

# **Grand Ledge Downtown Development Authority**

319 Taylor Street  
Grand Ledge, Michigan 48837  
Agenda for a regular meeting to be held on  
December 12, 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
  1. Presentation by Chuck Pantara
- V. Approval of Regular Agenda (Changes in Agenda)
- VI. \*\*\* Approval of the minutes of October 10, 2012 regular meeting – enclosed
- VIII. Treasurers Report
  - \*\*\* 1. Payment of Bills – enclosed
  2. Financial Statement– enclosed
  3. Audit – to be distributed
  4. State Audit – previously sent
- IX. Committee Reports
  1. Landscape Committee – enclosed
  2. Finance Committee -- enclosed
- X. Old Business
  1. LED - enclosed
- XI. New Business
  1. Landscape Contract Bids – summary enclosed
  2. Signage Update
- XII. Directors Comments
  1. Christmas lights
- XIII. Adjourn

Attachments:



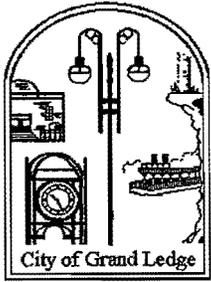
Downtown Development Authority  
Revenue/Expenditure Report

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	Budget FY2012	current Dec 5
<b>FUND 248</b>	<b>DDA TIFA SPECIAL REVENUE</b>		
401.000	CURRENT PROPERTY TAXES	926,068	764,659
403.001	PRIOR YR PROP TAX ADJUSTMENT	0	(4,420)
665.001	INTEREST ON INVESTMENTS	250	80
665-003	RENT - PROPERTIES	0	1,050
675-000	DONATIONS	0	1,210
	Total DDA Revenue	<b>926,318</b>	<b>762,579</b>
<b>Dept. 170-173</b>	<b>ECONOMIC DEVELOPMENT</b>		
703.000	SALARIES	28,695	11,729
719.000	FRINGE BENEFITS	7,010	1,991
741.000	OPERATING SUPPLIES	500	9
797.000	ADMINISTRATIVE	500	369
802.000	LEGAL FEES	300	0
817.000	PROFESSIONAL SERVICES	300	5,655
830.001	PROPERTY OPERATING EXPENSE	130,000	102,087
840.000	INSURANCE	4,125	2,013
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
		<b>294,083</b>	<b>246,506</b>
<b>Dept. 905-906</b>	<b>TRANSFERS</b>		
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	<b>734,066</b>	<b>617,650</b>
	<b>Total expenditures</b>	<b>1,028,149</b>	<b>864,156</b>
	<b>Total net effect for Fund 248</b>	<b>-101,831</b>	<b>-101,577</b>
<b>FUND 394-905-906</b>	<b>DEBT SERVICE - STREET SCAPE</b>		
655.001	INTEREST	0	191
699.248	TRANSFER FROM DDA TIF	605,650	605,650
699-396	TFR FROM DDA PARKING DEBT FUND	4,721	4,721
	Total Revenue	<b>610,371</b>	<b>610,562</b>
991.000	DEBT - PRINCIPAL	497,345	19,692
995.000	DEBT - INTEREST	108,305	55,796
998.000	DEBT - PAYING AGENT FEES	550	0
	Total expenditures	<b>606,200</b>	<b>75,488</b>
<b>FUND 396-905-906</b>	<b>PARKING LOT DEPT FUND</b>		
999.394	TRANSFER TO DDA DEBT SVC FUND	4,721	4,721
	Net Effect for DDA parking lot fund-change in fund		<b>(4,721)</b>
	<b>Net effect for fund 394</b>	<b>4,171</b>	<b>530,353</b>
<b>FUND 494</b>	<b>DDA CAPITAL PROJECTS FUND</b>		
<b>DEPT 900-901</b>	<b>REVENUE</b>		
665-001	INTEREST		338
	Total expenditures		0
<b>DEPT 900-901</b>	<b>EXPENSES</b>		
974.006	CONSTRUCTION		
974.999	CONSTRUCTION ENGINEERING		
	Total expenditures	0	0
	<b>Net effect for fund</b>		<b>338</b>

12/5/2012

Downtown Development Authority  
Balance Sheet as of  
December 5, 2012

Balance Sheet as of December 5, 2012	<b>Fund 248</b>	<b>Fund 394</b>	<b>Fund 396</b>	<b>Fund 494</b>	<b>Total</b>
<b>Assets</b>					
Cash	51,349	560,938	0	526,367	1,138,654
Total Assets	51,349	560,938	0	526,367	1,138,654
<b>Reserves &amp; Fund Balance</b>					
Fund Balance	152,926	25,864	4,721	526,029	709,540
Change in Fund Balance	-101,577	535,074	-4,721	338	429,114
Total Fund Balance	51,349	560,938	0	526,367	1,138,654
Total Liabilities & Balances	51,349	560,938	0	526,367	1,138,654
<b>Total Cash less Funds 394</b>	<b>577,716</b>				



# 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  
Jon Bayless, City Administration

From: Mark Sullivan, Economic Development Coordinator

Date: November 28, 2012

Subject: Landscape Committee Meeting

A meeting was held at the City Hall Annex, 319 Taylor Street, on November 28, 2012 at 1:30 pm. In attendance were: Jason Barclay and Terrance Augustine. Absent: Rachel Paxton- Schroeder. Also in attendance was Mark Sullivan.

### Issue at Hand

In October the Board of Directors decided to put the landscape maintenance out for bid. The bids were submitted and the results are as follows:

MGM Services, LLC	12,444
HTA Companies, Inc.	23,920
A. McLean & Son Trucking, Inc.	24,000
Lawnsapes LawnCare, Inc.	26,590
McClug Outdoor Maintenance	31,000
Trees, Inc.	41,115

### Discussion

The Committee reviewed the bids and noted that MGM Services, LLC. was the lowest bid. Mr. Augustine questioned about the requirement for a license for spraying herbicides. Mr. Sullivan indicated that the bid documents specified that one must be obtained prior to the spraying in the spring. Were this not to happen they would lose the contract. Mr. Augustine indicated that they could hire someone to spray if MGM did not have a license. The question about a multi year contract arose, and Mr. Barclay indicated that due to the low cost we would be wise to offer a three-year contract. Mr. Augustine indicated that we could still get out of the contract for poor performance. Mr. Sullivan agreed, the same statement in his current contract would be in place.

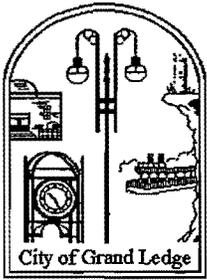
### Conclusions

The Committee agreed to recommend to the Board of Directors that MGM Services, LLC be awarded a three-year contract for landscape maintenance starting the first of December 2012 and ending November 30, 2013.

11/14/2012

City of Grand ledge  
Downtown  
Development Authority  
Summary of Bids for Landscape Maintenance

	<b>Total cost</b>	<b>Planters</b>	<b>per yard Mulch</b>	<b>Parking Lots</b>	<b>Trees</b>	<b>Planting Areas</b>	<b>Spray Weeds</b>
MGM Services, LLC	12,444	3,994	60	8,000	450		
HTA Companies, Inc.	23,920	4,500	49	15,120	2,700		1,600
A. McLean & Son Trucking, Inc.	24,000		24				
Lawnscapes LawnCare, Inc.	26,590	5,000	60	12,190	900	5,000	3,500
McClug Outdoor Maintenance	31,000		65				
Trees, Inc.	41,115	\$97/pot	75	30,265	\$33/tree	2,850	\$125/time
average bid	26,512						
highest to lowest spread	28,671						
<b>MGM Services, LLC</b>	<b>Total cost</b>	<b>maintenance</b>	<b>mulch</b>				
2012 expense	14,969	13,829	1,140				
proposed 2013 contract	13,400		\$60/yard				



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## Memorandum

To: DDA Board of directors  
Jon Bayless, City Administrator

From: Mark Sullivan, Economic Development Coordinator

Date: November 29, 2012

Subject: Meeting of the Finance Committee

A meeting was held at the City Hall Annex, 319 Taylor Street, on November 28, 2012 at 5:00 pm. In attendance were: Terrance Augustine, Christine Carter and Keith Mulder. Absent: none. Also in attendance was Mark Sullivan.

## Issue at Hand

This was the first meeting of the newly formed Finance Committee of the DDA. The goal of the meeting was to obtain a background on the financial issues affecting the DDA and to develop policies on how the Committee could overview the DDA's finances.

## Discussion

Mr. Sullivan presented some background information on the formation of the DDA, including its legal basis, relationship to the City Council and source of funds. Also discussed was the debt structure and the financial statements. Questions were asked regarding the makeup of the financial statements and the City Treasurer input into them.

One of the concerns discussed was the monthly billing, and when the Board received information on them. The Committee did not like bills showing up after they had received the packet for the meeting. Late invoices that were quite small were not a problem nor were items such as utility bills, which were paid automatically by the Treasurer. The Committee also would like a more detailed description of the more significant invoices.

The Committee also expected to review and requests for funding from the DDA. There was a long discussion regarding the fund balance as well as what we saw in the future.

Mr. Augustine suggested that a three-year budget be prepared for planning purposes. The Committee also wanted to establish a floor or base line for the fund balance. This is significant until such times as our income starts rising each year.

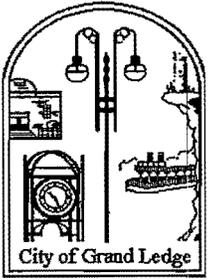
### **Conclusions**

The Committee decided that the following be done:

1. Staff would inform vendors that any invoice received after the Wednesday prior to the meeting would not be acted on at the meeting, unless there were exceptional issues involved.
2. Staff would prepare a three-year budget for planning purposes.
3. The monthly bills spread sheet would have more information on significant invoices.
4. Staff would research what a floor for the fund balance should be.
5. Staff would inform Committee members when requests for funding from the DDA were received and when significant expenditures are needed, so a committee meeting can be scheduled.

Meeting adjourned at 6:30 pm

Respectively submitted by Mark Sullivan



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## Memorandum

To: DDA Board of Directors  
Jon Bayless, City Administrator

From: Mark Sullivan, Economic Development Coordinator

Date: December 5, 2012

Subject: LED Lights – Update

Currently we have installed all but 3 LED lights, and these are on poles, which are not up, and are awaiting parts. In all we have installed 111 LED lights, so every ornamental light pole now has LED lights. At this point our costs for the lights are as follows:

Lights from Kendal Electric	\$64,128
Labor from Craig Electric	<u>\$13,875</u>
Total Cost	\$78,003

We can expect to start noticing the electric bill to decrease in January, or when ever they actually read our meters. Staff has applied for a rebate from Consumers Energy in the amount of \$5,310. Consumers reserved those funds after we submitted the pre-notification, and the final application was submitted at the end of November. We will inform you as to the progress of that grant.

A note on the repairs to the bases of the lamp poles. As you are aware the bolts and washers holding the lamps to their concrete bases were corroded and needed to be replaced. We have discussed the progress of this task with Craig Courter, who informed us that the lamps in the grassy boulevards are not in too bad a shape. However, the lamps on the sidewalk are the real problem. Due to the rust the only way to remove the nuts is by heating them. The wiring in the lamp makes it impractical to use a torch. They have purchased a device that slips over the nut and heats them by induction. Craig electric is working on the poles at this time.

