

Grand Ledge Downtown Development Authority

319 Taylor Street
Grand Ledge, Michigan 48837
Agenda for a regular meeting to be held on
February 8, 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 January 11, 2012 regular meeting – enclosed
- VIII. Treasurers Report

 1. Payment of Bills – enclosed
 2. Financial Statement – enclosed
 3. Budget for FY2013 - enclosed
- IX. Committee Reports
 1. Arts Council Meeting – enclosed
 2. Renovation Committee – to be distributed
- X. Old Business
 1. Sale of 214 Madison Street Property
 2. Construction on Opera House Sidewalk - enclosed
- XI. New Business
 1. Boat Launch Improvement Grant - enclosed
- XII. Directors Comments
- XIII. Adjourn

Attachments:

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

MINUTES – REGULAR MEETING
WEDNESDAY, JANUARY 11, 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, Christine Carter, Mayor Kalmin Smith, Bob Brown, Rachel Schroeder-Paxton, Melanie May, Keith Mulder, and Ben Cwayna.
Absent: Jason Barclay, Karl Glarner
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. Mulder moved to approve the agenda as amended. Mr. Cwayna supported the motion. Motion carries 11 to 0.
- VI. APPROVAL OF MINUTES -** Mr. Augustine moved to approve the minutes. 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. The largest bill is to Craig Electric for changing out the lights. Ms. Carter had some questions on the snow plowing bill. Mr. Sullivan indicated that there was an issue that has been resolved with how much we were being charged. The reason for a higher bill is the addition of the Front Street Parking Lot. There was also a question raised as to why we haven't paid the Frontier bill since August. Mr. Sullivan indicated that some of the reoccurring bills are automatically paid and there have been times he doesn't receive a copy of the bills after their paid. Mr. Mulder moved to approve the payment of bills. Mr. Augustine supported the motion. Motion carries 11 to 0.
- 2. Financial Statement -** Mr. Sullivan reviewed the financial statements. There is \$20,000 set aside for Sandborn Construction from the Front Street Parking Lot project. Most likely we will have about \$600,000 in our fund balance. It is time to plan for FY 2012 budget. 86% of our budget we do not control. Initially we will use last years figures and put together some general numbers. The left over bond money can be used for another parking lot or for bond payments. The City Administrator is predicting a 3-4% decrease in property tax revenue. The in-direct cost plan will double for FY 12 due to the additional services from the Treasurer for the bond and parking lot project. The debt service will drop some so it should cover the additional in direct costs. Mr. Augustine and Mr. Fata asked additional questions.
- VIII. Committee Reports**
- Maintenance Committee -** Mr. Sullivan reported that the Committee met at the Opera House. The main issue is that water drains off the library parking lot across River Street and then floods over the sidewalk into the Opera House office. The handicap ramp running from the sidewalk into River Street has a small rise up and then a slope that goes to the side entrance of the Opera House offices. The two drainage basins for water drainage were poorly located at the curb. Since the most serious problem is the water going into the office area, the Committee focused on that first. The simplest solution is to eliminate the handicap ramp and put in a regular curb, which could be done this winter. The Committee requested Mr. Foster to speak

with Harlan MacDowell about the elimination of the handicap ramp and to come up with a cost estimate for the Board. If this does not solve the problem other solutions can be looked at in the spring. Mr. Foster indicated that he spoke with Mr. MacDowell and he would prefer the sidewalk was put back in because of the additional landscaping that would need to be maintained. Ms. May indicated that they were looking at re-doing the plantings at that area in the spring. If the DDA could stabilize it with mulch now, then we could figure out what we'll put in there in the spring. Mr. Augustine moved to approve the recommendation of the Maintenance Committee and moving forward with Mr. Foster overseeing the project of replacement of the curb, and authorize Mr. Sullivan to oversee the project. Ms. Carter supported the motion. A roll call vote was taken. Motion carries 11 to 0.

Dave Jonas - yes

Ben Cwayna - yes

Christine Carter - yes

Rachel Schroeder - yes

Melanie May - yes

Keith Mulder - yes

Chris Fata - yes

Bruce MacDowell - yes

Kalmin Smith - yes

Bob Brown - yes

Terrance Augustine - yes

IX. Old Business -

1. Sale of 214 Madison Street Property - Ms. King updated the Committee. The buyer has backed out of the deal due to financial problems. Mr. Pantera will move forward with listing the house and is confident that it will sell quickly. The tenants that left owe approximately \$2,100. Ms. King indicated that she would proceed with contacting an attorney, trying to recoup the money that is owed by the tenants. The Board was in consensus with recouping the rent owed as long as the costs do not exceed the income.

2. Report on Opera House Water Damage - See above Maintenance Committee report.

3. Downtown Benches - different ideas - Mr. Sullivan indicated that Mr. Bill Morey, Street Supervisor, came to him with a possible solution for the downtown benches. Mr. Morey built a bench out of pressure treated deck boards. (Pictures included with the packet) 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 they could be replaced easily. The treated boards would cost around \$40 per bench whereas the synthetic boards would be around \$214. Mr. Augustine moved to approve this bench replacement plan. Ms. Carter supported the motion. Motion carries 11 to 0. Mr. Mulder indicated that this type of wood requires specialized screws and may not react well with the metal frame. Mr. Sullivan will check into this issue with Mr. Morey.

X. New Business

1. Renovation Grant for Bruce MacDowell - Mr. Sullivan indicated that Mr. MacDowell has been working with MSHDA to obtain a grant for apartments above his store at Jefferson and Bridge. We have discussed this previously. He has already indicated that he was interested in a grant for that. The Assessor reviewed the plans. Unfortunately the Assessor discovered that Mr. MacDowell has been over assessed for several years, so there will not be much of an increase after the apartments are done. For a \$275,000 renovation the assessment would increase by \$28,000. The Renovation Committee may want to review this further. We may want to contact the Assessor and find out what the building should have been assessed at and see what can be done with the formula. Mr. Brown raised a concern over the formula, that it seems one formula is laid over another formula and its confusing. The Board requested that the Renovations Committee review this and come back with a recommendation.

XI. Directors Comments - Mr. Sullivan went over the memo in the packet which summarized the DDA's accomplishments in 2011.

Members Comments - Mr. Augustine asked the Mayor to update the Board on the Greenwood School issue.

Mayor Smith indicated that there has been no progress on acquiring the Greenwood School. The schools have indicated that enrollment is up and they may be re-opening Greenwood.

Mr. Mulder reported that a constituent of his indicated that the porous pavement in the Front Street Parking lot seems to be shedding quite a bit of glass. The City received the grant for the Jaycee Park Boat ramp. This board did semi-commit to helping out with this project.

Mr. Jonas asked Mr. Sullivan how the Preston's sewer project turned out? Mr. Sullivan indicated that Mark everything's resolved.

Mayor Smith reported that there is a company out of Indianapolis that have a proposal in front of the aeronautics division to construct 63 wind turbines in Oneida Township. It may be in the process of becoming controversial. The Airport Commission has sent letters of objection to the F.A.A., etc. The National Guard facility sent similar letters. It is a safety issue. There is some question about the doplar radar from channel 10 being affected. There is a lot of stuff going on with this. Mayor Smith also indicated that there may be some changes coming up with the LDFA. We contacted a couple of Universities to see if they would like to put a campus here in Grand Ledge. Baker College is showing a lot of interest.

Mr. Mulder reported that the Koronotis building (104 W. Scott) is for sale. This board has been interested in the property in the past for additional parking. Chuck Pantera went to the Planning Commission asking if it might be possible to put a daycare in that building. If the Planning Commission indicates its o.k. to do that Chuck will buy the building. It will be listed for \$139,000. Mr. Sullivan added that if Chuck Pantera buys the building, maybe something could be worked out on the parking lot.

Ms. Schroeder indicated that she would like to volunteer for any Committee assignments.

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

Minutes recorded and transcribed by Ameer King

Robert Brown, Secretary

Date Minutes Approved

2/1/2012

DDA Monthly Bills
For Payment in February

Date	Company	Item	Amt Due	Total	Account
					248-170-173
1/17/12	Consumers Energy	301 N. Bridge St.- lights on N. Bridge Street	1,268.35		830-001
		113 W. Jefferson St. - Lights on S. Bridge Street	1,225.18		830-001
		217 N. Bridge - new parking lot	91.05		830-001
		River Street Parking Lot			830-001
		118 E. Jefferson St.	37.37		830-001
		214 Madison St.	88.03		830-000
				2,709.98	
	Craig Electric & Tel Com Inc.				
1/20/12	Frontier	telephone service	81.34	81.34	801-004
	Granger Container Serv.				830-001
	MGM Services LLC		700.00	700.00	830-001
12/2/11	Ace Hardware	A117678 lights, straw and electrical items	85.32	85.32	830-001
1/18/12	HTA Companies, Inc.	# 29532 salted 10X and plowed 5X	6,825.00	6,825.00	830-001
		non construction billings for the month		10,401.64	
		Construction of parking lot			494-900-902
		Total construction bills for the month		0.00	
		Total of Monthly Bills		10,401.64	

2/1/2012

Downtown Development Authority
Revenue / Expenditure Report
February 1, 2012

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	Budget FY2011	NEW YEAR 1/4/2012
FUND 248	DDA TIFA SPECIAL REVENUE		
401.000	CURRENT PROPERTY TAXES	626,881	921,937
		374,715	
628.000	MISCELLANEOUS REVENUE		23
662.000	RENT - PROPERTIES	9,000	3,163
664.000	INTEREST ON INVESTMENTS	1,000	54
634.000	EQUIPMENT RENTAL	0	0
675-000	DONATIONS	0	500
	Total DDA Revenue	1,011,596	925,677
Dept. 170-173	ECONOMIC DEVELOPMENT		
703.000	SALARIES	28,695	15,972
719.000	FRINGE BENEFITS	7,036	3,753
741.000	OPERATING SUPPLIES	500	227
797.000	ADMINISTRATIVE	500	464
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	64,619
840.000	INSURANCE	6,250	2,294
962.000	FACADE PROGRAM	20,000	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
		293,713	204,539
Dept. 905-906	TRANSFERS		
793.000	TRANSFER TO GLAESA	66,416	66,416
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	699,543
	Total expenditures	993,256	904,082
	Grand total net effect	18,340	21,595

2/1/2012

Downtown Development Authority
Balance Sheet
February 1, 2012

	Fund 248	Fund 394	Fund 396	Fund 494	Total
Assets					
Cash	72,732	363,501	213,673	661,754	1,311,660
Total Assets	<u>72,732</u>	<u>363,501</u>	<u>213,673</u>	<u>661,754</u>	<u>1,311,660</u>
Reserves & Fund Balance					
Fund Balance	51,137	25,957	3,467	721,047	801,608
Change in Fund Balance	21,595	337,544	210,206	-59,293	510,052
	<u>72,732</u>	<u>363,501</u>	<u>213,673</u>	<u>661,754</u>	<u>1,311,660</u>
Total Liabilites & Balances	72,732	363,501	213,673	661,754	1,311,660
Total Cash less Funds 394 & 396	734,486				

DOWNTOWN DEVELOPMENT AUTHORITY
Budget Proposal for FY 2013

FUND 394-905-906 DEBT SERVICE - STREET SCAPE			
655.001	INTEREST	600	
699.248	TRANSFER FROM DDA TIF	365,000	605,650
	Total Revenue	<u>365,600</u>	605,650
991.000	DEBT - PRINCIPAL	311,250	497,345
995.000	DEBT - INTEREST	55,204	108,305
998.000	DEBT - PAYING AGENT FEES	300	550
	Total expenditures	<u>366,754</u>	606,200
	Net effect for fund 394	-1,154	(550)

FUND 396-905-906 PARKING LOT BOND			
664.000	INTEREST	500	134
451.000	TRANSFER FROM DDA TIF	256,127	256,127
	Total Revenue	<u>256,627</u>	256,261
991.000	DEBT - PRINCIPAL	160,000	160,000
995.000	DEBT - INTEREST	95,865	95,865
998.000	DEBT - PAYING AGENT FEES	250	250
	Total expenditures	<u>256,115</u>	256,115
	Net effect for fund	512	146

FUND 494 DDA CAPITAL PROJECTS FUND			
DEPT 900-901 REVENUE			
665-001	INTEREST	0	0
DEPT. 900-902			
665-001	INTEREST	0	0
	Total expenditures	<u>0</u>	0
EXPENDITURES			
DEPT 900-901 EXPENSES			
974.006	CONSTRUCTION	0	0
974.999	CONSTRUCTION ENGINEERING	0	0
	Total expenditures	<u>0</u>	0
	Net effect for fund	0	0

Total Effect for Department (273,179)

NOTES

- 1 Budget does not reflect the sale of 214 Madison St. other than rent income and maintenance expense
- 2 Debt service for River St. houses has been included in Fund 394
- 3 No construction is anticipated
- 4 No façade grants are anticipated

DOWNTOWN DEVELOPMENT AUTHORITY
Budget Proposal for FY 2013

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	Budget FY2012	Budget FY2013
FUND 248	DDA TIFA SPECIAL REVENUE		
401.000	CURRENT PROPERTY TAXES	938,134	926,068
628.000	MISCELLANEOUS REVENUE	0	0
665.001	INTEREST ON INVESTMENTS	1,000	250
665.003	RENT - PROPERTIES	9,000	0
675-000	DONATIONS	0	0
	Total DDA Revenue	948,134	926,318
Dept. 170-173	ECONOMIC DEVELOPMENT		
703.000	SALARIES	28,695	28,695
719.000	FRINGE BENEFITS	7,036	7,036
741.000	OPERATING SUPPLIES	500	500
797.000	ADMINISTRATIVE	500	500
802.000	LEGAL FEES	0	300
817.000	PROFESSIONAL SERVICES	0	300
830.000	RENTAL PROPERTY EXPENSES	6,500	0
830.001	PROPERTY OPERATING EXPENSE	130,000	130,000
840.000	INSURANCE	6,250	6,250
962.000	FACADE PROGRAM	20,000	0
991.000	DEBT-PRINCIPAL	19,695	0
995.000	DEBT-INTEREST	8,130	0
974-006	CONSTRUCTION	10,000	0
896.000	CONTRIBUTIONS TO GENERAL FUND	56,407	112,153
		293,713	285,734
Dept. 905-906	TRANSFERS		
999.206	TRANSFER TO GLAESA	66,416	66,416
999.394	TRANSFER TO DDA DEBT SVC FUND	365,000	578,670
999.396	TRANSFER TO DDA PARKING DEBT SVC FUND	256,127	256,127
999.397	TRANSFER TO ISLAND DEBT FUND	12,000	12,000
999.494	TRANSFER TO DDA CAPITAL PROJECTS	0	0
	Total Transfers	699,543	913,213
	Total expenditures	993,256	1,198,947
	Total net effect for Fund 248	-45,122	-272,629

**Downtown Development Authority
Arts Council
November 15, 2011, 5:00 p.m.
City Hall
Minutes**

1. Call to Order at 5:09 pm, those in attendance were Michael Fredericks, Courtney Millbrook, Melanie May, Shawn VanSteeland, Karl Glarner, Terrance Augustine, & Amee King.
2. Audience Participation
3. Election of Chairman. Michael Fredericks volunteered and was elected chairman.

The consensus is to have this group become the support system for the whole community. Funding for programs could go through the DDA/Arts Council, grant writing, help with advertising, etc.

Music in the Park will be the first program. Mike Fredericks indicated that letters to sponsors are already drafted and it was the consensus to have the letters written from this group/DDA. A target date will be sometime in January. The budget for Music in the Park will be higher this year due to band prices going up. \$5,000 will be needed to pay the bands alone. Additional funds will be needed for advertising

A question was raised if the DDA has their own tax i.d. Amee will find out and bring the information back to the next meeting.

Several ideas were talked about for future planning:

- Film Festival - We could have a different films showing at the High School, Sun Theater, Opera House and band shell (when built)
- Bandshell - with the music in the park series the bands get paid even if there is a rain out. The rotary club in Mason is working on one. Terrance will get more information from Mason and bring it back to this Committee.
- Octoberfest - Mr. John Maurer brought this idea to Shawn. He would like to do a beer tent during homecoming with proceeds to go to the athletic booster clubs.
- Kids day at Fitzgerald Park - possibly show a movie at Ledges Playhouse, have kids events going on at the park.

- Have an Arts Council Facebook to coordinate all happenings in and around town.
- Movies in the Park - we could possibly show movies in May Pole Park on one of the buildings.

We could do an unveiling in the paper introducing the arts council with the first project being the Music in the Park. We could ask people for their ideas and tell them to submit their ideas on a Facebook page.

We should work on a mission statement and finalize our goals first. Mr. Fredericks suggested working on Google docs and will be happy to teach everyone how to use it.

One other recommendation would be to come up with a form to use for to use parking lot. This could be used at the City like the other forms.

4. Other Business
5. The meeting was adjourned at 6:33 pm

Transcribed and submitted by:

Amea King
Assistant City Administrator

**Downtown Development Authority
Arts Council
January 24, 2012, 5:00 p.m.
City Hall
Minutes**

1. Chairman Fredericks called the meeting to order at 5:06 p.m. Those present were Courtney Millbrook, John Fredericks, Terrance Augustine, Melanie May, Karl Glarner, Shawn VanSteeland, and Amee King.
2. Audience Participation
3. Minutes from November 15, 2011. There were 3 amendments. Karl Glarner was present, and capitalize Facebook and Google. Ms. May moved, seconded by Mr. Augustine to approve the minutes as amended. Motion carried unanimously.
3. Mission Statement Review - The Mission Statement was reviewed and comments received via e-mail. There was no further review at the meeting.
4. Other Business

Mike Fredericks reviewed how to use Google docs.

Music in the Park - The Committee reviewed sponsorship levels and came up with a list of possible sponsors. Committee members will make contact with and attempt to secure sponsors for the event. The total budget for the event will be \$7,500. Possible tiers of sponsorship can be Series Sponsor - \$2,500 and Concert Sponsor - \$500. This will be worked out and documents will be available to use in securing sponsors on Google docs. We would like to have all funding in place by Valentine's day. All members should review the documents and make changes this week.

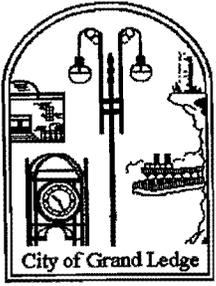
One idea is to have the DDA pay for advertising in the paper for the concert series.

The next meeting will be February 21st at 5:00 p.m.

5. The meeting was adjourned at 6:55 p.m.

Transcribed and submitted by:

Amee King
Assistant City Administrator



CITY OF GRAND LEDGE

Established 1893

Economic Development Coordinator

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Fax: (517) 627-6788

319 Taylor St.
Grand Ledge, MI 48837
sulliv28@yahoo.com

Memorandum

To: DDA Board of Directors
Jon Bayless, City Administrator

From: Mark Sullivan, Economic Development Coordinator

Date: February 1, 2012

Subject: Construction on Sidewalk Curb in front of the Opera House

Pursuant to the instruction of the Board at the January meeting, Jim Foster, our Engineer, contacted contractors to rebuild the curb at the Opera House. He contacted 3-local companies, all of whom Mr. Foster felt capable of doing the job.

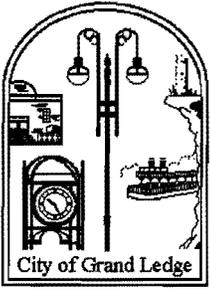
The work consisted of removing 10-feet of curb and gutter, 150 square feet of concrete sidewalk and place 10-feet of new concrete curb and gutter with a high back. Restoration of the old sidewalk area would receive 5-inches of topsoil and 4-inches of hardwood mulch. Sealed bids were sent to City Hall for an opening on January 24, 2012. The results of the bids were as follows:

D.L. Barron Concrete, Inc.	\$2,840.00
E.T. MacKenzie Company	\$3,142.00
Cadwell Brothers Construction	\$3,345.00

D.L. Barron Concrete, Inc. was the low bid and they were awarded the contract for the work. At this time they are providing insurance information and they plan to be working by the day of our next meeting.

DDA/Special Projects/ Opera House

City of the Seven Islands



CITY OF GRAND LEDGE

Established 1893

Economic Development Coordinator

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Memorandum

To: DDA Board of Directors
Jon Bayless, City Administrator

From: Mark Sullivan, Economic Development Coordinator

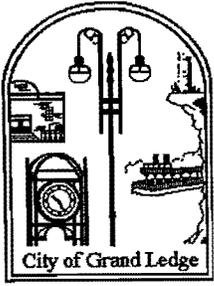
Date: February 1, 2012

Re: Boat Launch Grant

The Parks and Recreation Commission and the City have received the grant for which they applied last year. As you may recall, a presentation was made to the DDA when they were making application for the grant. We endorsed the application and indicated that the DDA would be interested in helping in any local match required.

The plan as presented was approved. However, since that time we have been contacted by John and Karla Chamberlain (J&K Steamboat), who requested that the river access be widened in order to launch their River Boat. In addition to widening the ramp there is also a shortage of parking for those launching their boats and cruising on the river. While the final cost will not be known until construction bids are received, Mr. Bayless estimates the cost required by the City is about \$80,000. One suggestion being made is that the City provide \$40,000 from the general fund and the DDA be requested to provide the additional \$40,000.

At this point staff is bringing the issue in front of the Board for information purposes and to discuss the concept of aiding the boat launch project.



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319 Taylor St.
Grand Ledge, MI 48837
sulliv28@yahoo.com

March 30, 2011

Kalmin Smith, Mayor
City of Grand Ledge
200 E Jefferson Street
Grand Ledge, MI 48840

Subject: Letter of Support for Michigan Natural Trust Fund Grant

Dear Mayor Smith:

The Grand Ledge Downtown Development Authority is pleased to provide this letter in support of the City of Grand Ledge's application to the Michigan Natural Resources Trust Fund for redevelopment of a boat launch and other improvements, which connect to an existing Riverwalk Trail at Jaycee Park in Grand Ledge.

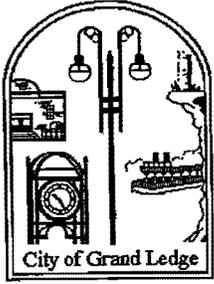
We believe this project will provide significant natural resource recreation benefits to the Grand Ledge Community and the surrounding region, including improved boating and fishing access to the Grand River. In addition, this project is well aligned with a greater effort to enhance green infrastructure across mid-Michigan, which contributes to the economic vitality of the region.

We are pleased to express our wholehearted support for this important project.

Sincerely,

Mark Sullivan, Executive Director
Grand Ledge Downtown Development Authority

cc: DDA Board of Directors



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Economic Development Coordinator

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Memorandum

To: DDA Board of Directors
Jon Bayless, City Administrator

From: Mark Sullivan, Economic Development Coordinator

Date: April 6, 2011

Subject: Jaycee Park Boat Ramp Renovation Grant

Staff has been talking to Rachel Kuntzsch regarding the grant proposal from the City for repairing the boat ramp at Jaycee Park. We were sent the following e-mail:

Per our conversation, I would like to be on the DDA's agenda for your 4/13 meeting to present on the boat launch re-development project. I am now the Vice Chair of the Grand Ledge Parks and Recreation Commission and helped to get the 5-Year Parks and Recreation Plan completed in time for us to be able to submit a grant application to the Michigan Natural Resources Trust Fund by their April 1st deadline. I am wrapping up the application today and tomorrow, but we can submit additional match documentation after the fact. Attached is the project schematic and budget from the engineering firm.

The total budget is \$187,600 and City Council approved on Monday night a match from City/Park funds of \$48,800, which is 26% match. With this level of match we score 5 out of 40 points for this section of the scoring criteria. I would like the DDA to consider a request of \$26,800, which would put us at 40% match and bring us up to 20 points out of 40, as a minimum. It is not likely that we can score higher than that because the scoring takes into account median household income. The total points available are 470 and I estimate we will be around 320-370 depending on where we come in at match and some other factors.

Enclosed is a map of the project area. The City requested that the DDA provide a letter of support for the grant, and due to the time constraints, staff executed the letter in our Executive Director position. This letter is also enclosed.