



Downtown Development Authority

REGULAR MEETING AGENDA
WEDNESDAY, MARCH 11, 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, March 11, 2026, regular meeting agenda.
- V. APPROVAL OF MINUTES**
 - A. Motion** – To approve the Wednesday, February 11, 2026, 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**
- 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.

Join from PC, Mac, iPad, or Android:

<https://us02web.zoom.us/j/82629771214>

Phone one-tap:

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Join via audio:

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Webinar ID: 826 2977 1214

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

**MINUTES – REGULAR MEETING
WEDNESDAY, FEBRUARY 11, 2026 - 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, Mayor Keith Mulder, Vicki Paski, Michael Fredericks, Lise Mitchell, and Chris Fata

Members Absent – Authority Members Absent: Chairman Bruce MacDowell, Natalia Clough, Terrance Augustine, Dana Beattie, and Andrew Archer

Others Present – Amee King, Assistant City Manager

I. PLEDGE OF ALLEGIANCE –

II. AUDIENCE PARTICIPATION – GLAESA Chief Mike Roman asked for financial assistance with the purchase of thermal imaging cameras, safety vests, and flashlights in the amount of \$10,000.

III. APPROVAL OF REGULAR AGENDA

A. Motion – To approve the Wednesday, February 11, 2026, regular DDA agenda.

AUTHORITY MEMBER FREDERICKS MOVED, AUTHORITY MEMBER FATA SECONDED, TO APPROVE THE FEBRUARY 11, 2026, REGULAR MEETING AGENDA AS PRESENTED. MOTION CARRIED UNANIMOUSLY.

IV. APPROVAL OF MINUTES

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

AUTHORITY MEMBER FREDERICKS MOVED, AUTHORITY MEMBER MITCHELL SECONDED, TO APPROVE THE JANUARY 14, 2026, 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 MITCHELL MOVED, AUTHORITY MEMBER PASKI SECONDED, TO ACKNOWLEDGE PAYMENT OF THE FINANCIAL TRANSACTIONS AND BILLS IN THE AMOUNT OF \$11,448.91. MOTION CARRIED UNANIMOUSLY.

B. Monthly financial statement – Mrs. King reviewed the financial statements.

C. ADA Observation Platform – Mrs. King indicated that the project began February 2nd with earth work. Blocks for the retaining wall should start to be put in place in the next couple of weeks. The contractor was delayed after they discovered a concrete foundation. The foundation will need to be removed and will be an additional cost.

MAYOR MULDER MOVED, AUTHORITY MEMBER FATA SECONDED, TO ACCEPT AND PLACE ON FILE THE FINANCIAL STATEMENTS. MOTION CARRIED UNANIMOUSLY.

VII. UNFINISHED BUSINESS –

A. Veterans Banners [Action Item] – Mrs. King indicated that the DDA participated last year with with the Veteran banners in installing them up and removing them. There was a charge for doing that as it was outside of the scope of our other banner installation. Authority Member Natalia Clough spearheaded the program and worked with the Grand Ledge Area Chamber of Commec. There were 12 banners last year that were displayed on the bridge. Natalia is working with the legion for this years

program and has requested that they be hung for the entire season that our regular banners are up. Natalia requested that the DDA absorb the cost of installing and removing the banners as it is covered in the budget. This item was discussed briefly at the December meeting under Communications from Members.

AUTHORITY MEMBER MITCHELL MOVED, AUTHORITY MEMBER FREDERICKS SECONDED, TO SUPPORT THE VETERANS BANNER PROGRAM WITH NO ADDITIONAL COST TO THE DONORS AS PRESENTED IN THE INFORMATION IN THE PACKET. MOTION CARRIED UNANIMOUSLY.

VIII. NEW BUSINESS –

IX. AUDIENCE PARTICIPATION – GLAESA Chief Mike Roman indicated that he is working on an initiative to become a heart health city, which includes community CPR classes and installation of AED's in the community.

X. COMMUNICATIONS FROM MEMBERS – Authority Member Fredericks asked if we can look at abandoning or reducing the size of the planter box in front of MacDowells. Mayor Mulder added that this board approved the addition of bollards to protect the planter box. Mrs. King added that the MDOT approved bollards will be installed in warmer weather and the planter box will be repaired after that.

Authority member Mitchell indicated that the March reading challenge will take place at the library. There is something for every age group.

Mayor Mulder indicated that he is a member of the GLAESA board. The GLAESA board approved bond language for a new fire station as well as a rebuild/new substation. The election will be May 5th and he further indicated that he encourages everyone to come out and support the bond initiative.

XI. ADJOURNMENT –

AUTHORITY MEMBER FREDERICKS MOVED, AUTHORITY MEMBER PASKI SECONDED, TO ADJOURN THE MEETING AT 6:47 P.M. MOTION CARRIED UNANIMOUSLY.

Spencer Bye, Vice Chairman

Vicki Paski, Secretary

INVOICE GL DISTRIBUTION REPORT FOR CITY OF GRAND LEDGE
 POST DATES 02/01/2026 - 02/28/2026
 BOTH JOURNALIZED AND UNJOURNALIZED
 PAID

GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
Fund 248 DDA FUND					
Dept 728 ECONOMIC DEVELOPMENT					
248-728-761.000	OPERATING SUPPLIES	ASAP PRINTING INC	SIGNS	247.99	116706
248-728-811.000	CONTRACTUAL	ARGENT INSTITUTIONAL TRU	PROFESSIONAL SERVICE	500.00	116775
248-728-830.004	ELECTRIC LIGHTS / POLES	NEWKIRK ELECTRIC ASSOCIAT	PROFESSIONAL SERVICE	5,362.67	116748
248-728-830.007	PARKING LOT MAINTENANCE	WOLVERINE ENGINEERS & SUR	PROFESSIONAL SERVICE	1,000.00	116830
248-728-830.008	OPERATIONAL EXPENSE	REPCO PAPER, BAGS AND MORE	SUPPLIES LINER BAGS	440.00	116754
248-728-830.008	OPERATIONAL EXPENSE	REPCO PAPER, BAGS AND MORE	SUPPLIES LINER BAGS DATE 4/28/2025	440.00	116754
Total For Dept 728 ECONOMIC DEVELOPMENT				7,990.66	
Total For Fund 248 DDA FUND				7,990.66	

PERIOD ENDING 02/28/2026

% Fiscal Year Completed: 66.58

GL NUMBER	DESCRIPTION	2025-26		YTD BALANCE	ACTIVITY FOR	AVAILABLE		% BDGT USED
		AMENDED BUDGET	NORMAL	02/28/2026 (ABNORMAL)	MONTH 02/28/2026 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	0.00		(3,439.25)	100.00
Total Dept 000 - GENERAL		1,485,815.00		1,212,688.55	0.00		273,126.45	81.62
TOTAL REVENUES		1,485,815.00		1,212,688.55	0.00		273,126.45	81.62
Expenditures								
Dept 728 - ECONOMIC DEVELOPMENT								
248-728-703.000	SALARIES/WAGES	82,547.00		38,248.43	4,792.97		44,298.57	46.34
248-728-719.000	FRINGE BENEFITS	56,132.00		25,638.04	1,249.18		30,493.96	45.67
248-728-761.000	OPERATING SUPPLIES	500.00		283.19	247.99		216.81	56.64
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		1,097.00	0.00		8,903.00	10.97
248-728-811.000	CONTRACTUAL	895.00		1,220.00	500.00		(325.00)	136.31
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		65,921.13	28,049.12		(15,921.13)	131.84
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		30,257.61	5,362.67		(5,257.61)	121.03
248-728-830.005	TRASH PICKUP	7,000.00		3,846.73	276.24		3,153.27	54.95
248-728-830.006	DECORATIONS	25,000.00		12,654.65	3,460.78		12,345.35	50.62
248-728-830.007	PARKING LOT MAINTENANCE	100,000.00		48,871.93	3,014.24		51,128.07	48.87
248-728-830.008	OPERATIONAL EXPENSE	20,000.00		4,450.62	880.00		15,549.38	22.25
248-728-880.004	PROMOTIONS & MARKETING	40,000.00		9,283.61	0.00		30,716.39	23.21
248-728-935.000	INSURANCE	2,142.00		1,033.35	0.00		1,108.65	48.24
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	0.00		28,194.25	75.00
Total Dept 728 - ECONOMIC DEVELOPMENT		660,493.00		337,019.52	47,833.19		323,473.48	51.03
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		1,258,424.52	47,833.19		323,473.48	79.55
Fund 248 - DDA FUND:								
TOTAL REVENUES		1,485,815.00		1,212,688.55	0.00		273,126.45	81.62
TOTAL EXPENDITURES		1,581,898.00		1,258,424.52	47,833.19		323,473.48	79.55
NET OF REVENUES & EXPENDITURES		(96,083.00)		(45,735.97)	(47,833.19)		(50,347.03)	47.60

PERIOD ENDING 02/28/2026

% Fiscal Year Completed: 66.58

GL NUMBER	DESCRIPTION	2025-26		YTD BALANCE	ACTIVITY FOR		AVAILABLE		% BDGT USED
		AMENDED BUDGET	NORMAL	02/28/2026 (ABNORMAL)	MONTH 02/28/2026 INCREASE	(DECREASE)	NORMAL	(ABNORMAL) BALANCE	
Fund 394 - DDA DEBT FUND									
Revenues									
Dept 905 - DEBT SERVICE									
394-905-665.001	INTEREST	1,112.00		4,128.42		0.00		(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		0.00		(3,016.42)	100.64
TOTAL REVENUES		472,517.00		475,533.42		0.00		(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		0.00		(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		0.00		(225,763.54)	1,674.59

PERIOD ENDING 02/28/2026

% Fiscal Year Completed: 66.58

GL NUMBER	DESCRIPTION	2025-26	YTD BALANCE	ACTIVITY FOR		AVAILABLE		% BDGT USED
		AMENDED BUDGET	02/28/2026 NORMAL (ABNORMAL)	MONTH 02/28/2026 INCREASE (DECREASE)	NORMAL (ABNORMAL) BALANCE			
Fund 494 - DDA CAPITAL PROJECTS FUND								
Revenues								
Dept 900 - CAPITAL OUTLAY								
494-900-665.001	INTEREST	0.00	7,358.44	0.00		(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	0.00		(7,358.44)	101.64	
TOTAL REVENUES		450,000.00	457,358.44	0.00		(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	0.00		(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	0.00		(456,921.98)	100.00	
TOTAL REVENUES - ALL FUNDS								
TOTAL REVENUES - ALL FUNDS		2,408,332.00	2,145,580.41	0.00		262,751.59	89.09	
TOTAL EXPENDITURES - ALL FUNDS								
TOTAL EXPENDITURES - ALL FUNDS		2,504,303.00	1,508,518.86	47,833.19		995,784.14	60.24	
NET OF REVENUES & EXPENDITURES		(95,971.00)	637,061.55	(47,833.19)		(733,032.55)	663.81	

Fund 248 DDA FUND

GL Number	Description	Balance
*** Assets ***		
248-000-001.000	CASH	418,298.29
248-000-001.001	MI CLASS	341.16
248-000-040.001	UNBILLED ACCTS RCVBLE	(1,058.08)
Total Assets		417,581.37
*** Liabilities ***		
248-000-257.000	PAYROLL PAYABLE	4,793.00
Total Liabilities		4,793.00
*** Fund Balance ***		
248-000-390.000	Fund Balance	458,524.34
Total Fund Balance		458,524.34
Beginning Fund Balance		458,524.34
Net of Revenues VS Expenditures		(45,735.97)
Ending Fund Balance		412,788.37
Total Liabilities And Fund Balance		417,581.37

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
Total Assets		280,517.89
*** Liabilities ***		
Total Liabilities		0.00
*** Fund Balance ***		
394-000-390.000	Fund Balance	54,642.35
Total Fund Balance		54,642.35
Beginning Fund Balance		54,642.35
Net of Revenues VS Expenditures		225,875.54
Ending Fund Balance		280,517.89
Total Liabilities And Fund Balance		280,517.89

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
Total Assets		848,460.71
*** Liabilities ***		
Total Liabilities		0.00
*** Fund Balance ***		
494-000-390.000	FUND BALANCE	391,538.73
Total Fund Balance		391,538.73
Beginning Fund Balance		391,538.73
Net of Revenues VS Expenditures		456,921.98
Ending Fund Balance		848,460.71
Total Liabilities And Fund Balance		848,460.71