

Grand Ledge Downtown Development Authority

319 Taylor Street
Grand Ledge, Michigan 48837
Agenda for a regular meeting to be held on
March 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 February 13, 2013 regular meeting – enclosed
- VIII. Treasurers Report
 - *** 1. Payment of Bills – enclosed
 2. Financial Statement– enclosed
 - *** 3. Annual Budget - enclosed
- IX. Committee Reports
 1. Finance Committee - enclosed
- X. Old Business
 1. Signage – memo enclosed
- 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, FEBRUARY 13, 2013
6:00 P.M.
COUNCIL CHAMBERS, CITY HALL
200 E. JEFFERSON ST.

I & II. ROLL CALL - Bruce MacDowell called the meeting to order at 6:01 p.m.

Present: Terrance Augustine, Mayor Kalmin Smith, Chris Fata, Keith Mulder, David Jonas, Christine Carter, Bob Brown, Rachel Schroeder, and Ben Cwayna.

Absent: Melanie May, Karl Glarner, and Jason Barclay.

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

III. PLEDGE OF ALLEGIANCE -

IV. AUDIENCE PARTICIPATION -

V. APPROVAL OF REGULAR AGENDA - Mr. Sullivan asked that an item be added to Committee Reports for the Finance Committee. Mayor Smith asked that an item be added under New Business for a brief report. Mr. Mulder moved to approve the agenda as amended. Mr. Brown supported the motion. Motion carries 8 to 0.

VI. APPROVAL OF MINUTES - Mr. Mulder made a motion to approve the minutes of the December 12, 2012 meeting as presented. Ms. Carter supported the motion. Motion carries 8 to 0.

Rachel Schroeder arrived at 6:05 p.m. Terrance Augustine arrived at 6:06 p.m.

VII. TREASURERS REPORT -

1. Payment of bills - Mr. Sullivan reviewed the bills to be paid. Questions were raised about the repair of a lamp. Mr. Sullivan will bring back additional information to the next meeting. Mr. Mulder made a motion to approve \$17,827.98 in bills. Mr. Cwayna supported the motion. Motion carries 10 to 0.

2. Financial Statement - Mr. Sullivan reviewed the financial statements. A question was raised as to how long was the commitment on the fire truck was and how far are we into that commitment? Mr. Sullivan responded that it's a few more years.

VIII. Committee Reports -

1. Maintenance Committee - Mr. Sullivan indicated the Maintenance Committee met to discuss signage. The Committee agreed to recommend 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.

At this time we should probably take input from the other Committee's, etc. to create a wish list. There will be space limitations per sign. Mayor Smith indicated that he was involved in a meeting today about branding. The City will most likely do a request for proposals to help create the logo/brand. The City has some limitations such as what can be put on some signs, such as street signs. That is regulated by the Federal government. Mr. Mulder indicated that his company has been looking at their branding at this time and it hasn't changed much over 40 years. Mr. Mulder suggested that a group of DDA members might like

to form a sub committee on this and he would like to see a simple logo. Mayor Smith suggested we might want to have a contest to come up with a mural for the new City Hall. Mr. Sullivan indicated that we will proceed with deciding where the signs should go and will continue this discussion.

2. Finance Committee - Mr. Sullivan indicated that the Finance Committee met in January to discuss a funding request from Sun Theater. The Committee concluded: The Committee decided that they would not recommend that the DDA provide a grant to fund a portion of the projector. They would consider a program in which some value was returned to the DDA for any monies invested in the Theater. Mr. Pantera should come up with one or more possible suggestions as to how this might work. He can approach the Finance Committee members individually or DDA staff to discuss his ideas. If a reasonable program could be established, Mr. Pantera could bring it to the Finance Committee for their review.

There was a discussion about other businesses coming forward asking for funds. For example, if a restaurant burns down, asking the DDA to replace their kitchen. The other side is most businesses would increase their fees to cover the additional costs, where Mr. Pantera is not doing that. Mr. Augustine made a motion to accept the Finance Committees recommendation. Mr. Cwayna supported the motion. Motion carries 8 to 1. Ms. Carter abstained.

IX. Old Business - Mr. Cwayna indicated that we have collected all of the rental money from the Madison Street house.

X. New Business

1. Jaycee Park & Riverview Master Plan - Mr. Sullivan indicated that Mr. Bayless wanted me to pass on to the group that the City Council has approved a contract with a Beckett & Raeder to complete the Jaycee Park & Riverview master plan. This company will also prepare a grant application for anything that might be available. Mr. MacDowell indicated that the original amount for this project was \$5,000, and that was increased to \$7,600. \$2,500 from DDA, \$2,500 from Park & Rec., and \$100 from Planning. Mr. Mulder indicated that he thought the last \$2,500 will come from general fund.

2. Mayors Report - Mayor Smith indicated the City is in the process of working with the storm water management program. We have taken steps to educate residents about the dangers of pollutants going into the water system, etc. Another part of the process is adopting an ordinance, which will be put in front of the City Council soon. The ordinance would regulate retention ponds, etc. Mr. Mulder added that the City does not have much say about what is in the ordinance.

Mayor Smith indicated that he forwarded information on dam removal to everyone on the board. Mr. Dave Borgeson, who is retired from the State department that worked on these issues, provided the information.

XI. Directors Comments - Mr. Sullivan indicated we are doing very well with the savings on the LED lights. We're saving approximately \$1,000 a month.

Members Comments - Mr. Mulder asked about the Enerco lot. (The wall was hit and destroyed by a delivery truck). Mrs. King indicated that she is in the process of getting bids. The company who's driver hit the wall will be paying for the replacement of it.

Mr. Macdowell indicated that some of the brick pavers are going to need to be replaced.

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

Minutes recorded and transcribed by Amee King

Robert Brown, Secretary

Date Minutes Approved

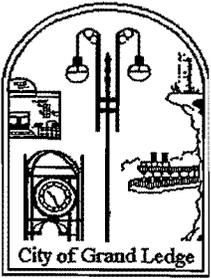
Downtown Development Authority
 Revenue/Expenditure Report
 for February

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	Budget FY2013	current March 13
FUND 248 DDA TIFA SPECIAL REVENUE			
401.000	CURRENT PROPERTY TAXES	926,068	904,423
403.001	PRIOR YR PROP TAX ADJUSTMENT	0	(4,420)
628.000	MISC REVENUES		990
665.001	INTEREST ON INVESTMENTS	250	88
665-003	RENT - PROPERTIES	0	1,650
675-000	DONATIONS	0	1,260
Total DDA Revenue		926,318	903,990
Dept. 170-173 ECONOMIC DEVELOPMENT			
703.000	SALARIES	28,695	18,337
719.000	FRINGE BENEFITS	7,010	3,751
741.000	OPERATING SUPPLIES	500	36
797.000	ADMINISTRATIVE	500	641
802.000	LEGAL FEES	300	0
817.000	PROFESSIONAL SERVICES	300	5,655
830.001	PROPERTY OPERATING EXPENSE	130,000	68,295
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	287,317
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	996,383
Total net effect for Fund 248		-101,831	-92,393
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

3/6/2013

Downtown Development Authority
 Balance Sheet as or March 6, 2013

Balance Sheet as of March (3/6/2013)	Fund 248	Fund 394	Fund 396	Fund 494	Total
Assets					
Cash	60,534	560,878	0	526,451	1,147,863
Total Assets	60,534	560,878	0	526,451	1,147,863
Reserves & Fund Balance					
Fund Balance	152,926	25,864	4,721	526,029	709,540
Change in Fund Balance	-92,393	535,014	-4,721	423	438,323
Total Fund Balance	60,534	560,878	0	526,451	1,147,863
Total Liabilites & Balances	60,534	560,878	0	526,451	1,147,863
Total Cash less Funds 394	586,985				



CITY OF GRAND LEDGE

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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 20, 2013

Subject: Meeting of the Finance Committee

A meeting was held at the City Hall Annex, 319 Taylor Street, on February 20, 2013 at 5:30 pm. In attendance were: Christine Carter and Keith Mulder. Absent: Terrance Augustine. Also in attendance was Mark Sullivan.

Issue at Hand

The Finance Committee met to adopt a budget for fiscal year 2014 (July 1, 2013 to June 30, 2014).

Discussion

Mr. Sullivan presented a proposed budget to the Committee, indicating that due to the savings from the LED light replacement he was reducing the Property Maintenance Expense to \$120,000. This would provide us an approximate \$10,000 surplus. Ms. Carter questioned the items covered in that line item, and was told that it included payments for the ornamental lighting, snow removal, landscaping and any other cost relating to repairs or maintenance of the DDA District.

Mr. Sullivan indicated those items over which we had no control, such as debt service and contributions to the general fund. When questioned about the contributions Mr. Sullivan stated that this is determined from an Indirect Cost Plan prepared by the City. It is used with all federal and state grants to show how administrative costs are shared by various entities in the City. Last year it was much higher because during the previous year the parking lot bond took a lot of work by the Treasurer and other City officials. The costs are determined at the end of the year for the next year.

Mr. Mulder explained that the DDA budget is different than those from other City departments, as the DDA has its own source of funds. Other departments have to be balanced against each other and the total amount of money available to the City. Mr. Sullivan stated that the DDA can only spend money on line items approved by the City Council, but only the DDA Board of Directors can approve spending DDA funds.

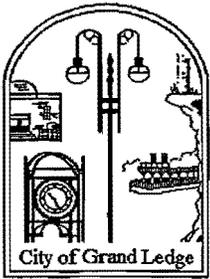
Ms. Carter asked about money for the new wayfaring sign project, and when we could begin that project. Mr. Mulder indicated that the Council was looking at a common logo for the City. The new street signs had a GL on them, and the Council wanted consistency. Mr. Sullivan indicate that we would not want to put up new signs if our logo was not the same as that proposed by the City. Ms. Carter asked why the signs had a colored border? Mr. Sullivan indicated that the wayfaring signs needed to be unique, so people looking for directions would be looking for a specific type of sign, helping to ignore the 'clutter' of other signs. Ms. Carter asked why couldn't we produce the signs without a logo? We could even leave the circle and put on the logo when it was developed. Mr. Mulder thought that this might be a workable solution and would look into it.

Conclusions

The Committee approved the proposed budget and would present its recommendations to the full Board at the next meeting.

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

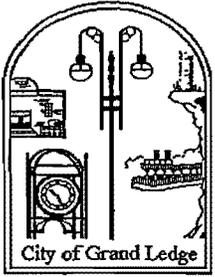
From: Mark Sullivan, Economic Development Coordinator

Date: February 28, 2013

Subject: FY2014 Budget

As you know, the City is in the process of developing a budget for the fiscal year 2014, which starts on July 1, 2013. The Finance Committee has reviewed the budget prepared by staff, and is recommending it to the DDA Board. This proposed budget was given to the City's Finance Committee who approved it, upon condition that the DDA Board adopts it. This is attached in the City's format (we combined two pages to save on printing).

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	current Budget FY2013	requested Budget FY2014
FUND 248 DDA TIFA SPECIAL REVENUE			
401.000	CURRENT PROPERTY TAXES	926,068	879,765
403.001	PRIOR YR PROP TAX ADJUSTMENT	0	0
665.001	INTEREST ON INVESTMENTS	250	250
665-003	RENT - PROPERTIES	0	0
675-000	DONATIONS	0	0
Total DDA Revenue		926,318	880,015
Dept. 170-173 ECONOMIC DEVELOPMENT			
703.000	SALARIES	28,695	28,825
719.000	FRINGE BENEFITS	7,010	7,230
741.000	OPERATING SUPPLIES	500	500
797.000	ADMINISTRATIVE	500	500
802.000	LEGAL FEES	300	300
817.000	PROFESSIONAL SERVICES	300	300
830.001	PROPERTY OPERATING EXPENSE	130,000	120,000
840.000	INSURANCE	4,125	4,000
962.000	FACADE PROGRAM	0	0
962.001	RENTAL REHAB	10,500	0
974-006	CONSTRUCTION	0	0
896.000	CONTRIBUTIONS TO GENERAL FUND	112,153	54,720
		294,083	216,375
Dept. 905-906 TRANSFERS			
999.206	TRANSFER TO GLAESA	66,416	66,416
999.394	TRANSFER TO DDA DEBT SVC FUND	605,650	579,575
999.397	TRANSFER TO ISLAND DEBT FUND	12,000	12,000
999.494	TRANSFER TO DDA CAPITAL PROJECTS	50,000	0
Total Transfers		734,066	657,991
Total expenditures		1,028,149	874,366
Total net effect for Fund 248		-101,831	5,649
FUND 394-905-906 DEBT SERVICE - STREET SCAPE			
655.001	INTEREST	0	0
699.248	TRANSFER FROM DDA TIF	605,650	579,575
699-396	TFR FROM DDA PARKING DEBT FUND	4,721	
Total Revenue		610,371	579,575
991.000	DEBT - PRINCIPAL	497,345	484,695
995.000	DEBT - INTEREST	108,305	94,330
998.000	DEBT - PAYING AGENT FEES	550	550
Total expenditures		606,200	579,575
FUND 396-905-906 PARKING LOT DEPT FUND			
999.394	TRANSFER TO DDA DEBT SVC FUND	4,721	
Net Effect for DDA parking lot fund-change in fund			
Net effect for fund 394		4,171	0
FUND 494 DDA CAPITAL PROJECTS FUND			
DEPT 900-901 REVENUE			
665-001	INTEREST		
Total expenditures			
DEPT 900-901 EXPENSES			
974.006	CONSTRUCTION		
974.999	CONSTRUCTION ENGINEERING		
Total expenditures		0	0
Net effect for fund		5,649	5,649



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Memorandum

To: DDA Board of Directors
Jon Bayless, City Administrator

From: Mark Sullivan, Economic Development Coordinator

Date: March 6, 2013

Subject: Signage

It was sometime during the year 2000 that the DDA decided that there was a need for more and better wayfaring signage. The issue was discussed and we decided to hire a consultant to help us look at this issue. The firm Beckett & Raeder, Inc. worked with us and we developed a plan on changing and adding the wayfaring signs using the current sign design. When we were ready to implement our project we contacted MDOT, to find that we were not going to be allowed to do it on State highways. In 2003 we were told that we could not install new signs, infact they did not understand how we installed the current signs. So we were stopped dead. The only bright spot was that MDOT was working on new sign guidelines. The new guidelines were finalized in 2012. When we attended several city visits as part of the Main Street Program we found out that we were not alone in trying to have MDOT approve wayfaring signs in the city.

Last year we started up the signage study, working to develop signs that would meet the new guidelines and still do what we wanted them to do. This went along fine, and we hired a sign painter to help us to develop a new look for our signs. The Board selected a design and we went with that design to MDOT for their approval. As they wanted additional information, and we employed Jim Foster to prepare the documents requested. We were ready to submit them to the State when the City Council wanted to develop a single logo for the City. Once again we are in a holding pattern. As you can see from a discussion in the Finance Committee, a new strategy was discussed. Why not move ahead with the sign, leaving the logo out, but leave the circle. When a new logo is approved, we have stick on graphics prepared and put them inside the circles on our signs. In any case if we want to do something this year we need to move soon.