

# Downtown Development Authority

## Workshop Agenda

Wednesday, February 6, 2013

Noon, Water Filtration Plant Conference Room



City of South Haven

**MISSION STATEMENT:** The Downtown Development Authority (DDA) is to be a leader in helping to fulfill the City of South Haven Municipal Plan; through planning, funding, and development of projects within the DDA District which promote, encourage and contribute to the overall economic growth and development of the community.

1. **Call to Order**
2. **Roll Call**
3. **Approval of Agenda**
4. **DDA will be asked to review the “DDA Development Plan” Capital Projects List and consider future projects.**
5. **Adjourn**

RESPECTFULLY SUBMITTED,

Deb Davidson  
DDA Director

South Haven City Hall is Barrier-free and the City of South Haven will provide the necessary reasonable auxiliary aids and services for persons with disabilities, such as signers for the hearing impaired and audio tapes of printed materials being considered at the meeting to individuals with disabilities at the meeting upon seven (7) days notice to the South Haven City Clerk. Individuals with disabilities requiring services should contact the City Clerk by writing or calling South Haven City Hall at (269) 637-0700.



## Agenda Item #4

**DDA will be asked to review the “DDA Development Plan” Capital Projects List and consider future projects.**

DDA will be asked to review the current Capital Projects List which is inclusive of the DDA Development & Tax Increment Financing Plan. After review and discussion, DDA should then make a decision whether project(s) should be added to the plan. If the Board is in agreement that project(s) should be added, then a legal process will begin for a Plan amendment.

Projects for consideration:

Construction of a concession/community building  
Kentucky Avenue Reconstruction  
Other?

Several documents are included in this DDA Agenda packet to aid in discussion. Please note that the City Council Draft 2013-14 Priority List is included because some of the items parallel the DDA efforts.

Recommendation:

Given this is a workshop meeting, no action is needed nor required.

Support Material:

DDA Projections Spreadsheets (2)  
Development Plan Capital Projects List  
CC Resolution to revise boundary 2009  
Development Plan Amendment Map 2009  
City Council DRAFT 2013-14 Priorities

RESPECTFULLY SUBMITTED,

Deb Davidson  
DDA Director

DDA FUND PROJECTIONS  
With Phoenix St. Project

	ESTABLISHED FUNDING SOURCES APPLIED					ALTERNATE FUNDING SOURCES APPLIED			
	Approved Budget 2012-2013	Both Grants Projected 2013-2014	DIG Only Projected 2013-2014	MSHDA Only Projected 2013-2014	No Grants Projected 2013-2014	Both Grants Projected 2013-2014	DIG Only Projected 2013-2014	MSHDA Only Projected 2013-2014	No Grants Projected 2013-2014
<b>Revenues:</b>									
Taxes									
DDA #1 - Real Property	948,517	948,517	948,517	948,517	948,517	948,517	948,517	948,517	948,517
DDA #1 - Personal Property	31,638	31,638	31,638	31,638	31,638	31,638	31,638	31,638	31,638
DDA #2 - Real Property	510,052	510,052	510,052	510,052	510,052	510,052	510,052	510,052	510,052
DDA #2 - Personal Property	10,762	10,762	10,762	10,762	10,762	10,762	10,762	10,762	10,762
Less DDA #2 Reduction	-	-	-	-	-	(166,126)	(166,126)	(166,126)	(166,126)
<b>Grants</b>		<b>1,250,000</b>	<b>750,000</b>	<b>500,000</b>	-	<b>1,250,000</b>	<b>750,000</b>	<b>500,000</b>	-
<b>City Contribution to Phoenix Debt</b>		<b>10,662</b>	<b>13,088</b>	<b>14,244</b>	<b>16,765</b>	<b>10,662</b>	<b>13,088</b>	<b>14,244</b>	<b>16,765</b>
<b>Bond Proceeds</b>		<b>2,150,000</b>	<b>2,650,000</b>	<b>2,900,000</b>	<b>3,400,000</b>	<b>2,150,000</b>	<b>2,650,000</b>	<b>2,900,000</b>	<b>3,400,000</b>
Other	14,600	24,521	24,521	24,521	24,521	24,521	24,521	24,521	24,521
<b>Total Revenues</b>	<b>1,515,569</b>	<b>4,936,152</b>	<b>4,938,578</b>	<b>4,939,734</b>	<b>4,942,255</b>	<b>4,770,026</b>	<b>4,772,452</b>	<b>4,773,608</b>	<b>4,776,129</b>
<b>Operating Expenses:</b>	<i>174,967</i>	<i>187,527</i>	<i>187,527</i>	<i>187,527</i>	<i>187,527</i>	<i>187,527</i>	<i>187,527</i>	<i>187,527</i>	<i>187,527</i>
Transfer out-River Maint	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000
Loan Repay to Electric	22,948	22,948	22,948	22,948	22,948	22,948	22,948	22,948	22,948
<b>PROPOSED PHOENIX ST BONDS - 20-YR</b>		<b>145,000</b>	<b>178,000</b>	<b>193,800</b>	<b>228,000</b>	<b>145,000</b>	<b>178,000</b>	<b>193,800</b>	<b>228,000</b>
2011 BA bonds-30%	78,855	78,855	78,855	78,855	78,855	78,855	78,855	78,855	78,855
2003 bonds-aprx 16.3%	26,163	26,163	26,163	26,163	26,163	26,163	26,163	26,163	26,163
2007 bonds-100%	111,523	111,523	111,523	111,523	111,523	111,523	111,523	111,523	111,523
DDA Bonds-100%	377,360	377,360	377,360	377,360	377,360	377,360	377,360	377,360	377,360
DEQ bonds-100%	14,937	14,937	14,937	14,937	14,937	14,937	14,937	14,937	14,937
Subtotal of Debt Service & Tfr Out	<i>641,786</i>	<i>786,786</i>	<i>819,786</i>	<i>835,586</i>	<i>869,786</i>	<i>786,786</i>	<i>819,786</i>	<i>835,586</i>	<i>869,786</i>
<b>Total Operating &amp; Debt Expenses</b>	<b>816,753</b>	<b>974,313</b>	<b>1,007,313</b>	<b>1,023,113</b>	<b>1,057,313</b>	<b>974,313</b>	<b>1,007,313</b>	<b>1,023,113</b>	<b>1,057,313</b>
<b>Capital Project Expenses:</b>									
<b>Phoenix Street Project - ALL</b>		<b>3,400,000</b>	<b>3,400,000</b>	<b>3,400,000</b>	<b>3,400,000</b>	<b>3,400,000</b>	<b>3,400,000</b>	<b>3,400,000</b>	<b>3,400,000</b>
Downtown Repaving Projects - FY 13	250,000								
Dyckman Bridge Project - FY 14 (to 402)		290,000	290,000	290,000	290,000	290,000	290,000	290,000	290,000
Undetermined projects for FY 14		334,000	304,000	289,000	257,000	168,000	138,000	123,000	91,000
<b>Total Capital Project Expenses</b>	<b>250,000</b>	<b>4,024,000</b>	<b>3,994,000</b>	<b>3,979,000</b>	<b>3,947,000</b>	<b>3,858,000</b>	<b>3,828,000</b>	<b>3,813,000</b>	<b>3,781,000</b>
<b>Grand Total Expenses</b>	<b>1,066,753</b>	<b>4,998,313</b>	<b>5,001,313</b>	<b>5,002,113</b>	<b>5,004,313</b>	<b>4,832,313</b>	<b>4,835,313</b>	<b>4,836,113</b>	<b>4,838,313</b>
<b>Income (loss)</b>	448,817	(62,161)	(62,735)	(62,379)	(62,058)	(62,287)	(62,861)	(62,505)	(62,184)
<b>Beginning Fund Balance (Deficit) July 1</b>	<u>(285,878)</u>	<u>162,939</u>	<u>162,939</u>	<u>162,939</u>	<u>162,939</u>	<u>162,939</u>	<u>162,939</u>	<u>162,939</u>	<u>162,939</u>
<b>Ending Fund Balance (Deficit) June 30</b>	\$ 162,939	\$ 100,778	\$ 100,205	\$ 100,561	\$ 100,882	\$ 100,653	\$ 100,079	\$ 100,435	\$ 100,756

ALTERNATE FUNDING SOURCES APPLIED

	No Grants													
	Projected 2013-2014	Projected 2014-2015	Projected 2015-2016	Projected 2016-2017	Projected 2017-2018	Projected 2018-2019	Projected 2019-2020	Projected 2020-2021	Projected 2021-2022	Projected 2022-2023	Projected 2023-2024	Projected 2024-2025	Projected 2026-2027	Projected 2027-2028
<b>Revenues:</b>														
Taxes														
DDA #1 - Real Property	948,517	948,517	948,517	948,517	948,517	948,517	948,517	948,517	948,517	948,517	948,517	948,517	948,517	948,517
DDA #1 - Personal Property	31,638	15,819	7,910	-	-	-	-	-	-	-	-	-	-	-
DDA #2 - Real Property	510,052	510,052	510,052	510,052	510,052	510,052	510,052	510,052	510,052	510,052	510,052	510,052	510,052	510,052
DDA #2 - Personal Property	10,762	5,381	2,691	-	-	-	-	-	-	-	-	-	-	-
Less DDA #2 Reduction (Real)	(166,126)	(166,126)	(166,126)	(166,126)	(166,126)	(166,126)	(166,126)	(166,126)	(166,126)	(166,126)	(166,126)	(166,126)	(166,126)	(166,126)
Grants	-	-	-	-	-	-	-	-	-	-	-	-	-	-
City Contribution to Phoenix Debt	16,765	16,765	16,765	16,765	16,765	16,765	16,765	16,765	16,765	16,765	16,765	16,765	16,765	16,765
Bond Proceeds	3,400,000													
Other	24,521	24,521	24,521	24,521	6,100	6,100	6,100	6,100	6,100	6,100	6,100	6,100	6,100	6,100
Total Revenues	4,776,129	1,354,929	1,344,329	1,333,729	1,315,308	1,315,308	1,315,308	1,315,308	1,315,308	1,315,308	1,315,308	1,315,308	1,315,308	1,315,308
<b>Operating Expenses:</b>	187,527	191,278	195,103	199,005	202,985	207,045	211,186	215,410	219,718	224,112	228,594	233,166	237,830	242,586
Transfer out-River Maint	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000
Loan Repay to Electric	22,948	22,948	22,948	22,948	-	-	-	-	-	-	-	-	-	-
<b>PROPOSED PHOENIX ST BONDS - 20-YR</b>	<b>228,000</b>													
2011 BA bonds-30% last payment 5/1/22	78,855	77,595	77,820	77,850	77,682	78,780	78,143	78,938	79,448	-	-	-	-	-
2012 bonds-aprx 16.3% last payment 5/1/27	26,163	21,163	21,163	21,063	20,863	30,563	24,963	29,363	32,113	34,613	36,863	33,063	39,125	35,625
2007 bonds-100% last payment 5/1/27	111,523	109,036	111,420	108,673	110,790	107,771	109,633	111,270	107,785	109,175	110,336	111,290	112,036	107,679
DDA Bonds-100% last payment 5/1/15	377,360	376,835	-	-	-	-	-	-	-	-	-	-	-	-
DEQ bonds-100% last payment 4/13/19	14,937	14,937	14,937	14,937	14,937	14,937	-	-	-	-	-	-	-	-
Subtotal of Debt Service & Tfr Out	869,786	860,514	486,288	483,471	462,271	470,051	450,738	457,570	457,345	381,788	385,199	382,353	389,161	381,304
Total Operating & Debt Expenses	1,057,313	1,051,791	681,391	682,476	665,256	677,095	661,924	672,980	677,063	605,900	613,793	615,519	626,991	623,890
<b>Capital Project Expenses:</b>														
Phoenix Street Project - ALL	3,400,000													
Dyckman Bridge Project - FY 14 (to 402)	290,000													
Undetermined projects for FY	91,000	300,000	665,000	650,000	650,000	640,000	650,000	645,000	640,000	709,000	700,000	700,000	690,000	690,000
Total Capital Project Expenses	3,781,000	300,000	665,000	650,000	650,000	640,000	650,000	645,000	640,000	709,000	700,000	700,000	690,000	690,000
Grand Total Expenses	4,838,313	1,351,791	1,346,391	1,332,476	1,315,256	1,317,095	1,311,924	1,317,980	1,317,063	1,314,900	1,313,793	1,315,519	1,316,991	1,313,890
<b>Income (loss)</b>	(62,184)	3,138	(2,062)	1,253	52	(1,787)	3,384	(2,672)	(1,755)	408	1,515	(211)	(1,683)	1,418
<b>Beginning Fund Balance (Deficit) July 1</b>	162,939	100,755	103,893	101,831	103,085	103,136	101,349	104,733	102,062	100,307	100,715	102,230	102,019	100,337
<b>Ending Fund Balance (Deficit) June 30</b>	\$ 100,755	\$ 103,893	\$ 101,831	\$ 103,085	\$ 103,136	\$ 101,349	\$ 104,733	\$ 102,062	\$ 100,307	\$ 100,715	\$ 102,230	\$ 102,019	\$ 100,337	\$ 101,755

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DOWNTOWN DEVELOPMENT AUTHORITY

(“DDA”)

Act 197, P.A. 1975

MCLA 125.1651 *et seq.*

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STEP SHEET

TO AMEND THE DDA DEVELOPMENT PLAN AND TAX INCREMENT FINANCING PLAN

The City is considering making changes to the Downtown Development Authority (“DDA”) Development Plan and Tax Increment Financing Plan (the “Plan”) in order to reduce the size of the Development Area covered by the Plan. The purpose of this step sheet is to give a brief outline of the process that must be followed to make these changes.

<u>Dates</u>	<u>Description</u>
	<b><u>ADOPTING AN AMENDMENT TO THE DEVELOPMENT PLAN AND TAX INCREMENT FINANCING PLAN</u></b>
February 6, 2013	Step 1. <u>Plan Amendment Developed</u> – The DDA Board meets to review the proposed plan amendment and give its input.
February 7, 2013	Step 2. <u>Development Area Citizens Council Convened and Consulted</u> – Staff responsible for preparation of the Plan Amendment shall consult with and advise the development area citizens council regarding the aspects of the Plan Amendment before any final decisions are made by the DDA or the City Council.
March 6, 2013	Step 3. <u>Plan Amendment is Approved by DDA</u> – The DDA Board approves the plan amendment by resolution and recommends it to the City Council.  <u>Please send two certified copies of the resolution after it is adopted to Clark Hill</u>

March 18, 2013	Step 4. <u>Public Hearing Set</u> – The City Manager sets a public hearing at a City Council meeting to consider the plan amendment.
March 19-24, 2013	Step 5. <u>Notice of Public Hearing</u> – Notice of the public hearing must be given and must include the date, time and place of the hearing, describe the proposed development area in relation to highways, streets, streams or otherwise, and must state that maps, plats and a description of the development plan amendment, including the method of relocating families and individuals who may be displaced from the area are available for public inspection at a place designated in the notice and that all aspects of the development plan amendment will be open for discussion at the public hearing. The notice must be given as follows:
<u>First Publication:</u> No later than March 24, 2013 <u>Second Publication:</u> No later than March 31, 2013	(a) The notice must be given by publication twice in a newspaper of general circulation designated by the City, the first of which shall not be less than 20 days before the date set for the hearing.  <u>Please request three affidavits of publication of each publication and send two copies to Clark Hill.</u>
No later than March 24, 2013	(b) The notice must be posted in at least 20 conspicuous and public places in the downtown district at least 20 days before the hearing.  <u>Please send two copies of an affidavit of posting to Clark Hill.</u>
No later than March 24, 2013	(c) The Notice must be mailed to all property taxpayers of record at least 20 days before the hearing.  <u>Please send two copies of an affidavit of mailing to Clark Hill.</u>

No later than March 24, 2013	<p>(d) Before the public hearing the City must provide a reasonable opportunity for the taxing jurisdictions levying taxes subject to capture to express their views and recommendations regarding the plan amendment. The taxing jurisdictions must be fully informed of the fiscal and economic implications of the proposed plan amendment. Send a copy of the plan amendment, a letter offering the taxing jurisdictions the opportunity to meet with the City Council and the notice of hearing to the taxing jurisdictions by <u>certified mail</u>.</p> <p><u>Please send a copy of the certified mail receipt to Clark Hill.</u></p>
April 15, 2013	<p>Step 6. <u>Public Hearing</u> – At the hearing interested persons and representatives from the taxing jurisdictions have the opportunity to be heard, to submit written communications and documentary evidence.</p>
April 15, 2013	<p>Step 7. <u>Adopting Ordinance Introduced</u> – After a public hearing is held, an ordinance is introduced whereby the City Council makes certain determinations required by statute and approves the plan amendment.</p>
May 5, 2013	<p>Step 8. <u>Development Area Citizen’s Council Recommendations</u> – Within 20 days after the public hearing, the development area citizens council shall notify the governing body, in writing, of its findings and recommendations concerning the proposed plan amendment.</p>
May 6, 2013	<p>Step 9. <u>Ordinance Adopted</u> – At least 20 days after the public hearing is held, the City Council adopts the Ordinance approving the plan amendment.</p> <p><u>Please send two certified copies of the ordinance after it is adopted to Clark Hill</u></p>

May 12, 2013	<p>Step 10. A synopsis of the ordinance must be published at least once in newspaper of general circulation after its adoption.</p> <p><u>Please request three affidavits of publication and send two copies to Clark Hill.</u></p>
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**PROJECTS LIST FROM THE  
DOWNTOWN DEVELOPMENT AUTHORITY  
DEVELOPMENT PLAN & TAX INCREMENT FINANCING PLAN**

On August 21, 1980, the City Council of the City of South Haven adopted ordinance No. 632 creating and establishing the Downtown Development Authority of the City of South Haven.

On July 16, 1982, the City Council of the City of South Haven adopted Ordinance No. 647 creating and establishing the Downtown Development Authority of the City of South Haven including the boundaries and legal description.

Several amendments have been made since the creation of the DDA. The following list is the to-date Project Plan List which includes all amendments since August 21, 1980.

**1. South Haven Trail \$250,000**

**(Per Ordinance 887 “Year 2000 Amendments”)**

This component involves the construction of a bicycle trail to connect the downtown with the Kal Haven Trail State Park.

New improvements to be made may include:

- Removal of plant material, bituminous material, sidewalk, curb and gutter.
- Filling, grading and other site preparation.
- Installation of curb, gutter, sidewalks, boardwalk and other paving.
- Landscape improvements and site amenities, including, but not limited to grass, trees, other plantings, and other decorative items.
- Installation of benches, trash receptacles, lighting, signage, banners, tree grates, etc.
- Engineering, landscape architects, easements, legal and other professional fees.
- Such other improvements as the DDA Board deems to be necessary or incidental to the items set forth above.

**2. Dunkley Avenue Redevelopment Area \$1,500,000**

**(Per Ordinance 887 “Year 2000 Amendments”; Per Ordinance 957 “Year 2007 Amendment” changed from “Move City facilities out of Celery Pond area”)**

This component involves the demolition of the City’s Street Department Garage and Electric Department Barn to prepare this property for redevelopment and the relocation of these facilities.

New improvements to be made may include:

- Demolition of obsolete structures.
- Removal of plant material, bituminous material, concrete and other items which must be removed to prepare the property for redevelopment.
- Environmental due diligence.
- Environmental remediation.

- Installation of roads, water, sewer, and other public improvements necessary for the development of the site.
- Landscape improvements and site amenities including but not limited to fencing, grass, trees, other plantings and other decorative items.
- Construction of new facilities for the City Street and Electric Departments.
- Engineering, legal and other professional fees.
- Such other improvements as the DDA Board deems to be necessary or incidental to the items set forth above.

**3. Building Improvements \$150,000**

**(Per Ordinance 957 “Year 2007 Amendment”; addition)**

This component includes working with business owners and property owners within the Downtown Development Authority development area. The DDA plans to facilitate these improvements by using tax increments to purchase easements, leasehold interests or other interests in front, side or rear facades in conjunction with agreements that require the property owner to make façade improvements and maintain facades.

- The DDA may enter into arrangements to sell or lease the facades back to the property owners.
- The DDA may develop a program of desired improvements and set requirements for the types of improvements to be made and the materials used.
- The DDA may also directly make improvements to front and rear facades. This component may include the payment of legal, engineering and architectural fees related to the façade program or improvements.
- This component shall also include such other programs and improvements as the DDA Board deems to be necessary or incidental to this project.

**4. Improve Existing Downtown Parking \$2,500,000**

**(Per Ordinance 887 “Year 2000 Amendments”; Per Ordinance 957 “Year 2007 Amendment” amount changed from \$200,000)**

This component involves the improvement of existing public parking facilities in the Development Area.

New improvements to be made may include:

- Filling, grading and other site preparation.
- Installation of black top.
- Installation of curb, gutter and sidewalks.
- Striping lots.
- Improvement of existing storm drains and installation of new storm drains.
- Landscape improvements and site amenities, including, but not limited to grass, trees, other plantings, and other decorative items.
- Signage.

- Installation of benches, trash receptacles, lighting, signage, banners, tree grates, etc.
- Engineering, legal and other professional fees.
- Such other improvements as the DDA Board deems to be necessary or incidental to the items set forth above.

**5. Quaker Street Improvements \$300,000**

**(Per Ordinance 887 “Year 2000 Amendments”)**

This component involves improvements to Quaker Street to enhance attractiveness to pedestrians.

New improvements to be made may include:

- Removal of plant material, bituminous material, sidewalk, curb and gutter.
- Reconstruction of Quaker Street, including, but not limited to filling, grading and other site preparation, installation of bituminous paving, and installation of curb, gutter and sidewalks.
- Improvement of existing storm drains and installation of new storm drains.
- Landscape improvements, and site amenities, including, but not limited to grass, trees, other plantings, and other decorative items.
- Engineering, legal and other professional fees.
- Such other improvements as the DDA Board deems to be necessary or incidental to the items set forth above.

**6. Construction of Additional Downtown Parking \$2,500,000**

**(Per Ordinance 957 “Year 2007 Amendment”; addition)**

This component involves the purchase of property and construction of parking lots and structures in the Development Area.

New improvements to be made may include:

- Acquisition of land for each parking lot.
- Demolition of existing structures and clearing the sites of other obstacles.
- Construction of a parking structure.
- Filling, grading and other site preparation.
- Installation of black top.
- Installation of curb, gutter and sidewalks.
- Striping lots.
- Improvement of existing storm drains and installation of new storm drains.
- Landscape improvements and site amenities, including, but not limited to grass, trees, other plantings, and other decorative items.
- Installation of benches, trash receptacles, lighting, signage, banners, tree grates, etc.

- Engineering, legal and other professional fees.
- Such other improvements as the DDA Board deems to be necessary or incidental to the items set forth above.
- the items set forth above.

**7. Downtown Public Restroom Improvements \$200,000**

**(Per Ordinance 887 “Year 2000 Amendments”)**

This component involves the construction of new restroom facilities which meet the standards of the Americans with Disabilities Act to replace existing restrooms which have deteriorated.

New improvements to be made may include:

- Acquisition of land with the approval/concurrence of City Council.
- Demolition of existing structures and clearing the sites of other obstacles.
- Filling, grading and other site preparation.
- Construction of restrooms.
- Installation of curb, gutter and sidewalks.
- Landscape improvements and site amenities, including, but not limited to grass, trees, other plantings, and other decorative items.
- Installation of benches, trash receptacles, lighting, signage, banners, tree grates, etc.
- Engineering, legal and other professional fees.
- Such other improvements as the DDA Board deems to be necessary or incidental to the items set forth above.

**8. Baseline Road Improvements \$1,000,000**

**(Per Ordinance 887 “Year 2000 Amendments”; remained in list due to bonds still owed)**

This component involves improvements to Baseline Road and the construction of a bicycle path.

New improvements to be made may include:

- Removal of plant material, bituminous material, sidewalk, curb and gutter.
- Filling, grading and other site preparation.
- Reconstruction of Baseline Road, including, but not limited to installation of bituminous paving, and installation of curb, gutter and sidewalks.
- Improvement of existing storm drains and installation of new storm drains.
- Construction of a bicycle path.
- Landscape improvements and site amenities, including, but not limited to grass, trees, other plantings, and other decorative items.

- Engineering, legal and other professional fees.
- Such other improvements as the DDA Board deems to be necessary or incidental to the items set forth above.

**9. General Street Repair \$400,000**

**(Per Ordinance 887 “Year 2000 Amendments”)**

This component involves repair and reconstruction of streets in the development area.

New improvements to be made may include:

- Removal of plant material, bituminous material, sidewalk, curb and gutter.
- Reconstruction of streets, roads, and water improvements, including, but not limited to filling, grading and other site preparation, installation of bituminous paving, and installation of curb, gutter and sidewalks.
- Improvement of existing storm drains and installation of new storm drains.
- Engineering, legal and other professional fees.
- Such other improvements as the DDA Board deems to be necessary or incidental to the items set forth above.

**10. Streetscape Improvements \$300,000**

**(Per Ordinance 887 “Year 2000 Amendments”)**

This component involves aesthetic improvements to the existing streetscape amenities in the development area.

New improvements to be made may include:

- Removal of plant material, bituminous material, sidewalk, curb and gutter.
- Filling, grading and other site preparation.
- Installation of curb, gutter and sidewalks.
- Installation of brick pavers.
- Landscape improvements and site amenities, including, but not limited to grass, trees, other plantings, and other decorative items.
- Installation of benches, trash receptacles, lighting, signage, banners, tree grates, etc.
- Engineering, legal and other professional fees.
- Such other improvements as the DDA Board deems to be necessary or incidental to the items set forth above.

**11. HarborWalk Improvements \$200,000**

**(Per Ordinance 887 “Year 2000 Amendments”)**

This component involves the installation of sidewalk and walkway paving and amenities to make the HarborWalk ADA comply with the American with Disabilities Act.

New improvements to be made may include:

- Removal of plant material, bituminous material, sidewalk, curb and gutter.
- Filling, grading and other site preparation.
- Installation of curb, gutter and sidewalks, brick pavers, boardwalk, and other paving.
- Landscape improvements and site amenities, including, but not limited to grass, trees, other plantings, and other decorative items.
- Installation of benches, trash receptacles, lighting, signage, banners, tree grates, etc.
- Installation of railings, ramps and signage.
- Engineering, legal and other professional fees.
- Such other improvements as the DDA Board deems to be necessary or incidental to the items set forth above.

**12. Ice Skating Rink \$50,000**

**(Per Ordinance 887 “Year 2000 Amendments”; Per Ordinance 957 “Year 2007 Amendment” amount changed from \$400,000 due to the fact that the ice rink has now been purchased)**

This component involves preparation, maintenance, and ongoing costs of ice rink operation.

- Filling, grading and other site preparation.
- Construction of ice rink facility.
- Installation of ice making equipment.
- Such other improvements as the DDA Board deems to be necessary or incidental to the items set forth above.

**13. Acquisition of land and/or buildings \$500,000**

**(Per Ordinance 957 “Year 2007 Amendment”; addition)**

This component involves the purchase of land and/or buildings in an effort to make the properties marketable or useful; to promote economic growth and revitalization of the district; to encourage historic preservation; to correct and/or prevent deterioration in the district; and for redevelopment of commercial property.

New improvements to be made may include:

- Acquisition of land and/or buildings with approval/concurrence of City Council.
- Demolition of existing structures and clearing the sites of other obstacles.
- Lease agreements with tenants.
- Sale of land and/or buildings.

- Engineering, legal, and other professional fees.
- Environmental remedial and due diligence work, soil removal and replacement with structurally supporting soils, demolition, backfilling and other site preparation.
- Infrastructure improvements, including water, sewer and streets.
- Such other improvements as the DDA Board deems to be necessary or incidental to the items set forth above.

**14. Storm and Sanitary Sewer Improvements \$5,800,000**  
**(Per Ordinance 972 “Year 2002 Amendment”; funding of St. Joseph construction and reconstruction of sanitary sewer and storm sewer systems in Huron Street Parking Lot)**

This component involves improvements to the Sanitary Sewer System in the City, improvements to the Storm Water Drainage System in the City and the separation of this system from the Sanitary Sewer System, construction and reconstruction of streets, restoration of rights of way affected by these improvements. (This is a 2002 plan amendment for the St. Joseph Area Rehabilitation Project. DDA share is 16%.)

New improvements to be made may include:

- Removal of plant material, bituminous material, sidewalk, curb and gutter, sewer lines and storm sewer lines.
- Filling, grading and other site preparation.
- Installation and replacement of sewer main.
- Installation and replacement of sanitary sewer service laterals.
- Improvement of existing storm sewers and installation of new storm sewers, separation of storm sewer from sanitary sewer and conversion of existing sanitary sewer mains to storm sewer.
- Reconstruction and restoration of streets, including, but not limited to filling, grading and other site preparation, installation of bituminous paving, and installation of curb, gutter and sidewalks.
- Remediation of landscaping, driveways and rights-of-way damaged as a result of this project.
- Engineering, legal and other professional fees.
- Such other improvements as the DDA Board deems to be necessary or incidental to the items set forth above.

**15. Water Supply System Improvements \$1,000,000**  
**(Per Ordinance 957 “Year 2007 Amendment”; addition)**

This component involves improvements to the Water Supply System in the City, construction and reconstruction of streets, restoration of rights-of-way affected by these improvements.

New improvements to be made may include:

- Removal of plant material, bituminous material, sidewalk, curb and gutter, water lines.
- Filling, grading and other site preparation.
- Installation and replacement of water main.
- Installation and replacement of laterals.

- Reconstruction and restoration of streets, including, but not limited to filling, grading and other site preparation, installation of bituminous paving, and installation of curb, gutter and sidewalks.
- Remediation of landscaping, driveways and rights-of-way damaged as a result of this project.
- Engineering, legal and other professional fees.

Such other improvements as the DDA Board deems to be necessary or incidental to the items set forth above.

**16. Municipal Waterway Improvements \$150,000**

**(Per Ordinance 957 “Year 2007 Amendment”; addition for the purpose of acquiring waterfront property for public use)**

This component involves municipal waterway improvements in or adjacent to the Black River and any connecting navigable waters in the Development Area.

New improvements to be made may include:

- Clearing obstructions.
- Weed and plant control.
- Environmental due diligence.
- Environmental remediation.
- Acquiring real property, rights of way, easements or other property interests.
- Construction of channels or harbors.
- Construction of marina facilities, boat launches, ramps and docks and other boating amenities.
- Installation of signage.
- Engineering, legal and other professional fees.
- Such other improvements as the DDA Board deems to be necessary or incidental to the items set forth above.

**17. Marketing Efforts for Marketing of Downtown District \$10,000 cap**

**(Per Ordinance 957 “Year 2007 Amendment”; addition for purpose of producing printed materials; no funding for advertising approved)**

This component includes:

- The production and distribution of informational material to market the development area of the downtown district to attract new businesses to the downtown and further the economic development of the downtown. This component is not to exceed \$10,000.
- The marketing initiatives will be for attracting new businesses to the development area. Initiatives will not include promotion of individual businesses or promoting retail sales.

- The marketing may be done by the DDA acting alone or through collaboration with other entities, including collaboration with the City economic development efforts on production and distribution of informational material.
  - (a) The production and distribution of informational material about the downtown and available properties and development potential in the downtown.
  - (b) Efforts to identify potential businesses for relocation to the development area and efforts to inform those businesses of available business opportunities in the development area and to encourage their location in the development area.
  - (c) Efforts to identify and promote grant, low interest loan and other funding and other assistance for existing and potential businesses.
  
- Such other improvements as the DDA Board deems to be necessary or incidental to the items set forth above.
  
- As part of this project the DDA Director will be directly engaged in marketing efforts consistent with this section.
  
- The following goals are established for the specific marketing initiatives which will be implemented by the DDA. The marketing should:
  - (a) Provide a public benefit.
  - (b) Stimulate private investment in the development area.
  - (c) Stimulate job creation.
  - (d) Support the development of a year round economy.
  - (e) Seek to fill empty store fronts, vacant lots and other underutilized areas within the development area.
  - (f) Should be consistent with the City's overall goals for the downtown.
  - (g) Allow an annual review including an annual vacancy survey and review for effectiveness, for each of five years beginning December 31, 2010 and ending December 31, 2014.

Upon adoption of this Ordinance, a sunset clause is in effect ending December 31, 2014 whereby financial support of economic development marketing efforts will cease. City Council action is required to reinstate the sunset clause.

All marketing activities included in this 2009A Amendment include all factors necessary and incidental to the project. The Year 2009A Development Plan Project will be undertaken during the term of this plan as economic development needs and available funding allow. Marketing activities may be ongoing, but financial support of the activities are not.

CITY OF SOUTH HAVEN  
VAN BUREN AND ALLEGAN COUNTIES, MICHIGAN

RESOLUTION NO. 2009-06

A RESOLUTION TO SPECIFY INTENT FOR FUTURE BOUNDARY DESCRIPTION FOR DDA  
DISTRICT #2 FOR THE CITY OF SOUTH HAVEN

Minutes of a regular meeting of the City Council of the City of South Haven, Van Buren and Allegan Counties, Michigan, held in the City Hall, 539 Phoenix Street, South Haven, Michigan 49090 on February 16, 2009 at 7:30 p.m. local time.

PRESENT: Andersen, Bemis, Fitzgibbon, McCoy, Smith, Stegeman, Appleyard

ABSENT: None

The following preamble and resolution was offered by Member Bemis and supported by Member Andersen.

WHEREAS, City Council has adopted Resolution 07-71, a resolution to specify allocation of funds for street improvement projects throughout the City of South Haven; and

WHEREAS, City Council has adopted the FY 08-09 budget which includes assumptions which do not align with the provisions stated within Resolution 07-71; and

WHEREAS, City Council wishes to state its intent to amend the DDA TIF District #2 boundary effective FY 2013-14; and

WHEREAS, the City Council has adopted an Infrastructure Improvement Plan which includes several funding sources for street and utility reconstruction; and

WHEREAS, the tax incremental financing (TIF) is part of the funding plan for a portion of the streets improvement plan; and

WHEREAS, financial projections (Attachment A) indicate that upon completion of the proposed boundary amendment there will continue to be sufficient DDA funds available for the DDA projects listed within the adopted Infrastructure Improvement Plan; and

WHEREAS, in 2000 the City created DDA TIF District #2 with a boundary that extended to include a portion of Baseline Road; and

WHEREAS, the reconstruction of Baseline Road has been completed; and

WHEREAS, due to completion of the project in an area which is primarily residential in character the City Council desires to remove the area.

THEREFORE, BE IT RESOLVED, that the following step will be taken:

1. The DDA boundaries will be amended to remove the property depicted on the attached Attachment B and to request the DDA Board, City staff and the City Attorney to take the necessary steps to amend the Downtown Development and Tax Increment Financing

Plan to implement this change. The amendment will occur so as to be effective in fiscal year 2013-14

BE IT FURTHER RESOLVED, that this resolution shall take effect upon passage by the City Council.

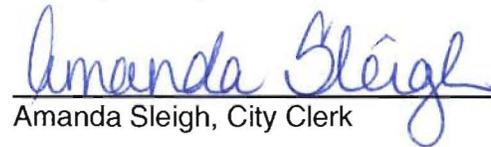
RECORD OF VOTE:

Yeas: Andersen, Bemis, Fitzgibbon, McCoy, Smith, Stegeman, Appleyard

Nays: None

RESOLUTION DECLARED ADOPTED.

  
Dorothy Appleyard, Mayor

  
Amanda Sleigh, City Clerk

# EXHIBIT B

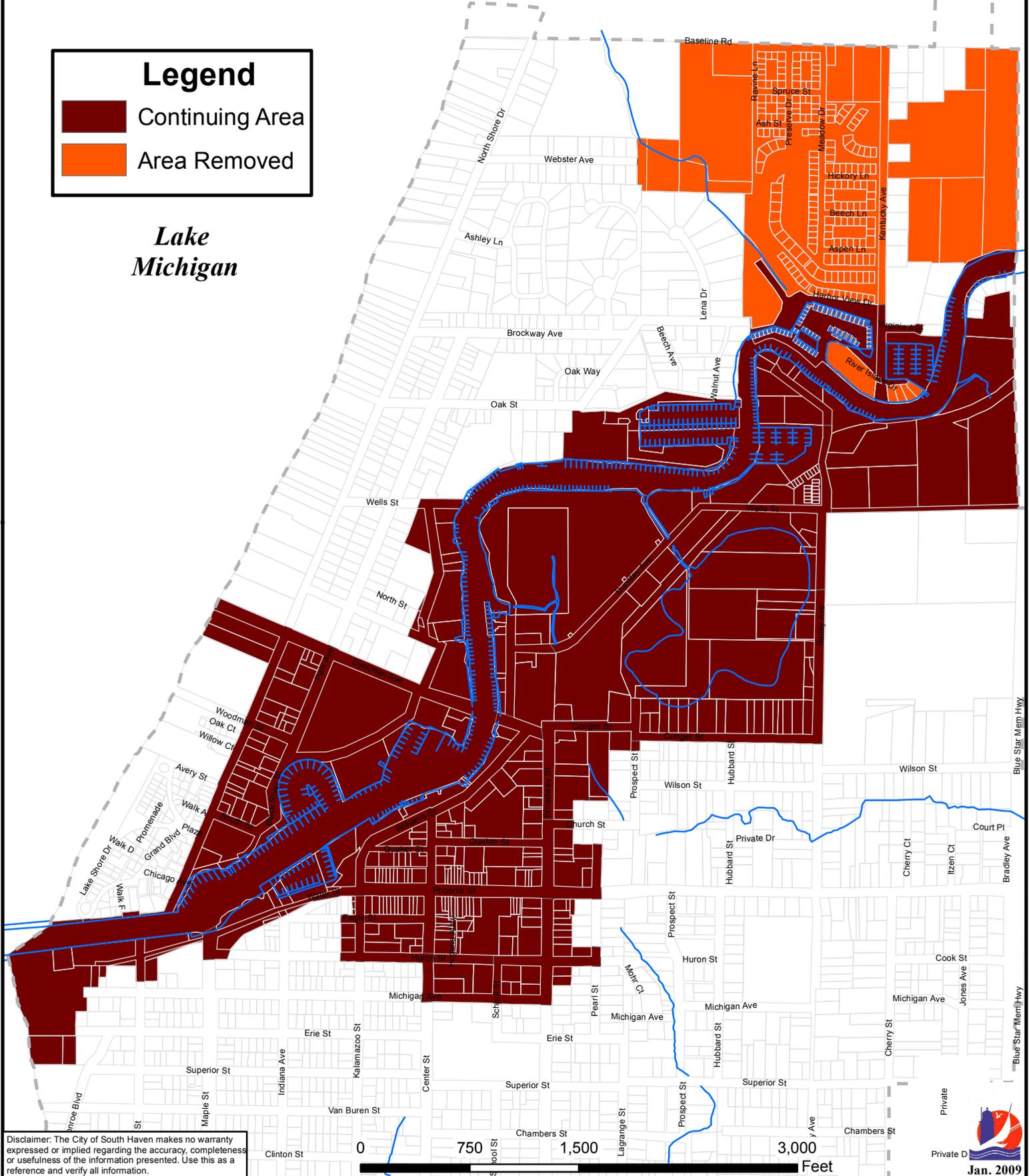
## YEAR 2009 AMENDMENT TO THE DOWNTOWN DEVELOPMENT AUTHORITY OF THE CITY OF SOUTH HAVEN DEVELOPMENT PLAN AND TAX INCREMENT FINANCING PLAN



**Legend**

-  Continuing Area
-  Area Removed

*Lake Michigan*



Disclaimer: The City of South Haven makes no warranty expressed or implied regarding the accuracy, completeness or usefulness of the information presented. Use this as a reference and verify all information.



**City Council Priorities  
Fiscal Year 2013-14**

**Priority #1; Street Repairs**

- City Council will focus on the planning and execution of as many paving projects as possible, throughout the city. The following tasks will be completed:
  - During the 2013-14 fiscal year Council will work with staff and the Downtown Development Authority to plan for the construction of the Phoenix Street reconstruction project.
  - During the 2013-14 fiscal year Council will work with staff and consulting engineers on the construction planning and financial planning for the implementation of the Indian Grove infrastructure improvement (e.g. Monroe, Lovejoy, and Kalamazoo Streets) project.
    - Utilizing the grant funding provided by the State of Michigan, through the SRF program, for the Indian Grove infrastructure improvement project, the City will ensure the sanitary sewer system planning is complete and future capital projects will maximize benefit to the sewers.
  - During the 2013-14 fiscal year Council will work with staff to execute paving projects in the 2013 paving season and begin planning for 2014-15 projects.
    - The City will identify a “mix of fixes” and invest in both the resurfacing and the reconstruction of streets. As part of these investments, the City will prioritize the street reconstruction of portions of Kalamazoo Street. And will also prioritize street repair efforts on portions of Center Street, Superior Street, Wilson Street, and Conger Streets.

**Priority #2; Economic Development**

- City Council will seek to participate in Economic Development efforts for the City of South Haven. The following tasks will be completed:
  - During the 2013-14 fiscal year Council will work with staff and the Local Development Finance Authority (LDFA) to redevelop the recently acquired industrial site at 220 Aylworth.
  - During the 2013-14 fiscal year Council will work with staff, local businesses and stake holders to encourage, attract, and maintain local businesses and opportunities.
    - The City will attempt to attract and develop agriculture based businesses and industry within the South Haven community.

- The City will review the current special events and consider new special events, in an attempt to ensure that special events generate a positive economic impact for local businesses, and seek to improve the quality of life of community residents and visitors.
- During the 2013-14 fiscal year Council will focus on continuing to explore and enact partnership opportunities with the local units of government which surround the City of South Haven.
- During the 2013-14 fiscal year Council will focus on supporting training initiatives/internships for existing and potential citizens and businesses in the City of South Haven.
- During the 2013-14 fiscal year Council will refine policies and programs which encourage, whenever fiscally prudent, the purchase of local goods and services.
- During the 2013-14 fiscal year Council will work with staff to develop a plan for the future of the city's dump site, located at Blue Star Hwy and 2<sup>nd</sup> Avenue.
- During the 2013-14 fiscal year Council will work with staff to monitor the Meijer commercial development, along with the potential development of the adjacent properties, and their effects on the surrounding neighborhoods.

### **Priority #3; Parks & Public Spaces**

- City Council will seek to improve, maintain, and seek funding opportunities for the city's parks and public facilities. The City Council will seek to develop new recreation opportunities within the city. The following tasks will be completed:
  - During the 2013-14 fiscal year Council will work with staff to complete the planning and develop grant funding requests for the proposed improvements to the city's North Beach Park.
    - Maintenance of the city's various beach access points will be a priority.
    - Explore the possible creation of a "splash pad" water park.
  - During the 2013-14 fiscal year Council will work with staff to complete the construction of the partially grant funded reconstruction of the Elkenburg Park.
  - During the 2013-14 fiscal year Council will work with staff to seek grant funds to assist with the planning and development of improvements in and near the Black River Park. Those improvements should allow greater access to the Black River and attempt to improve water quality.
    - City Council will seek to maintain the public infrastructure within the Dunkley Redevelopment Area.

- During the 2013-14 fiscal year Council will work with staff and the regional community stakeholders to assist with planning and development of the SHARP project.
  - Staff will continue to assist with the development of the South Haven Area Recreation Authority (SHARA)
- During the 2013-14 fiscal year Council will work with staff, concerned volunteers, and impacted property owners/stakeholders to plan and construct a new BMX/Pump Track park facility.
- During the 2013-14 fiscal year Council will work with staff, along with the impacted organizational stakeholders, to create capital improvement plans for the buildings and grounds at the South Haven Center for the Arts and the Liberty Hyde Bailey Museum.
- During the 2013-14 fiscal year Council will explore new park and public space programs which enhance City revenue and provide greater management oversight.
  - The Council will explore park rental programs, and continued updates to the beach parking program, and other revenue enhancements which could be used to benefit the City's parks and public spaces.

#### **Priority #4; Building Improvements & Construction**

- City Council will seek to construct and/or improve a portion of the city's public buildings and grounds. The following tasks will be completed:
  - During the 2013-14 fiscal year Council will actively explore concession stand proposals for the South Beach. These proposals may include potential partner agencies to assist with the capital cost for the proposed project.
    - As part of the concession stand planning, City Council will explore improvements which provide greater access to restrooms, family restrooms, changing rooms, accessible improvements, and the possible creation of conference space.
  - During the 2013-14 fiscal year Council will work with staff to complete construction of the partially grant funded reconstruction of the North Marina building.
  - During the 2013-14 fiscal year Council will work with staff to complete the construction of the reconstruction of the Police/Fire Complex. These

improvements are to be financed through the emergency dispatch consolidation savings.

- During the 2013-14 fiscal year Council will work with staff to plan and implement upgrades to the City Hall façade.
- During the 2013-14 fiscal year Council will work with staff to plan and implement upgrades to the Department of Public Works facility, which may include the development of a cold storage area for electric transformers and the possible expansion of the facility's grounds.

#### **Priority #5; Infrastructure Maintenance & Improvements**

- City Council will seek to maintain the highest quality public infrastructure. The following tasks will be completed:
  - During the 2013-14 fiscal year Council will work with staff and the Board of Public Utilities to explore the city's sanitary sewer system and eliminate inflow and infiltration of storm water connections from flowing to the Waste Water Treatment Plant.
  - During the 2013-14 fiscal year Council will work with staff to plan and explore the possible creation of a Corridor Improvement District, which seeks to improve the public infrastructure on portion of Broadway and Phoenix Streets.

#### **Priority #6; Bicycle & Pedestrian Pathways**

- City Council will seek to plan and construct bicycle paths throughout the city. The following tasks will be completed:
  - During the 2013-14 fiscal year Council will work with staff to complete construction of the partially grant funded Van Buren Trail bicycle pathway project, which connects bicycle riders from the city's downtown to the State of Michigan's Van Buren State Park.
  - During the 2013-14 fiscal year Council will work with staff on the planning and development of the Blue Star Highway multi-use trail project.

#### **Priority #7; Budget Controls**

- City Council will seek to develop policies and procedures which assure budget controls and cost containment are a priority.

- During the 2013-14 fiscal year Council will work with staff to plan and develop an operating budget which aligns with the decreasing State and local anticipated revenues.
  - During the 2013-14 fiscal year Council will seek to update the City's capital improvement plan. That plan will seek to incorporate and update the adopted Infrastructure Improvement Plan, WWTP Capital Plan, Indian Grove Infrastructure Plan, and Electric System Capital, and seek to guide spending decisions and budget planning for the next ten (10) years.
- During the 2013-14 fiscal year Council will work with staff to ensure the City of South Haven complies with the requirements of the State of Michigan's Economic Vitality Incentive Program (EVIP) to ensure maximum revenue is returned to the city.

**Priority #8; Central Business District Maintenance & Improvements**

- City Council will seek to improve the city's downtown central business district. The following tasks will be completed:
  - During the 2013-14 fiscal year Council will work with staff to plan and implement repairs and maintenance of the downtown public infrastructure.
  - During the 2013-14 fiscal year Council will work with staff to review funding options to make improvements in the city's downtown.
  - During the 2013-14 fiscal year Council will work with staff to plan and implement the development of a public WIFI system in the Central Business District.

**Priority #9; City Code & Charter Review**

- City Council will seek to review and consider possible alterations to the City's Code of Ordinances. The following tasks will be completed:
  - During the 2013-14 fiscal year Council will work with staff to review and consider alterations to the City's Code of Ordinances to ensure best practices. Staff will be expected to prepare a variety of code review reports, with possible alterations, for the City Council's consideration.
    - Included in the review process, the Council will work with staff to review term limits on appointed boards and commissions, and consider whether term limits are still beneficial to the City of South Haven.

### **Priority #10; Customer Service**

- City Council will seek to improve customer service and support from the city's various departments. The following tasks will be completed:
  - During the 2013-14 fiscal year Council will work with staff to plan and implement customer service and job training to city staff, focusing on improving the public's impression of and interaction with the city's staff.

### **Priority #11; Land Acquisition**

- City Council will explore the possible acquisition of property which present specific value (e.g., recreational and/or environmental) to the citizens and guests of the City of South Haven. The following tasks will be completed:
  - During the 2013-14 fiscal year Council will work with staff to seek grant funds to assist with the potential acquisition of the privately owned, undeveloped parcels adjacent to Lake Michigan and/or the Black River.
  - During the 2013-14 fiscal year Council will work with staff and the South Haven Public School system to seek grant funding for the purchase of the Packard Park property.

### **Priority #12; Explore Youth Services Programs**

- City Council will explore the possible expansion of services tailored to address the needs of local youth. The following tasks will be completed:
  - During the 2013-14 fiscal year Council will work with staff to explore the possible development of youth services. Staff will seek to develop possible partnerships to develop youth services programs. Staff will seek possible funding sources to offset the service costs.