

Grand Ledge Downtown Development Authority

319 Taylor Street
Grand Ledge, Michigan 48837
Agenda for a regular meeting to be held on
October 12, 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 September 14, 2011 regular meeting – enclosed
- VIII. Treasurers Report
 - *** 1. Payment of Bills - enclosed
 2. Financial Statement – enclosed
- IX. Committee Reports
- X. Old Business
 1. Sun Theater Marquee
 2. Landscape Maintenance Contract - enclosed
- XI. New Business
 1. Selling House on Madison Street – enclosed
 2. Listing Agreement with Pantara – to be distributed
 3. Dates of 2012 meetings - enclosed
- XII. Directors Comments
 1. Annual Report to State
- XIII. Adjourn

Attachments:

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

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 Cinnamon 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 VanSteeland, 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

10/5/2011

Downtown Development Authority
Revenue/Expenditure Report
Period Ending 10/5/2011

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	Budget FY2011	NEW YEAR 10/5/2011
FUND 248	DDA TIFA SPECIAL REVENUE		
401.000	CURRENT PROPERTY TAXES	626,881	719,113
		374,715	
628.000	MISCELLANEOUS REVENUE		
662.000	RENT - PROPERTIES	9,000	3,163
664.000	INTEREST ON INVESTMENTS	1,000	11
634.000	EQUIPMENT RENTAL	0	
675-000	DONATIONS		500
	Total DDA Revenue	1,011,596	722,786
Dept. 170-173	ECONOMIC DEVELOPMENT		
703.000	SALARIES	28,695	6,084
719.000	FRINGE BENEFITS	7,036	1,622
741.000	OPERATING SUPPLIES	500	58
797.000	ADMINISTRATIVE	500	27
830.000	RENTAL PROPERTY EXPENSES	6,500	2,963
829.000	PROPERTY OPERATING EXPENSE	130,000	25,732
840.000	INSURANCE	6,250	2,294
962.000	FACADE PROGRAM	0	0
974-006	CONSTRUCTION	10,000	9,950
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	56,407
	Total Economic Development	273,713	105,137
Dept. 905-906	TRANSFERS		
793.000	TRANSFER TO GLAESA	66,416	0
605.000	TRANSFER TO DDA DEBT SVC FUND	365,000	365,000
603.000	TRANSFERS TO DDA PARKING LOT DEBT	256,127	256,127
602.000	TRANSFER TO ISLAND DEBT FUND	12,000	12,000
	Total Transfers	699,543	633,127
	Total expenditures	973,256	738,264
	Grand total net effect	38,340	(15,478)

Downtown Development Authority
 Revenue/Expenditure Report
 Period Ending 10/5/2011

FUND 394-905-906 DEBT SERVICE - STREET SCAPE

664.000	INTEREST	600	44
451.000	TRANSFER FROM DDA TIF	365,000	365,000
	Total Revenue	365,600	365,044

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

Net effect for fund -1,154 338,790

FUND 396-905-906 PARKING LOT BOND

664.000	INTEREST	500	23
451.000	TRANSFER FROM DDA TIF	256,127	256,127
	Total Revenue	256,627	256,150

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

Net effect for fund 512 238,285

FUND 494 DDA CAPITAL PROJECTS FUND

DEPT 900-901	REVENUE		
665-001	INTEREST	0	282

DEPT. 900-902			
665-001	INTEREST	0	73
	REVENUES	0	355

EXPENDITURES

DEPT 900-901	EXPENSES		
974.006	CONSTRUCTION	0	47,392
974.999	CONSTRUCTION ENGINEERING	0	11,871
	Total expenditures	0	59,263

Net effect for fund 0 (58,908)

10/6/2011

Downtown Development Authority
 Balance Sheet and Bond Proceeds Remaining
 As of 10/5/2011

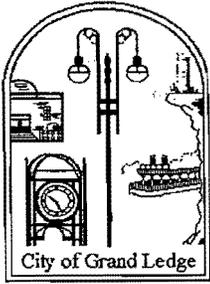
	Fund 248	Fund 394	Fund 396	Fund 494	Total
Assets					
Cash	35,659	364,747	241,751	662,139	1,304,296
Unamortized Discount on Bonds	0	0	0	30,000	30,000
Total Assets	<u>35,659</u>	<u>364,747</u>	<u>241,751</u>	<u>692,139</u>	<u>1,334,296</u>
Reserves & Fund Balance					
Fund Balance	51,137	25,957	3,467	721,047	801,608
Change in Fund Balance	-15,478	338,790	238,285	-58,908	502,689
	<u>35,659</u>	<u>364,747</u>	<u>241,752</u>	<u>662,139</u>	<u>1,304,297</u>
Total Liabilites & Balances	35,659	364,747	241,752	662,139	1,304,297

Project Balance

Project: 494900902 - W Front St Parking Lot

Revenues		
494-900.902-665.001 INTEREST		2,162.13
494-900.902-695.001 BOND PROCEEDS		<u>1,970,000.00</u>
Total Revenues		1,972,162.13
Expenditures		
494-900.902-800.001 BOND ISSUE COSTS		42,571.80
494-900.902-801.000 ENGINEERING		58,422.00
494-900.902-974.006 CONSTRUCTION		1,618,517.74
494-900.902-974.999 CONSTRUCTION ENGINEERING		<u>118,912.73</u>
Total Expenditures		1,838,424.27
Balance - funds remaining		<u><u>133,737.86</u></u>

Note: there is a \$20,000 retainage yet to be paid to Sandborn Construction



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

From: Mark Sullivan, Economic Development Coordinator

Date: October 5, 2011

Subject: Landscape Maintenance Contract

Staff has put together a Request for Proposals (RFP) for the landscape maintenance for the next year. Enclosed is the scope of services section, which is the most important part of the RFP. Since the current contract expires on November 30, 2011, we thought that we might want to wait until the beginning of March to put it out to bid. That would seem like a more reasonable time period for a contract. We expect that MGM Services would agree to extend their contract for four additional months.

We have just received an offer from MGM Services and it is as follows:

Good Morning Mark,

I stopped in this morning at 8:50AM to see you to give you a little incentive for the City of Grand Ledge. When the DDA meets next week I would like to offer the same pricing \$700.00 for the month for the next two years, and also include fall clean ups for the next two years at no additional cost to the DDA. I enjoy what I'm doing and take pride in keeping the City of Grand Ledge looking nice. Thank you and appreciate your time. Please keep me informed.

Sincerely

MGM Services LLC

Scope of Services

October 5, 2011

This document represents a contract between _____ (hereafter known as 'Contractor') and the Grand Ledge Downtown Development Authority, 319 Taylor Street, Grand Ledge, MI 48840 (hereafter known as the 'DDA'). This contract commences on November 30, 2011 and ends on November 30, 2012.

Landscape Maintenance Tasks

The Contractor will, on a weekly basis, go to all of the landscape areas and pick up trash (flower beds, parking lots and on sidewalks), remove weeds and trim plants as needed. Also, sweep mulch back into the planting areas, trim trees, bushes and plants to maintain an acceptable appearance and pick up any dog droppings on the grass near the sidewalks. In addition, at Riverview Park, the Contractor will maintain the slope from the deck to the river and keep the grass areas in good shape. Any damage observed, on plants or other City property, will be reported to either Mark Sullivan or Amee King.

The Contractor will also spray herbicide on plants growing out of the cracks in the sidewalk and parking lots, as well as the tree wells on and near Bridge Street. Also included are the sidewalks on North and South Bridge Street (Scott St. to N. Clinton St), one block east and west on Scott Street, those around the LogJam parking lot and on River Street from Harrison past the Opera House parking lot.

The Contractor will cut the grass on the vacant lot adjacent to the Library Parking Lot, and the boulevards adjacent to the parking lots.

The areas around the dumpster enclosures need special attention in keeping them clean. Contractor will replace any missing or broken slates on the gates (bill separately for material costs), and pick up trash as necessary. Any particular problems should be reported to the DDA staff.

Should additional mulch be needed in any of the planting areas, the cost of the mulch and the labor involved will be approved via an addendum to this contract. Likewise, the need to change or replace ornamental plants will be covered separately.

Term of Employment

The Contractor will work throughout the contract period, and will invoice the DDA prior to the second Wednesday of each month. The Contractor is an independent contractor to the DDA, and neither the DDA nor the City of Grand Ledge maintains any liability for the Contractor's actions.

Landscape Areas

The following represent the areas of concern for landscape maintenance. The lots are usually named by the principal business adjacent to the lot:

1. Scott Street Parking Lot – located off of East Scott Street and having an exit on Bridge Street near the old G&W building. This area contains a landscape area at the NE corner of the building and another site on the opposite side of the parking lot, across the exit/entrance drive. There is one at the U S Postal Mail Box and another at the northeast corner of the parking lot.
2. Fortino's Market Parking Lot –located behind the store and includes all of the paved parking area up to Scott Street and abuts the Cugino's parking lot. The key areas here are the trees leaning over the lot and grass intrusion.
3. Cugino's Parking Lot – this lot exits on W. Jefferson Street and into Fortino's Market Lot. The major area here is the hedge abutting the lot on the west side. The hedge grows and hangs over the metal bumper guard.
4. LogJam Parking Lot – located between West Jefferson Street and West River Street, with access to both streets. The landscape area extends around the lot up to the sidewalk. These areas include the stonewall on W River Street and a small planter in front of the Masonic Temple. Inside the lot there is a planting area directly behind the LogJam restaurant, with others separating the parking areas.
5. Library Parking Lot – located behind the gas station on East Jefferson Street, and extends to East River Street. The landscape area includes the grass-covered lot next to the Millbrook Business Centre. In this lot there are places where the grass is growing in the cracks, particularly near the dumpsters.
6. Island Park Parking Lot – located off of West River Street down by the river. This lot is the access to the Island Park Bridge and the baseball field. The dumpster located here is rented by the DDA and can be used by you to dump any trash picked up downtown. Most of the landscape is along the river.
7. Small Planting Areas - there are two small planting areas on the north corners of Scott and Bridge Streets.
8. Riverview Park – this is a park located at the northeast corner of the bridge, at the corner of Bridge and East Front Street. The Park consists of a small parking lot, planting areas and a large deck. The planting areas around the parking lot are straightforward and extend up to the east side fence (and behind it) to the streets. Below the deck is a bit more complicated. The end goal is to have the whole hill covered with Sumac, but we do not want to remove all of the brush due to erosion concerns. Hence, we are growing Sumac and helping it to migrate down the hill. We keep the brush and small trees down to a six-foot height, and thin them out as the Sumac approaches them. We cut down a small number to support the Sumac.

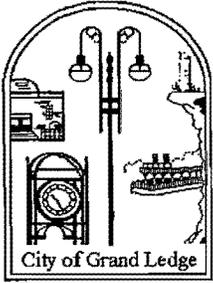
9. First Place Sports – located off of North Bridge Street adjacent to the First Place Sports store. The key issue here is the steep hill at the back of the lot. The hill was landscaped when the lot was built and has an under lining mesh. We need to support the plants that help prevent erosion.
10. Enerco Parking Lot – located at the corner of North Bridge and West Main Street, abutting the Enerco building. This lot has major issues with the wall to the west, which becomes overgrown with weeds, and the planting areas around the intersection of the two streets.
11. West Front Street Parking Lot – this is a new lot behind the buildings on the west side of North Bridge Street, between Front and Main Street. The lot includes the alley behind the buildings.

Other Issues

As specific issues arise the Executive Director and the Landscape Committee of the DDA and the Contractor will work them out. Compensation can be adjusted and special projects initiated to cover different situations.

Termination of Contract

Should the DDA feel that the Contractor is not performing at the level expected, this concern will be presented to the Contractor. The Contractor will have the opportunity to refute the concerns and have time to remedy their actions so as to meet the DDA's expectations. If this is not accomplished, the DDA retains the right to terminate the contract at the end of the month that the termination is sent to the Contractor. In all cases the Contractor will have the opportunity to speak directly with the DDA Board of Directors at their monthly meeting.



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Memorandum

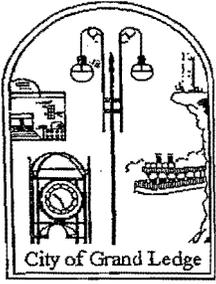
To: DDA Board of Directors
Jon Bayless, City Administrator

From: Mark Sullivan, Economic Development Coordinator

Date: October 5, 2011

Subject: Sale of Madison Street House

Staff sent the enclosed memo to City Council in regard to the selling of the house on Madison Street. At the September 26th City Council meeting the Council agreed to the sale of the house, and letting us handle it. Once we find a buyer we will have to bring it back to the Council for their approval.



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Grand Ledge, MI 48837
sulliv28@yahoo.com

Memorandum

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

From: Mark Sullivan, Economic Development Coordinator

Date: September 21, 2011

Subject: Sale of Property

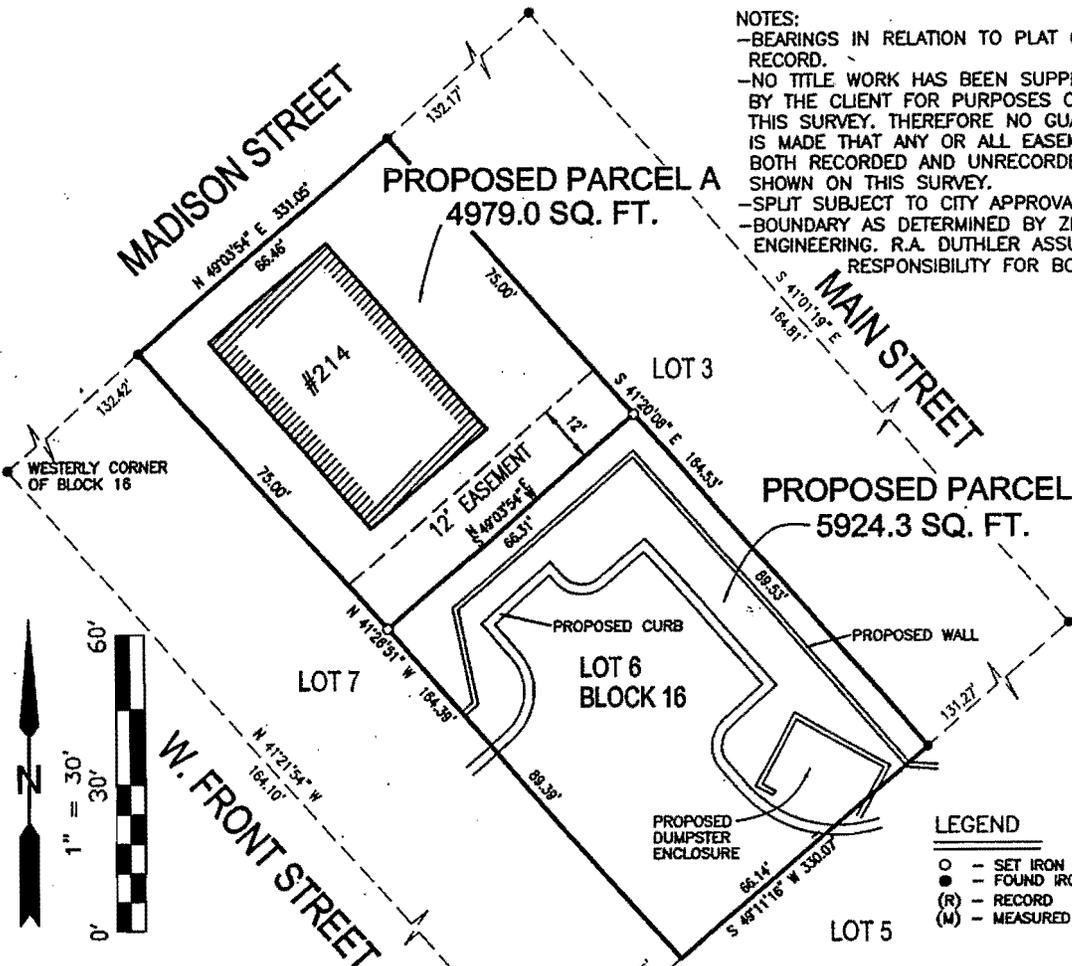
In 1997 the DDA had the opportunity to purchase two pieces of property for the eventual construction of the current parking lot on North Bridge Street (West Front Street parking lot). These parcels were an apartment building at 113 W. Front Street and a house at 214 Madison Street. Also included in this sale was a property at 121 Scott Street, which is now included within the parking lot. The sellers, Kingery and Larson, wished to finance the sale of the property with a tax exempt Installment Purchase Agreement (IPA). This would keep the interest expense for us low and help the sellers with tax-exempt interest income.

In order to accomplish this the property had to be purchased by the City of Grand Ledge instead of the DDA. Therefore, they executed a Resolution Pledging Tax Increment Revenues for the payment of the debt service on the properties, and the City purchased the properties and passed Resolution No. 5 of 1998 designating the obligation as a "qualified tax exempt obligation". The total amount of the obligation was \$301,150.00.

Now that the DDA has completed the parking lot on N Bridge Street, the house and much of the property at 214 Madison Street is of no further use to them. Therefore, the DDA would like to sell this property. At this point we have obtained a mortgage survey and we have designated the property we wish to keep as part of the parking lot. Our Engineer is completing the paper work for a lot split. We would now like to sell the property. As it is in the City's name this must be done following the City's charter requirements. Following the sale of the property the DDA would like to ensure that all proceeds be given to the DDA. At this time the remaining debt service on the Madison Street property is approximately \$19,000.00

PROPOSED LAND DIVISION DRAWING

NOTES:
 -BEARINGS IN RELATION TO PLAT OF RECORD.
 -NO TITLE WORK HAS BEEN SUPPLIED BY THE CLIENT FOR PURPOSES OF THIS SURVEY. THEREFORE NO GUARANTEE IS MADE THAT ANY OR ALL EASEMENTS, BOTH RECORDED AND UNRECORDED ARE SHOWN ON THIS SURVEY.
 -SPLIT SUBJECT TO CITY APPROVAL.
 -BOUNDARY AS DETERMINED BY ZF ENGINEERING. R.A. DUTHLER ASSUMES NO RESPONSIBILITY FOR BOUNDARY.



LEGEND
 ○ - SET IRON BAR
 ● - FOUND IRON BAR
 (R) - RECORDED
 (M) - MEASURED

ORIGINAL PARCEL DESCRIPTION (L-1199, P.538)
 Lot 6, Block 16 of the Village (Now City) of Grand Ledge, Eaton County, State of Michigan.

PROPOSED PARCEL A
 The Northwest 75 feet of Lot 6, Block 16 of the Original Plat, City of Grand Ledge, Town 4 North, Range 4 West, Eaton County, Michigan is described as: Commencing at the West Block Corner of said Block 16, said point being the intersection of the Northeasterly line of W. Front Street and the Southeasterly line of Madison Street; thence N.49°03'54"E., 132.42 feet along the Southeasterly line of Madison Street to the Westerly Corner of Lot 6 of said Block 16 and the Point of Beginning; thence continuing along said Southeasterly line of Madison Street, N.49°03'54"E., 66.46 feet; thence S.41°20'08"E., 75.00 feet along the line between Lots 3 and 6; thence S.49°03'54"W., 66.31 feet parallel with the Southeasterly line of Madison Street to a point on the line between Lots 6 and 7; thence along said line, N.41°26'51"W., 75.00 feet to the Point of Beginning and containing 4979 Square Feet. Subject to a Permanent Easement described as: the Southeast 12 feet of the Northwest 75 feet of Lot 6, Block 16 of the Original Plat, City of Grand Ledge, Eaton County, State of Michigan. Subject to all easements, restrictions, and rights of way of record.

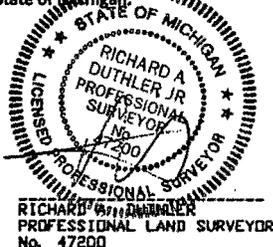
PROPOSED PARCEL B
 Part of the Southeasterly 90 feet of Lot 6, Block 16 of the Original Plat, City of Grand Ledge, Town 4 North, Range 4 West, Eaton County, Michigan is described as: Commencing at the West Block Corner of said Block 16, said point being the intersection of the Northeasterly line of W. Front Street and the Southeasterly line of Madison Street; thence N.49°03'54"E., 132.42 feet along the Southeasterly line of Madison Street to the Westerly Corner of Lot 6 of said Block 16; thence along the line between Lots 6 and 7, S.41°26'51"E., 75.00 feet to the Point of Beginning; thence N.49°03'54"E., 66.31 feet; thence S.41°20'08"E., 89.53 feet along the line between Lots 3 and 6; thence S.49°11'16"W., 66.14 feet along the line between Lots 6 and 5 to a corner common to Lots 5, 6, 7, and 8; thence along the line between Lots 6 and 7, N.41°26'51"W., 89.39 feet to the Point of Beginning and containing 5924.3 Square Feet. Subject to all easements, restrictions, and rights of way of record.

PROPOSED PERMANENT EASEMENT
 Permanent Easement described as: the Southeast 12 feet of the Northwest 75 feet of Lot 6, Block 16 of the Original Plat, City of Grand Ledge, Eaton County, State of Michigan.

**R.A. DUTHLER
 LAND SURVEYOR LLC**

PH. (810) 724-6532
 FAX (810) 724-1551
 158 EAST THIRD STREET
 IMLAY CITY, MI. 48444

PREPARED FOR:
 ZF ENGINEERING
 SEPTEMBER 12, 2011
 JOB# 110902



IMLAY CITY, MICHIGAN
 (810) 724-6532
 SHEET 1 OF 1

Kalmin D. Smith
Mayor



Jon Bayless
City Administrator

City of Grand Ledge
200 E. Jefferson St.
Grand Ledge MI 48837

grand-ledge.com (517) 627-2149

Schedule of Regular Meetings Calendar Year 2012

Downtown Development Authority

2nd Wednesday at 6:00 p.m.
Council chambers, City Hall
200 E. Jefferson St.
Grand Ledge, Michigan

January	11
February	08
March	14
April	11
May	09
June	13
July	11
August	08
September	12
October	10
November	14
December	12
