

# **Grand Ledge Downtown Development Authority**

319 Taylor Street  
Grand Ledge, Michigan 48837  
Agenda for a regular meeting to be held on  
August 10, 2011  
at City Hall, 200 E. Jefferson Street at 6:00 pm  
\*\*\* Denotes item requiring action from Board

## **Agenda**

- I. Call the Meeting to Order
- II. Roll Call (silent by Recording Secretary)
- III. Pledge of Allegiance
- IV. Audience Participation
- V. Approval of Regular Agenda (Changes in Agenda)
- VI. \*\*\* Approval of the minutes of July 13, 2011 regular meeting – enclosed
- VIII. Treasurers Report  
\*\*\*
  1. Payment of Bills - enclosed
  2. Financial Statement – enclosed
- IX. Committee Reports
  1. Façade Committee Minutes 7/14/2011 - enclosed
- X. Old Business
  1. Update on Preston’s Bar Patio Project
  2. Parking Lot Cost - enclosed
  3. Surveillance Camera - enclosed
- XI. New Business .
  1. MGM Services contract extension - enclosed
- XII. Directors Comments
- XIII. Adjourn

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

MINUTES – REGULAR MEETING  
WEDNESDAY, JULY 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 6:03 p.m.  
**Present:** Susan Sasse, Bob Brown, Keith Mulder, Terrance Augustine, David Jonas, Mayor Kalmin Smith, Ben Cwayna, and Karl Glarner  
**Absent:** Jan Mowery, Jim Church, Jason Barclay, and Christine Carter
- III. PLEDGE OF ALLEGIANCE**
- IV. AUDIENCE PARTICIPATION -** None
- V. APPROVAL OF REGULAR AGENDA -** Mr. Augustine made a motion to approve the agenda. Mr. Brown supported the motion. Motion carried 8 to 0.
- VI. APPROVAL OF MINUTES -** Ms. Sasse moved to approve the Minutes of the General Meeting of May 11, 2011. Mr. Cwayna supported the motion. The motion carried 8 to 0. Ms. Sasse moved to approve the Minutes of the Special Meeting of May 18, 2011. Mr. Brown supported the motion. The motion carried 8 to 0.
- VII. TREASURERS REPORT -**
- 1. Payment of bills -** Mr. Sullivan reviewed the bills to be paid. It includes an estimate from the Department of Public Service to take out a small strip of grass in the parking lot behind Hungry Howies. It would be replaced with limestone. Ms. Sasse moved to approve the bills as presented. Mr. Augustine supported the motion. The motion passed 8 - 0.
  - 2. Financial Statement -** Mr. Sullivan indicated there are 2 statements. The new year is a budget if you want to look at it that way. There may be a few more operating expenses coming in the 2011 FY. We have \$193,000 left in our parking lot bond fund, excluding Preston's patio. We have roughly \$500,000 in our fund balance. We did not put any money in the facade program for this year. A question was asked as to how many parking lots to we maintain? 9 or 10. The Department of Public Service clears the sidewalks in the winter and we pay for it. Mr. Brown indicated that it's the back end of these things that are going to kill us. Snow plowing, maintenance, benches, etc. Mr. Augustine suggested that if we are responsible for plowing the parking lots, maybe we could assess the business owners who use the lots. Mr. Augustine then asked are we here to maintain the lots or develop the downtown? Mr. Brown suggested some of it could have been turn key with the City. Mr. MacDowell indicated that we capture the taxes from the geographical district which is why we pay for things in the district. Mr. Cwayna suggested that we look into this closer moving forward.
  - 3. Requested Memo on Discretionary Spending** Mr. Sullivan reviewed the memo.
- VIII. Committee Reports**
- IX. Old Business -**
- 1. Update on West Front Street Parking Lot -** Mr. Sullivan indicated that there is a little issue on watering plants. There are a few areas that are getting too much water. We'll wait to see how that works

out. Mr. Mulder requested Mr. Sullivan provide him what a detailed cost sheet of the whole project including purchasing the houses.

**2. Preston's Bar Patio Project** - Mr. Foster indicated that Mr. Preston has approval for his liquor license and we are in a position to move on it. The contractor has moved off site to another job but will be back. We hope to start the week of July 25. It should take 2 or 3 weeks to complete.

**3. Tim Lea Renovation Grant Request** - Mr. Sullivan reported that there was an error on the original amount calculated that Mr. Lea was eligible for. The final amount he is not eligible for is \$28,998. We have had several meetings on this and the Renovation Grant Committee recommended a grant up to \$30,000 to be offered to Mr. Lea at its June 1, 2011 meeting. Mayor Smith moved to approve the Grant request to Mr. Tim Lea in the amount of \$28,998. Mr. Brown supported the motion. A roll call vote was taken. The motion passed 7 -2.

Susan Sasse - yes  
Dave Jonas - yes  
Kalmin Smith - yes

Ben Cwayna - yes  
Terrance Augustine - No  
Karl Glarner - yes

Bob Brown - yes  
Keith Mulder - no  
Bruce MacDowell - yes

**4. Design Guidelines for an Historic District** - Mr. Sullivan reported that representatives from the State Historical Preservation Office (SHPO) completed an historical assessment of our downtown area. The representatives were at the last meeting that did not have a quorum. The results of the assessment was that we have a nice historical downtown. There are many fine buildings, which represent several different historical periods. Their concern was that some of the buildings are in need of work to maintain them and others have been modified in a manor so as to lessen their historical value. In addition to the report we were given a document "Creating Design Guidelines for the Historic Commercial District". It greatly enhances our guidelines. They also agreed to review any facade designs submitted to us in terms of preserving the historic character of the building. We will receive design review only if we remain an Associate member of the Main Street Program. There has been a change in the rules of the Main Street Program. Before we could only be an Associate Member for two years. There is no limit now. They will still want some of us attending workshops around the State. I can be other members of the community other than DDA members. They would also like to see our downtown designated as a historical district which would require the City to pass an ordinance. In the past there has not been much enthusiasm from the business owners to be designated a historical district. Mr. Brown moved to join the mainstreet program as an associate member. Mr. Augustine supported the motion. Motion failed.

**5. Surveillance Camera** - Information is not yet available.

**X. New Business -**

**1. Results from the Strategy Session** - Mr. Sullivan indicated that the results from the May 18<sup>th</sup> Strategic Planning Meeting are in the packet.

**2. Library Parking Lot** - Mr. Sullivan reported that as a result from the strategy session he and Mr. Jim Foster have been looking into the costs of working on the Library lot. Mr. Foster reported that over the last 10 years there have been several small projects completed on the lot. Plans were designed, improved the entrance, sidewalk and railing in front of the library along with a book drop off, utility work has been completed, the dumpster was moved, and an enclosure was completed. There is still a problem with water shooting across to the Opera House. Mark has talked about the porous pavement like in the other lot to help shed some water away. If we were to remove the parking lot, add utilities, porous pavement, led lights it would cost approximately \$375,000. That's not including the power. The electrical is still overhead. I have numerous conversations with consumers. If we want to put all underground in, it would be \$350,000. We could put conduits in for future use. Frontier and Comcast are willing to run all their wires at their expense if we put the conduit it. Mr. Sullivan added that right now we have \$192,000 left in the bond money without deducting the roughly \$20,000 for Preston's Patio. The bond money has to be used on parking lot projects. We certainly can't do everything on the list, but we may be able to do parts of it. We also do not have all of the easements yet either. Mr. Joe Gentilozzi has told us he would work with us on

the drive through area. Mr. Mulder indicated that he thought we should wait and take our time deciding what to do. We could see how much is left when Preston's Patio is complete. Everyone was in agreement with that approach.

- XI. Directors Comments** - Mr. Sullivan indicated that he tracks all of the painting of the street lights. Some have been painted twice and some not at all. He picks roughly 20% of the worse ones to paint each year.

I talked to Lyle Clark from the GL Historical Society. There is a museum sign that is small and rectangular which is wearing out and is not visible. Mr. Clark asked asked who's sign is it? Its not one of our official signs. Not sure where to go. Don't know where the sign came from. We could put up one of our Grand Ledge signs and replace the sign they have. Mr. Glarner indicated he would be happy to make them a new one and put it up.

**Members Comments** - Mr. Augustine reminded everyone about Music In the Park next week.

Mayor Smith indicated that there is a free concert at the Opera House in the next couple of weeks also.

Ms. Sasse indicated that Yankee Doodle Days was extremely successful and the pig roast was a big hit.

- XII. ADJOURN** - Ms. Sasses moved to adjourn at 7:20 p.m.. Mr. Augustine supported the motion.

Minutes recorded and transcribed by Amee King

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Robert Brown, Secretary

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Date Minutes Approved



8/4/2011

Downtown Development Authority  
Revenue/Expenditure  
2011 Fiscal Year  
End of Year Statement

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	Budget FY2011	end of year 6/30/11
<b>FUND 248</b>	<b>DDA TIFA SPECIAL REVENUE</b>		
401.000	CURRENT PROPERTY TAXES	709,833	996,662
401.000	SCHOOL FUNDS CAPTURED - streetscape bond	374,715	n/a
628.000	MISCELLANEOUS REVENUE		7,730
662.000	RENT - PROPERTIES	37,800	8,625
664.000	INTEREST ON INVESTMENTS	1,000	636
634.000	EQUIPMENT RENTAL	400	
675-000	DONATIONS		1,250
	Total DDA Revenue	1,123,748	1,014,902
<b>Dept. 170-173</b>	<b>ECONOMIC DEVELOPMENT</b>		
703.000	SALARIES	25,700	25,277
719.000	FRINGE BENEFITS	6,940	6,645
741.000	OPERATING SUPPLIES	1,000	530
797.000	ADMINISTRATIVE	2,000	1,680
802.000	LEGAL FEES	2,000	463
817.000	PROFESSIONAL SERVICES	20,000	15,860
830.000	RENTAL PROPERTY EXPENSES	13,000	4,021
829.000	PROPERTY OPERATING EXPENSE	131,850	131,648
840.000	INSURANCE	6,500	5,530
962.000	FACADE PROGRAM	47,500	32,500
971-000	LAND ACQUISITION	25,000	29,722
991.000	DEBT - PRINCIPAL - River Street Houses	19,695	19,692
995.000	DEBT - INTEREST - River Street Houses	8,950	8,946
896.000	CONTRIBUTIONS TO GENERAL FUND	49,132	49,132
	Total Economic Development	<b>359,267</b>	331,645
<b>Dept. 905-906</b>	<b>TRANSFERS</b>		
793.000	TRANSFER TO GLAESA	70,000	59,248
605.000	TRANSFER TO DDA DEBT SVC FUND	385,000	385,000
603.000	TRANSFERS TO DDA PARKING LOT DEBT	95,000	239,010
602.000	TRANSFER TO ISLAND DEBT FUND	12,000	12,000
505.000	TRANSFER TO DDA CAP PROJECT FUND	200,000	55,990
	Total Transfers	<b>762,000</b>	751,248
	<b>Total expenditures</b>	<b>1,121,267</b>	<b>1,082,892</b>
	<b>Grand total net effect</b>	2,481	<b>(67,990)</b>

8/4/2011

Downtown Development Authority  
 Revenue/Expenditure  
 2011 Fiscal Year  
 End of Year Statement

<b>FUND 394-905-906 DEBT SERVICE - STREET SCAPE</b>			
664.000	INTEREST	1,000	962
451.000	TRANSFER FROM DDA TIF	385,000	385,000
	Total Revenue	386,000	385,962
991.000	DEBT - PRINCIPAL	315,000	315,000
995.000	DEBT - INTEREST	69,945	69,938
998.000	DEBT - PAYING AGENT FEES	300	300
	Total expenditures	385,245	385,238
	<b>Net effect for fund</b>		<b>725</b>
<b>FUND 396-905-906 PARKING LOT BOND</b>			
664.000	INTEREST	1,000	267
451.000	TRANSFER FROM DDA TIF	239,010	239,010
	Total Revenue	240,010	239,277
991.000	DEBT - PRINCIPAL	160,000	160,000
995.000	DEBT - INTEREST	82,295	82,291
998.000	DEBT - PAYING AGENT FEES	250	250
	Total expenditures	242,545	242,541
	<b>Net effect for fund</b>	<b>-2,535</b>	<b>(3,264)</b>
<b>FUND 494 DDA CAPITAL PROJECTS FUND</b>			
DEPT 900-901			
665.001	INTEREST	2,000	1,626
695-001	BOND PROCEEDS	0	0
451.000	TRANSFER FROM DDA TIF	200,000	55,990
	Total Revenue	202,000	57,616
DEPT 900-902			
665-001	INTEREST		2,089
695-001	BOND PROCEEDS	1,970,000	1,970,000
	W. FRONT STREET PARKING LOT	1,970,000	1,972,089
	REVENUE	2,172,000	2,029,706
<b>EXPENDITURES</b>			
DEPT 900-902 WEST FRONT STREET PARKING LOT			
800-001	BOND ISSUE COSTS	42,572	42,572
801-000	ENGINEERING	58,422	
974.006	CONSTRUCTION	1,623,100	1,562,201
974.999	CONSTRUCTION ENGINEERING	122,000	107,042
	Total expenditures	1,846,094	1,711,815
	<b>Net effect for fund</b>	<b>325,906</b>	<b>317,891</b>

8/4/2011

Downtown Development Authority  
 Balance Sheet as of  
 June 30, 2011  
 End of Year Statement

	Fund 248	Fund 394	Fund 396	Fund 494 Total Fund Balance	Fund 494 Unrestricted Fund Portion	Fund 495 Bond Proceeds Portion	Total
<b>Assets</b>							
Cash	60,893	25,957	3,467	721,047	528,119	192,927	811,364
<b>Total Assets</b>	<b>60,893</b>	<b>25,957</b>	<b>3,467</b>	<b>721,047</b>	<b>528,119</b>	<b>192,927</b>	<b>811,364</b>
<b>Reserves &amp; Fund Balance</b>							
Fund Balance	124,004	25,233	6,732	403,156			559,125
Change in Fund Balance	(67,990)	725	(3,264)	317,891			247,361
	<u>56,014</u>	<u>25,957</u>	<u>3,467</u>	<u>721,047</u>			<u>806,485</u>
<b>Total Liabilities &amp; Balances</b>	<b>60,893</b>	<b>25,957</b>	<b>3,467</b>	<b>721,047</b>			<b>806,485</b>
Current Fund Balance	<b><u><u>618,437</u></u></b>						

8/4/2011

Downtown Development Authority  
 Revenue/Expenditure Report  
 July 2012 Fiscal Year

<b>ACCOUNT NUMBER</b>	<b>ACCOUNT DESCRIPTION</b>	<b>Budget FY2011</b>	<b>NEW YEAR 7/6/11</b>
<b>FUND 248 DDA TIFA SPECIAL REVENUE</b>			
401.000	CURRENT PROPERTY TAXES	938,134	0
628.000	MISCELLANEOUS REVENUE		
662.000	RENT - PROPERTIES	9,000	1,513
664.000	INTEREST ON INVESTMENTS	1,000	11
634.000	EQUIPMENT RENTAL	0	
675-000	DONATIONS		500
	<b>Total DDA Revenue</b>	<b>948,134</b>	<b>2,024</b>
<b>Dept. 170-173 ECONOMIC DEVELOPMENT</b>			
703.000	SALARIES	28,695	1710.61
719.000	FRINGE BENEFITS	7,036	127.99
741.000	OPERATING SUPPLIES	500	27.92
797.000	ADMINISTRATIVE	500	0
830.000	RENTAL PROPERTY EXPENSES	6,500	0
829.000	PROPERTY OPERATING EXPENSE	130,000	3621.33
840.000	INSURANCE	6,250	0
962.000	FACADE PROGRAM	0	0
991.000	DEBT - PRINCIPAL - River Street Houses	19,695	0
995.000	DEBT - INTEREST - River Street Houses	8,130	0
896.000	CONTRIBUTIONS TO GENERAL FUND	56,407	0
	<b>Total Economic Development</b>	<b>263,713</b>	<b>5,488</b>
<b>Dept. 905-906 TRANSFERS</b>			
793.000	TRANSFER TO GLAESA	66,416	0
605.000	TRANSFER TO DDA DEBT SVC FUND	365,000	0
603.000	TRANSFERS TO DDA PARKING LOT DEBT	256,127	0
602.000	TRANSFER TO ISLAND DEBT FUND	12,000	0
	<b>Total Transfers</b>	<b>699,543</b>	<b>0</b>
	<b>Total expenditures</b>	<b>963,256</b>	<b>5,488</b>
	<b>Grand total net effect</b>	<b>-15,122</b>	

8/4/2011

Downtown Development Authority  
 Revenue/Expenditure Report  
 July 2012 Fiscal Year

**FUND 394-905-906 DEBT SERVICE - STREET SCAPE**

664.000	INTEREST	600	6
451.000	TRANSFER FROM DDA TIF	365,000	0
Total Revenue		365,600	6

991.000	DEBT - PRINCIPAL	311,250	0
995.000	DEBT - INTEREST	55,204	0
998.000	DEBT - PAYING AGENT FEES	300	0
Total expenditures		366,754	0

**Net effect for fund**                      -1,154                      6

**FUND 396-905-906 PARKING LOT BOND**

664.000	INTEREST	500	1
451.000	TRANSFER FROM DDA TIF	256,127	0
Total Revenue		256,627	1

991.000	DEBT - PRINCIPAL	160,000	0
995.000	DEBT - INTEREST	95,865	0
998.000	DEBT - PAYING AGENT FEES	250	0
Total expenditures		256,115	0

**Net effect for fund**                      512                      1

**FUND 494 DDA CAPITAL PROJECTS FUND**

DEPT 900-901	REVENUE		
665-001	INTEREST		163
		0	163

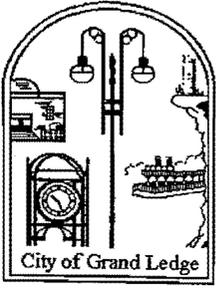
**EXPENDITURES**

DEPT 900-901	EXPENSES		
801-000	ENGINEERING		
974.006	CONSTRUCTION		
974.999	CONSTRUCTION ENGINEERING		
Total expenditures			
<b>Net effect for fund</b>		0	163

8/4/2011

Downtown Development Authority  
Balance Sheet  
as of August 4, 2011  
2012 Fiscal Year

	Fund 248	Fund 394	Fund 396	Fund 494 Total Fund Balance	Fund 494 Unrestricted Fund Portion	Fund 495 Bond Proceeds Portion	Total
<b>Assets</b>							
Cash	52,550	25,963	3,468	721,210	528,283	192,927	803,192
<b>Total Assets</b>	<u>52,550</u>	<u>25,963</u>	<u>3,468</u>	<u>721,210</u>	<u>528,283</u>	<u>192,927</u>	<u>803,192</u>
<b>Reserves &amp; Fund Balance</b>							
Fund Balance	56,014	25,957	3,467	721,047			806,485
Change in Fund Balance	(3,463)	6	1	163			(3,293)
	<u>52,550</u>	<u>25,963</u>	<u>3,468</u>	<u>721,210</u>			<u>803,192</u>
<b>Total Liabilities &amp; Balances</b>	52,550	25,963	3,468	721,210			803,192
 Current Fund Balance	<u><u>610,264</u></u>						



# CITY OF GRAND LEDGE

Established 1893

Economic Development Coordinator

Ph: (517)622-5256  
Fax: (517) 627-6788

319 Taylor St.  
Grand Ledge, MI 48837  
sulliv28@yahoo.com

## Memorandum

To: Facade Committee  
DDA Board of Directors  
Jon Bayless, City Administrator

From: Mark Sullivan, Economic Development Coordinator

Date: July 14, 2011

Subject: Facade Committee Meeting

Present: Bob Brown, Todd Gute, Bill Kane, Susan Sasse, and Mike Stevens. Absent: Bruce MacDowell.  
Others present: Paul Barbour and Mark Sullivan.

The meeting was called to order at 9:00 am

### **118 S Bridge Street – Dr. Brooks Building**

#### PROPOSAL

Mr. Barbour presented several sketches on proposed changes to the front of the building at 118 S. Bridge Street. Based on the thoughts of the Committee he plans to return with detailed plans of the renovation.

#### REVIEW

Mr. Sullivan discussed the recent report from the State Historic Preservation Office (SHPO). The assessment of the downtown indicated that we need to be more sensitive to a building's historic attributes in making changes. Other Committee members also expressed this concern.

Mr. Barbour indicated that the small section which intrudes onto the sidewalk is an addition that was added in the late 1960's or early 1970's. It was necessary as the stairs to the second floor stop at the door and did not provide a landing. Therefore, this addition was made and the door is on the side of the addition next to the building entrance. Mr. Stevens indicated that the stairs would be difficult to change and the addition should remain. The plan is to replace the front display windows with three new windows which will be higher off of the ground and have two lights on each. Mr. Kane asked about the width of the two windows, to which Mr. Barbour stated that the three windows would be wider than the existing two windows. The wood awning

would be removed and a canvas awning replacing it up to the new addition. There was a discussion on the type of awning. One suggestion was to have a metal awning or perhaps a different color or pattern. The addition would have a 'window' with a light above it. This would be a window frame with a sign in the window area. The first floor front entrance door will be replaced, with some lights on the top.

The building has a pilaster on the right side and a brick band of the same color brick across the top. On the left side there is a space for a pilaster but none exist. Mr. Barbour was planning to add this missing pilaster and the existing left side with EFIS. The Committee does not want a lot of EFIS where other options are available. One suggestion was to take the horizontal brick to build the pilaster on the left. Another option was to do their best to match the brick on the right pilaster. Mr. Barbour was also planning an EFIS cornice on the building. Mr. Stevens recommended a different product called FYPON. While this is a brand name there are comparable products on the market. There are plans to replace the bricks in the signboard area and replace signboards. The upper windows are in good shape and will just be cleaned up.

## SUMMARY

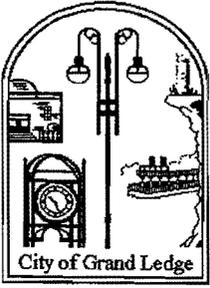
The Committee recommended the following items:

1. First floor windows will be replaced by 3-windows with two lights, white in color with new brick around them. They will be higher off of the ground.
2. The wood awning will be removed with a new awning placed up to the addition. This could be canvas or metal.
3. Adding a window frame with a light in the front of the addition. The new 'window' will be a sign.
4. The entrance door will be replaced with one that has several lights on top.
5. There will be new bricks in the signboard area.
6. If the door on the addition is replaced it should be either flush or with six lights.
7. Add three decorative square blocks above upper windows spaced along building.
8. Pilaster on left to be constructed of brick matching brick on right pilaster.
9. The new cornice should be of FYPON or a similar material.

## ACTION

Mr. Barbour will talk to Dr. Brooks and put together a design, which will be returned to the Committee for final review.

Meeting adjourned at 10:00 am.



# CITY OF GRAND LEDGE

Established 1893

Economic Development Coordinator

Ph: (517)622-5256

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319 Taylor St.  
Grand Ledge, MI 48837  
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## Memorandum

To: DDA Board of Directors  
Jon Bayless, City Administrator

From: Mark Sullivan, Economic Development Coordinator

Date: August 3, 2011

Subject: Cost of the West Front Street Parking Lot

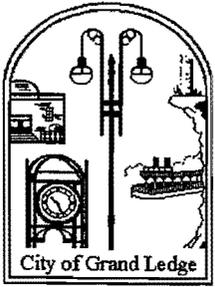
At the last meeting staff was instructed to come up with the total cost of the new parking lot. This is mostly pretty straight forward, however, some items need additional explanation.

Several properties were purchased in the past for the express purpose of constructing this parking lot. At one time there was a house at 116 W. Front Street. This house, along with the existing house at 214 Madison Street were purchased for \$195,000 and \$106,150 respectively. The house on Front Street had a number of problems and it was torn down in 2002 at a cost of \$15,481. You are all aware of the purchase and demolition of the house at 113 West Main Street. The cost of all of the property and houses was \$190,286.37. The house on Madison Street is still in existence and the value should be used to reduce the property expense.

We have also included \$10,725 in engineering costs. This represents the final third of the extended contract with Ziemnick-Foster Engineers. We did not include the last payment to Sandborn. Currently there is an outstanding hold back of \$35,000 and the cost for Preston's Patio is estimated at \$17,500, but there could be some overruns there.

Cost of West Front Street Parking Lot

Payments to Sandborn	application		Original Contract cost	1,450,000.00	
	<u>No.</u>	<u>amount paid</u>	Preston's Patio	17,500.00	
	1	128,992.50			
	2	196,272.00			
	3	280,309.50			
	4	173,313.00			
	5	265,797.00			
	6	144,005.83			
	7	80,096.44			
	8	24,544.15			
	9	211,515.88			
	10	18,286.64			
	11	17,500.00	Preston's patio - estimated		
to be paid	12	35,000.00	retainage		
to be paid					
<b>total construction costs</b>		<b>1,575,632.94</b>			
Original Contract		119,848.00			
Added alternate task		4,507.00			
		<b>124,355.00</b>			
			<b>Change Order</b>		
			<u>No.</u>	<u>Amount</u>	
			1	114,174.49	
			2	8,063.45	
			<b>Other Costs (general)</b>		
			<u>No.</u>	<u>amount</u>	
			1	741.00	brick repair by Bill Florian
			2	31,493.00	Consumers Power costs
			3	3,050.00	Identify and map easements needed (2004)
			4	1,275.00	# 132 SDMS design (2009)
			5	2,625.00	# 40 SDMS
				<b>39,184.00</b>	
payment to Foster	<b>Invoice</b>		<b>Other costs (houses)</b>		
	<u>No.</u>	<u>amount paid</u>	<u>No.</u>	<u>amount</u>	
	100	5,070.00	1	195,000.00	house at 116 W. Front Street includes property for E. Scott Street parking lot (1997)
	101	9,306.00			
	102	17,918.00	2	106,150.00	house at 214 Madison Street (1998)
	104	10,805.00	3	15,481.00	demo house at 116 W Front (2002)
	106	4,603.00	4	60,680.37	purchase houses at 113 W Main
	107	6,130.00	5	7,975.00	Demo house at 113 W. Main St.
	108	2,055.00		<b>190,286.37</b>	
	111	1,870.00			
	114	13,290.00			
	116	19,075.00			
	119	19,865.00			
	120	18,560.00			
	122	7,637.00			
		<b>136,184.00</b>			
			<b>additional costs included in invoices</b>		
			10,000.00		Additional SME testing
			2,920.00		assistance with easement
			3,115.00		additional costs for changes in design (e.g. Preston's Patio)
			95.00		Historical Society costs
				<b>16,130.00</b>	
	127	6,174.87			additional engineering costs and SME geotechnical
	133	10,725.00			additional Foster engineering costs
	141	10,725.00			additional Foster engineering costs
	141	990.00			additional SME testing
		10,725.00			additional Foster engineering costs (to be paid)
		<b>39,339.87</b>			
<b>total engineering costs</b>		<b>175,523.87</b>			approx 10% of construction cost
<b>Total cost of parking lot</b>					
construction costs		1,575,632.94			
Engineering costs		175,523.87			
other costs-general		39,184.00			
Other costs-houses		190,286.37			
		<b>1,980,627.18</b>			



# CITY OF GRAND LEDGE

Established 1893

Economic Development Coordinator

Ph: (517)622-5256  
Fax: (517) 627-6788

319 Taylor St.  
Grand Ledge, MI 48837  
sulliv28@yahoo.com

## Memorandum

To: DDA Board of Directors  
Jon Bayless, City Administrator  
Martin Underhill, Chief of Police

From: Mark Sullivan, Economic Development Coordinator

Date: August 3, 2011

Subject: Security Camera

For some time the DDA has discussed the possibility of purchasing a security camera for the purpose of protecting the numerous facilities we have constructed in the downtown. We have seen vandalism to various structures, lights and other items. We have repaired the lights under the bridge several times. The purpose of the camera is to help us reduce this vandalism. It is felt that once it becomes known that the camera is being used, that alone would be a deterrent.

At our request the Grand Ledge Police Department has researched surveillance cameras and their conclusion is provided in the enclosed 'Surveillance Camera Proposal'. As you can see, the Police will be able to use the camera in a number of circumstances around the City. As we would have purchased the camera, our priorities would come first.

Please review the proposal, as we will discuss it at the next meeting.

# Surveillance Camera Proposal

Prepared for the Grand Ledge Downtown Development Authority  
By the Grand Ledge Police Department  
July 11, 2011

## **Purpose**

This proposal is a response to a request from the DDA for an economical surveillance system that can be used throughout the city. After conducting an overview of several different technologies we recommend the following unit.

## **Process for Equipment Selection**

The technology we examined fell into a wide range of options. We attempted to find equipment that would provide reliable recording, the ability to be moved to different locations and be adaptable to a variety of situations. The models that can fill those requirements can be divided into two groups; units that require a reoccurring subscription through a cell service or those that broadcast to their own receiver and be purchased for one lump sum. The latter is less expensive over time but must be used in a more limited area. We believe the latter will suit the City's surveillance needs and fit into the budget range of \$2500 to \$3000

## **Product Selected**

The unit we recommend is the BuckEye Cam Orion XIR. Originally designed as a hunting surveillance camera, this unit has been used around the country by law enforcement agencies as a crime surveillance unit. The BuckEye Cam uses a base unit and antenna system that can monitor up to 30 cameras. The cameras can send their individual signals to a base receiver; or be placed in series which allows the signals to be "piggybacked" from camera to camera back to the base. All cameras can be monitored and controlled from a single base. Each unit has a 2 mile radius. We recommend a two camera system for our four square mile city.

Additional options such as a solar powered battery packs or ancillary antennas can be added if needed for greater range.

## **Product Features Supporting Purchase**

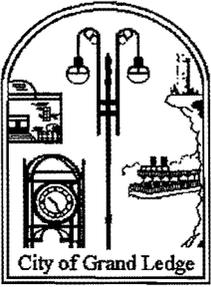
The BuckEye Cam camera can be placed anywhere in the city and monitored from a set computer at the police station. It takes full color pictures during the day and uses an invisible infra red flash at night. Information management, such as resolution, the time gap between pictures and flash mode can all be controlled from the base unit.

The unit can also be programmed to send pictures from the activated camera to the cell phones of on duty officers. The receipt of the pictures will alert the officer to activity in the surveillance area. They can then view the pictures and respond if necessary. The officers will also have the advantage of looking at the situation that they are responding to, prior to their arrival.

The BuckEye Cam is a single cost system rather than one requiring a revolving fee. It will allow us to purchase the type of equipment we need and control all the information received from the cameras. There is no per picture fee as with other systems.

One negative aspect of the BuckEye Cam compared to other units is the initial setup. There is some hardwiring involved but nothing that would require an outside source to handle. Once it is in place, the unit can be easily monitored and maintained.

The BuckEye Cam is our best option from a performance stand point, and the \$2900 price tag fits the proposed budget. We can expand this system if our needs change but with the basic two camera system, we will be able to survey locations throughout the City and have officers respond to surveillance locations within minutes with the email function.



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### Memorandum

To: DDA Board of Directors  
Jon Bayless, City Administrator

From: Mark Sullivan, Economic Development Coordinator

Date: August 3, 2011

Subject: Landscape Maintenance Contract

We currently have a contract with MGM Services, LLC to maintain the planting areas downtown. For this service we are charged \$700.00 per month, plus additional costs when mulch needs to be applied or some repairs are needed. Tod Edmunds has done an excellent job for us. In addition to maintaining the landscaping, he has picked up trash, repaired the doors on the dumpster enclosures and kept those enclosures clean.

He is currently taking care of the new parking lot, excluding the plants that are under warranty. With this added responsibility and it being a new year, Tod has requested another year-long contract, but at \$750.00 per month. This seems reasonable given the circumstances, and we recommend approving an extended contract.