



**Economic Development Authority Board (EDA)  
Regular Meeting – Township Hall  
Tuesday December 17, 2019  
5:15 p.m.**

**AGENDA**

1. CALL TO ORDER
2. ROLL CALL
3. APPROVAL OF AGENDA
4. APPROVAL OF REGULAR MEETING MINUTES NOVEMBER 19, 2019
5. PUBLIC COMMENT
6. REPORTS
  - A. ACCOUNTS PAYABLE APPROVAL – NOVEMBER  
EAST DDA DISTRICT #248 – **CHECK REGISTER**  
WEST DDA DISTRICT #250 – **CHECK REGISTER**
  - B. NOVEMBER FINANCIAL REPORTS: INCOME/EXPENSE STATEMENT; BALANCE SHEET  
EAST DDA DISTRICT #248  
WEST DDA DISTRICT #250
  - C. BOARD MEMBER EXPIRATION MATRIX
7. NEW BUSINESS
  - A. RECEIPT OF PA 57 IMPLEMENTATION / COMPLIANCE REPORT
8. PENDING BUSINESS
9. ADJOURNMENT UNTIL NEXT REGULAR EDA MEETING: JANUARY 21, 2020

**Charter Township of Union  
Economic Development Authority Board (EDA)  
Regular Board Meeting  
Tuesday November 19, 2019**

**MINUTES**

**CALL TO ORDER**

EDA Chair Kequom called to order the EDA Board Meeting at 5:16 p.m.

**ROLL CALL**

Present: Bacon, Smith, Hunter, Johnson, Zalud, Kequom, Gunning, Coyne, Barz, Figg, Chowdhary (5:19)

Excused:

Absent:

Others Present: Mark Stuhldreher – Township Manager, Sherrie Teall – Finance Director, Amy Peak - Building Dept. Clerk

**APPROVAL OF AGENDA**

**MOTION** by Johnson **SUPPORTED** by Zalud to **APPROVE** the agenda as presented. **MOTION CARRIED 10-0.**

**APPROVAL OF MINUTES**

**MOTION** by Figg **SUPPORTED** by Coyne to **APPROVE** minutes from the October 15, 2019 regular meeting as presented.

**MOTION CARRIED 10-0.**

**PUBLIC COMMENT** – None

**REPORTS**

**ACCOUNTS PAYABLE/ FINANCIAL STATEMENTS**

Manager Stuhldreher reviewed the accounts payable for the East DDA.

**MOTION** by Barz **SUPPORTED** by Figg to **APPROVE** the East DDA payables 10/16/19 – 11/19/19 in the amount of \$13,811.71 as presented. **MOTION CARRIED 11-0.**

Manager Stuhldreher reviewed financial reports.

October Financial reports were RECEIVED AND FILED.

**NEW BUSINESS**

- A. **Action Item: Consider approval to Consent to Revise Plat to facilitate the development of property owned by the Fisher Transportation Company(s) and to further authorize the Township Manager to sign all related documents.**

Manager Stuhldreher reviewed RFBA. Discussion held.

**MOTION** by Barz **SUPPORT** by Coyne to **APPROVE** the Request for Board Action Item as presented.

**10 – YES, 0 – NO, 0 – Absent, 1 – Abstained (Johnson) Motion CARRIED 10-0.**

**PENDING BUSINESS** - None

**GENERAL DISCUSSION:**

- Holiday lighting along Pickard corridor.

Reminder of the next scheduled EDA meeting on December 17, 2019.

Meeting was adjourned by Chair Kequom at 5:41 p.m.

**APPROVED BY**

\_\_\_\_\_  
Secretary Chowdhary

12/12/2019 08:51 PM  
 User: SHERRIE  
 DB: Union

CHECK REGISTER FOR CHARTER TOWNSHIP OF UNION  
 CHECK DATE FROM 11/20/2019 - 12/17/2019

Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
Bank 248 EDDA CHECKING						
12/04/2019	248	54 (E)	00146	CONSUMERS ENERGY PAYMENT CENTER	1940 S ISABELLA	65.80
					2027 FLORENCE	39.46
					4923 E PICKARD	43.67
					4675 E PICKARD	46.49
					4592 E PICKARD STE B	26.07
					4592 E PICKARD STE A	52.34
					5771 E PICKARD STE B	26.07
					5771 E PICKARD STE A	95.26
					5770 E PICKARD STE B	26.07
					5770 E PICKARD STE A	113.22
					5325 E PICKARD	75.68
					2029 2ND	80.66
					5157 E PICKARD STE B	26.07
					5157 E PICKARD STE A	42.93
					4900 E PICKARD	42.72
						<u>802.51</u>
12/17/2019	248	4135	00072	BLOCK ELECTRIC	REPAIR LIGHTS/REMOVE BANNERS	1,490.16
12/17/2019	248	4136	00450	M M I	PARK BENCH GROUND MAINT-NOV 2019	398.25
12/17/2019	248	4137	01645	PLANTE MORAN	PUBLIC ACT 57 SERVICES	773.75
12/17/2019	248	4138	00530	PLEASANT THYME HERB FARM	FALL CLEANUP/MULCH/TREE & SHRUB PRUNING	3,189.50
12/17/2019	248	4139	00640	WILSON LAWN CARE, INC	MOWING & TRIMMING PICKARD-OCT 2019	<u>1,600.00</u>
248 TOTALS:						
Total of 6 Disbursements:						8,254.17

12/12/2019 08:49 PM  
User: SHERRIE  
DB: Union

CHECK REGISTER FOR CHARTER TOWNSHIP OF UNION  
CHECK DATE FROM 11/20/2019 - 12/17/2019

Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
Bank 250 WDDA CHECKING						
12/17/2019	250	235	01645	PLANTE MORAN	PUBLIC ACT 57 SERVICES	<u>773.75</u>
250 TOTALS:						
Total of 1 Checks:						773.75
Less 0 Void Checks:						0.00
Total of 1 Disbursements:						<u>773.75</u>

PERIOD ENDING 11/30/2019

GL NUMBER	DESCRIPTION	YTD BALANCE		2019		YTD BALANCE		% BDGT USED
		NORMAL	(ABNORMAL)	ORIGINAL BUDGET	2019 AMENDED BUDGET	NORMAL	(ABNORMAL)	
Fund 248 - EAST DDA FUND								
Revenues								
Dept 000 - NONE								
248-000-402.000	CURRENT PROPERTY TAX	395,403.52		400,000.00	400,000.00		408,606.73	102.15
248-000-402.001	PROPERTY TAX REFUNDS-BOR MTT	0.00		(4,000.00)	(4,000.00)		0.00	0.00
248-000-402.100	PRIOR YEARS PROPERTY TAXES	0.00		(250.00)	(250.00)		0.00	0.00
248-000-420.000	DELQ PERSONAL PROPERTY CAPT	4.57		1,000.00	1,000.00		334.44	33.44
248-000-445.000	INTEREST ON TAXES	319.66		500.00	500.00		185.91	37.18
248-000-573.000	STATE AID REVENUE-LCSA	55,479.69		30,000.00	55,000.00		59,242.81	107.71
248-000-665.000	INTEREST EARNED	15,894.87		10,000.00	18,000.00		22,335.40	124.09
248-000-671.000	OTHER REVENUE	11,355.69		100.00	100.00		12,734.89	2,734.89
Total Dept 000 - NONE		478,458.00		437,350.00	470,350.00		503,440.18	107.04
TOTAL REVENUES		478,458.00		437,350.00	470,350.00		503,440.18	107.04
Expenditures								
Dept 000 - NONE								
248-000-801.000	PROFESSIONAL & CONTRACTUAL SERVICES	4,816.75		5,570.00	11,070.00		10,257.82	92.66
248-000-801.003	SIDEWALK SNOWPLOWING	2,350.00		5,500.00	9,000.00		8,700.00	96.67
248-000-801.004	RIGHT OF WAY LAWN CARE	11,740.00		13,000.00	16,500.00		17,760.00	107.64
248-000-801.005	IRRIGATION / LIGHTING REPAIRS	16,316.55		12,000.00	30,000.00		32,338.78	107.80
248-000-801.007	FLOWER / LANDSCAPE MAINTENANCE	18,067.00		18,000.00	18,000.00		19,570.50	108.73
248-000-801.015	STREET LIGHT BANNERS/CHRISTMAS	18,612.26		20,000.00	20,000.00		18,573.16	92.87
248-000-826.000	LEGAL FEES	0.00		500.00	500.00		0.00	0.00
248-000-880.000	COMMUNITY PROMOTION	5,000.00		5,000.00	5,000.00		8,170.00	163.40
248-000-900.000	PRINTING & PUBLISHING	0.00		250.00	250.00		0.00	0.00
248-000-917.000	WATER TO IRRIGATION SYSTEM	10,145.04		12,500.00	14,100.00		11,674.45	82.80
248-000-920.000	ELECTRIC/NATURAL GAS	7,771.70		12,000.00	12,000.00		8,639.99	72.00
248-000-935.000	PROPERTY/LIABILITY INSURANCE	1,458.03		1,400.00	1,500.00		1,514.72	100.98
248-000-940.000	LEASE/RENT	550.00		700.00	700.00		550.00	78.57
248-000-955.000	MISC.	7.00		0.00	50.00		5.58	11.16
248-000-967.000	PROJECTS	2,688.00		110,000.00	122,650.00		44,479.25	36.27
Total Dept 000 - NONE		99,522.33		216,420.00	261,320.00		182,234.25	69.74
Dept 336 - FIRE DEPARTMENT								
248-336-830.000	PUBLIC SAFETY - FIRE PROTECTION	64,013.00		64,000.00	64,500.00		66,311.00	102.81
Total Dept 336 - FIRE DEPARTMENT		64,013.00		64,000.00	64,500.00		66,311.00	102.81
Dept 728 - ECONOMIC DEVELOPMENT								
248-728-967.200	WATER SYSTEM PROJECTS	30,753.75		0.00	0.00		0.00	0.00
248-728-967.300	SEWER SYSTEM PROJECTS	12,087.00		160,260.00	160,260.00		0.00	0.00
248-728-967.400	STREET/ROAD PROJECTS	107,043.30		0.00	0.00		0.00	0.00
Total Dept 728 - ECONOMIC DEVELOPMENT		149,884.05		160,260.00	160,260.00		0.00	0.00
TOTAL EXPENDITURES		313,419.38		440,680.00	486,080.00		248,545.25	51.13

User: SHERRIE

DB: Union

PERIOD ENDING 11/30/2019

GL NUMBER	DESCRIPTION	YTD BALANCE		2019		YTD BALANCE		% BDGT USED
		NORMAL	(ABNORMAL)	ORIGINAL BUDGET	2019 AMENDED BUDGET	NORMAL	(ABNORMAL)	
Fund 248 - EAST DDA FUND								
	TOTAL REVENUES		478,458.00	437,350.00	470,350.00		503,440.18	107.04
	TOTAL EXPENDITURES		313,419.38	440,680.00	486,080.00		248,545.25	51.13
	NET OF REVENUES & EXPENDITURES		165,038.62	(3,330.00)	(15,730.00)		254,894.93	1,620.44

PERIOD ENDING 11/30/2019

GL NUMBER	DESCRIPTION	YTD BALANCE		2019		YTD BALANCE		% BDGT USED
		NORMAL	(ABNORMAL)	ORIGINAL BUDGET	2019 AMENDED BUDGET	NORMAL	(ABNORMAL)	
Fund 250 - WEST DDA FUND								
Revenues								
Dept 000 - NONE								
250-000-402.000	CURRENT PROPERTY TAX	601,336.22		304,000.00	304,000.00		304,611.31	100.20
250-000-402.001	PROPERTY TAX REFUNDS-BOR MTT	(139.29)		(4,000.00)	(4,000.00)		0.00	0.00
250-000-420.000	DELQ PERSONAL PROPERTY CAPT	0.00		200.00	200.00		1,538.94	769.47
250-000-445.000	INTEREST ON TAXES	86.02		250.00	250.00		284.23	113.69
250-000-665.000	INTEREST EARNED	6,346.86		7,000.00	14,000.00		17,324.84	123.75
Total Dept 000 - NONE		607,629.81		307,450.00	314,450.00		323,759.32	102.96
TOTAL REVENUES		607,629.81		307,450.00	314,450.00		323,759.32	102.96
Expenditures								
Dept 000 - NONE								
250-000-801.000	PROFESSIONAL & CONTRACTUAL SERVICES	300.00		870.00	6,370.00		5,115.63	80.31
250-000-967.400	STREET/ROAD PROJECTS	0.00		500,000.00	530,000.00		162,293.14	30.62
Total Dept 000 - NONE		300.00		500,870.00	536,370.00		167,408.77	31.21
Dept 336 - FIRE DEPARTMENT								
250-336-830.000	PUBLIC SAFETY - FIRE PROTECTION	45,642.00		45,600.00	45,600.00		49,152.00	107.79
Total Dept 336 - FIRE DEPARTMENT		45,642.00		45,600.00	45,600.00		49,152.00	107.79
Dept 728 - ECONOMIC DEVELOPMENT								
250-728-967.300	SEWER SYSTEM PROJECTS	24,445.00		0.00	180,745.00		0.00	0.00
250-728-967.500	SIDEWALK/PATHWAY PROJECTS	0.00		70,000.00	70,000.00		0.00	0.00
Total Dept 728 - ECONOMIC DEVELOPMENT		24,445.00		70,000.00	250,745.00		0.00	0.00
Dept 996 - TRANSFER OUT								
250-996-999.396	TRANSFER OUT TO WDDA G/O DEBT SERVICE	272,670.00		0.00	0.00		0.00	0.00
Total Dept 996 - TRANSFER OUT		272,670.00		0.00	0.00		0.00	0.00
TOTAL EXPENDITURES		343,057.00		616,470.00	832,715.00		216,560.77	26.01
Fund 250 - WEST DDA FUND:								
TOTAL REVENUES		607,629.81		307,450.00	314,450.00		323,759.32	102.96
TOTAL EXPENDITURES		343,057.00		616,470.00	832,715.00		216,560.77	26.01
NET OF REVENUES & EXPENDITURES		264,572.81		(309,020.00)	(518,265.00)		107,198.55	20.68
TOTAL REVENUES - ALL FUNDS								
TOTAL REVENUES - ALL FUNDS		1,086,087.81		744,800.00	784,800.00		827,199.50	105.40
TOTAL EXPENDITURES - ALL FUNDS								
TOTAL EXPENDITURES - ALL FUNDS		656,476.38		1,057,150.00	1,318,795.00		465,106.02	35.27
NET OF REVENUES & EXPENDITURES		429,611.43		(312,350.00)	(533,995.00)		362,093.48	67.81

Fund 248 EAST DDA FUND

GL Number	Description	Balance
*** Assets ***		
248-000-001.000	CASH	3,304.32
248-000-002.000	SAVINGS	448,713.93
248-000-003.001	CERTIFICATE OF DEPOSIT	935,035.42
248-000-123.000	PREPAID EXPENSES	1,297.69
<b>Total Assets</b>		<b>1,388,351.36</b>
*** Liabilities ***		
248-000-202.000	ACCOUNTS PAYABLE	8,254.17
<b>Total Liabilities</b>		<b>8,254.17</b>
*** Fund Balance ***		
248-000-370.379	RESTRICTED FUND BALANCE	1,125,202.26
<b>Total Fund Balance</b>		<b>1,125,202.26</b>
<b>Beginning Fund Balance</b>		<b>1,125,202.26</b>
<b>Net of Revenues VS Expenditures</b>		<b>254,894.93</b>
<b>Ending Fund Balance</b>		<b>1,380,097.19</b>
<b>Total Liabilities And Fund Balance</b>		<b>1,388,351.36</b>



Fund 250 WEST DDA FUND

GL Number	Description	Balance
*** Assets ***		
250-000-001.000	CASH	8,038.22
250-000-002.000	SAVINGS	189,120.46
250-000-002.001	SHARES	53.70
250-000-003.001	CERTIFICATE OF DEPOSIT	926,824.64
<b>Total Assets</b>		<b>1,124,037.02</b>
*** Liabilities ***		
250-000-202.000	ACCOUNTS PAYABLE	773.75
<b>Total Liabilities</b>		<b>773.75</b>
*** Fund Balance ***		
250-000-370.379	RESTRICTED FUND BALANCE	1,016,064.72
<b>Total Fund Balance</b>		<b>1,016,064.72</b>
<b>Beginning Fund Balance</b>		<b>1,016,064.72</b>
<b>Net of Revenues VS Expenditures</b>		<b>107,198.55</b>
<b>Ending Fund Balance</b>		<b>1,123,263.27</b>
<b>Total Liabilities And Fund Balance</b>		<b>1,124,037.02</b>

## Board Expiration Dates

Planning Commission Board Members (9 Members) 3 year term			
#	F Name	L Name	Expiration Date
1-BOT Representative	Lisa	Cody	11/20/2020
2-Chair	Phil	Squatrito	2/15/2020
3-Vice Chair	Denise	Webster	2/15/2020
4-Secretary	Alex	Fuller	2/15/2020
5 - Vice Secretary	Mike	Darin	2/15/2022
6	Stan	Shingles	2/15/2021
7	Ryan	Buckley	2/15/2022
8	vacant seat		2/15/2021
9	Doug	LaBelle II	2/15/2022
Zoning Board of Appeals Members (5 Members, 2 Alternates) 3 year term			
#	F Name	L Name	Expiration Date
1-Chair	Tim	Warner	12/31/2019
2-PC Rep	Ryan	Buckley	2/18/2021
3-Secretary	Jake	Hunter	12/31/2019
4- Vice Secretary	Andy	Theisen	12/31/2019
5	Taylor	Sheahan-Stahl	12/31/2021
Alt. #1	John	Zerbe	12/31/2019
Alt. #2	Liz	Presnell	2/15/2021
Board of Review (3 Members) 2 year term			
#	F Name	L Name	Expiration Date
1	Doug	LaBelle II	12/31/2020
2	James	Thering	12/31/2020
3	Bryan	Neyer	12/31/2020
Alt #1	Randy	Golden	1/25/2021
Citizens Task Force on Sustainability (4 Members) 2 year term			
#	F Name	L Name	Expiration Date
1	Don	Long	12/31/2020
2	Mike	Lyon	12/31/2020
3	vacant seat		12/31/2018
4- BOT Representative	vacant seat		11/20/2020
Construction Board of Appeals (3 Members) 2 year term			
#	F Name	L Name	Expiration Date
1	Colin	Herron	12/31/2019
2	Richard	Jakubiec	12/31/2019
3	Andy	Theisen	12/31/2019
Hannah's Bark Park Advisory Board (2 Members from Township) 2 year term			
1	Mark	Stuhldreher	12/31/2020
2	John	Dinse	12/31/2019
Chippewa River District Library Board 4 year term			
1	Ruth	Helwig	12/31/2019
2	Lynn	Laskowsky	12/31/2021



## Board Expiration Dates

EDA Board Members (11 Members) 4 year term			
#	F Name	L Name	Expiration Date
1	Thomas	Kequom	4/14/2023
2	James	Zalud	4/14/2023
3	Richard	Barz	2/13/2021
4	Robert	Bacon	1/13/2023
5	Ben	Gunning	11/20/2020
6	Marty	Figg	6/22/2022
7	Sarvjit	Chowdhary	1/20/2022
8	Cheryl	Hunter	6/22/2023
9	Vance	Johnson	2/13/2021
10	Michael	Smith	2/13/2021
11	David	Coyne	3/26/2022
Mid Michigan Area Cable Consortium (2 Members)			
#	F Name	L Name	Expiration Date
1	Kim	Smith	12/31/2020
2	Vacant		
Cultural and Recreational Commission (1 seat from Township) 3 year term			
#	F Name	L Name	Expiration Date
1	Brian	Smith	12/31/2019
Sidewalks and Pathways Prioritization Committee (2 year term)			
#	F Name	L Name	Expiration Date
1 BOT Representative	Kimberly	Rice	11/20/2020
2 PC Representative	Denise	Webster	8/15/2020
3 Township Resident	Sherrie	Teall	8/15/2021
4 Township Resident	Jeremy	MacDonald	10/17/2020
5 Member at large	Connie	Bills	8/15/2021

**To:** EDA

**Date:** December 11, 2019

**From:** Mark Stuhldreher, Manager

**Date for Authority**

**Consideration:** 12/17/19

**Action Requested:** Receipt of PA 57 implementation/compliance report

Current Action  Emergency

Funds Budgeted: If Yes  Account # N/A No

Finance Approval  N/A

Late in 2018, Public Act 57 of 2018 was signed into law. The Act consolidated the laws authorizing seven different kinds of tax increment finance authorities into a single law. The intent of the Act was to standardize reporting requirements across all authorities so the state and the public could better evaluate the effectiveness of tax increment financed programs and to increase transparency. Annually, each authority must submit a comprehensive annual report to Treasury, the governing bodies of its related municipality, each taxing unit levying taxes that are captured by the authority and make information available to the public.

These reports must contain detailed information on the capture and use of tax increment revenues, information on debt, and the progress/status of development plans. Any authority not in compliance with the reporting requirements will receive a notice from the Department of Treasury. If the authority is still in noncompliance status after 60 days from receipt of the notice, the authority will be prohibited from capturing more tax increment revenues than the amounts needed to pay bonded indebtedness and other obligations of the authority during the period of noncompliance.

To ensure the Authority understands its' obligations and is prepared to meet same, the EDA approved a service agreement in March 2019 with Plante & Moran to develop a reporting framework and associated schedules, forms and other items so that moving forward, Township staff can execute the requirements of the Act. The engagement was approved with an amount not to exceed \$6,000.00. The actual cost of the engagement was \$4,896.25.

The attached report and schedules will be used to assist Township staff in ensuring the EDA is in compliance with the Act which will reduce the probability the Authority may not be able to capture all allowable tax increments. Implementation has already begun. The majority of the compliance requirements need to be completed within 180 days of the end of the fiscal year, which in the case of the EDA is June 30, 2020.

**Charter Township of Union**  
**Economic Development Authority**

**Recodification Tax Increment Financing Act  
(Act 57 of 2018)**

**Implementation Framework**

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## Section 1 - Summary

Recodification Tax Increment Financing ACT, also known as ACT 57 of 2018

Public Act 57 of 2018 went into effect on January 1, 2019.

New legislation has taken effect, which creates reporting requirements for tax increment finance authorities in Michigan. The legislation combines most tax increment finance authorities in Public Act 57 of 2018, requires certain information be made available publicly, and sets requirements for information that must be reported to the Michigan Department of Treasury.

The following Acts are repealed and recodified into the new Act:

- Corridor Improvement Authority Act (2005 PA 280)
- Downtown Development Authority Act (1975 PA 197)
- Local Development Finance Authority Act (1986 PA 281)
- Neighborhood Improvement Authority Act (2007 PA 61)
- Nonprofit Street Railway Act (1867 PA 35)
- Tax Increment Finance Authority Act (1980 PA 450)
- Water Resource Improvement Tax Increment Finance Authority Act (2008 PA 94)

The following Acts are repealed, however, they were not recodified:

- Historical Neighborhood Tax Increment Finance Authority Act (2004 PA 530)
- Private Investment Infrastructure Funding Act (2010 PA 250)

Note - Any obligation, or refunding of an obligation, that was issued by an Authority or by the municipality that created the Authority, under a statute that was repealed by Public Act 57 will continue in effect under its original terms under the corresponding part of this Act.

Public Act 57 has no effect of Brownfield Redevelopment Finance Authorities. Please note that this summary highlights many important sections of the ACT but is not exhaustive.

### Link to ACT

[http://www.legislature.mi.gov/\(S\(1xa4dyuvwwmlrn53fs4zzenp\)\)/mileg.aspx?page=GetObject&objectname=mcl-Act-57-of-2018](http://www.legislature.mi.gov/(S(1xa4dyuvwwmlrn53fs4zzenp))/mileg.aspx?page=GetObject&objectname=mcl-Act-57-of-2018)

## Section 2 - PA 57 of 2018 Checklist

**Note: These filings are required annually.**

PA 57 of 2018 Checklist		
Due Date	Description of Requirement	Date Completed
1/1/2019	ACT 57 of 2018 takes effect	<input checked="" type="checkbox"/> 1/1/2019
4/1/2019	Each authority shall 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	<input checked="" type="checkbox"/> 4/1/2019
6/30/2020	Post on a municipal or authority website, (or if not on a website, maintained in a physical location within the municipality that is open to the public) all items listed in Public Reporting Requirements checklist. Starting with FY19, each year's data will be added through FY23 and beyond until the most recent five years' data is available to view. <b>(See Public Reporting Requirements Checklist on Page 5)</b>	<input type="checkbox"/>
6/30/2020	Submit to the Department of Treasury, the governing body of the municipality, and the governing body of a taxing unit whose taxes are captured by the authority the PA 57 Annual Report Template linked in report. <b>(See Treasury Reporting Requirements Checklist on Page 6)</b>	<input type="checkbox"/>
Semi- annually (Twice per year)	Authorities must hold two "informational meetings." Informational meetings are meetings for the purpose of informing the public of the goals and direction of the authority, including projects to be undertaken in the coming year. They are not for the purpose of voting on policy, budgets or other operational matters. <b>(See Informational Meeting Requirement on Page 7)</b>	<input type="checkbox"/>

180 Days after Authority Fiscal Year 2019 ends		
Fiscal Year 2019	Ends on	180 days after
April 1, 2018 through March 31, 2019	March 31, 2019	September 30, 2019
July 1, 2018 through June 30, 2019	June 30, 2019	December 31, 2019
October 1, 2018 through September 30, 2019	September 30, 2019	March 31, 2020
January 1, 2018 through December 31, 2019	December 31, 2019	June 30, 2020



## Section 3 - New Reporting Requirements

### Public Reporting

Public Act 57 of 2018, requires certain information be made available publicly and sets requirements for information that must be reported to the Michigan Department of Treasury.

#### Link to Reporting Requirements

[http://www.legislature.mi.gov/\(S\(1xa4dyuvwwmlrn53fs4zzenp\)\)/mileg.aspx?page=getObject&objectName=mcl-57-2018-9](http://www.legislature.mi.gov/(S(1xa4dyuvwwmlrn53fs4zzenp))/mileg.aspx?page=getObject&objectName=mcl-57-2018-9)

**Public Reporting Requirements:** From Section 910 of PA 57, the new act describes the requirement that an authority create a website or utilize an existing municipal website that is operated and regularly maintained with access to authority records and documents for the fiscal year beginning January 1, 2019. The requirements of this section shall not take effect until 180 days after the end of an authority's current fiscal year as of the effective date of this act.

Public Reporting Requirements		
#	Website Requirements	Check Completed
1	Minutes of all board meetings	<input type="checkbox"/>
2	Annual budget, including encumbered and unencumbered fund balances	<input type="checkbox"/>
3	Annual audits	<input type="checkbox"/>
4	Currently adopted development plan, if not included in a tax increment financing plan	<input type="checkbox"/>
5	Currently adopted tax increment plan, if currently capturing tax increment revenues	<input type="checkbox"/>
6	Current authority staff contact information.	<input type="checkbox"/>
7	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.	<input type="checkbox"/>
8	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:	<input type="checkbox"/>
8.1	For any tax increment revenues described in the annual audit that are not expended within 5 years of their receipt, a description that provides (1.) The reasons for accumulating those funds and the uses for which those funds will be expended, (2.) A time frame when the fund will be expended, (3.) If any funds have not been expended within 10 years of their receipt, both the amount of those funds and a written explanation of why those funds have not been expended.	<input type="checkbox"/>
8.2	List of authority accomplishments, including progress made on development plan and tax increment finance plan goals and objectives for the immediately preceding fiscal year.	<input type="checkbox"/>
8.3	List of authority projects and investments, including active and completed projects for the immediately preceding fiscal year.	<input type="checkbox"/>
8.4	List of authority events and promotional campaigns for the immediately preceding fiscal year.	<input type="checkbox"/>

## Section 3 (Continued) - New Reporting Requirements

### Treasury Reporting

**Treasury Reporting Requirements:** Section 911 of PA 57, the new act describes annual reporting requirement to Treasury and the subsequent requirement that Treasury compile the information into a report which is to be submitted annually to the Michigan Legislature.

The report shall be filed with the department of treasury at the same time as the annual financial report is filed with the department of treasury.

Treasury Reporting Requirements		
#	Annual Report Requirements	Check Completed
1	The name of the authority.	<input type="checkbox"/>
2	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.	<input type="checkbox"/>
3	The date the authority began capturing tax increment revenues.	<input type="checkbox"/>
4	The current base year taxable value of the tax increment financing district.	<input type="checkbox"/>
5	The unencumbered fund balance for the immediately preceding fiscal year.	<input type="checkbox"/>
6	The encumbered fund balance for the immediately preceding fiscal year.	<input type="checkbox"/>
7	The amount and source of revenue in the account, including the amount of revenue from each taxing jurisdiction.	<input type="checkbox"/>
8	The amount in any bond reserve account.	<input type="checkbox"/>
9	The amount and purpose of expenditures from the account.	<input type="checkbox"/>
10	The amount of principal and interest on any outstanding bonded indebtedness.	<input type="checkbox"/>
11	The initial assessed value of the development area or authority district by property tax classification.	<input type="checkbox"/>
12	The captured assessed value retained by the authority by property tax classification.	<input type="checkbox"/>
13	The tax increment revenues received for the immediately preceding fiscal year.	<input type="checkbox"/>
14	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.	<input type="checkbox"/>
15	Any additional information the governing body of the municipality or the department of treasury considers necessary.	<input type="checkbox"/>

### Link to Reporting Requirements

[https://www.michigan.gov/documents/taxes/TIF\\_District\\_PA\\_57\\_Annual\\_Report\\_Template\\_with\\_CTV\\_by\\_Property\\_Class\\_648544\\_7.xlsx](https://www.michigan.gov/documents/taxes/TIF_District_PA_57_Annual_Report_Template_with_CTV_by_Property_Class_648544_7.xlsx)

## Section 3 (Continued) - New Reporting Requirements

### Informational Meetings

Note - Each year, the board of an authority shall hold not fewer than 2 informational meetings. Notice of an informational meeting shall be posted on the municipality's or authority's website not less than 14 days before the date of the informational meeting. Not less than 14 days before the informational meeting, the board of an authority shall mail notice of the informational meeting to the governing body of each taxing jurisdiction levying taxes that are subject to capture by an authority under this act. As an alternative to mailing notice of the informational meeting, the board of the authority may notify the clerk of the governing body of each taxing jurisdiction levying taxes that are subject to capture by an authority under this act by electronic mail. The informational meetings may be held in conjunction with other public meetings of the authority or municipality.

Informational meetings are meetings for the purpose of informing the public of the goals and direction of the authority, including projects to be undertaken in the coming year. They are not for the purpose of voting on policy, budgets or other operational matters.

Informational Meeting Requirement					
#	Meeting Date	Notice of Meeting	Notice of Meeting to Governing Body	Check Completed	
1				<input type="checkbox"/>	
2				<input type="checkbox"/>	
		[1]	[2]		
<p><b>[1]</b> Add a date into this box. Not less than 14 days before the date of the informational meeting, notice of an informational meeting shall be posted on the municipality's or authority's website.</p> <p><b>[2]</b> Add a date into this box. Not less than 14 days before the date of the informational meeting, the board of an authority shall mail or email notice of the informational meeting to the governing body of each taxing jurisdiction levying taxes that are subject to capture by an authority under this act.</p>					

## **Section 4 - Enforcement**

The department of treasury may institute proceedings to compel enforcement of this act and shall send written notification to an authority that fails to comply with this act, to each taxing jurisdiction that has tax increment revenues captured by the authority, and to the governing body of the municipality that established the authority of a violation of any provision of this act. The written notification shall specifically detail the authority's noncompliance with this act.

If the department of treasury notifies an authority in writing that the authority failed to comply with any provision of this act, and after 60 days following receipt of that notice the authority does not comply, that authority shall not capture any tax increment revenues that are in excess of amounts necessary to pay bonded indebtedness and other obligations for the period of noncompliance. During the period of noncompliance, an authority cannot amend or approve a tax increment financing plan. However, if the period of noncompliance exceeds 2 consecutive years, that authority shall not capture any tax increment revenues that are in excess of amounts necessary to pay bonded indebtedness and other obligations without a resolution of authorization of the municipality that created the authority and each taxing jurisdiction whose ad valorem taxes are subject to capture by the authority.

