

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

MINUTES – REGULAR MEETING  
WEDNESDAY, DECEMBER 12, 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 6:02 p.m.  
**Present:** Terrance Augustine, Chris Fata, Keith Mulder, Melanie May, Jason Barclay, Bob Brown, Karl Glarner, and Ben Cwayna.  
**Absent:** Mayor Kalmin Smith, Christine Carter, Rachel Schroeder, and David Jonas.  
**Also Present:** Economic Development Director Mark Sullivan, and Assistant City Administrator Ameer King.
- III. PLEDGE OF ALLEGIANCE**
- IV. AUDIENCE PARTICIPATION** - Mr. Chuck Pantera, owner of Sun Theater addressed the Board. I'm here to try to raise money for our new projector. The cost was \$65,000. There has been a couple schools of thought. One is its good for business in town or two it's a private business and I should take care of myself. I think the \$2 a ticket is appreciated by the entire community. Anything you could give would help. Don't know what to do next, who meets, who should talk about it. Mr. MacDowell asked what other fund raisers are going on? Mr. Pantera responded that there is nothing specific. Might get it back in the paper. Mitchell Album might come to the high school do a presentation. Jeff Daniels wouldn't be able to make it for another year. Don't know what is the sole purpose of the DDA? Is it to help downtown businesses? How much does theater help community. The theater is the only one in town. You've helped with the marquee. The sound system cost me about \$7,000 last year. Mr. Cwayna added that Mr. Pantera does a lot of volunteer things with the kids in the area. Mr. Brown asked why not go to \$3 or \$4 a ticket? Mr. Pantera responded if I raise to \$3 dollars I would only make 50 cents more per ticket and the rest goes to the film industry. It's not worth it to me. There are too many families in the area that could not afford that. They tell me how much they appreciate it. Mr. Augustine asked if we should refer this item to a committee? Mr. Sullivan indicated that the Finance Committee is the appropriate one. This item is referred to the Finance Committee.
- V. APPROVAL OF REGULAR AGENDA** - Mr. Augustine would like to add an item under New Business 3. Citizen Comment. Mr. Mulder moved to approve the agenda as amended. Mr. Cwayna supported the motion. Motion carries 7 to 0.
- Mr. Glarner arrived at 6:04 p.m.
- VI. APPROVAL OF MINUTES** - Mr. Mulder reported that Mr. Bayless has not mailed out the RFP for the Jaycee Park project yet (as he had indicated at last months meeting). Mr. Augustine made a motion to approve the minutes of the October 12, 2012 meeting as presented. Mr. Brown supported the motion. Motion carries 8 to 0.
- VII. TREASURERS REPORT** -
- 1. Payment of bills** - Mr. Sullivan reviewed the bills to be paid. The Consumers Energy bills are paid automatically. Mr. Brown asked if the Consumers bills were before the retrofit of the LED lights? Mr. Sullivan responded that its during the cross over period. Mr. Cwayna updated the Committee on the rental recovery from the previous tenants. There is \$300 left to be paid. They were making regular payments for a while and then they stopped. They had asked if we would waive the last \$100 if they paid \$200 by the end of the week. Checked with staff and told them that was fine. They did not follow through and pay the

last \$200. I then filed a set aside motion with the court. Mr. Mulder made a motion to pay the bills in the amount of \$12,425.13. Mr. Brown supported the motion. Motion carries 8 to 0.

**2. Financial Statement** - Mr. Sullivan reviewed the financial statements. The lights we purchased went under operating expenses so we will have to increase that line item. Mr. Mulder asked if there is any where we could put the lighting expenses so we know where it is next year during the budget process? Mr. Sullivan indicated that it would make sense to move it to the capital improvement fund, and will take care of that with the City Treasurer.

**3. Audit** - Mr. Sullivan indicated that the internal audit has been distributed.

**4. State Audit** - Mr. Sullivan indicated that the State Audit was mailed to everyone last month.

Jason Barclay arrived at 6:15 pm

**VIII. Committee Reports -**

**1. Landscape Committee** - Mr. Sullivan indicated that the Landscape Committee met and went over the bids for landscape maintenance. MGM was definitely the lowest bid by almost half. The Committee recommended a 3 year contract through 2015.

**2. Finance Committee** - Mr. Sullivan indicated the Finance Committee had their first meeting. We reviewed the finances including which bills are paid automatically, which are not. Staff will put together a 3 year budget for the Committee to review. The Committee felt that any vendors that don't get a bill to me by the time that we put out the agenda will wait until the next meeting to be paid. There will be exceptions for minor amounts. Most everything will go through the Committee first. Any funding requests will go to the Committee first. Mr. Mulder added that the Committee will review the 3 year budget for project purposes. Mr. Augustine added that it will allow us to look at where our fund balance should be. Annually we should have an idea of what fund balance we want and what projects we can do.

**IX. Old Business -**

**1. LED Upgrade** - Mr. Sullivan indicated that the lights have been installed. The total costs to date are \$78,000. We will be getting a check from Consumers Energy for a rebate in the amount of \$5,310. Craig Electric is continuing repairs on the base of the lamps.

**X. New Business**

**1. Landscape Contract Bids** - Mr. Sullivan reviewed the summary of bids. In reviewing the MGM current contracts and his proposal, it is close to where it was last year. The only thing that is not covered in this new contract is the mulch we use each spring. Mr. Edmonds indicated he is getting his certification for spraying. If he doesn't get it by the time he has to spray then he'll have to hire it out to a certified sprayer. Mr. Barclay made a motion to approve the contract with MGM Services for 3 years in the amount of \$12,444 per year. Mr. Mulder supported the motion. Mr. Augustine requested that we ask Mr. Edmonds to minimize his presence for spraying during events. Mr. Sullivan indicated that Mr. Edmonds is very willing to work with us and took our critique. A roll call vote was taken. Motion passes 9 to 0.

Mr. Barclay - yes

Mr. Glarner - yes

Mr. Mulder - yes

Mr. Augustine - yes

Ms. May - yes

Mr. Fata - yes

Mr. Brown - yes

Mr. Cwayna - yes

Mr. MacDowell - yes

**2. Signage Update** - Mr. Sullivan shared the mock up sign with the Board. The consensus was it was rather large. Think we should ask for a waiver to use 4 inch lettering. The sign will be reflective material. Mr. Augustine asked if the Joint Planning Committee should look at this too? Mr. Sullivan responded that the first issue is working with MDOT. After they approve it, then we should run the design by other groups. The goal was to put up more signs in different places, but keep uniformity throughout the City. The MDOT regulations only apply to the State trunkline. Mr. MacDowell asked if he could share the sign with the Joint Planning Committee. Mr. Brown added that he liked the bigger signs. Mr. Mulder added that the new

street signs that are being installed are the size they are due to Federal regulations. Mr. Sullivan will pursue the size variance.

**3. Citizen concern presented by Terrance Augustine-** Ms. Sue Flynn works in Roger Millbrooks office. (Information will be provided from Terrance.) Mr. Sullivan added that if there is a problem with lighting we need to know about it so we can report it. Mr. Mulder indicated that Mr. Chittenden had brought issues up with the lighting in the past also. Staff will take care of contacting Consumers Energy.

**XI. Directors Comments - Christmas Lights** - Mr. Sullivan indicated that in dealing with Christine Blackridge, her lack of enthusiasm to fix our problem was not impressive. The lights on the bridge were put up incorrectly, so we contacted her and she said that's the way we always do it. At first it didn't sound like she was going to correct the problem at all. She did come to town and spoke with Amee, who also found a lack of enthusiasm. The original complaint was the lights on the bridge. However, there were others that were put up improperly also and she did not correct them. Staff would not recommend having another contract with them. We inherited the lights from the Chamber. Mr. MacDowell suggested that while we are out traveling for the holidays, we take note of any lights that you like in other communities so that we can track down the contractor to get information from. The committee will start looking into this early next year.

**Members Comments** - Mr. Mulder indicated that the City's Holiday Open House is going on right now at Greenwood.

**XII. ADJOURN** - Mr. Mulder made a motion to adjourn the meeting at 7:05 p.m. Mr. Cwayna supported the motion. Motion carries 9to 0.

Minutes recorded and transcribed by Amee King

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Robert Brown, Secretary

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Date Minutes Approved