

# Grand Ledge Downtown Development Authority

319 Taylor Street  
Grand Ledge, Michigan 48837  
Agenda for a regular meeting to be held on  
August 8, 2012

Amee King

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 July 11, 2012 regular meeting – enclosed
- VIII. Treasurers Report
  - \*\*\* 1. Payment of Bills – to be distributed
  2. Financial Statement FY2012 EOY & FY2013 – enclosed
- IX. Committee Reports
  1. Façade Committee – Façade for 118 S. Bridge - enclosed
- X. Old Business
  1. Library Parking Lot Drainage – Report to be presented.
  - \*\*\* 2. LED Upgrade – decision required a this meeting – to be presented
  3. Signage Update –
- XI. New Business
- 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, JULY 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:** Christine Carter, Mayor Kalmin Smith, Terrance Augustine, David Jonas, Chris Fata, Ben Cwayna, Keith Mulder, Rachel Schroeder and Melanie May.  
**Absent:** Karl Glarner, Bob Brown, and Jason Barclay.  
**Also Present:** Economic Development Director Mark Sullivan, Assistant City Administrator Amee King, and Jim Foster of Ziemnick Foster Engineering.
- III. PLEDGE OF ALLEGIANCE** -
- IV. AUDIENCE PARTICIPATION** -
- V. APPROVAL OF REGULAR AGENDA** - Mr. Augustine asked to add under new business item 2. Request from Arts Council. Ms. May made a motion to approve the agenda as amended Mr. Brown supported the motion. Motion carries 10 to 0.
- VI. APPROVAL OF MINUTES** - Mr. Augustine made a motion to approve the minutes of the June 13, 2012 meeting as presented. Mr. Jonas supported the motion. Motion carries 10 to 0.
- VII. TREASURERS REPORT** -
- 1. Payment of bills** - Mr. Sullivan reviewed the bills to be paid. Ms. Carter questioned the additional MGM bill for \$185. Mr. Sullivan indicated that he will contact Mr. Edmonds, but he believes its for the additional work of the new parking lot. Mr. Carter made a motion to approve the bills totaling \$5,222.18 with exception for the \$185 MGM bill until the matter gets resolved. Mr. Mulder supported the motion. Motion carries 10 to 0.
- 2. Financial Statement** - Mr. Sullivan reviewed the financial statements.
- VIII. Committee Reports** - Maintenance Committee. Mr. Sullivan indicated that the Committee met earlier today and went over some of the sign issues. At this time it's a good idea to get some mock signs made up. Mr. Jonas also indicated that we'll look into different color schemes and design. The Committee is requesting \$1,000 appropriation for the sign proto types. Mr. Sullivan further added this amount may be high, but we haven't had time to contact vendors yet. Mr. Smith indicated that the City Street signs will have a blue back ground with white letters. Mr. Mulder added that they will have a yellow GL in the corner. Mr. Jonas made a motion to allow up to \$1,000 for sign proto types. Mr. Fata supported the motion. A roll call vote was taken. Motion carries 10 to 0.
- |               |     |               |     |               |     |
|---------------|-----|---------------|-----|---------------|-----|
| Mr. Cwayna    | Yes | Ms. Schroeder | Yes | Mr. Augustine | Yes |
| Ms. May       | Yes | Mr. Jonas     | Yes | Mr. Mulder    | Yes |
| Ms. Carter    | Yes | Mr. Fata      | Yes | Mayor Smith   | Yes |
| Mr. MacDowell | Yes |               |     |               |     |
- IX. Old Business** -
- 1. Library Parking Lot Drainage** - Mr. Jim Foster reviewed his report. There are 4.3 acres of water area, most of which is impervious, that was analyzed and broken into sections. There is an 18 inch storm sewer

that turns into a 12 inch. The analysis did indicate we have a problem area. The storm sewer is at capacity and above at times. Slopes in the pipes are relatively flat. The 12 inch pipe is undersized. Possible solutions are up-sizing pipes along Bridge and River Streets to allow capacity to pass, we could restrict flow out of parking lot to release at a slower rate, and/or we could re-direct water coming off parking lot to a different outlet. Mr. Sullivan indicated that Mr. LaHaie thought the best solution to this issue is to re-tile down River Street. There are no cost estimates at this time. Rain gardens could still be used in the parking lot itself. Mayor Smith suggested that Mr. LaHaie be involved in discussions with Mr. Foster and Mr. Sullivan to look for possible ways for a cooperative project. This item will be further discussed at the next meeting.

**2. Proposal by Opera House Authority-** Mr. Harlan MacDowell of the Opera House Authority indicated that he's glad to have the opportunity to talk with this Board. We've been talking about this problem for several years. There are two problems, in our minds. One is the Opera House problem, and two is a City problem. We have a problem ourselves with the roof drainage. Its going to take some money to take care of it. Recognizing that you might not do anything right away, we've come up with a proposal. 1. Plant three arborvitae, along with some ground plants to finish landscaping of the island in front of the Opera House entrance where the curbing was increased and the sidewalk was removed. Approximate cost \$2,300.00 2. Add a concrete step between the present steps going up the front of the Opera House and the Bridge railing to act as a dam to reduce the amount of water flowing down the steps next to the bridge. Approximate cost \$600.00 3. Add small field stones in the area between the bridge and the stairs going down to the Terrace Level of the Opera House. These stones would reduce the water flow coming off the bridge. Approximate cost of \$1,200.00 4. Remove existing washout debris along remaining stairs to the Terrace Level of the Opera House, add new top soil and plant ground cover to finish landscaping. Approximately \$900.00 Total approximate cost \$5,000. Mayor Smith added that the Opera House is the core of this community and we need to make sure we take care of it. However, we do need to keep our eye on the big picture and solve all the water issues. Mr. Augustine made a motion to approve expenditures up to \$5,000 for all 4 items in Mr. MacDowell's proposal, working with the Opera House on what they would like done, but having our staff contract for services. Mr. Mulder supported the motion. A roll call vote was taken. Motion carries 9 to 0 with one abstention.

Mr. Fata	Yes	Mr. Cwayna	Yes	Ms. Carter	Yes
Mr. Augustine	Yes	Ms. Schroeder	Yes	Mayor Smith	Yes
Ms. May	Abstain	Mr. Jonas	Yes	Mr. Mulder	Yes
Mr. MacDowell	Yes				

Chris Fata and Melanie May left at 7:15 p.m.

**3. Representatives from Sylvania Lighting -** Joe Filipiak from Kendall Electric and Jeff Teroller LED Applications Specialist from Sylvania gave a presentation on LED lighting. We are nearing the half way point of our 90 day trial period. Mr. MacDowell asked if there were grant monies available or a low interest loan to help cover the cost of changing the entire downtown area to LED? Mr. Teroller and Mr. Filipiak will do cost and energy analysis on our entire system, working with Mr. Sullivan to obtain information and will also check on rebates/loans.

**4. Signage Update -** This item was previously discussed.

**X. New Business -**

**1. Memorial Bench Request -** Mr. Sullivan indicated that we have a request for a memorial bench. Ms. Marcia Poxson addressed the board. She is representing a number of people (friends of) Mike & Terry Greene to ask for permission to do a memorial bench in their memory. Mike and Terry Greene were murdered on September 26<sup>th</sup> on Eaton Hwy, in their own home. They lived in the Grand Ledge area for 20 years. Terry's son participated in sports. They did a lot of volunteering around town and were very generous people. They would like to put in a 6 foot poly bench, made from recycled material. They have collected donations to cover cost. They would like to place it downtown in Maypole Park. The bench

would say "In memory of Mike and Terry Greene...adding a quote, "Where a princess and a fella are welcome to rest." Mayor Smith suggested that we ensure the design and installation is compatible with the benches we currently have. Mr. Cwayna made a motion to allow the bench to be placed at May Pole park with Mr. Sullivan coordinating the project o meet the City/DDA needs. Mr. Mulder supported the motion. Motion passed 10 to 0.

**2. Arts Council Request** - Mr. Augustine indicated that up to this point the Music in the Park Series has been supported by private donations only. We're half way through the concert series, and would like to support the next slate of bands by putting an ad in the paper. Asking for up to \$500. The ad would go into the Grand Ledge Independent or the City Noise. Have not gotten any information yet on pricing/options. Mr. Jonas indicated that this Board decided last fall that we did not have enough money to publish in the Michigan Humanities Council, advertising several of our festivals. Mr. Mulder indicated that although advertising is a good idea, it may not be effective at this late date. There may be a better way to advertise than just the Grand Ledge Independent. Ms. Carter indicated she would like to see a banner put up in Delta Township, possibly by the Walmart area, supporting Grand Ledge and make it permanent. Ms. Carter further added that the banners should include, supported by DDA for the Music in the Park Series. Mr. Augustine made a motion to provide up to \$500 for advertising for the Music in the Park Series. Mr. Cwayna supported the motion. A roll call vote was taken. Motion passes 5 to 3.

Mr. Mulder	No	Mr. Cwayna	Yes	Ms. Carter	No
Mr. Augustine	Yes	Ms. Schroeder	Yes	Mayor Smith	Yes
Mr. Jonas	No	Mr. MacDowell	Yes		

**XI. Directors Comments** - Mr. Sullivan reported that Dr. Brooks had come to the DDA asking for a facade grant. Received a call from Dr. Brooks this morning indicated that the brick layers were going to be here next week and we're all set to go. I spoke with Paul Barbour (architect) and he indicated that he had left off plans a long time ago. Mr. Barbour e-mailed the plans to me today and I forwarded them on to the Facade Committee. The Committee has not reviewed the final plans, nor do we have a contract with Dr. Brooks. Mr. Augustine asked if they start the project before final approval, does it mean they don't get the funding? Mr. Sullivan added that if the Facade Committee approves what he is doing, its up to the Board if they want to grant a contract/funds. If there are concerns with the final design, it can not be changed, defeating the purpose of the program. Mr. MacDowell added that the normal procedure is to get approval before a project is started. Mr. Sullivan added that it will be up to the Committee and the Board. He has e-mailed and spoken with all parties involved.

**Members Comments** - Ms. Carter indicated that we need to have Waste Receptacles placed on the next agenda (a request from the Planning Commission)

Mayor Smith indicated that the Stanley Cup is going to be in Grand Ledge on August 10<sup>th</sup>.

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

Minutes recorded and transcribed by Amee King

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Robert Brown, Secretary

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Date Minutes Approved

8/1/2012

Downtown Development Authority  
Revenue/Expenditure Report  
July 2012  
Fiscal Year 2013

ACCOUNT DESCRIPTION	Budget FY2012	Budget Jul-12
<b>DDA TIFA SPECIAL REVENUE</b>		
CURRENT PROPERTY TAXES	627,915	0
SCHOOL CAPTURE	310,696	0
MISCELLANEOUS REVENUE	0	0
INTEREST ON INVESTMENTS	1,000	0
RENT - PROPERTIES	0	300
DONATIONS	0	160
Total DDA Revenue	<b>939,611</b>	<b>460</b>
<b>ECONOMIC DEVELOPMENT</b>		
SALARIES	28,695	1,640
FRINGE BENEFITS	7,036	124
OPERATING SUPPLIES	500	0
ADMINISTRATIVE	500	0
LEGAL FEES	0	0
PROFESSIONAL SERVICES	0	2,300
PROPERTY OPERATING EXPENSE	130,000	0
INSURANCE	6,250	0
FACADE PROGRAM	20,000	0
CONSTRUCTION	10,000	0
CONTRIBUTIONS TO GENERAL FUND	56,407	0
	<b>259,388</b>	<b>4,064</b>
<b>TRANSFERS</b>		
TRANSFER TO GLAESA	66,416	0
TRANSFER TO DDA DEBT SVC FUND	365,000	0
TRANSFER TO ISLAND DEBT FUND	12,000	0
TRANSFER TO DDA CAPITAL PROJECTS	0	0
Total Transfers	<b>443,416</b>	<b>0</b>
<b>Total expenditures</b>	<b>702,804</b>	<b>4,064</b>
<b>Total net effect for Fund 248</b>	<b>236,807</b>	<b>-3,604</b>

8/1/2012

Downtown Development Authority  
Revenue/Expenditure Report  
July 2012  
Fiscal Year 2013

**DEBT SERVICE - STREET SCAPE**

INTEREST	0	
TRANSFER FROM DDA TIF	605,650	
TFR FROM DDA PARKING DEBT FUND	4,721	4,721
<b>Total Revenue</b>	<b>610,371</b>	<b>4,721</b>

DEBT - PRINCIPAL	497,345	0
DEBT - INTEREST	108,305	0
DEBT - PAYING AGENT FEES	550	0
<b>Total expenditures</b>	<b>606,200</b>	<b>0</b>

**Net effect for fund 394**                      4,171              4,721

**DDA CAPITAL PROJECTS FUND**

**REVENUE**

INTEREST	0	0
INTEREST		
TRANSFER FROM DDA TIF	50,000	0
<b>Total expenditures</b>	<b>50,000</b>	<b>0</b>

**EXPENSES**

CONSTRUCTION	50,000	0
CONSTRUCTION ENGINEERING	0	0
<b>Total expenditures</b>	<b>50,000</b>	<b>0</b>
<b>Net effect for fund</b>	<b>0</b>	<b>0</b>

Total Effect for Department

8/1/2012

Downtown Development Authority  
Balance Sheet as of August 1, 2012

Fiscal Year 2013

Balance Sheet as of August 1, 2012	<u>Fund 248</u>	<u>Fund 394</u>	<u>Fund 396</u>	<u>Fund 494</u>	<u>Total</u>
<b>Assets</b>					
Cash	167,221	30,585	0	526,029	723,834
Total Assets	167,221	30,585	0	526,029	723,834
<b>Reserves &amp; Fund Balance</b>					
Fund Balance	170,825	25,864	4,721	526,029	727,438
Change in Fund Balance	-3,604	4,721	-4,721	0	-3,604
Total Fund Balance	167,221	30,585	0	526,029	723,834
Total Liabilites & Balances	167,221	30,585	0	526,029	723,834
<b>Total Cash less Funds 394 &amp; 396</b>	<b>693,250</b>				

8/1/2012

Downtown Development Authority  
Revenue/Expenditure Report  
August 1, 2012

Fiscal Year 2012

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	Budget FY2012	end of year 7/11/12
<b>FUND 248</b>	<b>DDA TIFA SPECIAL REVENUE</b>		
401.000	CURRENT PROPERTY TAXES	563,419	569,358
		374,715	374,715
628.000	MISCELLANEOUS REVENUE		1,565
662.000	RENT - PROPERTIES	9,000	4,811
664.000	INTEREST ON INVESTMENTS	1,000	215
634.000	EQUIPMENT RENTAL	0	0
673-000	SALE OF FIXED ASSETS	53,477	53,477
675-000	DONATIONS	0	5,080
	Total DDA Revenue	1,001,611	1,009,220
<b>Dept. 170-173</b>	<b>ECONOMIC DEVELOPMENT</b>		
703.000	SALARIES	28,695	28,544
719.000	FRINGE BENEFITS	7,036	7,361
741.000	OPERATING SUPPLIES	500	295
801-004	ADMINISTRATIVE	500	630
802.000	LEGAL FEES	0	962
817.000	PROFESSIONAL SERVICES	1,060	3,190
830.000	RENTAL PROPERTY EXPENSES	6,500	11,476
830-001	PROPERTY OPERATING EXPENSE	130,000	119,425
840.000	INSURANCE	6,250	4,309
960-001	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	8,124
997-101	CONTRIBUTIONS TO GENERAL FUND	56,407	56,407
		294,773	290,366
<b>Dept. 905-906</b>	<b>TRANSFERS</b>		
793.000	TRANSFER TO GLAESA	66,416	66,416
605.000	TRANSFER TO DDA DEBT SVC FUND	365,000	374,762
603.000	TRANSFERS TO DDA PARKING LOT DEBT	256,127	145,989
602.000	TRANSFER TO ISLAND DEBT FUND	12,000	12,000
	Total Transfers	699,543	599,167
	<b>Total expenditures</b>	<b>994,316</b>	<b>889,532</b>
	<b>Grand total net effect</b>	<b>7,295</b>	<b>119,688</b>

8/1/2012

Downtown Development Authority  
Revenue/Expenditure Report  
August 1, 2012

Fiscal Year 2012

<b>FUND 394-905-906 DEBT SERVICE - STREET SCAPE</b>			
664.000	INTEREST	600	549
451.000	TRANSFER FROM DDA TIF	365,000	374,762
	Total Revenue	365,600	375,311
991.000	DEBT - PRINCIPAL	311,250	326,000
995.000	DEBT - INTEREST	55,204	49,105
998.000	DEBT - PAYING AGENT FEES	300	300
	Total expenditures	366,754	375,405
	<b>Net effect for fund</b>	<b>-1,154</b>	<b>(93)</b>
<b>FUND 396-905-906 PARKING LOT BOND</b>			
664.000	INTEREST	500	298
699-494	TRANSFER FROM DDA CAP PROJECTS FUND	110,138	110,138
451.000	TRANSFER FROM DDA TIF	145,989	145,989
	Total Revenue	256,627	256,425
991.000	DEBT - PRINCIPAL	160,000	165,000
995.000	DEBT - INTEREST	95,865	90,132
998.000	DEBT - PAYING AGENT FEES	250	40
	Total expenditures	256,115	255,172
	<b>Net effect for fund</b>	<b>512</b>	<b>1,253</b>
<b>FUND 494 DDA CAPITAL PROJECTS FUND</b>			
<b>DEPT 900-901 REVENUE</b>			
665-001	INTEREST	0	1,100
<b>DEPT. 900-902</b>			
665-001	INTEREST	0	182
	<b>REVENUES</b>	0	1,282
974-006	CONSTRUCTION		2,840
<b>EXPENDITURES</b>			
<b>DEPT 900-901 EXPENSES</b>			
817-000	PROFESSIONAL SERVICES	0	350
974.006	CONSTRUCTION	0	70,392
974.999	CONSTRUCTION ENGINEERING	0	12,580
999-396	TRANSFER TO DDA PARKING DEBT		110,138
	Total expenditures	0	193,460
	<b>TOTAL FUND EXPENDITURES</b>		<b>196,300</b>
	<b>Net effect for fund</b>	<b>0</b>	<b>(195,018)</b>

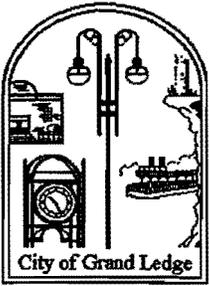
8/1/2012

Downtown Development Authority  
as of August 1, 2012

Fiscal Year 2012

Balance Sheet as of 8/1/2012

	<b>Fund 248</b>	<b>Fund 394</b>	<b>Fund 396</b>	<b>Fund 494</b>	<b>Total</b>
<b>Assets</b>					
Cash	177,359	25,864	4,720	526,029	733,971
<b>Total Assets</b>	<b>177,359</b>	<b>25,864</b>	<b>4,720</b>	<b>526,029</b>	<b>733,971</b>
<b>Liabilities</b>					
Accounts Payable	5946.2				
Payroll Payable	587.9				
	<u>6534.1</u>				
<b>Reserves &amp; Fund Balance</b>					
Fund Balance	51,137	25,957	3,467	721,047	801,608
Change in Fund Balance	119,687	-93	1,253	-195,018	-74,171
	<u>170,825</u>	<u>25,864</u>	<u>4,720</u>	<u>526,029</u>	<u>727,437</u>
<b>Total Liabilities &amp; Balances</b>	<b>177,359</b>	<b>25,864</b>	<b>4,720</b>	<b>526,029</b>	<b>727,437</b>
<b>Total Cash less Funds 394 &amp; 396</b>	<b>703,387</b>				
includes sale of house	53476.98				



# 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:** Facade Committee  
DDA Board of Directors  
Jon Bayless, City Administrator

**From:** Mark Sullivan, Economic Development Coordinator

**Date:** August 1, 2012

**Subject:** Facade Committee Meeting

**Present:** Todd Gute, Bruce MacDowell and Mike Stevens. **Absent:** Bob Brown and Bill Kane.  
**Others present:** Paul Barbour and Mark Sullivan.

The meeting was called to order at 8:00 am

### **118 S Bridge Street – Dr. Brooks Building**

#### PROPOSAL

Mr. Barbour presented two designs on proposed changes to the front of the building at 118 S. Bridge Street. Last July he met with the Committee and received some guidelines for these plans. One set of plans (dated 11/17/2011 known as plan A) appeared to follow the guidelines closely while another set (dated 7/31/2012 known as plan B) had significant changes to the first floor window.

#### REVIEW

Plan A is to replace the front display windows with three new windows which will be higher off of the ground and have two lights on each and would be wider than the existing two windows. The wood awning would be removed and a canvas awning replacing it up to the new addition. The first floor front entrance door will be replaced, with some lights on the top.

The building has a pilaster on the right side and a brick band of the same color brick across the top. On the left side there is a space for a pilaster but none exist. Mr. Barbour was planning to add this missing pilaster and the existing left side with EFIS. The Committee does not want a lot

of EFIS where other options are available. There are plans to replace the bricks in the signboard area and replace signboards. The upper windows are in good shape and will just be cleaned up.

Plan B would be similar to plan A except that the two existing windows would remain. They would be lower to the ground and where a third window might go the area would just be brick.

### DISCUSSION

The Committee was concerned about the plan B design. They did not think it was as attractive as plan A. It was felt that the amount of a grant would more than compensate for the cost of replacing the windows. Mr. Gute questioned whether we could have a double window with brick on the right side. This would, however, require replacing the existing windows with two new windows. Mr. Stevens wanted to know if the tenant had a problem with the three windows, and was told that he did not. Mr. Stevens also indicated that a future tenant would most likely want the larger window surface. Mr. Gute indicated that the façade grant program was set up to help people who planned to renovate their building by providing funds to bring it up to a higher level of improvement. Hence, the owner had a better-looking building with no additional costs to them. Mr. Stevens indicated that the Committee had too often accepted changes that turned out to be a detriment to the final façade. Mr. MacDowell agreed.

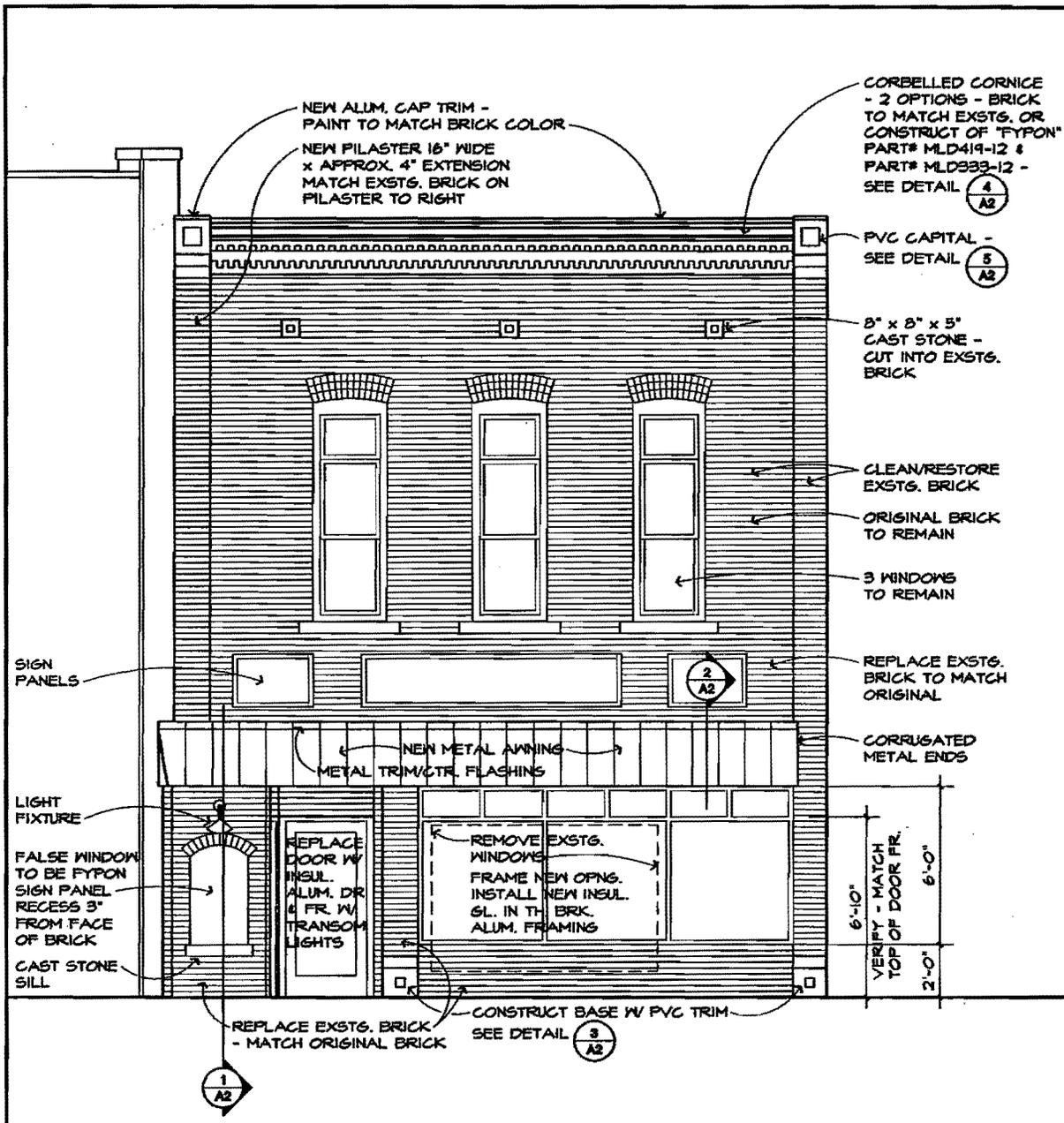
### SUMMARY

The Committee recommended approval of plan A, and disapproval of plan B.

### ACTION

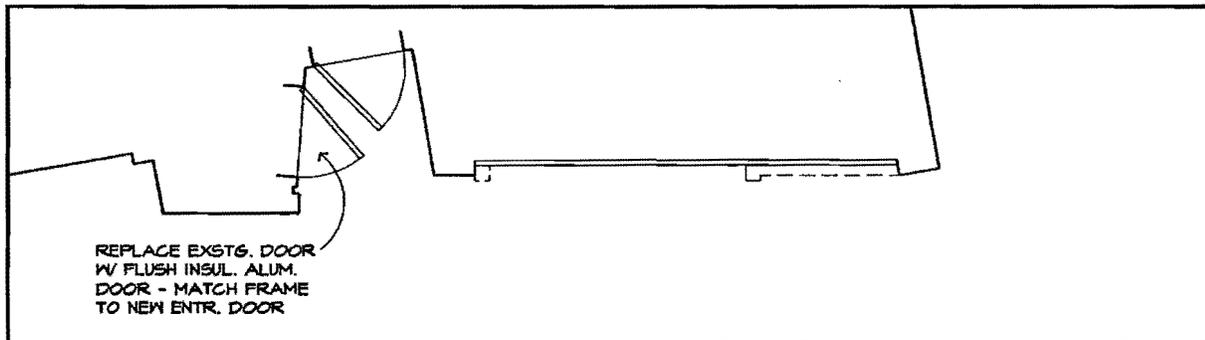
Mr. Barbour will talk to Dr. Brooks and explain the Committee's recommendation. Mr. Brooks could still attend the next DDA meeting (August 8, 2012 at 6:00 pm at City Hall) to argue his case to the Board of Directors.

Meeting adjourned at 8:40 am.



PROPOSED ELEVATION

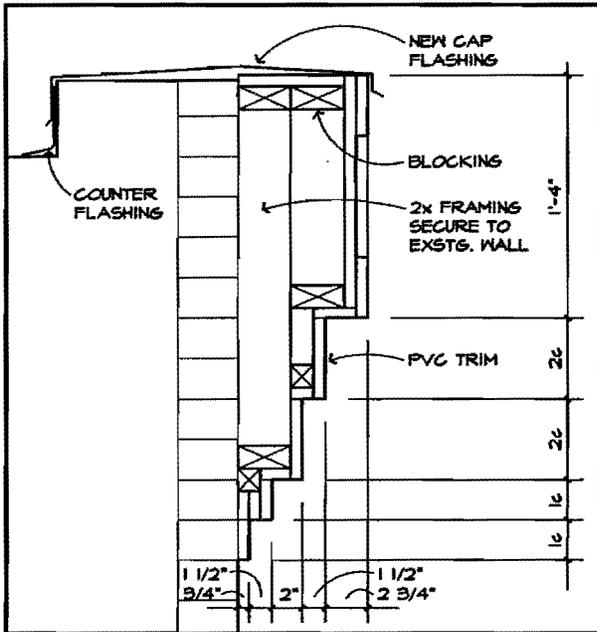
1/4" = 1'-0"



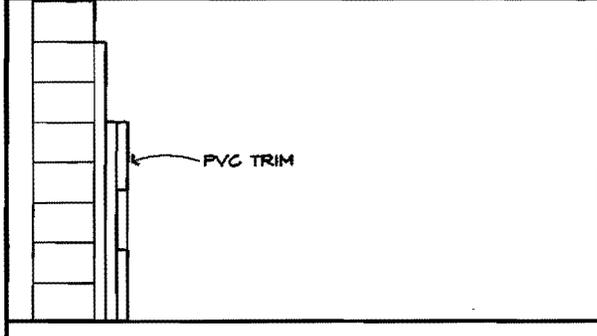
PLAN VIEW

1/4" = 1'-0"

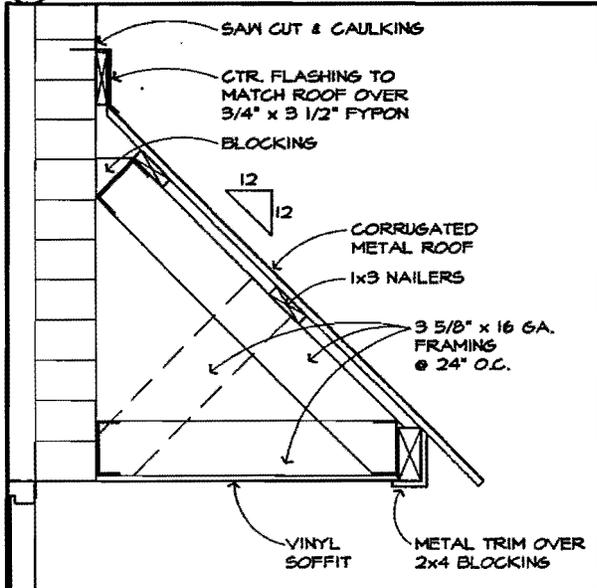
sheet <b>A1</b> of 2		paul d. barbour architect 6617 columbia way toton road, rd 4827 317 663 0268	STOREFRONT RENOVATION FOR: <b>DR. BROOKS</b> 118 S. BRIDGE, GRAND LEDGE	draw DMB checked PDB	revised	consultation 1026 issued 11-17-11
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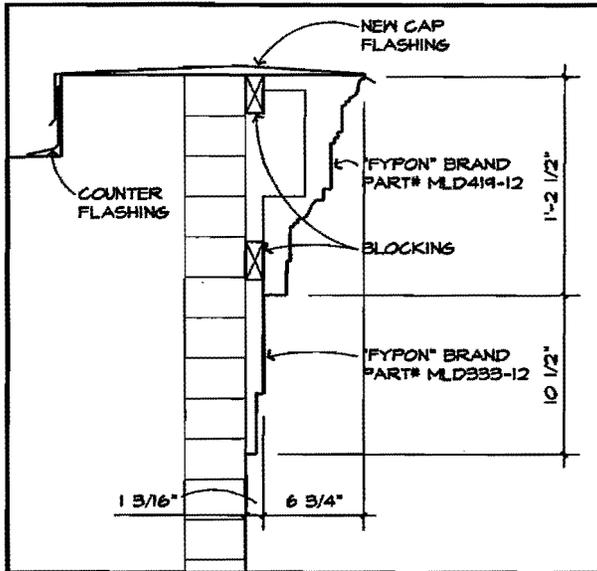
5  
A2 DETAIL - CAPITAL 1 1/2" = 1'-0"



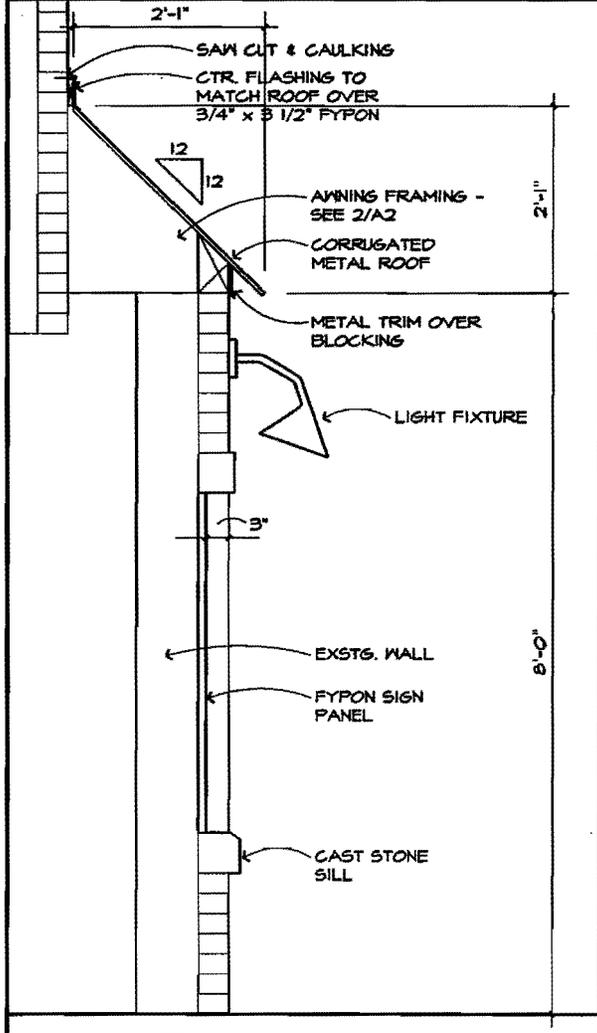
3  
A2 DETAIL - BASE 1 1/2" = 1'-0"



2  
A2 AWNING DETAIL 1 1/2" = 1'-0"



4  
A2 DETAIL - CORNICE 1 1/2" = 1'-0"



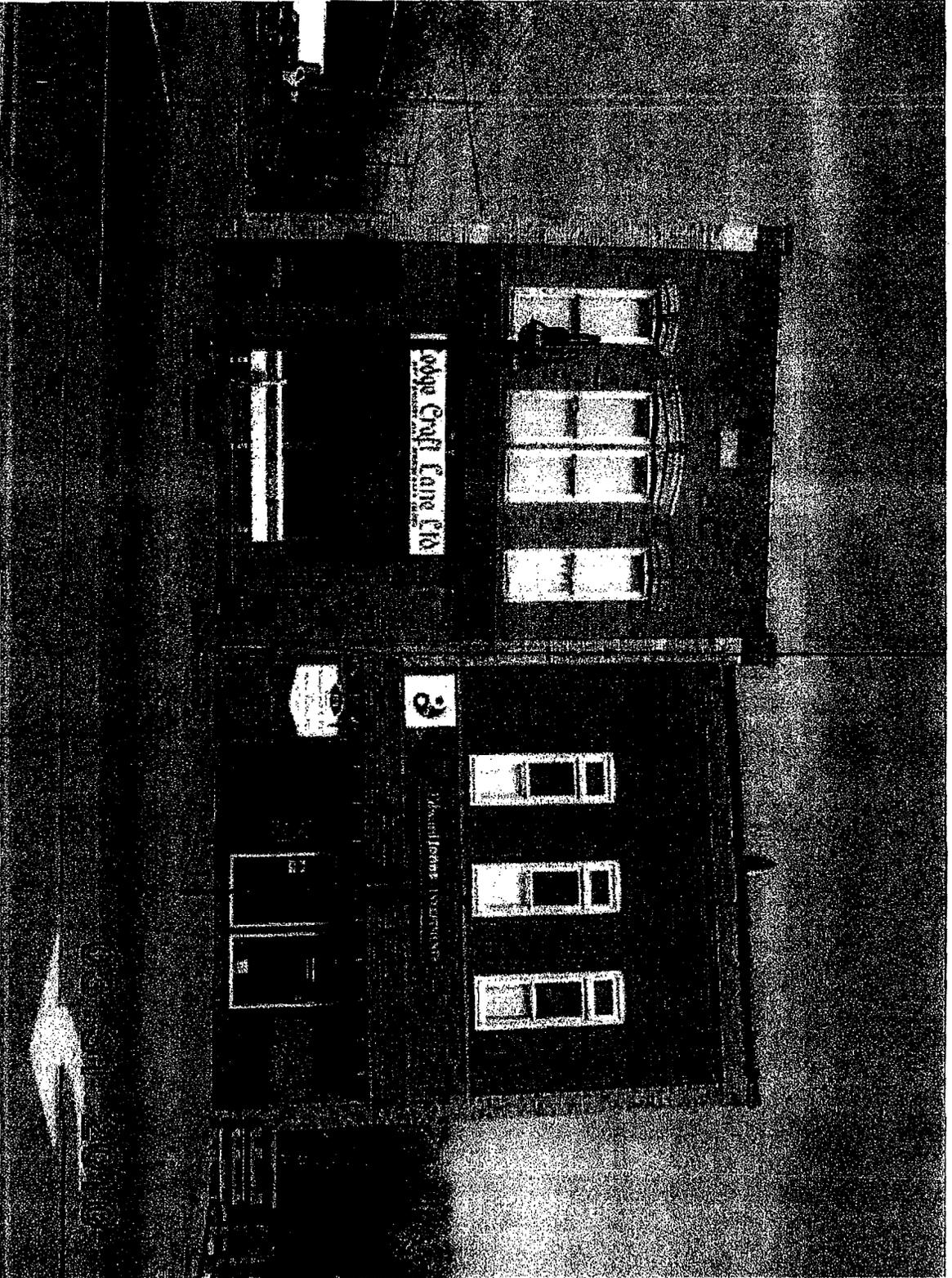
1  
A2 SECTION 3/4" = 1'-0"

sheet  
**A2**  
of 2

**pdb**  
paul d. barbour  
architect  
9817 columbia way  
santa rosalie, md 20627  
317 683 0288

STOREFRONT RENOVATION FOR:  
**DR. BROOKS**  
118 S. BRIDGE, GRAND LEDGE

drawn DMB	checked PDB	revision	consultation 1026 issued 11-17-11
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120 S. Bridge

## Facade Grant Agreement

At the August 8, 2012 meeting of the Grand Ledge Downtown Development Authority (DDA) a resolution was approved to enter into the following agreement:

The DDA agrees to make a grant to Dr. William Brooks (Grantee) for fifty percent (50.0%) of the cost of a facade improvement, up to a maximum of Eight Thousand Dollars (\$8,000.00) per 'face', for the building located at 118 S. Bridge Street. The DDA also will grant up to (One Thousand Five Hundred Dollars (\$1,500.00) per face for architect costs. For this building the DDA recognizes One (1) face(s), located at 118 S. Bridge Street.

The conditions of this grant are as follows:

1. Information included in the application is correct. This includes building ownership, occupancy, zoning, and estimated time frame (Attachment 1).
2. The information in the handout entitled "Facade Grant Program Guidelines July 24, 2006" Adopted by the DDA shall set the basic standards of the grant (Attachment 2).
3. The architectural rendering submitted to the DDA Board of Directors is the agreed upon facade improvement for the building. The Grantee shall ensure that the finished facade is substantially the same as the rendering (Attachment 3).
4. If any substantial changes in the facade project are anticipated, written approval must be obtained from the DDA Board of Directors.
5. During the period of construction, Grantee agrees that it shall keep in full force and effect a policy of commercial liability insurance in an amount of not less than one million dollars (\$1,000,000) per occurrence, and that the City of Grand Ledge and the Grand Ledge Downtown Development Authority shall be additional named insured on such policies. Grantee further agrees to indemnify and hold harmless the City of Grand Ledge, the Grand Ledge Downtown Development Authority and their respective agents and employees from any and all claims arising out of or related to construction of the facade, including, but not limited to, claims for payment by subcontractors or suppliers.

If the above conditions are not met, the DDA Board of Directors, at their own discretion and with the advice of their architectural Committee, may reduce or eliminate the above facade grant.

This agreement is valid for a period of twelve (12) months from the date of its execution. After that time, unless amended in writing by the DDA Board, all work for which reimbursement is requested must be completed. Also, all reimbursement requests must be presented not later than sixty (60) days after the end of construction.

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Downtown Development Authority

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Grantee