

Grand Ledge Downtown Development Authority

319 Taylor Street
Grand Ledge, Michigan 48837
Agenda for a regular meeting to be held on
February 13, 2013
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 12, 2012 regular meeting – enclosed
- VIII. Treasurers Report
 - *** 1. Payment of Bills – enclosed
 2. Financial Statement– enclosed
- IX. Committee Reports
 1. Maintenance Committee - enclosed
- X. Old Business
- XI. New Business
 1. Jaycee Park & Riverview Master Plan
- XII. Directors Comments
 1. Memo on Energy Savings from new Lights - enclosed
- XIII. Adjourn

Attachments:

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

MINUTES – REGULAR MEETING
WEDNESDAY, DECEMBER 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: Terrance Augustine, Chris Fata, Keith Mulder, Melanie May, Jason Barclay, Bob Brown, Karl Glarner, and Ben Cwayna.
Absent: Mayor Kalmin Smith, Christine Carter, Rachel Schroeder, and David Jonas.
Also Present: Economic Development Director Mark Sullivan, and Assistant City Administrator Ameer King.
- III. PLEDGE OF ALLEGIANCE**
- IV. AUDIENCE PARTICIPATION** - Mr. Chuck Pantera, owner of Sun Theater addressed the Board. I'm here to try to raise money for our new projector. The cost was \$65,000. There has been a couple schools of thought. One is its good for business in town or two it's a private business and I should take care of myself. I think the \$2 a ticket is appreciated by the entire community. Anything you could give would help. Don't know what to do next, who meets, who should talk about it. Mr. MacDowell asked what other fund raisers are going on? Mr. Pantera responded that there is nothing specific. Might get it back in the paper. Mitchell Album might come to the high school do a presentation. Jeff Daniels wouldn't be able to make it for another year. Don't know what is the sole purpose of the DDA? Is it to help downtown businesses? How much does theater help community. The theater is the only one in town. You've helped with the marquee. The sound system cost me about \$7,000 last year. Mr. Cwayna added that Mr. Pantera does a lot of volunteer things with the kids in the area. Mr. Brown asked why not go to \$3 or \$4 a ticket? Mr. Pantera responded if I raise to \$3 dollars I would only make 50 cents more per ticket and the rest goes to the film industry. It's not worth it to me. There are too many families in the area that could not afford that. They tell me how much they appreciate it. Mr. Augustine asked if we should refer this item to a committee? Mr. Sullivan indicated that the Finance Committee is the appropriate one. This item is referred to the Finance Committee.
- V. APPROVAL OF REGULAR AGENDA** - Mr. Augustine would like to add an item under New Business 3. Citizen Comment. Mr. Mulder moved to approve the agenda as amended. Mr. Cwayna supported the motion. Motion carries 7 to 0.
- Mr. Glarner arrived at 6:04 p.m.
- VI. APPROVAL OF MINUTES** - Mr. Mulder reported that Mr. Bayless has not mailed out the RFP for the Jaycee Park project yet (as he had indicated at last months meeting). Mr. Augustine made a motion to approve the minutes of the October 12, 2012 meeting as presented. Mr. Brown supported the motion. Motion carries 8 to 0.
- VII. TREASURERS REPORT** -
- 1. Payment of bills** - Mr. Sullivan reviewed the bills to be paid. The Consumers Energy bills are paid automatically. Mr. Brown asked if the Consumers bills were before the retrofit of the LED lights? Mr. Sullivan responded that its during the cross over period. Mr. Cwayna updated the Committee on the rental recovery from the previous tenants. There is \$300 left to be paid. They were making regular payments for a while and then they stopped. They had asked if we would waive the last \$100 if they paid \$200 by the end of the week. Checked with staff and told them that was fine. They did not follow through and pay the

last \$200. I then filed a set aside motion with the court. Mr. Mulder made a motion to pay the bills in the amount of \$12,425.13. Mr. Brown supported the motion. Motion carries 8 to 0.

2. Financial Statement - Mr. Sullivan reviewed the financial statements. The lights we purchased went under operating expenses so we will have to increase that line item. Mr. Mulder asked if there is any where we could put the lighting expenses so we know where it is next year during the budget process? Mr. Sullivan indicated that it would make sense to move it to the capital improvement fund, and will take care of that with the City Treasurer.

3. Audit - Mr. Sullivan indicated that the internal audit has been distributed.

4. State Audit - Mr. Sullivan indicated that the State Audit was mailed to everyone last month.

Jason Barclay arrived at 6:15 pm

VIII. Committee Reports -

1. Landscape Committee - Mr. Sullivan indicated that the Landscape Committee met and went over the bids for landscape maintenance. MGM was definitely the lowest bid by almost half. The Committee recommended a 3 year contract through 2015.

2. Finance Committee - Mr. Sullivan indicated the Finance Committee had their first meeting. We reviewed the finances including which bills are paid automatically, which are not. Staff will put together a 3 year budget for the Committee to review. The Committee felt that any vendors that don't get a bill to me by the time that we put out the agenda will wait until the next meeting to be paid. There will be exceptions for minor amounts. Most everything will go through the Committee first. Any funding requests will go to the Committee first. Mr. Mulder added that the Committee will review the 3 year budget for project purposes. Mr. Augustine added that it will allow us to look at where our fund balance should be. Annually we should have an idea of what fund balance we want and what projects we can do.

IX. Old Business -

1. LED Upgrade - Mr. Sullivan indicated that the lights have been installed. The total costs to date are \$78,000. We will be getting a check from Consumers Energy for a rebate in the amount of \$5,310. Craig Electric is continuing repairs on the base of the lamps.

X. New Business

1. Landscape Contract Bids - Mr. Sullivan reviewed the summary of bids. In reviewing the MGM current contracts and his proposal, it is close to where it was last year. The only thing that is not covered in this new contract is the mulch we use each spring. Mr. Edmonds indicated he is getting his certification for spraying. If he doesn't get it by the time he has to spray then he'll have to hire it out to a certified sprayer. Mr. Barclay made a motion to approve the contract with MGM Services for 3 years in the amount of \$12,444 per year. Mr. Mulder supported the motion. Mr. Augustine requested that we ask Mr. Edmonds to minimize his presence for spraying during events. Mr. Sullivan indicated that Mr. Edmonds is very willing to work with us and took our critique. A roll call vote was taken. Motion passes 9 to 0.

Mr. Barclay - yes

Mr. Glarner - yes

Mr. Mulder - yes

Mr. Augustine - yes

Ms. May - yes

Mr. Fata - yes

Mr. Brown - yes

Mr. Cwayna - yes

Mr. MacDowell - yes

2. Signage Update - Mr. Sullivan shared the mock up sign with the Board. The consensus was it was rather large. Think we should ask for a waiver to use 4 inch lettering. The sign will be reflective material. Mr. Augustine asked if the Joint Planning Committee should look at this too? Mr. Sullivan responded that the first issue is working with MDOT. After they approve it, then we should run the design by other groups. The goal was to put up more signs in different places, but keep uniformity throughout the City. The MDOT regulations only apply to the State trunkline. Mr. MacDowell asked if he could share the sign with the Joint Planning Committee. Mr. Brown added that he liked the bigger signs. Mr. Mulder added that the new

street signs that are being installed are the size they are due to Federal regulations. Mr. Sullivan will pursue the size variance.

3. Citizen concern presented by Terrance Augustine- Ms. Sue Flynn works in Roger Millbrooks office. (Information will be provided from Terrance.) Mr. Sullivan added that if there is a problem with lighting we need to know about it so we can report it. Mr. Mulder indicated that Mr. Chittenden had brought issues up with the lighting in the past also. Staff will take care of contacting Consumers Energy.

XI. Directors Comments - Christmas Lights - Mr. Sullivan indicated that in dealing with Christine Blackridge, her lack of enthusiasm to fix our problem was not impressive. The lights on the bridge were put up incorrectly, so we contacted her and she said that's the way we always do it. At first it didn't sound like she was going to correct the problem at all. She did come to town and spoke with Amee, who also found a lack of enthusiasm. The original complaint was the lights on the bridge. However, there were others that were put up improperly also and she did not correct them. Staff would not recommend having another contract with them. We inherited the lights from the Chamber. Mr. MacDowell suggested that while we are out traveling for the holidays, we take note of any lights that you like in other communities so that we can track down the contractor to get information from. The committee will start looking into this early next year.

Members Comments - Mr. Mulder indicated that the City's Holiday Open House is going on right now at Greenwood.

XII. ADJOURN - Mr. Mulder made a motion to adjourn the meeting at 7:05 p.m. Mr. Cwayna supported the motion. Motion carries 9to 0.

Minutes recorded and transcribed by Amee King

Robert Brown, Secretary

Date Minutes Approved

2/6/2013

DDA Monthly Bills
For Payment in February

Date	Company	Item	Amt Due	Total	Account
					248-170-173
1/23/13	Consumers Energy	301 N. Bridge St.- lights on N. Bridge Street	711.98		830-001
1/23/13	Consumers Energy	113 W. Jefferson St. - Lights on S. Bridge Street	657.59		830-001
1/23/13	Consumers Energy	217 N. Bridge - new parking lot	88.70		830-001
1/10/13	Consumers Energy	River Street Parking Lot	127.73		830-001
1/23/13	Consumers Energy	118 E. Jefferson St.	31.12		830-001
1/30/13	Consumers Energy	River Street Parking Lot	128.66		830-001
				1,617.12	
1/23/13	Frontier	Telephone	28.70	28.70	801-004
1/15/13	City of Grand Ledge	December billing for trash pick-up, winter maintenance and benches	986.73	986.73	831-001
1/15/13	HTA Companies	# 30855 salted 13times and plowed once.	5,195.00	5,195.00	830-001
2/1/13	Craig Electric & Tel Com	# 3002 Installing last 3 LED lights	375.00		830-001
		# 3003 repair broked light S.E. corner River and Bradge parts 6516	7,516.00		830-001
				7,891.00	
	Granger Container Serv.	# 391870 one half of the cost for the dumpster at the ball field	35.43	35.43	830-001
1/16/13	MGM Services LLC	# 296 December maintenance	1,037.00		830-001
2/1/13	MGM Services LLC	# 1037	1,037.00		830-001
				2,074.00	
		regular billings for the month		17,827.98	

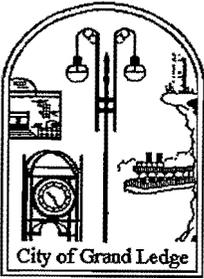
Downtown Development Authority
Balance Sheet as of 2/6/2013

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	Budget FY2013	current Feb 6
FUND 248 DDA TIFA SPECIAL REVENUE			
401.000	CURRENT PROPERTY TAXES	926,068	877,278
403.001	PRIOR YR PROP TAX ADJUSTMENT	0	(4,420)
665.001	INTEREST ON INVESTMENTS	250	88
665-003	RENT - PROPERTIES	0	1,580
675-000	DONATIONS	0	1,210
Total DDA Revenue		926,318	875,736
Dept. 170-173 ECONOMIC DEVELOPMENT			
703.000	SALARIES	28,695	16,151
719.000	FRINGE BENEFITS	7,010	3,586
741.000	OPERATING SUPPLIES	500	34
797.000	ADMINISTRATIVE	500	511
802.000	LEGAL FEES	300	0
817.000	PROFESSIONAL SERVICES	300	5,655
830.001	PROPERTY OPERATING EXPENSE	130,000	49,372
840.000	INSURANCE	4,125	3,729
962.000	FACADE PROGRAM	0	0
962.001	RENTAL REHAB	10,500	10,500
974.009	LED STREET LIGHTS	0	64,219
974-006	CONSTRUCTION	0	0
896.000	CONTRIBUTIONS TO GENERAL FUND	112,153	112,153
		294,083	265,909
Dept. 905-906 TRANSFERS			
999.206	TRANSFER TO GLAESA	66,416	66,416
999.274	TRANSFER TO GRANTS FUND	50,000	25,000
999.394	TRANSFER TO DDA DEBT SVC FUND	605,650	605,650
999.397	TRANSFER TO ISLAND DEBT FUND	12,000	12,000
Total Transfers		734,066	709,066
Total expenditures		1,028,149	974,975
Total net effect for Fund 248		-101,831	-99,239
FUND 394-905-906 DEBT SERVICE - STREET SCAPE			
655.001	INTEREST	0	281
699.248	TRANSFER FROM DDA TIF	605,650	605,650
699-396	TFR FROM DDA PARKING DEBT FUND	4,721	4,721
Total Revenue		610,371	610,652
991.000	DEBT - PRINCIPAL	497,345	19,692
995.000	DEBT - INTEREST	108,305	55,796
998.000	DEBT - PAYING AGENT FEES	550	150
Total expenditures		606,200	75,638
FUND 396-905-906 PARKING LOT DEPT FUND			
999.394	TRANSFER TO DDA DEBT SVC FUND	4,721	4,721
Net Effect for DDA parking lot fund-change in fund			(4,721)
Net effect for fund 394		4,171	530,293
FUND 494 DDA CAPITAL PROJECTS FUND			
DEPT 900-901 REVENUE			
665-001	INTEREST		423
Total expenditures			0
DEPT 900-901 EXPENSES			
974.006	CONSTRUCTION		
974.999	CONSTRUCTION ENGINEERING		
Total expenditures		0	0
Net effect for fund			423

2/6/2013

Downtown Development Authority
Balance Sheet as of 2/6/2013

Balance Sheet as of February 6/2013	Fund 248	Fund 394	Fund 396	Fund 494	Total
Assets					
Cash	53,687	560,788	0	526,451	1,140,926
Total Assets	53,687	560,788	0	526,451	1,140,926
Reserves & Fund Balance					
Fund Balance	152,926	25,864	4,721	526,029	709,540
Change in Fund Balance	-99,239	535,014	-4,721	423	431,477
Total Fund Balance	53,687	560,878	0	526,451	1,141,017
Total Liabilites & Balances	53,687	560,788	0	526,451	1,141,017
Total Cash less Funds 394	580,138				



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 Administrator

From: Mark Sullivan, Economic Development Coordinator

Date: February 7, 2013

Subject: Minutes of Maintenance Committee – Signs

Members in attendance: Bob Brown, Chris Fata & Dave Jonas. Members absent: None
Others present: Jim Foster & Mark Sullivan

Review of Signage Plan

At the last DDA Board meeting Mr. Sullivan stated that the State (MDOT) wanted a plan showing the existing signage and the proposed changes. Mr. Foster had been given approval to start this plan by the Executive Director, and now the plan is ready for review.

Mr. Sullivan started by explaining the current situation, and his understanding of MDOT's rules. Mr. Foster agreed with that statement. Mr. Brown wanted to know how the City Council's motion to have a single Grand Ledge logo. Mr. Foster explained the new City Council's rules as it related to our situation. Mr. Foster also explained the requirements of MDOT as to placement of signs. It was suggested that the parking lots need signs showing that they are for public parking. A question came up regarding sharing poles with MDOT signs. Mr. Foster was not sure that this would be approved, but he could check into it.

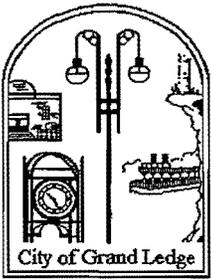
Another concern discussed was the number of places that need to be pointed out by the signs, such as the Opera House or Fitzgerald Park. Since the amount of signage we will be allowed, we need a method of prioritizing the signs. First the Committee wanted to identify all of the places that need a directional signs. Mr. Sullivan stated that without a City logo we cannot go much further. If we are comfortable in the color selection and that the new logo will fit into a circle we could probably obtain provisional approval from MDOT, but we do not want to make major changes after their approval.

Recommendations

The Committee agreed to recommendation the following:

1. That we identify all of the places that need to be shown on the signs. We should contact other groups (Planning Commission, Police Department, Parks & Recreation, etc.)
2. We indicate to the Mayor and City Council the need to choose a new logo as soon as possible.
3. We work on the prioritizing signs as to location, need for direction and effect on the DDA district.

The meeting was adjourned at 3:00 pm.



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sulliv28@yahoo.com

Memorandum

To: DDA Board of Directors
Jon Bayless, City Administrator

From: Mark Sullivan, Economic Development Coordinator

Date: January 31, 2013

Subject: Preliminary Energy Savings Numbers

We have recently received out electric invoices from Consumers Power and we can start to see what our relamping with LED lights is saving us. Our bill contains a bar chart going from January 2012 to January 2013 (January includes part of December's usage). This shows us the kilowatt used by month. We should note that the new parking lot was built using LED lights, so this becomes a control group, in that usage should not significantly change.

Kilowatt Hours used	2012	2013
301 N. Bridge St.- lights on N. Bridge Street	9,943	5,787
113 W. Jefferson St. - Lights on S. Bridge Street	9,901	5,325
217 N. Bridge - new parking lot	568	546
118 E. Jefferson St.	160	73
total	22,584	11,731

Cost of Electricity	2012	2013
301 N. Bridge St.- lights on N. Bridge Street	1,268.35	711.98
113 W. Jefferson St. - Lights on S. Bridge Street	1,225.18	657.59
217 N. Bridge - new parking lot	91.05	88.70
118 E. Jefferson St.	37.37	31.12
total	4,633.95	1,489.39

As you can see, the savings are significant. The new parking lot (217 N Bridge Street) has had a very minor change, about 3%. Therefore, the savings must be due to the new lights we installed. Savings so far are in excess of \$3,144.56.

DDA\elect_lights\LED lights\savings 1-31-13.DOC