

DOWNTOWN DEVELOPMENT AUTHORITY

MINUTES

MARCH 9, 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 6:04 p.m. Members present: Chairman Bruce MacDowell, Michael Fredericks, Dave Jonas, Terrance Augustine, Lise Mitchell, Bob Brown, Jason Barclay, Mayor Kalmin Smith, Keith Mulder and Chris Fata, Others Present: City Administrator Adam Smith, and Assistant City Administrator Ameer King. Members Absent: Karl Glarner and Adam Auvenshine.
- II. **APPROVAL OF AGENDA** – Mayor Smith requested that the New Business item A. Façade Committee Recommendation be discussed directly after Public Comment and the agenda be approved as presented. Mr. Fredericks supported the motion. Motion carried 9 to 0.
- III. **BOARD OF DIRECTORS MINUTES** – Approval of the regular minutes for February 10, 2016 – Mr. Augustine made a motion to approve the minutes of February 10, 2016 as presented. Ms. Mitchell supported the motion. Motion carried 9 to 0.
- IV. **PUBLIC COMMENT** – Doug Love, 201 ½ N. Bridge, complimented the DDA on keeping the parking lot clear of snow and ice, however there is a problem with the dumpster area. There is a couch, chair and piles of garbage next to the dumpster inside the enclosure. The City has cleaned it up in the past and it just continues to happen. You may want to look at a solution.

Joan Kane, 925 Morton, indicated that she is the President the Grand Ledge Area District Library Board. Renovations will be underway shortly with the library. In keeping with ADA requirements we are adding new entrances with automatic doors and an elevator. The current bathroom will be remodeled and an additional bathroom added. The library has requested a façade grant from the DDA. Any consideration is greatly appreciated.

- V. **COMMITTEE REPORTS** – None

VI. STAFF REPORTS

- A. **Financial transactions and bills** – Mr. Smith reviewed the bills to be paid. Ms. Mitchell made a motion to approve the bills in the amount of \$15,555.51. Mr. Fredericks supported the motion. Motion carried 9 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** – Ms. King indicated that staff met with Linn Driver of E.T. Mackenzie Company to discuss working as the project manager. A new proposal of \$70,000 was received from Mackenzie which was higher than the budget amount at \$53,000. Mr. Driver indicated in his revised proposal that the project had taken on a completely different look. They did not know the drive up facility had a full basement with a restroom or the drive up window ceiling area had been modified to structurally provide support for the make up air chase on the second floor. Mr. Smith added that staff met with Mr. Gentilozzi in February and discussed all aspects of the project. The project will be split into 2 components with Mackenzie handling all of the building issues and City staff handling the asphalt component. Mr. Smith will serve as the project manager on the job. This will keep the project within budget. We are ready to proceed as soon as Mr. Gentilozzi provides us with the plans for the patio and smoker building and executes the agreement. The Façade Committee will then review his plans. Our portion of the project will not be able to proceed until Mr. Gentilozzi has constructed the patio and the smoker has been moved into a new building. As a result of our initial survey, it was discovered that Mr. Gentilozzi placed his building and smoker 2 feet onto property that he does not own. In addition, the zoning requirements have been updated and the type of structure that is currently there, will not be allowed in the future. Mr. Brown made a motion that all documents need to be submitted and executed by the close of business on April 29th. Mr. Augustine supported the motion. Motion carried 7 to 1 with Chairman MacDowell abstaining from the vote.
- B. **FY 17 Proposed Budget** – Mr. Smith indicated that included in the packet is the same budget recommendation that you came to a consensus to at the February meeting. This needs a formal recommendation. There is one

slight adjustment for working capital in the 248 Fund. One of the budget amendments was not fully recorded previously. Mr. Augustine made a motion to approve the budget as presented. Mr. Barclay supported the motion. Motion carried 9 to 0.

Mr. Mulder arrived at 6:55 p.m.

C. 2016 & 2017 Capital Improvement Bonds Mr. Smith indicated that last month we talked extensively about the collaboration of bonds for the projects on River Street and the Library parking lot. The cost estimates we had were from several years ago, so we received a revised quote on engineering construction numbers. We then spoke with our financial advisor. The City Council will take action next week for the issuance of Capital Improvement Bonds not to exceed \$2.54 million. There are 3 components packaged together. River Street reconstruction, Library Parking lot reconstruction, and two minor refunding City bonds (Island bridge debt and LDFA bonds). The new bonds will have an interest rate between 2.25 and 2.5. Mr. Brown made a 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. Mr. Jonas supported the motion. A roll call vote was taken. Motion carried 10 to 0.

Ms. Mitchell	Yes	Mr. Fata	Yes	Mr. Jonas	Yes
Mr. Augustine	Yes	Mr. Barclay	Yes	Mayor Smith	Yes
Mr. Fredericks	Yes	Mr. Brown	Yes	Mr. Mulder	Yes
Mr. MacDowell	Yes				

VIII. NEW BUSINESS –

A. Façade Committee Recommendation – Mr. Brown reported on the Façade Committee meeting. The library is a public body and are not technically eligible for a façade grant, however, the grant committee felt it was important to keep the library downtown. The Committee recommended \$15,000 toward the construction of the ADA components. Mr. Smith added that after further review it is staff’s recommendation that we use the façade guidelines, even though the Library is not technically eligible. The guidelines indicate that an applicant would be eligible for \$8,000 per side (\$16,000) and \$1,500 toward architectural services. The library has 2 sides they are reconstructing the ADA components. Mr. Brown made a motion to approve the Façade Agreement with the Grand Ledge District Library in the amount of \$16,000 plus \$1,500 for architectural fees. Mr. Augustine supported the motion. A roll call vote was taken. Motion carried 8 to 0 with one abstention.

Mr. Barclay	Yes	Mr. Fredericks	Yes	Mayor Smith	Yes
Ms. Mitchell	Abstain	Mr. Fata	Yes	Mr. Brown	Yes
Mr. Jonas	Yes	Mr. Augustine	Yes	Mr. MacDowell	Yes

IX. PUBLIC COMMENT – None

X. BOARD OF DIRECTORS COMMENTS Mr. Brown indicated that the St. Patrick’s Day festivities will be this weekend. Mr. Fredericks indicated that the parade will be at 2 p.m. with festivities after the parade in the Opera House. Ms. Mitchell indicated that story time will be at 3:00 p.m. at the library.

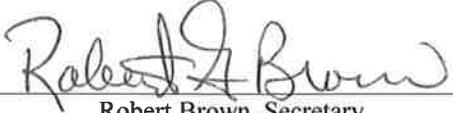
XI. CLOSED SESSION – The Open Meetings Act allows the DDA to discuss certain subjects without the presence of the public. The DDA may request a staff member or any other person the DDA determines to be necessary, by a majority of the DDA members present, to attend the closed session. All persons not requested by the DDA to stay must leave the Council chambers. Once the Closed Session has ended, the DDA will resume the regular meeting.

Mr. Augustine made 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). Mr. Fredericks supported the motion. A roll call vote was taken. Motion carried 10 to 0.

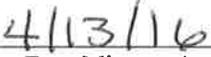
Mr. Brown	Yes	Ms. Mitchell	Yes	Mr. Fata	Yes
Mr. Jonas	Yes	Mr. Augustine	Yes	Mr. Barclay	Yes
Mayor Smith	Yes	Mr. Fredericks	Yes	Mr. Mulder	Yes
Mr. MacDowell	Yes				

Chairman MacDowell moved the meeting out of closed session at 7:57 p.m.

XII. ADJOURNMENT – Mr. Brown made a motion to adjourn the meeting at 7:58 p.m. Mr. Fata supported the motion. Motion carried 10 to 0.



Robert Brown, Secretary



Date Minutes Approved