

# **Grand Ledge Downtown Development Authority**

319 Taylor Street  
Grand Ledge, Michigan 48837  
Agenda for a regular meeting to be held on  
January 11, 2012  
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 December 14, 2011 regular meeting – enclosed
- VIII. Treasurers Report  
\*\*\*
  1. Payment of Bills – do be distributed
  2. Financial Statement – enclosed
- IX. Committee Reports
  1. Maintenance Committee – To be distributed
- X. Old Business
  1. Sale of 214 Madison Street Property
  2. Report on Opera House Water Damage
  3. Downtown Benches – different ideas – enclosed
- XI. New Business
- XII. Directors Comments
- XIII. Adjourn

### **Attachments:**

1. Memo on 2011 activities
2. Questions answered for the City of Alma

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

MINUTES – REGULAR MEETING  
WEDNESDAY, DECEMBER 14, 2011  
6:00 P.M.  
COUNCIL CHAMBERS, CITY HALL  
200 E. JEFFERSON ST.

- I & II. ROLL CALL-** Keith Mulder called the meeting to order at 6:00 p.m.  
**Present:** Terrance Augustine, David Jonas, Karl Glarner, Chris Fata, Christine Carter, Mayor Kalmin Smith, Bob Brown, and Rachel Schroeder-Paxton.  
**Absent:** Ben Cwayna, Melanie May, Jason Barclay, Bruce MacDowell  
**Also Present:** Economic Development Director Mark Sullivan, Assistant City Administrator Ameer King, and Engineer Jim Foster.
- III. PLEDGE OF ALLEGIANCE -**
- IV. AUDIENCE PARTICIPATION -** None
- V. APPROVAL OF REGULAR AGENDA -** Mr. Augustine moved to approve the agenda. Mayor Smith supported the motion. Motion carries 9 to 0.
- VI. APPROVAL OF MINUTES -** Mr. Brown moved to approve the minutes. Mr. Glarner supported the motion. Motion carries 9 to 0.
- VII. TREASURERS REPORT -**
- 1. Payment of bills -** Mr. Sullivan reviewed the bills to be paid. We pay the electric bills automatically, however, if you look at the costs you can see the LED lights are proving to be economical. Mr. Brown moved to approve the bills as presented. Mr. Glarner supported the motion. Motion carries 9 to 0.
- 2. Financial Statement -** Mr. Sullivan reviewed the financial statements. This is the first time we have seen a reduction in revenue. In the past we have been able to put \$100,000 into the fund balance and this year we are barely breaking even. Mr. Augustine inquired if we could have an energy analysis done. Mr. Sullivan will look into this.
- VIII. Committee Reports**
- IX. Old Business -**
- 1. Sun Theater Marquee -** Mr. Sullivan indicated that Mr. Pantera requested the DDA pay \$1,500 in architectural fees. This fee is usually included with a facade grant, however this was not a normal facade grant. There was not a contract. The Board originally agreed to pay for half up to \$15,000 of Mr. Pantera's expenses. At the last meeting Mr. Pantera requested additional funding due to his expenses totaling \$41,000. The Board agreed to pay Mr. Pantera half of his expenses not to exceed \$20,000. After discussion the Board was in consensus that the financial commitment is finished at \$20,000 and requested Mr. Sullivan to send Mr. Pantera a letter of explanation.
- 2. Sale of 214 Madison Street Property -** Mr. Sullivan indicated that the sale is underway. There is no closing date yet. The debt on this property is approximately \$19,000 and we will continue making payments. Mr. Augustine indicated that we should pay this debt off after the sale. Mr. Sullivan will look into this with the City Treasurer.

**3. Report on Opera House Water Damage** - Mr. Foster addressed the Board. I was asked to look at water issues that has been reoccurring over the years. I met with Harlan MacDowell from the Opera House Authority. There has been some studies done already and partial solutions made. There is still issues with storm water getting into the opera house. Not knowing exactly what areas to look at, I looked at all of them. The rear entrance of the Blake Room and the Grand Hall, across the street from the barber shop has water coming into the building. Bridge street clock tower area there is some settling at the corner of the building. The river side, the stairs has some erosion there. The parking lot on River Street, there is a low spot on the parking lot against the building. The gazebo area has a wash out by the sidewalk. The main concern is the rear entrance issue across from the barber and library parking lot. The down spouts on the building have been disconnected. They were connected to a drain system that failed. There seems to be adequate drains, however, they are not located in the right spots. 2 years ago we added another catch basin. A trench drain would be one of the most economical solutions. After discussion the Board requested that the Maintenance Committee review these plans in detail and make a recommendation to the Board. Chairman Mulder appointed Chris Fata to join Dave Jonas and Bob Brown on the Maintenance Committee. The Board requested the Committee assignment list be updated and distributed.

**X. New Business**

**XI. Directors Comments** - Mr. Sullivan reported that Craig Electric has provided us with an invoice (\$1,400) showing his in-kind work he has completed for the DDA. When Craig Electric employees were painting the clock they accidently damaged the clock. Their insurance paid us a portion of it, but Craig agreed to help make it up the difference by in kind work.

Mr. Sullivan indicated that he has been working with the County Treasurer on the IFT value.

**Members Comments** - Mr. Glarner indicated that he has looked at the benches that the DDA owns. They are not in too bad of shape. That could be a possible Eagle Scout project to re-assemble them after we buy the plastic/wood. The trash receptacles are in worse shape. These should start to be replaced as well. Mr. Sullivan indicated that the Board agreed to replace a few, possibly 5, with the plastic material next year and we'll see how it goes. They will be much lighter than the wood and shorter. We can look into replacing some of the trash receptacles also.

Mr. Augustine indicated that other cities have recycling receptacles as well and would like to see us do that. The Arts Council met for the first time. Started working on the first project, the music in the park series, and a mission statement

Mr. Jonas welcomed the new members.

**XII. ADJOURN** - Mr. Augustine moved to adjourn at 7:12 p.m.. Mr. Glarner supported the motion. Motion carried unanimously.

Minutes recorded and transcribed by Ameer King

---

Robert Brown, Secretary

---

Date Minutes Approved

1/4/2012

DOWNTOWN DEVELOPMENT AUTHORITY  
Revenue/Expense Report  
December 2011

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	Budget FY2011	NEW YEAR 1/4/2012
<b>FUND 248</b>			
<b>DDA TIFA SPECIAL REVENUE</b>			
401.000	CURRENT PROPERTY TAXES	626,881	926,068
		374,715	
628.000	MISCELLANEOUS REVENUE		23
662.000	RENT - PROPERTIES	9,000	3,163
664.000	INTEREST ON INVESTMENTS	1,000	35
634.000	EQUIPMENT RENTAL	0	0
675-000	DONATIONS	0	500
	Total DDA Revenue	1,011,596	929,789
<b>Dept. 170-173</b>			
<b>ECONOMIC DEVELOPMENT</b>			
703.000	SALARIES	28,695	13,785
719.000	FRINGE BENEFITS	7,036	2,198
741.000	OPERATING SUPPLIES	500	222
797.000	ADMINISTRATIVE	500	384
802.000	LEGAL FEES	0	(31)
817.000	PROFESSIONAL SERVICES	0	300
830.000	RENTAL PROPERTY EXPENSES	6,500	4,743
829.000	PROPERTY OPERATING EXPENSE	130,000	51,703
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	19,692
995.000	DEBT - INTEREST - River Street Houses	8,130	6,149
896.000	CONTRIBUTIONS TO GENERAL FUND	56,407	56,407
			187,797
<b>Dept. 905-906</b>			
<b>TRANSFERS</b>			
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
	<b>Total expenditures</b>	<b>699,543</b>	<b>820,924</b>
	<b>Grand total net effect</b>	<b>312,053</b>	<b>108,865</b>

DOWNTOWN DEVELOPMENT AUTHORITY  
Revenue/Expense Report  
December 2011

**FUND 394-905-906 DEBT SERVICE - STREET SCAPE**

664.000	INTEREST	600	180
451.000	TRANSFER FROM DDA TIF	365,000	365,000
	Total Revenue	365,600	365,180

991.000	DEBT - PRINCIPAL	311,250	0
995.000	DEBT - INTEREST	55,204	36,878
998.000	DEBT - PAYING AGENT FEES	300	0
	Total expenditures	366,754	36,878

**Net effect for fund**                      -1,154      328,303

**FUND 396-905-906 PARKING LOT BOND**

664.000	INTEREST	500	110
451.000	TRANSFER FROM DDA TIF	256,127	256,127
	Total Revenue	256,627	256,237

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      210,181

**FUND 494 DDA CAPITAL PROJECTS FUND**

DEPT 900-901		REVENUE		
665-001	INTEREST		0	467
DEPT. 900-902				
665-001	INTEREST		0	135
		REVENUES	0	602

**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      (59,370)

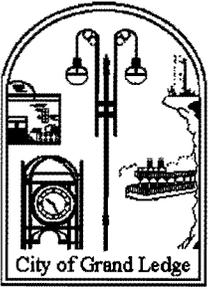
1/4/2012

DOWNTOWN DEVELOPMENT AUTHORITY

Balance Sheet as of

January 4, 2012

	<b>Fund 248</b>	<b>Fund 394</b>	<b>Fund 396</b>	<b>Fund 494</b>	<b>Total</b>
<b>Assets</b>					
Cash	160,002	354,260	213,649	661,677	1,389,588
Unamortized Discount on Bonds	0	0	0	0	0
<b>Total Assets</b>	<b>160,002</b>	<b>354,260</b>	<b>213,649</b>	<b>661,677</b>	<b>1,389,588</b>
<b>Reserves &amp; Fund Balance</b>					
Fund Balance	51,137	25,957	3,467	721,047	801,608
Change in Fund Balance	108,865	328,303	210,181	-59,370	587,979
	<u>160,002</u>	<u>354,260</u>	<u>213,649</u>	<u>661,677</u>	<u>1,389,588</u>
<b>Total Liabilites &amp; Balances</b>	<b>160,002</b>	<b>354,260</b>	<b>213,649</b>	<b>661,677</b>	<b>1,389,588</b>



## CITY OF GRAND LEDGE

Established 1893

Economic Development Coordinator

319 Taylor Street  
Grand Ledge, MI 48837

Ph: (517) 622-5256

Fax: (517) 627-6788

sulliv28@yahoo.com

# Memorandum

To: DDA Board of Directors  
Jon Bayless, City Administrator

From: Mark Sullivan, Economic Development Coordinator

Date: January 5, 2012

Subject: New Ideas for Downtown Benches

Street Supervisor, Bill Morey, came up with a new idea for the downtown benches. He used pressure treated deck boards and replaced the boards on a bench. The treated wood is quite a bit cheaper than using the synthetic boards, and needs very little maintenance. They would be treated with a water repellent periodically and if any boards were damaged or vandalized they could be replaced with like boards.

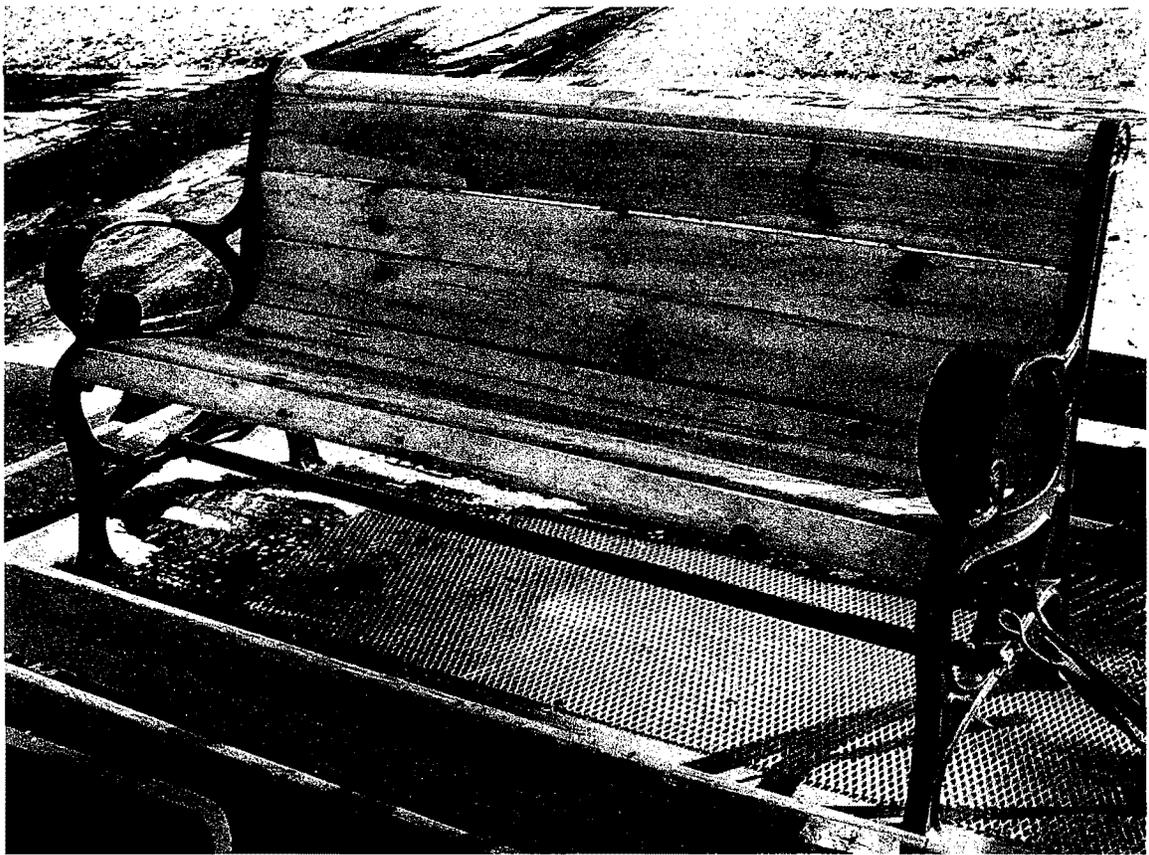
The treated boards cost about \$40.00 per bench, plus the labor to replace the existing boards. The synthetic boards from Polly Products would cost about \$211.60, as per catalog. This represents a savings of \$171.60 per bench.

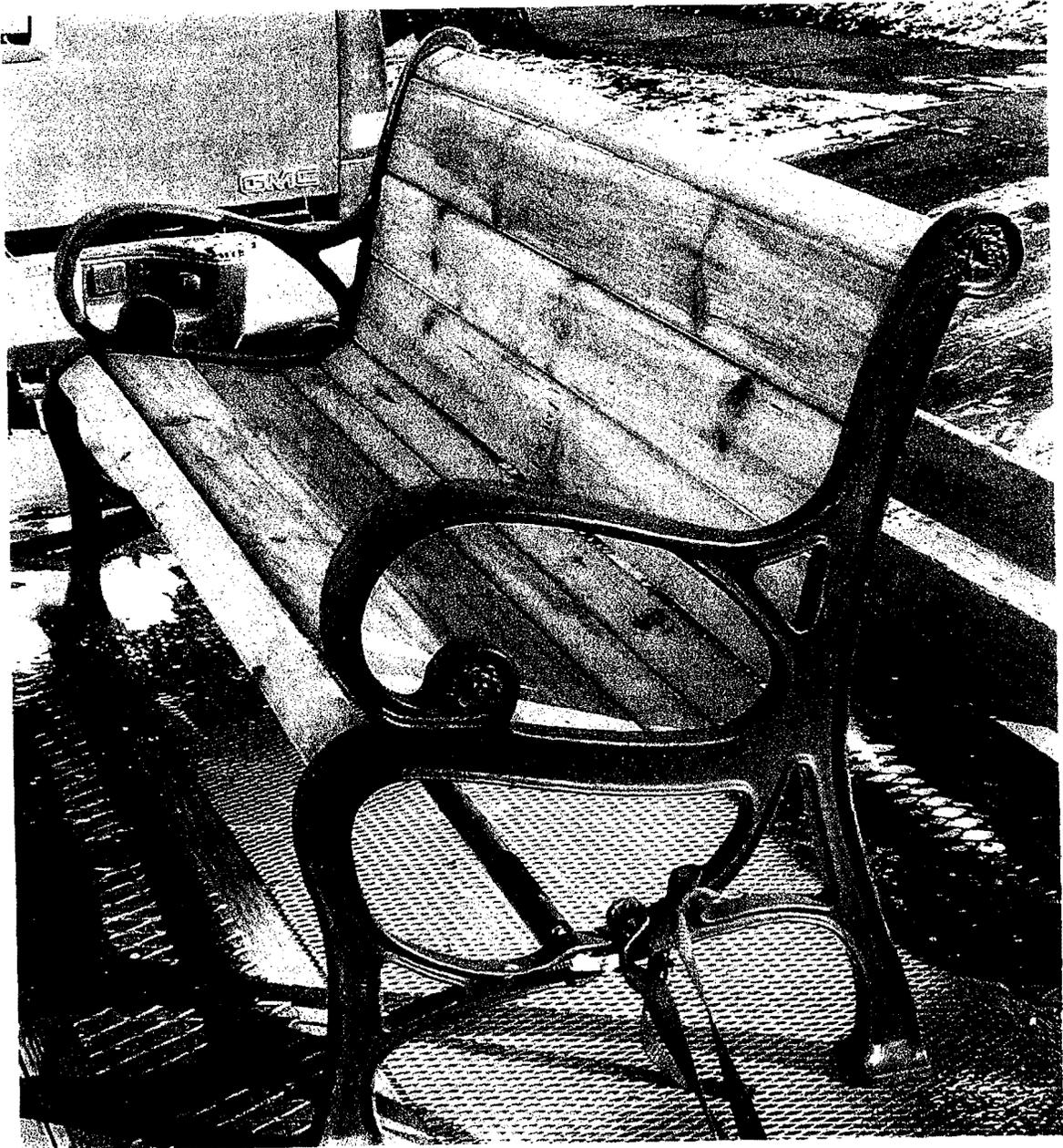
5 boards (2" x 6" x 6' costs between \$26.36 and \$30.24) = \$131.80

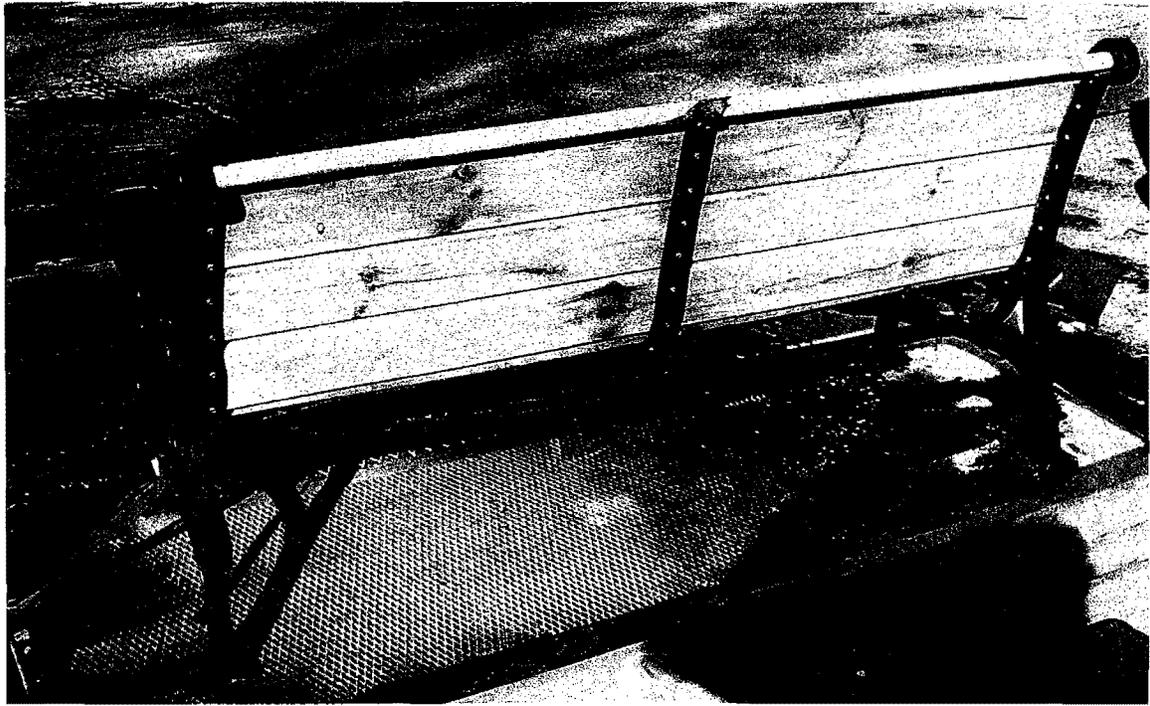
4 boards (2" x 4" x 6' costs between \$16.95 and \$19.24) = \$79.80

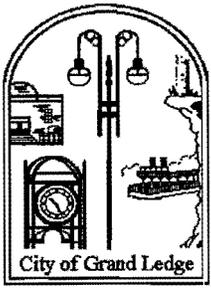
One of the problems with the synthetic material is that the metal bench ends are a bit too narrow for them so the boards would have to be planed and some boards ripped to fit the curves. There is some labor with the wood but probably less than with the synthetic material.

The cost for 8-foot synthetic boards would cost \$55.00 more and a small increase for wood (5/4" x 6" x 8' treated boards \$4.57).









# 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  
Grand Ledge City Council  
Jon Bayless, City Administrator

From: Mark Sullivan, Economic Development Coordinator

Date: January 4, 2012

Subject: The Year in Review

This year, 2011, has been a busy year for the DDA. We wanted to touch on a few of the more interesting issues.

1. On the administrative end we started sending the meeting packets via e-mail to the members. We are using this communication method more then ever.
2. There were a number of changes of the Board of Directors. Leaving us were: Sue Sasse, Jim church and Jan Mowery. New members were: Chris Fata, Rachel Paxton and Melanie May. At this point in time only two members have been on the Board during my tenure: Bruce MacDowell and Kal Smith.
3. The DDA Board agreed to spend up to \$10,000 for new windows for the Ledge Craft Lane building.
4. The Board also agreed to continue paying an annual amount of \$12,000 for the next 5-years toward the bond repayment for the Island Bridge
5. The Board held a visioning session in May to look at the tasks we are involved in, and to help identify where we should focus in the upcoming years.
6. We had planned to provide a Renovation Grant to Tim Lea, but in the end his renovation grant from MSHDA was not approved.

7. Two individuals from the State Historic Preservation Office performed an assessment of the historic significance of our downtown buildings.
8. The drainage issue regarding runoff from the Library Parking lot came up again. The work previously done did not solve the problem of the runoff flooding the Opera House.
9. Working with the City Council, we are selling the house on Madison Street, to give us some cash and eliminate one more distraction to the DDA.
10. Chuck Pantara finally completed his new marquee for the Sun Theater. The Board agreed to grant him \$20,000 toward the approximately \$42,000 cost.
11. The Front Street parking lot was completed. It took a while to do the outdoor patio for Preston's, but it is now complete. We did several new things in this parking lot including using LED lights and porous asphalt.
12. Our financial situation is at the most perilous point since after the original streetscape project was completed. That year the income and debt service for the DDA were about the same.
13. The DDA established Arts Council as a DDA Committee. This Committee would include other people in the City, and would be an entity to sponsor various activities.

Aeric Ripley  
City of Alma

We received your questionnaire, and are attempting to answer it. In doing so, we would like to change the order of your questions. This should make more sense in reading the answers.

1. Do you have a tax capture to fund capital improvements? If yes, what type of tax capture, how large is the capture district and what does it fund?

The DDA does have a tax capture district. This district includes the downtown as well as most of the remaining commercial and manufacturing in the City, excluding the Industrial Park. The district has a taxable value of about \$42.9 million with a captured value of about \$27.8 million. This brings in just about \$927,000 to the DDA. At this time the DDA has a debt service of about \$659,000, giving us about \$267,000 for other expenses.

2. What is your funding mechanism to rehabilitate parking lots and alleys once routine maintenance is not an option?

The DDA has the responsibility for the municipal parking lots in Grand Ledge. When it has been necessary to either build a new parking lot or renovate older ones, the City has issued bonds for which the DDA has committed repayment (hence, our large debt structure).

3. Are the public parking lots and alleys budgeted together? Yes.

4. How is the routine maintenance for downtown parking lots and alleys funded?

The DDA funds the maintenance of the parking lots and alleys. This also includes the maintenance of the sidewalks downtown. Our current budget for maintenance is \$130,000. The largest single expense is snow removal and salting. Depending upon the winter this can be very high (as we are sure that you are aware of). Another expense is the maintenance of the decorative streetlights downtown (repairs, pole maintenance, replacement of lamps and electricity).

5. Do you use special assessments to pay for rehabilitating parking lots and alleys? No.

We hope that these answers are of value to you. Should you need additional information of clarification of our comments please contact us.

Mark Sullivan  
Grand Ledge DDA  
200 E. Jefferson Street  
Grand Ledge, MI48837

phone: 517-622-5256  
cell: 517-402-7117

**Subject:** Public Parking Lot and Alley Funding  
**From:** Aeric Ripley (aripley@ci.alma.mi.us)  
**To:** sullivan28@yahoo.com;  
**Date:** Thursday, December 29, 2011 10:27 AM

**From:** Aeric Ripley <aripley@ci.alma.mi.us>  
**Subject:** Public Parking Lot and Alley Funding

Message Body:

Hello Mark,

Here at the City of Alma we are working on a plan for rehabilitating our public downtown parking lots and alleys. Staff has been asked to compare ourselves to like size communities around the State to see how downtown public parking and alleys are being funded. Once I have compiled the responses I will email a copy to you for your information. Thank you for the assistance.

1. How is the routine maintenance for downtown public parking lots and alleys funded?
  
  
  
  
  
  
  
  
  
  
2. Are the public parking lots and alleys budgeted together or separate?
  
  
  
  
  
  
  
  
  
  
3. What is your funding mechanism to rehabilitate parking lots and alleys once routine maintenance is not an option?
  
  
  
  
  
  
  
  
  
  
4. Do you have a tax capture to fund capital improvements? If yes what type of tax capture, how large is the capture district and what does it fund?
  
  
  
  
  
  
  
  
  
  
5. Do you use special assessments to pay for rehabilitating parking lots and alley? If yes, is the assessment across the entire DDA district, some larger district or just the properties adjacent to the parking lots or alleys?

Thanks again for any assistance you can provide. I will forward copy of all the responses once the survey is completed.

Aeric Ripley  
City of Alma  
Assistant City Manager/DDA Dir.  
989-463-8336

--

This email was sent through a contact form on the City of Grand Ledge website.