



DOWNTOWN DEVELOPMENT AUTHORITY
AUGUST 10, 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 July 13, 2016 [Action Item]
- IV. PUBLIC COMMENT
- V. COMMITTEE REPORTS
- VI. STAFF REPORTS
 - A. Finance transactions and bills [Action Item]
- VII. OLD BUSINESS
 - A. 223. S. Bridge Street – Property Appraisal [Action Item]
 - B. E. River Street Reconstruction Update [Information Item]
 - C. Parking Lot #10 (Preston’s Lot- W. Front St.) Entrances [Information Item]
 - D. Fountains by Island Park [Discussion Item]
- VII. NEW BUSINESS
- IX. PUBLIC COMMENT
- X. BOARD OF DIRECTORS COMMENTS
- XI. ADJOURNMENT

DOWNTOWN DEVELOPMENT AUTHORITY
MINUTES
JULY 13, 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, Dave Jonas, Lise Mitchell, Bob Brown, Jason Barclay, and Karl Glarner. Others Present: Assistant City Administrator Ameer King. Members Absent: Michael Fredericks, Chris Fata, Terrance Augustine, and Mayor Kalmin Smith.
- II. APPROVAL OF AGENDA** – Mr. Augustine made a motion to approve the agenda as presented. Ms. Mitchell supported the motion. Motion carried 7 to 0.
- III. BOARD OF DIRECTORS MINUTES** –
- A. Approval of the regular minutes for May 11, 2016 regular meeting** – Ms. Mitchell made a motion to approve the regular meeting minutes of May 11, 2016. Mr. Mulder supported the motion. Motion carried 7 to 0.
- B. Approval of the closed session minutes for May 11, 2016** – Ms. Mitchell made a motion to approve the closed session minutes for May 11, 2016. Mr. Mulder supported the motion. Motion carried 7 to 0.
- IV. PUBLIC COMMENT** – Linn MacDowell 421 Madison. Ms. MacDowell indicated that she is the owner of 223 S. Bridge Street and has concerns about the smoker located behind her building.
- Mr. Joe Gentilozzi – 221 S. Bridge. Mr. Gentilozzi indicated that is the owner of the smoker and would like to discuss a possible solution.
- V. COMMITTEE REPORTS** – None
- VI. STAFF REPORTS**
- A. Financial transactions and bills** – Mrs. King reviewed the bills to be paid and indicated that the format has changed to include the charges from the Public Service Department. Mr. Mulder made a motion to approve the bills in the amount of \$95,149.38. Mr. Augustine supported the motion. Motion carried 7 to 0. The board requested that staff provide a report that has more detail on it.
- VII. OLD BUSINESS** –
- A. Enclosure located behind 223. S. Bridge Street** – Chairman MacDowell turned the meeting over to Vice Chairman Keith Mulder. The board discussed the project including the time lines that were in place and have passed, the ingress/egress component, and the Chief's recommendation on traffic flow. The board was in consensus to continue discussion on the project to see if there is a viable solution. This will be discussed at an Organization Committee to be held on July 20, 2016. Vice Chairman Mulder turned the meeting over to Chairman MacDowell.
- B. E. River Street Reconstruction** – Mrs. King reported that the update is not available. It will be e-mailed out to the entire board when it is received.
- VIII. NEW BUSINESS** –
- A. Parking lot #10 (Preston's Lot – W. Front St.) Entrances** – Mrs. King indicated that the Public Service Director suggested that we tear out the glass area and repave it with asphalt. We can add this project into the RFP that will go out shortly for other City street projects. Several board members suggested staff continue to look for alternatives such as other permeable surfaces or place drainage grates at the base of both entrances with the new asphalt. Mrs. King will report back at the next board meeting.
- B. Ledge Craft Lane Mural Project** – Mr. Jonas indicated that this project was to be a joint venture with Ledge Craft Lane to create a wayfinding mural located directly on the building. The City was going to pay for materials and Ledge Craft Lane was going to provide the artists and make it a community project. Representatives from Ledge Craft Lane requested additional funding to compensate an artist. The total project cost is estimated at \$3,000. The Board asked staff to contact Ledge Craft Lane and request a representative bring a formal proposal to the next board meeting.

IX. PUBLIC COMMENT – None

X. BOARD OF DIRECTORS COMMENTS – Mr. Mulder indicated that last year we used the digital billboard on Saginaw and suggested we use it again.

Chairman MacDowell indicated there was a dead maple tree in the log jam lot that staff should look at.

Mr. Augustine indicated he would not be at the August board meeting. He further indicated that his wife, Beth Augustine, is opening up her own bakery, located where Hungry Howie's was on Bridge Street. Grand opening should open around the first of September.

XI. ADJOURNMENT – Mr. Augustine made a motion to adjourn the meeting at 7:45 p.m. Mr. Barclay supported the motion. Motion carried 7 to 0.

Robert Brown, Secretary

Date Minutes Approved

08/04/2016
 GL ACTIVITY REPORT FOR CITY OF GRAND LEDGE
 TRANSACTIONS FROM 07/01/2016 TO 07/31/2016

Date	JNL	Type	Description	Reference #	Debits	Credits
Fund 248 DDA FUND						
07/01/2016	AP	INV	248-170.173-731.004 PROMOTIONS & MARKETING BEG. BALANCE			
07/12/2016	AP	INV	GRAND LEDGE AREA CHAMBER OF	050416A	500.00	
07/12/2016	AP	INV	GRAND LEDGE AREA CHAMBER OF	050416B	2,500.00	
07/01/2016	GJ	JE	248-170.173-801.004 ADMINISTRATIVE	BEG. BALANCE		
07/31/2016	GJ	JE	CREDIT CARD CHARGES - MI DOWNTOWN ASSOC.	2703	100.00	
07/01/2016	AP	INV	248-170.173-830.001 PROPERTY OPERATING EXPEI	BEG. BALANCE		
07/26/2016	AP	INV	GRANGER	12875760	39.12	
07/01/2016	AP	INV	248-170.173-830.004 ELECTRIC LIGHTS / POLES	BEG. BALANCE		
07/26/2016	AP	INV	CRAIG ELECTRIC	4690	180.00	
07/31/2016	GJ	JE	CONSUMERS ENERGY PD IN JULY 2016	2706	114.45	
07/01/2016	GJ	JE	248-170.173-840.000 INSURANCE	BEG. BALANCE		
07/31/2016	GJ	JE	MMRMA BIANNUAL PREMIUM PD 7/26/16	2726	908.78	

User: cgrice
DB: Grand Ledge

PERIOD ENDING 07/31/2016

GL NUMBER	DESCRIPTION	2016-17		YTD BALANCE 07/31/2016	ACTIVITY FOR MONTH 07/31/16	AVAILABLE BALANCE	% BDGT 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	0.00	0.00	679,000.00	0.00
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
248-000.000-628.000 OPERATIONAL REVENUES		0.00	0.00	40.00	40.00	(40.00)	100.00
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	140.36	140.36	359.64	28.07
Total Dept 000.000-GENERAL		675,179.00	675,179.00	180.36	180.36	674,998.64	0.03
TOTAL Revenues		675,179.00	675,179.00	180.36	180.36	674,998.64	0.03
Expenditures							
Dept 170.173-ECONOMIC DEVELOPMENT							
248-170.173-703.000 SALARIES/WAGES		27,117.00	27,117.00	616.58	616.58	26,500.42	2.27
248-170.173-719.000 FRINGE BENEFITS		7,368.00	7,368.00	115.91	115.91	7,252.09	1.57
248-170.173-731.004 PROMOTIONS & MARKETING		10,000.00	10,000.00	3,000.00	3,000.00	7,000.00	30.00
248-170.173-741.000 OPERATING SUPPLIES		1,000.00	1,000.00	14.52	14.52	985.48	1.45
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	39.12	(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	0.00	0.00	12,000.00	0.00
248-170.173-830.004 ELECTRIC LIGHTS / POLES		25,000.00	25,000.00	180.00	180.00	24,820.00	0.72
248-170.173-830.005 TRASH PICKUP		7,000.00	7,000.00	0.00	0.00	7,000.00	0.00
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	0.00	0.00	5,000.00	0.00
248-170.173-840.000 INSURANCE		3,132.00	3,132.00	908.78	908.78	2,223.22	29.102
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	0.00	0.00	62,131.00	0.00
Total Dept 170.173-ECONOMIC DEVELOPMENT		304,648.00	304,648.00	4,874.91	4,874.91	299,773.09	1.60
Dept 905.906-DEBT SERVICE							
248-905.906-999.394 TRANSFER TO DDA DEBT SVC FUND		264,160.00	264,160.00	0.00	0.00	264,160.00	0.00
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	0.00	0.00	276,160.00	0.00
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	4,874.91	4,874.91	725,933.09	0.67
Fund 248 - DDA FUND:							

08/04/2016 03:27 PM
 User: cgrice
 DB: Grand Ledger

PERIOD ENDING 07/31/2016

GL NUMBER	DESCRIPTION	2016-17		YTD BALANCE 07/31/2016	ACTIVITY FOR MONTH 07/31/16 INCR (DECR)	AVAILABLE BALANCE NORM (ABNORM)	% BDT USED
		ORIGINAL BUDGET	AMENDED BUDGET				
Fund 248 - DDA FUND		675,179.00	675,179.00	180.36	180.36	674,998.64	0.03
TOTAL REVENUES		730,808.00	730,808.00	4,874.91	4,874.91	725,933.09	0.67
TOTAL EXPENDITURES							
NET OF REVENUES & EXPENDITURES		(55,629.00)	(55,629.00)	(4,694.55)	(4,694.55)	(50,934.45)	8.44

REVENUE AND EXPENDITURE REPORT FOR CITY OF GRAND LEDGE

PERIOD ENDING 07/31/2016

GL NUMBER	DESCRIPTION	2016-17		YTD BALANCE 07/31/2016	ACTIVITY FOR MONTH 07/31/16	AVAILABLE BALANCE	% BDT USED
		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	6.38	6.38	993.62	0.64
394-905.906-699.248 TRANSFER FROM DDA		264,160.00	264,160.00	0.00	0.00	264,160.00	0.00
Total Dept 905.906-DEBT SERVICE		265,160.00	265,160.00	6.38	6.38	265,153.62	0.00
TOTAL Revenues		265,160.00	265,160.00	6.38	6.38	265,153.62	0.00
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	0.00	0.00	58,610.00	0.00
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	0.00	0.00	264,160.00	0.00
TOTAL Expenditures		264,160.00	264,160.00	0.00	0.00	264,160.00	0.00
Fund 394 - DDA DEBT FUND:							
TOTAL REVENUES		265,160.00	265,160.00	6.38	6.38	265,153.62	0.00
TOTAL EXPENDITURES		264,160.00	264,160.00	0.00	0.00	264,160.00	0.00
NET OF REVENUES & EXPENDITURES		1,000.00	1,000.00	6.38	6.38	993.62	0.64

User: cgrice
DB: Grand Ledge

PERIOD ENDING 07/31/2016

GL NUMBER	DESCRIPTION	2016-17		YTD BALANCE 07/31/2016	ACTIVITY FOR MONTH 07/31/16	AVAILABLE BALANCE	% BDT USED
		ORIGINAL BUDGET	AMENDED BUDGET				
Fund 494 - DDA CAPITAL PROJECTS FUND							
Revenues							
Dept 900.901-CAPITAL OUTLAY - PUBLIC IMPROV							
494-900.901-665.001 INTEREST		0.00	0.00	241.98	241.98	(241.98)	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	241.98	241.98	149,758.02	0.16
TOTAL Revenues							
		150,000.00	150,000.00	241.98	241.98	149,758.02	0.16
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	241.98	241.98	149,758.02	0.16
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)	241.98	241.98	(46,341.98)	0.52
TOTAL REVENUES - ALL FUNDS							
		1,090,339.00	1,090,339.00	428.72	428.72	1,089,910.28	0.41
TOTAL EXPENDITURES - ALL FUNDS							
		1,191,068.00	1,191,068.00	4,874.91	4,874.91	1,186,193.09	0.41
NET OF REVENUES & EXPENDITURES							
		(100,729.00)	(100,729.00)	(4,446.19)	(4,446.19)	(96,282.81)	4.41

Fund 248 DDA FUND

GL Number	Description	Balance
*** Assets ***		
248-000.000-001.000	CASH	159,093.63
Total Assets		159,093.63
*** Liabilities ***		
248-000.000-202.000	ACCOUNTS PAYABLE	502.32
Total Liabilities		502.32
*** Fund Balance ***		
248-000.000-390.000	Fund Balance	194,553.68
Total Fund Balance		194,553.68
Beginning Fund Balance - 15-16		194,553.68
Net of Revenues VS Expenditures - 15-16		(31,267.82)
*15-16 End FB/16-17 Beg FB		163,285.86
Net of Revenues VS Expenditures - Current Year		(4,694.55)
Ending Fund Balance		158,591.31
Total Liabilities And Fund Balance		159,093.63

* Year Not Closed

Fund 394 DDA DEBT FUND

GL Number	Description	Balance
*** Assets ***		
394-000.000-001.000	CASH	7,291.54
Total Assets		7,291.54
*** 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 - 15-16		7,195.55
Net of Revenues VS Expenditures - 15-16		89.61
*15-16 End FB/16-17 Beg FB		7,285.16
Net of Revenues VS Expenditures - Current Year		6.38
Ending Fund Balance		7,291.54
Total Liabilities And Fund Balance		7,291.54

* Year Not Closed

Fund 494 DDA CAPITAL PROJECTS FUND

GL Number	Description	Balance
*** Assets ***		
494-000.000-001.000	CASH	276,616.11
Total Assets		276,616.11
*** 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 - 15-16		175,640.13
Net of Revenues VS Expenditures - 15-16		100,734.00
*15-16 End FB/16-17 Beg FB		276,374.13
Net of Revenues VS Expenditures - Current Year		241.98
Ending Fund Balance		276,616.11
Total Liabilities And Fund Balance		276,616.11

* Year Not Closed



TO: DDA Board members

FROM:  Ameer King, Assistant City Administrator

RE: E. River Street Reconstruction Update

DATE: August 5, 2016

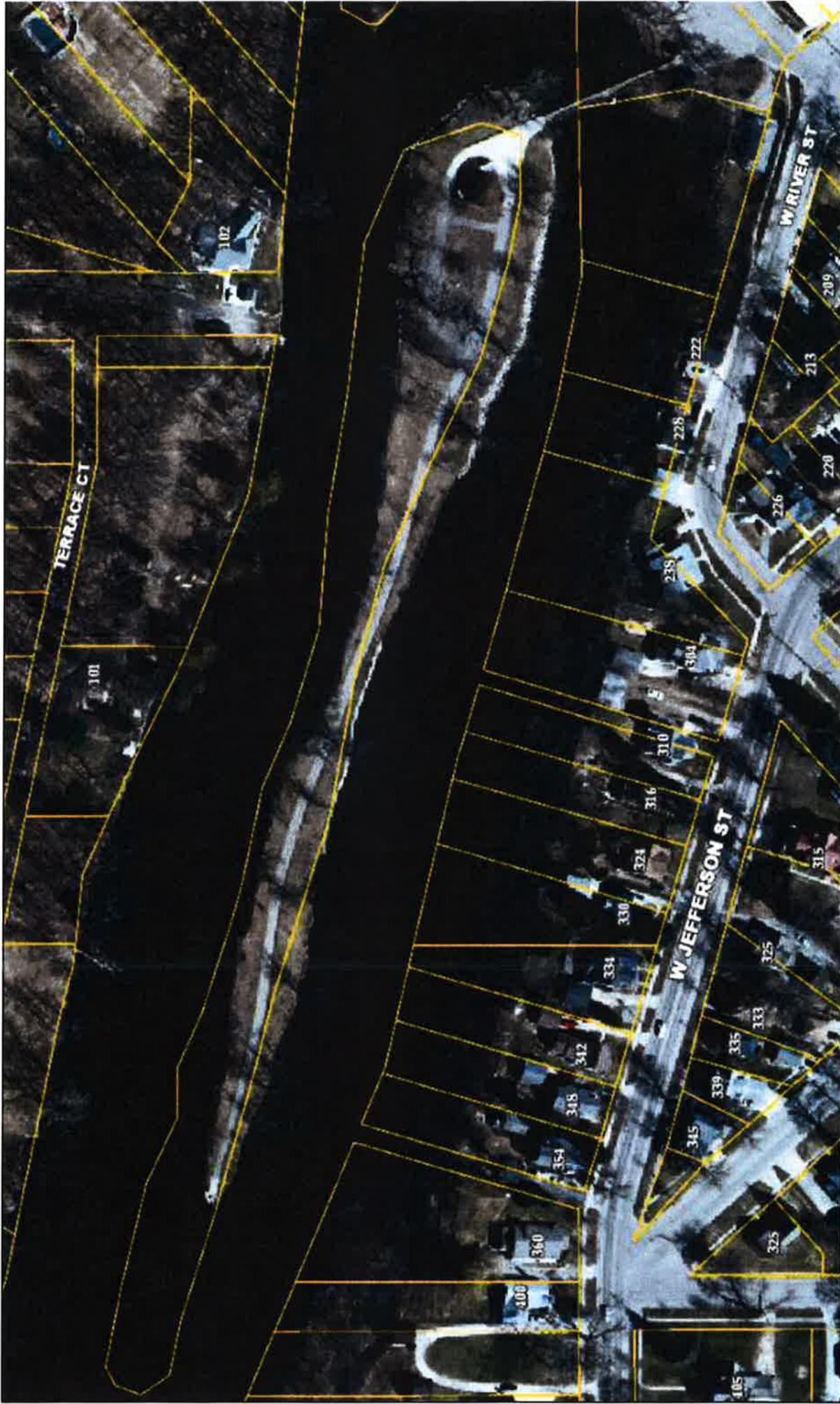
Below is an update on E. River Street provided by our Public Service Director, Larry LaHaie. I included the boat launch project as well, since there has been some questions from board members on the project. Please let me know if you have any questions or concerns.

East River/Russell Street Reconstruction – a total street reconstruction project which included sanitary sewer and water main replacement, drainage improvements designed to resolve long standing problems at the Opera House, new curb and sidewalk, additional on-street parking, and reconstruction of the street. The project was started on May 18 and was completed on July 26 at a cost of \$544,000.00. Funding of the project was through City of Grand Ledge and Downtown Development Authority tax revenues and City water and sewer funds. As of today, only one drain has been installed at the entrance of the library parking lot. A second drain will be installed after Frontier moves their underground wires which should be approximately 6 weeks.

East River/Franklin Street Reconstruction – the second phase of the rebuilding of East River Street. This part of the project will start at the Russell St. intersection, where the earlier project ended, continue the entire length of East River St., including the 200 block of Franklin St. up to the intersection with East Jefferson St. Work will include replacement of water, sanitary, and storm lines, new curb, sidewalk, total reconstruction of the streets, and a large number of additional parking spaces. The \$1,095,000 project will begin on August 8 and be completed by the end of October.

Jaycee Park Boat Launch – construction of an improved boat launch facility at Jaycee Park to provide improved access to the Grand River for recreational boats, canoes, and kayaks. It will include a 96-foot long concrete ramp, 30-foot pier, and paved turnaround and access road to East River Street. Construction is expected to begin in mid-August and be completed by early November. The \$203,000 project is partially funded with 75% matchings funds from the Michigan Dept. of Natural Resources Trust Fund.

Parcel Map



August 4, 2016

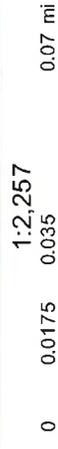
Site Address Points

AdministrativeAreaBoundaryLine_2K

County

CountyBoundary_2K

Road Centerline_2K



Sources: Esri, HERE, DeLorme, USGS, Intermap, increment, P. Co
Esri Japan, METI, Esri China (Hong Kong), Esri (Thailand), Ma
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