

DOWNTOWN DEVELOPMENT AUTHORITY
JULY 13, 2016 - 6:00 PM
COUNCIL CHAMBERS, CITY HALL

- I. CALL TO ORDER/TAKING OF ROLL/PLEDGE OF ALLEGIANCE
- II. APPROVAL OF AGENDA
- III. BOARD OF DIRECTORS MINUTES
 - A. Approval of the regular minutes for May 11, 2016 [Action Item]
 - B. Approval of the closed session minutes for May 11, 2016 [Action Item]
- IV. PUBLIC COMMENT
- V. COMMITTEE REPORTS
- VI. STAFF REPORTS
 - A. Finance transactions and bills [Action Item]
- VII. OLD BUSINESS
 - A. Enclosure located behind 223. S. Bridge Street Update [Information Item]
 - B. E. River Street Reconstruction Update [Information Item]
- VII. NEW BUSINESS
 - A. Parking Lot #10 (Preston's Lot- W. Front St.) Entrances [Discussion Item]
 - B. Ledge Craft Lane Mural Project [Discussion Item]
- IX. PUBLIC COMMENT
- X. BOARD OF DIRECTORS COMMENTS
- XI. ADJOURNMENT

DOWNTOWN DEVELOPMENT AUTHORITY
MINUTES
MAY 11, 2016, 6:00 PM
COUNCIL CHAMBERS, CITY HALL

- I. CALL TO ORDER/TAKING OF ROLL/PLEDGE OF ALLEGIANCE** – The meeting was called to order at 6:05 p.m. Members present: Chairman Bruce MacDowell, Keith Mulder, Michael Fredericks, Terrance Augustine Dave Jonas, Lise Mitchell, Bob Brown, Chris Fata and Kalmin Smith, Others Present: City Administrator Adam Smith and Assistant City Administrator Ameer King. Members Absent: Jason Barclay and Karl Glarner
- II. APPROVAL OF AGENDA** – Mr. Jonas asked to have 3 items added to the agenda under Board of Directors Minutes add item C. Approval of Special Meeting Minutes for April 20, 2016. Under Item VII New Business add item D. Resignation of Adam Auvenshine, and if we could please discuss Item C under New Business directly after Public Comment. Mr. Augustine made a motion to approve the agenda as amended. Mr. Mulder supported the motion. Motion carried 9 to 0.
- III. BOARD OF DIRECTORS MINUTES** –
- A. Approval of the regular minutes for April 13, 2016 regular meeting** – Mr. Brown made a motion to approve the regular meeting minutes of April 13, 2016. Mayor Smith supported the motion. Motion carried 9 to 0.
- B. Approval of the closed session minutes for April 20, 2016** – Mr. Mulder made a motion to approve the closed session minutes for April 20, 2015. Mayor Smith supported the motion. Motion carried 9 to 0.
- C. Approval of the special meeting minutes for April 20, 2016** – Mr. Mulder made a motion to approve the special meeting minutes for April 20, 2016. Mr. Augustine supported the motion. Motion carried 9 to 0.
- IV. PUBLIC COMMENT** – None
- V. COMMITTEE REPORTS** – None
- VI. STAFF REPORTS**
- A. Financial transactions and bills** – Mr. Smith reviewed the bills to be paid. Mr. Mulder made a motion to approve the bills in the amount of \$9,696.12. Mr. Augustine supported the motion. Motion carried 9 to 0.
- B. Monthly financial statement** – Mr. Smith reviewed the financial statements.
- VII. OLD BUSINESS** –
- Enclosure located behind 223. S. Bridge Street** – Chairman MacDowell turned the meeting over to Vice Chairman Keith Mulder. Mr. Smith indicated that this has been a long discussed item. The project deadline has passed without any formal notification or request for an extension from Mr. Gentilozzi. We included for your review the demolition bid from E.T. MacKenzie Company. The total project cost with façade grant is approximately \$79,500 which did not include the survey, legal, title work, and staff time involved to this point. The board approved the project funding up to \$53,000. Relocation of the cooker would be subject to current zoning rules and regulations. To continue dialogue the board will need to re-establish a budget. Mr. Brown made a motion to request staff complete a traffic study of the ingress/egress area and bring it back to the board at the next meeting. Mr. Augustine supported the motion. Motion carried 9 to 0. The board also requested Mr. Smith ask Mr. Gentilozzi for an alternative proposal and invite him to the next board meeting.
- Vice Chairman Mulder turned the meeting over to Chairman MacDowell.
- VIII. NEW BUSINESS** –
- A. 218 N. Bridge Street** – Mr. Smith indicated that the City is now owners of 218 N. Bridge Street. We obtained the property through tax foreclosure. The DDA has an easement on the property. We solicited bids for the sale of the property and mailed notices to adjacent property owners. There were no responses received. Staff contacted the owner of First Place Sports directly who at that time indicated his interest in the property, however, there was no bid received. Mr. Augustine made a motion to direct staff to bring a proposed developers agreement to the board for consideration. Mr. Mulder supported the motion. Motion carried 9 to 0.
- B. E. River Street Reconstruction** – Phase I has been bid out and construction will begin next week. Phase I will address the Opera House drainage concerns. The street linear parking lot will include 119 new parking spaces. There will be a seven foot wide walk on the river side of the road.

C. Street Tree in Front of Theatre Marquee – Mr. Chuck Pantera, owner of Sun Theatre (316. S. Bridge Street), addressed the board. Mr. Pantera indicated that he would like the tree removed in front of the theatre as it blocks his marquee. Mr. Smith had suggested putting a piece of artwork or a sculpture in its place, which is favorable. Mr. Smith indicated that the Tree Board has authority over all the city trees with the exception of the trees in the parks and the cemetery. Since the DDA purchased all of the trees, it would be a good idea if the DDA board made a recommendation to the Tree Board. Mr. Mulder made a motion to recommend to the tree board the removal of the tree in front of Sun Theatre and replace it with a similar species to what is on the current block, with the business owner bearing the cost of the replacement tree. Mr. Augustine supported the motion. Motion carried 7 to 2.

D. Resignation letter from Adam Auvenshine. Mr. Augustine made a motion to accept the resignation of Adam Auvenshine. Mr. Mulder supported the motion. Motion carried 9 to 0.

IX. PUBLIC COMMENT – None

X. BOARD OF DIRECTORS COMMENTS – Mr. Brown reported that the Housing Services of Mid-Michigan’s golf outing is coming up. Please take a flyer and post in your businesses.

Mr. Augustine reported that the Farmers Market is starting this weekend in Bridge Street Plaza.

Mr. Fredericks reported that the Music in the Park concert series will begin the first week of June.

XI. CLOSED SESSION – The Open Meetings Act allows the DDA to discuss certain subjects without the presence of the public. The DDA may request a staff member or any other person the DDA determines to be necessary, by a majority of the DDA members present, to attend the closed session. All persons not requested by the DDA to stay must leave the Council chambers. Once the Closed Session has ended, the DDA will resume the regular meeting.

Mr. Augustine made a motion to move into closed session to consider the purchase or lease of real property and to consider material exempt from discussion or disclosure by state and federal statute, per the Open Meetings Act, Sections 8(d) and (h). Mr. Fredericks supported the motion. A roll call vote was taken. Motion carried 9 to 0.

Mr. Brown	Yes	Ms. Mitchell	Yes	Mr. Augustine	Yes
Mr. Jonas	Yes	Mr. Mulder	Yes	Mayor Smith	Yes
Mr. Fata	Yes	Mr. Fredericks	Yes	Mr. MacDowell	Yes

Chairman MacDowell moved the meeting out of closed session at 7:53 p.m.

XII. ADJOURNMENT – Mr. Fata made a motion to adjourn the meeting at 7:55 p.m. Mr. Fredericks supported the motion. Mr. Jonas asked staff to look into the entrances to Preston’s parking lot. Motion carried 9 to 0.

Robert Brown, Secretary

Date Minutes Approved

07/08/2016

ACTIVITY BY GL/JOURNAL REPORT FOR CITY OF GRAND LEDGE
FROM 248-170.173-731.004 TO 248-966.001-999.494
TRANSACTIONS FROM 05/01/2016 TO 06/30/2016

JE #	Date	Description	Reference #	OFFSETTING GL	DEBIT	CREDIT
248-170.173-741.000 OPERATING SUPPLIES						
Journal AP: Journal Entry						
182700	05/10/2016	MODEL FIRST AID SAFETY &	114110	Multiple	42.80	
183216	06/14/2016	MODEL FIRST AID SAFETY &	114478	Multiple	36.80	
		Journal Totals			79.60	0.00
Totals for 248-170.173-741.000						
		Balance 05/01/16:	12.49		79.60	0.00
		Net Change:	79.60			
		Balance 06/30/16:	92.09			

248-170.173-830.001 PROPERTY OPERATING EXPENSE

Journal GJ: Journal Entry

182987	05/31/2016	PUB SVC CHGS APRIL 2016	2623	Multiple	295.11	
183318	06/23/2016	PUB SVC CHGS MAY 2016	2643	Multiple	562.17	
		Journal Totals			857.28	0.00
Totals for 248-170.173-830.001						
		Balance 05/01/16:	0.00		857.28	0.00
		Net Change:	857.28			
		Balance 06/30/16:	857.28			

248-170.173-830.003 LANDSCAPE MAINTENANCE

Journal AP: Journal Entry

182926	05/24/2016	PRECISION LAWN & SNOW	8248	Multiple	1,437.14	
183343	06/28/2016	BIG L CORP	02-1042952-00	248-000.000-202.000	86.35	
		Journal Totals			1,523.49	0.00

Journal GJ: Journal Entry

07/08/2016

ACTIVITY BY GL/JOURNAL REPORT FOR CITY OF GRAND LEDGE
FROM 248-170.173-830.004 TO 248-966.001-999.494
TRANSACTIONS FROM 05/01/2016 TO 06/30/2016

JE #	Date	Description	Reference #	OFFSETTING GL	DEBIT	CREDIT
182987	05/31/2016	PUB SVC CHGS APRIL 2016	2623	Multiple	825.51	
183026	05/31/2016	MAY 2016 CREDIT CARD CHARGES	2636	Multiple	130.47	
183530	06/30/2016	MAY CC CHARGES PD IN JUNE 2016	2663	Multiple	709.86	
		Journal Totals			1,665.84	0.00
Totals for 248-170.173-830.003						
		Balance 05/01/16:	4,778.00		3,189.33	0.00
		Net Change:	3,189.33			
		Balance 06/30/16:	7,967.33			

248-170.173-830.004 ELECTRIC LIGHTS / POLES

Journal AP: Journal Entry

183160	06/14/2016	CRAIG ELECTRIC	4642	248-000.000-202.000	1,575.69	
		Journal Totals			1,575.69	0.00

Journal GJ: Journal Entry

183006	05/31/2016	CONSUMERS ENERGY	2624	Multiple	1,044.97	
183473	06/30/2016	CONSUMERS ENERGY PAID IN JUNE 2016	2648	Multiple	568.06	
		Journal Totals			1,613.03	0.00

Totals for 248-170.173-830.004

		Balance 05/01/16:	33,782.56		3,188.72	0.00
		Net Change:	3,188.72			
		Balance 06/30/16:	36,971.28			

248-170.173-830.005 TRASH PICKUP

Journal AP: Journal Entry

182883	05/24/2016	GRANGER	12259323	Multiple	52.62	
		Journal Totals			52.62	0.00

07/08/2016

ACTIVITY BY GL/JOURNAL REPORT FOR CITY OF GRAND LEDGE
FROM 248-170.173-731.004 TO 248-966.001-999.494
TRANSACTIONS FROM 05/01/2016 TO 06/30/2016

JE #	Date	Description	Reference #	OFFSETTING GL	DEBIT	CREDIT
Journal GJ: Journal Entry						
182987	05/31/2016	PUB SVC CHGS APRIL 2016	2623	Multiple	369.26	
183318	06/23/2016	PUB SVC CHGS MAY 2016	2643	Multiple	434.61	
		Journal Totals			803.87	0.00
Totals for 248-170.173-830.005						
		Balance 05/01/16:	2,982.32		856.49	0.00
		Net Change:	856.49			
		Balance 06/30/16:	3,838.81			
248-170.173-830.008 OPERATIONAL EXPENSE						
Journal AP: Journal Entry						
182652	05/10/2016	CRAIG ELECTRIC	4587	248-000.000-202.000	160.00	0.00
		Journal Totals			160.00	0.00
Totals for 248-170.173-830.008						
		Balance 05/01/16:	257.11		160.00	0.00
		Net Change:	160.00			
		Balance 06/30/16:	417.11			
248-170.173-974.009 STREET LIGHTS						
Journal GJ: Journal Entry						
182987	05/31/2016	PUB SVC CHGS APRIL 2016	2623	Multiple	153.96	0.00
		Journal Totals			153.96	0.00
Totals for 248-170.173-974.009						
		Balance 05/01/16:	0.00		153.96	0.00
		Net Change:	153.96			
		Balance 06/30/16:	153.96			
		Grand Total			8,485.38	

07/08/2016

ACTIVITY BY GL/JOURNAL REPORT FOR CITY OF GRAND LEDGE
FROM 394-905.906-800.001 TO 394-905.906-998.000
TRANSACTIONS FROM 05/01/2016 TO 06/30/2016

JE #	Date	Description	Reference #	OFFSETTING GL	DEBIT	CREDIT
394-905.906-991.000 DEBT-PRINCIPAL						
Journal GJ: Journal Entry						
183012	05/31/2016	2011 DDA REFUNDING BOND PYMT 5/1/ 2630		Multiple	80,000.00	
		Journal Totals			80,000.00	0.00
Totals for 394-905.906-991.000						
		Balance 05/01/16:	176,152.38			
		Net Change:	80,000.00			
		Balance 06/30/16:	256,152.38			

394-905.906-995.000 DEBT-INTEREST						
Journal GJ: Journal Entry						
183012	05/31/2016	2011 DDA REFUNDING BOND PYMT 5/1/ 2630		Multiple	6,664.00	
		Journal Totals			6,664.00	0.00
Totals for 394-905.906-995.000						
		Balance 05/01/16:	59,532.61			
		Net Change:	6,664.00			
		Balance 06/30/16:	66,196.61			
		Grand Total			86,664.00	

2016-2017 DDA Board Priorities

Adopted November 4, 2015

Tier 1 Priorities

- River Street Reconstruction [addressing area storm water runoff] consistent with Jaycee Park Master Plan (D/ER/O)
- “2. Library” 200 Block – SE Bridge Street Parking Lot between E. Jefferson St./M-100 & E. River St. (D/ER/O)
- District Infrastructure Maintenance (ER)
- Signage/Wayfinding (P)
- Marketing/Promotion (P)

Tier 2 Priorities

- Downtown Parks (O)
- Increased District Taxable Value (ER)
- Small Business Development (O)
- Public Art/Public Spaces (D)
- Walkability/Complete Streets (D)

Assigned Committee Structure

- (D) – Design Committee “Placemaking”
- (ER) – Economic Restructuring Committee “Fiscal Operations”
- (P) – Promotion “Marketing”
- (O) - Organization Committee “Public-Private Partnerships”

MEMORANDUM

DATE: June 3, 2016

TO: Ledge Craft Lane, Ltd., Board of Directors

FROM: Adam Smith, City Administrator

RE: Commitment to Support Ledge Craft Lane in the Creation of a "Point of Interest" Mural

On September 10, 2015, I attended a meeting with several representatives of Ledge Craft Lane and extended an offer to partner on the creation of a mural to be displayed prominently on the exterior of the building's southwest side (120 South Bridge Street). The artistic mural would have Ledge Craft Lane as the focal point of a community way-finding map and schedule of major community events. A copy of a mural painted in Boyne City was provided to aid the discussion, see Attachment. At that time, I committed funds from the FY 2016 budget to provide materials and supplies required to create the mural, as well as provide the necessary installation costs. In partnership, Ledge Craft Lane would provide the artist services in designing and painting the mural.

Recently, the city learned that Ledge Craft Lane was in need of a suitable space to paint the mural panels that would not charge a fee. Because this factor seemed it may halt the project if not remedied, the city reached out to local business owners and was able to secure optimal space at the former Sport Stop, located across the street from Ledge Craft Lane. Currently the building owner has a vacancy and was willing to allow the artists space at no cost to create, display, and promote their work but only for about two weeks as it is currently available for rent.

At our most recent meeting with Ledge Craft Lane representatives on June 1, 2016, it appears there was an expectation that the city would pay an artist fee in addition to providing all other aspects of the "partnership" initiative. With Ledge Craft Lane needing to form an internal consensus on the direction of the project, the city understands the project will not be moving forward at this time.

The city remains supportive of Ledge Craft Lane and recognizes the value they provide our community. However, the city's offer to provide financial support for materials and installation for the creation of the mural can only be extended until December 31, 2016.

Attachment: Boyne City Mural





POLICE DEPARTMENT

310 Greenwood St. • Grand Ledge MI 48837
Ph. 517 627 2115 • Fax: 517 627 7877 • www.grand-ledge.com



TO: ADAM SMITH, CITY ADMINISTRATOR
FROM: MARTIN UNDERHILL, CHIEF OF POLICE
DATE: JUNE 1, 2016
RE: PROPOSED LIBRARY PARKING LOT DRIVEWAY RECOMMENDATIONS

The Police Department has completed its feasibility study of the proposal to create a second driveway for the library parking lot, on property currently used for parking at 115 E. Jefferson St. Based on my review of the data and my personal observations at the site, I believe that if the City were to purchase the property and create a driveway for the library parking lot, the first step should be to use it as an avenue for both exit and entrance. If traffic adjusts its usage appropriately to the periodic increase in traffic density, particularly the time period around 5 p.m., there will be no need for further traffic controls.

I base this judgment on my observations of traffic in the library lot, the gas station and the vehicles currently using the property. No conflicts occurred. Traffic readjusted to conform to the higher density when it occurred. If the new driveway changes those dynamics, the City could may have to put in place additional traffic controls such as:

- No left turn for east bound Jefferson at that location
- Exit parking lot only
- Enter parking lot only at that location
- Exit right turn only
- Enter and Exit right turn only

I believe that the most likely control, if any is needed, would be to preclude Jefferson traffic from left turns into the new driveway. This would be because of the left turning traffic on south bound Bridge at Jefferson and the lack of a left turn lane in front of the proposed driveway. During the heaviest traffic periods there are two, sometimes three, lanes of west bound Jefferson (left turn, straight, and right turn) waiting for the light. This would make it very difficult for east bound Jefferson vehicles to navigate a left turn. As the situation is now, traffic moves further east and uses the current library drive. That may be how traffic will move on its own; and if it does, no left turn restriction will be needed.

Copies of the traffic study and related data is available through the police administrative offices.

MJU

handout
provided by
Lynne Mac Dowell

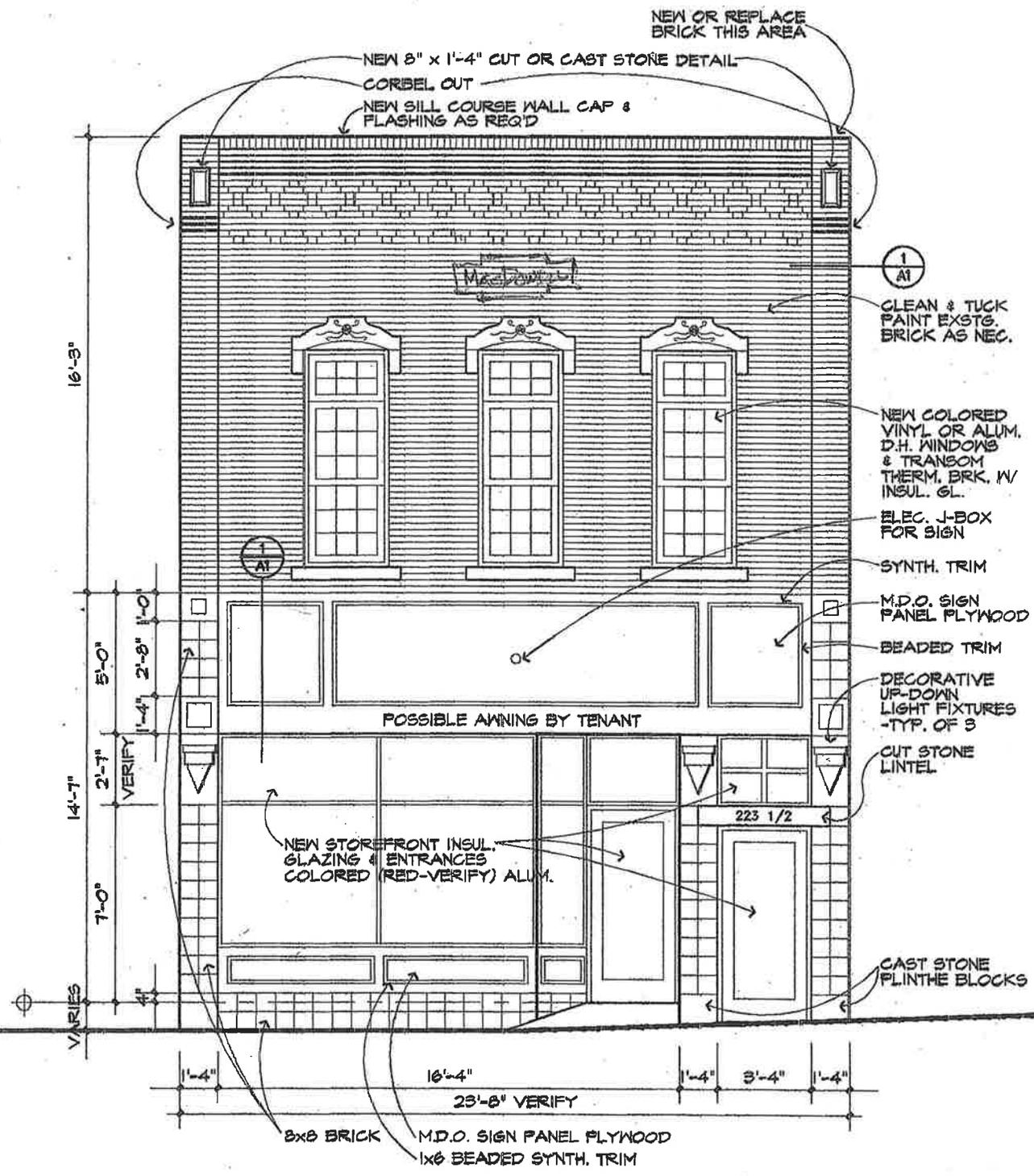
4c





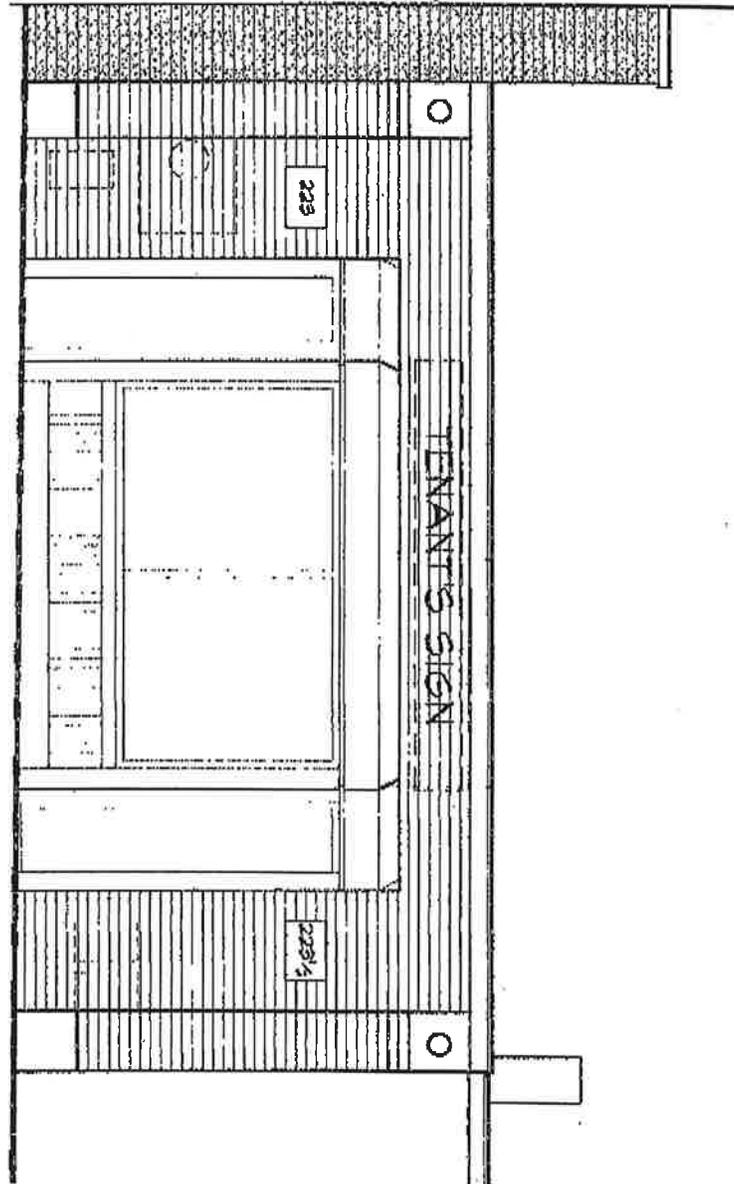
EXISTING ELEVATION

1/4" = 1'-0"



PROPOSED ELEVATION

1/4" = 1'-0"







223 1/2

223



MacDOWELL

223 1/2