

GRAND LEDGE DOWNTOWN DEVELOPMENT AUTHORITY
319 TAYLOR STREET
GRAND LEDGE MI 48837
(517) 622-5256

MINUTES – REGULAR MEETING
WEDNESDAY, APRIL 13, 2011
6:00 P.M.
COUNCIL CHAMBERS, CITY HALL
200 E. JEFFERSON ST.

- I & II. ROLL CALL-** Bruce MacDowell called the meeting to order at 6:01 p.m.
Present: Terrance Augustine, Bruce MacDowell, Dave Jonas, Christine Carter, Bob Brown, Susan Sasse, Ben Cwayna, Keith Mulder, Jan Mowery, Jason Barclay, Mayor Kalmin Smith, Karl Glarner (arrived at 7:08 pm)
Absent: Jim Church
Also Present: Economic Development Director Mark Sullivan, Assistant City Administrator Ameer King, Park & Recreation Chairman Marv Hummel, Representative from Pony/Colt Baseball Scott Lonier, and Rachel Kuntzsch from Kuntzsch Business Services
- III. PLEDGE OF ALLEGIANCE**
- IV. AUDIENCE PARTICIPATION - None**
- V. APPROVAL OF REGULAR AGENDA -** Mr. Mulder requested to add item 4 under New Business, Request to put a temporary stage at the sandlot for the music in the park. Chairman MacDowell requested to add item 5 under New Business, City Signage. Mr. Sullivan requested to add an item under the Treasurers Report, Request for Island Bridge Payment. Ms. Sasse made a motion to approve the agenda as amended. Mr. Augustine supported the motion. The motion carried 11 to 0.
- VI. APPROVAL OF MINUTES -** Ms. King reported that Ms. Carter e-mailed her with 4 minor changes that have been corrected. Ms. Carter moved to approve the Minutes of the General Meeting of March 9, 2011 as amended. Ms. Mowery supported that motion. The motion passed 11 to 0.
- VII. TREASURERS REPORT -**
- 1. Payment of bills -** Mr. Sullivan reviewed the bills. The Craig Electric bill is quite high due to the repairs on the bridge lights. There is conduit between the lights with only certain access areas. There was water seeping into the conduit. There were several areas that needed to be re-wired. Mr. MacDowell and Mr. Mulder asked Mr. Sullivan if he could check with Craig Electric to see if he could inspect the remaining areas to prevent problems in the near future. Mr. Sullivan also indicated that we are purchasing 2 light poles. We need one now, but since they take quite a long time to make, we will have one in reserve. Ms. Carter moved to approve payment of the bills. Ms. Sasse seconded the motion. The motion passed 11 to 0.
- 2. Financial Statement -** Mr. Sullivan reviewed a budget change for 2012 FY sheet he had prepared. City Assessor Brian Thelen updated Mr. Sullivan on the 2012 capture. The tax capture for FY 2012 will be down an estimated \$146,000. With all of the debt payments and expenses, such as GLAESA, insurance, indirect cost plan, salaries and operating expenses it is pretty much a break even budget. We will have \$219 left over. Fund balance is approximately \$350,000. This is the first year we've seen a decrease. Revenue from Walgreens will be in next years budget. This budget does not include any new facade or renovation grant monies. At this time the only commitment outstanding is for the Sun Theater, which is in the current budget. If we chose to approve any other facade or renovation grants it will have to come out of fund balance.

3. Request for Island Bridge Payment - Mr. Marv Hummel, Park & Recreation Chairman indicated that he is here to ask that the DDA board pay for the \$12,000 bridge payment that you have helped with in the past. Chairman MacDowell indicated that originally this board agreed to a 3 year commitment of \$12,000 each year. Since then it has been a yearly commitment. There were many questions raised as to how much has been paid, how much longer is there to pay, etc. This item was tabled and Mr. Sullivan will provide more information to the board at the next meeting.

VII. Committee Reports -

1. Landscape Committee - Susan Sasse reported on the Committee meeting. The Landscape Committee is Jan Mowery, Terrance Augustine, Sue Sasse, and Jason Barclay. The MGM & Tree's Inc. proposals were reviewed. We currently have a contract with MGM (Mr. Todd Edmunds) for \$5,572.76 to cover 9 months that includes cleaning out the parking lots and landscaping. During the winter months Mr. Edmunds cleaned out the dumpster areas and made repairs to doors of the dumpster enclosures. The Committee recommended that the board not approve the contract with Tree's Inc. Mr. Edmunds was also asked for a proposal to plant and maintain the flowerpots. Ms. Dible from Dible-Glasser was also asked for a proposal. MGM (Mr. Edmunds) bid was \$566 less than Dible-Glasser. The Landscape Committee recommends to the board to approve the contract for flowerpot planting/maintenance to MGM. Mr. Mulder indicated that he feels strongly that the downtown businesses should maintain their own dumpster areas. Businesses in other areas do not get that same perk. We should assess fees to people if we have to clean up their mess. The Board requested Mr. Sullivan write a letter to the downtown businesses stressing the importance of cleaning up their own dumpster area. The Board also requested that Mr. Sullivan look into prices for surveillance cameras. Ms. Sasse moved to approve the MGM contract for planting and maintaining the flowerpots. Ms. Carter supported the motion. A role call vote was taken. Motion passed 10 Yes to 1 No.

Jason Barclay - yes

Christine Carter - yes

Susan Sasse - yes

Jan Mowery - yes

Bob Brown - yes

Mayor Kalmin Smith - yes

Dave Jonas - yes

Chairman MacDowell - yes

Terrance Augustine - yes

Ben Cwayna - yes

Keith Mulder - no

2. Renovation Special Committee - Mr. Brown reported on the Committee meeting. The Renovation Special Committee is Bob Brown, Susan Sasse, Terrance Augustine, and Dave Jonas. There are two MSHDA projects that could utilize the renovation grants at this time. The Committee discussed many different ways this could be implemented. The Committee recommends the Board adopt the following guideline; 10% of the total project cost, not to exceed 50% of the owners contribution with a maximum of \$40,000 for each project. The Committee felt this was the easiest way to do it, however, some members thought the \$40,000 cap is too high. This is still a discretionary program and can only be used if funds are available. These grants are for MSHDA projects only. Mr. MacDowell indicated that as a board, we would have to make at least a potential commitment early enough for the owner to know what funding he will have with his application to MSHDA. It also makes sense for owners to come to this board early in their process to get a letter of understanding, if funding is available. Mr. Sullivan added, at this time the Board would be adopting the guidelines, not any budget for projects. Mr. Brown moved to approve the guidelines for renovation grants as such, 10% of the total project cost, not to exceed 50% of the owners contribution with a maximum of \$40,000 for each project. Mr. Augustine seconded the motion. Motion carried. 11 to 0. Mr. MacDowell added that the review committee for applications shall be the same committee that set up the guidelines.

IX. Old Business -

1. Update on West Front Street Parking Lot - Mr. Jim Foster updated the Committee on the West Front Street parking lot. Over the past couple of months Comcast has installed their cable, the gas company has run their lines underground (need to be pressure tested), and the overhead wires and poles have been removed. Three or four houses will be have their gas lines and meters changed out to medium pressured meters. Sandborn Construction will be back next week to do internal piping for gas services. They would like to start next week on excavation for Preston's patio. There is some question still regarding approval from the Liquor Control Commission for Prestons request. It has not been acted on yet. Mr. Sullivan indicated that he's uncomfortable moving forward with excavating if the LCC (Liquor Control

Commission) has not given approval. The Board requested that Mr. Sullivan and Mr. Foster work with Mr. Preston and the LCC before this project moves forward.

Mr. Glarner arrived at 7:08 p.m.

Mr. Foster went on with money saving options for the project. The project is to have colored, stamped concrete in the alleyway. The contractor has given us the option to save \$6,500 in changing that item to regular cement. There have been concerns that there may be a lot of garbage, dog waste, and cigarette butts that could get smashed into the grooves of the stamped cement. After a lengthy discussion there was no motion to change the original plan of stamped, colored concrete.

Mr. Foster reviewed another money saving option. The original plans are to have porous pavement at the entrances to the parking lot which will cost \$33,000. If we change that to regular asphalt there would be a savings of approximately \$20,000. It was also mentioned that this porous surface is being used here as a test case to see how well it performs. There was a lengthy discussion about adding in drains at the base of the entrance and if the storm drains are adequate in the street. The Board asked Mr. Foster what his recommendation was. Mr. Foster indicated that he would like to keep the porous pavement, however, he feels it is his obligation to let the Board know if there are cost saving measures in each project. There was no motion to change the original plan of porous concrete.

2. Contract with Ziemnick-Foster Engineering - Mr. Mulder reported that there were members of the Board, Christine Carter, Ben Cwayna, Jan Mowery, that met to discuss the project and the contract overages. Mr. Foster was at the meeting also and reported that his estimated additional time/costs will come to \$48,495. Mr. Foster is willing to cut that by \$17,000 and bring it down to an even \$32,000. This is an estimation of how much time will be spent to finish the project which is projected to be completed by June 3, 2011. Mr. Mulder made a motion to authorize the additional contract up to \$32,000. Mr. Augustine seconded the motion. A roll call vote was taken. Motion passed 11 Yes to 1 No.

Terrance Augustine - yes
Christine Carter - yes
Ben Cwayna - yes
Keith Mulder - yes

Jason Barclay -yes
Dave Jonas - no
Susan Sasse - yes
Karl Glarner - yes

Bob Brown - yes
Mayor Kalmin Smith - yes
Jan Mowery - yes
Chairman MacDowell - yes

3. Ledge Craft Lane - Mr. MacDowell reported that when we left the last meeting it was generally supported that we would go forward with the bid from Don Keller, however, there was a question as to style and color. Mr. Sullivan reported that he has spoken with the City Administrator and indicated that this board would not pay for anything else on the building after the window project is completed. We requested a bid from Mr. Keller to get us to a discussion point. The board has not approved a project. If we want to move forward we will get other bids and make sure we try to keep to the styling that is already in the building. After further discussion the Board tabled this item pending more information and bids.

4. Visioning Session - Mr. Sullivan put together some information for a visioning session. He spoke with Julie Poich, who encourages us to work locally but would be happy to work with us. A maximum cost would be \$2,000. Her biggest problem is distance from here. She is in Paw Paw. Mr. Sullivan also met with Rachel Kuntzsch who could facilitate a visioning session for approximately \$2,000 - \$12,000, depending on what we want. At this point we have to decide what we want. After discussion it was the consensus of the board to have a brain storming/work session on Wednesday, May 18th at 6:00 p.m.

X. New Business -

1. Jaycee Park Boat Ramp Grant - Ms. Rachel Kuntzsch addressed the board. She owns a building at 300 N Bridge and thanked the Board for the facade grant she received. She also indicated that she would be interested in working with the Board on the visioning session. Ms. Kuntzsch is a member of the Park & Recreation Commission and was pushing the Commission to apply for the grant. This will be the last year for the current State funding so it made sense for us to apply this year. The boat launch is in dire condition and it used quite often despite the condition. We have a pretty good chance at funding for this grant. We

have a minimum requirement of a 25% match. We're just over the minimum at 26%. Sometime in June or July we will receive a preliminary score and we can look at ways to improve that score if need be. If our score is lower than we need would the DDA be willing to donate money to the project? We will have until September to improve the scoring if we need to. Questions were raised as to whether this could fall under a parking lot project in order to utilize bond money. Mr. Sullivan will look into this and bring back information at the next meeting. There was a general feeling of support for the project, however no action was taken at this time.

2. Historic Assessment - Mr. Sullivan reported that on March 31st he met with Laura Ashlee and Martha MacFarlane-Faes from the State office for Historic Preservation for a historic evaluation of our downtown. Mr. Brown and Mayor Smith joined us on the tour. They were concerned that we did not have a Historic District, backed up with Zoning Ordinances, which could protect the buildings. However, in general they were really impressed with our downtown and wanted to ensure that it remained an attractive and historic downtown.

3. Improvements for Access to Fitzgerald Ball Field - Mr. Scott Lonier updated the Board on the Fitzgerald Field project. He thanked the Board for the help on the improvements to Fitzgerald Field. There were approximately 100 games played on that field last year. This year there will be more tournaments along with a section regional game. Last year the plan was to make improvements in two phases, inside the fence and then outside the fence. The Park & Recreation Commission offered to donate up to \$6,000 toward concrete stairs going up one side of the bleachers. Dr. Brooks has donated a piece of land to the City and will move his generator. The Grand Ledge Pony organization is going to donate \$3,500 for handrails next to the bleachers. At this time Rachel Kuntzsch has offered to help us write a grant application and put off the handicap access for another year. Mr. Lonier indicated that he is not here to ask for money this year. Mr. Brown asked if the field could be flooded for ice rink? Mr. Lonier indicated that this year there was snow that acted as a blanket with no frost underneath it. We had talked to a professor at MSU and he said we could flood it without any problem. There should be no reason that it can't be flooded.

4. Request for placement of stage on Sandlot - Mr. Mulder requested the Board give permission to put a temporary stage on the sandlot up against the wall by the power box on Millbrooks side. It would be utilized by the music in the park and the farmers market. The farmers market is paying for it. We don't have a complete design yet. It can be moved for yankee doodle days or anything else. No design work has been done yet. Approximate size will be 12 x 16. Mr. Mulder moved to allow a temporary stage to be placed on the sandlot. Mr. Augustine second the motion. The motion passed 12 to 0.

5. City Signage - Mr. MacDowell indicated that it might be time to resubmit the signage designs to MDOT. Mayor Smith reported that federal law is requiring the City to purchase all new City signs by 2018. They have new requirements, including reflectorized, width and capitalization of the letters. Mr. LaHaie put together sample signs, that do not meet height and width requirements, and placed them at Bridge and Jefferson. Mr. MacDowell suggested that the Board work with Mr. LaHaie on this issue.

XI. Directors Comments -

1. New Work Schedule - Mr. Sullivan indicated that he has been working about a day and a half in the office. Getting organized slowly but surely. Thanks to Amee.

2. Bench Repair or Replacement - Mr. Sullivan reported that Mr. Bill Morey, the City's Street Supervisor, suggested we replace our benches. The wood is getting very bad. The approximate cost for 13 benches with backs and 2 without backs is \$6,200. My only concern is that the older benches we have are heavy, the newer benches are much lighter and could be easily taken. We have newer benches in the park and we secure them with cables. In the downtown area they may not be able to be secured. Ms. Sasse requested information on the cost to maintain the benches that we currently have. Mr. Sullivan will bring back more information and have Mr. Morey repair and put the old benches out.

Mayor Smith asked Ms. King to update the Board on the River Street Houses. Ms. King indicated that she and Mr. LaHaie had looked at the lots and are in pretty rough shape. She had contacted Pitsch Comany who did the demolition of the houses. A representative from Pitsch is suppose to go look at the site and get back to us.

Mayor Smith reported that the City is looking seriously at using Greenwood School as a City Hall. The building is in great condition. It's a large space which we would not need all of. At this time we do not have remodeling costs. The location isn't the best, however we are weighing all the options. Mr. Mulder added that we are looking at all the options with this building.

XII. ADJOURN - The meeting was adjourned at 9:03 p.m. The next meeting is May 11, 2011 at 6:00 p.m.

Minutes recorded and transcribed by Ameer King

Robert Brown, Secretary

Date Minutes Approved