

# **Grand Ledge Downtown Development Authority**

319 Taylor Street  
Grand Ledge, Michigan 48837  
Agenda for a regular meeting to be held on  
September 14, 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 August 10, 2011 regular meeting – enclosed
- VIII. Treasurers Report  
\*\*\*
  1. Payment of Bills - enclosed
  2. Financial Statement – enclosed
  3. Use of Bond Proceeds - enclosed
- IX. Committee Reports
- X. Old Business
  1. Update on Preston's Bar Patio Project
- XI. New Business
  1. Arts Council - enclosed
  2. Selling House on Madison Street - enclosed
- XII. Directors Comments
- XIII. Adjourn

### **Attachments:**

1. Letter from Marilyn Smith of Ledge Craft Lane Ltd., thanking us for the new windows.
2. Letter to Chief Underhill thanking him for camera report.

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

MINUTES – REGULAR MEETING  
WEDNESDAY, AUGUST 10, 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:** Bob Brown, Keith Mulder, Terrance Augustine, David Jonas, Mayor Kalmin Smith, Ben Cwayna, Melanie May, Christine Carter, and Karl Glarner (6:06 p.m.)

**Absent:** Jan Mowery, Jim Church, and Jason Barclay

**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. The Motion carried 9 to 0.

**VI. APPROVAL OF MINUTES -** Mr. Mulder moved to approve the Minutes of the General Meeting of July 13, 2011. Mr. Cwayna supported the motion. The motion carried 9 to 0.

**VII. TREASURERS REPORT -**

**1. Payment of bills -** Mr. Sullivan reviewed the bills to be paid. Craig Electric bills are coming in bits at a time. Mr. Mulder moved to approve the bills as presented. Ms. Carter supported the motion. Motion passed 9 to 0

Karl Glarner arrived at 6:06 pm

**2. Financial Statement -** Mr. Sullivan indicated there are 2 financial statements. One for FY 11 and one for FY 12. Property operating expenses has been increased by \$4,876.83. Our estimated fund balance at the end of FY11 is \$614,000.

Mr. Sullivan reported that the City is refinancing the original street scape bond. It has been previously refinanced. The Log Jam Parking Lot bond would be included in the refinance. There is no savings on the street scape bond since the school taxes pay for it. No action is needed since the bonds are through the City. Mayor Smith added that the City Council passed a resolution authorizing the City Administrator to sell the bonds only if they meet the conditions of a 2% cost savings.

**VIII. Committee Reports**

**1. Facade Committee Minutes 7/14/11 -** Mr. Sullivan reported that Mr. Paul Barbour came to the committee with general sketches and we were able to make multiple suggestions including following the historic issues. Mr. Barbour will bring back a set of plans to the Committee for final review.

**IX. Old Business -**

**1. Update on Preston's Bar Patio Project -** Mr. Sullivan reported that the project is moving along. There were a few problems. The contractors found a mass of concrete which needed to be cut down. The retaining wall is poured. I had a meeting with the Preston's, (Lanny, Sue, and Vic) where we discussed the whole situation. I explained to the Preston's that the Board is willing to help but will want the whole side of the building completed which would go through the Facade Committee. They do not have any set ideas of

what they want yet. The Preston's were going to research and decide what they would like and get back to us.

**2. Parking Lot Cost** - Mr. Sullivan indicated that at the last meeting the question was raised as to how much the West Main Street Parking Lot cost. Mr. Sullivan reviewed all of the costs totaling \$2,175,627.18. Mr. Mulder raised the question, if we could use what is left in the bond for other things? Mr. Sullivan will check into the details of what it can and can not be used for.

**3. Surveillance Camera** - Mr. Sullivan reported that received a proposal information from Chief Underhill for purchasing a surveillance camera. It would cost between \$2,500 and \$3,000. The system is capable of adding another camera to it. It sends information directly back to the Police Department computer or an officers phone. This camera would be purchased by the DDA but could be used anywhere in the City where there are vandalism problems. Chairman MacDowell indicated that in the past the Police Department has asked for help in funding things such as a patrol car, bikes, and a surveillance camera. We looked at things that directly affected our DDA. We did purchase bikes for the Police Department. Mr. Glarner moved to approve the purchase of a BuckEye Cam Camera. Mr. Brown supported the motion.

Mr. MacDowell indicated that he supported the purchase. Mr. Mulder indicated that he's against the camera. There are 200,000 cameras in London and that didn't stop any crime. Philosophically I'm opposed to it. I support the Police Department but not the camera. Mr. Cwayna asked if we have cameras in town currently. (No) Mr. Brown indicated that he can't understand how one camera is going to help. Where will it be, what will it do? Mr. Jonas indicated that the flags on the bridge belong to the Chamber, it seems they would want to buy their own camera. Mr. Augustine indicated that its big brother, you don't get much more big government than that. Its enough of an issue to some people that we shouldn't get involved in it. Its more of a negative than a positive to the City. I've been here 2 years and have not heard of any vandalism. Mayor Smith indicated that it seems that you would want to catch vandals. Mr. Glarner indicated that he doesn't care if there are cameras watching me. We did a new roof on our building on Saginaw. It cost us \$800 for the dumpster to be there and on the first night it was 1/4 full so that robbed me of \$200 of my dumpster space. This is cheaper than having an officer sit there and watch something. Mr. Cwayna asked if it will work? Mr. Sullivan indicated that the Chief did extensive research and believes this is the best camera for the money. Ms. Carter indicated that she agrees with Mr. Augustine and this is not a DDA issue it's a Police Department issue. Mr. Augustine further indicated that he understands the cost to the business owners, but feel it's the business owners call and cost. A roll call vote was taken. The motion failed 4 -5 with one abstaining.

Christine Carter - no  
Terrance Augustine - no  
Keith Mulder - no  
Bruce MacDowell - yes

Karl Glarner - yes  
Ben Cwayna - no  
Dave Jonas - no

Kalmin Smith - yes  
Melanie May - abstain  
Bob Brown - yes

#### X. **New Business** -

**1. MGM Services contract extension** - Mr. Sullivan reported that Mr. Edmunds from MGM Services will be taking over the West Front Street parking lot maintenance. Mr. Glarner indicated that there was a concern that round up was being sprayed without a license. Mr. Mulder indicated that he believes we should open it up for bids from other companies instead of extending it. Mr. Cwayna agreed with opening it up for bid. Mr. Sullivan will take care of the proposal.

**XI. Directors Comments** - Mr. Sullivan reported that he discussed the museum sign issue with the Zoning Administrator and she indicated that if a similar type of sign is built it will not be a zoning issue. Mr. Glarner will build the sign and donate it to the museum. The East River Street property was fixed it up nicely and then we had the hard rain which washed out part of it. It will need some additional work. There has been a request for a bench in alley of new parking lot. We do not have any extra benches. It would cost approximately \$300. We could bolt it into the parking lot like we have the others. Mr. Mulder asked if we want to revisit the whole bench issue in the spring when we replace/repair some of our existing ones. Mayor Smith indicated that it would behoove us to have more benches for people to sit on and keep a watch

on things. Mr. Augustine moved to add a bench in the alley of the parking lot. Mr. Brown supported the motion. A roll call vote was taken. The motion passed 8 -2.

Ben Cwayna - no  
Dave Jonas - no  
Keith Mulder - yes  
Bruce MacDowell - yes

Terrance Augustine - yes  
Christine Carter - yes  
Karl Glarner - yes

Bob Brown - yes  
Melanie May - yes  
Kalmin Smith - yes

**Members Comments** - Mr. Jonas requested that we look at a cost evaluation of 214 Madison. It may be time to put it up for sale.

Mr. Mulder commented that the Music in The Park has been very successful. We've only had one rain out. We've had quadruples crowds as last year. From the Farmers Market we would like to thank the DDA for letting us leave the stage there. Maybe we can spruce it up next year.

Mr. Brown suggesting putting bicycle racks into the parking lots downtown.

Mr. Augustine commented that the last concert in the park is August 18<sup>th</sup>.

Mr. Jonas requested that the word "not" be taken out of #3 in the minutes from July 13<sup>th</sup> meeting.

Mr. Augustine moved to proceed with getting a broker estimate for 214 Madison Street and then selling the house. Mr. Jonas supported the motion. Motion carried unanimously. Mr. Sullivan then added that we will have Mr. Pantera estimate the value and get that information back to the Board via e-mail.

Mr. Brown commented that the marquee for Sun Theater is coming along. There are a few changes and additional costs. Mr. Mulder added that he has seen the Marquee and it should be going up in the next couple of weeks. Mayor Smith also added that it would be a good idea to have a ribbon cutting ceremony.

Mayor Smith commented that the City is working on the City Hall project. No decisions have been made yet. We're meeting at Greenwood School on Monday the 15<sup>th</sup> at 6:30 p.m. to do a walk through. If someone from the DDA would like to be there that would be great. We're continuing to look at costs and alternatives. Its likely the City Council will be voting on this sometime in the next 6 weeks. Nobody who lives in the City of Grand Ledge has yet told me that it's a bad idea. Planning Commission members have said the best site is the May Pole Park site or here. We've had a few builders come in and say you should buy my property. Its not the best location but we're trying to balance all of the needs of the community. Mr. Brown added that he liked the idea of re-use. It sparks peoples attention instead of being a throw away society. Mayor Smith further added that DeWitt Township bought a school, were in there a few years while they built their new Township Hall then kept the school as a community center.

Mr. Mulder encouraged people to come to Greenwood School on Monday evening. We could use everyone's opinion.

**XII. ADJOURN** - Ms. Carter moved to adjourn at 7:26 p.m.. Mr. Augustine supported the motion. Motion carried unanimously.

Minutes recorded and transcribed by Ameer King

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Robert Brown, Secretary

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Date Minutes Approved

9/8/2011

DDA Monthly Bills  
For Payment in September

Date	Company	Item	Amt Due	Total	Account
					<b>248-170-173</b>
	Consumers Energy	301 N. Bridge St. - lights on N. Bridge Street			830-001
		113 W. Jefferson St. - Lights on S. Bridge Street			830-001
8/26/11		217 N. Bridge - new parking lot	59.77		830-001
9/7/11		River Street Parking Lot	138.58		830-001
8/16/11		118 E. Jefferson St.	37.37		830-001
				235.72	
8/11/11	Craig Electric & Tel Com, Inc.	# 412 painting poles in July, 6-single and one double pole	1,800.00		801-001
8/17/11		# 2493 labor and bucket truck to put banners on bridge 4 hrs labor \$35 materials	435.00		801-001
8/25/11		# 2503 final material and labor cost for installing a new light pole on Washington	4,903.81		801-001
				7,138.81	
8/19/11	Frontier	monthly telephone bill	27.25	27.25	801-004
	Granger Container Serv.	# 2523706 half of dumping cost for dumpster near ball field	35.42	35.42	830-001
8/25/11	Don Keller Siding & windows	# 872 replace 16 windows with exterior aluminum cladding and colonial grids on ground floor. Also installed two entry doors 2 panel with 1/2 lite	8,800.00		962-000
			1,150.00		962-000
				9,950.00	
	MGM Services LLC		700.00	700.00	830-001
		non construction billings for the month		<b>18,087.20</b>	
					<b>494-900-902</b>
					Construction of parking lot
8/29/11	Fiemnick Foster Engineering	# 148 inspection final cost from agreement	11,050.00		974-999
		Soils & Materials Engineers	820.86		974-999
				11,870.86	
9/8/11	Sandborn Construction	# 11 includes Preston's patio (note \$20,000 left as retainage)	29,105.00	29,105.00	974-006
		Total construction bills for the month		<b>40,975.86</b>	
		Total of Monthly Bills		<b>59,063.06</b>	

9/7/2011

Downtown Development Authority  
Revenue/Expenditure Report  
August 2011

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	Budget FY2011	NEW YEAR 9/7/11
<b>FUND 248</b>			
<b>DDA TIFA SPECIAL REVENUE</b>			
401.000	CURRENT PROPERTY TAXES	938,134	0
628.000	MISCELLANEOUS REVENUE		
662.000	RENT - PROPERTIES	9,000	2,338
664.000	INTEREST ON INVESTMENTS	1,000	7
634.000	EQUIPMENT RENTAL	0	
675-000	DONATIONS		500
Total DDA Revenue		948,134	2,845
<b>Dept. 170-173</b>			
<b>ECONOMIC DEVELOPMENT</b>			
703.000	SALARIES	28,695	3897.11
719.000	FRINGE BENEFITS	7,036	358.92
741.000	OPERATING SUPPLIES	500	55.17
797.000	ADMINISTRATIVE	500	0
830.000	RENTAL PROPERTY EXPENSES	6,500	2931.44
829.000	PROPERTY OPERATING EXPENSE	130,000	11615.94
840.000	INSURANCE	6,250	2294.45
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	56407
Total Economic Development		263,713	77,560
<b>Dept. 905-906</b>			
<b>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
Total Transfers		699,543	0
<b>Total expenditures</b>		<b>963,256</b>	<b>77,560</b>
<b>Grand total net effect</b>		<b>-15,122</b>	<b>-74,715</b>

9/7/2011

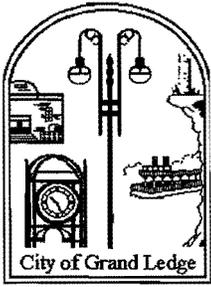
Downtown Development Authority  
Revenue/Expenditure Report  
August 2011

<b>FUND 394-905-906 DEBT SERVICE - STREET SCAPE</b>			
664.000	INTEREST	600	11
451.000	TRANSFER FROM DDA TIF	365,000	0
	Total Revenue	365,600	11
991.000	DEBT - PRINCIPAL	311,250	0
995.000	DEBT - INTEREST	55,204	26,254
998.000	DEBT - PAYING AGENT FEES	300	0
	Total expenditures	366,754	26,254
	<b>Net effect for fund</b>	-1,154	-26,243
<b>FUND 396-905-906 PARKING LOT BOND</b>			
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	17,866
998.000	DEBT - PAYING AGENT FEES	250	0
	Total expenditures	256,115	17,866
	<b>Net effect for fund</b>	512	-17,864
<b>FUND 494 DDA CAPITAL PROJECTS FUND</b>			
DEPT 900-901		REVENUE	
665-001	INTEREST		294
		0	294
<b>EXPENDITURES</b>			
DEPT 900-901		EXPENSES	
801-000	ENGINEERING		
974.006	CONSTRUCTION		18,287
974.999	CONSTRUCTION ENGINEERING		
	Total expenditures		18,287
	<b>Net effect for fund</b>	0	(17,992)

9/7/2011

Downtown Development Authority  
 Balance Sheet as of  
 September 7, 2011

	<b>Fund 248</b>	<b>Fund 394</b>	<b>Fund 396</b>	<b>Fund 494 Total Fund Balance</b>	<b>Fund 494 Unrestricted Fund Portion</b>	<b>Fund 495 Bond Proceeds Portion</b>	<b>Total</b>
<b>Assets</b>							
Cash	(23,578)	(286)	(14,397)	703,055	528,120	174,935	664,794
<b>Total Assets</b>	<u>(23,578)</u>	<u>(286)</u>	<u>(14,397)</u>	<u>703,055</u>	<u>528,120</u>	<u>174,935</u>	<u>664,794</u>
<b>Reserves &amp; Fund Balance</b>							
Fund Balance	51,137	25,957	3,467	721,047			801,608
Change in Fund Balance	(74,715)	(26,243)	(17,864)	(17,992)			(136,814)
	<u>(23,578)</u>	<u>(286)</u>	<u>(14,397)</u>	<u>703,055</u>			<u>664,794</u>
<b>Total Liabilites &amp; Balances</b>	(23,578)	(286)	(14,397)	703,055			664,794
Current Fund Balance	<u><u>489,859</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: DDA Board of Directors  
Jon Bayless, City Administrator  
Chuck Remenar, City Treasurer

From: Mark Sullivan, Economic Development Coordinator

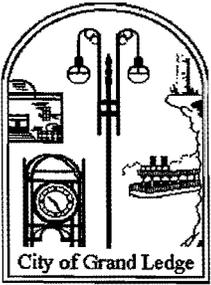
Date: September 7, 2011

Subject: Use of Bond Proceeds

At the last meeting of the Board the question was raised as to using the cost of the house we purchased at 113 W. Main Street as part of the bond funds. Our cost of the house and its demolition was \$65,262. Due to the nature of the Bond, we cannot include any costs that occurred prior to 18-months prior to the issue of the bond or 36-months prior to the ending/operation of the project. Hence, we cannot include this in the bond funds.

There is, however, another method of doing much the same thing. As we do not have all that much money in the bond fund account, we can replace funds we have budgeted this year for debt service for the bond, with remaining bond funds. Thus we replace the bond repayment costs this year with bond funds and take the funds originally put in the debt fund and move them to the general purpose fund balance.

Once we expend all of the bond funds needed for the project, we can use the remaining for the fund exchange.



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

## Memorandum

To: DDA Board of Directors  
Jon Bayless, City Administrator

From: Mark Sullivan, Economic Development Coordinator

Date: September 7, 2011

Subject: Selling the House on Madison Street

Pursuant to the direction provided by the Board, we are in the process of selling the house at 214 Madison Street. There are a number of issues that are being, and will be, addressed in this process. First, since the new parking lot has taken a portion of the property it is necessary to obtain a new survey of the property and undertake a lot split so as to separate the parking lot from the house. We are currently working with Chuck Pantara, who has determined a value for the house.

The next step is a bit complicated. When the DDA first planned to purchase the house the sellers wanted a tax-exempt interest expense. To do this, the property had to be in the City's name. Hence, the City purchased the house with the DDA agreeing to pay the note to the sellers. Now to sell the property we will have to go through the City Council and follow the City's regulations in regard to selling property. For example, there is a 28-day waiting period from the time when the Council accepts an offer for the property and when they can actually sell the property.

We suggest that the DDA approach the City Council at their next meeting and request that the property to be sold. This is necessary so as not to 'drop' a purchase offer on the Council with them having no idea what is going on.

DDA/Budget/Land Ownership/sell Madison st



120 S. BRIDGE, POST OFFICE BOX 144, GRAND LEDGE, MICHIGAN 48837

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August 26, 2011

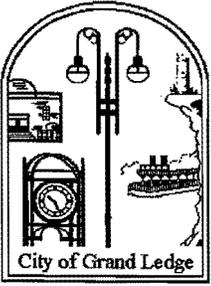
Dear Jon,

On behalf of the Ledge Craft Lane Board of Directors, I would like to commend the professional work of Don Keller and his crew in installing the new windows in our building. The challenge of preparing and fitting new windows into this historic building must have been daunting. We are very pleased with the results of their hard work. The windows look wonderful inside and out.

Don and his crew were a pleasure to work with and we were very fortunate in the many ways they went above and beyond in assisting us with tools or advice on the several projects we were completing while they were working here.

Sincerely,

  
Marilyn Smith  
Board President  
Ledge Craft Lane.



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

September 8, 2011

Martin Underhill, Chief of Police  
Grand Ledge Police Department  
200 E. Jefferson Street  
Grand Ledge, MI 48837

Subject: Surveillance Camera for the DDA

Dear Chief Underhill:

We would like to thank you for the information your Department provided the DDA regarding a surveillance camera in the downtown area. We appreciate the time your staff spent in researching this issue. The report you provide identified an excellent camera for the types of problems we are trying to prevent.

At the DDA meeting of August 10, 2011, after a considerable amount of discussion, the DDA Board of Directors decided not to purchase the camera. There were a variety of reasons for this decision, but the choice of the type of camera was not one of them.

Again, we appreciate the work your Department did in following up on a DDA request to look into a security camera.

Sincerely,

Mark Sullivan, Executive Director  
Grand Ledge Downtown Development Authority

Cc: DDA Board of Directors  
Jon Bayless, City Administrator  
Kalmin Smith, Mayor