GRAND LEDGE DOWNTOWN DEVELOPMENT AUTHORITY
310 GREENWOOD STREET
GRAND LEDGE MI 48837
(517) 622-5256

MINUTES – REGULAR MEETING
WEDNESDAY, OCTOBER 8, 2014
6:00 P.M.
COUNCIL CHAMBERS, CITY HALL
310 GREENWOOD ST.

I & II. ROLL CALL - Bruce MacDowell called the meeting to order at 6:01 p.m.
Present: Keith Mulder, Gary Burt, Mayor Kal Smith, Terrance Augustine, Lise Mitchell, Bob Brown, and David Jonas.
Absent: Michael Fredericks, Kal Glarner, Chris Fata, Jason Barclay, and Rachel Schroeder
Also Present: Economic Development Director Mark Sullivan, Assistant City Administrator Amee King, and Street Supervisor Chad Brunton.

III. PLEDGE OF ALLEGIANCE -

IV. AUDIENCE PARTICIPATION -

V. APPROVAL OF REGULAR AGENDA - Mr. Sullivan asked for an item to be added under New Business 1. Parking Lot Repairs. Mr. Brown asked for an item to be added under Old Business 1. Art Grant. Mr. Mulder made a motion to approve the agenda as amended. Mr. Augustine supported the motion. Motion carries 8 to 0.

VI. APPROVAL OF MINUTES - Mr. Augustine made a motion to approve the minutes of the September 10, 2014 meeting as presented. Mr. Burt supported the motion. Motion carries 8 to 0.

VII. TREASURERS REPORT

1. Payment of bills - Mr. Sullivan reviewed the bills to be paid. Mr. Brunton informed the Finance Committee right before this meeting that we should expect parking lot sweeping to go to 4 times a year starting next year. Mr. Augustine made a motion to approve $6,819.81 for payment of October's bills. Mr. Mulder supported the motion. Motion carries 8 to 0.

2. Financial Statement - Mr. Sullivan reviewed the financial statement. This budget shows a slight profit of approximately $12,000. Next year will be the last year for the bond payment for the fire truck and the school bond. Ms. Mitchell asked if the Music in the Park is a pass through account. Mr. Sullivan added that it is a pass through account.

3. Change in Fund Balance - Mr. Sullivan reviewed his memo from the packet. Our fund balance has dropped $445,677 since June 30, 2012. We believe that we have finally come up against our funding wall. From this point forward we need to scrutinize every expense and be more cautious until we get increased revenue.

4. Annual Report to State - Mr. Sullivan reviewed the report to the State.

VIII. Committee Reports

1. Finance Committee - Mr. Sullivan indicated that the Finance Committee met today at 5 p.m. As always we have the minutes from the last meeting along with the meeting info from today. One item to note is that Mr. Brunton is very impressed with the work being done on maintenance by Jay Miller.

IX. Old Business -

1. Art Grant - Mr. Brown indicated that we discussed at the last meeting that there are some mini art grants available. They require a 25% match. October 15th is one deadline and another is February 2nd. The Mayor mentioned at the last meeting that LEAP has a $10,000 grant available. The LEAP grant doesn't necessarily require a match. Not sure if we could come up with some match. There are no specific requirements, a municipality just has to apply. LEAP members have preference in scoring, which we are a member. Mr. Brown reviewed that narrative he had started for an application. There must be a structure in place to administer the grant. We could use the DDA Arts Council. There should be members added to it and possibly the new Administrator. Ms. Mitchell added that the MCMC grant is a matching grant and is geared toward performance art. The Library received a $4,000 this year and will pursue another in 2015. This grant could possibly be used for The Music in the Park Series. Mr. Brown added that he will continue work on the LEAP grant and use the Arts Council for the structure.

X. New Business -

1. Parking Lot Repairs - Street Supervisor Brunton reviewed the bids that were received for parking lot repairs. There are 6 lots that need repair which would include removing and repaving along with crack filling. The bid was broken into 3 sections. #1 Pavement repair, #2 Crack Fill, and #3 Catch basin repair. Michigan Paving company was the lowest bid. The next bidder was approximately $45,000 higher. They are a reputable company which does a lot of work for the City. I would recommend them to complete all 3 phases of the bid. These repairs will most likely cost more if you wait until the Spring. Mr. Sullivan indicated that the Finance Committee and Maintenance Committee met before this meeting. They reviewed the bids and recommend awarding the bid to Michigan Paving for all portions of the bid. Mr. Brunton added that we are not doing any repairs to the library parking lot at this time. Mr. Brown added that the Committee's discussed doing item 2 and 3 but thought it best to do it all at once. Mr. Augustine added that we also discussed moving forward with a regular maintenance schedule on the parking lots. Mr. Brunton indicated that if this board were to set aside $10,000 for hole patching and crack filling each year it would add longevity to the lots. Mr. Brown made a motion to approve a contract with Michigan Paving Company in the amount of $73,215 for pavement repairs, $1,900 for crack filling, and $2,950 for catch basin repairs. Mr. Augustine supported the motion. A roll call vote was taken. Motion carries 8 to 0.

Mr. Jonas - yes	Mayor Smith - yes	Mr. Brown - yes
Mr. Augustine - yes	Ms. Mitchell - yes	Mr. Burt - yes
Mr. Mulder - yes	Mr. MacDowell - yes	

XI. Directors Comments - Mr. Sullivan indicated that Paxton Countertops needed to install an exterior door on the back of their building. That will leave a 6 foot area that no one can park in. It has to have a barrier or bumper. Mr. Brunton will re-stripe the entire section behind the businesses after construction is done in the parking lot. Mr. Mulder indicated that he thinks the businesses or property owners should have to pay for the additional parking bumpers. The DDA does all of the maintenance and he feels this is an expense that can be passed on to the business owners. Mr. Sullivan will pursue this issue. Mr. Sullivan further added that he has been the Director for 15 years and enjoyed it very much. This June is the end of his contract and will be his retirement.

Members Comments - Mr. Augustine indicated that there will be a Road Millage question on the November ballot. The City Council unanimously endorsed the proposal. The City of Grand Ledge will get 100% of money in the City. If you have any questions, feel free to send them my way.

Mayor Smith indicated that at the next meeting we will have a new City Administrator.

Ms. Mitchell indicated that the Library is having a duct tape workshop, where the new Administrator can be a host.

XII. **ADJOURN** - Mr. Brown made a motion to adjourn the meeting at 6:58 p.m. Mr. Augustine supported the motion. Motion carries 8 to 0.

Minutes recorded and transcribed by Amee King

Robert Brown, Secretary

11/12/14
Date Minutes Approved