



## MEETING MINUTES - DRAFT

### COUNCIL/DDA PUBLIC INFRASTRUCTURE FUND AD HOC COMMITTEE

Thursday, February 27, 2025

9:00 AM

Village Hall – 21 East Church Street, Lake Orion, MI 48362

(248) 693-8391 ext. 102

**ADDRESSING THE COMMITTEE:** Each person wishing to address the committee shall be afforded an opportunity to do so. If you wish to comment, please stand or raise a hand to indicate that you wish to speak. When recognized, give your name and address and direct your comments to the Chair.

#### 1. Call to Order

The February 27, 2025 Council/DDA Public Infrastructure Fund Ad Hoc Committee Meeting was called to order at 9:00 AM by Village Manager McClary

#### 2. Roll Call and Determination of Quorum

##### **PRESENT:**

Council member Michael Lamb  
Council member George Dandalides  
Council member Stan Ford  
DDA Board member Matt Shell  
DDA Board member Sam Caruso  
DDA Executive Director Matt Gibb  
Village Manager McClary

##### **ABSENT :**

DDA Board Member Lorant

##### **STAFF PRESENT:**

DPW Director Wes Sanchez  
Village Assistant Clerk/Treasurer Lynsey Blough  
DDA Assistant Director Janet Bloom

**There were no residents in attendance.**

### **3. Call to the Public (non-agenda items)**

There were no public comments

#### **4.A Other Items: Election of Committee Chair and Secretary**

**Motion:** Councilman Dandalides volunteered to lead the team as Chairman. There were no other volunteers or nominations.

**Motion carried by (7) Yes, (0) No.**

**Motion:** Councilman Dandalides volunteered to act as Recording Secretary. There were no other volunteers or nominations.

**Motion carried by (7) Yes, (0) No.**

#### **CHAIRMAN DANDALIDES BEGAN CHAIRING THE MEETING**

**Motion:** Motion made by Committee Member Shell, supported by Committee Member Gibb to approve the agenda as presented.

**Motion carried by (7) Yes, (0) No.**

#### **4.B. Other Items: Review of the Committee Purpose and Formulation on Use of DDA Public Infrastructure Fund Monies**

**There was a brief review of the purpose given by Village Council and the DDA Board to the committee and the expected outcome:**

- “Review proposed projects and available funding and to recommend to the Village Council and DDA Board of Directors projects for funding for FY 2025-26 through FY 2030-31 for including in the Village Capital Improvement Plan and FY 2025-26 Budget.”
- Agree on a method of calculation of annual capital improvement funding.
- Conduct a joint review of the resolution presented by the Executive Director at the DDA February meeting and arrive at a joint recommendation.

**This was followed by a review of the two resolutions passed by Council (2022-043) and the DDA Board (2022-001) in December of 2022.**

- There was agreement that the two resolutions are the same.
- DDA Executive Director commented that although the resolutions provide the framework for the Infrastructure Fund, they do not act as an operating agreement and there will still need to be an agreement worked out to execute the intent of the resolution(s).

**Motion:** Motion made by Executive Director Gibb, seconded by Councilman Lamb that the Committee acknowledges and confirms that the resolutions are the identical and stated as “resolutions of intent”, and that a process would be established to share the future revenues and used to fund infrastructure projects within the DDA district.

**Motion carried by (7) Yes, (0) No.**

### **Calculation Method of the Annual Capital Improvement Funding:**

#### **The following points were made during discussion:**

- The provisions for the calculation of the incremental increase in future tax revenues captured from the DDA TIF are outlined in both the Village resolution 2022-043 and DDA resolution 2022-001. Those resolutions also identified the baseline established commencing from the execution of the resolutions by both the Village Council and the DDA Board (November 28, 2022, and December 13, 2022, respectively).
- Calculations for the 2023-24 and 2024-25 fiscal years have been calculated by Village Manager McClary using projected incremental revenues.
- Alternatively, similar calculations were made by the DDA Executive Director. Those calculations were made based on actual revenue into the TIF. The Executive Director also made two calculations, the first (Method 1) based on an annual (year over year) calculation, and second (Method 2) based on a cumulative approach.
- The committee agreed that Method 1 (year over year) did not meet the intent of the resolutions.
- The use of actual revenues would be the more accurate method, but actual data was not available when budgets were being developed by both the Village and the DDA.
- Councilman Lamb made the proposal to use projected revenues to develop the fiscal year budgets, then make budget adjustments when actual revenues are available. This proposal would include the following steps:
  - Projected revenues would be established by the Village Manager each year and used by both the Village and the DDA in the preparation of their respective fiscal year budgets.
  - Budget adjustments would be calculated midyear when actual revenue values were available from the county, after the Township has credited the actual collections, and the county has then credited any delinquent collections for the previous fiscal year.

- Budget reconciliation and adjustments would be made in both the Village and DDA budgets to reflect the actual revenues no later than December 31 for the prior fiscal year.

**Motion:** Motion made by Village Manager McClary, seconded by Councilman Ford, to recommend to Village Council and the DDA Board a tax sharing agreement where the DDA contributes to the Public Infrastructure Fund the required contribution no later than December 31 for the prior fiscal year and that calculation be based on the actual tax revenue.

**Motion carried by (7) Yes, (0) No.**

**Motion:** Motion made by Executive Director Gibb, seconded by DDA Board Member Shell, for the Village Manager and the DDA Executive Director to work together to calculate the catch-up commencing with the base year (FY 22-23) through fiscal year 23-24. This would be taken to Village Council and the DDA Board for approval and adoption.

**Motion carried by (7) Yes, (0) No.**

#### **Discussion of Potential Infrastructure Projects to be Recommended for Funding:**

##### **The following points were made during discussion:**

- Potential projects must be within the boundaries of the DDA District.
- Potential projects should be from those referenced within the DDA TIF Plan Amendment 4 of 2020.
- This was followed by discussion of potential projects.

**Motion:** Motion made by Village Manager McClary, seconded by Councilman Lamb, that the recommendation of the committee be to use the funding through fiscal year 23-24 (catch-up) for the sidewalk gaps and the Paint Creek bank stabilization. This would be taken to Village Council and the DDA Board for approval and adoption.

**Motion carried by (7) Yes, (0) No.**

#### **5. Call to the Public**

There were no public comments

#### **6. Committee Comments**

There were no additional council comments

## 7. Next Committee Meeting

There will be two items on the committee's next agenda:

1. Presentation of the calculations for the three fiscal years by the Village Manager and Executive Director:
  - a. FY 2023-2024 (catch-up)
  - b. FY 2024-2025 (projection for the current FY pending the availability of actuals)
  - c. FY 2025-2026 (projection to be used in the budget currently being developed)
2. A proposed agreement between the Village and the DDA (to be prepared jointly by the VM and DDA ED) for the execution of the intent of the 2022 resolution(s). This will include the annual process by which future Infrastructure Committees would follow.

The next meeting will be held on Thursday March 13, 2025 at 5:30 pm in the Lake Orion Village Hall conference room.

## 8. Adjournment

**Motion:** Motion made by DDA Board Member Shell, seconded by Councilman Lamb to adjourn

**Motion carried by (7) Yes, (0) No.**

The meeting was adjourned by Committee Chairman Dandalides at 10:40 AM