

DOWNTOWN DEVELOPMENT AUTHORITY  
SEPTEMBER 9, 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 August 12, 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. DDA blighted canopy (behind Fortino's 314 S. Bridge) [Discussion Item]
  - B. DDA Development Plan [Informational Item]
  - C. Enclosure located behind 223. S. Bridge Street. [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  
AUGUST 12, 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 6:03 p.m. Members present were Chairman Bruce MacDowell, Keith Mulder, Dave Jonas, Michael Fredericks, Jason Barclay, Bob Brown, Karl Glarner, Mayor Kalmin Smith, and Lise Mitchell. Others Present: City Administrator Adam Smith and Assistant City Administrator Amee King. Members Absent: Gary Burt, Rachel Schroeder, Terrance Augustine, and Chris Fata
  
- II. **APPROVAL OF AGENDA** - Mr. Mulder made a motion to approve the agenda as presented. Mr. Fredericks supported the motion. Motion carried 8 to 0.  
  
Lise Mitchell arrived at 6:04 p.m.
  
- III. **BOAD OF DIRECTORS MINUTES** -Approval of the regular minutes for July 8, 2015. Mr. Mulder made a motion to approve the minutes as presented. Mr. Jonas supported the motion. Motion carried 9 to 0.
  
- IV. **PUBLIC COMMENT** - Harlan MacDowell, Chairperson of the Opera House Authority (121 S. Bridge Street) indicated that he would like to make sure the board is aware of the water issue at the Opera House. The water comes down the library parking lot and washes out underneath the porch and gets into the building. The Opera house has 40,000 people through it each year. He further indicated that he would like consideration of a solution to the water problem.
  
- V. **COMMITTEE REPORTS** - None
  
- VI. **STAFF REPORTS** -
  - A. **Financial transactions and bills** - Mr. Smith indicated staff is able to provide a monthly report to the Board showing all financial transactions that took place from the last meeting to the current meeting. Staff recommends payment of \$7,019.29 for monthly expenses. Ms. Mitchell made a motion to approve payment of \$7,019.29. Mr. Barclay supported the motion. Motion carried 9 to 0.
  
  - B. **Monthly financial statement** - Mr. Smith reviewed the year to date financial statements.
  
- VII. **OLD BUSINESS**
  - A. **DDA blighted canopy (behind Fortino's 314 S. Bridge)** - Mr. Smith indicated that this is a continuing dialogue. Staff has notified Fortino's owner of the upcoming demolition and provided the owner a copy of the deed. Staff has identified there is an air conditioning unit for facility that will be located either on the exterior wall or the roof. We are currently soliciting bids for both moving the air conditioning unit and demolition of the canopy. Removing the canopy will not provide additional parking, however it will move the parking toward the building and help reduce the congestion with delivery drivers.
  
  - B. **Revised Committee Structure** - Mr. Smith indicated this item was discussed at the last meeting. This packet included a revised committee structure. The intent is to change the way we do business based on the National Main Street program. If this is acceptable, then we will ask all board members to fill out an e-mail form that indicates their level of interest from 1-4. Ms. King will e-mail the survey to the Board. Members will be able to serve on 2 boards each and are always welcome to attend if there is an interest in another area. The 4 Committee names will be Placemaking & Design, Finance & Economics Committee, Marketing & Promotion Committee, Organization & Partnerships Committee. All Committee

recommendations will come to the full board for approval. Committees will be scheduled as needed. Mr. Fredericks made a motion to accept the Committee Structure as presented by staff with 2 amendments. Arts will be moved to Placemaking & Design Committee and site plan review will also fall under Placemaking & Design Committee. Mr. Barclay supported the motion. Motion carried 8 to 0.

Karl Glaner left at 6:45.

**C. Enclosure located behind 223 S. Bridge Street.** – Chairman MacDowell turned the meeting over to Vice Chairman Mulder. Mr. Smith indicated that staff met with Mr. Gentilozzi and Mr. MacDowell to discuss options behind 223 S. Bridge Street. Mr. Gentilozzi provided a proposal as follows: 1. Lot swap where the bank building surrenders a parcel of approximately 15.9 feet x 54 feet to the DDA and the DDA surrenders a parcel of approximately 29.5 x 26 feet to 219 Bridge, LLC to square off the back parcel. 2. The bank building will grant the access easement (ownership) across the southeast 27 feet x 64.1 feet from the GoLo Gas station boundary to allow ingress and egress from Jefferson. 3. The DDA will pay to demolish the drive through structure and teller station of approximately 130 square feet. 4. The DDA will pay to restore the face of the building with a new double door off the parking lot. 5. The DDA will pay to resurface the entire parking lot from Jefferson to the boundary of 219 Bridge adjacent to the Bridge Street Park. 6. The DDA will reduce its utility easement behind the 219 Bridge building to just utilities. 7. The sign at the lot line behind the bank will fall within the easement provided by the bank building and become the responsibility of the DDA to restore to use. 8. The curb and gutter behind the bank (that will be retained by the bank) shall be constructed so the only access is from the easement area and not the adjacent ingress/egress. 9. BBQ enclosure grant. This would reduce the blight situation and allow public ingress and egress. Staff would like to know if the majority of the board is interested in pursuing this project. Mr. Brown made a motion to request staff continue to pursue due diligence in putting together a proposal as outlined by the plans tonight and bring back to the board for final approval. Mr. Fredericks supported the motion passed 7 to 0. Mr. MacDowell abstained from the vote.

**D. Walkabout findings** - Chairman MacDowell took over the meeting. Mr. Smith indicated that this item is an informational item to look at before we have the strategic planning session in September.

**VII. NEW BUSINESS** - None

**IX. PUBLIC COMMENT** - None

**X. BOARD OF DIRECTORS COMMENTS** - Mayor Smith indicated that this board should make sure the Opera House is on our priority list.

Chairman MacDowell indicated there may be other things we can do to help with erosion control at the Opera House property.

Mr. Brown asked if anyone would like to open their home for the Holiday Home Tour this year. The Red Salamander is on the tour this year.

**XI. ADJOURNMENT** - Mayor Smith made a motion to adjourn the meeting at 7:44 p.m. Mr. Fredericks supported the motion. Motion carried 7 to 0.

Minutes recorded and transcribed by Ameer King, Assistant City Administrator.

---

Robert Brown, Secretary

---

Date Minutes Approved



REVENUE/EXPENDITURE REPORT

City of Grand Ledge

For the Period: 7/1/2015 to 8/31/2015	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal%	Bud
<b>Fund: 248 - DDA FUND</b>							
Revenues							
Dept: 000.000 GENERAL							
401.000 CURRENT PROPERTY TAXES	678,982.00	678,982.00	0.00	0.00	0.00	678,982.00	0.0
628.001 INSURANCE DIVIDENDS	1,000.00	1,000.00	0.00	0.00	0.00	1,000.00	0.0
665.001 INTEREST	100.00	100.00	89.47	35.04	0.00	10.53	89.5
665.003 RENT-PROPERTIES	100.00	100.00	0.00	0.00	0.00	100.00	0.0
<b>GENERAL</b>	<b>680,182.00</b>	<b>680,182.00</b>	<b>89.47</b>	<b>35.04</b>	<b>0.00</b>	<b>680,092.53</b>	<b>0.0</b>
Revenues	680,182.00	680,182.00	89.47	35.04	0.00	680,092.53	0.0
Expenditures							
Dept: 170.173 ECONOMIC DEVELOPMENT							
703.000 SALARIES/WAGES	26,094.00	26,094.00	1,806.56	1,096.84	0.00	24,287.44	6.9
719.000 FRINGE BENEFITS	7,507.00	7,507.00	182.63	78.18	0.00	7,324.37	2.4
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	1,300.00	1,300.00	0.00	10,700.00	10.8
830.004 ELECTRIC LIGHTS	25,000.00	25,000.00	2,676.88	2,676.88	0.00	22,323.12	10.7
830.005 TRASH PICKUP	7,000.00	7,000.00	36.12	36.12	0.00	6,963.88	0.5
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	0.00	0.00	0.00	35,000.00	0.0
830.008 OPERATIONAL EXPENSE	5,000.00	5,000.00	32.00	32.00	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	0.00	0.00	0.00	59,525.00	0.0
<b>ECONOMIC DEVELOPMENT</b>	<b>311,258.00</b>	<b>311,258.00</b>	<b>10,569.37</b>	<b>5,220.02</b>	<b>0.00</b>	<b>300,688.63</b>	<b>3.4</b>
Dept: 966.001 TRANSFERS OUT							
999.394 TRANSFER TO DDA DEBT SVC FUND	276,050.00	276,050.00	0.00	0.00	0.00	276,050.00	0.0
999.397 TRANSFER TO ISLAND DEBT FUND	12,000.00	12,000.00	0.00	0.00	0.00	12,000.00	0.0
999.494 TRANSFER TO DDA CAP PROJ	100,000.00	100,000.00	0.00	0.00	0.00	100,000.00	0.0
<b>TRANSFERS OUT</b>	<b>388,050.00</b>	<b>388,050.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>388,050.00</b>	<b>0.0</b>
Expenditures	699,308.00	699,308.00	10,569.37	5,220.02	0.00	688,738.63	1.5
<b>Net Effect for DDA FUND</b>	<b>-19,126.00</b>	<b>-19,126.00</b>	<b>-10,479.90</b>	<b>-5,184.98</b>	<b>0.00</b>	<b>-8,646.10</b>	<b>54.8</b>
<b>Change in Fund</b>			<b>-10,479.90</b>				
<b>Grand Total Net</b>	<b>-19,126.00</b>	<b>-19,126.00</b>	<b>-10,479.90</b>	<b>-5,184.98</b>	<b>0.00</b>	<b>-8,646.10</b>	

REVENUE/EXPENDITURE REPORT

City of Grand Ledge

For the Period: 7/1/2015 to 8/31/2015	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
<b>Fund: 394 - DDA DEBT FUND</b>							
Revenues							
Dept: 905.906 DEBT SERVICE							
665.001 INTEREST	400.00	400.00	3.22	1.28	0.00	396.78	0.8
699.248 TRANSFER FROM DDA	276,050.00	276,050.00	0.00	0.00	0.00	276,050.00	0.0
<b>DEBT SERVICE</b>	<b>276,450.00</b>	<b>276,450.00</b>	<b>3.22</b>	<b>1.28</b>	<b>0.00</b>	<b>276,446.78</b>	<b>0.0</b>
Revenues	276,450.00	276,450.00	3.22	1.28	0.00	276,446.78	0.0
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
<b>DEBT SERVICE</b>	<b>276,050.00</b>	<b>276,050.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>276,050.00</b>	<b>0.0</b>
Expenditures	276,050.00	276,050.00	0.00	0.00	0.00	276,050.00	0.0
<b>Net Effect for DDA DEBT FUND</b>	<b>400.00</b>	<b>400.00</b>	<b>3.22</b>	<b>1.28</b>	<b>0.00</b>	<b>396.78</b>	<b>0.8</b>
Change in Fund			3.22				
<b>Grand Total Net</b>	<b>400.00</b>	<b>400.00</b>	<b>3.22</b>	<b>1.28</b>	<b>0.00</b>	<b>396.78</b>	

REVENUE/EXPENDITURE REPORT

City of Grand Ledge

For the Period: 7/1/2015 to 8/31/2015	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
<b>Fund: 494 - DDA CAPITAL PROJECTS FUND</b>							
Revenues							
Dept: 900.901 CAPITAL OUTLAY - PUBLIC IMPROV							
665.001 INTEREST	0.00	0.00	78.52	31.24	0.00	-78.52	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	78.52	31.24	0.00	99,921.48	0.1
Revenues	100,000.00	100,000.00	78.52	31.24	0.00	99,921.48	0.1
Net Effect for DDA CAPITAL PROJECTS FUND Change in Fund	100,000.00	100,000.00	78.52 78.52	31.24	0.00	99,921.48	0.1
Grand Total Net	100,000.00	100,000.00	78.52	31.24	0.00	99,921.48	



TO: DDA Board of Directors  
FROM: Amee King, Assistant City Administrator  
RE: Fortino's Canopy  
DATE: September 4, 2015

There are several components to the removal of the canopy at Fortino's. We will have to move the air conditioning unit to the side of the building, remove the electrical service to the outside coolers, remove the non working coolers, remove the canopy, and replace the railing. Below are the prices for the project. Please let me know if you have any questions.

1. Relocation of air conditioning unit – Myers Plumbing & Heating	\$1,260.00
2. Removal of electrical service to outside coolers – Craig Electric	\$640.00
3. Removal of outside non working coolers – DPS Staff	\$1,167.34
4. Removal of the canopy – McKenzie	\$3,900.00
5. Replacement of railing – Luke Adams	<u>\$1,200.00</u>
TOTAL	\$8,167.34

**FIRST AMENDED DEVELOPMENT PLAN**

**AND**

**TAX INCREMENT FINANCING PLAN**

**for the**

**Grand Ledge Downtown Development Area**

**Approved July 2007**

**Original Approval of Plan: June 1993**

**FIRST AMENDED DEVELOPMENT PLAN  
AND  
TAX INCREMENT FINANCING PLAN  
for the  
Grand Ledge Downtown Development Area**

**Original Approval of Plan: June 1993**

**1. Designation of Boundaries of the Development Area**

The City of Grand Ledge Tax Increment Financing District is outlined on attached Map (attachment # 1), along with a legal description of the District boundaries(attachment # 2). In general, it covers the commercial area of the City.

**2. The Location and Extent of Existing Streets and other Public Facilities within the Development Area; Location, Character and Extent of Public and Private Land Uses.**

A. Location and Extent of Existing Streets within the Development area. (See DDA District map)

The development area contains a portion of two state highways M-43 and M-100. M-43 is located in the southern section of the development district and M-100 runs through the entire development district from south to north. All other major streets in the district are paved and maintained by the City of Grand Ledge.

B. Public facilities located in the district.

Within the district boundaries, the public facilities operated by the City of Grand Ledge include the following:

Grand Ledge City Hall and City Hall Annex  
Police Station  
JayCee Park  
Fitzgerald Baseball Field  
Island Park  
Riverview Park

Grand Ledge Emergency Services Authority is an authority which handles both Fire Protection and EMS along with an ambulance service.

The Grand Ledge Area District Library is an independent body which handles the main library facility(within the DDA District) and other outlying library branches.

The City also operates seven separate municipal parking lots, in addition to the lot at City Hall.

The U. S. Postal Service operates a Post Office in the downtown area

C. Private Land

- a. Residential: Based upon estimates gathered by the review of current property on the tax roll there are approximately 56 parcels which are completely or partially classified as residential.
- b. Commercial: The predominant land use in the Development District is commercial. In fact, virtually all of the commercial property in the City is in the District. Current tax rolls indicate that approximately 316 parcels are classified as commercial.
- c. Industrial: Included within the Development District are several industrial properties of which ETM Enterprises and H&G Steel are the largest.
- d. Vacant Land: There are only a few vacant lots in the District.

**3. Existing Improvements in the Development Area to be Demolished, Repaired or Altered, and the Time Requirements for Completion.**

The Cugino's and Fortino's Market parking lot needs to be rebuilt. This will involve improvements to the public utilities, putting overhead wires underground and providing walkways between Jefferson and Scott Streets. This will probably not begin for two to three years. This newly acquired lot abuts the parking lot behind Cugino's, opening up a large lot with access from Scott to Jefferson Streets. The purchase of a small gravel parking lot on Scott Street is a possibility but it is not required for the project. As with the Log Jam parking lot, a great deal of underground work will be required to upgrade public utilities. Private utility lines would be buried and a walkway of brick pavers would be added to match the walkway of the Log Jam lot. The completed lot would have around 75 parking spaces, dumpster enclosures, walkways, landscaping, and other items which would raise the price to around \$1.0 million. Some preliminary plans have been developed but engineering plans have not. It would take about 18 months for design and construction of the lot.

The Library parking lot needs improvements including burying overhead wires, walkways and landscaping. This lot will probably be improved after the Cugino's - Fortino's Market lots. This lot was part of the original Development Plan. The DDA ran out of money from the original Street Scape Bond and had to postpone its renovation. Some work has been carried out, including storm drains and the entrance to the lot adjacent to the library. As these plans have been created the only issue in completing this project will be the necessary finances. Costs are anticipated at less than \$1.0 million. The work could be completed in one year.

The Island Park parking lot is in need of a major upgrade. Specifically, the lot needs to have additional storm drains, curb and gutter, the gravel portion paved, re-paving the asphalt area, enclosure for the dumpster and general landscaping. This is a relatively small project with an anticipated cost of under \$250,000.

There is a lot currently being used by the Grand Ledge Area Emergency Services Authority (GLAESA). It is predominately owned by the City with some of the area in private ownership. The nature of any work done in this area depends upon the ultimate use of the existing facility. Should the Fire Department relocate this may be available for private use. Depending upon the level of improvement, the cost may go from as little as \$30,000 and up to \$100,000.

#### **4. The Location, Extent, Character and Estimated Cost of Improvements, Including Rehabilitation Contemplated for the Development Area and an Estimate of Time Required for Completion**

Public improvements contemplated within the Development Area are included in Table 1 and the project descriptions which follow.

Cost estimates for the projects and activities are very preliminary. Specific plans and refined cost estimates for Development Area improvements will be completed for each project, or activity, upon initiation of each project. Cost estimates included are based upon other activity undertaken by the DDA and the City.

Funding of projects will be primarily from Tax Increment Financing revenues along with private investment in some of the programs such as Facade Grants.

### **PROJECT DESCRIPTIONS**

#### **Build/Rebuild Municipal Parking Lots**

##### **West Front Street Parking Lot**

This parking lot will be the next major parking lot project for the DDA. The lot will include the parking area directly behind the businesses and some or all of the DDA property located on 116 W. Front and 214 Madison Streets. The purchase of additional property is possible depending upon the final design. It is anticipated that the businesses will provide easements to the existing business parking. A major issue which is currently unknown is whether the parking lot project will include the alley directly behind the businesses. The advantage of upgrading the alley is that public utilities can be provided to the businesses, particularly sanitary sewers. Also, an attractive alley can attract customers to the businesses in the back.

Because of the above issues, the cost of the project has a wide range of possibilities. On the high

side about \$2.0 million may be necessary, and a low cost may be less than \$500,000. The DDA would expect to be in a position to construct this lot within two years from the adoption of this amended Development Plan.

#### **Library parking lot**

This lot was part of the original Development Plan. The DDA ran out of money from the original Street Scape Bond and had to postpone its renovation. Some work has been carried out, including storm drains and the entrance to the lot adjacent to the library. As these plans have been created the only issue in completing this project will be the necessary finances. Costs are anticipated at less than \$1.0 million. The work could be completed in one year.

#### **Island Park parking lot**

The Island Park parking lot is in need of a major upgrade. Specifically, the lot needs to have additional storm drains, curb and gutter, the gravel portion paved, re-paving of the asphalt area, enclosure for the dumpster and general landscaping. This is a relatively small project with an anticipated cost of under \$250,000.

#### **West Scott Street Parking lot**

This newly acquired lot abuts the parking lot behind Cugino's, opening up a large lot with access from Scott to Jefferson Streets. The purchase of a small gravel parking lot on Scott Street is a possibility but it is not required for the project. As with the Log Jam parking lot, a great deal of underground work will be required to upgrade public utilities. Private utility lines would be buried and a walkway of brick pavers would be added to match the walkway of the Log Jam lot. The completed lot would have around 75 parking spaces, dumpster enclosures, walkways, landscaping, and other items which would raise the price to around \$1.0 million. Some preliminary plans have been developed but engineering plans have not. It would take about 18 months for design and construction of the lot.

#### **N. Bridge - N. Clinton Street parking lot**

This lot is currently being used by the Grand Ledge Area Emergency Services Authority (GLAESA). It is predominately owned by the City with a few areas in private ownership. The nature of any work done in this area depends upon the ultimate use of the existing facility. Should the Fire Department relocate this may be available for private use. Depending upon the level of improvement, the cost may go from as little as \$30,000 and up to \$100,000.

#### **Alley located in the 200 block of N. Bridge Street (between W Front & W Main Streets)**

At times the rear of a business can be a valuable second entrance. For this to be useful there

needs to be an attractive easy access to the rear entrance. For many of the downtown businesses the municipal parking lots make for good rear entrances. On North Bridge Street, however, the rear of the buildings are not readily accessible due to limited alleyway. The creation of an attractive alley behind the businesses in the 200 block could provide quality rear entrances. Also, public sewers(both water and sanitary) need to be installed behind the buildings. Due to the nature of the alley, costs could be quite high. If this is done it most probably will be in conjunction with a parking lot in the same area. The alley alone could cost in range of \$1.0 million.

### **SUPPORT MUNICIPAL SERVICES**

Municipal services in this section is meant to include a number of governmental and quasi-governmental authorities, including the Grand Ledge Area District Library and the Grand Ledge Area Emergency Services Authority(GLAESA).

The existing City Hall/Police Department facility is currently located in an old church in the downtown. Due to the nature and age of the building and its location, it makes no sense to upgrade or enlarge this structure. Some City offices are located elsewhere and the Police Department could be separated from City Hall and located at a different facility. The City is currently looking at building a new city hall, properly designed, with adequate space, parking and handicap access.

The design and cost are currently being determined by the City. This facility will be invaluable to the downtown with a major draw to residents needing to interact with the City. In order to facilitate the construction of this facility the DDA will contribute a portion of the cost. Construction will probably take place in 3-4 years and the DDA is expected to provide \$1.0 - \$2.0 million.

### **FACADE GRANTS TO BUSINESSES/OWNERS**

The DDA's Facade Program has been a great success in increasing the value of commercial real estate in the District. Currently the DDA will grant 50%, up to \$8,000 per 'face'(defined as the side of the building readily viewed by the public) for construction and \$1,500 for architectural costs. A joint committee, with members from the Planning Commission and the DDA, review all applications and provide recommendations to the DDA Board of Directors. We anticipate funding annually 2-3 buildings for a cost of \$47,500 in annual grants. Following the facade improvements the property's value is increased and the DDA captures additional funds from the increased value.

One addition to the Facade Grant program is that it can also be used by Municipal Services, such as the Grand Ledge District Area Library, as well as for commercial structures.

## **RENOVATION GRANTS**

This grant program is directed at major interior or exterior renovations of a commercial building. The intent is that building owners will invest in upgrading access and safety aspects of the building. The result of such improvements will be to increase the assessed value of the building. This might be to open an unused second floor of a building for business uses. Also it may involve handicap access, sprinkling systems being installed, structural improvements or code improvements to the structure. The City Assessor will determine the increase in assessment following the completion of the renovation and that increase, with the associated tax capture by the DDA, will be the basis of a grant.

A secondary aspect of the program is to assist the building owner in bringing the building up to the condition required in the building code and to upgrade residential units on the upper floors of some of the businesses. These items will help improve the condition of the building and its long term survival in the downtown. In city blocks with wall to wall buildings, fire is always a major concern. A fire in one building often spreads to other structures in the block. Much of a city block could be lost in one fire. Some of the finest buildings in Grand Ledge have been lost due to fires. This factor is a major impetus in bringing the building up to code (particularly in heating and electrical). Sprinkling is also a major tool of fire protection when used. The DDA makes every effort to financially support the installation of sprinklers in the older downtown buildings.

The cost of the Renovation Grant program is unknown. However, we are projecting up to \$50,000 annually for this program. Based on past experience, however, many years have had no activity.

## **SUPPORT FOR FIRE AND POLICE PROTECTION IN THE DISTRICT**

Safety for businesses and customers is a priority of the DDA in order to encourage businesses to locate and stay in the district and attract a customer base, as well as to encourage residential tenants and purchasers. Fire protection is also a priority due to the age of the buildings in the district, the construction material used in those buildings, and their immediate proximity to one another.

To ensure adequate law enforcement presence and protection in the district, the DDA will undertake to support some specific police resources directed for use in the district such as, but not limited to, (a) increased bicycle and foot patrols, and (b) video cameras. The DDA does not plan to allocate a general grant of funds for police protection. Specific purchases or allocations are not expected to exceed \$50,000 annually.

To ensure adequate fire protection in the district, the DDA will undertake to support some specific projects or resources for that purpose. The DDA does not plan to allocate a general grant of funds for fire protection, but to develop a program with the GLAESA to improve the fire protection to the DDA District. Specific purchases or allocations are not known at this time,

however, an annual allocation of \$75,000 is a reasonable estimate.

### **IMPROVED STREET LIGHTING IN THE DISTRICT**

The DDA is particularly concerned about the lighting in the DDA district. Due to the nature of land use most lighting would fall to local government for improvements. In other parts of the DDA District large areas are owned by the businesses(e.g., parking lots) who can provide additional lighting as needed. In the downtown, however, many building owners own little more than the land on which their building sits.

The DDA, in concert with the City of Grand Ledge and Consumers Energy, will review lighting throughout the downtown area(as well as the entire District) and develop recommendations on lighting needs and availability. Where appropriate the DDA will contribute to the addition of lights to increase safety and security. In many cases the new lighting will be provided by Consumers Energy with the operating cost being added to the maintenance expenses of the DDA. Up to \$50,000 annually may be required for this objective.

### **PROVIDE IMPROVED SIGNAGE PROGRAM**

Grand Ledge is a city divided by the Grand River, which provides for some oddly located streets. This makes it difficult for people new to the City to find things. M-100 which goes through the City has four different names within several miles. In order to encourage visitors to our City and give them a pleasant experience we need to have an excellent 'way finding' system. This can be aided with a common signage program providing directions throughout the City. We propose a number of methods to improve 'way finding'. New signage, maps and other items would all aid in this program. In addition, there are many public signs along M-100, so many that they become an 'overkill' of information. We will be looking at consolidating or eliminating some of these signs looking at an overall picture to aid travelers. The cost is unknown, but it should not exceed \$50,000 in any one year period.

### **MULTIPURPOSE OPPORTUNITIES TO ATTRACT PEOPLE**

The DDA is looking at providing a number of projects which would be used to attract people to the area. Where possible these will be multipurpose projects for a variety of users. One of the projects under consideration is a facility for a farm market. Certain elements within the City have been working to establish a farm market on Saturdays during the warm months. This effort has not been completely successful, in part because there is no established location for the market. Areas chosen lack the visibility and access needed for a successful market. Other areas, such as Meridian Township, have specified areas with shelter, utilities and parking readily available. Should the City wish to have a successful farm market it will be necessary to provide a location which will encourage both sellers and purchasers to meet. What this will take is not

clear. It may require a piece of land with a structure, signage and perhaps some marketing materials. It is possible that a portion of an existing parking lot could be used for a multipurpose structure. The cost should not exceed \$100,000, assuming available municipal land and a modest structure. A shelter as envisioned could be used year round by a number of groups and festivals.

A number of pleasant and small park-like areas are useful to provide visitors to the City a quality experience, one which they will wish to have repeated. This concept was taken into account during the Street Scape project. The concept can be expanded to include small recreational areas for children, both inside and out. Plazas as well as semi-enclosed areas where benches and tables can be provided will encourage people to slow down and stop to rest or talk.

The number, size, location and amenities are unknown at this time. These will be provided when circumstances foster their development. These different amenities could also include cultural and historic components.

### **MAINTENANCE**

The DDA has spent a great deal of money on infrastructure in the District. The problem with all of the construction is that it needs to be maintained indefinitely. Hence, the maintenance budget for the DDA has increased along with the projects funded. There are a number of new initiatives in this Plan and they will again increase maintenance costs. We must continue to maintain the infrastructure as well as landscaping the general upgrading of some items.

Sidewalk access needs to be both maintained and improved in a number of cases. This may also involve some connection with the river walk which passes through part of the DDA District. Currently we are spending about \$100,000 annually for maintenance. This amount will increase yearly as costs rise and new projects are completed.

### **SUPPORT MARKETING & PROMOTION FOR THE CITY**

In an effort to improve business sales and hence rental values followed by property values more perspective customers are needed in Grand Ledge. 'Traffic' is essential for retail businesses and many services. The DDA does not believe that they have any responsibility in assisting any particular business in marketing their product. However, activities which encourage people to visit and shop in Grand Ledge supports all commercial businesses and is in the realm of economic development activity. Marketing & Promotion could cost \$10-20,000 annually.

### **VEHICLE AND PEDESTRIAN TRAFFIC**

One aspect of a healthy commercial area is the ability of people to get easy access to the businesses, whether on foot or in a vehicle. In addition to the traffic volume is the noise and distraction from the truck traffic going through the City. In Grand Ledge the problem is complicated in that our commercial areas are split by State highways. Hence, MDOT controls

much of our traffic flow. Our ability to add lights, reconfigure parking or narrowing the streets is allowed only if approved by MDOT. Given these limitations, the DDA needs to be sensitive to opportunities to enable better traffic flow. Partly this is accomplished by providing wide attractive sidewalks and well located parking lots. Signage will make 'way finding' easier and short term parking will encourage quick stops for certain types of merchandise.

Some projects, such as bump-outs on N. Bridge Street for slowing traffic, should be possible. Other options such as those proposed in a recent traffic study may be more difficult to accomplish. The DDA will undertake different projects, where they are shown feasible and cost effective, as presented. Cost and a time frame is very difficult in this scenario. Just looking at bump-outs we may be talking about several \$100,000, though they could be constructed in a single year.

#### **5. A Statement of the Construction or Stages of Construction Planned, and the Estimated Time of Completion**

The anticipated schedule for construction and implementation of the public improvement projects for the Development Area is outlined in Table 1, Estimated Project Costs and Schedule. The actual timing and sequence of projects may vary based on funding availability, opportunities that arise to achieve the goals and purposes of this plan, and DDA priorities.

#### **6. Parts of the Development Area to be Left as Open Space and Contemplated Use**

There are no current plans specifically dealing with open space. Riverview Park is the only park being specifically planned in the district at this time. A number of small park-like areas are useful to provide visitors to the City a quality experience, one which they will wish to have repeated. This concept was taken into account during the Street Scape project. The concept can be expanded to include small recreational areas for children. Plazas as well as semi-enclosed areas where benches and tables can be provided will encourage people to slow down and stop to rest or talk.

The number, size, location and amenities are unknown at this time. These will be provided when circumstances foster their development.

#### **7. Portions of the Development Area which the Authority Desires to Sell, Donate, Exchange, or Lease to or from the Municipality and the proposed terms**

The only parcel of land being considered for sale to the City would be an empty lot downtown, which is being considered as a location for a new City Hall. If sold, it would be for the appraised price.

#### **8. Desired Zoning Changes and Changes in Streets, Street Levels, Intersection and Utilities**

There are some changes in utilities and streets in relation to building or remodeling parking lots in the downtown area. This is mentioned in the project section. Also, the traffic slowing may effect some street areas. No zoning change is being proposed at this time. However, as the Plan progresses the DDA may recommend to the Planning Commission that certain changes to the Master Plan and Zoning Ordinance that affect properties within the Development Area be made. Any zoning changes on parcels in the DDA District will be carried out through the normal zoning process.

**9. An Estimate of the Cost of the Development, Proposed Method of Financing and Ability of the Authority to Arrange the Financing**

The estimate of the DDA's portion of the public and private improvement projects listed in Table 1 is \$12,750,000 over 20 years. It is anticipated that these projects will be paid with Tax Increment Finance revenues generated by the current and increased value of the District. For larger construction projects the DDA will obtain a revenue bond, through the City, to cover the cost.

The cost estimates for projects are rough estimates because construction or design drawings have not yet been prepared, and therefore have been based on preliminary concept designs. The costs are estimated in current dollars.

**10. Designation of Person or Persons, Natural or Corporate, to Whom All or a Portion of the Development is to be Leased, Sold, Conveyed in any Manner and for Whose Benefit the Project is Being Undertaken if that Information is Available to the Authority**

All public improvement projects undertaken as part of this plan will remain in public ownership for the public benefit. Certainly local businesses will benefit from parking lots built and renovated adjacent to their stores. The Facade Grants will benefit individual business/building owners, but until such time as individuals apply for a Grant and are approved their names are unknown. The same is for any Renovation Grants.

**11. The Procedures for Bidding for the Leasing, Purchasing, or Conveying of All or a Portion of the Development Upon its Completion, if There is no Expressed or Implied Agreement between the Authority and Persons, Natural or Corporate, that all of a Portion of the Development will be Leased, Sold, of Conveyed to These Persons**

In some projects it is anticipated that property owners will either give some property to the DDA or provide an easement for use of some of their property(for example in parking lot construction). The DDA may decide to dedicate some projects directly to the City of Grand Ledge, depending upon the legal need to operate the development.

**12. Estimates of the Number of Persons Residing in the Development Area**

The estimated population of the district is 200 persons. Because of this fact, a citizens advisory committee was appointed by the Grand Ledge City Council, in accordance with regulations contained in PA 197 of 1975, as amended. The City established a Citizens Advisory Council to review the Development Plan.

At this time there will be no families displaced as a result of this plan.

**13. Response to MCL 125.1677(2)(m), 125.1667(2)(n), and 125.1667(2)(o)**

This section is not applicable. The DDA does not intend to condemn property in conjunction with this plan.

**14. Provision for the Costs of Relocating Persons Displaced by the Development, and Financial Assistance and Reimbursement of Expenses, including Litigation expenses and expenses incident to the Transfer of Title in accordance with the standards and Provisions of the Federal Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970**

The DDA does not intend to condemn property in conjunction with this plan. As a result, this section is not applicable. However, if property is purchased to meet the objectives of this plan the DDA will submit to the City Council an acquisition and relocation plan consistent with the Standards and Provisions of the Federal Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970.

**15. A Plan for Compliance with the Federal Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 and Act 227 of the Public Acts of 1972**

The DDA does not intend to condemn property in conjunction with this plan. As a result, this section is not applicable. However, if property is purchased to meet the objectives of this plan the DDA will submit to the City Council an acquisition and relocation plan consistent with the Standards and Provisions of the Federal Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 and Act 227 of the Public Acts of 1972.

## **TAX INCREMENT FINANCING PLAN**

### **1. Purpose of the Tax Increment Financing Plan**

The City of Grand Ledge established the Downtown Development Authority(DDA) on June 30, 1993, in accordance with Michigan Public Act 197 of 1975, as amended. The purpose for establishing the Authority is to promote economic growth, and to prevent economic and tax base deterioration in the development district. The Authority has prepared a development plan, which evaluates existing conditions and projects future development requirements. In addition, background information was collected through business and residential opinion surveys, census data and infrastructure studies.

The purpose of this document is to establish a financing plan for the projects identified in the Development Plan. Pursuant to Act 197 of 1975, as amended, this plan must be adopted by the Grand Ledge City Council following a public hearing. The district boundaries for the tax increment financing plan are attached as Map 1.

### **2. Explanation of the Tax increment Financing Procedure**

As provided in Public Act 197 of 1975, as amended, tax increment financing is a financial tool for the redevelopment of designated development areas in the DDA Development Area. Tax increment financing is the process of capturing increased taxes from a Development Area and using those funds to support increased development in the Development Area. The taxes captured by the various taxing jurisdictions prior to the establishment of a tax increment financing program remain in place, hence there is no loss of existing tax revenues to the taxing authorities.

To enact a Tax Increment Financing plan the DDA must prepare a Development Plan and a Tax Increment Financing Plan. Both plans are submitted to the City Council which must adopt the plans by ordinance. The plans specify the initial assessed value, estimated captured assessed value and provide for the expenditure of the funds. These plans may be amended in the future to reflect changes desired by the DDA. All amendments must follow the procedures indicated in the Act.

Captured assessed value is defined in the Act as the amount, in any one year, by which the current assessed value of the development area exceeds the initial assessed value. The initial assessed value is defined as the assessed value, as equalized, of all the taxable property within the boundaries of the development area at the time the ordinance establishing the tax increment financing plan is approved, as shown by the most recent assessment roll of the municipality.

The funds transmitted to a DDA are termed "tax increment revenues". Tax increment revenues are the amount of ad valorem and specific local taxes attributable to the application of the levy of all taxing jurisdictions. The exception is that the state education tax, non-homestead tax and

local or intermediate school district taxes are only captured for the purpose of repaying eligible obligations and are not included in the captured assessed value of real and personal property in the Development Area.

In this document, Table 2 indicates the millage rates of the various taxing jurisdictions and Table 3 indicates the projected assessed(taxable) values and estimated capture of funds.

**3. Maximum Amount of Bonded Indebtedness to be Incurred**

The DDA is currently repaying bonds used to improve the Street Scape on Bridge Street. These Bonds are categorized as Eligible Obligations and hence are being repaid with captured school funds. The other bond payment is a \$1,200,000 parking lot improvement bond.

There are several projects which would probably require bonds to be issued. If so, the City of Grand Ledge would obtain the bond and the DDA would pledge to make the annual payments.

Table 2  
Applicable Millage Summary

<b>Taxing Jurisdiction</b>	<b>Projected Captured Millage Rate(2006 shown)</b>
City of Grand Ledge	11.3428
Grand Ledge Public Library	1.1570
Grand Ledge Area Emergency Services Authority	2.9670
Eaton County - various	7.7507
Lansing Community College	3.8072
Eaton Intermediate School District	3.8776
State Education Tax	6.0000
Non-Homestead Education Tax	18.0000
<b>Total Millage</b>	<b>54.9023</b>

Under this TIF plan, the tax levy on the entire captured assessed valuation is planned to be utilized by the DDA. The tax increment revenues will be expended in the manner as set forth in this plan. Estimates of the projected growth in taxable value, the revenue captured by taxing jurisdictions and the tax increment revenues to be received by the DDA are included in Table 3.

The school millages, EISD, SET, and Non-Homestead Tax, can be captured only to pay the original Street Scape bond. This bond will be repaid in FY2015. After that point no school millages will be captured.

#### **4. Duration of the Program**

The duration of this TIF Plan shall be 20 years, commencing upon approval by the City in FY2008. This plan will expire with the collection of taxes due in December 2027, unless it is amended to extend or shorten its duration.

#### **5. Statement of the Estimated Impact of Tax Increment Financing on Taxing Jurisdictions in Which the Development Area is Located**

Only the non-school taxing jurisdictions are impacted by the TIF plan, as the State will reimburse the districts for any 'lost' income. The maximum effect of this Plan on the taxing jurisdictions in which the Development Area is located involves increases of the taxable value of properties from the base year. Values at the base year will continue to be paid to the appropriate taxing authorities throughout the life of this Plan. If private development occurs and values increase as anticipated in this Plan, potential taxes captured from each taxing jurisdiction over the duration of the Plan will increase.

Of course, at the expiration of this TIF Plan, all taxing jurisdiction will benefit substantially from new private development and from a tax base that has been stabilized and enhanced as a result of the public improvement program.

#### **6. Plan for the Expenditure of Captured Assessed Value by the Authority**

##### **a. Estimate of Tax Increment Revenues**

Table 3 shows projected value increases over the next 20 years. Based on input from the City Assessor, the projected annual growth in taxable value is estimated at 3.5% annual rate. Both real and personal property assessments are included in the taxable value projections, but IFTs are not shown. Table 3 also provides estimates of the tax increment revenues to be accrued by the DDA.

Additional increases in the assessed valuation for the Development Area and consequent tax increment revenue may result from other new construction, expansion, rehabilitation, or further appreciation of property values. These increases are beyond those projected in this plan, but if such increases result, the tax increment revenues will be spent according to this plan to accelerate the implementation of the public improvement program.

**b. Expenditure of Tax Increment Revenues**

The program and schedule for expenditure of tax increment revenues to accomplish the proposed public improvements for the DDA Development Area is outlined in Table 1. Cost estimates as well as the timing of expenditures are current estimates only. These estimates are based solely upon concepts and have not been developed from construction drawings. The cost estimates consider fees for design, preparation of construction drawings and other contingencies.

Any additional tax increment revenues beyond those projected in this plan will:

1. Be used to further the implementation of the public improvement program,
2. Be used to expedite debt service, or
3. Be returned, pro-rata, to the taxing units.

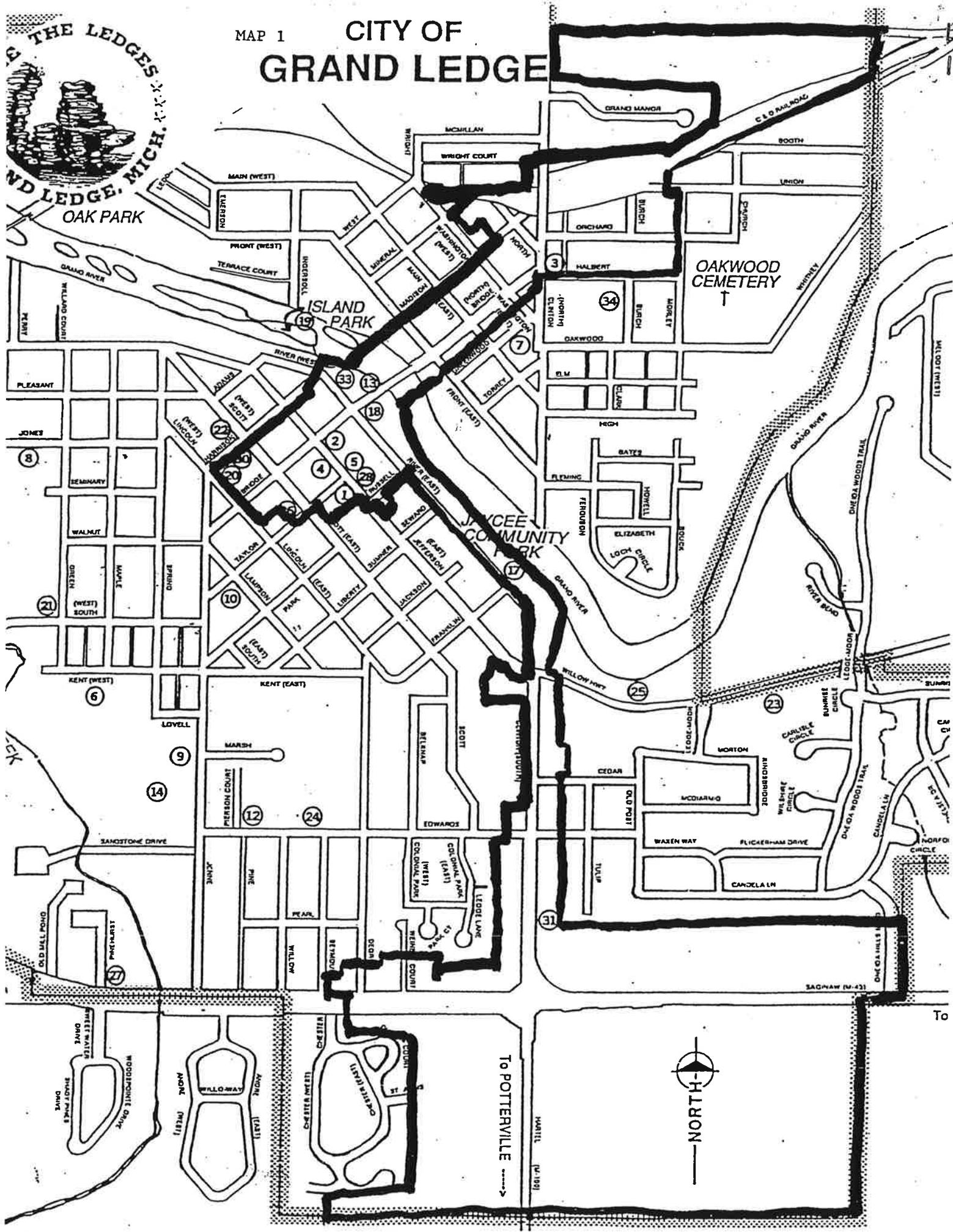
Should the tax increment revenues be less than projected, the DDA may choose to:

1. Collect and hold the captured revenues until a sufficient amount is available to implement specific public improvements.
2. Implement public improvement projects based upon the ability to match existing funds with expenditures while seeking out additional funding sources.
3. Amend the development plan and/or tax increment financing plan to allow for alternative projects and funding.

The DDA shall annually review proposed increment expenditures and revenues to prioritize the use of additional funds. Other public improvements which would further the completion of the Development Plan may be funded by the DDA.



# MAP 1 CITY OF GRAND LEDGE



OAK PARK

ISLAND PARK

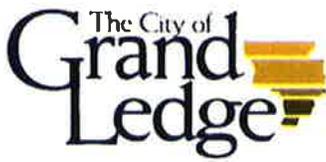
OAKWOOD CEMETERY

JOYCE COMMUNITY PARK

To POTTERVILLE



To



TO: DDA Board of Directors  
FROM: Amee King, Assistant City Administrator  
RE: Gentilozzi proposal  
DATE: September 4, 2015

There are several components involved with this project as well. They are demolition of the canopy, brick work to repair the building, installation of a double door, repaving the area, and electrical/mechanical items associated with the removal of the canopy. Below are the prices that I have so far. I intend to have the numbers finalized by the time the board meets. Please let me know if you have any questions.

1. Removal of the canopy – McKenzie	\$13,830.00
2. Brick repair – Jerry Preston	\$6,350.00
3. Installation of double doors – Jim McCauley	\$3,700.00
4. Paving – Lansing Asphalt	\$13,330.25
5. Electrical/mechanical items	<u>TBD</u>
TOTAL	\$37,210.25