

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

MINUTES – REGULAR MEETING
WEDNESDAY, JANUARY 14, 2015
6:00 P.M.

COUNCIL CHAMBERS, CITY HALL
310 GREENWOOD ST.

I. The meeting was called to order at 6:01 p.m. Members Present: Chairman Bruce MacDowell, Karl Glarner, Jason Barclay, Chris Fata, Bob Brown, Mayor Kal Smith, Keith Mulder, Terrance Augustine, Lise Mitchell, Rachel Schroeder, and David Jonas. Others Present: City Administrator Adam Smith and Assistant City Administrator Ameer King. Members Absent: Gary Burt and Michael Fredericks

II. **AUDIENCE PARTICIPATION** - None

III. **APPROVAL OF REGULAR AGENDA** - Mr. Mulder made a motion to approve the agenda as presented. Mr. Jonas supported the motion. Motion carries 9 to 0. Mr. Brown added that we may want to discuss the MCACA grant. Ms. Mitchell reviewed the parameters of the grant process.

Terrance Augustine arrived at 6:02 p.m.

Rachel Schroeder arrived 6:03 p.m.

VI. **APPROVAL OF MINUTES** - Mr. Augustine made a motion to approve the minutes of the December 10, 2014 meeting as presented. Mr. Barclay supported the motion. Motion carries 11 to 0.

VII. **TREASURERS REPORT**

1. **Finance transactions and bills** - Ms. King reviewed the bills to be paid. Mr. Augustine made a motion to approve payment of the bills in the amount of \$5,622.04 Mayor Smith supported the motion. Motion carries 11 to 0.

2. **Monthly financial statement** - Mr. Smith reviewed the financial statements. No action required.

3. **Fiscal Year 2016 Budget Process** - Mr. Smith indicated that staff would like to work with the Finance Committee to develop the FY16 budget. We would then bring the draft budget to the Board at the March meeting at the recommendation of the Finance Committee. The City Council reviews the preliminary budget on April 13. The Finance Committee will post and have additional meetings as needed to provide a recommended budget.

VIII. **Committee Reports**

1. **Finance Committee** - Ms. King indicated that the Finance Committee met today at 5 p.m., and mentioned there was a summary from the previous meeting in the packets.

2. **Landscape Committee** - Mr. Smith indicated that the Landscape Committee discussed 2 items. The first is the location of a piece of public art which will be discussed later in the meeting and the second is our landscape contractor. The Committee is recommending continuing landscape service with Jay Miller. Staff will revise the contract, have Mr. Miller sign it and bring to the next board meeting for action. Mr. Brown added that the Committee agreed that we were happy with the services we have received from Mr. Miller. Mr. Barclay added that we reviewed the bids from a previous request for proposals and which were much higher than Mr. Millers prices.

3. Maintenance Committee - Mr. Smith indicated that the Maintenance Committee met last week and discussed two items. The LEAP grant and placement of the art piece along with the road millage. Both of which we will discuss later in the meeting.

IX. Unfinished Business -

1. Verdin Clock Maintenance Agreement - Mr. Smith noted that there is nothing to report at this time. Mr. Sullivan will continue work on this item upon his return.

X. New Business -

1. Site location for LEAP Public Art Proposal 2015 - Mr. Smith indicated that the City Council approved an art policy at its December 22 meeting. The policy is in compliance with LEAP requirements. The selection criteria is based on a number of components, such as location, ability to attract businesses, pedestrian and motorized traffic. The location that staff recommends is Riverview Park #9. This is a DDA parcel and therefore, we are asking for consensus from the board for placement. Three of the DDA committees have reviewed and recommended use of the site. There are several landscaping components that will be addressed in the site preparation. Mr. Brown made a motion to approve use of Riverview Park #9 for a public art display. Ms. Mitchell supported the motion. Motion passed 11 to 0.

2. Eaton County Road Millage Funding Allocation - Mr. Smith indicated that the DDA will capture approximately \$33,565 in 2014. Using that figure the 12 year term would total roughly \$404,000. The Landscape Committee was in favor of dedicating the funds for a Street project and parking lot maintenance. The Finance and Maintenance Committees were in favor of dedicating the funds for the E. River Street project and parking lot maintenance. We are looking for a consensus from the Board as we develop the City Capitol Improvement plan for street reconstruction. The DDA is unique in it can use the millage money for non street purposes. Mr. Brown raised concerns over how much of E. River Street would be funded by the DDA. Mr. Augustine indicated that he is in favor of making the library parking lot a top priority and possibly working on E. River and the parking lot together. Mr. Augustine further added that this is the first step and there will be many more conversations about how we specifically allocate this money. Mr. Augustine made a motion to dedicate the incoming revenue from the Eaton County Road Millage to be used towards E. River Street and parking lot improvements in the DDA district. Mr. Mulder supported the motion. Motion carries 11 to 0.

XI. Directors Comments - Mr. Smith indicated that he and Ms. King are meeting with Mr. Sullivan on a once per week basis as he is available so that we can understand the history of the DDA and its activities.

Members Comments -

XII. ADJOURN - Mr. Barclay made a motion to adjourn the meeting at 6:40 p.m. Mr. Augustine supported the motion. Motion carries 11 to 0.

Minutes recorded and transcribed by Amee King


Robert Brown, Secretary

2/11/15
Date Minutes Approved