

DOWNTOWN DEVELOPMENT AUTHORITY
JANUARY 13, 2016 - 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 November 4, 2015 [Action Item]
- IV. PUBLIC COMMENT
- V. COMMITTEE REPORTS
- VI. STAFF REPORTS
 - A. Finance transactions and bills [Action Item]
 - B. Monthly financial statement [Informational Item]
- VII. OLD BUSINESS
 - A. DDA blighted canopy (behind Fortino's 314 S. Bridge) Update [Informational Item]
 - B. Enclosure located behind 223. S. Bridge Street Update [Informational Item]
 - C. Rachel Paxton-Schroeder resignation [Action Item]
- VII. NEW BUSINESS
- IX. PUBLIC COMMENT
- X. BOARD OF DIRECTORS COMMENTS
- XI. ADJOURNMENT

DOWNTOWN DEVELOPMENT AUTHORITY
MINUTES
NOVEMBER 4, 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 6:01 p.m. Members present: Chairman Bruce MacDowell, Dave Jonas, Terrance Augustine, Lise Mitchell, Keith Mulder, Mayor Kalmin Smith, Bob Brown, Rachel Schroeder, Chris Fata, Michael Fredericks and Karl Glarner. Others Present: City Administrator Adam Smith and Assistant City Administrator Ameer King. Members Absent: Adam Auvenshine and Jason Barclay.
- II. APPROVAL OF AGENDA** – Mr. Augustine made a motion to approve the agenda as presented. Mr. Glarner supported the motion. Motion carried 9 to 0
- III. BOARD OF DIRECTORS MINUTES** – Approval of the regular minutes for October 14, 2015 – Mr. Brown made a motion to approve the minutes of October 14, 2015 as presented. Mr. Mulder supported the motion. Motion carried 9 to 0.
- IV. PUBLIC COMMENT** – None
- V. COMMITTEE REPORTS** – None
- Ms. Mitchell arrived at 6:04 pm
- Mr. Fata arrived at 6:07 pm
- VI. STAFF REPORTS**
- A. Financial transactions and bills** - Mr. Smith reviewed the bills to be paid. Mr. Mulder made a motion to approve the bills in the amount of \$1,020.16. Mr. Augustine supported the motion. Motion carried 11 to 0.
- B. Monthly financial statement** - Mr. Smith reviewed the financial statements.
- VII. OLD BUSINESS**
- A. DDA blighted canopy (behind Fortino's 314 S. Bridge) Update** – Mrs King indicated the A/C unit has been successfully moved, the electrical disconnected from the canopy, and the contractor has pulled the demolition permit. The demolition will take place within the next 2 weeks on a Sunday to ease the burden on the business owners.
- Chairman MacDowell turned the meeting over to Vice Chairman Keith Mulder
- B. Enclosure located behind 223. S. Bridge Street** – Mr. Smith indicated that we met with Mr. Gentilozzi this week. We have solicited bids for the survey work, awarded the bid, there were challenges with the survey including 2 gaps. Survey work is completed and paperwork is now at the title company. The survey work found that Mr. Gentilozzi's smoke house is 2 feet onto Mrs. MacDowell's property. Once the title work is complete we will put together a legal agreement with Mr. Gentilozzi. The smoke house structure is going to have to be moved in the near term. We discussed a 2 prong approach with Mr. Gentilozzi. The short term solution is to move the current structure under his canopy. This will allow everyone to do the adequate research and legal documents properly. Mr. Smith further indicated that he suggested that the smoker be located inside the building with an addition to the building. Mr. Gentilozzi liked that idea and agreed that more time is needed to research his options. The temporary location will have to meet building and fire codes. Mr. Gentilozzi is checking with the fire chief and our building officials. One other item that will need further research is the grease dumpsters and their location.
- Mr. Mulder turned the meeting over to Mr. MacDowell.
- C. 2016-2017 DDA Board Priorities** – Mr. Smith indicated that the board priorities that were decided upon at the strategic planning session are included in the packet. Committees have been assigned to the priorities as well. Please note in parentheses #2. Library title. We will need to do some due diligence to put formal names to our parking lots. Mr. Mulder made a motion to accept the priorities as presented. Mr. Augustine supported the

motion. Motion carried 11 to 0. Ms. Mitchell made a motion to approve the committee structure as presented. Mr. Fata supported the motion. Motion carried 11 to 0. Each Committee will decide how they want to proceed with each priority. The initial meeting of each committee will require a chair and vice chair to be selected. There will be staff support on a limited basis.

VII. NEW BUSINESS – None

IX. PUBLIC COMMENT – None

X. BOARD OF DIRECTORS COMMENTS – Mr. Jonas asked if the owner of Fortinos has been approached about a façade grant. Mr. Smith indicated that if we do that, we should inform all the owners in the DDA with a form letter and guidelines as well. Mr. Jonas also asked if Mr. Pantera has requested removal of his tree in front of the Marquee. It makes it difficult to read the marquee. Mr. Smith cautioned the board on removal of any tree and/or structure as it will set a precedent. Every light pole, sign, and tree are in front something. If we look into this it should be on a pilot study for one block.

Mr. Augustine indicated that the rotary chili cook off will be December 4th in the empty building next to Fortinos party store.

Mr. Brown indicated that the home tour will be December 5th and 6th and Sanctuary Spirits is on the tour.

Ms. Mitchell indicated that the library is hosting Frozen Sunday on December 6, 2015. There will be reindeer, Elsa and Anna from Frozen and a used book sale.

Mayor Smith indicated that all the incumbents won in the election as well as the ballot proposal.

Ms. Schroeder made a motion to adjourn the meeting at 6:44 p.m. Mr. Fredericks supported the motion. Motion carried 11 to 0.

Robert Brown, Secretary

Date Minutes Approved

10/27/15 to 12/31/15			
account number & transaction#	posting date	amount	vendor
GL#: 248-170.173-830.003 LANDSCAPE MAINTENANCE			
523733	12/28/2015	22,407.00	CRAIG ELECTRIC///
GL#: 248-170.173-830.004 ELECTRIC LIGHTS			
520477	10/31/2015	614.64	CONSUMERS ENERGY
522010	11/30/2015	672.23	CONSUMERS ENERGY
523734	12/28/2015	667.51	FORTINO'S MARKET
523735	12/28/2015	120.76	CLINE ENTERPRISES
523736	12/28/2015	120.76	OKINAWAN ACADEMY OF MARTIAL
523737	12/28/2015	483.02	LOG JAM RESTAURANT
523878	12/31/2015	854.79	CONSUMERS ENERGY
GL#: 248-170.173-830.005 TRASH PICKUP			
520784	11/12/2015	349.05	Pub Svc chgs 10/15
521378	11/18/2015	36.12	GRANGER
523143	12/15/2015	274.27	Pub Svc chgs 11/15
GL#: 248-170.173-830.006 CHRISTMAS DECORATIONS			
523143	12/15/2015	297.32	Pub Svc chgs 11/15
523739	12/28/2015	150.00	CRAIG ELECTRIC///
GL#: 248-170.173-830.007 PARKING LOT MAINTENANCE			
520528	11/05/2015	1,300.00	MILLER/JAY//
520576	11/06/2015	7,482.50	ASPHALT RESTORATION, INC
520784	11/12/2015	240.16	Pub Svc chgs 10/15
521311	11/18/2015	351.00	CRAIG ELECTRIC///
521318	11/18/2015	2,750.00	KEBS, INC.
521320	11/18/2015	96.00	MYERS PLUMBING & HEATING
522914	12/11/2015	3,900.00	MACKENZIE COMPANY/E T//
522919	12/11/2015	33.98	TRUE VALUE HARDWARE
522920	12/11/2015	50.97	TRUE VALUE HARDWARE
523722	12/28/2015	600.00	MILLER/JAY//
GL#: 248-170.173-830.008 OPERATIONAL EXPENSE			
522929	12/11/2015	45.30	MODEL FIRST AID SAFETY &
522930	12/11/2015	85.60	MODEL FIRST AID SAFETY &
522933	12/11/2015	36.12	GRANGER
GL#: 248-966.001-999.394 TRANSFER TO DDA DEBT SVC FUND			
523141	12/15/2015	46,853.00	transfer for 223 E River St payoff
	total	90,872.10	

BALANCE SHEET

City of Grand Ledge

As of: 12/31/2015

Balances

Fund: 248 - DDA FUND

Assets

001.000 CASH

180,085.26

Total Assets

180,085.26

Reserves/Balances

390.000 FUND BALANCE

194,553.68

398.000 CHANGES IN FUND BALANCE

-14,468.42

Total Reserves/Balances

180,085.26

Total Liabilities & Balances

180,085.26

BALANCE SHEET

City of Grand Ledge

As of: 12/31/2015

Balances

Fund: 394 - DDA DEBT FUND

Assets

001.000 CASH

239,840.34

Total Assets

239,840.34

Reserves/Balances

390.000 FUND BALANCE

7,195.55

398.000 CHANGES IN FUND BALANCE

232,644.79

Total Reserves/Balances

239,840.34

Total Liabilities & Balances

239,840.34

BALANCE SHEET

City of Grand Ledge

As of: 12/31/2015

Balances

Fund: 494 - DDA CAPITAL PROJECTS FUND

Assets

001.000 CASH

175,864.56

Total Assets

175,864.56

Reserves/Balances

390.000 FUND BALANCE

175,640.13

398.000 CHANGES IN FUND BALANCE

224.43

Total Reserves/Balances

175,864.56

Total Liabilities & Balances

175,864.56

REVENUE/EXPENDITURE REPORT

City of Grand Ledge

For the Period: 7/1/2015 to 12/31/2015	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	0.00	0.00	204,682.66	69.9
403.001 PRIOR YR PROP TAX ADJUSTMENTS	0.00	0.00	-17,940.47	0.00	0.00	17,940.47	0.0
628.001 INSURANCE DIVIDENDS	1,000.00	1,000.00	3.37	0.00	0.00	996.63	0.3
665.001 INTEREST	100.00	100.00	289.46	51.08	0.00	-189.46	289.5
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	456,651.70	51.08	0.00	223,530.30	67.1
Revenues	680,182.00	680,182.00	456,651.70	51.08	0.00	223,530.30	67.1
Expenditures							
Dept: 170.173 ECONOMIC DEVELOPMENT							
703.000 SALARIES/WAGES	26,094.00	26,094.00	6,798.34	1,152.84	0.00	19,295.66	26.1
719.000 FRINGE BENEFITS	7,507.00	7,507.00	3,094.72	1,546.46	0.00	4,412.28	41.2
731.004 PROMOTIONS & MARKETING	10,000.00	10,000.00	4,000.00	0.00	0.00	6,000.00	40.0
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	37.66	0.00	0.00	962.34	3.8
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	26,813.23	22,407.00	0.00	-14,813.23	223.4
830.004 ELECTRIC LIGHTS	25,000.00	25,000.00	7,136.53	2,246.84	0.00	17,863.47	28.5
830.005 TRASH PICKUP	7,000.00	7,000.00	1,966.01	274.27	0.00	5,033.99	28.1
830.006 CHRISTMAS DECORATIONS	7,000.00	7,000.00	447.32	447.32	0.00	6,552.68	6.4
830.007 PARKING LOT MAINTENANCE	35,000.00	35,000.00	24,664.11	4,584.95	0.00	10,335.89	70.5
830.008 OPERATIONAL EXPENSE	5,000.00	5,000.00	199.02	167.02	0.00	4,800.98	4.0
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	0.00	0.00	0.00	100.0
ECONOMIC DEVELOPMENT	311,258.00	311,258.00	136,217.12	32,826.70	0.00	175,040.88	43.8
Dept: 966.001 TRANSFERS OUT							
999.394 TRANSFER TO DDA DEBT SVC FUND	276,050.00	322,903.00	322,903.00	46,853.00	0.00	0.00	100.0
999.397 TRANSFER TO ISLAND DEBT FUND	12,000.00	12,000.00	12,000.00	0.00	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	434,903.00	334,903.00	46,853.00	0.00	100,000.00	77.0
Expenditures	699,308.00	746,161.00	471,120.12	79,679.70	0.00	275,040.88	63.1
Net Effect for DDA FUND	-19,126.00	-65,979.00	-14,468.42	-79,628.62	0.00	-51,510.58	21.9
Change in Fund			-14,468.42				
Grand Total Net	-19,126.00	-65,979.00	-14,468.42	-79,628.62	0.00	-51,510.58	

REVENUE/EXPENDITURE REPORT

City of Grand Ledge

For the Period: 7/1/2015 to 12/31/2015

Original Bud. Amended Bud. YTD Actual CURR MTH Encumb. YTD UnencBal% Bud

Fund: 394 - DDA DEBT FUND

	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
Revenues							
Dept: 905.906 DEBT SERVICE							
665.001 INTEREST	400.00	400.00	201.14	67.16	0.00	198.86	50.3
699.248 TRANSFER FROM DDA	276,050.00	322,903.00	322,903.00	46,853.00	0.00	0.00	100.0
DEBT SERVICE	276,450.00	323,303.00	323,104.14	46,920.16	0.00	198.86	99.9
Revenues	276,450.00	323,303.00	323,104.14	46,920.16	0.00	198.86	99.9
Expenditures							
Dept: 905.906 DEBT SERVICE							
991.000 DEBT-PRINCIPAL	209,360.00	256,154.00	56,152.38	0.00	0.00	200,001.62	21.9
995.000 DEBT-INTEREST	66,140.00	66,199.00	34,306.97	0.00	0.00	31,892.03	51.8
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	322,903.00	90,459.35	0.00	0.00	232,443.65	28.0
Expenditures	276,050.00	322,903.00	90,459.35	0.00	0.00	232,443.65	28.0
Net Effect for DDA DEBT FUND	400.00	400.00	232,644.79	46,920.16	0.00	-232,244.79	161.2
Change in Fund			232,644.79				
Grand Total Net	400.00	400.00	232,644.79	46,920.16	0.00	-232,244.79	

REVENUE/EXPENDITURE REPORT

City of Grand Ledge

For the Period: 7/1/2015 to 12/31/2015	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	224.43	49.24	0.00	-224.43	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	224.43	49.24	0.00	99,775.57	0.2
Revenues	100,000.00	100,000.00	224.43	49.24	0.00	99,775.57	0.2
Net Effect for DDA CAPITAL PROJECTS FUND	100,000.00	100,000.00	224.43	49.24	0.00	99,775.57	0.2
Change in Fund			224.43				
Grand Total Net	100,000.00	100,000.00	224.43	49.24	0.00	99,775.57	