



Downtown Development Authority

INFORMATIONAL MEETING AGENDA
WEDNESDAY, APRIL 13, 2022 – 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** – Any person(s) attending may participate in reciting the Pledge of Allegiance to the American Flag. The Chairman may choose to designate, with their consent, a Board Member or a person attending to lead the Pledge of Allegiance. The Downtown Development Authority shall not require any Board Member(s) or person(s) attending to recite the Pledge of Allegiance.
- III. **AUDIENCE PARTICIPATION** – Any persons attending may comment on any subject. All presentations before the Downtown Development Authority shall be limited to five minutes per individual presentation. The Rules of Local Development Finance Authority prohibit the Downtown Development Authority from debating or discussing issues with the public.
- IV. **INFORMATIONAL MEETING** – In compliance with Public Act 57 of 2018.

This meeting will be held in person, per the Open Meetings Act, and will also be livestreamed via Zoom for informational purposes only without the ability for two-way communication or interaction. 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.

Please click the link below to join the webinar:

<https://us02web.zoom.us/j/88258398286>

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Webinar ID: 882 5839 8286

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Downtown Development
Authority
Fund

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The Downtown Development Authority (DDA) board is comprised of thirteen members. Twelve members are appointed by the Mayor and affirmed by City Council for four-year terms. The Mayor serves as the thirteenth voting member. A majority of the board must have an interest in property within the DDA District (District) and at least one member must be a resident of the District.

The board adopted their 2022-2023, Tier 1 and Tier 2 priorities in December 2021. The board will review priorities and adjust as needed and staff will work to implement the priorities.

Tier 1

Continued Development of Jaycee Park

(Multi-purpose structure at Jaycee Park, amenities)

Downtown Streetscape

(Complete rehabilitation of sidewalks, streetlights, amenities)

Public/Private Partnership for Infill Development of Bridge Street Plaza

Parking in Downtown

(Public/Private agreement with First United Methodist Church and additional opportunities and amenities)

Walkability/Pedestrian Safety

(Continued sidewalk connectivity within district, crosswalks at E. Jefferson/Library and Midblock 200 N. Bridge)

Tier 2

Public Art/Public Spaces

(Mural under the Bridge and art throughout district)

Public Bathrooms Within the District

(Additional bathrooms in Jaycee Park and other potential locations)

Virtual Marketing

Façade/Renovation Grants

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

Entryway signage

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

Fund: 248 - DDA FUND	Actual FY 18	Actual FY 19	Actual FY 20	Actual FY 21	Amended Budget FY22	Actual Thru Mar FY 22	Request FY23	Comments
Revenues								
Dept.: 000.000 GENERAL								
401.000 CURRENT PROPERTY TAXES-Real	657,805	672,989	812,815	925,516	904,988	1,124,716	1,000,000	Reflects GLADL Millage Expiration
403.001 PRIOR YR PROP TAX ADJUSTMENTS	(1,953)	-	-	(1,153)	(10,000)	-	(10,000)	MTT/BOR/SETTLEMENT
573.000 LCSA SHARE APPROPRIATION	52,914	75,695	79,411	79,101	52,914	93,654	52,914	Formally known as PPT
635.001 EQUIPMENT RENTAL	20,941	10,568	11,428	-	-	-	-	
665.001 INTEREST	1,440	2,803	2,245	482	-	279	-	
675.000 DONATIONS	-	-	-	-	-	2,764	-	
TOTAL REVENUES	732,869	762,095	905,899	1,003,947	947,902	1,221,414	1,042,914	
Expenditures								
Dept.: 170.173 ECONOMIC DEVELOPMENT								
703.000 SALARIES/WAGES	27,795	25,754	31,553	43,065	50,000	33,925	50,000	
719.000 FRINGE BENEFITS	11,334	8,861	9,122	25,657	27,900	25,159	32,500	
731.004 PROMOTIONS & MARKETING	9,187	5,231	14,500	28,191	15,000	11,110	15,000	\$10K Annual Community Events-Chamber 1/1/23
741.000 OPERATING SUPPLIES	442	408	1,056	241	500	164	500	
801.004 ADMINISTRATIVE	216	45	2	635	1,000	123	1,000	
802.000 LEGAL FEES	-	-	1,658	-	2,000	-	5,000	Evaluate Streetscape Bond Initiative
811.000 CONTRACTUAL	991	841	895	71,304	45,895	44,642	895	Clock maintenance
817.000 PROFESSIONAL SERVICES	-	-	-	-	1,000	648	5,000	Evaluate Streetscape Bond Initiative
830.002 SNOW REMOVAL	26,373	29,072	36,459	40,000	45,000	43,093	45,000	DPS
830.003 LANDSCAPE MAINTENANCE	15,412	16,395	14,573	21,237	25,000	9,190	25,000	3 yr contract 2021-12/2023
830.004 ELECTRIC LIGHTS / POLES	11,348	30,149	21,241	16,181	30,000	14,113	30,000	\$12,000 Utilities, Repairs
830.005 TRASH PICKUP	3,429	3,782	6,623	6,754	7,000	4,876	7,000	DPS

Fund: 248 - DDA FUND	Actual FY 18	Actual FY 19	Actual FY 20	Actual FY 21	Amended Budget FY22	Actual Thru Mar FY 22	Request FY23	Comments
830.006 DECORATIONS	3,374	3,514	10,121	11,622	15,000	18,468	20,000	installing & removing
830.007 PARKING LOT MAINTENANCE	13,638	12,690	7,445	22,297	90,000	28,734	25,000	Crack sealing
830.008 OPERATIONAL EXPENSE	10,233	209	1,275	3,661	5,000	1,740	10,000	Bathrooms
840.000 INSURANCE	1,487	1,759	1,691	1,746	1,774	1,825	1,854	
977.000 EQUIPMENT	-	19,908	4,659	1,219	5,000	376	20,000	Tractor
997.101 INDIRECT COST CHARGES	56,221	54,166	56,395	66,781	76,836	76,836	90,791	3 year average of actual
999.101 TRANSFER TO POLICE DEPT					50,000	50,000	50,000	Police K9 Vehicle
ECONOMIC DEVELOPMENT TOTAL	198,797	212,808	219,266	360,589	493,905	365,022	434,540	
Dept.: 966.001 TRANSFERS OUT								
999.305 TRANSFER TO 2016 CAP IMPR DEBT FD	-	-	-	-	-	-	-	Issued 8/17/10 # 7 Preston's Prkg Lot last pymt 5/1/25 - \$180,690
999.394 TRANSFER TO DDA DEBT SVC FUND	455,482	445,803	436,027	443,725	353,906	353,906	357,047	Issue 7/7/16 E River St - #1 Cugino's, #2 Flour Child, #3 Log Jam #4 Library, Parking lots Last Pymt 5/1/32 \$174,057
999.397 TRANSFER TO ISLAND DEBT FUND	-	-	-	-	-	-	-	
999.494 TRANSFER TO DDA CAP PROJ FUND	-	100,000	200,000	113,000	435,000	360,000	250,000	Sidewalk Connectivity/Jaycee Park Gathering Space
TRANSFERS OUT TOTAL	455,482	545,803	636,027	556,725	788,906	713,906	607,047	
Total Expenditures	654,279	758,611	855,293	917,314	1,282,811	1,078,928	1,041,587	
Revenues less Expenditures	78,590	3,484	50,605	86,632	(334,909)	142,486	1,327	
Estimated Working Capital 6/30/22							81,331	
Estimated Working Capital 6/30/23							82,658	

DDA Debt Service Fund

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	Actual FY 19	Actual FY 20	Actual FY 21	Amended Budget FY22	Actual Thru Mar FY 22	Request FY23	Comments
Fund: 394 - DDA DEBT FUND							
Revenues							
Dept.: 905.906 DEBT SERVICE							
665.001 INTEREST	517	866	167	200	89	200	
699.248 TRANSFER FROM DDA	267,351	436,027	443,725	353,906	353,906	357,047	
699.396 TFR FM PARKING DEBT	-	-	-	-	-	-	
699.494 TFR FM CAP PROJ	-	-	-	-	-	-	
DEBT SERVICE TOTAL	267,868	436,893	443,892	354,106	353,995	357,247	
Expenditures							
Dept.: 905.906 DEBT SERVICE							
991.000 DEBT-PRINCIPAL	220,000	225,000	235,000	155,000	-	165,000	Issued 8/17/10 - last pymt 5/1/25
995.000 DEBT-INTEREST	46,851	40,321	33,501	25,690	12,844	20,070	# 7 Preston's Prkg Lot
998.000 DEBT-PAYING AGENT FEES	250	250	-	500	250	500	
DEBT SERVICE TOTAL	267,101	265,571	268,501	181,190	13,094	185,570	
Dept.: 966.001 TRANSFERS OUT							
999.305 TRANSFER TO 2016 CAP IMPR	-	170,205	175,473	172,716	172,716	171,477	Issue 7/7/16 - Last Pymt 5/1/32 E River St - #1 Cugino's, #2 Flour Child, #3 Log Jam #4 Library, Parking lots
Total Expenditures	267,101	435,776	443,974	353,906	185,810	357,047	
Revenues less Expenditures	767	1,118	(82)	200	168,185	200	
8 Estimated Working Capital 6/30/22						18,880	
Estimated Working Capital 6/30/23						19,080	

DDA Capital Projects Fund

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Fund: 494 - DDA CAPITAL PROJECTS FUND	Actual FY 19	Actual FY 20	Actual FY 21	Amended Budget FY22	Actual Thru Mar FY 22	Request FY23	Comments
Revenues							
Dept.: 900.901 CAPITAL OUTLAY - PUBLIC IMPROV							
665.001 INTEREST	2,200	1,774	206	500	94	-	
699.248 TRANSFER FROM DDA	100,000	200,000	113,000	435,000	360,000	250,000	
Total Revenues	102,200	201,774	113,206	435,500	360,094	250,000	
Expenditures							
Dept.: 900.911 JAYCEE PARK GATHERING SPACE							
974.006 CONSTRUCTION	-	-	-	-	-	175,000	
974.006 CONSTRUCTION	20,000	-	-	-	-	-	
Dept.: 900.910 DDA Sidewalks							
974.006 CONSTRUCTION	-	-	74,316	160,000	158,223	75,000	Sidewalk Connectivity
Total Projects Expenditures	20,000	-	74,316	160,000	158,223	250,000	
Dept.: 966.001 TRANSFERS OUT							
999.248 TRANSFER TO DDA	-	-	-	-	-	-	
999.394 TRANSFER TO DDA DEBT FUND	-	-	-	-	-	-	
999.204 TRANSFER TO MUN STREETS		400,000	-	408,369	200,000	-	Orchard Street Investment Total City Project \$1-3-M
999.305 TRANSFER TO 2016 DEBT SVC FUND	-	-	-	-	-	-	
TRANSFERS OUT TOTAL	-	400,000	-	408,369	200,000	-	
Total Expenditures	20,000	400,000	74,316	568,369	358,223	250,000	
Revenues less Expenditures	82,200	(198,226)	38,890	(132,869)	1,871	-	
Estimated Working Capital 6/30/22						22,462	
Estimated Working Capital 6/30/23						22,462	