

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

MINUTES – REGULAR MEETING  
WEDNESDAY, OCTOBER 12, 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 6:00 p.m.  
**Present:**, Keith Mulder, Terrance Augustine, David Jonas, Ben Cwayna, Christine Carter, Melanie May, and Bob Brown  
**Absent:** Jan Mowery, Jim Church, Jason Barclay, Mayor Galmin Smith, and Karl Glarner
- III. PLEDGE OF ALLEGIANCE**
- IV. AUDIENCE PARTICIPATION -** None
- V. APPROVAL OF REGULAR AGENDA -** Mr. Sullivan requested to add an item under New Business 4. - Sanitary Sewer issue at Prestons. Mr. Augustine requested to add under Committee Reports - Update of Arts Council. Mr. MacDowell requested to add under Old Business Item 3. Watershed problem at Opera House. Mr. Mulder moved to approve the agenda as amended. Mr. Brown supported the motion. Motion carries 8 to 0.
- VI. APPROVAL OF MINUTES -** Mr. Mulder moved to approve the minutes as presented. Mr. Cwayna supported the motion. Motion carries 8 to 0.
- VII. TREASURERS REPORT -**
- 1. Payment of bills -** Mr. Sullivan reviewed the bills to be paid. Craig Electric - painting 20 light poles. Provided everyone a 2 page print out of all the poles and the dates they were painted. Twenty percent of the poles are painted each year. Craig Electric picks the worst poles each year. Annual Electric Cost Repayment - Each year we reimburse certain businesses for electrical use in the parking lots. We have agreements in place that outline that the business pays the electrical bill and we provide an annual payment back to them. There is not an agreement in place with the Log Jam. Mr. Sullivan will meet with Mr. Feta (owner of Log Jam) this week and get the agreement in place. Mr. Augustine reminded Mr. Sullivan that there was an agreement with Craig Electric to comp some work. Mr. Sullivan will look into this. Mr. Augustine moved to approve the bills as presented. Mr. Mulder supported the motion. Motion passed 8 to 0.
  - 2. Financial Statements -** Mr. Sullivan reviewed the financial statements. There maybe more money left in fund balance than we thought. There is \$110,000 left in the parking lot bond.
- VIII. Committee Reports**
- 1. Update on the Arts Council -** Mr. Augustine indicated that the group would like to meet on the 8<sup>th</sup> of November. Currently there is myself, Melanie May and Karl Glarner all from the DDA. We have 4 others identified that we would like to appoint with 3 of those confirmed that they would like to serve. Chairman MacDowell appointed Shawn VanSteeland, Mike Fredericks, and Courtney Millbrook to the Arts Council.
- IX. Old Business -**
- 1. Sun Theater Marquee -** Mr. Sullivan indicated he has been working with Mr. Chuck Pantera (owner of Sun Theater). Mr. Pantera has provided us with a summary of the amount he has paid for the Marquee. We requested copies of the invoices and should receive them tomorrow. Our Building Inspector would like Mr.

Pantera to pull building and electrical permits, which will have to be completed before any money is released to Mr. Pantera. The approximate cost is \$41,000. The Board made a commitment to pay half, up to \$30,000. The question is does the Board want to decide to commit additional funding to this project? To keep the price down, Mr. Pantera did a lot of the work himself with local contractors. Mr. Pantera addressed the board. The expenses went beyond what I thought they would, and I was hoping that you would be willing to pay matching funds higher than the original \$15,000. Mr. Mulder moved to approve funding of up to 50% of the project, not to exceed \$20,000. Mr. Jonas supported the motion. A roll call vote was taken. The motion passed 8 to 0.

Melanie May - yes	Christine Carter - yes	Bob Brown - yes
Terrance Augustine - yes	Ben Cwayna - yes	Keith Mulder - yes
Dave Jonas - yes	Bruce MacDowell - yes	

**2. Landscape Maintenance Contract** - Mr. Sullivan indicated that he has prepared a request for proposals (RFP) and is in a position to mail them out. The current contract expires at the end of November. Todd Edmonds of MGM Services brought forth a proposal to continue the work he is doing, take on the new parking lot and do fall clean ups for the same \$700 a month for the next 2 years. We could mail the RFP now, extend MGM contract until the spring and mail out the RFP then or extend the MGM contract. There were several members who expressed interest in putting it out for proposal now and several expressed interest in extending MGM's contract. Mr. Brown moved to extend MGM's contract for 2 years at \$700 a month adding the new parking lot and fall clean ups. Mr. Jonas supported the motion. A roll call vote was taken. The motion failed 4 - 4.

Keith Mulder - no	Bob Brown - yes	Terrance Augustine - no
Christine Carter - no	Ben Cwayna - no	Melanie May - yes
Dave Jonas - yes	Bruce MacDowell - yes	

Ms. Carter moved to extend MGM's contract for one year at a rate of \$700 a month adding the new parking lot and fall clean ups. Mr. Brown supported the motion. A roll call vote was taken. The motion passed 5-3.

Christine Carter - yes	Dave Jonas - yes	Ben Cwayna - no
Bob Brown - yes	Terrance Augustine - no	Keith Mulder - no
Melanie May - yes	Bruce MacDowell - yes	

**3. Watershed problem at Opera House** - Mr. Sullivan indicated this is an ongoing problem. The library parking lot is one big piece of asphalt going downhill and there are not enough drains to handle the speed and volume of water. Rain water goes directly into the Opera House causing damage. We put in more catch basins which didn't take care of the water. Mr. MacDowell indicated that there was some talk about putting in the porous asphalt into the approach. We were going to wait and see how that worked out in the new parking lot. Mr. Sullivan further added that one other idea was a huge catch basin, which would cost approximately \$40,000. Ms. May explained that the water runs by the clock tower, jumps the sidewalk and goes down the sidewalk, running into the office and down the side of the building coming out into the terrace level kitchen and bathrooms. During the heavy rains in July the rain gouged out the earth and actually shifted the deck. Mr. Sullivan will contact Jim Foster of Ziemnick Foster Engineering to discuss options. Mr. Sullivan will get back to the Board and it will be up to the Board if we would like to call a special meeting to discuss. Otherwise it will probably have to be fixed in the spring.

**X. New Business**

**1. Selling House on Madison Street** - Mr. Sullivan indicated that he sent a memo to the City Council explaining that the DDA wished to sell the Madison Street house. At the September 26<sup>th</sup> City Council meeting the Council agreed to the sale of the house. Once we find a buyer we will have to bring it back to the Council for approval.

**2. Listing Agreement with Pantera** - Mr. Pantera indicated that he had given the listing agreement to Ms. King. Ms. King indicated that since this is a City owned home, this listing agreement will have to be put on the City Council agenda for action. If Mr. Pantera has an offer within the week, which he thinks he might, we could put both the listing agreement and contract on the City Council agenda. Mr. Mulder moved to recommend the listing agreement to the City Council for action. Mr. Jonas supported the motion. The motion carried 8 to 0.

**3. Dates of 2012 meetings** - The Board reviewed the dates and did not find any reason to make any changes.

**4. Sanitary Sewer Issue at Prestons** - Mr. Sullivan reported there is some sewage coming into Preston's building. During the parking lot project, Mya's and Preston's were the only 2 buildings the sewer leads went out to other streets and were not replaced with the project. With the patio project, it was there was just enough land shift to cause the pipe to break. It's a very old pipe. We asked Sandborn to give us a price which is \$3,100. We won't know if there will have to be additional work into the building until we get in there. There were concerns raised as to whether we should go inside the building or not. At this time, we won't know if we need to. Mr. Augustine moved to replace the entire pipe up to the building. Mr. Mulder supported the motion. A roll call vote was taken. Motion passed 5 - 0.

Dave Jonas - yes  
Ben Cwayna - no  
Bob Brown - no

Terrance Augustine - yes  
Melanie May - yes  
Bruce MacDowell - yes

Christine Carter - no  
Keith Mulder - yes

**XI. Directors Comments** - Mr. Sullivan reported he is working with the Assessor on the DDA District Assessment and State Annual Report.

**Members Comments** - Mr. Mulder - With the Jefferson Street construction project going on next year, the Planning Commission suggested that the DDA might want to put some street lights along Jefferson to tie into downtown. Don't know how many street lights it would take. It might make Jefferson look really nice. Something to consider. If we want to do it, we've got to get this going on the planning/design phase. Mr. Sullivan added that the lights cost \$10,000 a piece, or there may be something that looks similar to what we have that is less expensive. Mr. Brown suggested that it could be integrated a couple of blocks either side in the commercial area. Mr. MacDowell suggested may be continue it onto River Street down to the boat launch. Mr. Sullivan will start looking into it.

**XII. ADJOURN** - Mr. Augustine moved to adjourn at 7:31 p.m.. Mr. Brown supported the motion. Motion carried unanimously.

Minutes recorded and transcribed by Amee King

Robert Brown, Secretary

Date Minutes Approved