



DOWNTOWN DEVELOPMENT AUTHORITY
NOVEMBER 9, 2016 - 6:00 PM
COUNCIL CHAMBERS, CITY HALL

- I. CALL TO ORDER/TAKING OF ROLL/PLEDGE OF ALLEGIANCE
- II. APPROVAL OF AGENDA
- III. BOARD OF DIRECTORS MINUTES
 - A. Approval of the regular minutes for October 9, 2016 [Action Item]
- IV. PUBLIC COMMENT
- V. COMMITTEE REPORTS
- VI. STAFF REPORTS
 - A. Financial transactions and bills [Action Item]
 - B. Monthly financial statement [Informational Item]
- VII. OLD BUSINESS
 - A. E. River Street Reconstruction Update [Information Item]
 - B. Library Parking Lot Update and Timeline [Information Item]
- VII. NEW BUSINESS
 - A. Schedule of Regular Meetings [Action Item]
- IX. PUBLIC COMMENT
- X. BOARD OF DIRECTORS COMMENTS
- XI. ADJOURNMENT

DOWNTOWN DEVELOPMENT AUTHORITY
MINUTES
OCTOBER 14, 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, Keith Mulder, Terrance Augustine, Dave Jonas, Bob Brown, Lise Mitchell, Chris Fata. Others Present: City Administrator Adam Smith and Assistant City Administrator Ameer King. Members Absent: Mayor Kalmin Smith, Michael Fredericks, and Karl Glarner.
- II. APPROVAL OF AGENDA** – Mr. Jonas made a motion to approve the agenda as presented. Mr. Mulder supported the motion. Motion carried 7 to 0.
- III. BOARD OF DIRECTORS MINUTES** –
- A. Approval of the regular minutes for September 14, 2016 regular meeting** – Mr. Brown made a motion to approve the regular meeting minutes of September 14, 2016. Mr. Mulder supported the motion. Motion carried 7 to 0.
- IV. PUBLIC COMMENT** – Karla Chamberlain owner of J&K steamboat addressed the board. Ms. Chamberlain belongs to a group that is trying to increase bus tours in the City. They would like to have a Grand Ledge brochure updated and printed and would like the DDA to pay for the printing. The last update on the brochure was 2011. The brochure is directly mailed to tour companies and given to the welcome centers throughout the State.
- V. COMMITTEE REPORTS** – None
- VI. STAFF REPORTS**
- A. Financial transactions and bills** – Mr. Augustine made a motion to approve the bills in the amount of \$1,758.49. Mr. Jonas supported the motion. Motion carried 7 to 0.
- B. Monthly financial statement** – Mr. Smith reviewed the financial statements. Staff will provide the end of year financials to the board shortly.
- VII. OLD BUSINESS** –
- A. E. River Street Reconstruction Update** – Mr. Smith indicated the project is about 2 weeks behind schedule and is slated to be completed mid to late November. The boat launch has the base paved with final course coming soon. There was a significant change order of \$32,000 for the boat launch. The board previously approved replacement of the paved entrances to Preston's lot on both West Front Street and West Main Street with trench drains and asphalt. We received a recommendation from Eng. Engineering to pave the West Front Street approaches and add in trench drains along with pavement on the West Main Street approach. Mr. Mulder made a motion to proceed with the Eng.'s recommendation for replacement of the parking entrances into the Preston's parking lot. Mr. Jonas supported the motion. Motion carried 7 to 0.
- B. Library Parking Lot Engineering Services** – Mr. Smith indicated that we have engaged the services of c2ae and had an initial meeting with 2 of their project team members. We will meet with the DDA's Economic Restructuring Committee next Tuesday. The Committee will direct the project and their recommendations will come to the full board for approval. There are several components that will be challenging such as pedestrian traffic, underground utilities, and private ownership/easements. All ideas are welcome throughout the process.
- VIII. NEW BUSINESS** –
- IX. PUBLIC COMMENT** – None
- X. BOARD OF DIRECTORS COMMENTS** – Mr. Fata asked if the Victorian Days group could have banners made and put up for their festival.

Mr. Brown asked how the fountain project was going and also indicated that the joint planning Committee has disbanded, which he was disappointed in. It was a good communication tool for the boards. Mr. Brown further added that the home tour now has 4 homes.

Mr. Augustine indicated that Flour Child Bakery is now open for business.

Mr. Mulder congratulated the Augustine's in their new business (Flour Child Bakery).

Mr. Jonas indicated that though he did vote to disband the Joint Planning Committee, he thought it was a good forum for cross communication.

- XI. ADJOURNMENT** – Mr. Augustine made a motion to adjourn the meeting at 7:20 p.m. Mr. Fata supported the motion. Motion carried 8 to 0.

Robert Brown, Secretary

Date Minutes Approved

DRAFT

Fund 248 DDA FUND

GL Number	Description	Balance
*** Assets ***		
Cash		
248-000.000-001.000	CASH	303,077.55
	Cash	<u>303,077.55</u>
Other Assets		
	Other Assets	<u>0.00</u>
Total Assets		<u>303,077.55</u>
*** Liabilities ***		
Accounts Payable		
	Accounts Payable	<u>0.00</u>
Liabilities-LT (under 1 year)		
	Liabilities-LT (under 1 year)	<u>0.00</u>
Total Liabilities		<u>0.00</u>
*** Fund Balance ***		
Unassigned		
248-000.000-390.000	Fund Balance	163,263.26
	Unassigned	<u>163,263.26</u>
Total Fund Balance		<u>163,263.26</u>
Beginning Fund Balance		163,263.26
Net of Revenues VS Expenditures		139,814.29
Ending Fund Balance		303,077.55
Total Liabilities And Fund Balance		303,077.55

Fund 394 DDA DEBT FUND

GL Number	Description	Balance
*** Assets ***		
Cash		
394-000.000-001.000	CASH	247,731.24
	Cash	<u>247,731.24</u>
	Total Assets	<u>247,731.24</u>
*** Liabilities ***		
Accounts Payable		
	Accounts Payable	<u>0.00</u>
	Total Liabilities	<u>0.00</u>
*** Fund Balance ***		
Unassigned		
394-000.000-390.000	Fund Balance	7,285.16
	Unassigned	<u>7,285.16</u>
	Total Fund Balance	<u>7,285.16</u>
	Beginning Fund Balance	7,285.16
	Net of Revenues VS Expenditures	240,446.08
	Ending Fund Balance	247,731.24
	Total Liabilities And Fund Balance	247,731.24

Fund 494 DDA CAPITAL PROJECTS FUND

GL Number	Description	Balance
*** Assets ***		
Cash		
494-000.000-001.000	CASH	276,818.58
	Cash	<u>276,818.58</u>
Other Assets		
	Other Assets	<u>0.00</u>
	Total Assets	<u>276,818.58</u>
*** Liabilities ***		
Accounts Payable		
	Accounts Payable	<u>0.00</u>
Liabilities-LT (under 1 year)		
	Liabilities-LT (under 1 year)	<u>0.00</u>
	Total Liabilities	<u>0.00</u>
*** Fund Balance ***		
Unassigned		
494-000.000-390.000	FUND BALANCE	276,374.13
	Unassigned	<u>276,374.13</u>
	Total Fund Balance	<u>276,374.13</u>
	Beginning Fund Balance	276,374.13
	Net of Revenues VS Expenditures	444.45
	Ending Fund Balance	276,818.58
	Total Liabilities And Fund Balance	276,818.58

User: cgrice
DB: Grand Ledge

PERIOD ENDING 10/31/2016

GL NUMBER	DESCRIPTION	2016-17		YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BUDGET USED
		ORIGINAL BUDGET	AMENDED BUDGET				

Fund 248 - DDA FUND							
Revenues							
Dept 000.000-GENERAL							
248-000.000-401.000	CURRENT PROPERTY TAXES	679,000.00	679,000.00	491,297.23	0.00	187,702.77	72.36
248-000.000-403.001	PRIOR YR PROP TAX ADJUSTMENTS	(5,619.00)	(5,619.00)	0.00	0.00	(5,619.00)	0.00
248-000.000-628.001	INSURANCE DIVIDENDS	1,298.00	1,298.00	0.00	0.00	1,298.00	0.00
248-000.000-665.001	INTEREST	500.00	500.00	420.78	151.66	79.22	84.16
Total Dept 000.000-GENERAL		675,179.00	675,179.00	491,718.01	151.66	183,460.99	72.83
TOTAL Revenues		675,179.00	675,179.00	491,718.01	151.66	183,460.99	72.83

Expenditures							
Dept 170.173-ECONOMIC DEVELOPMENT							
248-170.173-703.000	SALARIES/WAGES	27,117.00	27,117.00	4,547.33	1,123.06	22,569.67	16.77
248-170.173-719.000	FRINGE BENEFITS	7,368.00	7,368.00	1,551.39	81.56	5,816.61	21.06
248-170.173-731.004	PROMOTIONS & MARKETING	10,000.00	10,000.00	3,000.00	0.00	7,000.00	30.00
248-170.173-741.000	OPERATING SUPPLIES	1,000.00	1,000.00	76.12	17.60	923.88	7.61
248-170.173-801.004	ADMINISTRATIVE	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00
248-170.173-802.000	LEGAL FEES	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00
248-170.173-811.000	CONTRACTUAL	900.00	900.00	0.00	0.00	900.00	0.00
248-170.173-817.000	PROFESSIONAL SERVICES	10,000.00	10,000.00	0.00	0.00	10,000.00	0.00
248-170.173-830.001	PROPERTY OPERATING EXPENSE	0.00	0.00	39.12	0.00	(39.12)	100.00
248-170.173-830.002	SNOW REMOVAL	50,000.00	50,000.00	0.00	0.00	50,000.00	0.00
248-170.173-830.003	LANDSCAPE MAINTENANCE	12,000.00	12,000.00	4,311.42	2,874.28	7,688.58	35.93
248-170.173-830.004	ELECTRIC LIGHTS / POLES	25,000.00	25,000.00	9,407.28	624.72	15,592.72	37.63
248-170.173-830.005	TRASH PICKUP	7,000.00	7,000.00	1,163.69	36.12	5,836.31	16.62
248-170.173-830.006	CHRISTMAS DECORATIONS	7,000.00	7,000.00	0.00	0.00	7,000.00	0.00
248-170.173-830.007	PARKING LOT MAINTENANCE	25,000.00	25,000.00	0.00	0.00	25,000.00	0.00
248-170.173-830.008	OPERATIONAL EXPENSE	5,000.00	5,000.00	607.59	512.97	4,392.41	12.15
248-170.173-840.000	INSURANCE	3,132.00	3,132.00	908.78	0.00	2,223.22	29.02
248-170.173-960.001	FACADE/RENOVATION GRANTS	50,000.00	50,000.00	0.00	0.00	50,000.00	0.00
248-170.173-997.101	INDIRECT COST CHARGES	62,131.00	62,131.00	62,131.00	0.00	0.00	100.00
Total Dept 170.173-ECONOMIC DEVELOPMENT		304,648.00	304,648.00	87,743.72	5,270.31	216,904.28	28.80

Dept 905.906-DEBT SERVICE							
248-905.906-999.394	TRANSFER TO DDA DEBT SVC FUND	264,160.00	264,160.00	264,160.00	264,160.00	0.00	100.00
248-905.906-999.397	TRANSFER TO ISLAND DEBT FUND	12,000.00	12,000.00	0.00	0.00	12,000.00	0.00
Total Dept 905.906-DEBT SERVICE		276,160.00	276,160.00	264,160.00	264,160.00	12,000.00	95.65

Dept 966.001-TRANSFERS OUT							
248-966.001-999.494	TRANSFER TO DDA CAP PROJ	150,000.00	150,000.00	0.00	0.00	150,000.00	0.00
Total Dept 966.001-TRANSFERS OUT		150,000.00	150,000.00	0.00	0.00	150,000.00	0.00

TOTAL Expenditures		730,808.00	730,808.00	351,903.72	269,430.31	378,904.28	48.15
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Fund 248 - DDA FUND:		675,179.00	675,179.00	491,718.01	151.66	183,460.99	72.83
TOTAL REVENUES		675,179.00	675,179.00	491,718.01	151.66	183,460.99	72.83

REVENUE AND EXPENDITURE REPORT FOR CITY OF GRAND LEDGE
 PERIOD ENDING 10/31/2016

GL NUMBER	DESCRIPTION	2016-17 ORIGINAL BUDGET	2016-17 AMENDED BUDGET	YTD BALANCE 10/31/2016 NORM (ABNORM)	ACTIVITY FOR MONTH 10/31/16 INCR (DECR)	AVAILABLE BALANCE NORM (ABNORM)	% BDC USED
Fund 248 - DDA FUND		730,808.00	730,808.00	351,903.72	269,430.31	378,904.28	48.15
TOTAL EXPENDITURES		(55,629.00)	(55,629.00)	139,814.29	(269,278.65)	(195,443.29)	251.33
NET OF REVENUES & EXPENDITURES							

REVENUE AND EXPENDITURE REPORT FOR CITY OF GRAND LEDGE
 PERIOD ENDING 10/31/2016

GL NUMBER	DESCRIPTION	2016-17		YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BUDGET
		ORIGINAL BUDGET	AMENDED BUDGET				
Fund 394 - DDA DEBT FUND							
Revenues							
Dept 905.906-DEBT SERVICE							
394-905.906-665.001 INTEREST		1,000.00	1,000.00	11.72	1.95	988.28	1.17
394-905.906-699.248 TRANSFER FROM DDA		264,160.00	264,160.00	264,160.00	264,160.00	0.00	100.00
Total Dept 905.906-DEBT SERVICE		265,160.00	265,160.00	264,171.72	264,161.95	988.28	99.63
TOTAL Revenues		265,160.00	265,160.00	264,171.72	264,161.95	988.28	99.63
Expenditures							
Dept 905.906-DEBT SERVICE							
394-905.906-991.000 DEBT-PRINCIPAL		205,000.00	205,000.00	0.00	0.00	205,000.00	0.00
394-905.906-995.000 DEBT-INTEREST		58,610.00	58,610.00	23,725.64	23,725.64	34,884.36	40.48
394-905.906-998.000 DEBT-PAYING AGENT FEES		550.00	550.00	0.00	0.00	550.00	0.00
Total Dept 905.906-DEBT SERVICE		264,160.00	264,160.00	23,725.64	23,725.64	240,434.36	8.98
TOTAL Expenditures		264,160.00	264,160.00	23,725.64	23,725.64	240,434.36	8.98
Fund 394 - DDA DEBT FUND:							
TOTAL REVENUES		265,160.00	265,160.00	264,171.72	264,161.95	988.28	99.63
TOTAL EXPENDITURES		264,160.00	264,160.00	23,725.64	23,725.64	240,434.36	8.98
NET OF REVENUES & EXPENDITURES		1,000.00	1,000.00	240,446.08	240,436.31	(239,446.08)	24,044.6

GL NUMBER	DESCRIPTION	2016-17	2016-17	YTD BALANCE	ACTIVITY FOR	AVAILABLE	%
		ORIGINAL BUDGET	AMENDED BUDGET	10/31/2016 NORM (ABNORM)	MONTH 10/31/16 INCR (DECR)	BALANCE NORM (ABNORM)	BDET USED
Fund 494 - DDA CAPITAL PROJECTS FUND							
Revenues							
Dept 900.901-CAPITAL OUTLAY - PUBLIC IMPROV							
494-900.901-665.001 INTEREST		0.00	0.00	444.45	73.86	(444.45)	100.00
494-900.901-699.248 TRANSFER FROM DDA		150,000.00	150,000.00	0.00	0.00	150,000.00	0.00
Total Dept 900.901-CAPITAL OUTLAY - PUBLIC IMPROV		150,000.00	150,000.00	444.45	73.86	149,555.55	0.30
TOTAL Revenues							
		150,000.00	150,000.00	444.45	73.86	149,555.55	0.30
Expenditures							
Dept 966.001-TRANSFERS OUT							
494-966.001-999.305 TRANSFER TO 2016 DEBT SVC FUND		196,100.00	196,100.00	0.00	0.00	196,100.00	0.00
Total Dept 966.001-TRANSFERS OUT		196,100.00	196,100.00	0.00	0.00	196,100.00	0.00
TOTAL Expenditures							
		196,100.00	196,100.00	0.00	0.00	196,100.00	0.00
Fund 494 - DDA CAPITAL PROJECTS FUND:							
TOTAL REVENUES							
		150,000.00	150,000.00	444.45	73.86	149,555.55	0.30
TOTAL EXPENDITURES							
		196,100.00	196,100.00	0.00	0.00	196,100.00	0.00
NET OF REVENUES & EXPENDITURES							
		(46,100.00)	(46,100.00)	444.45	73.86	(46,544.45)	0.96
TOTAL REVENUES - ALL FUNDS							
		1,090,339.00	1,090,339.00	756,334.18	264,387.47	334,004.82	69.37
TOTAL EXPENDITURES - ALL FUNDS							
		1,191,068.00	1,191,068.00	375,629.36	293,155.95	815,438.64	31.54
NET OF REVENUES & EXPENDITURES							
		(100,729.00)	(100,729.00)	380,704.82	(28,768.48)	(481,433.82)	377.95

11/04/2016 GL ACTIVITY REPORT FOR CITY OF GRAND LEDGE
 TRANSACTIONS FROM 10/01/2016 TO 10/31/2016

<u>Date</u>	<u>Vendor / Source</u>	<u>Description</u>	<u>Debits (Credits)</u>
Fund 248 DDA FUND			
Department 170.173 ECONOMIC DEVELOPMENT			
<u>248-170.173-741.000 OPERATING SUPPLIES</u>			
10/14/16	SUMMARY PR 09/02/2016	phone stipend	8.80
10/28/16	SUMMARY PR 09/16/2016	phone stipend	8.80
<u>248-170.173-830.003 LANDSCAPE MAINTENANCE</u>			
10/11/16	PRECISION LAWN & SNOW	mow 5 OF 7 Aug 2016	1,437.14
10/11/16	PRECISION LAWN & SNOW	mow 6 OF 7 Sept 2016	1,437.14
<u>248-170.173-830.004 ELECTRIC LIGHTS / POLES</u>			
10/31/2016	CONSUMERS ENERGY PD OCT 2016	utilities	624.72
<u>248-170.173-830.005 TRASH PICKUP</u>			
10/25/16	GRANGER	trash	36.12
<u>248-170.173-830.008 OPERATIONAL EXPENSE</u>			
10/31/2016	CREDIT CARD CHARGES OCT 2016	1/6th of a metal bender	512.97
Department 905.906 DEBT SERVICE			
<u>248-905.906-999.394 TRANSFER TO DDA DEBT SVC FUND</u>			
10/31/2016	RECORD INTERFUND TRANSFERS PER BUDGET		264,160.00
<u>Fund 394 DDA DEBT FUND</u>			
<u>394-905.906-995.000 DEBT-INTEREST EXPENSE</u>			
10/31/16	HUNTINGTON DEBT INVOICES PAID 10/24/16	debt Interest Payment	23,725.64
TOTAL			291,951.33



Schedule of Regular Meetings Calendar Year 2017

Downtown Development Authority

Second Wednesday at 6:00 p.m.

Council chambers, City Hall, 310 Greenwood St., Grand Ledge MI 48837

January	11
February	08
March	08
April	12
May	10
June	14
July	12
August	09
September	13
October	11
November	08
December	13