

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

MINUTES – REGULAR MEETING
WEDNESDAY, MAY 9, 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 6:01 p.m.
Present: Christine Carter, Mayor Kalmin Smith, Terrance Augustine, Ben Cwayna, Chris Fata, David Jonas, Keith Mulder, Bob Brown, Rachel Schroeder and Melanie May.
Absent: Jason Barclay and Karl Glarner.
Also Present: Economic Development Director Mark Sullivan, Assistant City Administrator Ameer King, and Jim Foster of Ziemnick Foster Engineering.
- III. PLEDGE OF ALLEGIANCE** -
- IV. AUDIENCE PARTICIPATION** -
- V. APPROVAL OF REGULAR AGENDA** - Ms. May made a motion to approve the agenda as presented. Mr. Brown supported the motion. Motion carries 10 to 0.
- VI. APPROVAL OF MINUTES** - Mr. Mulder made a motion to approve the minutes of the April 11, 2012 meeting as presented. Mr. Cwayna supported the motion. Motion carries 10 to 0.
- VII. TREASURERS REPORT** -
- 1. Payment of bills** - Mr. Sullivan reviewed the bills to be paid, and presented the banners that arrived. Mr. Augustine made a motion to approve the bills totaling \$11,786.25. Mr. Mulder supported the motion. Motion carries 10 to 0. Mr. Fata asked how the recovery of the back rent from the Madison Street house is coming. Mr. Cwayna updated the board that he is proceeding with garnishing the wages of the previous tenants.
- Ms. Schroeder arrived at 6:07 p.m.
- 2. Financial Statement** - Mr. Sullivan reviewed the financial statements. Mr. Augustine requested we look into paying down some of the debt on the River Street houses with proceeds of the Madison Street sale.
- VIII. Committee Reports** - Mr. MacDowell reported that there was a joint meeting between the Planning Commission, Park & Recreation Commission and DDA. The group intends to meet quarterly. General topics were discussed along with visionary topics for Jaycee Park. Mr. Jonas and Mr. Brown also attended.
- Mr. Sullivan indicated that the Christmas Committee will meet sometime in May.
- IX. Old Business** -
- 1. Madison Street House** - Mr. Sullivan indicated the closing has taken place and he reviewed the settlement sheet. The net income from the sale is \$47,276.98. There is one more payment of roughly \$10,000. Treasurer Chuck Remenar has indicated that we should pay off the remaining debt and will take action to do so.
- 2. LED Light Demonstration Project** - Mr. Sullivan indicated that he had e-mailed all Board members with the price for installation. Ms. Schroeder questioned if we should go with Kendall for the entire lights.

Mr. Sullivan indicated that if we move forward with changing out the entire light program to LED we will bid it out to more companies. The question today is where do we install the 4 demonstration lights? We previously discussed one corner light and 2 in between. The board was in consensus to place the lights in the Enerco area. The Board also requested Mr. Sullivan to solicit feed back from members of our Public Service Department, Fire Department, and Police Department.

3. Library Parking Lot Drainage - Engineer Proposal enclosed - Mr. Sullivan indicated that he has a proposal from Ziemnick Foster which is broken down into phases. The investigation phase will help Mr. Foster determine what all is needed. This could then be a stopping point or the board can choose to move forward. Phase II - Design, Phase III - Construction. We have taken out a section of sidewalk and replaced the existing curb with a higher curb directly in front of the Opera House office area. DPS Director LaHaie had staff use the sewer camera to scope the drains off the opera house roof and they are definitely plugged with roots. During rain events the sanitary sewer lines in the street are not adequate to handle it. Ms. May indicated that since the replacement of the curb there has not been any water in the office area, and the roof drains will be taken care of this fall. Mr. Mulder inquired as to whether this is a DDA issue or an Opera House issue. Ms. Carter inquired about installing a rain garden instead of general landscaping. There is still questions as to the what all the issues are. Mr. Augustine made a motion to approve the investigation phase with Ziemnick Foster Engineering, LLC, not to exceed a fee of \$1,785. Mayor Smith supported the motion. A roll call vote was taken. Motion carries 11 to 0.

Terrance Augustine - yes
Keith Mulder - yes
Christine Carter - yes
Chris Fata -yes

Ben Cwayna - yes
Dave Jonas - yes
Melanie May - yes
Bruce MacDowell - yes

Mayor Kalmin Smith - yes
Rachel Schroeder - yes
Bob Brown -yes

Mr. Foster indicated that he has been working with Mr. Harlan MacDowell and will continue to do so through the investigation phase.

Mr. Foster also indicated that he's aware of the glass coming off the new parking area. He met with representatives from the company last fall and they will be re-do the surface and add a hardener to the surface to ensure no more glass peels off. Mr. Foster further indicated that he met with the general contractor regarding the plants. They will replace the plants that did not survive and then the maintenance of the entire parking lot will be given over the MGM services. Last fall there was water leakage by the dumpster area that cleared up and is now back again. They will keep an eye on this issue.

4. Signage Update - Mr. Foster is working with his contacts regarding signage and will report back to the Board. This item will be discussed further after the information is obtained.

X. New Business -

XI. Directors Comments - Mr. Sullivan asked everyone to report any issues in any of the DDA parking lots to him so they can be taken care of.

Members Comments - Mr. Brown reported the Housing Services of Eaton County, which he has been President of for 8 years, is hosting a golf outing. This will be the 12th annual charity golf outing. Housing Services helps families deal with foreclosure prevention, eviction prevention and assists homeless families. Mr. Augustine reported that the Farmers Market starts this Saturday at Maypole Park from 9-1.

Mr. MacDowell reported that their apartment project is underway. If anyone wants to stop in and take a look feel free.

Mayor Smith reported he attended a meeting at the Congregational Church. There were different church representatives there who are trying to start a program called blessings in a back pack. There are many more hardships in our schools. 41% of the students meet guidelines for free lunch. The program essentially sends a backpack full of food and items for students to get through the weekend. The back pack goes home

on Friday and the students bring it back on Monday empty. Meijer will provide food at a minimal cost. Mayor Smith further reported that there will be new street signs in Grand Ledge. Federal requirements include the size, 2 color choices and font for lettering. We have chosen a blue background, which is not a comet blue, with white lettering and will have a gold GL in the corner. The first signs will be placed on Jefferson Street after the construction project is over.

Mr. Fata indicated he had some questions on the maintenance in the parking lots and striping of the parking lots. Mr. Sullivan will work on these issues.

XII. ADJOURN - Mr. Cwayna made a motion to adjourn at 7:09 p.m. Ms. Carter supported the motion. Motion carries 11 to 0.

Minutes recorded and transcribed by Ameer King

Robert Brown, Secretary

Date Minutes Approved