



DOWNTOWN DEVELOPMENT AUTHORITY
OCTOBER 12, 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 September 14, 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 Engineering Services [Information Item]
- VII. NEW BUSINESS
- IX. PUBLIC COMMENT
- X. BOARD OF DIRECTORS COMMENTS
- XI. ADJOURNMENT

DOWNTOWN DEVELOPMENT AUTHORITY
MINUTES
 SEPTEMBER 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, Dave Jonas, Mayor Kalmin Smith, Bob Brown, Lise Mitchell, Michael Fredericks, Chris Fata. Others Present: City Administrator Adam Smith and Assistant City Administrator Ameer King. Members Absent: Karl Glarner and Terrance Augustine.

II. APPROVAL OF AGENDA – Mr. Brown made a motion to approve the agenda as presented. Mr. Fredericks supported the motion. Motion carried 6 to 0.

Chris Fata arrived at 6:05 pm.

III. BOARD OF DIRECTORS MINUTES –

A. Approval of the regular minutes for August 10, 2016 regular meeting – Mr. Fredericks made a motion to approve the regular meeting minutes of August 10, 2016. Mr. Mulder 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 financial transactions. Mayor Smith made a motion to approve the bills in the amount of \$71,678.40. Mr. Fredericks supported the motion. Motion carried 8 to 0.

Ms. Mitchell arrived at 6:11 p.m.

VII. OLD BUSINESS –

A. E. River Street Reconstruction Update – Mr. Smith reviewed the ENG update for E. River Street project.

B. Fountains by Island Park – Mrs. King indicated that the Design Committee met and discussed the fountain project. There is interest in the project and the Committee had a number of logistical questions. Discussion will continue with the Committee.

C. Mural presentation Ledge Craft Lane – Ms. Shirley Waldrop, board member of Ledge Craft Lane addressed the board. The group would like to place a mural on the side of the building. They have found a place to paint the mural with 3 artists doing the painting. The goal is to have it completed and on the building by the first of April. The total estimated project costs are \$2,561.72 which includes \$1,500 in artist compensation and does not include installation costs. The board requested that parking insignias be added into the mural and a list of the points of interest and events be provided to the Board. Mr. Mulder made a motion to approve the project funding up to \$2,561.72 plus installation costs. Mr. Fredericks supported the motion. A roll call vote was taken. Motion carried 8 to 0.

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

VIII. NEW BUSINESS –

A. Library Parking Lot Engineering Services – Mr. Smith indicated that we solicited many engineering firms, we closely reviewed their proposals and we took the information to the Economic Restructuring Committee. The Committee and staff recommend c2ae. This is based on several components including their experience and ability. Staff interviewed the project leader that would be assigned to this project and contacted references. Mayor Smith made a motion to approve a contract for design and construction engineering services for the library parking lot to c2ae. Mr. Jonas supported the motion. A roll call vote was taken. Motion carried 8 to 0.

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

IX. PUBLIC COMMENT – None

X. BOARD OF DIRECTORS COMMENTS – Mr. Jonas indicated that he would like to see more benches downtown, especially in front of Cugino’s and Cancun.

XI. ADJOURNMENT – Mayor Smith made a motion to adjourn the meeting at 7:15 p.m. Mr. Fredericks supported the motion. Motion carried 8 to 0.

Robert Brown, Secretary

Date Minutes Approved

Fund 248 DDA FUND

GL Number	Description	Balance
*** Assets ***		
248-000.000-001.000	CASH	572,356.20
Total Assets		572,356.20
*** 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 - 15-16		194,553.68
Net of Revenues VS Expenditures - 15-16		(31,290.42)
*15-16 End FB/16-17 Beg FB		163,263.26
Net of Revenues VS Expenditures - Current Year		409,092.94
Ending Fund Balance		572,356.20
Total Liabilities And Fund Balance		572,356.20

* Year Not Closed

Fund 394 DDA DEBT FUND

GL Number	Description	Balance
*** Assets ***		
394-000.000-001.000	CASH	7,294.93
Total Assets		7,294.93
*** 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		9.77
Ending Fund Balance		7,294.93
Total Liabilities And Fund Balance		7,294.93

* Year Not Closed

Fund 494 DDA CAPITAL PROJECTS FUND

GL Number	Description	Balance
*** Assets ***		
494-000.000-001.000	CASH	276,744.72
Total Assets		276,744.72
*** 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		370.59
Ending Fund Balance		276,744.72
Total Liabilities And Fund Balance		276,744.72

* Year Not Closed

GL NUMBER	DESCRIPTION	2016-17		YTD BALANCE 09/30/2016 NORM (ABNORM)	ACTIVITY FOR MONTH 09/30/16 INCR (DECR)	AVAILABLE BALANCE		% BDT USED
		ORIGINAL BUDGET	AMENDED BUDGET			NORM (ABNORM)	NORM (ABNORM)	
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	491,297.23	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	269.12	104.15	230.88	53.82	
Total Dept 000.000-GENERAL		675,179.00	675,179.00	491,566.35	491,401.38	183,612.65	72.81	
TOTAL Revenues		675,179.00	675,179.00	491,566.35	491,401.38	183,612.65	72.81	
Expenditures								
Dept 170.173-ECONOMIC DEVELOPMENT								
248-170.173-703.000	SALARIES/WAGES	27,117.00	27,117.00	3,424.27	1,684.61	23,692.73	12.63	
248-170.173-719.000	FRINGE BENEFITS	7,368.00	7,368.00	1,469.83	1,272.35	5,898.17	19.95	
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	58.52	26.40	941.48	5.85	
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	1,437.14	0.00	10,562.86	11.98	
248-170.173-830.004	ELECTRIC LIGHTS / POLES	25,000.00	25,000.00	8,782.56	976.64	16,217.44	35.13	
248-170.173-830.005	TRASH PICKUP	7,000.00	7,000.00	1,127.57	696.95	5,872.43	16.11	
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	94.62	58.50	4,905.38	1.89	
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	82,473.41	4,715.45	222,174.59	27.07	
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	82,473.41	4,715.45	648,334.59	11.29	
Fund 248 - DDA FUND:								
TOTAL REVENUES		675,179.00	675,179.00	491,566.35	491,401.38	183,612.65	72.81	

GL NUMBER	DESCRIPTION	2016-17 ORIGINAL BUDGET	2016-17 AMENDED BUDGET	YTD BALANCE 09/30/2016 NORM (ABNORM)	ACTIVITY FOR MONTH 09/30/16 INCR (DECR)	AVAILABLE BALANCE NORM (ABNORM)	% BGT USED
Fund 248 - DDA FUND		730,808.00	730,808.00	82,473.41	4,715.45	648,334.59	11.29
TOTAL EXPENDITURES		(55,629.00)	(55,629.00)	409,092.94	486,685.93	(464,721.94)	735.40
NET OF REVENUES & EXPENDITURES							

GL NUMBER	DESCRIPTION	2016-17 ORIGINAL BUDGET	2016-17 AMENDED BUDGET	YTD BALANCE 09/30/2016 NORM (ABNORM)	ACTIVITY FOR MONTH 09/30/16 INCR (DECR)	AVAILABLE BALANCE NORM (ABNORM)	% BDC USED
Fund 394 - DDA DEBT FUND							
Revenues							
Dept 905.906-DEBT SERVICE		1,000.00	1,000.00	9.77		990.23	0.98
394-905.906-665.001 INTEREST		264,160.00	264,160.00	0.00	0.00	264,160.00	0.00
394-905.906-699.248 TRANSFER FROM DDA							
Total Dept 905.906-DEBT SERVICE		265,160.00	265,160.00	9.77	1.33	265,150.23	0.00
TOTAL Revenues		265,160.00	265,160.00	9.77	1.33	265,150.23	0.00
Expenditures							
Dept 905.906-DEBT SERVICE		205,000.00	205,000.00	0.00	0.00	205,000.00	0.00
394-905.906-991.000 DEBT-PRINCIPAL		58,610.00	58,610.00	0.00	0.00	58,610.00	0.00
394-905.906-995.000 DEBT-INTEREST		550.00	550.00	0.00	0.00	550.00	0.00
394-905.906-998.000 DEBT-PAYING AGENT FEES							
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	9.77	1.33	265,150.23	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	9.77	1.33	990.23	0.98

2016-17 YTD BALANCE ACTIVITY FOR AVAILABLE
 ORIGINAL 2016-17 09/30/2016 MONTH 09/30/16 BALANCE % BDET
 BUDGET AMENDED BUDGET NORM (ABNORM) INCR (DECR) NORM (ABNORM) USED

Fund 494 - DDA CAPITAL PROJECTS FUND

Revenues

Dept 900.901-CAPITAL OUTLAY - PUBLIC IMPROV	0.00	0.00	370.59	50.30	(370.59)	100.00
494-900.901-665.001 INTEREST						
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	370.59	50.30	149,629.41	0.25
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TOTAL Revenues

Expenditures
 Dept 966.001-TRANSFERS OUT
 494-966.001-999.305 TRANSFER TO 2016 DEBT SVC FUND

Total Dept 966.001-TRANSFERS OUT	196,100.00	196,100.00	0.00	0.00	196,100.00	0.00
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TOTAL Expenditures

Fund 494 - DDA CAPITAL PROJECTS FUND:

TOTAL REVENUES	150,000.00	150,000.00	370.59	50.30	149,629.41	0.25
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)	370.59	50.30	(46,470.59)	0.80

TOTAL REVENUES - ALL FUNDS	1,090,339.00	1,090,339.00	491,946.71	491,453.01	598,392.29	45.12
TOTAL EXPENDITURES - ALL FUNDS	1,191,068.00	1,191,068.00	82,473.41	4,715.45	1,108,594.59	6.92
NET OF REVENUES & EXPENDITURES	(100,729.00)	(100,729.00)	409,473.30	486,737.56	(510,202.30)	406.51

10/06/2016
 GL ACTIVITY REPORT FOR CITY OF GRAND LEDGE DDA
 TRANSACTIONS FROM 09/01/2016 TO 09/30/2016

Date	Vendor / Source	Description	Debits (Credits)
Fund 248 DDA FUND			
Department 170.173 ECONOMIC DEVELOPMENT			
08/01/2016		248-170.173-741.000 OPERATING SUPPLIES	
09/02/2016	SUMMARY PR 09/02/2016	phone stipend	8.80
09/16/2016	SUMMARY PR 09/16/2016	phone stipend	8.80
09/30/2016	SUMMARY PR 09/30/2016	phone stipend	8.80
248-170.173-830.004 ELECTRIC LIGHTS / POLES			
09/27/2016	CRAIG ELECTRIC		375.20
09/30/2016	CONSUMERS ENERGY PD SEPT 2016	utilities	601.44
248-170.173-830.005 TRASH PICKUP			
09/27/2016	GRANGER	trash	36.12
09/28/2016	PUB SVC CHGS AUGUST 2016		660.83
248-170.173-830.008 OPERATIONAL EXPENSE			
09/13/2016	REPCO PAPER, BAGS AND MORE	bungee cords for trash cans	58.50
Total			1,758.49