

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

MINUTES – REGULAR MEETING  
WEDNESDAY, AUGUST 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:** Karl Glarner, Bob Brown, Christine Carter, Mayor Kalmin Smith, Terrance Augustine, David Jonas, Chris Fata, Keith Mulder, Rachel Schroeder, and Melanie May.  
**Absent:** Jason Barclay, Ben Cwayna.  
**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** - Mr. Sullivan requested to add an item under Committee Reports 2. Arts Council and an item under old business 4. Post Office access. Mr. Jonas requested to add an item under New Business 1. Alternate for Joint Planning Committee. Mr. Brown requested to add an item under New Business 2. Grant information. Mr. Mulder made a motion to approve the agenda as amended. Mr. Brown supported the motion. Motion carries 11 to 0.
- VI. APPROVAL OF MINUTES** - Mr. Mulder made a motion to approve the minutes of the July 11, 2012 meeting as presented. Mr. Brown supported the motion. Motion carries 11 to 0.
- VII. TREASURERS REPORT** -
- 1. Payment of bills** - Mr. Sullivan reviewed the bills to be paid. Last month there was a question on the an MGM bill for \$185. In speaking with Tod Edmonds, this was for additional work that was given to him with the Front Street parking lot. The contractor replaced plants that had died and asked Tod to take over watering them. There also seems to be quite a bit of glass from the entrances that needs regular sweeping. This is a one time expense. Mr. Jonas inquired if we can charge the contractor for the work for the glass entrances. Mr. Sullivan will get detailed invoices to Mr. Foster to take to the contractor. The contractor has resealed the entrances, so hopefully that will not happen again. Mr. Brown indicated that there is a couch and table in the dumpster enclosure in the north parking lot. Mr. Sullivan will look into putting a gate on that enclosure. Mr. Augustine made a motion to pay the bills. Mr. Mulder supported the motion. Motion carries 11 to 0.
- 2. Financial Statement** - Mr. Sullivan reviewed the financial statements one for FY12 and one for FY13.
- VIII. Committee Reports** -
- 1. Facade Committee** - Mr. Sullivan indicated that the Facade Committee met to discuss Dr. Brooks facade request. The original architectural drawing was submitted in July of last year. The Facade committee met then and gave a few recommendations which the architect was in agreement and was going to re work the plans. Apparently he did re-work the plans and dropped them off at the Annex office, which Mr. Sullivan never received. The function of the facade grant is to provide additional money to complete the project possibly better than what the owner would possibly have the money for. At the meeting last week, Mr. Barbour presented two designs on proposed changes. Plan A followed the guidelines from the last meeting closely while Plan B had significant changes to the first floor window. The Facade Committee is recommending Plan A only. Mr. Augustine added that he had spoken with Dr. Brooks and Dr. Brooks

had indicated that he was not going to go forward with the facade grant because he did not want to do complete the project as it was designed in Plan B. Mr. Augustine made a motion to approve the facade grant for Plan A as recommended by the Facade Committee. Mr. Glarner supported the motion. A roll call vote was taken. Motion carries 10 to 1.

Ms. Carter	Yes	Ms. Schroeder	Yes	Mr. Mulder	Yes
Mr. Brown	Yes	Mr. Glarner	Yes	Ms. May	Yes
Mr. Augustine	No	Mr. Fata	Yes	Mr. Jonas	Yes
Mayor Smith	Yes	Mr. MacDowell	Yes		

**2. Arts Council** - Mr. Augustine passed the ad around that was put in the City Pulse. There are two concerts left. The Council met before this meeting and the Council is going to apply for a grant for a Movie in the Park. We also discussed adding additional members.

**IX. Old Business -**

**1. Library Parking Lot Drainage** - Mr. Sullivan reported that we have contracted with Barrons Concrete to complete the work at the Opera House. We are obtaining prices from MGM Services on the landscaping portion of the project. Mr. Foster reviewed the costs with adding capacity to the system. To run new pipe down River Street it would be \$121,000. The pipe from the street to the bank of the River would be \$33,000. Modifications for curbing \$50,000. The total project would be \$218,000. If the water/sewer and road were all completed it would be an additional \$340,000. Mr. MacDowell asked what finance options we have for this project. Mr. Sullivan indicated fund balance only. Mr. Mulder asked what if we took the entire street and turned it into a parking lot with a rain garden in the middle of it? Mayor Smith suggested this whole project be presented to the City's Public Service Committee.

**2. LED Upgrade** - Representatives from Sylvania, Jeff TeRoller and Joe Filipiak were here to review the project status and provide additional information. There would be a 73.8% reduction in energy use, return on investment of 352%, payback would be 3.6 years, the lights are dark sky friendly, and the average lamp lasts 16.3 years. The original quote for the lights was \$595, however they have lowered it to \$540 and with the rebate from Consumers it would be under \$500. Total project cost would be approximately \$60,000 to purchase the lights and \$10,000 for installation. Mr. Sullivan will double check with Craig Electric on pricing for installation. Mr. Mulder asked who is their competition? Evluma, LED tromics are two companies, however, they were not sure if they have the exact same product. Mr. TeRoller offered his assistance with research on this issue. Mr. MacDowell asked if there were financing options available? Consumers energy does have a rebate of \$5,400. There are also financing options available and they will provide this information to Mr. Sullivan. Ms. May asked at the end of the 16 year life, what will it cost to replace the lights? Technology will change by then, and its uncertain what it would cost. Ms. Carter asked if our usage and costs were average. The energy usage was pretty high, but the maintenance costs were below average due to the replacement of half of the bulbs each year. Mr. Filipiak will forward reference materials to the Board.

**3. Signage Update** - Mr. Sullivan indicated that he has tried to get some a couple of companies to complete design work. Dornbos Sign and Safety, whom the City uses for signs, indicated that they will not do the design work. Lenny from Signs by Lenny indicated that he will work on this for us. Mr. MacDowell indicated that at the last Facade Committee meeting, there was a comment on colors of the signs and maybe changing to blue/yellow, however burgundy would be more historical looking.

**4. Post office access** - Mr. Sullivan indicated that the Post Office has approached Mr. LaHaie requesting permission to construct a service entrance between their parking lot and the DDA lot. This would involve removing part of the sidewalk on the west part of their parking lot and add curb and gutters and pave over the sloped area separating the two lots. All of the costs would be covered by the post office. Mr. Foster, our engineer, reviewed the project and feels that it is reasonable. Ms. Carter made a motion to allow the Post Office to complete their project as presented. Mr. Mulder supported motion. Motion passes 11 to 0.

**X. New Business**

**1. Alternate for Joint Planning committee** - Mr. Augustine volunteered to be the alternate for the Planning Committee. Ms. Schroeder volunteered to be on the Facade Committee.

**2. Grant Information** - Mr. Brown indicated that there was a handout for everyone with grant info on Creating Great Places. Feel free to pass it on to anyone who might be interested.

**XI. Directors Comments** - Mr. Sullivan reported a couple of questions have come up about the removal of the pedestrian walk lights. MDOT is going to rebuild the four corners. Traffic lights will be moved to the corners. Craig took them down for us so they will not be in the way. They will start the pole bases first before the intersection work will be done, which will probably be the last week of August.

**Members Comments** - Ms. Brown requested additional financial information on the project costs for the LED lighting project and the Library draining project and what would be have be taken out of fund balance.

Mr. MacDowell indicated that they will have an Open House on August 29<sup>th</sup> from 4-6 pm, for the new apartments. Everyone is welcome.

Mr. Glarner indicated that the reception hall in his building is now hosting an auction once a month. Americana auctions.

Mayor Smith indicated that the Stanley Cup is coming to town on Friday with a parade, etc.

**XII. ADJOURN** - Mr. Augustine made a motion to adjourn at 8:07 p.m. Ms. May supported the motion. Motion carries 11 to 0.

Minutes recorded and transcribed by Ameer King

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Robert Brown, Secretary

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Date Minutes Approved