

GRAND LEDGE DOWNTOWN DEVELOPMENT AUTHORITY

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MINUTES – REGULAR MEETING
WEDNESDAY, FEBRUARY 8, 2012
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: Terrance Augustine, David Jonas, Chris Fata, Mayor Kalmin Smith, Bob Brown, Melanie May, Keith Mulder, and Ben Cwayna.

Absent: Jason Barclay, Christine Carter, and Rachel Schroeder-Paxton, Karl Glarner

Also Present: Economic Development Director Mark Sullivan, Assistant City Administrator Ameer King.

III. PLEDGE OF ALLEGIANCE -

IV. AUDIENCE PARTICIPATION - None

V. APPROVAL OF REGULAR AGENDA - Mr. Sullivan added item #2 Renovation Grant - Bruce MacDowell under New Business. Mr. Mulder moved to approve the agenda as amended. Mr. Brown supported the motion. Motion carries 9 to 0.

VI. APPROVAL OF MINUTES - Ms. May moved to approve the minutes of the January 11, 2012 meeting as presented. Mr. Brown supported the motion. Motion carries 9 to 0.

VII. TREASURERS REPORT -

1. Payment of bills - Mr. Sullivan reviewed the bills to be paid. Ms. King indicated that Ms. Carter had e-mailed her with a concern on the HTA bill. Mr. Sullivan indicated he will review the bill with Mr. Morey, Street Supervisor, to make sure they are close to the same when the City salted/plowed. Mr. Brown questioned the MGM bill and what it was for. Mr. Sullivan indicated that Mr. Edmonds puts down a few specific things he completes each month along with his routine tasks.

Mr. Sullivan indicated there is a bill for Ziemnick Foster Engineering is for mortgage survey work. The property is 215-217 N. Bridge Street. Mr. & Mrs. Tomanica (Acclleast Properties L.L.C.) gave us the land behind their building for the parking lot project. We did not know it at the time, but it has a mortgage on it. We talked to the banker about it and they will release the lien on it when certain things are completed. The mortgage survey is now done. We may want to do a side agreement ensuring their rights to use the property and our rights to ensure they make any repairs from damage on their part. Mr. Augustine indicated that in the future we should use a title company to make sure it's a free and clear title. Mr. Mulder wanted to make sure we are not paying for something twice, such as Ziemnick Foster doing the easements for this project. Mr. Sullivan clarified that he did most of the easement work for the project. Mr. Augustine moved to approve the bills as presented. Mr. Jonas supported the motion. Motion passed 8 to 0. Mr. Cwayna abstained from voting.

2. Financial Statement - Mr. Sullivan reviewed the financial statements. We owe \$20,000 to Sandborn Construction, which will be paid once their paperwork is complete. We have a fund balance of approximately \$640,000.

3. Budget for FY2013 - Mr. Sullivan reviewed the budget and indicated that we have numerous chances to change this. We're not putting anything into capital projects this year. Mr. Augustine asked if or when the debt on the Madison and Front street properties will be paid off? Mr. Sullivan will outline all debt service schedule of payments with pay off dates and get it to the Board.

VIII. Committee Reports

Arts Council - Mr. Augustine reported that the Arts Council has met twice. The focus of the group right now is preparing for the Music in the Park series and trying to secure funding. The group is trying to raise \$7,500. The group may come to the DDA board and ask for funding for promotional material for the Music in the Park.

Renovation Committee - Mr. Sullivan indicated that the Renovation Committee met today to discuss Mr. MacDowell's request for a renovation grant for 228 S. Bridge Street. The assessed value has gone down on the property but has not gone down past the taxable value. The project is going to be 3 apartments approximately 1,400 square feet each. At this point we are capturing from the property approximately \$1,526 annually. The increased value will provide about \$2,196 annually. The difference is \$670 annually or \$10,050 over a 15 year period. Using this formula that we have in the past, the Committee recommends to the Board the approval of the \$10,500 grant.

IX. Old Business -

1. Sale of 214 Madison Street Property - Ms. King updated the Committee. At this time Mr. Pantera believes that he has an offer coming in soon. Mr. Cwayna is working on getting past due rent out of the previous tenants.

2. Construction on Opera House Water Damage - Mr. Sullivan indicated that sealed bids were received to remove 10 feet of curb and gutter, 150 square feet of concrete sidewalk and place 10 feet of new concrete curb and gutter with a high back. Restoration of the old sidewalk area would receive 5 inches of topsoil and 4 inches of hardwood mulch. D.L. Barron Concrete was the low bidder and was awarded the contract for the work. The removal portion is complete and they should be pouring concrete tomorrow.

X. New Business -

1. Boat Launch Improvement Grant - Mr. Sullivan indicated that the City received a grant for a boat launch at Jaycee Park. Ms. Rachel Kuntch came to this board a few months ago asking for support of the project and possible monetary support if needed. The Board at that time was in favor of the project. One problem arose in that the Chamberlains would like to be able to use the boat launch for their new boat, however it needs to be wider than it was designed. It is designed for 3 spaces, however 6 would be better. In speaking with Mr. Bayless, City Administrator, he estimated the project to come in around \$80,000. There are no bids yet. This may be something the Board would like to consider paying half of the project. There is nothing currently in the budget for it. Mr. Jonas raised a concern about water levels for the art fair and color cruise be back to normal so as we can utilize J & K Steamboat. Mr. Mulder indicated that these are all very fluid numbers and nothing is in writing yet. The Park and Recreation Commission does not want to add additional parking if the costs are too high. The P&R board would like 3 members from the DDA to sit down with members from the P&R and Planning Commission to discuss long range planning for Jaycee Park. Mr. MacDowell, Mr. Brown and Mr. Jonas volunteered to be on the joint Committee. Mr. Augustine would also like to attend the meeting. The Board requested Mr. Sullivan send a letter to the Park and Recreation Commission and the Planning Commission letting them know who is going to be on the Committee. Mr. Jonas asked if the parking lot funds need to be used? Mr. Sullivan indicated that they can be used for a parking lot project or to pay for debt service from the Front Street Parking lot project.

2. Renovation Grant - Bruce MacDowell - Mr. Sullivan indicated that the Committee recommend approval of the renovation grant in the amount of \$10,500 as discussed previously. Mr. Mulder took over as Chairman of the meeting as Mr. MacDowell abstained from voting. Mayor Smith moved to approve the Renovation Grant to Mr. MacDowell in the amount of \$10,500. Mr. Brown supported the motion. A roll call vote was taken. Motion carries 8 to 0

Mr. Jonas - yes
Mr. Brown- yes
Mr. Fata - yes

Ms. May - yes
Mr. Augustine - yes
Mr. Smith - yes

Mr. Smith - yes
Mr. MacDowell - abstain
Mr. Mulder - yes

XI. Directors Comments - Mr. Sullivan reported that he is cleaning up the financial issues so he can be better organized and get better information out. Looking to the future, the Sun Theater is going to have to go digital and will need \$60,000. This may be something that we want to look at. The theater is a real resource for the community. Mr. Sullivan further reported that he spoke with Engineer Jim Foster who wanted me to quantify numbers of electric usage in the old and new parking lots. Its amazing how little we pay in the new parking lot. Mr. Augustine suggested we complete an audit to see if it would be beneficial to replace the older lights with LED lights. Mr. Sullivan will compile the information

Members Comments - Mr. Augustine suggested Mr. Sullivan put together a synopsis on the River Street property and put it on the next agenda for discussion to bring the new members up to speed.

Mr. Cwayna suggest we take some of the thoughts from the visioning session into the joint meeting with the Park and Recreation Commission and Planning Commission.

Mayor Smith indicated that the City is starting the budget process again. It may be more difficult than last year. We've been fortunate over the last few years. There have been no lay offs, however, we have left positions vacant. Our first run at the budget shows the General Fund to be \$29,000 in the red. We're finishing the year with higher fund balance this year. The City will receive \$25,000 refund on general liability insurance and a reduced premium by approximately \$4,000. Revenue sharing is up this year because of the EVIP which we have followed. It's a three step process with the last step giving notice of the intent to meet State guidelines for pension and health care. We're concerned about the water sewer fund. We have raised rates the last several years which has helped replace pipes when we do construction projects. We're watching these accounts very closely. We're spending a lot of money to support the public schools that does not get noticed. We store GLPS road salt each year that costs us 8,000 annually. We have our recreation program, the tax payers of grand ledge imposed a one mill tax to pay for it. Now we're paying a lot of money to use their facilities. The booster clubs are taking their programs and running it themselves, so we have less programs. We pay for the school crossing guards. We need mutual educating on these issues. There is an issue with budget billing in our utility billing system. It is currently being audited.

Mr. Jonas reported that the Ledge Craft Lane Art Aid Fund is February 24th from 6 - 8 p.m. Ledge Craft has noticed a reduction in their heating bills from the installation of new windows.

XII. ADJOURN - Mr. Augustine moved to adjourn at 7:16 p.m.. Mr. Cwayna supported the motion. Motion carried unanimously.

Minutes recorded and transcribed by Ameer King

Robert Brown, Secretary

Date Minutes Approved