



Board Meeting

***** Wednesday February 28, 2024, 8:00AM *****

**Leoni Township Hall – 913 Fifth Street
Michigan Center, MI 49254**

AGENDA

1. Call to Order / Introductions
2. Approval of the February 28, 2024 Agenda – **ACTION**
3. Opportunity for Public Comment (limit 3 minutes per person)
4. Approval of the February 7, 2024 Meeting Minutes (see enclosure) – **ACTION**
5. Receipt of the February 2024 Financial Statements (see enclosure) – **ACTION**
6. Leoni DDA Website/ JTV Update - **DISCUSSION**
7. Presentation by Attorney Steven Mann from Miller/Canfield
8. Board Members Comments
9. Opportunity for Public Comment (limit 2 minutes per person)
10. Adjourn to the Call of the Chair



**Leoni Township
Downtown Development Authority**

Meeting Minutes – February 7, 2024

The Downtown Development Authority of Leoni Township held a regular Board meeting on February 7, 2024 at the Leoni Township Hall.

Members present (6): Tammy Brindle, Don Marshall, John Spencer, Howard Linnabary, Debbie Helmlinger, and Justin Mitchell

Others present (5): Zack Smith, R2PC; Michael Jester, Dawn Croft, Leoni Township; David Barker, JTV; Steven Mann, Miller/Canfield

1. **CALL TO ORDER**

Chair Linnabary called the meeting to order at 8:05 a.m. A quorum was present.

2. **APPROVAL OF THE AGENDA**

A motion to approve the January 10, 2024 agenda was made by Ms. Helmlinger, supported Chair Linnabary. The motion carried unanimously.

3. **OPPORTUNITY FOR PUBLIC COMMENT**

Ms. Croft reported that the treasurer said that the board needed to make a decision about the 6 month CD at County National Bank. Ms. Brindle asked if the rate was the same. Ms. Croft responded that she did not see them dropping and a board discussion followed.

4. **APPROVAL OF THE JANUARY 10, 2024 MEETING MINUTES**

Motion to approve the January 10, 2024 meeting minutes as presented was made by Chair Linnabary, supported by Ms. Helmlinger. The motion carried unanimously.

5. **RECEIPT OF THE JANUARY 2024 FINANCIAL STATEMENTS**

Motion to receive the January 2024 financial statements as presented was made by Mr. Spencer, supported Mr. Linnabary. Roll call vote: AYES - Helmlinger, Linnabary, Marshall, Spencer, Brindle, Mitchell. The motion carried unanimously.

A motion was made by Mr. Spencer to renew the 6 month CD at County National Bank, supported by Ms. Brindle. Roll call vote: AYES - Helmlinger, Linnabary, Marshall, Spencer, Brindle, Mitchell. The motion carried unanimously.

6. **LEONI DDA WEBSITE/ JTV UPDATE**

David Barker with JTV made a presentation of the website. He made two adjustments, he fixed the font to match the logo, he noted it was not the exact font but was as close as he could get. He also finished digitizing the Façade Grant Form. [Note: After the meeting Zack Smith asked Mr. Barker to take down the Façade Grant section of the website.]

Mr. Barker said the site will need updates in the future, but again stressed the most important part is to keep the events calendar up to date, as it is the page that gets the most traffic. Mr. Marshall volunteered to be the contact for that.

Ms. Brindle asked for an email with the domain name. Mr. Barker said he is not sure who hosts the domain, but that will be possible.

A motion was made by Mr. Mitchell to go live with the website, supported by Mr. Spencer. Roll call vote: AYES - Helmlinger, Linnabary, Marshall, Spencer, Brindle, Mitchell. The motion carried unanimously.

8. **PRESENTATION BY ATTORNEY STEVEN MANN FROM MILLER/CANFIELD**

Mr. Mann is a bond and municipal attorney who has worked with Leoni Township. He talked about the basic DDA functions and powers. He noted that the DDA is an entity that the township created and that it still has some power over it. The township board approves the DDA budget each year. The TIF is also created by the DDA but also adopted by the township.

Mr. Mann passed around the part of Act 57 of 2018 that pertains to what a DDA can do (attached).

There was extensive discussion about Façade Grants and that the DDA needed to examine library capture. He also addressed other questions from the board about representation, conflict of interest, payment of the board, and public meeting requirements. The board agreed to a mandatory follow up meeting on February 28th.

A motion was made by Ms. Helmlinger that the March meeting take place on February 28th, supported by Ms. Brindle. The motion carried unanimously.

9. **BOARD MEMBER COMMENTS**

The board discussed what to do about Façade Grants going forward and decided to go forward with the one in process and do no more after that.

Mr. Jester said the focus moving forward needs to be on infrastructure, like running water and sewer to properties so they are shovel ready.

Mr. Spencer noted that the Leoni DDA paid a percentage towards the Leoni Township purchase of a Kubota with the understanding that it would be used for plowing of the Ann Arbor Rd Trail, however, it has been noticed that Leoni is using a pickup truck to plow. He said that they need to use the Kubota to plow or that the DDA should be reimbursed.

Mr. Mitchell said that the DDA should focus more on keeping the roads clean, as well as adding lawn and landscaping.

10. **OPPORTUNITY FOR PUBLIC COMMENT**

None.

11. **ADJOURNMENT TO THE CALL OF THE CHAIR**

There being no further business, Mr. Linnabary made a motion to adjourn the meeting at 9:50 a.m., supported by Mr. Spencer. The motion carried unanimously.

Respectfully submitted,
Zack Smith, LDDA staff

RECODIFIED TAX INCREMENT FINANCING ACT (EXCERPT)
Act 57 of 2018

125.4207 Powers of board; creation, operation, or funding of retail business incubator.

Sec. 207. (1) The board may:

- (a) Prepare an analysis of economic changes taking place in the downtown district.
 - (b) Study and analyze the impact of metropolitan growth upon the downtown district.
 - (c) Plan and propose the construction, renovation, repair, remodeling, rehabilitation, restoration, preservation, or reconstruction of a public facility, an existing building, or a multiple-family dwelling unit which may be necessary or appropriate to the execution of a plan which, in the opinion of the board, aids in the economic growth of the downtown district.
 - (d) Plan, propose, and implement an improvement to a public facility within the development area to comply with the barrier free design requirements of the state construction code promulgated under the Stille-DeRossett-Hale single state construction code act, 1972 PA 230, MCL 125.1501 to 125.1531.
 - (e) Develop long-range plans, in cooperation with the agency which is chiefly responsible for planning in the municipality, designed to halt the deterioration of property values in the downtown district and to promote the economic growth of the downtown district, and take such steps as may be necessary to persuade property owners to implement the plans to the fullest extent possible.
 - (f) Implement any plan of development in the downtown district necessary to achieve the purposes of this part, in accordance with the powers of the authority as granted by this part.
 - (g) Make and enter into contracts necessary or incidental to the exercise of its powers and the performance of its duties.
 - (h) Acquire by purchase or otherwise, on terms and conditions and in a manner the authority considers proper or own, convey, or otherwise dispose of, or lease as lessor or lessee, land and other property, real or personal, or rights or interests in property, which the authority determines is reasonably necessary to achieve the purposes of this part, and to grant or acquire licenses, easements, and options with respect to that property.
 - (i) Improve land and construct, reconstruct, rehabilitate, restore and preserve, equip, improve, maintain, repair, and operate any building, including multiple-family dwellings, and any necessary or desirable appurtenances to that property, within the downtown district for the use, in whole or in part, of any public or private person or corporation, or a combination of them.
 - (j) Fix, charge, and collect fees, rents, and charges for the use of any building or property under its control or any part thereof, or facility therein, and pledge the fees, rents, and charges for the payment of revenue bonds issued by the authority.
 - (k) Lease any building or property under its control, or any part of a building or property.
 - (l) Accept grants and donations of property, labor, or other things of value from a public or private source.
 - (m) Acquire and construct public facilities.
 - (n) Create, operate, and fund marketing initiatives that benefit only retail and general marketing of the downtown district.
 - (o) Contract for broadband service and wireless technology service in the downtown district.
 - (p) Operate and perform all duties and exercise all responsibilities described in this section in a qualified township if the qualified township has entered into an agreement with the municipality under section 203(7).
 - (q) Create, operate, and fund a loan program to fund improvements for existing buildings located in a downtown district to make them marketable for sale or lease. The board may make loans with interest at a market rate or may make loans with interest at a below market rate, as determined by the board.
 - (r) Create, operate, and fund retail business incubators in the downtown district.
- (2) If it is the express determination of the board to create, operate, or fund a retail business incubator in the downtown district, the board shall give preference to tenants who will provide goods or services that are not available or that are underserved in the downtown area. If the board creates, operates, or funds retail business incubators in the downtown district, the board and each tenant who leases space in a retail business incubator shall enter into a written contract that includes, but is not limited to, all of the following:
- (a) The lease or rental rate that may be below the fair market rate as determined by the board.
 - (b) The requirement that a tenant may lease space in the retail business incubator for a period not to exceed 18 months.
 - (c) The terms of a joint operating plan with 1 or more other businesses located in the downtown district.
 - (d) A copy of the business plan of the tenant that contains measurable goals and objectives.
 - (e) The requirement that the tenant participate in basic management classes, business seminars, or other business education programs offered by the authority, the local chamber of commerce, local community colleges, or institutions of higher education, as determined by the board.