

**CITY OF HANCOCK
DOWNTOWN DEVELOPMENT AUTHORITY
AGENDA
MONDAY FEBRUARY 4, 2019
5:30 P.M. CITY HALL 399 QUINCY ST.**

1. Call to order by Chairperson Pete Wickley, Roll Call
2. Consider approval of the agenda
3. Consider approval of the December 3rd, 2018 minutes
4. Public Comments
5. Updates/Information
 - a. Update on FHWA federal aid routes local match
 - b. Update on FEMA projects
 - c. Update on Montezuma Street storm sewer repair project
 - d. Hancock Business and Professionals Association minutes of January 8, 2019
 - e. Bike and Pedestrian Committee minutes of January 8, 2019
6. OLD BUSINESS
 - a. Update on the former Hancock Middle School Project
 - b. Redevelopment Ready Community status update
7. NEW BUSINESS
 - a. Discuss New DDA Reporting Requirements
 - b. Discuss Downtown Coordinator Position
 - c. Discuss DDA Incentives
 - d. Discuss Future Meeting Time
8. OTHER BUSINESS
9. ADJOURN

*****Next meeting, March 4, 2019*****

**CITY OF HANCOCK
DOWNTOWN DEVELOPMENT AUTHORITY
MINUTES OF DECEMBER 3, 2018**

The regular monthly DDA meeting was called to order by Chairperson Pete Wickley on Monday, December 3, 2018 at 5:30 p.m. at City Hall with the following members present: Pete Wickley, Jon Luse, Jr., Jordan Johnson, Pete Mackin, Steve Zutter, John Haeussler, Randy Neiswonger and John Diebel

Guests/Staff: Marcia Goodrich, Barry Givens and Glenn Anderson

Chairperson Wickley welcomed new DDA Board member and City Mayor John Haeussler and New City Manager Barry Givens

It was moved by Luse, Jr. and seconded by Zutter to approve the agenda.

AYES: All

NAYES: None

Motion Carried

It was moved by Mackin and seconded by Haeussler to approve the November 5, 2018 minutes with one correction, Curt Ricard as spelled Kurt Ricard.

AYES: All

NAYES: None

Motion Carried

Public Comments: None

Updates/Information

-Reviewed the status of the FEMA flood related project list as the City, OHM and FEMA work on project details.

-Looked at the November 9th bid results on the Montezuma storm sewer flood repair project with the following results:

- Bacco Construction \$230,117.35
- Hebert Construction \$275,886.97
- MJO Contracting \$326,850.74
- Moyle Construction \$468,165.00

Bacco is expected to start on the project in mid-December and finish most of the work by the middle of January.

-Heard that the December property tax bill will include the new 1.5 mill Hancock Schools sinking fund which will run for 5 years

-Reviewed other planned federal aid flood repair projects to be bid out by the City this winter for 2019 construction.

-Heard the City DPW crew temporarily repaired the DNR trail behind Coon Electric on Navy Street for use during the snowmobile season

-Reviewed UPPCO 2019 highlights:

1. Rate request increase 9.71% effective July 2019 if MPSC approves.

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2. Submitted Integrated Resources Plan to MPSC for review approval.
3. Plans to retire two back up combustion fuel oil turbines in 2019 and 2024.
4. UPPCO RFP issued for 20MW of solar generating capacity to be constructed in the UP.
5. \$15 million investment in Smart Energy metering underway.
6. Electric usage trend decreasing from 555 GWN in 2015 to 535 GWN in 2019.
7. Investigating community solar subscription program.
8. Lower LED street light fees proposed from current \$18.08/month to \$12.87/month, need MPSC approval.
9. UPPCO commitment to all LED street lights within 3 years.

-Noted the City received a final score of 180 out of 240 points by the DNR grant staff for the PASSPORT grant application for \$116,300 for an ADA bathroom addition onto the campground facility. The DNR will announce this year grant awards in December.

-Reviewed the November 13th HB & PA minutes.

-Looked at the draft site plan for the proposed Meijer Store on M-26 and W. Sharon Ave. in Houghton.

John Diebel representing the KNSC gave the DDA an update on the trail changes for the Maasto Hiihto and Churning Rapids Ski Trails because of the flood damaged to several bridges located in the Swedetown Creek Gorge.

The DDA Board reviewed a façade grant application from Thomas Wenc for 7,056.50 for window and door replacements, sandstone and masonry repairs to the exterior and painting the exterior of the building for the building at 325 Quincy St. Wenc submitted several cost estimates for the proposed work.

It was moved by Mackin and seconded by Zutter to approve a façade grant for Thomas Wenc for his building at 325 Quincy St. for a 1 to 1 match up to \$7,056.50

AYES: All

NAYES: None

Motion Carried

It was moved by Luse, Jr. and seconded by Johnson to cancel the January 7, 2019 meeting.

AYES: All

NAYES: None

Motion Carried

It was moved by Mackin and seconded by Luse, Jr. to adjourn at 6:15 p.m.

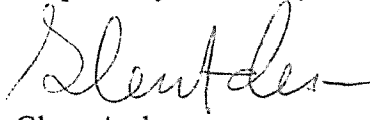
AYES: All

NAYES: None

Motion Carried

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Respectfully submitted,

A handwritten signature in cursive script, appearing to read "Glenn Anderson", with a long horizontal flourish extending to the right.

Glenn Anderson
Secretary Pro-tem

FEMA

SITE #	CAT	Original DI #	New DI #	PROJECT #	DAMAGED FACILITY
AWAITING DAMAGE IDENTIFICATION - OHM					
UPDATE: 12/20/18 A revised, limited list of sites will be included in the solicitation for televising with target spring date. 12/6/18 Will be decided after 12/19 City Council Meeting: 11/1/18 OHM identifying and prioritizing suspected damage sites to reduce City's exposure to cost risk of televising citywide; storm sewer sites have been identified now working on sanitary.					
57	F	144245	NA	64226	Storm sewer repair and subsequent embankment stabiliation Lake to Navy Streets [Site 57]
62	D	145073	NA	televising add to 64226	Storm sewer pipe repair under Navy St to Portage Canal outlet
73a	A	not yet created			Portage Lake Outlet dredging- unconfirmed
82	A	145001	NA	televising	Cleaning and Inspections Sanitary Sewer
83	A	145002	NA	televising	Cleaning and Inspections Storm Sewer
84	F	144249	NA	63279	Interceptor Sewer pressure testing, grouting, Quick lock patch, Lining, upsizing
104	F	145331	NA	to be assigned	Storm Sewer Collapsed 800 block of Summitt (At Elevation Street (FHWA))
107	F	188292	NA	televising	System-wide sanitary and storm sewer repairs

AWAITING ELIGIBILITY SUPPORTING DOCS / INFO - OHM & HANCOCK					
28	C	144246		eligibility	Sidewalk Repairs on Emery
35	C	144246		eligibility	Pavement Repairs at 3rd and N Lincoln
47	C	144246		eligibility	Pavement repairs at Garden and Calumet St
49	C	144246		eligibility	Scott Street: Sidewalk and Pavement repair

AWAITING FINAL COST DOCUMENTATION - City Clerk					
1	A	168893	NA	63726	City DPW Overtime for City-wide debris
2	A	145000			City Wide Emergency Pipe Cleaning - 15% of total pipe system length
108	A	195010			Debris Removal from FHWA Roads

PREPARE TO SEND TO CRC FOR COSTING AND SCOPING - JULIE					
46	C	145061	188293	64254	Shoulder erosion near Robert's Ct
106	C	188293	NA		Restoration of gravel road of Pleasant Valley Road
63	D	145074	144251	68251	Outlet Navy Street: Erosion around 15" storm pipe and loss of cobble stone in channel
67	D	145076	NA		Drainage Ditch clearing behind the Elementary School
68	D	145077	NA		Drainage Ditch clearing west of Poplar
69	D	145078	NA		Drainage Ditch clearing on either side of Campus Drive
70	D	145079	NA		Drainage Ditch shaping behind Tomasi Development
76	D	145082	NA		Drainage ditch north branch behind Market St mall - ditch clean, rip rap channel stabilization, energy dissipators, embankment, slope restoration
77	D	145082	NA		Drainage ditch south branch behind Market St mall - ditch clean, rip rap channel stabilization, energy dissipators, embankment, slope restoration
79	D	144251	NA	63287	Outfall south of church retention pond near Valley View turnaround - minor rip rap repair at culvert outfall
73	A	145004	NA		Portage Lake outlet dredging- 13 confirmed sites

SITE #	CAT	Original DI #	New DI #	PROJECT #	DAMAGED FACILITY
90	G	144250	NA	63281	Maasto Hiihto Trail Restoration:
5	Z	168894	NA	63507	Management Costs - Engineer Field Assesments and Estimating

AT CRC FOR REVIEW					
74	D	145082	145074	74099	Major washout south of CUL-007 - sediment removal, embankment, rip rap channel stabilization, energy dissipators, slope restoration [Market Street]
75	D	145082			Drainage ditch east of washout north of Pats Foods - ditch clean, rip rap channel stabilization, energy dissipators, embankment, slope restoration
64	F	145074	145081	63280 (Mitch Plumly)	Storm sewer line damage North of Navy Street
72	F	145081	NA		Shafter Street inlet repair north of Ryan Street
103	F	145330	NA		Sanitary Sewer - Alley between Quincy & Franklin (east of Scott Street)
105	F	152745	145330		Storm Sewer collapsed on Montezeuma (between Hancock and Navy)
24	C	145062	NA	68244 (Wm Hazel)	Forest between M203 and Sunset Dr
25	C	145062	NA		Washington Street from Jasburg St. to M-203
26	C	144246	145062		Anthony Street
27	C	144246	145062		Spruce Street
32	C	145062	NA		Michigan St between Summit St and Elm St
34	C	145062	NA		Second Street from Hill St to Ingot St.
48	C	145062	NA		Finn Street between Summit St and White Street
52	C	145061	145062		Weldon Street
53	C	145062	NA		Shafter Street at the intersection of Conrad Street
58	C	145062	NA		Ryan St from Road St to Holland St & White St to Shafter St
60	C	145062	NA		Dakota Street - Lake St to just North of Water St
55	C	145083	NA		Dunstan: Shoulder and road repair
41	C	145085	NA		Road washout at the W end of the Tomasi Development
15	C	145061	NA	68245 (Thomas Kirkham)	Hecla St North of Emery
29	C	145061	NA		Forest Street N of M203
33	C	145061	NA		Elm Street at M-203 Corner
38	C	145061	NA		Corner of Poplar & Fir Streets
42	C	145061	NA		Corner of Portage St/Oaklawn Dr
44	C	145061	NA		Anthony Street South of CCISD
45	C	145061	NA		Corner of Hecla & Jasberg Streets
51	C	145061	NA		West end of Valley View
54	C	145062	145061		Roosevelt
31	C	145086	NA		North of Navy St, South of Condos, on Dakota- Debris removal from City Easement
87	G	145067	NA	63285 (Troy Davis)	Hancock Beach: Volley Ball Courts, wood chips, culvert and stabilization
100	G	145071	NA		Tubing Park slope restoration and driveway erosion repair
101	G	145072	NA		Porvoo Park sink hole and fishing pier repair
36	C	144246	NA	68243 (Troy Davis)	Curb Repairs on Ethel
39	C	144246			Pavement Patch on Evergreen
40	C	144246			Pavement repairs and soil erosion throughout the neighborhood between Poplar and Prospect
56	C	144246			Center: Pavement Repair
59	C	144246			Navy: Pavement Repair at Houghton County Road Commision Garage
61	C	144246			Reservation & Water: Sidewalk and Pavement Repair

CITY OF HANCOCK
Project Status Listing
1/17/19 Meeting

FEMA

<i>SITE #</i>	<i>CAT</i>	<i>Original DI #</i>	<i>New DI #</i>	<i>PROJECT #</i>	<i>DAMAGED FACILITY</i>
88	G	145068	NA	69634 (Fulinia Williams)	Hancock Campground: Shoulder work, Campsite restoration
89	G	145069			Lakeside Cemetery: Slope restoration, erosion control
80	E	144248	NA	63278 (Alec Boudin)	Farmer's Market Tent
81	E	144248			Million Gallon Water Tank Roof
43	C	145065	NA	68249 (Matthew restivo)	Regrade the City's snow storage lot
30	C	145084	NA		Regrade stretch of Navy St from Forest to the Condos
50	C	144247	NA	68250	Portage Drive: Shoulder Gravel and Culvert Replacement at Ingot
65	C	145075	NA		Culvert - access road to snow dump at Ingot St
97	G	142328	NA	63282	Trail from Tezcucu intersection east to Waters
98	G	145329			Trail from Water to M&M PowerSports

OBLIGATED

<i>Project Worksheet</i>					
<i>Site</i>	<i>Cat</i>	<i>DI #</i>	<i>(PW)</i>	<i>Project</i>	<i>Damaged Facility</i>
37	C	145064	31	64140	Repair Culvert Washout at Poplar
99	G	145070	22	63284	Ball Park slope repair at fenceline of northwest ballfield corner.
4	F	188294	26	65665	Storm Sewer Repair and Embankment Stabilization between Dakota and Lake Streets
71	D	145080	29	65811	White Street outlet repair north of Ravine Street

City of Hancock June 17 Flood Damaged Federal Aid FHWA Projects

Project #	Project Name/Location(s)	Total Cost	FHWA Cost	Local Match Amount
204829	Campus Dr. from East City Limit to Pleasant Valley Dr.	\$	644,546.65 \$	515,637.32 \$
204835	Montezuma Boulevard	\$	248,262.35 \$	198,609.88 \$
204839	White St. and Ingot St.	\$	764,669.30 \$	611,735.44 \$
TBD	Various Streets - Tezcuco, Birch, Hecla, Ethel, Ohio, Ravine	\$	89,837.76 \$	71,870.21 \$
TBD	Campus Dr. from Birch St. to Pleasant Valley Dr.	\$	1,041,430.80 \$	833,144.64 \$
132292	Small Urban 2018 - Elevation Street Flood Repair	\$	991,933.64 \$	793,546.91 \$
TOTALS		\$	3,780,680.50 \$	3,024,544.40 \$
				756,136.10

Prepared By:
Glenn Anderson
City Manager
City of Hancock
12/28/2018

HBPA Meeting, January 8, 2019 at North Winds Bookstore:

9:03am- call to order. Thanks to Alana for hosting and for the coffee and cookies.

People in attendance were Kiira Baril, Dena Wouri, Cynthia Cote, Alana Nolan, Carol Freeman, Bob Frantti, Ginger Alberti, and Mary Kaminski

Approval of agenda

Approval of minutes with clarification that Cynthia would not be on a committee for Tori, but would be willing to assist with its continued development

Committee Reports

Marketing & Promotions: Alana updated us on quotes from Book Concern and Bohemia Printing in L'Anse. We need to decide on one side and one color; suggestions were to have "Meet me in Hancock" large with our logo smaller. Alana also had decal sample and we will move forward with the oval one and have available for our membership drive. Minimum order is 25 for \$2.00 + s/h.

Treasurer's Report: Carol handed out her financials with deposits, checks and an ending balance of \$1427.50. She/we received a thank you letter from the CC Humane Society for our donation to them in memory of Clarice Karry. She also had a Christmas card from the Wascher Family who runs the horse trolley at our various events.

Mary's Report: Winners from the 2nd and 3rd week of Hancock Bucks were Joe Plowe, Lynn Magnuson, Sandy Ahola and Warren Perger, Mike Manninen, Alexandra Larsen, respectively. Thanks to Missy at The Flower Shop for handling this again. Mary also had the schedule for our next Progressive Dinner with the sites committed to participate. It will take place February 14th and Mary will ask Deb Mann to post on her facebook page. Lastly, there will be a Finnish Jam Session on January 25th from 7-9pm at the Copper Island Beach Club organized by Oren Tikkanen and will include Ralph Tuttila, Roger Juntunen Hewlett, and many others.

Upcoming Events: Ginger said there will be a "Hobby Horse Revolution" film at the FAHC on January 10th with 2 showings at 2pm and 6pm. She also had handouts for a "Hobbyhorse Hoedown" that will take place January 12th from 5-9pm also at the FAHC. Call 818-606-0065 for more information.

New Business: Music at Tori – Cynthia is pursuing a grant for \$5000 from Finlandia Foundation National which is due January 17, 2019. The grant would pay for a Tori activities coordinator, musicians, program providers (demonstrations and arts and crafts for kids), and marketing. The grant requires that the music and activities reflect Finnish culture.

Ginger will continue to help with the Tori FaceBook page. It was noted that the HBPA has a page on the City's website. Cynthia will look at it to see how it needs to be updated. Cynthia will request letters of support for the grant proposal.

Heikinpaiva parade begins at 11am in front of the Scott Hotel, no need to pre-register. Carol and Mary will carry our banner this year. We discussed Mittens and decided that it may be too late to organize this year so we will bring it up in September and survey the condition of existing Mittens to revive for future usage.

Announcements: Cynthia said the CCCAC will be having their Parade of Confections on February 22nd from 6-9pm. This is a fund-raiser and will have both a silent auction of items and a live auction of desserts with Brad Baltensperger serving as auctioneer again this year.

Next meeting will be February 12th at CCCAC

Adjourn at 9:54am

Minutes for Hancock Bike & Ped Committee – 1/8/19

Present: Chrissy, Barry, Ashley, Alanna, Keren, Kurt, Rachael, Bill

Document: 2017 Accomplishments & ~~2018~~ 2019 Work Plan

1. Introductions
2. Reports from the road
 - a. Walking with traffic in the dark (concern for lack of safety)
 - b. The sidewalks are accessible (Thank you, Hancock)
3. 2019 Work Plan
 - a. Many items weren't accomplished in 2018 due to the flood
 - b. We meet with MDOT once a year – Rob Tuervo will be meeting with Barry this month to discuss crosswalks over the trunk-line
 - c. Looking to work on one of the railroad grades from Hancock to Lake Linden; might be helpful to draft a letter of support; need a local champion to coordinate the entire project; Bike! Is working with the DNR to work on the trail; The chamber might be interested in working a grant to support the transition
 - d. Bike route signage installation this year; signage is already purchased; weigh station/fix-it stations; kiosk right after the bridge, Parvoo Park, and Maasto Hiito; **recommended Keren/Rachael/Alanna meet to discuss map development for kiosks**
 - e. Recommended to adjust walking bike signage on bridge
 - f. **Keren to follow-up with Hancock Police about tracking incidents**
 - g. Keep on radar: increase access from Parvo Park to Jutila Center (easements required)
4. Non-motorized transportation plan
 - a. **Take a look at the plan from the city of Hancock website:**
<http://www.cityofhancock.com/docs/nonmotorplan.pdf>; read the lists of priorities for each zone in Hancock – if there are projects that interest you, please bring them up at the next meeting (we can modify the 2019 Work Plan based on what you want to do!)
5. **Check out the Houghton County Recreation Plan (specifically action plan/CIP) at:**
<http://www.wuppd.org/uncategorized/2019-2023-houghton-county-recreation-plan-available-for-review/>
6. Recommend having someone check out the city of Houghton bike/walk page (<http://www.cityofhoughton.com/rec-non-motorized.php>) and write a blurb for what we want to convey for a similar page about Bike/Ped in Hancock. Should involve link to maps and other pages that highlight nonmotorized recreation in the area, laws/rules, ordinances, plans, priorities and goals. **Keren - Add to 2019 Work Plan**
7. Committee is looking for a point of contact for interfacing with the city of Hancock
8. **Announcements:** chain drive event coming back to Houghton County (mountain bike event page: <https://www.facebook.com/events/251453355498471/>) ; Houghton Bike & Ped is meeting with MDOT on Thursday 5:30-7:30pm at City Center in Houghton (1/11/19) about College Ave developments
9. **Next meeting:** @Gino's 5:30-6:30pm Feb 5
 - a. membership should be open to anyone who is interested in biking in Hancock – recommended trail signage sponsorship for businesses; Might be a good idea of have list of businesses; **Rachael send trail town designation presentation to group**



RRC[®] - Quarterly Progress Report

This document is designed to inform the RRC Team of progress your community has made in terms of implementing the necessary steps to meet the RRC Best Practices.

PROGRESS HIGHLIGHTS:

1. Clarify whether upper level residential dwellings are a special or conditional land use in the downtown district.
2. Adopt at least one place-making provision such as zero-lot lines, streetscape standards, or outdoor dining.
3. Adopt provisions to support historic preservation in the downtown.
4. Allow the planning commission to issue reductions in parking for complementary uses OR adopt an additional parking flexibility tool at the planning commission level.
5. Update the ordinance to create a more detailed site plan review process.
6. Create flowcharts for development review processes, including timelines.
7. Establish desired skill sets and expectations for development-related boards and commissions.
8. Establish an annual joint meeting with city council, planning commission and DDA members.
9. Work with city stakeholders to identify specific incentive packages for at least three priority sites. This should include local incentives where appropriate.
10. Create a centralized location for all planning and development information.

New DDA/TIF Reporting and
Public Informational Meeting
Requirements Pursuant to the

RECODIFIED TAX INCREMENT FINANCING ACT

2018 PA 57 (Effective January 1, 2019)



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INTRODUCTION

The Recodified Tax Increment Financing Act, 2018 PA 57 (the “Act”), was signed into law on March 15, 2018 to take effect on January 1, 2019. The Act consolidates the legislative authority to create and operate tax increment authorities (other than brownfield redevelopment authorities) into a single statute.

The Act imposes new, uniform reporting requirements on most authorities¹ and their related municipalities, new public informational meeting requirements, authorizes the Department of Treasury to enforce the Act, and prohibits authorities in breach of these reporting requirements from capturing tax increment revenues in excess of the amounts necessary to pay bonded indebtedness and other obligations of the authority for the period of noncompliance.

The new reporting and public informational meeting requirements are set forth below:

Send a Copy of the Plan to Treasury

When: No later than April 1, 2019

Why: MCL 125.4912

How: Authority must send a copy or an electronic mail link of its currently adopted development plan or its currently adopted tax increment finance plan, if separate from the development plan, to the Department of Treasury.

Hold Two Informational Meetings Annually

When: Biannually beginning January 1, 2019

Why: MCL 125.4910(4)

How: The board of an authority shall hold at least 2 informational meetings (which may be held in conjunction with other public meetings of the authority or municipality). Notice must be published on the municipality’s or authority’s website not less than 14 days before the date of the informational meeting. Notice must also be mailed not less than 14 days before the informational meeting by the authority to the governing body of each taxing jurisdiction levying taxes that are subject to capture. As an alternative to mailing notice, the authority may notify the clerk of the governing body of each taxing jurisdiction by electronic mail.



¹ These requirements apply to Downtown Development Authorities, Tax Increment Finance Authorities, Local Development Finance Authorities, Corridor Improvement Authorities, Water Resource Improvement Authorities, Neighborhood Improvement Authorities, and municipalities incorporating any one of these authorities.

Post TIF Information on Municipal Website

When: 180 days after end of authority's current fiscal year as of Jan. 1, 2019

Why: MCL 125.4910(1)

How: The municipality must create a website or utilize the municipality's existing website with access to authority records and documents, including all of the following:

- (a) Minutes of all board meetings.
- (b) Annual budget, including encumbered and unencumbered fund balances.
- (c) Annual audits.
- (d) Currently adopted development plan, if not included in a tax increment financing plan.
- (e) Currently adopted tax increment finance plan, if currently capturing tax increment revenues.
- (f) Current authority staff contact information.
- (g) A listing of current contracts with a description of those contracts and other documents related to management of the authority and services provided to the authority.
- (h) An updated annual synopsis of activities of the authority. An updated synopsis of the activities of the authority includes all of the following, if any:
 - (i) For any tax increment revenues described in the annual audit that are not expended within 5 years of their receipt, a description that provides the following:
 - (A) The reasons for accumulating those funds and the uses for which those funds will be expended.
 - (B) A time frame when the fund will be expended.
 - (C) If any funds have not been expended within 10 years of their receipt, both of the following:
 - (i) The amount of those funds.
 - (ii) A written explanation of why those funds have not been expended.
 - (ii) List of authority accomplishments, including progress made on development plan and tax increment finance plan goals and objectives for the immediately preceding fiscal year.
 - (iii) List of authority projects and investments, including active and completed projects for the immediately preceding fiscal year.
 - (iv) List of authority events and promotional campaigns for the immediately preceding fiscal year.

Send Annual Report to Treasury, Municipality & Taxing Units

When: 180 days after the end of an authority's fiscal year

Why: MCL 125.4911(1)

How: An authority that is capturing tax increment revenues must submit a report, on a form to be provided by Department of Treasury, to the municipality, the governing body of each taxing unit levying taxes which are subject to capture by the authority, and the Department of Treasury. The report shall include all of the following:

- (a) The name of the authority.
- (b) The date the authority was formed, the date the tax increment financing plan is set to expire or terminate, and whether the tax increment financing plan expired during the immediately preceding fiscal year.
- (c) The date the authority began capturing tax increment revenues.
- (d) The current base year taxable value of the tax increment financing district.
- (e) The unencumbered fund balance for the immediately preceding fiscal year.
- (f) The encumbered fund balance for the immediately preceding fiscal year.
- (g) The amount and source of revenue in the account, including the amount of revenue from each taxing jurisdiction.
- (h) The amount in any bond reserve account.
- (i) The amount and purpose of expenditures from the account.
- (j) The amount of principal and interest on any outstanding bonded indebtedness.
- (k) The initial assessed value of the development area or authority district by property tax classification.
- (l) The captured assessed value retained by the authority by property tax classification.
- (m) The tax increment revenues received for the immediately preceding fiscal year.
- (n) Whether the authority amended its development plan or its tax increment financing plan within the immediately preceding fiscal year and if the authority amended either plan, a link to the current development plan or tax increment financing plan that was amended.
- (o) Any additional information the governing body of the municipality or the Department of Treasury considers necessary.

DDA Coordinator Position Potential Responsibilities:

- Duties include working to revitalize and recruit business to the City's downtown area as well as assist with development, improvements and event coordination.
- Filling vacant buildings/store fronts.
- Recruit targeted businesses
- Coordinate efforts of the City of Hancock, DDA, Hancock Beautification Committee and Hancock Business and Professionals Association.
- Encourage downtown business owners to apply for façade grants and other incentives.
- Utilize social media to keep people updated about plans, promotions and events downtown.
- Spearhead marketing of downtown Hancock to tourists, students, residents, etc.
- Act as a liaison between business owners and the City
- Assist in creating and maintaining a vibrant downtown

1. Downtown Enhancement Grant

Financial assistance to enhance projects in Downtown Grand Rapids that furthers the community goals established in [GR Forward](#) and the organizational goals of Downtown Grand Rapids Inc.

Projects within the [Downtown Development Authority's](#) (DDA) boundary are eligible for the Downtown Enhancement Program. The DDA will fund project elements and enhancements beyond what is required by the City of Grand Rapids, and which are deemed to be publicly owned, including but not limited to the following elements:

- Accessibility Enhancements for Persons of all Abilities
- Bicycle and Multi-Modal Facilities
- Parklets
- Public Art
- Others as Approved by Review Committee

2. Retail Business Incubation Program

The [GR Forward](#) community planning process revealed considerable demand for more retail options in Downtown Grand Rapids. Attracting retail tenants that provide goods or services currently not available or underserved in the Downtown area emerged as a particular priority, with an emphasis on locally-owned businesses that strengthen and diversify the mix of Downtown retail offerings.

This Retail Incubation Program, funded by the [Downtown Development Authority](#), supports creative strategies and partnerships that effectively and measurably advance on the community's goal of growing a thriving Downtown retail market.

3. Signage Grant Program

Beautiful Downtown Lewiston's mission is to create a vital and inviting downtown Lewiston which promotes quality business, cultural, and community growth.

Beautiful Downtown Lewiston (BDL) is sponsoring a matching grant program for signs, awnings, and sandwich boards, which is intended to stimulate improvements to the exterior of commercial buildings and create a cohesive look and feel throughout downtown Lewiston.

BDL would like to assist you in improving your business! Signage is an important part of identifying your business location and style to potential customers. It also contributes to the overall visual appeal of the downtown district in which your business resides.

4. Sign & Awning Grant

The Hartland Business Improvement District (B.I.D.) is offering up to \$750 matching grants for new signs and awnings.

The B.I.D. seeks to improve the image of the Village of Hartland by encouraging sign and awning improvements to commercial buildings located in the B.I.D. area. As an economic incentive, the B.I.D. has developed a grant program for new signs and awnings installed on commercial buildings in the Hartland Business Improvement District.

The Village of Hartland, Wisconsin Business Improvement District boundary.

5. Improvements to Downtown Properties

The Downtown Lexington Partnership and the Downtown Lexington Management District are jointly funding a matching grant program designed to assist property owners and small business operators with improvements to their downtown properties.

The matching grant program provides a reimbursement of up to 50 percent of eligible project costs, with a maximum award of \$10,000. The grant is designed to assist property owners and businesses in making improvements and investments to their properties that enhance their interaction with the street and reflect strong urban design.

To be eligible for a grant, a businesses must be a DLP Merchant Association Member and complete a grant application. The application must be approved by the Property Improvement Grant Committee and the applicant must meet with DLP staff prior to commencing work.

The priorities for the Property Improvement Grant Program are:

- Renovation of storefronts (occupied or vacant) including painting, windows, doors, lighting and signage.
- Creation or improvement of outdoor dining or sidewalk cafes.
- Paving and new landscaping of parking lots that need improved functionality and enhanced appearance.
- Enhanced lighting, including architectural or artistic lighting projects.
- Creation of art murals on buildings.
- Assist with tenant recruitment with priority given to retail shops, galleries, artist studios and restaurants.
- Sidewalk replacement or repairs.