



DOWNTOWN DEVELOPMENT AUTHORITY
APRIL 13, 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 March 9, 2016 [Action Item]
 - B. Approval of the closed session minutes for March 9, 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]
- VII. NEW BUSINESS
 - A. Landscape Maintenance Contract [Action Item]
 - B. 218 N. Bridge Street [Discussion 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
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

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 248 DDA FUND							
03/14/2016	CHAS	98504	DBI BUSINESS INTERIORS	OFFICE SUPPLIES	741.000	170.17	12.49
03/14/2016	CHAS	98535	PUBLIC FINANCIAL MANAGEMENT, INC	PROFESSIONAL FEE	817.000	170.17	500.00
03/14/2016	CHAS	98547	TRUE VALUE HARDWARE	MORTAR MIX	830.007	170.17	27.96
03/29/2016	CHAS	98573	CRAIG ELECTRIC	REMOVE DECORATIONS DOWNTOWN REPAIR POLE	830.006 830.007	170.17 170.17	1,000.00 332.00
					<u>1,332.00</u>		
03/29/2016	CHAS	98585	GRANGER	CHECK CHASC 98573 TOTAL FOR FUND 248: 138 W RIVER ST - TRASH PICK UP	830.005	170.17	36.12
					Total for fund 248 DDA FUND		
					1,908.57		

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Fund 248 DDA FUND

GL Number	Description	Balance
*** Assets ***		
248-000.000-001.000	CASH	215,904.01
Total Assets		215,904.01
*** 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		21,350.33
Ending Fund Balance		215,904.01
Total Liabilities And Fund Balance		215,904.01

PERIOD ENDING 03/31/2016

GL NUMBER	DESCRIPTION	2015-16		2015-16		ACTIVITY FOR	AVAILABLE	% BODGT USED
		ORIGINAL BUDGET	AMENDED BUDGET	YTD BALANCE 03/31/2016	MONTH 03/31/2016			
Fund 248 - DDA FUND								
Revenues								
Dept 000.000-GENERAL								
248-000.000-401.000	CURRENT PROPERTY TAXES	678,982.00	678,982.00	666,757.54	19,368.93	12,224.46	98.20	
248-000.000-403.001	PRIOR YR PROP TAX ADJUSTMENTS	0.00	0.00	(18,158.36)	0.00	18,158.36	100.00	
248-000.000-628.001	INSURANCE DIVIDENDS	1,000.00	1,000.00	1,996.23	1,992.86	(996.23)	199.62	
248-000.000-635.001	EQUIPMENT RENTAL	0.00	0.00	546.12	411.39	(546.12)	100.00	
248-000.000-665.001	INTEREST	100.00	100.00	500.03	79.63	(400.03)	500.03	
248-000.000-665.003	RENT-PROPERTIES	100.00	100.00	0.00	0.00	100.00	0.00	
248-000.000-673.000	SALE OF FIXED ASSETS	0.00	0.00	434.00	434.00	(434.00)	100.00	
Total Dept 000.000-GENERAL		680,182.00	680,182.00	652,075.56	22,286.81	28,106.44	95.87	
TOTAL Revenues		680,182.00	680,182.00	652,075.56	22,286.81	28,106.44	95.87	
Expenditures								
Dept 170.173-ECONOMIC DEVELOPMENT								
248-170.173-703.000	SALARIES/WAGES	26,094.00	26,094.00	10,088.81	1,096.82	16,005.19	38.66	
248-170.173-719.000	FRINGE BENEFITS	7,507.00	7,507.00	4,570.40	1,316.56	2,936.60	60.88	
248-170.173-731.004	PROMOTIONS & MARKETING	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	12.49	12.49	987.51	1.25	
248-170.173-801.004	ADMINISTRATIVE	1,000.00	1,000.00	50.05	0.00	949.95	5.01	
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	1,000.00	1,000.00	895.00	0.00	105.00	89.50	
248-170.173-817.000	PROFESSIONAL SERVICES	10,000.00	10,000.00	2,400.00	500.00	7,600.00	24.00	
248-170.173-830.002	SNOW REMOVAL	50,000.00	50,000.00	16,640.68	3,139.39	33,359.32	33.28	
248-170.173-830.003	LANDSCAPE MAINTENANCE	12,000.00	12,000.00	4,778.00	0.00	7,222.00	39.82	
248-170.173-830.004	ELECTRIC LIGHTS / POLES	25,000.00	25,000.00	31,927.82	0.00	(6,927.82)	127.71	
248-170.173-830.005	TRASH PICKUP	7,000.00	7,000.00	2,601.29	211.13	4,398.71	37.16	
248-170.173-830.006	CHRISTMAS DECORATIONS	7,000.00	7,000.00	5,158.13	1,000.00	1,841.87	73.69	
248-170.173-830.007	PARKING LOT MAINTENANCE	35,000.00	35,000.00	26,524.71	1,522.07	8,475.29	75.78	
248-170.173-830.008	OPERATIONAL EXPENSE	5,000.00	5,000.00	257.11	0.00	4,742.89	5.14	
248-170.173-840.000	INSURANCE	3,132.00	3,132.00	2,443.96	0.00	688.04	78.03	
248-170.173-960.001	ERADE/RENOVATION GRANTS	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	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	0.00	0.00	100.00	
Total Dept 170.173-ECONOMIC DEVELOPMENT		311,258.00	311,258.00	195,822.23	8,798.46	115,435.77	62.91	
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	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	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	0.00	0.00	100.00	
Total Dept 966.001-TRANSFERS OUT		388,050.00	434,903.00	434,903.00	0.00	0.00	100.00	
TOTAL Expenditures		699,308.00	746,161.00	630,725.23	8,798.46	115,435.77	84.53	
Fund 248 - DDA FUND:								
TOTAL REVENUES		680,182.00	680,182.00	652,075.56	22,286.81	28,106.44	95.87	
TOTAL EXPENDITURES		699,308.00	746,161.00	630,725.23	8,798.46	115,435.77	84.53	
NET OF REVENUES & EXPENDITURES		(19,126.00)	(65,979.00)	21,350.33	13,488.35	(87,329.33)	32.36	

Fund 394 DDA DEBT FUND

GL Number	Description	Balance
*** Assets ***		
394-000.000-001.000	CASH	239,074.06
Total Assets		239,074.06
*** 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		231,878.51
Ending Fund Balance		239,074.06
Total Liabilities And Fund Balance		239,074.06

PERIOD ENDING 03/31/2016

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GL NUMBER	DESCRIPTION	2015-16		YTD BALANCE 03/31/2016 NORM (ABNORM)	ACTIVITY FOR MONTH 03/31/2016		AVAILABLE BALANCE		
		ORIGINAL BUDGET	2015-16 AMENDED BUDGET		INCR (DECR)	NORM (ABNORM)	BDGT USED		
Fund 394 - DDA DEBT FUND									
Revenues									
Dept 905.906-DEBT SERVICE									
394-905.906-665.001	INTEREST	400.00	400.00	434.86	88.18	(34.86)	108.72		
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	323,337.86	88.18	(34.86)	100.01		
TOTAL Revenues		276,450.00	323,303.00	323,337.86	88.18	(34.86)	100.01		
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	323,337.86	88.18	(34.86)	100.01		
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	231,878.51	88.18	(231,478.51)	57,969.6		

Fund 494 DDA CAPITAL PROJECTS FUND

GL Number	Description	Balance
*** Assets ***		
494-000.000-001.000	CASH	276,134.51
Total Assets		276,134.51
*** 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		100,494.38
Ending Fund Balance		276,134.51
Total Liabilities And Fund Balance		276,134.51

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GL NUMBER	DESCRIPTION	2015-16		YTD BALANCE 03/31/2016 NORM (ABNORM)	ACTIVITY FOR MONTH 03/31/2016		AVAILABLE		
		ORIGINAL BUDGET	AMENDED BUDGET		INCR (DECR)	NORM (ABNORM)	BALANCE	% BDGT 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	494.38	101.85		(494.38)	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	
		<u>100,000.00</u>	<u>100,000.00</u>	<u>100,494.38</u>	<u>101.85</u>		<u>(494.38)</u>	<u>100.49</u>	
Total Dept 900.901-CAPITAL OUTLAY - PUBLIC IMPROV									
		<u>100,000.00</u>	<u>100,000.00</u>	<u>100,494.38</u>	<u>101.85</u>		<u>(494.38)</u>	<u>100.49</u>	
TOTAL Revenues									
		<u>100,000.00</u>	<u>100,000.00</u>	<u>100,494.38</u>	<u>101.85</u>		<u>(494.38)</u>	<u>100.49</u>	
Fund 494 - DDA CAPITAL PROJECTS FUND:									
TOTAL REVENUES									
		<u>100,000.00</u>	<u>100,000.00</u>	<u>100,494.38</u>	<u>101.85</u>		<u>(494.38)</u>	<u>100.49</u>	
TOTAL EXPENDITURES									
		<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>		<u>0.00</u>	<u>0.00</u>	
NET OF REVENUES & EXPENDITURES									
		<u>100,000.00</u>	<u>100,000.00</u>	<u>100,494.38</u>	<u>101.85</u>		<u>(494.38)</u>	<u>100.49</u>	