

GRAND LEDGE DOWNTOWN DEVELOPMENT AUTHORITY
319 TAYLOR STREET
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MINUTES – REGULAR MEETING
WEDNESDAY, SEPTEMBER 14, 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 6:03 p.m.
Present:, Keith Mulder, Terrance Augustine, David Jonas, Ben Cwayna, Christine Carter, Karl Glarner, and Melanie May
Absent: Jan Mowery, Jim Church, Jason Barclay, Mayer Kalmin Smith, and Bob Brown
- III. PLEDGE OF ALLEGIANCE**
- IV. AUDIENCE PARTICIPATION** - None
- V. APPROVAL OF REGULAR AGENDA** - Mr. Sullivan requested to add Sun Theater Marquee under Old Business (Item 2). Mr. Augustine made a motion to approve the agenda as amended. Mr. Cwayna supported the motion. The motion carried 8 to 0.
- VI. APPROVAL OF MINUTES** - Mr. Jonas asked to amend the minutes to reflect amount of the parking lot improvement project to add in the \$195,000. Mr. Mulder moved to approve the Minutes of the General Meeting of August 10, 2011 as amended. Mr. Augustine supported the motion. The motion carried 8 to 0. (After review of the previous minutes the amount indicated in the minutes was correct.)
- VII. TREASURERS REPORT -**
- 1. Payment of bills** - Mr. Sullivan reviewed the bills to be paid. A portion of the Craig Electric bill will be covered under the insurance claim for the light pole. Mr. Jonas indicated he saw Craig Electric painting a light pole by Cansun Restaurant with spray can of paint. Mr. Sullivan indicated that Craig has tried different types of paint on the poles and they felt this was the best paint for it. We'll see how it holds up over time. Mr. Sullivan tracks when Craig paints everything. Some have been painted twice since we started this system. The salt erodes the paint. Mr. Mulder moved to approve the bills as presented. Ms. May supported the motion. Motion passed 8 to 0.
 - 2. Financial Statement** - Mr. Sullivan reviewed the financial statements.
 - 3. Use of Bond Proceeds** - Mr. Sullivan indicated at a previous meeting it was asked what else could we use the bond money for. Mr. Sullivan reviewed this item with the City Treasurer. The bond money can only be used to pay for parking improvements or debt service payments. There will be approximately \$100,000 left from this bond. We can transfer that amount into the debt service fund. The amount that was transferred into the debt service fund at the beginning of the fiscal year can then be transferred back into the special revenue fund to use as the Board sees fit. Land acquisition is an acceptable expense for bond money, however, there is a time limit for going back and recouping those costs.
- VIII. Committee Reports**
- Marketing Committee** - Mr. Sullivan reported that we received an renewal invoice from Michigan Festivals in the amount of \$806. E-mails were sent out asking members of the Marketing Committee for their opinions if the advertising should be renewed. The consensus seemed to be to pass on advertising this year. Mr. Cwayna who did not respond to the e-mail indicated he thought we should save the money and not renew the membership. Mr. Jonas indicated he would support renewing the membership. Mr. Jonas sent out

an e-mail indicated the hits that the festivals had from the Michigan Festival website. Victorian Days 542 views, Yankee Doodle Days 301 views and Art Fair 100 views. Ms. Carter indicated in an e-mail that she does not want to renew the membership. Mr. Augustine indicated in an e-mail that he did not wish to renew it. No action was taken.

IX. Old Business -

1. Update on Preston's Bar Patio Project - Mr. Sullivan reported that the project is complete. There are two parts to the fence, a permanent part and the temporary part that goes around the corner and out in front. There was concern because it did not meet the 5 foot radius from the fence to other objects such as a fire hydrant. Preston's wanted to move it closer to the building also. Mr. Sullivan indicated he thought it had been resolved.

Ms. Carter asked about the alleyway under the walkways in the new Front Street Parking lot. Can businesses put signs out on the sidewalk? Also, there is scaffolding and other items being stored in the alley. It should not be an eye sore. Mr. Sullivan will look into this. Mr. Jonas indicated that we should make sure there is no damage from the building that collapsed.

2. Sun Theater Marquee - Mr. Sullivan indicated that he sent out e-mails to the Facade Committee asking if they wanted to meet about the marquee. Both Mike Stevens and Bill Kane indicated that they were pleased with the outcome of the marquee. There were no detailed drawings to begin with, so there is nothing to compare it to. They felt there was no need to meet on it and felt it should come to the DDA Board for approval of a final payment. Mr. Pantera did not get a building permit yet, but will apply for one and get it inspected. There are no details available on the costs. When we get the costs together we'll bring it back to the Board for action.

X. New Business -

1. Arts Council - Ms. King indicated that the Board at a visioning session thought it was a good idea to form an Arts Council. There have been many discussions between Terrance Augustine, Shawn VanSteeleland, Mike Fredericks and myself on how to make this happen. This can be used as a way to help facilitate information. One of the first things to work on is the Music in The Park. They have their own funding in place, however to get larger donors the money has to run through a 501c3 or an organization such as the DDA. The Arts Council could be comprised of 7 to 11 people with 2 or 3 members from the DDA. We could hold monthly meetings with a quarterly meeting inviting and encouraging participation from every aspect of the arts. After discussion the Board was in consensus to move forward with the Arts Council. Board members, Terrance Augustine, Karl Glarner and Melanie May volunteered to be on the Committee. Annie King will be the staff person coordinating the meetings and projects. Chairman MacDowell suggested that a list of possible members to be appointed be brought to the next meeting.

Mr. Jonas reported that Charlotte has an Art Day where each business had an artist downtown. Ledgecraft Lane has talked about doing something like this. Business owners find their own artist and set it up. This was run through some form of arts council.

2. Selling House on Madison Street - Mr. Sullivan indicated we are moving ahead with selling the house. Mr. Pantera is providing a listing price and we will proceed to list with him. We are in the process of getting a survey and lot split completed. When the house was initially purchased the owners wanted it to be tax exempt. In order to do that it had to be part of the City. Its always been considered the DDA's, however technically we do not own it. Mr. Sullivan has compiled a memo to the Mayor and City Council to let them know what our plan is with this house. The City Council has certain rules that the DDA does not and there may be a 45 day waiting period after an offer has been made. If we're going to sell the property we may need to have the Chair and Vice Chair have the authority to negotiate the sale. Mr. Augustine moved to give the Chair and the Vice Chair the authority to negotiate the price on the Madison Street house. Mr. Jonas supported the motion. The motion passed. The Board also requested Ms. King to contact the tenants and let them know that the house will be listed and the details. Mr. Mulder requested that if the current tenants do buy the house that the listing agreement should exclude the commission.

XI. Directors Comments - Mr. Sullivan reported that he wrote a letter to Police Chief Underhill thanking him for the research on the camera system. We received a letter from Ledge Craft Lane commending the professional work of Don Keller and his crew.

Members Comments -Mr. MacDowell indicated that we are currently without a Vice Chair. Is anyone interested in serving as a Vice Chair. Ms. Carter nominated Mr. Mulder as Vice Chair. Mr. Augustine supported the motion. Motion carried unanimously.

Mr. Mulder reported that the top pieces of cement are loose around the top of the Opera House. Mr. Sullivan indicated he will have it taken care of.

XII. ADJOURN - Mr. Cwayna moved to adjourn at 7:03 p.m.. Mr. Augustine supported the motion. Motion carried unanimously.

Minutes recorded and transcribed by Amee King

Robert Brown, Secretary

Date Minutes Approved

DRAFT