



# Downtown Development Authority

**REGULAR MEETING AGENDA**  
**WEDNESDAY, JANUARY 14, 2026 - 6:00 P.M.**  
**IN THE COUNCIL CHAMBERS, CITY HALL**  
**310 GREENWOOD ST., GRAND LEDGE, MI 48837**

**I. ROLL CALL OF DOWNTOWN DEVELOPMENT AUTHORITY**

**II. PLEDGE OF ALLEGIANCE**

**III. AUDIENCE PARTICIPATION**

**IV. APPROVAL OF REGULAR AGENDA**

**A. Motion** – To approve the Wednesday, January 14, 2026, regular meeting agenda.

**V. APPROVAL OF MINUTES**

**A. Motion** – To approve the Wednesday, December 10, 2025, regular meeting minutes.

**VI. COMMITTEE REPORTS**

**VII. STAFF REPORTS**

- A.** Financial transactions and bills
- B.** Monthly financial statements
- C.** ADA Observation Platform

**VIII. UNFINISHED BUSINESS**

**A.** First United Methodist Church Request

**IX. NEW BUSINESS**

**X. AUDIENCE PARTICIPATION**

**XI. COMMUNICATIONS FROM MEMBERS**

**XII. ADJOURNMENT**

This meeting will be held in person, per the Open Meetings Act, and will also be livestreamed via Zoom for informational purposes only. The public is invited to attend in person to participate and offer comments. Written comments can also be submitted to the City Clerk at 310 Greenwood St., Grand Ledge MI 48837, or [cityhall@cityofgrandledge.com](mailto:cityhall@cityofgrandledge.com).

Join from PC, Mac, iPad, or Android:

<https://us02web.zoom.us/j/87856221544>

Phone one-tap:

+13092053325,,87856221544#, +13126266799,,87856221544# (Chicago)

Join via audio:

+1 309 205 3325, +1 312 626 6799 (Chicago), +1 646 876 9923 (New York), +1 646 931 3860, +1 301 715 8592 (Washington DC),  
+1 305 224 1968, +1 669 444 9171, +1 669 900 6833 (San Jose), +1 689 278 1000, +1 719 359 4580, +1 253 205 0468,  
+1 253 215 8782 (Tacoma), +1 346 248 7799 (Houston), +1 360 209 5623, +1 386 347 5053, +1 408 638 0968 (San Jose),  
+1 507 473 4847, +1 564 217 2000

Webinar ID: 878 5622 1544

International numbers available: <https://us02web.zoom.us/j/87856221544>

**DOWNTOWN DEVELOPMENT AUTHORITY  
310 GREENWOOD ST.  
GRAND LEDGE, MI 48837**

**MINUTES – REGULAR MEETING  
WEDNESDAY, DECEMBER 10, 2025 - 6:00 P.M.  
COUNCIL CHAMBERS, CITY HALL  
310 GREENWOOD ST., GRAND LEDGE MI 48837**

**ROLL CALL OF BOARD** – Authority Members Present: Vice Chairman Spencer Bye, Andrew Archer, Vicki Paski, Natalia Clough, Michael Fredericks, Lise Mitchell, and Mayor Keith Mulder

**Members Absent** – Authority Members Absent: Chairman Bruce MacDowell, Dana Beattie, Terrance Augustine, Chris Fata, Karl Glarner, and Amy Hoyes

**Others Present** – Amee King, Assistant City Manager

**I. PLEDGE OF ALLEGIANCE** –

**II. AUDIENCE PARTICIPATION** –

**III. APPROVAL OF REGULAR AGENDA**

- A. Motion** – To approve the Wednesday, December 10, 2025, regular DDA agenda.

AUTHORITY MEMBER FREDERICKS MOVED, AUTHORITY MEMBER MITCHELL SECONDED, TO APPROVE THE DECEMBER 10, 2025, REGULAR MEETING AGENDA AS PRESENTED. MOTION CARRIED UNANIMOUSLY.

**IV. APPROVAL OF MINUTES**

- A. Motion** – To approve the Wednesday, October 8, 2025, regular meeting minutes.

AUTHORITY MEMBER FREDERICKS MOVED, AUTHORITY MEMBER PASKI SECONDED, TO APPROVE THE OCTOBER 8, 2025 REGULAR MEETING MINUTES AS PRESENTED. MOTION CARRIED UNANIMOUSLY.

- B. Motion** – To approve the Wednesday, November 12, 2025, informational meeting minutes.

MAYOR MULDER MOVED, AUTHORITY MEMBER FREDERICKS SECONDED, TO APPROVE THE NOVEMBER 12, 2025 INFORMATIONAL MEETING MINUTES AS PRESENTED. MOTION CARRIED UNANIMOUSLY.

- C. Motion** – To approve the Wednesday, November 12, 2025, regular meeting minutes.

AUTHORITY MEMBER ARCHER MOVED, AUTHORITY MEMBER PASKI SECONDED, TO APPROVE THE NOVEMBER 12, 2025 REGULAR MEETING MINUTES AS PRESENTED. MOTION CARRIED UNANIMOUSLY.

**V. COMMITTEE REPORTS** – None.

**VI. STAFF REPORTS**

- A. Financial Transactions and Bills** – Mrs. King reviewed the financial transactions and bills.

AUTHORITY MEMBER FREDERICKS MOVED, AUTHORITY MEMBER PASKI SECONDED, TO ACKNOWLEDGE PAYMENT OF THE FINANCIAL TRANSACTIONS AND BILLS IN THE AMOUNT OF \$10,157.99. MOTION CARRIED UNANIMOUSLY.

- B. Monthly financial statement** – Ms. King reviewed the financial statements. One other item of note, the landscaping contract was approved by the City Council. It's a joint contract for services between the city and DDA. Precision Lawn and Snow was awarded the bid. There was a slight increase in the DDAs portion of \$344 per month.

AUTHORITY MEMBER MITCHELL MOVED, AUTHORITY MEMBER FREDERICKS SECONDED, TO ACCEPT AND PLACE ON FILE THE FINANCIAL STATEMENTS. MOTION CARRIED UNANIMOUSLY.

**VII. UNFINISHED BUSINESS –**

**VIII. NEW BUSINESS –**

- A. 2026-2027 Priorities – Mrs. King reported that at the last meeting, the DDA had an initial discussion about 2026-2027 Priorities. Mrs. King reviewed the draft priorities. There was a consensus to move Façade/Renovation Programs to Tier 2 priorities.

AUTHORITY MEMBER MITCHELL MOVED, MAYOR MULDER SECONDED, TO APPROVE THE 2026/2027 PRIORITIES WITH THE FACDE RENOVATION PROGRAMS MOVED TO TIER 2. MOTION CARRIED UNANIMOUSLY.

**2026/2027 PRIORITIES - Tier 1: Continued Development of Jaycee Park and Public Spaces -** Multi-purpose structure at Jaycee Park, additional bathrooms and amenities; **Mast Arms at Bridge and Jefferson Intersection/Enhanced Pedestrian Safety; DDA Plan Update – (expires December 2027); Preservation of District Amenities -** Riverwalk repaving, seal stamped concrete, bollard replacement in Log Jam Lot **Tier 2: Public/Private Partnership for Infill Development of Bridge Street Plaza; Redevelopment of 300 Block of N. Bridge Street; Strategic Property Acquisition; Façade/Renovation Programs -** Revise façade and renovation grants policies and evaluate signature building program; **Entryway signage -** Signage at corner of M-43/M-100 and CSX property

- B. First United Methodist Church Request – Mrs. King reported that at a prior meeting, Mr. Joel Wortley requested on behalf of the First United Methodist Church, that the DDA/City plow their sidewalk. The board requested staff put together a cost associated with this request. More information is needed from both staff and the church to determine the length of sidewalk in the request and an exact number associated with it.

**IX. AUDIENCE PARTICIPATION –**

- X. **COMMUNICATIONS FROM MEMBERS** – Authority member Clough reported on the veterans banner program. There is more interest this coming year. Hopefully it can be done less expensivley in the coming year.

Authority member Mitchell reported that there is a winter reading challeng at the library for adults and many more programs for the winter months.

**XI. ADJOURNMENT**

AUTHORITY MEMBER FREDERICKS MOVED, AUTHORITY MEMBER PASKI SECONDED, TO ADJOURN THE MEETING AT 7:04 P.M. MOTION CARRIED UNANIMOUSLY.

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Vicki Paski, Secretary

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Spencer Bye, Vice Chairman

01/09/2026 12:11 PM  
User: aking  
DB: Grand Ledge

INVOICE GL DISTRIBUTION REPORT FOR CITY OF GRAND LEDGE  
POST DATES 12/01/2025 - 12/31/2025  
BOTH JOURNALIZED AND UNJOURNALIZED  
PAID

GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
Fund 248 DDA FUND					
Dept 728 ECONOMIC DEVELOPMENT					
248-728-830.006	DECORATIONS	HIGH POINT TREE SERVICE, I	PROFESSIONAL SERVICE - SET UP CHIRSTMAS	500.00	116327
248-728-830.006	DECORATIONS	MACALLISTER RENTALS	SUPPLIES - RENTAL EQUIPMENT	463.60	116336
248-728-830.006	DECORATIONS	MENARDS - LANSING WEST	SUPPLIES - FACETED	339.83	116337
248-728-830.006	DECORATIONS	MENARDS - LANSING WEST	SUPPLIES - ORNEMENTS	244.65	116337
248-728-830.008	OPERATIONAL EXPENSE	KEY CLEANING SERVICES, INC	JANTORIAL CLEANING AND YARLY BATHROOM	350.00	116333
		Total For Dept 728 ECONOMIC DEVELOPMENT		1,898.08	
		Total For Fund 248 DDA FUND		1,898.08	

PERIOD ENDING 12/31/2025

% Fiscal Year Completed: 50.41

GL NUMBER	DESCRIPTION	2025-26		YTD BALANCE	ACTIVITY FOR	AVAILABLE		% BDGT USED
		AMENDED BUDGET	NORMAL	12/31/2025 (ABNORMAL)	MONTH 12/31/2025 INCREASE (DECREASE)	NORMAL	(ABNORMAL) BALANCE	
Fund 248 - DDA FUND								
Revenues								
Dept 000 - GENERAL								
248-000-402.000	CURRENT PROPERTY TAXES	1,458,532.00		1,136,673.34	0.00		321,858.66	77.93
248-000-414.000	PRIOR YEAR ADJ	(20,000.00)		0.00	0.00		(20,000.00)	0.00
248-000-573.000	LCSA SHARE APPROPRIATION	47,283.00		72,369.16	0.00		(25,086.16)	153.06
248-000-628.000	OPERATIONAL REVENUES	0.00		206.80	0.00		(206.80)	100.00
248-000-665.001	INTEREST	0.00		3,439.25	0.97		(3,439.25)	100.00
Total Dept 000 - GENERAL		1,485,815.00		1,212,688.55	0.97		273,126.45	81.62
TOTAL REVENUES		1,485,815.00		1,212,688.55	0.97		273,126.45	81.62
Expenditures								
Dept 728 - ECONOMIC DEVELOPMENT								
248-728-703.000	SALARIES/WAGES	82,547.00		29,046.07	4,971.92		53,500.93	35.19
248-728-719.000	FRINGE BENEFITS	56,132.00		23,350.10	10,672.12		32,781.90	41.60
248-728-761.000	OPERATING SUPPLIES	500.00		35.20	0.00		464.80	7.04
248-728-801.004	ADMINISTRATIVE	1,000.00		400.00	0.00		600.00	40.00
248-728-802.000	LEGAL FEES	10,000.00		977.00	0.00		9,023.00	9.77
248-728-811.000	CONTRACTUAL	895.00		0.00	0.00		895.00	0.00
248-728-817.000	PROFESSIONAL SERVICES	100,000.00		0.00	0.00		100,000.00	0.00
248-728-830.002	SNOW REMOVAL	50,000.00		13,018.70	10,841.55		36,981.30	26.04
248-728-830.003	LANDSCAPE MAINTENANCE	25,000.00		9,188.00	0.00		15,812.00	36.75
248-728-830.004	ELECTRIC LIGHTS / POLES	25,000.00		20,459.65	0.00		4,540.35	81.84
248-728-830.005	TRASH PICKUP	7,000.00		3,258.32	173.85		3,741.68	46.55
248-728-830.006	DECORATIONS	25,000.00		6,568.98	2,419.34		18,431.02	26.28
248-728-830.007	PARKING LOT MAINTENANCE	100,000.00		39,127.33	376.92		60,872.67	39.13
248-728-830.008	OPERATIONAL EXPENSE	20,000.00		2,620.62	350.00		17,379.38	13.10
248-728-880.004	PROMOTIONS & MARKETING	40,000.00		7,617.47	2,993.76		32,382.53	19.04
248-728-935.000	INSURANCE	2,142.00		0.00	0.00		2,142.00	0.00
248-728-940.000	EQUIPMENT RENTAL	0.00		42.48	0.00		(42.48)	100.00
248-728-977.000	EQUIPMENT	2,500.00		0.00	0.00		2,500.00	0.00
248-728-997.101	INDIRECT COST CHARGES	112,777.00		84,582.75	56,388.50		28,194.25	75.00
Total Dept 728 - ECONOMIC DEVELOPMENT		660,493.00		240,292.67	89,187.96		420,200.33	36.38
Dept 965 - TRANSFERS OUT								
248-965-995.394	TRANSFER TO DDA DEBT SERVICE FUND	471,405.00		471,405.00	0.00		0.00	100.00
248-965-995.494	TRANSFER TO DDA CAP PROJ FUND	450,000.00		450,000.00	0.00		0.00	100.00
Total Dept 965 - TRANSFERS OUT		921,405.00		921,405.00	0.00		0.00	100.00
TOTAL EXPENDITURES		1,581,898.00		1,161,697.67	89,187.96		420,200.33	73.44
Fund 248 - DDA FUND:								
TOTAL REVENUES		1,485,815.00		1,212,688.55	0.97		273,126.45	81.62
TOTAL EXPENDITURES		1,581,898.00		1,161,697.67	89,187.96		420,200.33	73.44
NET OF REVENUES & EXPENDITURES		(96,083.00)		50,990.88	(89,186.99)		(147,073.88)	53.07

REVENUE AND EXPENDITURE REPORT FOR CITY OF GRAND LEDGE  
 PERIOD ENDING 12/31/2025  
 % Fiscal Year Completed: 50.41

GL NUMBER	DESCRIPTION	2025-26	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AMENDED BUDGET	12/31/2025 NORMAL (ABNORMAL)	MONTH 12/31/2025 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 394 - DDA DEBT FUND						
Revenues						
Dept 905 - DEBT SERVICE						
394-905-665.001	INTEREST	1,112.00	4,128.42	965.84	(3,016.42)	371.26
394-905-699.248	TRANSFER FROM DDA	471,405.00	471,405.00	0.00	0.00	100.00
Total Dept 905 - DEBT SERVICE		472,517.00	475,533.42	965.84	(3,016.42)	100.64
TOTAL REVENUES		472,517.00	475,533.42	965.84	(3,016.42)	100.64
Expenditures						
Dept 905 - DEBT SERVICE						
394-905-991.000	DEBT-PRINCIPAL	145,000.00	0.00	0.00	145,000.00	0.00
394-905-992.000	DEBT INTEREST	153,494.00	76,746.88	0.00	76,747.12	50.00
394-905-993.000	DEBT-PAYING AGENT FEES	1,000.00	0.00	0.00	1,000.00	0.00
Total Dept 905 - DEBT SERVICE		299,494.00	76,746.88	0.00	222,747.12	25.63
Dept 965 - TRANSFERS OUT						
394-965-995.305	TRANSFER TO 2016 CAP IMPROV BONDS FUND	172,911.00	172,911.00	0.00	0.00	100.00
Total Dept 965 - TRANSFERS OUT		172,911.00	172,911.00	0.00	0.00	100.00
TOTAL EXPENDITURES		472,405.00	249,657.88	0.00	222,747.12	52.85
Fund 394 - DDA DEBT FUND:						
TOTAL REVENUES		472,517.00	475,533.42	965.84	(3,016.42)	100.64
TOTAL EXPENDITURES		472,405.00	249,657.88	0.00	222,747.12	52.85
NET OF REVENUES & EXPENDITURES		112.00	225,875.54	965.84	(225,763.54)	1,674.59

REVENUE AND EXPENDITURE REPORT FOR CITY OF GRAND LEDGE  
 PERIOD ENDING 12/31/2025  
 % Fiscal Year Completed: 50.41

GL NUMBER	DESCRIPTION	2025-26	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AMENDED BUDGET	12/31/2025 NORMAL (ABNORMAL)	MONTH 12/31/2025 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 494 - DDA CAPITAL PROJECTS FUND						
Revenues						
Dept 900 - CAPITAL OUTLAY						
494-900-665.001	INTEREST	0.00	7,358.44	1,157.18	(7,358.44)	100.00
494-900-699.248	TRANSFER FROM DDA	450,000.00	450,000.00	0.00	0.00	100.00
Total Dept 900 - CAPITAL OUTLAY		450,000.00	457,358.44	1,157.18	(7,358.44)	101.64
TOTAL REVENUES		450,000.00	457,358.44	1,157.18	(7,358.44)	101.64
Expenditures						
Dept 503 - SIDEWALKS						
494-503-703.000	SALARIES/WAGES	0.00	405.44	0.00	(405.44)	100.00
494-503-719.000	FRINGE BENEFITS	0.00	31.02	0.00	(31.02)	100.00
Total Dept 503 - SIDEWALKS		0.00	436.46	0.00	(436.46)	100.00
Dept 900 - CAPITAL OUTLAY						
494-900-974.006	CONSTRUCTION	450,000.00	0.00	0.00	450,000.00	0.00
Total Dept 900 - CAPITAL OUTLAY		450,000.00	0.00	0.00	450,000.00	0.00
TOTAL EXPENDITURES		450,000.00	436.46	0.00	449,563.54	0.10
Fund 494 - DDA CAPITAL PROJECTS FUND:						
TOTAL REVENUES		450,000.00	457,358.44	1,157.18	(7,358.44)	101.64
TOTAL EXPENDITURES		450,000.00	436.46	0.00	449,563.54	0.10
NET OF REVENUES & EXPENDITURES		0.00	456,921.98	1,157.18	(456,921.98)	100.00
TOTAL REVENUES - ALL FUNDS						
TOTAL REVENUES - ALL FUNDS		2,408,332.00	2,145,580.41	2,123.99	262,751.59	89.09
TOTAL EXPENDITURES - ALL FUNDS		2,504,303.00	1,411,792.01	89,187.96	1,092,510.99	56.37
NET OF REVENUES & EXPENDITURES		(95,971.00)	733,788.40	(87,063.97)	(829,759.40)	764.59

Fund 248 DDA FUND

GL Number	Description	Balance
*** Assets ***		
248-000-001.000	CASH	515,025.14
248-000-001.001	MI CLASS	341.16
248-000-040.001	UNBILLED ACCTS RCVBLE	(1,058.08)
<b>Total Assets</b>		<b>514,308.22</b>
*** Liabilities ***		
248-000-257.000	PAYROLL PAYABLE	4,793.00
<b>Total Liabilities</b>		<b>4,793.00</b>
*** Fund Balance ***		
248-000-390.000	Fund Balance	458,524.34
<b>Total Fund Balance</b>		<b>458,524.34</b>
<b>Beginning Fund Balance</b>		<b>458,524.34</b>
<b>Net of Revenues VS Expenditures</b>		<b>50,990.88</b>
<b>Ending Fund Balance</b>		<b>509,515.22</b>
<b>Total Liabilities And Fund Balance</b>		<b>514,308.22</b>

Fund 394 DDA DEBT FUND

GL Number	Description	Balance
*** Assets ***		
394-000-001.000	CASH	256.13
394-000-001.001	MI CLASS	280,261.76
<b>Total Assets</b>		<b>280,517.89</b>
*** Liabilities ***		
<b>Total Liabilities</b>		<b>0.00</b>
*** Fund Balance ***		
394-000-390.000	Fund Balance	54,642.35
<b>Total Fund Balance</b>		<b>54,642.35</b>
<b>Beginning Fund Balance</b>		<b>54,642.35</b>
<b>Net of Revenues VS Expenditures</b>		<b>225,875.54</b>
<b>Ending Fund Balance</b>		<b>280,517.89</b>
<b>Total Liabilities And Fund Balance</b>		<b>280,517.89</b>

Fund 494 DDA CAPITAL PROJECTS FUND

GL Number	Description	Balance
*** Assets ***		
494-000-001.000	CASH	512,678.87
494-000-001.001	MI CLASS	335,781.84
<b>Total Assets</b>		<b>848,460.71</b>
*** Liabilities ***		
<b>Total Liabilities</b>		<b>0.00</b>
*** Fund Balance ***		
494-000-390.000	FUND BALANCE	391,538.73
<b>Total Fund Balance</b>		<b>391,538.73</b>
<b>Beginning Fund Balance</b>		<b>391,538.73</b>
<b>Net of Revenues VS Expenditures</b>		<b>456,921.98</b>
<b>Ending Fund Balance</b>		<b>848,460.71</b>
<b>Total Liabilities And Fund Balance</b>		<b>848,460.71</b>

2026  
2027

# DDA BOARD

# PRIORITIES

## Continued Development of Jaycee Park and Public Spaces

(Multi-purpose structure at Jaycee Park, additional bathrooms, and amenities)

## Mast Arms at Bridge and Jefferson Intersection/Enhanced Public Safety

## DDA Plan Update

(expires December 2027)

## Preservation of District Amenities

(Riverwalk repaving, seal stamped concrete, and bollard replacement in Log Jam parking lot)

## Public/Private Partnership for Infill Development of Bridge Street Plaza

## Redevelopment of the 300 Block of North Bridge Street

## Strategic Property Acquisition

## Façade/Renovation Programs

(Revise façade and renovation grant policies and evaluate signature building program)

## Entryway Signage

(Signage at the corner of M-43/M-100 and CSX property)

