

Grand Ledge Downtown Development Authority

319 Taylor Street
Grand Ledge, Michigan 48837
Agenda for a regular meeting to be held on
October 10, 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 September 12, 2012 regular meeting – enclosed
- VIII. Treasurers Report

 1. Payment of Bills – enclosed
 2. Financial Statement – enclosed
- IX. Committee Reports
 1. Landscape Committee – to be distributed
- X. Old Business
 1. LED - Update
 2. Signage – Update
 3. Repair of Light Pole Bases – Update
- XI. New Business

 1. Snow Removal Contract – to be distributed
 - *** 2. Landscape Maintenance Contract – to be distributed
- 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, SEPTEMBER 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: Karl Glarner, Mayor Kalmin Smith, Jason Barclay, Terrance Augustine, David Jonas, Chris Fata, Rachel Schroeder, and Ben Cwayna.

Absent: Keith Mulder, Melanie May, Bob Brown, and Christine Carter.

Also Present: Economic Development Director Mark Sullivan, Assistant City Administrator Ameer King.

III. PLEDGE OF ALLEGIANCE -

IV. AUDIENCE PARTICIPATION - Roxanne Mills - owns a business at 214 S. Bridge Street. Ms. Mills commented on the river clean up that happened a couple weeks ago. There were 6 volunteers on the first night and 20 on the second night. We pulled out motors, oxygen tanks, tires, orange barrels, 1953 Plymouth hub cap. Want to do again in the spring and make it bigger. There is one concern we felt we should bring to your attention, people who live along the river are dumping debris over the bank from the ledges along the pathway.

Peg Cook, 101 Perry Street, been in town 2 years. Ms. Cook indicated that she has a friend who is an architect and he came up with an idea for Maypole park along with a drawing. She will leave the drawing with Mr. Augustine.

V. APPROVAL OF REGULAR AGENDA - Mr. Glarner made a motion to approve the agenda as presented. Mr. Augustine supported the motion. Motion carries 9 to 0.

VI. APPROVAL OF MINUTES - Mr. Smith made a motion to approve the minutes of the August 8, 2012 meeting as presented. Mr. Fata supported the motion. Motion carries 9 to 0.

VII. TREASURERS REPORT -

1. Payment of bills - Mr. Sullivan reviewed the bills to be paid. The work at the Opera House came to approximately \$2,000. We authorized \$5,000. Mr. Cwayna made a motion to approve the payment of bills in the amount of \$18,221.94. Mr. Jonas supported the motion. Motion carries 8 to 0. Mr. MacDowell abstained from the vote.

2. Financial Statement - Mr. Sullivan reviewed the financial statements. Mr. Augustine indicated that it he thought it would be a good idea to establish a Finance Committee to review the budgeting process, bills to be paid, etc.

Mr. Cwayna made a motion to establish a Finance Committee. Mr. Jonas supported motion. Motion carries 9 to 0. Chairman MacDowell appointed Terrance Augustine, Christine Carter, and Keith Mulder to the Finance Committee, if they are willing to participate.

VIII. Committee Reports -

1. Landscape Committee -Mr. Sullivan handed out minutes of the meeting and reported on the meeting. The Committee felt that MGM Services (Tod Edmonds) is doing a high quality of work, is a local contractor, and has a good knowledge base of the area and work to be done. The Committee does not want to put the job out to bid and asked Mr. Edmonds to provide a proposal for work to cover the next year. Mr.

Augustine indicated that he is disappointed in the landscaping of the new parking lot. Mr. Sullivan indicated that MGM Services started working on the parking lot mid-summer and inherited quite a number of issues along with it. Mayor Smith made a motion to authorize the Landscape Committee to negotiate a contract with MGM Services. Mr. Jonas supported the motion. Motion carries 9 to 0.

Mr. Sullivan indicated that we were waiting for a proposal from the Public Service Department on snow plowing this year. Public Service Director LaHaie informed us today that he is not going to be able to do the snow plowing this year. We will put it out for bid, paying special attention to the language to ensure if there is a large snow they have the equipment to take care of it.

IX. Old Business -

1. Library Parking Lot Drainage - Mr. Sullivan indicated that there was nothing to discuss on this item.

2. LED Upgrade - Mr. Sullivan indicated that the financial documents were sent to the City Treasurer from Seimens. City Treasurer Remenar indicated that he felt that the 4.35% interest rate was to high, and it seemed more prudent to buy the lights outright and not incur any interest expense. We have requested a proposal from a local bank, but it has not come in yet. Mr. Augustine indicated he did not see the benefit of financing the project. Mr. MacDowell asked what was the comfort level with Sylvania? Mr. Sullivan indicated that he had not done any research, it was his understanding that the board was going to. Mr. Glarner added that he knows someone that works for and LED company and they sell their new lamps for the same price as we are getting the retrofit lamps. Retrofit lamps are more expensive. Mr. Augustine made a motion to purchase the LED lights with Kendall (Sylvania). Mr. Glarner supported the motion. A roll call vote was taken. Motion carries 8 -1.

Mr. Cwayna - no
Mr. Augustine - yes
Mayor Smith - yes

Ms. Schroeder - yes
Mr. Fata - yes
Mr. Barclay - yes

Mr. Glarner - yes
Mr. Jonas - yes
Mr. MacDowell - yes

3. Signage Update - Mr. Sullivan showed the board the sample sign that Signs by Lenny created. It will be capital letters and a height of 6 inches for a 30 mph area. We have options with colors etc. Mayor Smith added that the City will be replacing approximately 50 street name signs per year. There are two colors that could be used. The City chose blue background with white letters and we will add a yellow GL on the end. Mr. Cwayna suggested keep it simple at the top. Mr. Glarner added that he liked the horizontal layout. Mr. Sullivan that we will get one mocked up in full size and get with MDOT to make sure it passes. The Maintenance Committee is working on this.

4. Review of Grand Ledge signage Ordinance - Mr. Sullivan indicated that the Planning Commission requested that the Board review the sign ordinance. Mr. MacDowell indicated that many of the changes made to this ordinance make it less restrictive. The board reviewed the ordinance. Mr. Cwayna asked several questions regarding the process for getting a sign. Mr. Jonas mentioned that there was no definition for a roof mounted sign. Mr. Augustine made a motion to communicate to the Planning Commission that there are no objections to the sign ordinance. Mr. Glarner supported the motion. The motion carries 8 - 1.

5. Boat Ramp at Jaycee Park - Mr. Sullivan indicated that he had a discussion with the City Administrator on this subject today. When we approved the budget I mentioned that we put \$50,000 in our grant fund to use toward the boat ramp, so the funds are already committed. The project is estimated to cost \$48,800. Mr. Sullivan suggested that the board formally approve the matching funds. Mr. Augustine made a motion to allocate matching funds of up to \$25,000 toward the boat ramp. Mr. Barclay supported the motion. A roll call vote was taken. Motion passed 9 - 0.

Ms. Schroeder - yes
Mr. Fata - yes
Mr. Cwayna - yes

Mr. Glarner - yes
Mr. Jonas - yes
Mr. Barclay - yes

Mr. Augustine - yes
Mayor Smith - yes
Mr. MacDowell - yes

X. New Business

1. Master Plan for Jaycee Park - Mr. Jonas reported that at the last Joint Planning Committee, the group prioritized 9 items. There were three items that involved Jaycee Park. It was determined to combine those and complete one master plan for Jaycee Park. Mr. MacDowell indicated that the Committee was interested in having someone send out request for proposals using the elements we talked about. Possibly \$2,500 range. Is this something that this board might be interested in funding part or all of the master planning process? Mr. Jonas made a motion to allocate \$2,500 toward a master plan for Jaycee Park. Mr. Cwayna supported the motion. A roll call vote was taken. Motion carries 9 to 0.

Mr. Glarner - yes
Mr. Jonas - yes
Mr. Barclay - yes

Mr. Augustine - yes
Mayor Smith - yes
Ms. Schroeder - yes

Mr. Fata - yes
Mr. Cwayna - yes
Mr. MacDowell - yes

XI. Directors Comments - Mr. Sullivan indicated that the handicap corners are being worked on by MDOT with the Jefferson Street Project. Trucks tend to run over them while turning on Jefferson/Bridge. We had intended on reusing and replacing the brick, however, the brick isn't being made any more. There were 2 suggested fixes for the problem. Concrete would be stronger and would be used on the corner and cut back on the brick. You could use either colored stamped concrete with an additional cost of approximately \$2,000, or stay with the standard gray. The board was in consensus to stay with the standard gray.

Mr. Sullivan further reported that one of our light poles fell over. While investigating, we discovered that inside each pole there are bolts with washers on them. The washers have eroded. These will all need to be repaired. Craig Electric has been working on them and will start with the double light poles first, due to their weight. We will bring more information to the board as we receive it.

Members Comments - Mr. Jonas indicated there was another item that came out of the Joint Planning Committee meeting. Mr. Kane was quite adamant about the dam being a number one priority. The river makes Grand Ledge what it is. Its been deteriorating for a number of years. The representatives from the Park and Recreation Commission are going to research bonds, funding, or some type of way to re-do the dam or fix the dam.

Mr. Augustine added that there are differing opinions on the use of dams. Mr. Augustine also added that he is glad we are moving forward with the Jaycee Park planning.

Mayor Smith also added that when the City looked at the dam previously it was felt that we would want a walk way across it when/if it is repaired. Mayor Smith also reported that the piles of dirt located on Taylor Street by City hall were taken out of the ground in front of the post office and are contaminated with gasoline. The contractors are having tests run and will dispose of the dirt accordingly.

XII. ADJOURN - Mr. Augustine made a motion to adjourn the meeting at 7:43 p.m. Mr. Fata supported the motion. Motion carries 9 to 0.

Minutes recorded and transcribed by Amee King

Robert Brown, Secretary

Date Minutes Approved

10/3/2012

Downtown Development Authority
 Revenues/Expenditure Report
 10/3/2012

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	Budget FY2012	Budget Oct. 3
FUND 248	DDA TIFA SPECIAL REVENUE		
401.000	CURRENT PROPERTY TAXES	926,068	658,484
403.001	PRIOR YR PROP TAX ADJUSTMENT	0	(4,420)
665.001	INTEREST ON INVESTMENTS	250	56
665-003	RENT - PROPERTIES	0	750
675-000	DONATIONS	0	710
	Total DDA Revenue	926,318	655,580
Dept. 170-173	ECONOMIC DEVELOPMENT		
703.000	SALARIES	28,695	6,262
719.000	FRINGE BENEFITS	7,010	1,570
741.000	OPERATING SUPPLIES	500	7
797.000	ADMINISTRATIVE	500	29
802.000	LEGAL FEES	300	0
817.000	PROFESSIONAL SERVICES	300	5,155
830.001	PROPERTY OPERATING EXPENSE	130,000	11,030
840.000	INSURANCE	4,125	0
962.000	FACADE PROGRAM	0	0
962.001	RENTAL REHAB	10,500	10,500
974-006	CONSTRUCTION	0	0
896.000	CONTRIBUTIONS TO GENERAL FUND	112,153	112,153
		294,083	146,706
Dept. 905-906	TRANSFERS		
999.206	TRANSFER TO GLAESA	66,416	0
999.394	TRANSFER TO DDA DEBT SVC FUND	605,650	0
999.397	TRANSFER TO ISLAND DEBT FUND	12,000	605,650
999.494	TRANSFER TO DDA CAPITAL PROJECTS	50,000	12,000
	Total Transfers	734,066	617,650
	Total expenditures	1,028,149	764,356
	Total net effect for Fund 248	-101,831	-108,777

Downtown Development Authority
 Revenues/Expenditure Report
 10/3/2012

FUND 394-905-906 DEBT SERVICE - STREET SCAPE

655.001	INTEREST	0	11
699.248	TRANSFER FROM DDA TIF	605,650	605650
699-396	TFR FROM DDA PARKING DEBT FUND	4,721	4,721
Total Revenue		610,371	610,381

991.000	DEBT - PRINCIPAL	497,345	0
995.000	DEBT - INTEREST	108,305	0
998.000	DEBT - PAYING AGENT FEES	550	0
Total expenditures		606,200	0

FUND 396-905-906	PARKING LOT DEPT FUND		
999.394	TRANSFER TO DDA DEBT SVC FUND	4,721	4,721

Net effect for fund 394 4,171 605,661

FUND 494	DDA CAPITAL PROJECTS FUND		
DEPT 900-901	REVENUE		
665-001	INTEREST	0	185
DEPT. 900-902			
665-001	INTEREST		
	TRANSFER FROM DDA TIF	0	0
Total expenditures		0	185
EXPENDITURES			
DEPT 900-901	EXPENSES		
974.006	CONSTRUCTION	0	0
974.999	CONSTRUCTION ENGINEERING	0	0
Total expenditures		0	0
Net effect for fund		0	185

10/3/2012

Downtown Development Authority
 Balance Sheet
 As of 10/3/2012

Balance Sheet as of October 3, 2012	Fund 248	Fund 394	Fund 396	Fund 494	Total
Assets					
Cash	44,150	636,245	0	526,214	1,206,609
Total Assets	44,150	636,245	0	526,214	1,206,609
Reserves & Fund Balance					
Fund Balance	152,926	25,864	4,721	526,029	709,540
Change in Fund Balance	-108,777	610,381	-4,721	185	497,069
Total Fund Balance	44,150	636,245	0	526,214	1,206,609
Total Liabilites & Balances	44,150	636,245	0	526,214	1,206,609
Total Cash less Funds 394	570,363				