

DOWNTOWN DEVELOPMENT AUTHORITY
OCTOBER 14, 2015 - 6:00 PM
COUNCIL CHAMBERS, CITY HALL

- I. CALL TO ORDER/TAKING OF ROLL/PLEDGE OF ALLEGIANCE
- II. APPROVAL OF AGENDA
- III. BOAD OF DIRECTORS MINUTES
 - A. Approval of the regular minutes for September 9, 2015 [Action Item]
- IV. PUBLIC COMMENT
- V. COMMITTEE REPORTS
- VI. STAFF REPORTS
 - A. Finance transactions and bills [Action Item]
 - B. Monthly financial statement [Informational]
- VII. OLD BUSINESS
 - A. Bond for River Street [Discussion Item]
 - B. DDA blighted canopy (behind Fortino's 314 S. Bridge) Update [Informational Item]
 - C. Enclosure located behind 223. S. Bridge Street Update [Discussion Item]
- VII. NEW BUSINESS
- IX. PUBLIC COMMENT
- X. BOARD OF DIRECTORS COMMENTS
- XI. ADJOURNMENT
- XII. COMMITTEE OF THE WHOLE – STRATEGIC PLANNING SESSION

DOWNTOWN DEVELOPMENT AUTHORITY
MINUTES
SEPTEMBER 9, 2015 6:00 PM
COUNCIL CHAMBERS, CITY HALL

I. CALL TO ORDER/TAKING OF ROLL/PLEDGE OF ALLEGIANCE - The meeting was called to order at 6:07 p.m. Members Present: Chairman Bruce MacDowell, Keith Mulder, Terrance Augustine, Michael Fredericks, Bob Brown, David Jonas, Lise Mitchell. Others Present: City Administrator Adam Smith and Assistant City Administrator Ameer King. Members Absent: Jason Barclay, Chris Fata, Mayor Kalmin Smith, Karl Glarner, Gary Burt, and Rachel Schroeder.

II. APPROVAL OF AGENDA – Chairman MacDowell indicated that item B under old business should be struck off the agenda and a new item under New Business should be added for Art Sculpture Site Consideration. Ms. Mitchell made a motion to approve the agenda as amended. Mr. Brown supported the motion. Motion carried 7 to 0.

III. BOARD OF DIRECTORS MINUTES- Approval of regular minutes for August 12, 2015 - Mr. Mulder made a motion to approve the minutes as presented. Ms. Mitchell supported the motion. Motion carries 7 to 0.

IV. PUBLIC COMMENT - Mr. John Jones, Broadbent. Mr. Jones indicated that he is on the board of directors for the church located at 227 Bridge Street. Mr. Gentilozzi is their landlord. They are in support of removing the canopy and making the driving lanes usable.

V. COMMITTEE REPORTS –Mr. Smith indicated there are no committee reports. Staff has given the committee structure to the entire board and have asked each member to rate their choices 1-4 so we may assign board members to committees.

VI. STAFF REPORTS

A. Finance transactions and bills - Mr. Smith reviewed the bills for the month. Two of the payments are transfers that cover the debt payments for the entire year. Mr. Augustine made a motion to approve payment of the bills in the amount of \$348,188.00. Mr. Mulder supported the motion. Motion carried 7 to 0.

B. Monthly financial statement - Mr. Smith reviewed the financial statements. Mr. Smith further indicated that the auditor site visit is complete and a preliminary analysis shows the DDA will have approximately \$150,000 more in revenue than anticipated in the budget.

VII. OLD BUSINESS

A. DDA blighted canopy (behind Fortino’s 314 S. Bridge) - Mr. Smith indicated that the demolition bid did not include removal of the concrete pad and replacement of asphalt. Staff compiled an estimate for both of those components. The total estimated project cost is \$11,000. Staff recommends we move forward with this project and we believe it can be completed this fall. Mr. Augustine made a motion to approve the project. Mr. Fredericks supported the motion. Mr. Jonas requested that MacKenzie be spelled correctly in the minutes. A roll call vote was taken. Motioned carried 7 to 0.

Mr. Jonas	Yes	Mr. Brown	Yes	Ms. Mitchell	Yes
Mr. Fredericks	Yes	Mr. Mulder	Yes	Mr. Augustine	Yes
Chairman MacDowell	Yes				

B. Enclosure located behind 223 S. Bridge Street. - Chairman MacDowell turned the meeting over the Mr. Mulder. Mr. Mulder took over the meeting. Mr. Smith indicated that since the last board meeting, staff has looked into ownership issues and obtained quotes for this project. This project will address another blight issue in town and will increase traffic safety. There will be a property swap allowing the properties to be squared up. The façade portion of the project will be handled by the Façade Committee. The total

project cost is approximately \$51,000. We may be able to get this done this fall, or break into two phases. We have enough in fund balance or to take portions of it from the façade grant line item and/or parking lot line item.

Mr. Glarner arrived at 7:05 p.m. Mr. Smith reviewed the project the board is currently discussing. Mr. Augustine made a motion to approve the Gentilozzi project as presented by staff with an approximate budget of \$53,000 which will be supported by fund balance and/or budget amendments. Mr. Fredericks supported the motion. A roll call vote was taken. Motion carried 6 to 1.

Mr. Brown	No	Ms. Mitchell	Yes	Mr. Fredericks	Yes
Mr. Augustine	Yes	Mr. Jonas	Yes	Mr. MacDowell	Abstain
Mr. Glarner	Yes	Chairman Mulder	Yes		

Chairman Mulder turned the meeting over to Bruce MacDowell.

VIII. NEW BUSINESS

A. Art Sculpture location. - Mr. Smith indicated that we have been fortunate to have a private donor donate \$10,000 for an additional public art display. The draft proposal will be reviewed tomorrow at the art committee. In looking at potential options, the Huhn family would like to place it on the corner of West Jefferson and Harrison in parking lot #1 – Log Jam parking lot. This is part of the DDA parking lot. We are requesting approval of the site for the art piece. Huhn Chevrolet was located at that site previously. Mr. Augustine made a motion to approve the site location in parking lot #1 – Log Jam parking lot at the corner of West Jefferson and Harrison. Mr. Fredericks supported the motion. Motion carried 8 to 0.

IX. PUBLIC COMMENT -

X. BOARD OF DIRECTORS COMMENTS - Mr. Mulder indicated that the Music in The Park wrapped up along with the Movies in The Park series. It was a very successful year. Many people have come from all over to see the concerts. Over 10,000 people. Mike Fredericks and Shawn VanSteeland created this 6 years ago with a piece of plywood and a pallet in the corner of the park. We would like to thank the entire DDA for their support. Chairman MacDowell added that he would like to thank Mr. Mulder for his continued support.

XI. ADJOURNMENT - Mr. Augustine made a motion to adjourn the meeting at 7:16 p.m. Mr. Frederick supported the motion. Motion carries 8 to 0.

Minutes recorded and transcribed by Ameer King

Robert Brown, Secretary

Date Minutes Approved

9/5/15 to 10/7/15

account number & transaction#	posting date	amount	vendor
GL#: 248-170.173-830.003 LANDSCAPE MAINTENANCE			
	517188 09/09/2015	1,300.00	MILLER/JAY//
	518427 09/30/2015	64.17	Public Service chgs 7/15
	518428 09/30/2015	442.06	Pub Svc chgs 8/15
GL#: 248-170.173-830.004 ELECTRIC LIGHTS			
	517151 09/09/2015	166.84	CONSUMERS ENERGY///
	517152 09/09/2015	190.08	CONSUMERS ENERGY///
	517153 09/09/2015	213.71	CONSUMERS ENERGY///
	517154 09/09/2015	239.86	CONSUMERS ENERGY///
	517155 09/09/2015	308.03	CONSUMERS ENERGY///
	517156 09/09/2015	344.14	CONSUMERS ENERGY///
	517157 09/09/2015	26.99	CONSUMERS ENERGY///
	517158 09/09/2015	50.40	CONSUMERS ENERGY///
	517159 09/09/2015	73.85	CONSUMERS ENERGY///
	517160 09/09/2015	97.11	CONSUMERS ENERGY///
	517161 09/09/2015	120.49	CONSUMERS ENERGY///
	517162 09/09/2015	143.60	CONSUMERS ENERGY///
	518887 09/30/2015	892.12	CONSUMERS ENERGY
GL#: 248-170.173-830.005 TRASH PICKUP			
	518175 09/24/2015	69.12	GRANGER
	518427 09/30/2015	498.21	Public Service chgs 7/15
	518428 09/30/2015	347.34	Pub Svc chgs 8/15
GL#: 248-170.173-830.007 PARKING LOT MAINTENANCE			
	517189 09/09/2015	-2.71	BIG L CORP///
	517190 09/09/2015	113.86	BIG L CORP///
	518427 09/30/2015	5,988.35	Public Service chgs 7/15
	total	11,687.62	

BALANCE SHEET

City of Grand Ledge

As of: 9/30/2015

Balances

Fund: 248 - DDA FUND

Assets

001.000 CASH

296,874.51

Total Assets

296,874.51

Reserves/Balances

390.000 FUND BALANCE

194,553.68

398.000 CHANGES IN FUND BALANCE

102,320.83

Total Reserves/Balances

296,874.51

Total Liabilities & Balances

296,874.51

BALANCE SHEET

City of Grand Ledge

As of: 9/30/2015

Balances

Fund: 394 - DDA DEBT FUND

Assets

001.000 CASH

283,275.09

Total Assets

283,275.09

Reserves/Balances

390.000 FUND BALANCE

7,195.55

398.000 CHANGES IN FUND BALANCE

276,079.54

Total Reserves/Balances

283,275.09

Total Liabilities & Balances

283,275.09

BALANCE SHEET

City of Grand Ledge

As of: 9/30/2015

Balances

Fund: 494 - DDA CAPITAL PROJECTS FUND

Assets

001.000 CASH

175,734.98

Total Assets

175,734.98

Reserves/Balances

390.000 FUND BALANCE

175,640.13

398.000 CHANGES IN FUND BALANCE

94.85

Total Reserves/Balances

175,734.98

Total Liabilities & Balances

175,734.98

REVENUE/EXPENDITURE REPORT

City of Grand Ledge

For the Period: 7/1/2015 to 9/30/2015	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal%	Bud
Fund: 248 - DDA FUND							
Revenues							
Dept: 000.000 GENERAL							
401.000 CURRENT PROPERTY TAXES	678,982.00	678,982.00	474,299.34	474,299.34	0.00	204,682.66	69.9
628.001 INSURANCE DIVIDENDS	1,000.00	1,000.00	3.37	3.37	0.00	996.63	0.3
665.001 INTEREST	100.00	100.00	117.13	27.66	0.00	-17.13	117.1
665.003 RENT-PROPERTIES	100.00	100.00	0.00	0.00	0.00	100.00	0.0
GENERAL	680,182.00	680,182.00	474,419.84	474,330.37	0.00	205,762.16	69.7
Revenues	680,182.00	680,182.00	474,419.84	474,330.37	0.00	205,762.16	69.7
Expenditures							
Dept: 170.173 ECONOMIC DEVELOPMENT							
703.000 SALARIES/WAGES	26,094.00	26,094.00	2,903.40	1,096.84	0.00	23,190.60	11.1
719.000 FRINGE BENEFITS	7,507.00	7,507.00	1,352.81	1,170.18	0.00	6,154.19	18.0
731.004 PROMOTIONS & MARKETING	10,000.00	10,000.00	3,000.00	0.00	0.00	7,000.00	30.0
741.000 OPERATING SUPPLIES	1,000.00	1,000.00	0.00	0.00	0.00	1,000.00	0.0
801.004 ADMINISTRATIVE	1,000.00	1,000.00	0.00	0.00	0.00	1,000.00	0.0
802.000 LEGAL FEES	1,000.00	1,000.00	0.00	0.00	0.00	1,000.00	0.0
811.000 CONTRACTUAL	1,000.00	1,000.00	0.00	0.00	0.00	1,000.00	0.0
817.000 PROFESSIONAL SERVICES	10,000.00	10,000.00	0.00	0.00	0.00	10,000.00	0.0
830.002 SNOW REMOVAL	50,000.00	50,000.00	0.00	0.00	0.00	50,000.00	0.0
830.003 LANDSCAPE MAINTENANCE	12,000.00	12,000.00	3,106.23	1,806.23	0.00	8,893.77	25.9
830.004 ELECTRIC LIGHTS	25,000.00	25,000.00	5,544.10	2,867.22	0.00	19,455.90	22.2
830.005 TRASH PICKUP	7,000.00	7,000.00	950.79	914.67	0.00	6,049.21	13.6
830.006 CHRISTMAS DECORATIONS	7,000.00	7,000.00	0.00	0.00	0.00	7,000.00	0.0
830.007 PARKING LOT MAINTENANCE	35,000.00	35,000.00	6,099.50	6,099.50	0.00	28,900.50	17.4
830.008 OPERATIONAL EXPENSE	5,000.00	5,000.00	32.00	0.00	0.00	4,968.00	0.6
840.000 INSURANCE	3,132.00	3,132.00	1,535.18	0.00	0.00	1,596.82	49.0
960.001 FACADE/RENOVATION GRANTS	50,000.00	50,000.00	0.00	0.00	0.00	50,000.00	0.0
997.101 INDIRECT COST CHARGES	59,525.00	59,525.00	59,525.00	59,525.00	0.00	0.00	100.0
ECONOMIC DEVELOPMENT	311,258.00	311,258.00	84,049.01	73,479.64	0.00	227,208.99	27.0
Dept: 966.001 TRANSFERS OUT							
999.394 TRANSFER TO DDA DEBT SVC FUND	276,050.00	276,050.00	276,050.00	276,050.00	0.00	0.00	100.0
999.397 TRANSFER TO ISLAND DEBT FUND	12,000.00	12,000.00	12,000.00	12,000.00	0.00	0.00	100.0
999.494 TRANSFER TO DDA CAP PROJ	100,000.00	100,000.00	0.00	0.00	0.00	100,000.00	0.0
TRANSFERS OUT	388,050.00	388,050.00	288,050.00	288,050.00	0.00	100,000.00	74.2
Expenditures	699,308.00	699,308.00	372,099.01	361,529.64	0.00	327,208.99	53.2
Net Effect for DDA FUND	-19,126.00	-19,126.00	102,320.83	112,800.73	0.00	-121,446.83	-535.0
Change in Fund			102,320.83				
Grand Total Net	-19,126.00	-19,126.00	102,320.83	112,800.73	0.00	-121,446.83	

REVENUE/EXPENDITURE REPORT

City of Grand Ledge

For the Period: 7/1/2015 to 9/30/2015	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
Fund: 394 - DDA DEBT FUND							
Revenues							
Dept: 905.906 DEBT SERVICE							
665.001 INTEREST	400.00	400.00	29.54	26.32	0.00	370.46	7.4
699.248 TRANSFER FROM DDA	276,050.00	276,050.00	276,050.00	276,050.00	0.00	0.00	100.0
DEBT SERVICE	276,450.00	276,450.00	276,079.54	276,076.32	0.00	370.46	99.9
Revenues	276,450.00	276,450.00	276,079.54	276,076.32	0.00	370.46	99.9
Expenditures							
Dept: 905.906 DEBT SERVICE							
991.000 DEBT-PRINCIPAL	209,360.00	209,360.00	0.00	0.00	0.00	209,360.00	0.0
995.000 DEBT-INTEREST	66,140.00	66,140.00	0.00	0.00	0.00	66,140.00	0.0
998.000 DEBT-PAYING AGENT FEES	550.00	550.00	0.00	0.00	0.00	550.00	0.0
DEBT SERVICE	276,050.00	276,050.00	0.00	0.00	0.00	276,050.00	0.0
Expenditures	276,050.00	276,050.00	0.00	0.00	0.00	276,050.00	0.0
Net Effect for DDA DEBT FUND	400.00	400.00	276,079.54	276,076.32	0.00	-275,679.54	019.9
Change in Fund			276,079.54				
Grand Total Net	400.00	400.00	276,079.54	276,076.32	0.00	-275,679.54	

REVENUE/EXPENDITURE REPORT

City of Grand Ledge

For the Period: 7/1/2015 to 9/30/2015	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
Fund: 494 - DDA CAPITAL PROJECTS FUND							
Revenues							
Dept: 900.901 CAPITAL OUTLAY - PUBLIC IMPROV							
665.001 INTEREST	0.00	0.00	94.85	16.33	0.00	-94.85	0.0
699.248 TRANSFER FROM DDA	100,000.00	100,000.00	0.00	0.00	0.00	100,000.00	0.0
CAPITAL OUTLAY - PUBLIC IMPROV	100,000.00	100,000.00	94.85	16.33	0.00	99,905.15	0.1
Revenues	100,000.00	100,000.00	94.85	16.33	0.00	99,905.15	0.1
Net Effect for DDA CAPITAL PROJECTS FUND Change in Fund	100,000.00	100,000.00	94.85 94.85	16.33	0.00	99,905.15	0.1
Grand Total Net	100,000.00	100,000.00	94.85	16.33	0.00	99,905.15	

CITY OF GRAND LEDGE, MICHIGAN

Notes to Financial Statements

Purchase Agreements. The government has entered into various installment purchase agreements for the acquisition of real property and equipment.

	Interest Rates	Amount
Component units - DDA - 2007 purchase contract (River street)	4.2%	<u>\$ 56,153</u>

Annual debt service requirements to maturity for purchase agreements are as follows:

Year Ended June 30,	Component Units	
	Principal	Interest
2016	\$ 9,359	\$ 2,358
2017	9,359	1,965
2018	9,359	1,572
2019	9,359	1,179
2020	9,359	786
2121	9,358	393
	<u>\$ 56,153</u>	<u>\$ 8,253</u>