying to the Passport program.
- A to be determined amount from the Ingham County parks and millage program.
- Private foundation grants are also being pursued.

The Township asked the DDA to authorize up to \$150,000 for match purposes in applying for grants, and in September the DDA authorized such expense. To date those funds have not been needed, and as was noted last September, the authorization will need to be renewed for the new fiscal year that starts on April 1, 2023.

4. Other Possible projects

No other possible projects were discussed, though the DDA will be monitoring progress on the Frederick Allen Farm parcels.

VIII. Any Other Business

There was discussion on supporting the extension of sewer and water service to the Township hall.

IX. Adjournment

**MOTION Luks, seconded by Fischer, to adjourn at 8:30 pm.
CARRIED 8-0.**

John Lazet, Secretary