

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

MINUTES – REGULAR MEETING  
WEDNESDAY, MAY 11, 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, Bob Brown, Ben Cwayna, Keith Mulder, Jan Mowery, Mayor Kalmin Smith, Jim Church, Karl Glarner, and Christine Carter (arrived at 6:04)

**Absent:** Susan Sasse, Jason Barclay

**Also Present:** Economic Development Director Mark Sullivan, and Assistant City Administrator Amee King

**III. PLEDGE OF ALLEGIANCE**

**IV. AUDIENCE PARTICIPATION - None**

**V. APPROVAL OF REGULAR AGENDA -** Mr. Smith made a motion to approve the agenda. Mr. Cwayna supported the motion. The motion carried 10 to 0.

**VI. APPROVAL OF MINUTES -** Ms. King reported two minor corrections. Mr. Mulder moved to approve the Minutes of the General Meeting of April 13, 2011 as amended. Ms. Mowery supported that motion. The motion passed 10 to 0.

**VII. TREASURERS REPORT -**

**1. Payment of bills -** Mr. Sullivan handed out a new list of bills to be paid. There is a new bill from Ziemnick/Foster. Mr. Jonas inquired if the Ziemnick/Foster bill was part of the original contract. Mr. Sullivan indicated that the new bill is part of the additional contract amount that the Board approved. Mr. Augustine moved to approve the bills as presented. Mr. Jonas seconded the motion. The motion passed 9 to 1.

**2. Financial Statement -** Mr. Sullivan reported that a couple of things will need attention. The Professional Services line item is high. That's where we are handling the budget for the mural project. Grant monies will be coming in to compensate for the expenses. The debt in the 248 fund is for the River Street houses. \$472,960 in fund balance. Some of the fund balance will still be spent.

Ms. Carter arrived at 6:04 p.m.

**VIII. Committee Reports -** There were no committee reports.

**IX. Old Business -**

**1. Update on West Front Street Parking Lot -** Mr. Sullivan reported that everything is moving along pretty well. The gas has been taken care of. A few things inside of the building still need to be taken care of. The landscaping is underway. The concrete is being poured with brick like forms. The next major thing that will happen is topping the asphalt. Porous pavement will then be added on both entrances. During the Yankee Doodle Days celebration there will be a motorcycle group using the lot. Mr. Church added that he's been working with Autumn of M-43 Powersports. Autumn put on these types of events when she worked at Full Throttle Motorsports. The proceeds of this event will go toward the skate park

group. There will be a 50/50 raffle, vendors, Hooter girls, Budweiser girls and a D.J. They hope to raise \$300-\$500 the first year. Mr. Sullivan further reported that Mr. Barclay has contacted him. A friend of Mr. Barclay's is one of the subcontractors for the parking lot project. He's been paid \$11,000 out of the \$32,000 he has billed out. Before we make our final payments we should get a release of liens from all of the contractors.

**2. Ledge Craft Lane** - Mr. Sullivan indicated the bids are enclosed. We solicited and received 3 bids from local contractors. We originally asked Mr. Don Keller to provide us with a rough estimate on the cost of replacing all the windows so we could see if we could afford it. We then decided to move forward with the project and get two more bids. At this point Mr. Keller has the lowest bid and I'm comfortable with it. There was concern raised as to why staff chose the contractors they did and why it wasn't opened up to more contractors. There was also concern if we are violating the bidding process. Mr. Sullivan indicated that this board is not required to have a bidding process and if we did proceed with such a process it would take substantial more staff time to write up specifications, etc. Mayor Smith indicated that we could handle this project similar to the roof project with the City Administrator handling the project and the DDA paid the bill. Mr. Augustine made a motion to turn the bids over to the City and authorize payment up to \$10,000. Mayor Smith seconded the motion. The motion passed 11 to 0.

**3. Bench Repair or Replacement** - Mr. Sullivan reported we had tabled this item at the last meeting awaiting more information as to the maintenance cost of the benches. The benches cost approximately \$550 a year to pick up the benches, store them, and refinish them each season. Mr. Bill Morey, Street Supervisor, reported to Mr. Sullivan that several of the benches are in very bad shape. To replace all of the benches with synthetic wood it would cost \$6,200. The benches would be shorter. We could replace some of them and see how it works. It would cost \$2,000 to replace the wood boards in the benches. Mr. Augustine made a motion to phase in the synthetic wood as needed with still using the old frames. Ms. Carter supported the motion. A roll call vote was taken. Motion passed 11 to 0.

Ben Cwayna - Yes	Jan Mowery - Yes	Jim Church - Yes
Bob Brown - Yes	Christine Carter - Yes	Mayor Smith - Yes
Dave Jonas - Yes	Keith Mulder - Yes	Karl Glarner - Yes
Terrance Augustine - Yes	Bruce MacDowell - Yes	

**4. Island Bridge Bond Payment** - Mr. Sullivan reported that this item was discussed at the last meeting and further information was requested. This item is not budgeted in next years budget. The principal amount of the Bond is \$400,000 at 4.6% for 20 years. The last payment is on 5/1/2022. The annual debt service varies from a low of \$24,903 to a high of \$34,620. The current outstanding principal is \$270,000. The DDA has paid \$12,000 annually for 9 years (\$108,000). The City and or Parks and Recreation have paid about \$20,000 annually (\$277,691). The DDA picked up an additional \$26,455 debt for the River Street houses and also paid \$29,722 to demolish the three houses including one for the Opera House Authority. Mr. MacDowell indicated that the Island is a true asset, however, the issue is that somebody else did the plan for the bridge, implemented it, and then asked us to pay for it. We were not involved in the project until the bills came in. Originally, the Park & Recreation Commission asked us to pay the \$12,000 and we agreed to do it for 3 years. They have asked us each year since, totaling 9 years. Mr. Augustine made a motion to include the \$12,000 payment in our budget until the bond is paid off in 2022. Mr. Mulder seconded the motion. A roll call vote was taken. Motion failed 6 no to 5 yes.

Terrance Augustine - yes	Keith Mulder - yes	Ben Cwayna - no
Bob Brown - no	Jim Church - no	Karl Glarner - no
Mayor Smith - yes	Chrisine Carter - no	Dave Jonas - yes
Jan Mowery - no	Bruce MacDowell - yes	

Mr. Brown made a motion to include the \$12,000 in the budget for a term of 5 years. Mr. Church seconded the motion. A roll call vote was taken. The motion passed 9 yes to 2 no.

Dave Jonas - yes	Jim Church - yes	Jan Mowery - yes
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Terrance Augustine - no  
Ben Cwayna - yes  
Mayor Smith - yes

Keith Mulder - yes  
Bob Brown - yes  
Bruce MacDowell - yes

Christine Carter - no  
Karl Glarner - yes

**X. New Business - 1. Renewal of Madison Street Property** - Mr. Sullivan reported that the lease is up for renewal. They have been good tenants and we would like to keep them. Mr. Augustine indicated that he would like to continue month to month with the lease and put the house up for sale immediately. A question was asked if the current tenants are up to date on rent payments. Ms. King reported that the tenants are currently a month behind. Mr. Augustine moved to renew the lease on a month to month basis and put the house up for sale. Mr. Glarner supported the motion. Mr. Augustine withdrew his motion. Mr. Augustine made a motion to put the house up for sale. Mr. Glarner supported the motion. Mr. Augustine withdrew his motion. Ms. Carter made a motion to not renew the lease until they become current in their payments and enter into the lease if they become current, and also serve them a 7 day notice. Mr. Church seconded the motion. Motion carried 11 to 0.

**2. Surveillance Camera** - Mr. Sullivan reported that he has talked to the Police Chief. The Chief has not supplied the information we were looking for as of this time. The Chief indicated that he liked the idea of purchasing cameras and they could use them also. There are many complaints about illegal dumping. Mr. Augustine indicated that he feels strongly that we should not be putting up cameras for dumpsters or anything else. It is not the DDA's responsibility to police the dumpster area, its the business owners. Mr. Church indicated that he had a the same problem, he opened the trash bag, found an address and approached the person who dumped the trash. Mr. Mulder agreed with it not being the DDA's responsibility to take care of the problem. Mr. MacDowell indicated that he does not have that problem at his business, however, it does cost businesses a lot of money since they are charged according to how much is dumped. Mr. Sullivan indicated that we might be able to work something out with the Police Department on getting surveillance done.

**XI. Directors Comments** - Mr. Sullivan reported that he received an e-mail from Todd Edmonds with MGM. He has repaired gates on the dumpster enclosures. There are 60 flower pots. We received a request from the Garden Club to put a red geranium in each pot. There will be a pot done next week so everyone can preview it and let me know if it looks o.k.

Mr. Sullivan reported that he had a long talk with a resident that lives over the pharmacy. There seems to be some discrepancy of what's suppose to happen for parking when the lot is full. We should have options for him. Mayor Smith indicated that this individual does not have a sticker to park like they are suppose to. If he had a sticker the police department would waive a ticket if he received one. Mr. Sullivan further indicated that he's going to work with the Police Department and the Public Service Department to come up with a clear policy.

Mr. Sullivan reported that his contract is over in June. The Human Resources Committee is meeting on May 19 where they will discuss the contract. I'm working an average of 12 hours a week and am asking to be paid for 10 hours a week. I'm asking to increase my pay to \$625 every two weeks. This is not a hourly rate increase.

Mr. Sullivan reminded the Board that next week we will have the visioning session. We can try to figure out what we want and where we want to go

Mr. Sullivan indicated that he received 2 bids for tree trimming. The person that has done it in the past was \$500 less than the other bid we received.

**Members Comments** - Mr. Augustine reported that the official dedication for the mural will be Saturday, May 21. The lift to place the mural on the building was donated by Titan. The Music in the Park will continue this year. We have some top quality bands this year, Three Men and a Tenor, Root Doctor, Global Village, Soultice, and the Usual Suspects. Amee will e-mail out the entire schedule to the Board.

Mr. Jonas asked for an update on the River Street property. Ms. King indicated that she had been in contact with Pitsch company. They plan to bring in equipment, clean up and grade the hill so it is mowable. Our DPS crew is currently putting extra fill that we wanted to discard on the site.

Mayor Smith indicated that Michigan Week is coming up. It started in 1954 to encourage State travel. We are probably the last City in the State to have a real celebration. The Lt. Governor is scheduled to speak at the rotary meeting on wednesday, May 25<sup>th</sup>. The Garden Club is celebrating its 30<sup>th</sup> year with their Tree Dedication Service and Tee. One of the trees is a weeping willow and will be placed on the Island for the root system.

**XII. ADJOURN** - The meeting was adjourned at 7:37 p.m. The next meeting is June , 2011 at 6:00 p.m.

Minutes recorded and transcribed by Ameer King

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Robert Brown, Secretary

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Date Minutes Approved