

Grand Ledge Downtown Development Authority

319 Taylor Street
Grand Ledge, Michigan 48837
Agenda for a regular meeting to be held on
December 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 October 12, 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 – request by Mr. Pantara
 2. Sale of 214 Madison Street Property – to be distributed
 3. Report on Opera House Water Damage - enclosed
- XI. New Business
- XII. Directors Comments
 1. Invoice from Craig Electric - enclosed
- XIII. Adjourn

Attachments:

1. Memo on payment to Chuck Pantara for Sun Theater
2. Letter to County Treasurer re: DDA State Report
3. New DDA Board of Directors list

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 8th 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 26th 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

12/7/2011

DOWNTOWN DEVELOPMENT AUTHORITY
Revenue/Expense Statement
December 5, 2011

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	Budget FY2011	NEW YEAR 11/2/11
FUND 248			
DDA TIFA SPECIAL REVENUE			
401.000	CURRENT PROPERTY TAXES	626,881	785,340
		374,715	
628.000	MISCELLANEOUS REVENUE		18
662.000	RENT - PROPERTIES	9,000	3,163
664.000	INTEREST ON INVESTMENTS	1,000	28
634.000	EQUIPMENT RENTAL	0	
675-000	DONATIONS		500
	Total DDA Revenue	1,011,596	789,049
Dept. 170-173			
ECONOMIC DEVELOPMENT			
703.000	SALARIES	28,695	11,599
719.000	FRINGE BENEFITS	7,036	2,035
741.000	OPERATING SUPPLIES	500	167
797.000	ADMINISTRATIVE	500	373
802.000	LEGAL FEES	0	(31)
817.000	PROFESSIONAL SERVICES	0	300
830.000	RENTAL PROPERTY EXPENSES	6,500	4,131
829.000	PROPERTY OPERATING EXPENSE	130,000	44,382
840.000	INSURANCE	6,250	2,294
962.000	FACADE PROGRAM	0	20,000
974-006	CONSTRUCTION	10,000	9,950
991.000	DEBT - PRINCIPAL - River Street Houses	19,695	9,359
995.000	DEBT - INTEREST - River Street Houses	8,130	3,931
896.000	CONTRIBUTIONS TO GENERAL FUND	56,407	56,407
			164,896
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	699,543	798,023
	Grand total net effect	312,053	(8,974)

12/7/2011

DOWNTOWN DEVELOPMENT AUTHORITY
Revenue/Expense Statement
December 5, 2011

FUND 394-905-906 DEBT SERVICE - STREET SCAPE

664.000	INTEREST	600	119
451.000	TRANSFER FROM DDA TIF	365,000	365,000
	Total Revenue	365,600	365,119

991.000	DEBT - PRINCIPAL	311,250	0
995.000	DEBT - INTEREST	55,204	26,180
998.000	DEBT - PAYING AGENT FEES	300	0
	Total expenditures	366,754	26,180

Net effect for fund -1,154 338,938

FUND 396-905-906 PARKING LOT BOND

664.000	INTEREST	500	73
451.000	TRANSFER FROM DDA TIF	256,127	256,127
	Total Revenue	256,627	256,200

991.000	DEBT - PRINCIPAL	160,000	0
995.000	DEBT - INTEREST	95,865	46,015
998.000	DEBT - PAYING AGENT FEES	250	40
	Total expenditures	256,115	46,055

Net effect for fund 512 210,145

FUND 494 DDA CAPITAL PROJECTS FUND

DEPT 900-901	REVENUE		
665-001	INTEREST	0	378
DEPT. 900-902			
665-001	INTEREST	0	112
	REVENUES	0	490

EXPENDITURES

DEPT 900-901	EXPENSES		
974.006	CONSTRUCTION	0	47,392
974.999	CONSTRUCTION ENGINEERING	0	12,580
	Total expenditures	0	59,972

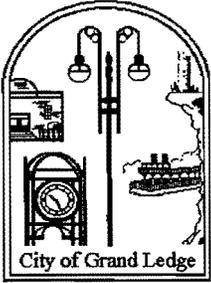
Net effect for fund 0 (59,482)

12/7/2011

DOWNTOWN DEVELOPMENT AUTHORITY

Balance Sheet as of
December 7, 2011

	Fund 248	Fund 394	Fund 396	Fund 494	Total
Assets					
Cash	27,141	354,260	213,649	661,677	1,256,727
Unamortized Discount on Bonds	0	0	0	0	0
Total Assets	27,141	354,260	213,649	661,677	1,256,727
Reserves & Fund Balance					
Fund Balance	51,137	25,957	3,467	721,047	801,608
Change in Fund Balance	-23,996	328,303	210,181	-59,370	455,119
	27,141	354,260	213,649	661,677	1,256,727
Total Liabilites & Balances	27,141	354,260	213,649	661,677	1,256,727



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: December 7, 2011

Subject: Opera House Water Damage

Enclosed is a report from Jim Foster, Ziemnick-Foster Engineering, regarding his preliminary report on the water issue for the Opera House. Jim worked with Larry LaHaie, DPS Director, on his study and was provided the plans previously provided by Fitzgerald-Henne Engineering.

It would appear that the next step is to do a more detailed engineering report. Included in this would be detailed surveys of the area and more detailed plans and options to resolve the problem. We may also hope to have some different options as to the solution.

ZIEMNICK FOSTER ENGINEERING, LLC
12350 Oneida Road
Grand Ledge, MI 48837
517.930.0438
www.zfengineering.com

11/22/2011

Re: Opera House Storm Water
Project No: 11025

Mr. Mark Sullivan
City of Grand Ledge
200 E. Jefferson Street
Grand Ledge, MI 48837



Dear Mark:

Per your request, we have investigated the storm water issues that continue to persist at the Grand Ledge Opera House building during large rain events. We have sat through a couple rain events, talked with Opera House personnel, and spoke with the City's DPW director and offer you the following.

BACKGROUND

The Grand Ledge Opera House has experienced continued storm water issues over the past years. The majority of these incidences occur during large rainfall events. This problem has continued even with the addition of storm water collection basins near the Opera House.

Areas of concern are as follows:

1. Rear entrances to the Grand Hall and Blake Room / Offices
2. Bridge Street Clock Tower Area
3. Bridge Street Stairs to Terrace Level
4. Opera House Parking Lot Curb Island
5. Sidewalk to Gazebo

Area 1 – Rear Entrances

In our opinion, this area seems to be getting the majority of the attention through the review process. A landscape island was introduced into E. River Street near the rear entrances to the Opera House. This area was deemed the ADA entrance for the facility.

The main issue for this area is that storm water races down the Library Parking Lot (library Lot) to E. River Street without much opportunity to enter a storm water collection device (see Figure 1). A secondary note indicates that storm water off E. River Street from the Frontier building area is also not being collected at a storm water collection point (see Figure 2). Storm water collection basins are located in the "up-hill" side of the driveway entrance to the Library Lot, thus not collecting much, if any water. Water then crosses the relatively flat E. River Street and

enters the sidewalk ramp area to the Opera House. Grades here are also relatively flat in comparison to the Library Lot.

Rain water entering E. River Street also contributes additional water to the Opera House side of the street. Rain water on the Frontier side of E. River Street makes it along the curb line to a point between the two parking lot entrances to the Library Lot at which point the majority begins to cross the centerline towards the two catch basin inlets currently in the curb island outside the Opera House office door.

Rain water that breaches the sidewalk top elevation has a good opportunity to make it to the Opera House office door as this is lower than the sidewalk grade. Wood decking around the Opera House rear entrances allows for water to fall below the walking surface only to find ways into the basement level of the Opera House.

The catch basin that is directly outside of the Grand Hall rear entrance is slightly higher than the parking lot as the pavement section was either originally placed low or has settled over time (see Figure 3). This allows water to not enter the storm water collection system and surcharge the next receiving inlet.



Rain water coming off Library Lot is unimpeded entering E. River Street. Note catch basin to right not receiving water.

Figure 1



Rain water in E. River Street crossing the centerline to the Opera House side before able to enter catch basins in curb line. Note flow off parking lot in foreground directly crossing street from right to left.

Figure 2 – Rain Path on E. River Street



Storm water never gets to inlet due to pavement being lower than inlet casting.

Figure 3

Several possibilities for improvements exist but challenges exist due to the topography near the Grand River basin. The following are individual possibilities that may be implemented one at a time or several at one time.

- a. Introduction of a trench drain along the Library Lot entrance near Ledge Clippers to try to capture rain water prior to entering E. River Street. The trench drain would need to be a minimum of 12 inches in width to maximize the inlet potential.
- b. Pave a new steeper crown in East River Street to force water to enter existing catch basins.
- c. Introduction of new catch basin(s) in E. River Street curb line at locations more suited for stormwater collection.
- d. Rebuild E. River Street at a lower centerline profile to allow more vertical relief from the low points to building floor elevations.

Area 2 – Clock Tower Area

Two main concerns arise in this area. First the actual low spot in the angle parking lot area is the corner of the curb-line closest to the front door. This area ponds and builds water until it overtops the curb line, enters the catch basin one stall east, and or builds around the gutter curb line and enters S. Bridge Street. Second, a low spot ponds water at the corner of the stairs near the front entrance.

The introduction of a new catch basin in the corner of the angle parking should improve the runoff in the roadway area. The ponding water at the base of the step could be improved by replacing the settled sidewalk to a grade higher than the existing walk.

Area 3 – Exterior Stairs to Terrace Level

Soil area between the exterior concrete stairway to the Terrace Level and the M-100 Bridge washes away due to excessive overland flow from the main entrance stairway and approach hardscape.

The introduction of a yard basin, grading, and storm sewer paralleling the bridge abutment outletting at a lower grade down the slope could reduce the erosion from this area.

Area 4 – Parking Lot Curb Island

It appears that a portion of the Opera House parking lot drains towards the Opera House building. A landscape island was placed in the parking lot adjacent to the building which catches water during rain events. The Opera House Authority has removed a portion of curbing at the top of the slope to try a relieve a portion of this volume. It is also noted that under the wood porch of this same area of the Opera House that sediment erosion is taking place. Opera House staff have tried to mitigate the problem by adding crushed stone to the eroded area to slow or reduce the effect. This measure was introduced recently and time will tell the effects.

A couple possible solutions would be re-grading the parking lot to drain to the east to an existing catch basin located in the parking lot. This may be accomplished by an asphalt pavement overlay or asphalt pavement removal and replacement at a new grade. Concrete curb could be overlaid trying to salvage any replacement costs associated with replacing curb and landscaping.

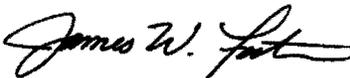
Area 5 – Sidewalk to Gazebo

Sand has started to wash up around the east side of the sidewalk to the Gazebo. It is unknown at this time as to the exact cause of this erosion but is believed that it is due to rain water that sheets across the Terrace patio area and flow towards the river. Water falls off the patio into a green belt and possibly saturates the area. It is also noted that irrigation pipe lines are in the same proximity. A leak in the irrigation system is also a possibility.

No defined solution for this is known at this time without more investigation. A reduction in runoff the patio area could be accomplished by piping the downspout pipes to an underground pipe system and discharged at a controlled location.

The above is intended to open a dialog of possible solutions for each scenario. It should also be noted that no field topographic / elevation surveys were completed as part of this investigation. Existing sewers were not inventoried for adequate pipe grade or capacity for the given catchment area. It is understood that all areas are sloped towards the river in most applications and the storm water is finding the path of least resistance to get to the river. We would be glad to discuss these findings with you at your convenience.

Sincerely,
ZIEMNICK FOSTER ENGINEERING, LLC



James W. Foster, P.E.

Delivered by: via Email (PDF)

Craig Electric and Tel Com Inc.

9501 Loucks rd.
Mulliken, MI 48861

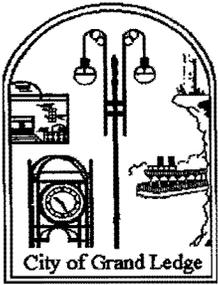
Invoice

Date	Invoice #
11/2/2011	2583

Bill To
Grand Ledge DDA 319 Taylor St. Grand Ledge, MI 48837 Attn: Mark Sullivan

P.O. No.	Terms	Project
Street Lights	Due on receipt	

Quantity	Description	Rate	Amount
	<p>Yearly Street Light Maintenance</p> <p>Wednesday 1/12 Single on bridge not working---bulb exploded---remove luminaire remove broken screw shell.</p> <p>Thursday 1/13 Re-install luminaire-----4 hrs total and 1--Lamp</p> <p>Saturday 3/12 Single behind "hungry howies" not working, replace lamp, and photo eye at the control panel.---2hrs</p> <p>Thursday 3/31 Double on the S.W. corner of Bridge and River, not working---replace lamp---2 hrs.</p> <p>Friday 6/17 Bridge lights not working---repair contactor / controller at the corner of Bridge and Front St.-----2 hrs.</p> <p>Wednesday 8/24 Repair receptacles in Tree Wells---Materials \$40.00, 4 hrs.</p> <p>Labor---10 hrs. with bucket truck, 4 hrs. regular time.</p> <p>Total Labor-----\$1,300.00</p> <p>Materials-----\$171.00</p> <p>Grand Total-----\$1,471.00</p> <p>The above yearly maintenance is done at no charge as a "Thank You" for the work you extend our way.</p>	0.00	0.00
		Total	\$0.00



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Economic Development Coordinator

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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
Chuck Pantara, Sun Theater

From: Mark Sullivan, Economic Development Coordinator

Date: November 23, 2011

Subject: Façade Grant to Sun Theater

The DDA has agreed to provide a Façade Grant to Chuck Pantara for the rebuilding the marquee for the Sun Theater. The new marquee will more closely match the previous one, which was on the theater for many years until it was shortened.

The conditions of the Façade Grant are as follows:

1. The DDA will pay for 50% of the cost of the new marquee up to a maximum of twenty thousand dollars (\$20,000.00).
2. Invoices for the construction will be presented to staff for their review.
3. The design of the new marquee will have a structural engineer provide sealed plans for its structure.
4. The City's Building Inspector will approve the new marquee.
5. The DDA Board of Directors must approve the completed marquee.

At the DDA's meeting the Board approved the payment for the marquee once staff approved the cost invoices and that the Building Inspector approve the structure.

Staff has reviewed the various invoices and accepted \$40,565.43 in costs for the marquee construction. Staff also has a copy of the sealed plans from a Structural Engineer.

The current Building Inspector, Scott Weaver, has determined that the only item that needed to be inspected was the electrical work done on the marquee. This was done and staff has a copy of the inspection report from Mr. Weaver.

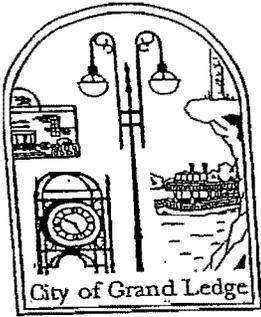
Staff, therefore, recommends that payment be made to Mr. Pantara in the amount of \$20,000.00, and that the funds come from line item Façade Program (248-170-173-962-000).

Approved:

A handwritten signature in black ink, appearing to read "Bruce MacDowell", written over a horizontal line.

Bruce MacDowell, Chairperson
Grand Ledge Downtown Development Authority

November 23, 2011



CITY OF GRAND LEDGE

Established 1893

Governmental Inspection Services LLC
Building Department **ELECTRICAL PERMIT**

319 Taylor St.
Grand Ledge, MI 48837

Ph: (517) 622-4756
Fax: (517) 627-6788

11/7/2011

Date

E11-11-73

Permit Number

Chuck Pantera

Owner Name

Owner Address

316 S. Bridge

Project Address

627-1500 or 881-2829

Owner Phone Number

C & S Electric

Contractor

6112864 12/31/11

Contractor License Number

10040 Krouse Rd. Ovid, MI 48867 204-0733 or 348-3881

Contractor Address and Telephone Number

\$125.00

Permit Fee

1799

Check Number

new sign for Sun Theater

Work Description

Inspections Required:

Rough

Concealed

Underground

Venting

Piping

Final

Other: _____

Inspector Notes:

concealed - 11/11/11 scott

Finished 11/22/11 - scott

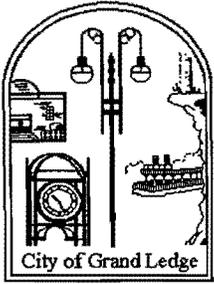
Inspector Signature:

Scott Weaver (L.W.)

Date:

11/9/11

*All permits for proposed work will expire six months after the last date of contact. If construction exceeds the six month time frame a request for a ninety day extension may be granted upon the inspectors approval.



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Economic Development Coordinator

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

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

November 9, 2011

Bill Conarton, County Treasurer
Eaton County
1045 Independence Boulevard
Charlotte, MI 48813

Subject: 2010 Capture Calculations

Dear Bill:

We have completed our current report to the State and are enclosing a copy for you. The 2010 report covers the DDA and City's fiscal year of July 1, 2010 to June 30, 2011.

One significant change in the report started last year. The State wanted us to take our pre-1994 IFT base value (\$672,600) and move it into the regular base value. Hence, the IFT base was lowered and the regular base increased by the same amount. Last year we thought that the pre-1994 was personal property and moved it into that category. The new form asks for a separation between commercial personal property and industrial personal property. This year we found that the base amount was actually real property, so we placed it into that category. By making this change we avoid the negative numbers when determining DDA capture. We have been working with our Assessor, Brian Thelen (Delta Township's Assessor), to help us get all of the assessment records accurate. We trust that you will make these changes to help our Treasurer in his distribution of funds.

Should you have any questions or concerns please feel free to contact us as 622-5256.

Sincerely,

Mark Sullivan, Executive Director
Grand Ledge Downtown Development Authority

cc: Chuck Remenar, City Treasurer
Tom Murray, Chairperson DDA
Brian Thelen, City Assessor

DDA MEMBERS

Individual Member	Home Phone	Work Phone	Term ends Expire	E-Mail Address	Packet
Chris Fata LogJam 110 W. Jefferson	927-5375 C	627-4300	2013	Fatachris@gmail.com	
Melanie May 304 E. Lincoln Street	862-7657	627-1443	2014	Melanieamay@yahoo.com	Mail
David Jonas 1007 Flickerham Dr.	627-4204		2014	djonas@frontier.com	Mail
Chairman Bruce MacDowell, 421 Madison Street	622-0471	627-9400	2012	bruce@macdowells.com	Agenda only in envelope
Terrance Augustine 1132 Pine Street	643-1849 - c		2013	terrance12_2000@yahoo.com	E-file
Karl Glarner, Jr. 348 W. Jefferson St.	881-9426 - c	627-2012	2012	redsnake@acd.net	E-file
Robert Brown 35 Furguson Street	627-1352 927-1558 - c	none	2011	brwrbrt405@frontier.com	Mail
Keith Mulder 500 West South St.	627-3512 242-2756 - c	627-7800	2012	kemuld@aol.com	E-file
Ben Cwayna 207 E Jefferson, Ste 1		622-1900 627-1909 F	2014	ben@cwaynalaw.com	Mail
Jason Barclay 406 N. Bridge Street	627-2531 281-3086 - c	627-2531	2011	jasonbarclay@holihanatkin.com	E-file
Kalmin Smith, Mayor 119 W. Jefferson St.	622-2856	622-2856	per statute	kalminsmith@gmail.com	Mail
Rachel Paxton- Schroeder Paxton Products 319 S Bridge St.		627-3688	2013	Paxtonproducts@yahoo.com	
Christine Carter 221 E. Scott Street	719-6340 - c	432-2753 353-6772	2014	carterc5@msu.edu	E-file
Mark Sullivan 5943 Shoeman Road Haslett, MI 48840	(517) 655-8908 402-7117 - c	622-5256	staff	sulliv28@yahoo.com	Original +1 copy
Amee King			Staff		
Jon Bayless, City Administrator			staff		Copy of packet

December 1, 2011-All appointments expire on August 1st

DDA/members/Current/member_list current-DEC-2011.doc

Kalmin D. Smith
Mayor



Jon Bayless
City Administrator

grand-ledge.com

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

(517) 627-2149

Schedule of City Holidays Calendar Year 2012

HOLIDAY

Presidents' Day
Good Friday
Memorial Day
Independence Day
Labor Day
Veterans Day
Thanksgiving
Christmas
New Year

OFFICES CLOSED

Monday, 20 February
Friday, 06 April (half-day)
Monday, 28 May
Wednesday, 04 July
Monday, 03 September
Monday, 12 November
Thursday & Friday, 22 & 23 November
Monday & Tuesday, 24 & 25 December
Monday & Tuesday, 31 December & 01 January 2013

Schedule of Regular Meetings Calendar Year 2011

City Council

2nd and 4th Mondays at 7:30 p.m.
 Council chambers, City Hall
 200 E. Jefferson St.
 Grand Ledge, Michigan

January	09 & 23
February	13 & 27
March	12 & 26
April	09 & 23
May	14 & 29 (Tuesday)
June	11 & 25
July	09 & 23
August	13 & 27
September	10 & 24
October	08 & 22
November	08 (Thursday 5:00 p.m.), 13 (Tuesday) & 26
December	10 & 26 (Wednesday)

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

Local Development Finance Authority

Conference Room, City Hall Annex
319 Taylor St.
Grand Ledge, Michigan

**MEETINGS ARE HELD AT THE CALL OF THE
CHAIR, IF THERE IS BUSINESS TO CONDUCT.**

Parks and Recreation Commission

4th Thursday at 7:30 p.m.
Council chambers, City Hall
200 E. Jefferson St.
Grand Ledge, Michigan

January	26
February	23
March	22
April	26
May	24
June	28
July	26
August	23
September	27
October	25
November	none
December	13 (2 nd Thursday)

Planning Commission

1st Thursday at 7:00 p.m.
Council chambers, City Hall
200 E. Jefferson St.
Grand Ledge, Michigan

January	05
February	02
March	01
April	12 (2 nd Thursday)
May	03
June	07
July	12 (2 nd Thursday)
August	02
September	06
October	04
November	01
December	06

Zoning Board of Appeals

3rd Thursday at 7:00 p.m.
Council chambers, City Hall
200 E. Jefferson St.
Grand Ledge, Michigan

MEETINGS ARE HELD AT THE CALL OF THE
CHAIR, IF THERE IS BUSINESS TO CONDUCT, ON
THE FOLLOWING DATES:

January	19
February	16
March	15
April	19
May	17
June	21
July	19
August	16
September	20
October	18
November	15
December	20
