



DOWNTOWN DEVELOPMENT AUTHORITY
MARCH 9, 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 February 10, 2016 [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. Enclosure located behind 223. S. Bridge Street Update [Informational Item]
 - B. FY 17 Proposed Budget [Action Item]
 - C. 2016 & 2017 Capital Improvement Bonds (Limited Tax General Obligation) [Action Item]
Motion to approve proposed issuance of approximately
\$750,000 2016 Capital Improvement Bonds – East River Street Reconstruction
\$1,500,000 2017 Capital Improvement Bonds – Parking Lot Reconstruction
commonly known as the library parking lot
- VII. NEW BUSINESS
 - A. Façade Committee Recommendation [Action Item]
- IX. PUBLIC COMMENT
- X. BOARD OF DIRECTORS COMMENTS
- XI. CLOSED SESSION – The Open Meetings Act allows the DDA to discuss certain subjects without the presence of the public. The DDA may request a staff member or any other person the DDA determines to be necessary, by a majority of the DDA members present, to attend the closed session. All persons not requested by the DDA to stay must leave the Council chambers. Once the Closed Session has ended, the DDA will resume the regular meeting.
 - A. Motion – To move into closed session to consider the purchase or lease of real property and to consider material exempt from discussion or disclosure by state and federal statute, per the Open Meetings Act, Sections 8(d) and (h).
- XII. ADJOURNMENT

DOWNTOWN DEVELOPMENT AUTHORITY

MINUTES

FEBRUARY 10, 2016, 6:00 PM

COUNCIL CHAMBERS, CITY HALL

- I. CALL TO ORDER/TAKING OF ROLL/PLEDGE OF ALLEGIANCE** – The meeting was called to order at 6:11 p.m. Members present: Chairman Keith Mulder, Michael Fredericks, Dave Jonas, Terrance Augustine, Lise Mitchell, Bob Brown, and Jason Barclay. Others Present: City Administrator Adam Smith, and Assistant City Administrator Ameer King. Members Absent: Bruce MacDowell, Mayor Kalmin Smith, Chris Fata, Karl Glarner and Adam Auvenshine
- II. APPROVAL OF AGENDA** – Mr. Jonas requested to add an item VII B. 218 N. Bridge Street foreclosure. Ms. Mitchell made a motion to approve the agenda as amended. Mr. Augustine supported the motion. Motion carried 7 to 0
- III. BOARD OF DIRECTORS MINUTES** – Approval of the regular minutes for January 13, 2016 – Mr. Jonas requested that 2 corrections be made; Item VII B add the name of the board member who supported the motion and item II add in the name of the board member who supported the motion. Mr. Jonas made a motion to approve the minutes of January 13, 2016 as amended. Ms. Mitchell supported the motion. Motion carried 7 to 0.
- IV. PUBLIC COMMENT** – None
- V. COMMITTEE REPORTS** – None
- VI. STAFF REPORTS**
 - A. Financial transactions and bills** – Mr. Smith reviewed the bills to be paid. Mr. Augustine made a motion to approve the bills in the amount of \$25,884.90. Mr. Fredericks supported the motion. Motion carried 7 to 0.
 - B. Monthly financial statement** – Mr. Smith reviewed the financial statements. The City has new financial software, therefore, the reports are in a new format.
- VII. OLD BUSINESS** –
 - A. Enclosure located behind 223. S. Bridge Street** – Mr. Smith indicated the draft document between the City and Mr. Gentilozzi is in your packets for review. Mr. Gentilozzi has had this document for approximately 3 weeks. We have asked E.T. Mackenzie to be the general contractor on the project. They are working on exhibits and specifications for the contract. The exhibits will be combined into one from Mackenzie. The City will move the shut off boxes to the City property. Any pipes or lines underneath will be Mr. Gentilozzi's responsibility. Mr. Gentilozzi and Mr. Smith will continue to work out the final details and let the board know of the progression of the project.
 - B. 218 N. Bridge Street Foreclosure** – Mr. Smith indicated that 218 N. Bridge Street is up for county tax foreclosure. It was privately owned, however, the DDA has an easement on the property. The easement holds everything the DDA will ever need. The neighboring property owners have the highest interest in purchasing the property. A new owner would not be able to build on the property, however, a food truck could park on the property and run its business out of it. In most Counties the City would get the property for free or the outstanding taxes due, however, when they sell the property any profit would go back to the County. Eaton County is an opt out County so the City will retain the profits from the property sale. Bid specifications will go out to surrounding land owners who may have an interest. They will be due on March 4 and will go to the March 14 Council meeting. The City retains the right to reject any and all bids.
- VIII. NEW BUSINESS** –
 - A. FY 17 Proposed Budget** – Mr. Smith reviewed the budget figures. The Economic Restructuring Committee met and reviewed these figures. The budget will have to be acted on at the March meeting. The City stands to lose \$885,000 in personal property tax value. There are some reimbursements from the State, but most are allocated to fire, police, EMS, and snow removal. With any TIF district there is a base year set. The growth on that area is what you capture to use to reinvest. That is with personal property included. The DDA's are the most heavily hit by the elimination of personal property taxes. The Economic Restructuring Committee reviewed and were all in agreement to work on River Street and the Library Lot in the upcoming budget. This would also take care of 2 components of the Jaycee Park Master Plan. Mr. Barclay commented that the interest rates are

low at this time and have been forecasted to increase. Ms. Mitchell commented that we are not certain if we will bond altogether or in 2 parts. Mr. Augustine commented that we had a lengthy discussion at the Committee level and we were all in favor. Mr. Smith added that this will need further financial evaluation to determine the bond size and if it has to be in 2 components. We will need a consensus of this board if this project is something you want to move forward with. The board was in consensus to move forward with the River Street/Library board project.

IX. PUBLIC COMMENT – None

X. BOARD OF DIRECTORS COMMENTS – Mr. Augustine commented that the Farmers Market is going to be held this weekend here at City Hall.

Ms. Mitchell commented that the Library is hosting a used book sale during the Farmers Market. The City has been great to work with during our renovation. We are holding activities here during the renovations. The Library is asking for a Façade Grant. The construction bids for the library reconstruction are due by February 14th.

Mr. Jonas commented that he appreciates the complete snow removal of the downtown sidewalks. We may want to consider parking permits for Fortino's parking lot. There are 2 cars that continually park in the 15 minute area.

Mr. Brown commented that the Point in Time Check for Homeless was a success. The served 115 homeless households served that day with free haircuts, contributions of coats, hats, and boots. All the donations were very much appreciated.

XI. ADJOURNMENT – Mr. Jonas made a motion to adjourn the meeting at 7:44 p.m. Mr. Brown supported the motion. Motion carried 7 to 0.

Robert Brown, Secretary

Date Minutes Approved

CHECK DISBURSEMENT REPORT FOR CITY OF GRAND LEDGE
 CHECK DATE FROM 02/01/2016 - 02/29/2016

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 248 DDA FUND							
02/09/2016	CHAS	98358	A MCLEAN & SON TRUCKING, INC.	PLOWING	830.002	170.17	1,490.00
02/09/2016	CHAS	98367	BIG L CORP	TREATED LUMBER	830.007	170.17	28.59
02/09/2016	CHAS	98372	CRAIG ELECTRIC	LIGHT POLE REPAIR	830.006	170.17	190.00
				SEASONAL DECO REMOVAL	830.006	170.17	3,000.00
				CHECK CHASC 98372 TOTAL FOR FUND 248:			<u>3,190.00</u>
02/09/2016	CHAS	98378	EATON COUNTY TREASURER	MTT 14-004287	403.001	000.00	217.89
02/09/2016	CHAS	98416	TRUE VALUE HARDWARE	LOCK/BOLT	830.008	170.17	31.97
02/09/2016	CHAS	98417	THE VERDIN COMPANY	CLOCK MAINTENANCE 2016	811.000	170.17	895.00
02/23/2016	CHAS	98423	A MCLEAN & SON TRUCKING, INC.	SNOW REMOVAL - DECEMBER 2015	830.002	170.17	1,095.00
				SNOW REMOVAL - JANUARY 2016	830.002	170.17	7,225.00
				CHECK CHASC 98423 TOTAL FOR FUND 248:			<u>8,320.00</u>
02/23/2016	CHAS	98429	BIG L CORP	CONCRETE MIX	830.007	170.17	9.58
02/23/2016	CHAS	98436	CRAIG ELECTRIC	STREET LIGHT REPAIR	830.004	170.17	1,304.00
02/23/2016	CHAS	98449	GRANGER	138 W RIVER - TRASH REMOVAL	830.005	170.17	36.12
02/23/2016	CHAS	98460	MENARDS - LANSING WEST	GLOVES/CEMENT	830.007	170.17	32.36
				Total for fund 248 DDA FUND			15,555.51

Fund 248 DDA FUND

GL Number	Description	Balance
*** Assets ***		
248-000.000-001.000	CASH	202,415.66
Total Assets		202,415.66
*** Liabilities ***		
Total Liabilities		0.00
*** Fund Balance ***		
248-000.000-390.000	Fund Balance	194,553.68
Total Fund Balance		194,553.68
Beginning Fund Balance		194,553.68
Net of Revenues VS Expenditures		7,861.98
Ending Fund Balance		202,415.66
Total Liabilities And Fund Balance		202,415.66

PERIOD EN 3 02/29/2016

GL NUMBER	DESCRIPTION	2015-16		2015-16		YTD BALANCE 02/29/2016 NORM (ABNORM)	MONTH 02/29/2016 INCR (DECR)	ACTIVITY FOR MONTH 02/29/2016 INCR (DECR)	AVAILABLE BALANCE NORM (ABNORM)	% BDDT USED
		ORIGINAL BUDGET	AMENDED BUDGET	2015-16 ORIGINAL BUDGET	2015-16 AMENDED BUDGET					
Fund 248 - DDA FUND										
Revenues										
Dept 000.000-GENERAL										
248-000.000-401.000	CURRENT PROPERTY TAXES	678,982.00	678,982.00	678,982.00	678,982.00	647,388.61	0.00	31,593.39	95.35	
248-000.000-403.001	PRIOR YR PROP TAX ADJUSTMENTS	0.00	0.00	0.00	0.00	(18,158.36)	(217.89)	18,158.36	100.00	
248-000.000-628.001	INSURANCE DIVIDENDS	1,000.00	1,000.00	1,000.00	1,000.00	3.37	0.00	996.63	0.34	
248-000.000-635.001	EQUIPMENT RENTAL	0.00	0.00	0.00	0.00	134.73	134.73	(134.73)	100.00	
248-000.000-665.001	INTEREST	100.00	100.00	100.00	100.00	420.40	56.03	(320.40)	420.40	
248-000.000-665.003	RENT-PROPERTIES	100.00	100.00	100.00	100.00	0.00	0.00	100.00	0.00	
Total Dept 000.000-GENERAL		680,182.00	680,182.00	680,182.00	680,182.00	629,788.75	(27.13)	50,393.25	92.59	
TOTAL Revenues		680,182.00	680,182.00	680,182.00	680,182.00	629,788.75	(27.13)	50,393.25	92.59	
Expenditures										
Dept 170.173-ECONOMIC DEVELOPMENT										
248-170.173-703.000	SALARIES/WAGES	26,094.00	26,094.00	26,094.00	26,094.00	8,991.99	1,096.82	17,102.01	34.46	
248-170.173-719.000	FRINGE BENEFITS	7,507.00	7,507.00	7,507.00	7,507.00	3,253.84	79.56	4,253.16	43.34	
248-170.173-731.004	PROMOTIONS & MARKETING	10,000.00	10,000.00	10,000.00	10,000.00	4,000.00	0.00	6,000.00	40.00	
248-170.173-741.000	OPERATING SUPPLIES	1,000.00	1,000.00	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00	
248-170.173-801.004	ADMINISTRATIVE	1,000.00	1,000.00	1,000.00	1,000.00	50.05	12.39	949.95	5.01	
248-170.173-802.000	LEGAL FEES	1,000.00	1,000.00	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00	
248-170.173-811.000	CONTRACTUAL	1,000.00	1,000.00	1,000.00	1,000.00	895.00	895.00	105.00	89.50	
248-170.173-817.000	PROFESSIONAL SERVICES	10,000.00	10,000.00	10,000.00	10,000.00	1,900.00	0.00	8,100.00	19.00	
248-170.173-830.002	SNOW REMOVAL	50,000.00	50,000.00	50,000.00	50,000.00	13,501.29	13,245.13	36,498.71	27.00	
248-170.173-830.003	LANDSCAPE MAINTENANCE	12,000.00	12,000.00	12,000.00	12,000.00	4,778.00	0.00	7,222.00	39.82	
248-170.173-830.004	ELECTRIC LIGHTS	25,000.00	25,000.00	25,000.00	25,000.00	31,927.82	2,273.36	(6,927.82)	127.71	
248-170.173-830.005	TRASH PICKUP	7,000.00	7,000.00	7,000.00	7,000.00	2,390.16	184.93	4,609.84	34.15	
248-170.173-830.006	CHRISTMAS DECORATIONS	7,000.00	7,000.00	7,000.00	7,000.00	4,158.13	3,305.84	2,841.87	59.40	
248-170.173-830.007	PARKING LOT MAINTENANCE	35,000.00	35,000.00	35,000.00	35,000.00	25,002.64	70.53	9,997.36	71.44	
248-170.173-830.008	OPERATIONAL EXPENSE	5,000.00	5,000.00	5,000.00	5,000.00	257.11	31.97	4,742.89	5.14	
248-170.173-840.000	INSURANCE	3,132.00	3,132.00	3,132.00	3,132.00	2,443.96	908.78	688.04	78.03	
248-170.173-960.001	FACADE/RENOVATION GRANTS	50,000.00	50,000.00	50,000.00	50,000.00	0.00	0.00	50,000.00	0.00	
248-170.173-977.000	EQUIPMENT	0.00	0.00	0.00	0.00	23,948.78	0.00	(23,948.78)	100.00	
248-170.173-997.101	INDIRECT COST CHARGES	59,525.00	59,525.00	59,525.00	59,525.00	59,525.00	0.00	0.00	100.00	
Total Dept 170.173-ECONOMIC DEVELOPMENT		311,258.00	311,258.00	311,258.00	311,258.00	187,023.77	22,104.31	124,234.23	60.09	
Dept 966.001-TRANSFERS OUT										
248-966.001-999.394	TRANSFER TO DDA DEBT SVC FUND	276,050.00	322,903.00	322,903.00	322,903.00	322,903.00	0.00	0.00	100.00	
248-966.001-999.397	TRANSFER TO ISLAND DEBT FUND	12,000.00	12,000.00	12,000.00	12,000.00	12,000.00	0.00	0.00	100.00	
248-966.001-999.494	TRANSFER TO DDA CAP PROJ	100,000.00	100,000.00	100,000.00	100,000.00	100,000.00	0.00	0.00	100.00	
Total Dept 966.001-TRANSFERS OUT		388,050.00	434,903.00	434,903.00	434,903.00	434,903.00	0.00	0.00	100.00	
TOTAL Expenditures		699,308.00	746,161.00	746,161.00	746,161.00	621,926.77	22,104.31	124,234.23	83.35	
Fund 248 - DDA FUND:										
TOTAL REVENUES		680,182.00	680,182.00	680,182.00	680,182.00	629,788.75	(27.13)	50,393.25	92.59	
TOTAL EXPENDITURES		699,308.00	746,161.00	746,161.00	746,161.00	621,926.77	22,104.31	124,234.23	83.35	
NET OF REVENUES & EXPENDITURES		(19,126.00)	(65,979.00)	(65,979.00)	(65,979.00)	7,861.98	(22,131.44)	(73,840.98)	11.92	

Fund 394 DDA DEBT FUND

GL Number	Description	Balance
*** Assets ***		
394-000.000-001.000	CASH	238,985.88
Total Assets		238,985.88
*** Liabilities ***		
Total Liabilities		0.00
*** Fund Balance ***		
394-000.000-390.000	Fund Balance	7,195.55
Total Fund Balance		7,195.55
Beginning Fund Balance		7,195.55
Net of Revenues VS Expenditures		231,790.33
Ending Fund Balance		238,985.88
Total Liabilities And Fund Balance		238,985.88

PERIOD EN 3 02/29/2016

GL NUMBER	DESCRIPTION	2015-16		YTD BALANCE 02/29/2016 NORM (ABNORM)	ACTIVITY FOR MONTH 02/29/2016 INCR (DECR)	AVAILABLE		% BDTG USED
		ORIGINAL BUDGET	2015-16 AMENDED BUDGET			NORM (ABNORM)	BALANCE	
Fund 394 - DDA DEBT FUND								
Revenues								
Dept 905.906-DEBT SERVICE								
394-905.906-665.001 INTEREST		400.00	400.00	346.68	65.83	53.32	86.67	
394-905.906-699.248 TRANSFER FROM DDA		276,050.00	322,903.00	322,903.00	0.00	0.00	100.00	
Total Dept 905.906-DEBT SERVICE		276,450.00	323,303.00	323,249.68	65.83	53.32	99.98	
TOTAL Revenues								
		276,450.00	323,303.00	323,249.68	65.83	53.32	99.98	
Expenditures								
Dept 905.906-DEBT SERVICE								
394-905.906-991.000 DEBT-PRINCIPAL		209,360.00	256,154.00	56,152.38	0.00	200,001.62	21.92	
394-905.906-995.000 DEBT-INTEREST		66,140.00	66,199.00	34,306.97	0.00	31,892.03	51.82	
394-905.906-998.000 DEBT-PAYING AGENT FEES		550.00	550.00	1,000.00	0.00	(450.00)	181.82	
Total Dept 905.906-DEBT SERVICE		276,050.00	322,903.00	91,459.35	0.00	231,443.65	28.32	
TOTAL Expenditures								
		276,050.00	322,903.00	91,459.35	0.00	231,443.65	28.32	
Fund 394 - DDA DEBT FUND:								
TOTAL REVENUES								
		276,450.00	323,303.00	323,249.68	65.83	53.32	99.98	
TOTAL EXPENDITURES								
		276,050.00	322,903.00	91,459.35	0.00	231,443.65	28.32	
NET OF REVENUES & EXPENDITURES								
		400.00	400.00	231,790.33	65.83	(231,390.33)	57,947.5	

Fund 494 DDA CAPITAL PROJECTS FUND

GL Number	Description	Balance
*** Assets ***		
494-000.000-001.000	CASH	276,032.66
Total Assets		276,032.66
*** Liabilities ***		
Total Liabilities		0.00
*** Fund Balance ***		
494-000.000-390.000	FUND BALANCE	175,640.13
Total Fund Balance		175,640.13
Beginning Fund Balance		175,640.13
Net of Revenues VS Expenditures		100,392.53
Ending Fund Balance		276,032.66
Total Liabilities And Fund Balance		276,032.66

PERIOD EN 5 02/29/2016

GL NUMBER	DESCRIPTION	2015-16		YTD BALANCE 02/29/2016 NORM (ABNORM)	ACTIVITY FOR MONTH 02/29/2016		AVAILABLE BALANCE		% BDT USED
		ORIGINAL BUDGET	2015-16 AMENDED BUDGET		INCR (DECR)	NORM (ABNORM)			
Fund 494 - DDA CAPITAL PROJECTS FUND									
Revenues									
Dept 900.901-CAPITAL OUTLAY - PUBLIC IMPROV									
494-900.901-665.001 INTEREST		0.00	0.00	392.53	76.04		(392.53)	100.00	
494-900.901-699.248 TRANSFER FROM DDA		100,000.00	100,000.00	100,000.00	0.00		0.00	100.00	
Total Dept 900.901-CAPITAL OUTLAY - PUBLIC IMPROV		100,000.00	100,000.00	100,392.53	76.04		(392.53)	100.39	
TOTAL Revenues		100,000.00	100,000.00	100,392.53	76.04		(392.53)	100.39	
Fund 494 - DDA CAPITAL PROJECTS FUND:									
TOTAL REVENUES		100,000.00	100,000.00	100,392.53	76.04		(392.53)	100.39	
TOTAL EXPENDITURES		0.00	0.00	0.00	0.00		0.00	0.00	
NET OF REVENUES & EXPENDITURES		100,000.00	100,000.00	100,392.53	76.04		(392.53)	100.39	

Fund: 248 - DDA FUND	Actual FY 13	Actual FY 14	Actual FY 15	Original Budget FY 16	Amended Budget FY 16	Actual thru December FY 16	Request FY 17	Comments
Revenues								
Dept: 000.000 GENERAL								
401.000 CURRENT PROPERTY TAXES	906,952	842,719	956,327	678,982	678,982	474,299	679,000	0% increase to est ppt and roads amo
403.001 PRIOR YR PROP TAX ADJUSTMENTS	(4,420)	-	(12,436)	-	-	(17,940)	(5,619)	MTT/BOR 3 year average
581.001 MEDC GRANT	-	15,000	-	-	-	-	-	
628.000 OPERATIONAL REVENUES	990	1,414	-	-	-	-	-	
628.001 INSURANCE DIVIDENDS	-	-	2,015	1,000	1,000	3	1,298	3 year average
665.001 INTEREST	109	35	566	100	100	289	500	
665.003 RENT-PROPERTIES	1,650	2,083	-	100	100	-	-	Former rental homes
675.000 DONATIONS	-	-	200	-	-	-	-	
675.004 MUSIC IN THE PARK	8,570	7,750	-	-	-	-	-	Chamber administration
699.494 TRANSFER FROM DDA CAP PROJ	50,000	90,000	-	-	-	-	-	
TOTAL REVENUES	963,851	959,001	946,672	680,182	680,182	456,651	675,179	
Expenditures								
Dept: 170.173 ECONOMIC DEVELOPMENT								
703.000 SALARIES/WAGES	28,695	25,705	25,506	26,094	26,094	6,798	26,379	
719.000 FRINGE BENEFITS	6,945	6,354	6,301	7,507	7,507	3,095	7,060	
731.004 PROMOTIONS & MARKETING	6,505	8,742	10,653	10,000	10,000	4,000	10,000	Music in Park 2,500 Movies 500 Billboard 1,000 + commitment
741.000 OPERATING SUPPLIES	222	121	962	1,000	1,000	-	1,000	
801.004 ADMINISTRATIVE	865	494	386	1,000	1,000	38	1,000	
802.000 LEGAL FEES	105	185	-	1,000	1,000	-	1,000	
811.000 CONTRACTUAL	733	42,654	-	1,000	1,000	-	900	Clock maintenance - extend

Fund: 248 - DDA FUND	Actual	Actual	Actual	Original	Amended	Actual thru	Request	Comments
	FY 13	FY 14	FY 15	Budget FY 16	Budget FY 16	December FY 16	FY 17	
817.000 PROFESSIONAL SERVICES	1,855	100	500	10,000	10,000	-	10,000	E. River St. Blocks
830.001 PROPERTY OPERATING EXPENSE	109,624	141,646						
830.002 SNOW REMOVAL	-	-	34,325	50,000	50,000		50,000	Detail now provided 830,000s
830.003 LANDSCAPE MAINTENANCE	-	-	12,463	12,000	12,000	4,406	12,000	contract expired/to be provided DPS
830.004 ELECTRIC LIGHTS / POLES	-	-	16,859	25,000	25,000	29,544	25,000	contract expired. Will send out RFP beginning of 2016
830.005 TRASH PICKUP	-	-	6,700	7,000	7,000	1,966	7,000	DPS employees
830.006 CHRISTMAS DECORATIONS	-	-	7,649	7,000	7,000	447	7,000	installing & removing decorations & putting up "holiday" tree
830.007 PARKING LOT MAINTENANCE	-	-	7,118	35,000	35,000	24,664	25,000	Read Millage-Reinvestment
830.008 OPERATIONAL EXPENSE	-	-	2,309	5,000	5,000	199	5,000	
840.000 INSURANCE	3,729	3,383	3,203	3,132	3,132	1,535	3,132	
960.001 FAÇADE/RENOVATION GRANTS	-	-	-	50,000	50,000	-	50,000	
961.001 RENTAL REHAB	10,500	-	-	-	-	-	-	
971.000 LAND ACQUISITION	822	-	-	-	-	-	-	
974.009 STREET LIGHTS	64,219	-	-	-	-	-	-	
977.000 EQUIPMENT		32,244	-	-	-	23,949	-	
997.101 INDIRECT COST CHARGES	112,153	54,720	60,795	59,525	59,525	59,525	62,131	3 year average of actual
999.206 TRANSFER TO GLAESA	66,416	66,416	66,416					Commitment fulfilled
ECONOMIC DEVELOPMENT TOTAL	413,388	382,764	262,145	311,258	311,258	160,166	303,602	
Dept: 966.001 TRANSFERS OUT								
999.274 TRANSFER TO GRANTS FUND	50,000	-	-	-	-	-	-	
999.394 TRANSFER TO DDA DEBT SVC FUND	605,650	565,938	512,010	276,050	322,903	322,903	264,160	*

Fund: 248 - ...A FUND	Actual FY 13	Actual FY 14	Actual FY 15	Original Budget FY 16	Amended Budget FY 16	Actual thru December FY 16	Request FY 17	Comments
999.397 TRANSFER TO ISLAND DEBT FUND	12,000	12,000	12,000	12,000	12,000	12,000	12,000	Commitment 2016 / Bond 2022 Island Improvements
999.410 TRANSFER TO CITY'S CAP IMPR FUND	-	-	-	-	-	-	-	
999.494 TRANSFER TO DDA CAP PROJ FUND				100,000	100,000	100,000	150,000	E. River St Blocks
TRANSFERS OUT TOTAL	667,650	577,938	524,010	388,050	434,903	434,903	426,160	
Total Expenditures	1,081,038	960,702	786,155	699,308	746,161	595,069	729,762	
Revenues less Expenditures	(117,187)	(1,701)	160,517	(19,126)	(65,979)	(138,418)	(54,583)	* outstanding debt: loan-9/15/06 final payment-10/4/20 purchase-223-E River St
Estimated Working Capital 6/30/16						(a)	83,574	
Estimated Working Capital 6/30/17							28,991	
			(a) less \$45K pending transfers for tractor & light poles					2010 Bonds 8/17/10 final payment 5/1/25 Parking Lot #10
								2011 Refunding Bonds 9/1/11 final payment 5/1/21 Parking Lot #1

Fund: 494 - DDA CAPITAL PROJECTS FUND		Actual FY 13	Actual FY 14	Actual FY 15	Original Budget FY 16	Amended Budget FY 16	Actual thru December FY 16	Request FY 17	Comments
Revenues									
Dept: 900.901 CAPITAL OUTLAY - PUBLIC IMPROV									
665.001 INTEREST	746	617	532	-	-	-	224	-	
699.248 TRANSFER FROM DDA	-	-	-	100,000	100,000	100,000	100,000	150,000	E. River St Blocks
Total Revenues	746	617	532	100,000	100,000	100,000	100,224	150,000	
Expenditures									
Dept: 900.904 BRIDGE ST PLAZA									
974.006 CONSTRUCTION	24,046	19,806	-	-	-	-	-	-	
Dept: 900.905 PARKING LOT REPAIRS									
974.006 CONSTRUCTION	-	3,187	82,529	-	-	-	-	-	
Dept: 900.906 E. RIVER ST BLOCK									
974.006 CONSTRUCTION	-	-	-	-	-	-	-	-	
Total Projects Expenditures	24,046	22,993	82,529	-	-	-	-	-	
Dept: 966.001 TRANSFERS OUT									
999.248 TRANSFER TO DDA	50,000	90,000	-	-	-	-	-	-	
999.394 TRANSFER TO DDA DEBT FUND	82,716	-	-	-	-	-	-	-	
999.410 TRANSFER TO CITY'S CAP IMPR FUND	-	-	-	-	-	-	-	-	East River St
TRANSFERS OUT TOTAL	132,716	90,000	-	-	-	-	-	-	
Total Expenditures	156,762	112,993	82,529	-	-	-	-	-	
Revenues less Expenditures	(156,016)	(112,376)	(81,997)	100,000	100,000	100,000	100,224	150,000	
Estimated Working Capital 6/30/16								275,640	
Estimated Working Capital 6/30/17								425,640	

	Actual FY 13	Actual FY 14	Actual FY 15	Original Budget FY 16	Amended Budget FY 16	Actual thru December FY 16	Request FY 17	Comments
Fund: 394 - DDA DEBT FUND								
Revenues								
Dept: 905.906 DEBT SERVICE								
665.001 INTEREST	564	786	1,103	400	400	201	1,000	outstanding debt: loan-9/15/06 final-payment-10/1/20 purchase-223-E River St
699.248 TRANSFER FROM DDA	605,650	565,938	512,010	276,050	322,903	322,903	264,160	2010 Bonds 8/17/10
699.396 TFR FM PARKING DEBT	4,721	-	-	-	-	-	-	final payment 5/1/25 Parking Lot #10 \$172,454
699.494 TFR FM CAP PROJ	82,716	-	-	-	-	-	-	2011 Refunding Bonds 9/1/11 final payment 5/1/21
DEBT SERVICE TOTAL	693,651	566,724	513,113	276,450	323,303	323,104	265,160	Parking Lot #1 \$91,125
Expenditures								
Dept: 905.906 DEBT SERVICE								
991.000 DEBT-PRINCIPAL	570,258	474,359	469,359	209,360	256,154	56,152	205,000	
995.000 DEBT-INTEREST	107,851	91,026	78,502	66,140	66,199	34,307	58,610	
998.000 DEBT-PAYING AGENT FEES	300	-	500	550	550	-	550	
DEBT SERVICE TOTAL	678,409	565,385	548,361	276,050	322,903	90,459	264,160	
Revenues less Expenditures	15,242	1,339	(35,248)	400	400	232,645	1,000	
Estimated Working Capital 6/30/16							7,595	
Estimated Working Capital 6/30/17							8,595	

COMMITTEE REPORT

COMMITTEE: DDA Façade Committee

DATE: February 11, 2016

PRESENT: Mike Stevens, Todd Gute, Bill Kane, Bob Brown, City Administrator Adam Smith, Assistant City Administrator Ameer King, Library Director Lise Mitchell, and Library Board President Joan Kane.

ABSENT: Bruce MacDowell

AGENDA ITEMS: Library Façade Grant Application

REPORT: Ms. Mitchell reported that the library will undergo reconstruction this summer, trying to maximize the landlocked space they have. They will add in power doors, and elevator, a bathroom, renovate existing bathroom, handrail on sidewalk, a new façade. The estimated costs are \$750,000. Mr. Smith indicated that in reviewing the façade guidelines, the library project does not meet the general concept of increasing property values, however he recommends the committee consider that the library is a vital part of downtown and contribute \$10,000 - \$15,000 toward the ADA components of the entrances.

ITEM	STATUS/RECOMMENDATION
Library Façade Grant	Mr. Brown moved to recommend to the DDA Board to grant up to \$15,000 toward the ADA components of the renovations for the public entrances. Mr. Gute supported the motion. Motion carried 4 to 0.

FACADE GRANT PROGRAM GUIDELINES July 24, 2006

Program Design

The Facade Grant Program has been established to provide financial assistance to business and commercial building owners wishing to improve the appearance of their buildings. The buildings being targeted are commercial businesses within the Downtown Development Authority District, particularly in the downtown area. Commercial buildings are defined as those structures whose use, or anticipated use, is primarily for non-residential purposes. Secondary residential uses, generally on upper floors, with retail/service business on the first floor are permitted.

The DDA is looking for major, permanent changes to a building. Normal maintenance items (e.g. new roofs, replacement of windows with similar windows, painting) are not included unless they are a minor part of a much more intensive improvement. The test for a Facade Grant is whether the building improvements are substantially better with the addition of DDA funding. We anticipate that following the completion of the improvements the assessed value of the building will increase. In the long term the program is expected to finance itself due to increase taxes captured by improving the buildings.

General Concepts

The main goal of the Facade Grant Program is to improve the attractiveness of the commercial district, mainly in the downtown area. The Program involves returning buildings to a more historic character or, if that is not possible, creating harmony with the other buildings in the area. We are looking at substantial changes which will increase property values.

The process of improving the facades in downtown Grand Ledge involves looking at the downtown as a whole and ensuring that all of the parts work together. We look at the downtown from a pedestrian scale. Since we are an automobile oriented society we need to change our normal perspective. Signage, scale, distinctive character all work to develop a sense of place that is, tying the downtown together.

There are a number of common elements which are important in improving the facades:

- Windows - improving the windows to fill in the spaces originally designed for them, the style of the window, and adding or removing windows as needed.
- Signage - a mixed variety of hanging signs attached to the building and hanging over the sidewalk. The size should be fairly common but a wide range of designs can add uniqueness to the downtown.
- Cornices - these are important to provide a vertical perspective to a building. Existing cornices should be repaired and where none exist new ones can be installed.

- Awnings - these were very common in earlier times. They act as shade during the summer and protection for the customers during inclement weather.
- Doors - a variety of door styles can be used in the facade design. They can be distinctive and individualized for each business.
- Color - this is an important aspect to the facade design. Windows and doors as well as other elements can significantly affect the attractiveness of the structure.

A key factor is that some fairly small and inexpensive improvements can have a significant affect on a buildings look. Sometimes a small improvement project, done correctly, is better than a large improvement done poorly. We have some general concept and design options which can be borrowed.

Operation

The Grand Ledge Downtown Development Authority (DDA) has developed a method of improving the development district by providing the owners and operators with a tool to assist and induce them to improve the appearance of their building(s). The DDA's interest is in maintaining the general appearance of the City and, specifically, the downtown in the traditional period of each architectural style. They are not interested in a common theme or style for the downtown.

The program utilizes the services of a Facade Committee, to evaluate the building of each participant in the program, making suggestions as to how the building's appearance could be improved or restored. This Committee is composed of three members of the Planning Commission and three members of the DDA Board of Directors. They consider the historical aspect of the building, the architectural style, the difficulty in restoring it to the earlier period, and the cost. They also review the archives of the Grand Ledge Historical Society for a history of the building, its use and old photos of the structure. Along with the evaluation of the building, they will attempt to obtain information on the structural integrity of the building, its size and usage. To the extent feasible, the historic character of the building should be preserved. The business owner and their architect/builder would jointly present a proposal to the Facade Committee for their approval and funding. In those cases where the Committee/DDA and the owner cannot come to a consensus the DDA would opt not to finance the improvements.

Application Process

1. The applicant is given an application form and other information
2. Business owner/operator meets with the Facade Committee to discuss what ideas they have to improve their building. At this meeting the applicant will provide current pictures and historical photographs of the building under consideration.
3. Once the applicant is given some ideas they can either employ a builder, architect or just work on the design themselves. At a certain point the applicant must provide a detailed design/rendering in order to evaluate project. It is this design or rendering of the facade which is incorporated as part of the agreement. At a second meeting with the Facade Committee the design will be needed.
4. The applicant, with their architect/builder, if any, will meet with the Facade Committee to discuss the design plans. After discussing and giving approvals to the sketches, the applicant will need to

produce a set of building plans and specifications of materials. This will be submitted to the Committee, and if consistent to the sketch discussed, be approved and sent to the DDA Board of Directors.

5. Plans are submitted to DDA Board, along with the Facade Committee's recommendation, for their review and possible approval.
6. If approved, an agreement is prepared with details of the construction as well as the design. Specifics such as window styles, signage and building materials may be detailed. The applicant and the Board will sign this agreement which will have the prints and specifications attached. The agreement commits the applicant to do the facade work as submitted, and the DDA will provide appropriate grant funds when the work is completed.
7. If during the construction an issue arises which may require a change in the design, the architect/builder and owner will meet with the Facade Committee for their approval. Only the Facade Committee has the authority to permit the plans and specifications to be changed. These changes must be provided in writing to the owner, verbal approvals are not valid reasons for deviating from the agreed facade design.
8. Upon completion of the facade improvement the Facade Committee will inspect the work and, if done according to the plans, recommend that the DDA reimburse the owner. If not, they will recommend that the owner be required to modify the facade, be partially reimbursed, or not reimbursed at all.
9. As always, the final decision is up to the DDA Board of Directors.

NOTE: The DDA and the Facade Committee are only reviewing the facade improvements of a building. They are not involved with building codes, property ownerships, easements, zoning, right-of-ways or any other issue relating to a construction project. Approval of a facade design does not infer approval of any other construction issue or requirement. The business owner is responsible for contacting other City Officials for the various approvals required.

Timing

The Facade Grant application process is likely to take several months. It will normally require at least two meetings with the Facade Committee and a meeting of the DDA Board of Directors. The DDA Board meets on the second Wednesday of each month. The Facade Committee meets as needed and when a majority of the members are available, usually an early morning meeting. Experience has taught us that rushing to meet your deadlines generally produces a poorer quality product than if the process is allowed to run at its normal speed. Therefore, do not expect the DDA to alter its process to meet your deadlines. If you are about to start construction it is probably too late to start the process.

Funding

We will offer a matching grant (50%) to businesses who participate giving a maximum of \$8,000 per face with a match from the participant. This would give the participant a maximum of \$8,000 of DDA funding on a project costing \$16,000. A face is determined by its visibility to the public, not the number of parcels or addresses. The face will be determined by the Facade Committee and the DDA, and the number will be stated on the agreement. We will not provide working drawings for the work to be done, nor any fees or insurance costs. Basically we are looking to pay contractors costs, materials, and similar items.

In addition, the DDA will authorize 50%, up to \$1,500, toward the architectural/design costs undertaken by the client. This payment is for an actual bill related to the facade design. It will be paid after the facade work is successfully completed and as part of the project reimbursement.

FAÇADE GRANT AGREEMENT

City of Grand Ledge Downtown Development Authority

THIS AGREEMENT, made and entered into this _____ day of _____, 2016, by and between the DOWNTOWN DEVELOPMENT AUTHORITY OF THE CITY OF GRAND LEDGE, MICHIGAN, a Municipal corporation whose office is located at 310 Greenwood Street, Grand Ledge, Michigan 48837 (“Grantor”), and GRAND LEDGE AREA DISTRICT LIBRARY, a governmental authority, whose address is 131 East Jefferson, Grand Ledge, Michigan 48837 (“Grantee”).

RECITALS

WHEREAS, the Grantee has the power and authority to own or lease real property at 131 East Jefferson, Grand Ledge, Michigan 48837, legally described as LOT 16 NW 18 1/4 FEET OF LOT 17 OP BLOCK 27 CITY OF GRAND LEDGE (Parcel Identification Number: 400-000-627-250-00).

WHEREAS, the Façade Committee has made recommendation for approval thereof.

WHEREAS, the Grantor, by resolution adopted on _____, approved the release of grant funds to the Grantee to conduct structural façade improvements at the above mentioned real property, subject to the execution and completion of all terms and conditions of this Agreement.

NOW THEREFORE, for and in consideration of the mutual promises, covenants, terms and conditions set forth herein, Grantor and Grantee agree as follows:

I. Grantor Obligations and Responsibilities

A. The Grantor shall provide the Grantee a one-time, lump sum, grant payment of **sixteen thousand dollars (\$16,000) for exterior improvements on two faces of the building plus one thousand five hundred dollars (\$1,500) for architectural/design costs** after the completion date, once all documentation of construction cost expenditures are provided to the Grantor, as defined in *Attachment A: General Conditions and Grant Eligible Expenses*, and the Grantor has confirmed that all work performed by the Grantee is consistent with the approval of the Grantor, as defined in *Attachment B: Scope of Work*. As used in this Agreement, "Completion Date" shall mean the date the Grantee obtains final approval of the project by all governing authorities that may have jurisdiction over its construction and supervision.

B. Grant funds will be released after the Completion Date, provided that:

1. No construction liens shall have been filed against the Grantee.

2. The Grantee has provided the Grantor with such sworn statements, waivers of lien, affidavits, other documents, paid receipts and other proof of payment from the Grantee, and from any general contractor, subcontractor, supplies and laborers as shall be required by the Grantee.

3. All work shall have been completed in a manner satisfactory to the Grantee and in accordance with the approved program, pursuant to Attachment A.

4. In the event the Grantee fails to complete the improvements, the Grantor shall not be liable for reimbursement for any of the Grantee's construction costs.

5. Within 30 days of meeting all conditions stated within this Agreement, the Grantor will release funds in the form of a check made out to the Grantee.

C. The Grantor shall not be liable for payments for services beyond the scope of the eligible activities, nor shall the Grantor be liable for payments for activities which are conducted after the façade improvement project is completed.

D. The Grantor shall not be party to, nor is it liable for, any contractual payments to third parties.

II. Grantee Obligations and Responsibilities

A. The Grantee acknowledges and agrees that the amount addressed in I (A) is to be used solely for exterior façade improvements on the property identified in this Agreement, and to abide by the provisions of the Grantor's "Façade Improvement Program" adopted on July 24, 2006. All work performed by the Grantee shall be consistent with the approval of the Grantor, Attachment A. No changes are allowed unless the Grantee obtains written approval from the Grantor prior to implementing such changes. The Grantee understands that the Grantor is not required to approve or authorize any changes.

B. The Grantee shall identify the contractor(s) who will perform the work and disclose if any such contractor(s) is a family member or employee of the Grantee.

C. The Grantee acknowledges that it is solely responsible for providing its own contractor(s), and to assure that those contractors are fully insured and licenses and have obtained necessary permits in accordance with city regulations.

D. The Grantee shall maintain records and documents of façade improvement expenditures in accordance with generally accepted accounting practices.

E. The Grantee shall continuously maintain adequate protection for all work performed under this Agreement from damage and shall protect the adjacent public sidewalk, right-of-ways, and adjacent properties from injury arising in connection with this Agreement. The Grantee shall make good such damage or injury. Further, it shall be the responsibility of the Grantee to remove from the premises any and all debris or refuse resulting from this contract, leaving the same in a neat and orderly condition.

F. The Grantee hereby grants to the Grantor the right to use pictures, renderings or descriptions of the work performed under this Agreement for any and all purposes desired by the Grantor.

G. The Grantee shall comply with all applicable federal, state, county, and municipal laws, ordinances, codes and regulations, and is responsible for obtaining at the Grantee's sole cost and expense all necessary easements, right-of-way, permits, license approvals, and any other permissions necessary for the façade improvement project. Real and personal property taxes and other city accounts must be current at the time of approval.

H. The Grantee acknowledges that there is no violation or default by the Grantee under any indenture, contract, mortgage, lien, agreement, lease, loan agreement, note, order, judgement, decree, or other instrument of any kind to which it is a party and by which it is bound, or to which it or any of its assets are subject, wherein a default or violation would materially and adversely affect any of the transactions contemplated by, or the validity of this Agreement. Compliance with the terms of this Agreement does not conflict with, and will not result in or constitute a breach of, or default under, any of the foregoing.

I. The Grantee may not assign, transfer, or delegate to any other person or entity all or any rights or obligations under this Agreement without prior written consent of the Grantor. Consent may be given or withheld in the sole and absolute discretion of the Grantor.

J. Not more than sixty (60) days after the Completion Date of the façade improvement project, the Grantee shall submit to the Grantor supporting documentation of the project completion including, but not limited to, documentation of construction cost expenditures, payment, and affidavits.

III. Term.

The term of this agreement shall commence upon execution and shall expire after the Grantor has fulfilled its obligations under Section I (A), not to exceed 15 months from the date of execution of this Agreement.

IV. Modifications of Agreement

This Agreement may only be modified by an instrument in writing signed by both parties.

V. Severability

If any section or provision of this Agreement is unenforceable for any reason, the unenforceability shall not impair the remainder of this Agreement, which shall remain in full force and effect.

VI. Indemnification

The Grantee agrees to indemnify and hold the City of Grand Ledge, its DDA, and its officers, employees, and agents from any and all liability, loss or damages as a result of claims, actions, suits, causes of action, proceedings, costs, expenses, judgements, and liabilities of any kind whatsoever arising out of the Grantee's acceptance of the Grantor's financial compensation.

VII. Jurisdiction

Any proceeding claim, or cause of action, at law or equity, arising under this Agreement or as a result of a breach thereof, shall be brought only in the appropriate court for Eaton County, Michigan. This agreement has been executed in the State of Michigan, and therefore shall be construed, interpreted, and applied on only according to the laws of the State of Michigan.

VIII. Understanding and Binding Effect

This Agreement shall inure to the benefit of and be binding upon the parties and their respective heirs, personal representatives, members, assigns, and successors.

IX. Breach

In the event of a material breach of the Agreement by either party, it is agreed that the non-defaulting party shall be permitted to recovery, in addition to any other remedy that may be available to it, at law or at equity, all reasonable attorney's fees and costs, and damages incurred as a direct result or consequence of such breach.

X. Notices and Mailings

All notices and other documents to be served or transmitted shall be in writing and addressed to the respective parties at the addresses stated on Page 1 of this Agreement or such other address or addresses as shall be specific by the parties from time to time, and may be served or transmitted in person or by ordinary or certified mail properly addressed with sufficient postage.

XI. Captions

The captions in this Agreement are for convenience only and shall not be considered as part of this Agreement or in any way amplifying or modifying its terms and provisions.

XII. Authority

The respective signatures below expressly acknowledge that this Agreement is made and entered into with the full authority of the Downtown Development Authority, and that the person/s executing this Agreement on behalf of the respective parties have been duly authorized and empowered to make and enter into this Agreement.

IN WITNESS WHEREOF, we have executed this Agreement on the date and year first above written.

**THE DOWNTOWN DEVELOPMENT AUTHORITY OF THE CITY OF GRAND LEDGE,
MICHIGAN**

GRANTOR:

By: _____
Adam Smith, City Administrator

And: _____
Gregory L. Newman, City Clerk

GRANTEE:

By: _____
Signature
(Person Legally Authorized to Bind Grantee)

Grantee Legal Name & Title (printed)

By: _____
Signature
(Person Legally Authorized to Bind Grantee)

Grantee Legal Name & Title (printed)

Attachment A: General Conditions and Grant Eligible Costs

FAÇADE GRANT PROGRAM

GENERAL CONDITIONS and ELIGIBLE COSTS

General Conditions

1. It is expressly understood and agreed that Grantee shall be solely responsible for all safety conditions and compliance with all safety regulations, building codes, ordinances, and other applicable regulations.
2. It is expressly understood and agreed that work completed prior to the final approval for funding is ineligible for funding.
3. The Grantee shall be responsible for maintaining valid and sufficient insurance coverage for property damage and personal injury liability relating to the Agreement.
 - a. During the period of construction, the Grantee agrees that it shall keep in full force and effect a policy of commercial liability insurance in an amount of not less than one million dollars (\$1,000,000) per occurrence, and that the City of Grand Ledge and the Grand Ledge Downtown Development Authority shall be additional named insured on such policies. The Grantee further agrees to indemnify and hold harmless the City of Grand Ledge and the Grand Ledge Downtown Development Authority, including their respective agents and employees from any and all claims arising out of or related to construction of the façade, including but not limited to, claims for payment by subcontractors or suppliers.
4. The Grantee agrees to maintain the property and improvements, including but not limited to, promptly removing graffiti, trash, and sweeping and shoveling the entrances of the property.
5. The Grantee agrees to return a pro-rated amount of the grant money received if the improvement is removed within five (5) years from the issuance of grant payment.
6. The Grantee must begin the project within three (3) months of being notified that they have been awarded the grant and must complete the façade project within 12 months of beginning the project.
7. The Grantee authorizes the City of Grand Ledge to promote the project, including but not limited to displaying a sign at the site, during and after construction, and using photographs and descriptions of the project in promotional materials and press releases.

Attachment A: General Conditions and Grant Eligible Costs

Eligible Grant Improvements

The following list represents improvements eligible for reimbursement under the City's Façade Grant Program:

- **Exit Doors (exterior)** – installation, repair, and replacement of exit doors and hardware to provide public access, or where current doors do not meet the building and fire codes, or it will improve the overall appearance of the building.
- **Painting** – painting of the exterior surface of buildings.
- **Shutters and Awnings** – repair, replacement, or the addition of exterior shutters and awnings. (*Exceptions: mansard roofs, back-lit and/or plastic awnings are not eligible for funding.*)
- **Signs** – repair and replacement. All exterior signage must be brought into compliance with existing city ordinance.
- **Stairs, Porches, Railings, Exits** – repair and replacement or installation of exterior stairs, porches, railings, and exit facilities.
- **Walls** – repair, replacement, restoration, and rebuilding of *exterior* walls, including: cleaning, sealing, tuck pointing, painting, removal of materials, and replacement with appropriate materials, etc. Repair and replacement of cornice and parapet portions of walls are also eligible.
- **Windows** – repair of frames, sills, glazing, replacement of glass, and installation of new windows.
- **Roofs** – repair and re-roofing, where the effects of the repair will be visible from a public street or public parking lot. (In general, roofs with significant pitch would qualify, flat roofs would not).
- **Walkways** – sidewalks, pavers, plazas, and other permanent improvements designed primarily for pedestrian use, only in conjunction with rear entrance improvements.
- **Lighting** – installation, repair, and replacement of decorative lighting mounted on a building that illuminates the façade or signage.

Ineligible Grant Improvements

The following items are *not* eligible for reimbursement under the City's Façade Grant Program:

- Building Permit fees and related costs
- Extermination of insects, rodents, vermin, and other pests
- Title reports and legal fees
- Acquisition of land or buildings
- Air conditioning and heating equipment
- Electrical wiring or service upgrade, except electrical work necessary to illuminate an eligible sign
- Elevators – repair or installation
- Interior floor or ceiling replacement and repair
- Plumbing

Attachment A: General Conditions and Grant Eligible Costs

- Refinancing existing debt
- Sprinkler systems
- Sweat equity
- Working capital for businesses
- Resurfacing of parking lots
- Landscaping

Improvements not specifically listed as eligible or ineligible are subject to review as to eligibility and approval or disapproval by the Downtown Development Authority.

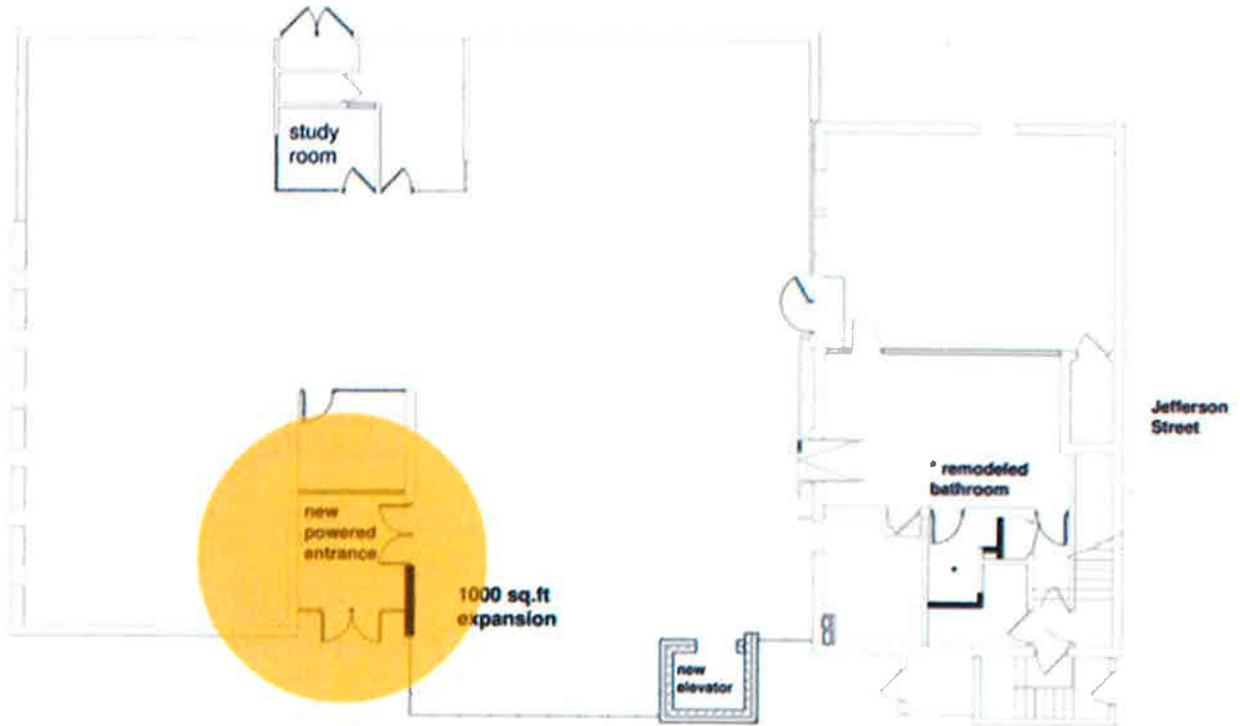
Attachment B: Scope of Work

As part of a 1,300 square feet renovation, the Grand Ledge Area District Library will utilize the City of Grand Ledge Façade Grant Program funds to complete the following:

- **Install ADA accessible, powered entrance doors on the northwest side of the library building and on Jefferson Street to improve access for patrons with walkers, wheelchairs, or strollers**
 - Power-assisted Door Operator for Aluminum Entrance (Jefferson Street): Provide full energy power door operators equivalent to Besam SW100 model for left leaf of inner and outer vestibule doors (#121A and #121B) at West side building entrance, both activated individually by wireless push buttons mounted on building exterior, in the vestibule, and in the lobby interior. Doors are to retain individual manual operation.
 - Power-assisted Door Operator for Existing Wood Entrance (Northwest Side of Building): Provide low energy power door operator equivalent to LCN 4640 series model for existing wood outer vestibule door (of Vestibule 207) at South side building entrance, activated by wireless push buttons mounted on building exterior and in the vestibule. Door is to retain individual manual operation.

The total cost of the powered doors is estimated at \$ _____ with \$ _____ estimated for installation.

Attachment B: Scope of Work



Parking Lot

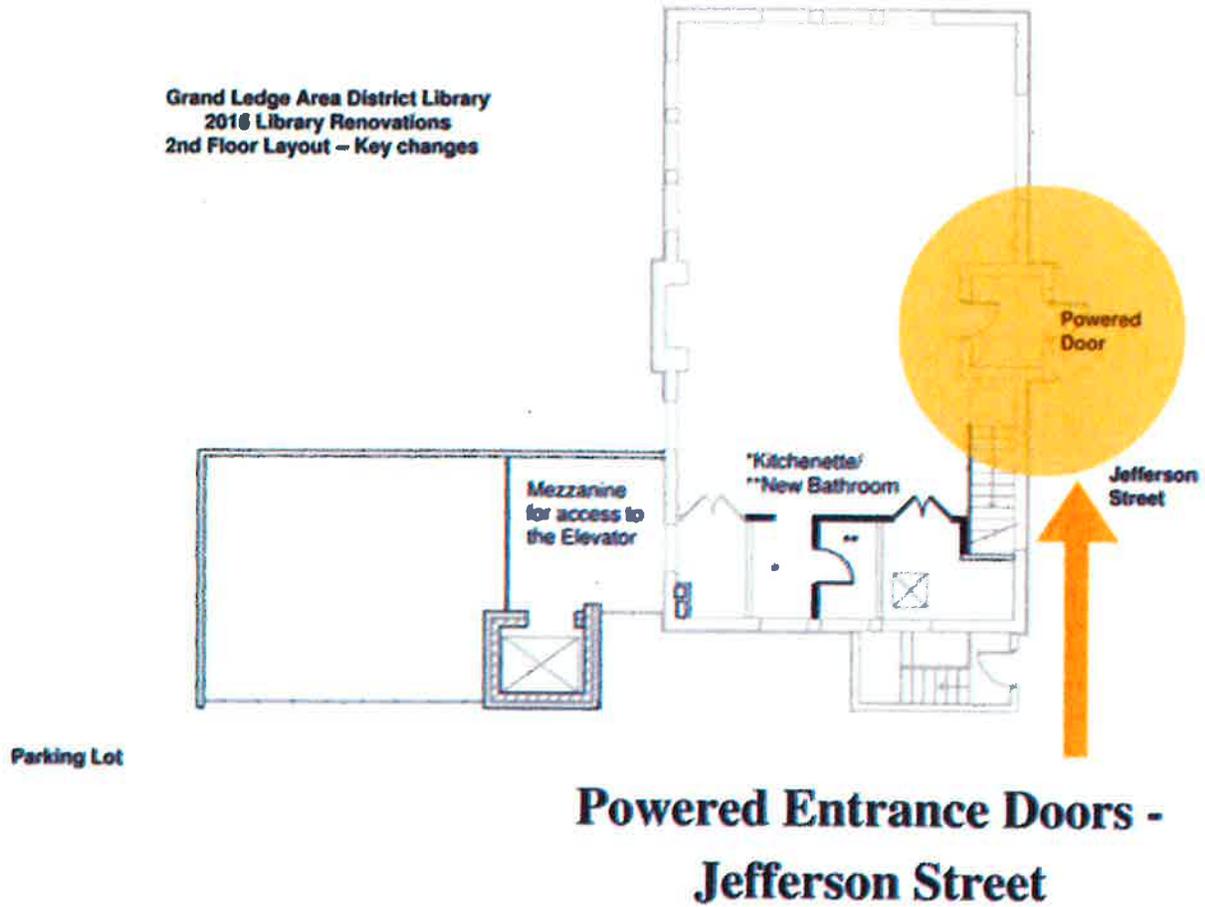


Grand Ledge Area District Library
2016 Library Renovations
1st Floor Layout – Key Changes

Powered Entrance Doors - Parking Lot

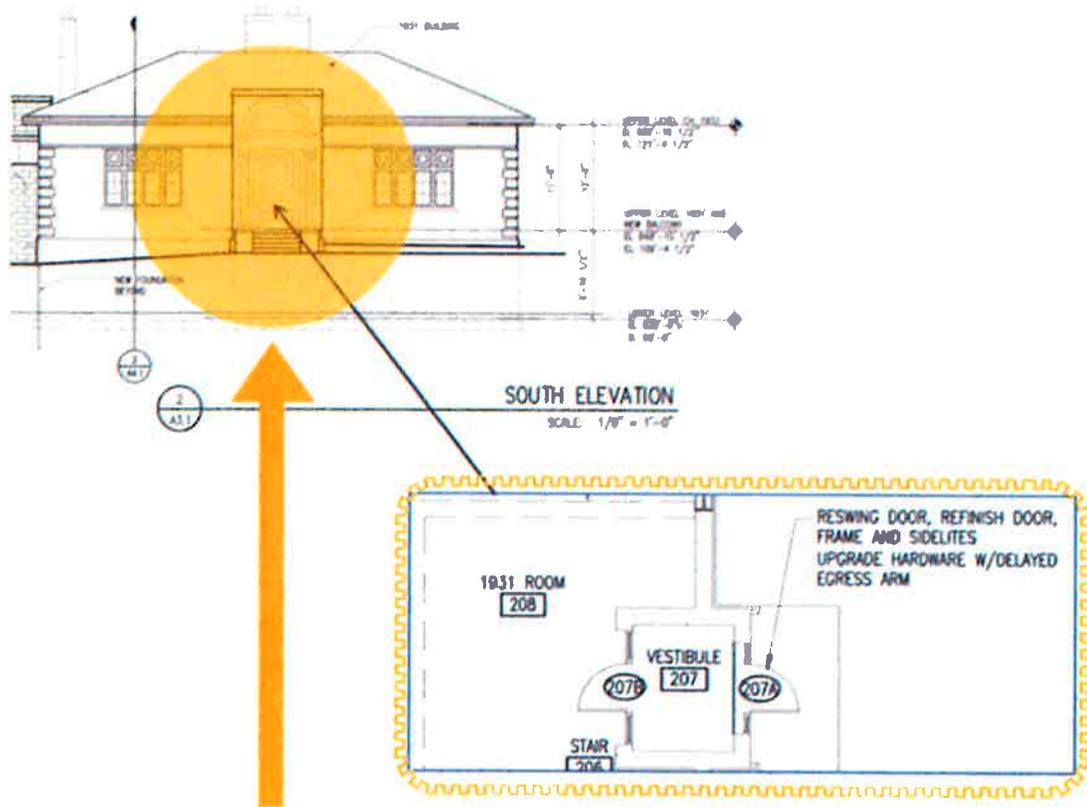
Attachment B: Scope of Work

Grand Ledge Area District Library
2016 Library Renovations
2nd Floor Layout – Key changes



Attachment B: Scope of Work

Grand Ledge Area District Library – 2016 Renovations – South Elevation – Accessibility Improvements



Powered Entrance Doors - Jefferson Street

Attachment B: Scope of Work

As part of a 1,300 square feet renovation, the Grand Ledge Area District Library will utilize the City of Grand Ledge Façade Grant Program funds to complete the following:

- **Extend the vestibule on the northwest side of the library building for adequate room to install ADA accessible, powered entrance doors and install ADA accessible, powered entrance doors on Jefferson Street to improve access for patrons with walkers, wheelchairs, or strollers**
 - Power-assisted Door Operator for Aluminum Entrance (Jefferson Street): Provide full energy power door operators equivalent to Besam SW100 model for left leaf of inner and outer vestibule doors (#121A and #121B) at West side building entrance, both activated individually by wireless push buttons mounted on building exterior, in the vestibule, and in the lobby interior. Doors are to retain individual manual operation.
 - Extend vestibule to house new power-assisted Door Operator for Existing Wood Entrance (Northwest Side of Building): Provide low energy power door operator equivalent to LCN 4640 series model for existing wood outer vestibule door (of Vestibule 207) at South side building entrance, activated by wireless push buttons mounted on building exterior and in the vestibule. Door is to retain individual manual operation.

The total cost of the powered doors is estimated at \$_____ with \$_____ estimated for installation.

VII. Old Business

- C. Motion to approve proposed issuance of 2016 Capital Improvement Bonds (Limited Tax General Obligation) \$750,000 – East River Street Reconstruction & \$1,650,000 – Parking Lot Reconstruction commonly known as the library parking lot in partnership with the City of Grand Ledge.

Closed session
go into closed session -

Board Member	Yes	No
Robert Brown	/	
Lise Mitchell	/	
Chris Fata	/	
Dave Jones	/	
Terrance Augustine	/	
Jason Barclay	/	
Mayor Smith	/	
Michael Fredericks	/	
Chairman MacDowell	/	
Mr. Mulder	/	

Facade Grant -

Board Member	Yes	No
Jason Barclay	/	
Michael Fredericks	/	
Mayor Kalmin Smith	/	
Lise Mitchell	abs	
Karl Glarner		
Adam Auvenshine		
Keith Mulder Keith	/	
Chris Fata	/	
Robert Brown	/	
Dave Jonas	/	
Terrance Augustine	/	
Chairman MacDowell	/	

9 -
First item discussed - Mr. Mulder
had not arrived yet -

Bond-

Board Member	Yes	No
Lise Mitchell	✓	
Chris Fata	✓	
Dave Jonas	✓	
Terrance Augustino	✓	
Jason Barclay	✓	
Mayor Smith	✓	
Michael Fredericks	✓	
Bob Brown	✓	
Chairman MacDowell	✓	
Mr. Mulder	✓	