



DOWNTOWN DEVELOPMENT AUTHORITY
NOVEMBER 4, 2015 - 6:00 PM
COUNCIL CHAMBERS, CITY HALL

- I. CALL TO ORDER/TAKING OF ROLL/PLEDGE OF ALLEGIANCE
- II. APPROVAL OF AGENDA
- III. BOAD OF DIRECTORS MINUTES
 - A. Approval of the regular minutes for October 14, 2015 [Action Item]
- IV. PUBLIC COMMENT
- V. COMMITTEE REPORTS
- VI. STAFF REPORTS
 - A. Finance transactions and bills [Action Item]
 - B. Monthly financial statement [Informational Item]
- VII. OLD BUSINESS
 - A. DDA blighted canopy (behind Fortino's 314 S. Bridge) Update [Informational Item]
 - B. Enclosure located behind 223. S. Bridge Street Update [Informational Item]
 - C. 2016-2017 DDA Board Priorities [Action Item]
- VII. NEW BUSINESS
- IX. PUBLIC COMMENT
- X. BOARD OF DIRECTORS COMMENTS
- XI. ADJOURNMENT

DOWNTOWN DEVELOPMENT AUTHORITY

MINUTES

OCTOBER 14, 2015 6:00 PM

COUNCIL CHAMBERS, CITY HALL

- I. CALL TO ORDER/TAKING OF ROLL/PLEDGE OF ALLEGIANCE** – The meeting was called to order at 6:04 p.m. Members present: Chairman Bruce MacDowell, Dave Jonas, Terrance Augustine, Adam Auvenshine, Keith Mulder, Mayor Kalmin Smith, Bob Brown, Jason Barclay, Chris Fata, and Karl Glarner. Others Present: City Administrator Adam Smith and Assistant City Administrator Ameer King. Members Absent: Lise Mitchell, Rachel Schroeder and Michael Fredericks.
- II. APPROVAL OF AGENDA** – Mr. Augustine made a motion to approve the agenda as presented. Mr. Mulder supported the motion. Motion carried 8 to 0
- III. BOAD OF DIRECTORS MINUTES**
 - A. Approval of the regular minutes for September 9, 2015 – Mr. Mulder made a motion to approve the minutes of September 9, 2015 as presented. Mr. Glarner supported the motion. Motion carried 8 to 0.
- IV. PUBLIC COMMENT** - None
- V. COMMITTEE REPORTS** – Mr. Smith indicated that staff provided the board with the new Committee structure. We received feedback from board members and assigned accordingly. If there are any concerns please let staff know.
- VI. STAFF REPORTS**
 - A. **Financial transactions and bills** - Mr. Smith reviewed the bills to be paid. Mr. Augustine asked if the crack sealing was complete. Mr. Smith indicated that we will provide a comprehensive report from our public service department at the next meeting. Mr. Brown made a motion to approve the bills in the amount of \$11,687.62. Mr. Augustine supported the motion. Motion carried 8 to 0.

Mr. Fata arrived at 6:07.

- B. **Monthly financial statement** - Mr. Smith reviewed the financial statements.

VII. OLD BUSINESS

- A. **Bond for River Street** – Mr. Smith indicated that part of his due diligence is to review any outstanding debt for the entire City each year. The River Street bond is the only outstanding debt that has an appealing early pay off. The debt elimination will save over \$8,000 in interest. Mr. Augustine made a motion to pay off the River Street bond. Mr. Jonas supported the motion. Chairman MacDowell reviewed the history of the purchases on River Street for our newest member. A roll call vote was taken. Motion carried 9 to 0.

Mr. Brown	yes	Mr. Jonas	yes	Mr. Fata	yes
Mayor Smith	yes	Mr. Glarner	yes	Mr. Mulder	yes
Mr. Auvenshine	yes	Mr. Augustine	yes	Mr. Macdowell	yes

- B. **DDA blighted canopy (behind Fortino’s 314 S. Bridge) update** – Mrs. King updated the board on the progress of the Fortino’s project. The electrical has been removed from the canopy, any chemicals out of the old coolers, the A/C unit will be moved by the end of this week, and the canopy itself will be taken down in approximately 2 weeks.
- C. **Enclosure located behind 223. S. Bridge Street** – Chairman MacDowell turned the meeting over to Vice Chairman Mulder. Mr. Smith indicated we are underway with the project. There is a significant amount of due diligence that needs to be done, including survey work and title searches. The preliminary survey indicated a 4 foot by 52 foot gap that will need to be cleared up. Mr. Gentilozzi has communicated that he will be providing us with his façade grant application tomorrow. Our intent is to have the facade portion taken care of this year if possible. The demolition portion would be taken care of in the early 2016 construction season.

Jason Barclay arrived at 6:25 p.m.

Mr. Mulder turned the meeting back to Mr. MacDowell.

VII. NEW BUSINESS – None

IX. PUBLIC COMMENT – None

X. BOARD OF DIRECTORS COMMENTS – Mr. Glarner indicated that Sanctuary Spirits will host independent films every 3rd Thursday of the month. Movies will begin at 8 pm. The actors will be there at 6 pm. \$5 at the door. Please come support it.

Mr. Jonas indicated that he walked behind Fortino's. The stairway out of door needs major repair. We might want to see if the owner is interested in a facade grant to fix up the back side of the building.

Mayor Smith indicated the North Star Lab had an open house today. They are located in the City's industrial park. They do milk testing and are a very interesting company.

Mr. Smith indicated that the public art dedication ceremony will be October 23, 2015, everyone is invited and welcome to attend. City Council has placed a proposed charter amendment on the November ballot, information is on the City's website. The new language streamlines the signature requirements for officials on the ballot.

Mr. Barclay made a motion to adjourn the meeting at 6:44 p.m. Mr. Mulder supported the motion. Motion carried 10 to 0.

DOWNTOWN DEVELOPMENT AUTHORITY
COMMITTEE OF THE WHOLE – STRATEGIC PLANNING SESSION
OCTOBER 14, 2015 - 6:00 PM
COUNCIL CHAMBERS, CITY HALL

The Committee of the Whole- Strategic Planning Session was held directly after the DDA meeting. Members present: Chairman Bruce MacDowell, Dave Jonas, Terrance Augustine, Adam Auvenshine, Keith Mulder, Mayor Kalmin Smith, Bob Brown, Jason Barclay, Chris Fata, Lise Mitchell and Karl Glarner. Others Present: City Administrator Adam Smith and Assistant City Administrator Amee King. Members Absent: Rachel Schroeder and Michael Fredericks.

Mr. Smith indicated that the goal today is to establish Tier 1, 2 and 3 priorities. Tier 1 priorities will be the primary focus for the next 2 years. Tier 1 and 2 are limited to 5 top priorities. The living document can be changed at any time by the Board with the understanding that if a Tier 2 item gets moved to Tier 1 then an item needs to be moved off the Tier 1 list for a net balance. All projects need to be tied to the DDA Development Plan.

Tier 1

River Street
Library Parking Lot
Signage/wayfinding
District Maintenance
Marketing/promotion

Tier 2

Downtown Parks
Increased Taxable Value
Small business development
Public art/public space
Walkability/complete streets

Karl Glarner left at 8:17 pm. The meeting concluded at 8:52 pm. Minutes recorded and transcribed by Amee King.

Robert Brown, Secretary

Date Minutes Approved

10/8/15 to 10/26/15			
account number & transaction#	posting date	amount	vendor
GL#: 248-170.173-731.004 PROMOTIONS & MARKETING			
519800	10/21/2015	1,000.00	ADAMS OUTDOOR ADVERTISING
GL#: 248-170.173-801.004 ADMINISTRATIVE			
519724	10/21/2015	37.66	copy chgs qtr ended 9/30/15
GL#: 248-170.173-830.004 ELECTRIC LIGHTS			
519238	10/13/2015	-1,941.28	cash receipt - Consumers Energy
GL#: 248-170.173-830.005 TRASH PICKUP			
519082	10/08/2015	36.12	GRANGER
519284	10/19/2015	319.66	Pub Svc chgs 9/15
GL#: 248-170.173-830.007 PARKING LOT MAINTENANCE			
519284	10/19/2015	616.38	Pub Svc chgs 9/15
519790	10/21/2015	311.62	GRAINGER INC/W W//
519791	10/21/2015	640.00	CRAIG ELECTRIC///
	total	1,020.16	

BALANCE SHEET

Page: 1
10/27/2015
9:57 am

City of Grand Ledge

As of: 9/30/2015

Balances

Fund: 248 - DDA FUND

Assets

001.000 CASH

296,874.51

Total Assets

296,874.51

Reserves/Balances

390.000 FUND BALANCE

194,553.68

398.000 CHANGES IN FUND BALANCE

102,320.83

Total Reserves/Balances

296,874.51

Total Liabilities & Balances

296,874.51

REVENUE/EXPENDITURE REPORT

City of Grand Ledge

For the Period: 7/1/2015 to 9/30/2015

Original Bud. Amended Bud. YTD Actual CURR MTH Encumb. YTD UnencBal% Bud

Fund: 248 - DDA FUND								
Revenues								
Dept: 000.000 GENERAL								
401.000	CURRENT PROPERTY TAXES	678,982.00	678,982.00	474,299.34	474,299.34	0.00	204,682.66	69.9
628.001	INSURANCE DIVIDENDS	1,000.00	1,000.00	3.37	3.37	0.00	996.63	0.3
665.001	INTEREST	100.00	100.00	117.13	27.66	0.00	-17.13	117.1
665.003	RENT-PROPERTIES	100.00	100.00	0.00	0.00	0.00	100.00	0.0
GENERAL		680,182.00	680,182.00	474,419.84	474,330.37	0.00	205,762.16	69.7
Revenues		680,182.00	680,182.00	474,419.84	474,330.37	0.00	205,762.16	69.7
Expenditures								
Dept: 170.173 ECONOMIC DEVELOPMENT								
703.000	SALARIES/WAGES	26,094.00	26,094.00	2,903.40	1,096.84	0.00	23,190.60	11.1
719.000	FRINGE BENEFITS	7,507.00	7,507.00	1,352.81	1,170.18	0.00	6,154.19	18.0
731.004	PROMOTIONS & MARKETING	10,000.00	10,000.00	3,000.00	0.00	0.00	7,000.00	30.0
741.000	OPERATING SUPPLIES	1,000.00	1,000.00	0.00	0.00	0.00	1,000.00	0.0
801.004	ADMINISTRATIVE	1,000.00	1,000.00	0.00	0.00	0.00	1,000.00	0.0
802.000	LEGAL FEES	1,000.00	1,000.00	0.00	0.00	0.00	1,000.00	0.0
811.000	CONTRACTUAL	1,000.00	1,000.00	0.00	0.00	0.00	1,000.00	0.0
817.000	PROFESSIONAL SERVICES	10,000.00	10,000.00	0.00	0.00	0.00	10,000.00	0.0
830.002	SNOW REMOVAL	50,000.00	50,000.00	0.00	0.00	0.00	50,000.00	0.0
830.003	LANDSCAPE MAINTENANCE	12,000.00	12,000.00	3,106.23	1,806.23	0.00	8,893.77	25.9
830.004	ELECTRIC LIGHTS	25,000.00	25,000.00	5,544.10	2,867.22	0.00	19,455.90	22.2
830.005	TRASH PICKUP	7,000.00	7,000.00	950.79	914.67	0.00	6,049.21	13.6
830.006	CHRISTMAS DECORATIONS	7,000.00	7,000.00	0.00	0.00	0.00	7,000.00	0.0
830.007	PARKING LOT MAINTENANCE	35,000.00	35,000.00	6,099.50	6,099.50	0.00	28,900.50	17.4
830.008	OPERATIONAL EXPENSE	5,000.00	5,000.00	32.00	0.00	0.00	4,968.00	0.6
840.000	INSURANCE	3,132.00	3,132.00	1,535.18	0.00	0.00	1,596.82	49.0
960.001	FACADE/RENOVATION GRANTS	50,000.00	50,000.00	0.00	0.00	0.00	50,000.00	0.0
997.101	INDIRECT COST CHARGES	59,525.00	59,525.00	59,525.00	59,525.00	0.00	0.00	100.0
ECONOMIC DEVELOPMENT		311,258.00	311,258.00	84,049.01	73,479.64	0.00	227,208.99	27.0
Dept: 966.001 TRANSFERS OUT								
999.394	TRANSFER TO DDA DEBT SVC FUND	276,050.00	276,050.00	276,050.00	276,050.00	0.00	0.00	100.0
999.397	TRANSFER TO ISLAND DEBT FUND	12,000.00	12,000.00	12,000.00	12,000.00	0.00	0.00	100.0
999.494	TRANSFER TO DDA CAP PROJ	100,000.00	100,000.00	0.00	0.00	0.00	100,000.00	0.0
TRANSFERS OUT		388,050.00	388,050.00	288,050.00	288,050.00	0.00	100,000.00	74.2
Expenditures		699,308.00	699,308.00	372,099.01	361,529.64	0.00	327,208.99	53.2
Net Effect for DDA FUND		-19,126.00	-19,126.00	102,320.83	112,800.73	0.00	-121,446.83	-535.0
Change in Fund				102,320.83				
Grand Total Net		-19,126.00	-19,126.00	102,320.83	112,800.73	0.00	-121,446.83	

BALANCE SHEET

City of Grand Ledge

As of: 9/30/2015

Balances

Fund: 394 - DDA DEBT FUND

Assets

001.000 CASH

283,275.09

Total Assets

283,275.09

Reserves/Balances

390.000 FUND BALANCE

7,195.55

398.000 CHANGES IN FUND BALANCE

276,079.54

Total Reserves/Balances

283,275.09

Total Liabilities & Balances

283,275.09

REVENUE/EXPENDITURE REPORT

City of Grand Ledge

For the Period: 7/1/2015 to 9/30/2015	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
Fund: 394 - DDA DEBT FUND							
Revenues							
Dept: 905.906 DEBT SERVICE							
665.001 INTEREST	400.00	400.00	29.54	26.32	0.00	370.46	7.4
699.248 TRANSFER FROM DDA	276,050.00	276,050.00	276,050.00	276,050.00	0.00	0.00	100.0
DEBT SERVICE	276,450.00	276,450.00	276,079.54	276,076.32	0.00	370.46	99.9
Revenues	276,450.00	276,450.00	276,079.54	276,076.32	0.00	370.46	99.9
Expenditures							
Dept: 905.906 DEBT SERVICE							
991.000 DEBT-PRINCIPAL	209,360.00	209,360.00	0.00	0.00	0.00	209,360.00	0.0
995.000 DEBT-INTEREST	66,140.00	66,140.00	0.00	0.00	0.00	66,140.00	0.0
998.000 DEBT-PAYING AGENT FEES	550.00	550.00	0.00	0.00	0.00	550.00	0.0
DEBT SERVICE	276,050.00	276,050.00	0.00	0.00	0.00	276,050.00	0.0
Expenditures	276,050.00	276,050.00	0.00	0.00	0.00	276,050.00	0.0
Net Effect for DDA DEBT FUND	400.00	400.00	276,079.54	276,076.32	0.00	-275,679.54	019.9
Change in Fund			276,079.54				
Grand Total Net	400.00	400.00	276,079.54	276,076.32	0.00	-275,679.54	

BALANCE SHEET

Page: 1

10/27/2015

9:57 am

City of Grand Ledge

As of: 9/30/2015

Balances

Fund: 494 - DDA CAPITAL PROJECTS FUND

Assets

001.000 CASH

175,734.98

Total Assets

175,734.98

Reserves/Balances

390.000 FUND BALANCE

175,640.13

398.000 CHANGES IN FUND BALANCE

94.85

Total Reserves/Balances

175,734.98

Total Liabilities & Balances

175,734.98

REVENUE/EXPENDITURE REPORT

City of Grand Ledge

For the Period: 7/1/2015 to 9/30/2015	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
Fund: 494 - DDA CAPITAL PROJECTS FUND							
Revenues							
Dept: 900.901 CAPITAL OUTLAY - PUBLIC IMPROV							
665.001 INTEREST	0.00	0.00	94.85	16.33	0.00	-94.85	0.0
699.248 TRANSFER FROM DDA	100,000.00	100,000.00	0.00	0.00	0.00	100,000.00	0.0
CAPITAL OUTLAY - PUBLIC IMPROV	100,000.00	100,000.00	94.85	16.33	0.00	99,905.15	0.1
Revenues	100,000.00	100,000.00	94.85	16.33	0.00	99,905.15	0.1
Net Effect for DDA CAPITAL PROJECTS FUND	100,000.00	100,000.00	94.85	16.33	0.00	99,905.15	0.1
Change in Fund			94.85				
Grand Total Net	100,000.00	100,000.00	94.85	16.33	0.00	99,905.15	



TO: Downtown Development Authority Board Members

FROM: Amee King, Assistant City Administrator

RE: Parking lot Crack filling

DATE: October 29, 2015

The parking lot crack filling project is complete. Asphalt Restoration Inc. was the contractor. They placed 5,800 pounds of band crack filling on Log Jam lot, Preston's Lot, Cugino's lot, Scott Street parking lots for a total of \$7,482.00. As always, please let me know if you have any questions or concerns.

Invoice

Asphalt RESTORATION, INC.

High Performance Asphalt Maintenance

7968 West G Avenue
Kalamazoo, MI 49009
Office: 269.353.3996
Fax: 269.375.0722

Date	Invoice #
10/20/2015	9413

City of Grand Ledge 310 Greenwood St. Grand Ledge, MI 48837 Attn: Chad		P.O. No.		
		verbal		
		Terms	Due Date	Estimator
		Net 30 Days	11/19/2015	Mike
Service	Description	Amount		
Band Crackfilling	Parking Lots (Log Jam, Preston's Bar, Cancun, Scotts St. Lot 5,800# \$ 7,482.00 Streets - Jefferson St. (W. Limit - m100), W. Scott St. (Jefferson - Edwards), W. Lincoln Ave (Spring St. - Degroff St.), Degroff St. (E. Lincoln St. - M43), Pleasant St. (End - Scott St.), Jones St. (Green St. - Spring St.), Green St. (W. Jefferson St. - Jones St.), Perry (W. Jefferson St. - end), Maple St. (W. Jefferson st. - Jones), Spring St. (W. Jefferson St. - Walnut & W. South - Lovell St.), Lovell St. (Spring St. - Jenne St.), Walnut St. (Green - Maple), W. River St. (W. Scott - M100), E. River (M100 - New section), Harrison St. (W. Lincoln - W. River), Adam St. (W. Jefferson - W. Scott) Sumner st. (E. Scott - M100), Jackson St. (E. Scott - M100), Park St. (Jenne - Lamson), E. South (Park - Kent), Green (W. South - W. Kent), Edwards St. (Jenne St. - M100), Charlevoix St. (M43 - M100), W. Main St. (M100 - 100' past Ledge St.), W. Front (End - M100), Ledge St. (W. Front St. - W. Main St.), Emerson St. (W. Front St. - W. Main St.), West St. (W. Front St. - McMillan St.), McMillan St. (West St. - M100), Mineral St. (W. Front - W. Main), Madison St. (W. Front - W. Main), Washington St. (End -	94,460.25		

Payment to be made as specified unless otherwise arranged. A 1-1/2% late fee will be charged to all accounts past due.

Total

WE APPRECIATE YOUR BUSINESS!

Invoice

Asphalt RESTORATION, INC.

High Performance Asphalt Maintenance

7968 West G Avenue
Kalamazoo, MI 49009
Office: 269.353.3996
Fax: 269.375.0722

Date	Invoice #
10/20/2015	9413

City of Grand Ledge 310 Greenwood St. Grand Ledge, MI 48837 Attn: Chad		P.O. No.		
		verbal		
		Terms	Due Date	Estimator
		Net 30 Days	11/19/2015	Mike
Service	Description	Amount		
	Greenwood), Timbercreek Dr., Brookside Dr., W. South St., Hawks Ridge Dr., Bromleigh Ave 55,500# \$ 71,595.00 Oakwood Cemetery 2,950# \$ 3,805.50 Abrams Airport (Taxi-way) 8,975# \$ 11,577.75			

Payment to be made as specified unless otherwise arranged. A 1-1/2% late fee will be charged to all accounts past due.

Total	\$94,460.25
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WE APPRECIATE YOUR BUSINESS!

DRAFT

2016-2017 DDA Board Priorities

Adopted November #, 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”

Committee Structure 2015

DESIGN COMMITTEE – Capitalizing on the assets of the downtown’s physical environment, such as historic buildings, and creating an inviting atmosphere through renovation and perhaps new construction, all the while developing sensitive design management systems and long term planning for sustainability.

*Placemaking.

- | | |
|--------------------|------------------|
| 1. Bruce MacDowell | 4. Jason Barclay |
| 2. Mike Fredericks | 5. Dave Jonas |
| 3. Bob Brown | 6. Karl Glarner |

ECONOMIC RESTRUCTURING – Strengthening a community’s existing economic base by helping existing businesses and recruits new ones, therefore converting unused space into productive property.

*Fiscal Operations.

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|-----------------------|---------------------|
| 1. Jason Barclay | 4. Keith Mulder |
| 2. Lise Mitchell | 5. Chris Fata |
| 3. Terrance Augustine | 6. Rachel Schroeder |

PROMOTION – The effort to market the downtown’s unique characteristics to residents, visitors, investors and business owners through advertising, retail activities, events, and marketing campaigns.

*Marketing.

- | | |
|-----------------------|---------------------|
| 1. Mike Fredericks | 4. Keith Mulder |
| 2. Karl Glarner | 5. Adam Auvenshine |
| 3. Terrance Augustine | 6. Rachel Schroeder |

ORGANIZATION – The effort to involve all the downtown’s stakeholders to work toward a common goal under the policy direction of the Downtown Development Authority Board. *Public-Private Partnerships.

- | | |
|--------------------|--------------------|
| 1. Bruce MacDowell | 4. Lise Mitchell |
| 2. Bob Brown | 5. Adam Auvenshine |
| 3. Dave Jonas | 6. Chris Fata |