

DOWNTOWN DEVELOPMENT AUTHORITY

Minutes of Meeting – Wednesday, April 13, 2011

The meeting of the Downtown Development Authority (DDA) was called to order at 8:00 a.m. in Conference Room #1, at Portage City Hall, 7900 South Westnedge Avenue, Portage, Michigan.

MEMBERS PRESENT:

Terry Patterson, Benjamin Boyer, Matthew Milks, James Huberty, Walter Hansen, Rich MacDonald, Ronald Dunlap, Jeff Chrystal and Maurice Evans.

MEMBERS EXCUSED:

None.

IN ATTENDANCE:

Jeffrey M. Erickson, Director of Community Development; John Axe, Bond Counsel; Daniel Foecking, Finance Director; Christopher Barnes, Director of Transportation and Utilities; Vicki Georgeau, Deputy Director of Neighborhood Services; and Christopher Forth, Deputy Director of Planning and Development Services.

APPROVAL OF MINUTES:

The minutes of the July 23, 2010 meeting were introduced for approval. A motion was offered by MacDonald and seconded by Evans to approve the meeting minutes as presented. The motion was unanimously approved.

BUSINESS:

1. FY 2009-10 Annual Financial Report.

Mr. Erickson reviewed the communication concerning the 2009-2010 annual report to the City Council and State Tax Commission. Mr. Erickson indicated the construction projects associated with the 2003 amended plan have been completed. A resolution has been prepared that approves and authorizes the transmission of the financial reports on the status of the tax increment finance plan. Attached to the resolution is appendix A, which summarizes the report and the applicable annual financial information as required by statute. There being no further discussion, a motion was offered by Boyer and seconded by MacDonald that the Resolution Approving and Authorizing the Transmission of The Financial Reports on The Status of The Tax Increment Financing Plan be approved. Upon a roll call vote, the motion was unanimously approved.

2. 2011 Amended Tax Increment Finance Plan/2011 Amended Development Plan

Mr. Erickson reviewed the April 6th communication concerning the 2011 Amended Plan that has been prepared to facilitate the development of private property along South Westnedge Avenue, north of I-94, within the City of Portage Downtown Development Authority district (DDA). Mr. Erickson noted there are two primary elements identified in the 2011 Amended Plan:

- Development of approximately 15 acres of land to accommodate a motel and office buildings, together with the potential for additional office and retail projects. To facilitate this private investment, improvements to South Westnedge, Trade Centre Way and West Fork Crossing are necessary at an estimated cost of \$1.34 million.

- Completion of the South Westnedge Avenue Projects (SWEPS), which will involve public infrastructure improvements to help ensure the continued success of the north portion of the South Westnedge Avenue Commercial Corridor within the DDA. Estimated cost of this part of the SWEPS program within the DDA is \$1.25 million.

Mr. Erickson also summarized the financing framework that includes the sale of municipal bonds and establishment of a special assessment district. With regards to the special assessment district, Mr. Erickson stated the plan includes an incentive to the developer. If development projects are promptly completed, during the twenty-year period of the special assessments that will be paid by the developer, the developer would receive a credit from the city of the amount of the increased tax increment revenue up to the amount of the annual special assessment payment for that particular year. Mr. Erickson also briefly summarized the City Council review process and anticipated dates of review/approval.

Mr. Dunlap asked about displacement of any existing residents. Mr. Erickson indicated the developers have purchased the remaining residential structures and the residents have relocated. Mr. Chrystal asked for clarification regarding permitted turning movements at the intersection of South Westnedge Avenue and Trade Centre Way. Mr. Erickson stated only the left turn movement from eastbound Trade Centre Way to northbound South Westnedge Avenue is prohibited.

There being no further discussion, a motion was offered by Chrystal and seconded by Boyer that the Resolution Approving and Authorizing Transmission of the 2011 Amended Development Plan and 2011 Amended Tax Increment Financing Plan to the City Council be approved. Upon a roll call vote, the motion was unanimously approved.

STATEMENT OF CITIZENS:

None.

ADJOURNMENT:

There being no further business to come before the DDA, the meeting was adjourned at 8:40 a.m.

Respectfully submitted,

 **DRAFT**

Jeffrey M. Erickson, AICP
Director of Community Development