



Downtown Development Authority

REGULAR MEETING AGENDA
WEDNESDAY, APRIL 13, 2022 - 6:15 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, April 13, 2022, regular DDA agenda.
- V. APPROVAL OF MINUTES
 - A. **Motion** – To approve the Wednesday, March 9, 2022, regular meeting minutes.
- VI. COMMITTEE REPORTS
- VII. STAFF REPORTS
 - A. Financial transaction and bills
 - B. Monthly financial statement
 - C. Grand Ledge Area District Library Letter
 - D. Update on Parking lot items
- VIII. UNFINISHED BUSINESS
- IX. NEW BUSINESS
 - A. Downtown Streetscape – RAP Grant submission [Action Item]
 - B. FY 23 Budget Recommendation to City Council [Action Item]
- 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 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.

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**DOWNTOWN DEVELOPMENT AUTHORITY
IN THE GYMNASIUM, CITY HALL
310 GREENWOOD ST.
GRAND LEDGE, MI 48837**

**MINUTES – REGULAR MEETING
WEDNESDAY, MARCH 9, 2022 - 6:00 P.M.**

- I. ROLL CALL OF BOARD** – Authority Members Present: Chairman, Bruce MacDowell, Mayor Pro Tem Keith Mulder, Vicki Paski, Mayor Thom Sowle, Amy Hoyes, Michael Fredericks, Dana Beattie, Spencer Bye, Andrew Archer, Lise Mitchell, and Terrance Augustine
Members Absent: Karl Glarner and Chris Fata
Others Present: Adam Smith, City Manager, Ameer King, Assistant City Manager, Greg Newman, City Clerk

II. PLEDGE OF ALLEGIANCE – Keith Mulder led the Pledge of Allegiance.

III. AUDIENCE PARTICIPATION – None

IV. APPROVAL OF REGULAR AGENDA

- A. Motion** – To approve the Wednesday, March 9, 2022, regular DDA agenda.

AUTHORITY MEMBER FREDERICKS MOVED, AUTHORITY MEMBER PASKI SECONDED, TO APPROVE THE MARCH 9, 2022, AGENDA AS PRESENTED. MOTION CARRIED UNANIMOUSLY.

V. APPROVAL OF MINUTES

- A. Motion** – To approve the Wednesday, February 9, 2022, regular DDA minutes.

AUTHORITY MEMBER AUGUSTINE MOVED, AUTHORITY MEMBER FREDERICKS SECONDED, TO APPROVE THE FEBRUARY 9, 2022, MINUTES AS PRESENTED. MOTION CARRIED UNANIMOUSLY.

VI. COMMITTEE REPORTS – None

VII. STAFF REPORTS

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

AUTHORITY MEMBER PASKI MOVED, AUTHORITY MEMBER BEATTIE SECONDED, TO ACKNOWLEDGE THE PAYMENT OF THE FINANCIAL TRANSACTIONS AND BILLS IN THE AMOUNT OF \$32,238.49. MOTION CARRIED UNANIMOUSLY.

- B. Monthly financial statement** – Mrs. King reviewed the monthly financial statements.

VIII. UNFINISHED BUSINESS

- A. Bridge Street Plaza Development** – Mr. Smith indicated that staff continues their due diligence on the project. The Authority approved \$20,000 in November 2021 towards that due diligence. We have completed many components, however, we need additional funding to complete the due diligence. If the Authority would like to continue, we are asking for consideration of up to an additional \$10,000 for the due diligence of Bridge Street Plaza.

AUTHORITY MEMBER MULDER MOVED, AUTHORITY MEMBER BYE SECONDED TO APPROVE UP TO \$10,000 OF ADDITIONAL FUNDING FOR THE DUE DILIGENCE OF BRIDGE STREET PLAZA. MOTION CARRIED UNANIMOUSLY.

- B. Jaycee Park Public Gathering Space** – At our last meeting, staff reported that no bids had been received for the project. There was initial feedback from contractors that if the construction period was extended, there may be some interest. The engineer put

the project back out for bid and one bid was received in the amount of \$447,690.40. Staff and engineers recommend rejecting the bid due to cost. There may be alternatives to consider such as additional steps, etc. Staff will look into possible options.

AUTHORITY MEMBER AUGUSTINE MOVED, AUTHORITY MEMBER PASKI SECONDED TO REJECT THE BID FOR THE JAYCEE PARK PUBLIC GATHERING SPACE. MOTION CARRIED UNANIMOUSLY.

IX. NEW BUSINESS – NONE

X. AUDIENCE PARTICIPATION – NONE

XI. COMMUNICATIONS FROM MEMBERS –

Authority Member Hoyes indicated that the St. Patrick's Day parade is this Saturday. The Chamber in partnership with the City printed coasters with dates for Grand Ledge events. The coasters will be distributed to businesses.

Authority Member Mitchell indicated that March is reading month at the library and there is also a treasure hunt for teens and adults.

XII. ADJOURNMENT

AUTHORITY MEMBER FREDERICKS MOVED, AUTHORITY MEMBER BEATTIE SECONDED TO ADJOURN THE MEETING AT 6:31 PM. MOTION CARRIED UNANIMOUSLY.

Vicki Paski, Secretary

Bruce MacDowell, Chairman

User: DPAWLEY
 DB: Grand Ledger
 Balances as of 3/31/2022
 Fund 248 - DDA FUND, Fund 394 DDA Debt Service, 494 DDA Capital Projects

ACTIVITY FOR
 MONTH ENDED
 3/31/2022

Account			
Expenditures			
Department 170.173: ECONOMIC DEVELOPMENT			
	3/11/2022	SUMMARY PR	8.80
	3/25/2022	SUMMARY PR	8.80
	3/14/2022	Thrun Law Firm	193.60
	3/29/2022	Tri-Terra	7,400.00
	3/14/2022	Granger	34.73
	3/14/2022	Alro Steel	477.08
	3/29/2022	Ace Hardware	134.99
	3/29/2022	Menards	84.84
		Cell Phone Stipend	8.80
		Cell Phone Stipend	8.80
		Bridge St. Due Dilligence	193.60
		Bridge St. Due Dilligence	7,400.00
		Trash Pickup	34.73
		Dumpster enclosure supplies	477.08
		Supplies	134.99
		Supplies	84.84
			8,342.84

GL NUMBER	DESCRIPTION	2021-22		YTD BALANCE 03/31/2022	ACTIVITY FOR QUARTER 03/31/2022	AVAILABLE		
		AMENDED BUDGET	NORMAL (ABNORMAL)			NORMAL (ABNORMAL)	BALANCE	% BDDT USED
Fund 248 - DDA FUND								
Revenues								
Dept 000.000 - GENERAL								
248-000.000-401.000	CURRENT PROPERTY TAXES	904,988.00		1,124,716.24	19,817.54	(219,728.24)	124.28	
248-000.000-403.001	PRIOR YR PROP TAX ADJUSTMENTS	(10,000.00)		0.00	0.00	(10,000.00)	0.00	
248-000.000-573.000	ICSA SHARE APPROPRIATION	52,914.00		93,654.22	0.00	(40,740.22)	176.99	
248-000.000-665.001	INTEREST	0.00		278.86	181.10	(278.86)	100.00	
248-000.000-675.000	DONATIONS	0.00		2,764.48	0.00	(2,764.48)	100.00	
Total Dept 000.000 - GENERAL		947,902.00		1,221,413.80	19,998.64	(273,511.80)	128.85	
TOTAL REVENUES		947,902.00		1,221,413.80	19,998.64	(273,511.80)	128.85	
Expenditures								
Dept 170.173 - ECONOMIC DEVELOPMENT								
248-170.173-703.000	SALARIES/WAGES	50,000.00		33,157.15	6,793.05	16,842.85	66.31	
248-170.173-703.100	OVERTIME	0.00		767.58	642.16	(767.58)	100.00	
248-170.173-719.000	FRINGE BENEFITS	27,900.00		25,159.26	4,969.79	2,740.74	90.18	
248-170.173-731.004	PROMOTIONS & MARKETING	15,000.00		11,110.00	11,110.00	3,890.00	74.07	
248-170.173-741.000	OPERATING SUPPLIES	500.00		164.06	52.80	335.94	32.81	
248-170.173-801.004	ADMINISTRATIVE	1,000.00		123.05	106.00	876.95	12.31	
248-170.173-802.000	LEGAL FEES	2,000.00		0.00	0.00	2,000.00	0.00	
248-170.173-811.000	CONTRACTUAL	45,895.00		44,642.30	42,668.45	1,252.70	97.27	
248-170.173-817.000	PROFESSIONAL SERVICES	1,000.00		647.50	(3,856.34)	352.50	64.75	
248-170.173-830.002	SNOW REMOVAL	45,000.00		43,093.34	36,372.65	1,906.66	95.76	
248-170.173-830.003	LANDSCAPE MAINTENANCE	25,000.00		9,190.00	0.00	15,810.00	36.76	
248-170.173-830.004	ELECTRIC LIGHTS / POLES	30,000.00		14,113.09	4,306.64	15,886.91	47.04	
248-170.173-830.005	TRASH PICKUP	7,000.00		4,876.05	2,648.94	2,123.95	69.66	
248-170.173-830.006	DECORATIONS	15,000.00		18,467.68	4,631.58	(3,467.68)	123.12	
248-170.173-830.007	PARKING LOT MAINTENANCE	90,000.00		28,733.67	14,034.43	61,266.33	31.93	
248-170.173-830.008	OPERATIONAL EXPENSE	5,000.00		1,739.81	139.96	3,260.19	34.80	
248-170.173-840.000	INSURANCE	1,774.00		894.97	0.00	879.03	50.45	
248-170.173-977.000	EQUIPMENT	5,000.00		376.13	376.13	4,623.87	7.52	
248-170.173-997.101	INDIRECT COST CHARGES	76,836.00		76,836.00	0.00	0.00	100.00	
Total Dept 170.173 - ECONOMIC DEVELOPMENT		443,905.00		314,091.64	124,996.24	129,813.36	70.76	
Dept 905.906 - DEBT SERVICE								
248-905.906-999.101	TRANSFER TO GENERAL FUND	50,000.00		50,000.00	0.00	0.00	100.00	
248-905.906-999.394	TRANSFER TO DDA DEBT SVC FUND	353,906.00		353,906.00	0.00	0.00	100.00	
248-905.906-999.494	TRANSFER TO DDA CAP PROJ	360,000.00		360,000.00	0.00	0.00	100.00	
Total Dept 905.906 - DEBT SERVICE		763,906.00		763,906.00	0.00	0.00	100.00	
TOTAL EXPENDITURES		1,207,811.00		1,077,997.64	124,996.24	129,813.36	89.25	
Fund 248 - DDA FUND:								
TOTAL REVENUES		947,902.00		1,221,413.80	19,998.64	(273,511.80)	128.85	
TOTAL EXPENDITURES		1,207,811.00		1,077,997.64	124,996.24	129,813.36	89.25	
NET OF REVENUES & EXPENDITURES		(259,909.00)		143,416.16	(104,997.60)	(403,325.16)	55.18	
Fund 394 - DDA DEBT FUND								

GL NUMBER	DESCRIPTION	2021-22		YTD BALANCE 03/31/2022	ACTIVITY FOR QUARTER 03/31/2022	AVAILABLE	
		AMENDED BUDGET	NORMAL (ABNORMAL)			NORMAL (ABNORMAL)	% BDT USED
Fund 394 - DDA DEBT FUND							
Revenues							
Dept 905.906 - DEBT SERVICE							
394-905.906-665.001 INTEREST		200.00		89.39	56.17	110.61	44.70
394-905.906-699.248 TRANSFER FROM DDA		353,906.00		353,906.00	0.00	0.00	100.00
Total Dept 905.906 - DEBT SERVICE		354,106.00		353,995.39	56.17	110.61	99.97
TOTAL REVENUES							
		354,106.00		353,995.39	56.17	110.61	99.97
Expenditures							
Dept 905.906 - DEBT SERVICE							
394-905.906-991.000 DEBT-PRINCIPAL		155,000.00		0.00	0.00	155,000.00	0.00
394-905.906-995.000 DEBT-INTEREST		25,690.00		12,844.38	0.00	12,845.62	50.00
394-905.906-998.000 DEBT-PAYING AGENT FEES		500.00		250.00	0.00	250.00	50.00
Total Dept 905.906 - DEBT SERVICE		181,190.00		13,094.38	0.00	168,095.62	7.23
Dept 966.001 - TRANSFERS OUT							
394-966.001-999.305 TRANSFER TO 2016 DEBT SVC FUND		172,716.00		172,716.00	0.00	0.00	100.00
Total Dept 966.001 - TRANSFERS OUT		172,716.00		172,716.00	0.00	0.00	100.00
TOTAL EXPENDITURES							
		353,906.00		185,810.38	0.00	168,095.62	52.50
Fund 394 - DDA DEBT FUND:							
TOTAL REVENUES		354,106.00		353,995.39	56.17	110.61	99.97
TOTAL EXPENDITURES		353,906.00		185,810.38	0.00	168,095.62	52.50
NET OF REVENUES & EXPENDITURES		200.00		168,185.01	56.17	(167,985.01)	4,092.51
Fund 494 - DDA CAPITAL PROJECTS FUND							
Revenues							
Dept 900.901 - CAPITAL OUTLAY - PUBLIC IMPROV							
494-900.901-665.001 INTEREST		500.00		93.61	47.56	406.39	18.72
494-900.901-699.248 TRANSFER FROM DDA		360,000.00		360,000.00	0.00	0.00	100.00
Total Dept 900.901 - CAPITAL OUTLAY - PUBLIC IMPROV		360,500.00		360,093.61	47.56	406.39	99.89
TOTAL REVENUES							
		360,500.00		360,093.61	47.56	406.39	99.89
Expenditures							
Dept 900.910 - DDA SIDEWALK CONNECTIVITY							
494-900.910-974.006 CONSTRUCTION		160,000.00		158,222.84	1,468.40	1,777.16	98.89
Total Dept 900.910 - DDA SIDEWALK CONNECTIVITY		160,000.00		158,222.84	1,468.40	1,777.16	98.89
Dept 966.001 - TRANSFERS OUT							
494-966.001-999.204 TFR TO MUNICIPAL STREETS FUND		200,000.00		200,000.00	0.00	0.00	100.00

PERIOD ENDING 03/31/2022

GL NUMBER	DESCRIPTION	2021-22		YTD BALANCE 03/31/2022	ACTIVITY FOR QUARTER 03/31/2022	AVAILABLE		
		AMENDED BUDGET	NORMAL (ABNORMAL)			NORMAL (ABNORMAL)	% BDT USED	
Fund 494 - DDA CAPITAL PROJECTS FUND								
Expenditures								
	Total Dept 966.001 - TRANSFERS OUT	200,000.00		200,000.00	0.00	0.00	100.00	
TOTAL EXPENDITURES								
		360,000.00		358,222.84	1,468.40	1,777.16	99.51	
Fund 494 - DDA CAPITAL PROJECTS FUND:								
TOTAL REVENUES								
		360,500.00		360,093.61	47.56	406.39	99.89	
TOTAL EXPENDITURES								
		360,000.00		358,222.84	1,468.40	1,777.16	99.51	
NET OF REVENUES & EXPENDITURES								
		500.00		1,870.77	(1,420.84)	(1,370.77)	374.15	
TOTAL REVENUES - ALL FUNDS								
		1,662,508.00		1,935,502.80	20,102.37	(272,994.80)	116.42	
TOTAL EXPENDITURES - ALL FUNDS								
		1,921,717.00		1,622,030.86	126,464.64	299,686.14	84.41	
NET OF REVENUES & EXPENDITURES								
		(259,209.00)		313,471.94	(106,362.27)	(572,680.94)	120.93	

Fund 248 DDA FUND

GL Number	Description	Balance
*** Assets ***		
248-000.000-001.000	CASH	559,656.96
Total Assets		559,656.96
*** Liabilities ***		
Total Liabilities		0.00
*** Fund Balance ***		
248-000.000-390.000	Fund Balance	416,240.80
Total Fund Balance		416,240.80
Beginning Fund Balance		416,240.80
Net of Revenues VS Expenditures		143,416.16
Ending Fund Balance		559,656.96
Total Liabilities And Fund Balance		559,656.96

Fund 394 DDA DEBT FUND

GL Number	Description	Balance
*** Assets ***		
394-000.000-001.000	CASH	186,864.28
Total Assets		186,864.28
*** Liabilities ***		
Total Liabilities		0.00
*** Fund Balance ***		
394-000.000-390.000	Fund Balance	18,679.27
Total Fund Balance		18,679.27
Beginning Fund Balance		18,679.27
Net of Revenues VS Expenditures		168,185.01
Ending Fund Balance		186,864.28
Total Liabilities And Fund Balance		186,864.28

Fund 494 DDA CAPITAL PROJECTS FUND

GL Number	Description	Balance
*** Assets ***		
494-000.000-001.000	CASH	157,201.29
Total Assets		157,201.29
*** Liabilities ***		
Total Liabilities		0.00
*** Fund Balance ***		
494-000.000-390.000	FUND BALANCE	155,330.52
Total Fund Balance		155,330.52
Beginning Fund Balance		155,330.52
Net of Revenues VS Expenditures		1,870.77
Ending Fund Balance		157,201.29
Total Liabilities And Fund Balance		157,201.29



March 23, 2022

Amee King, Assistant City Manager
City of Grand Ledge
310 Greenwood St.
Grand Ledge MI 48837

Re: Downtown Development Authority

Dear Ameer,

This letter is to inform the Downtown Development Authority that the Grand Ledge Area District Library's ten-year millage expired on December 31, 2021. The last tax collection for that millage will be the Winter taxes for 2021. The Library will be seeking a new millage on the August 2, 2022 ballot. According to Public Act 505-510 of 2016, which later became The Recodified Tax Increment Financing Act, PA 57 of 2018, these new laws exempt any library millage approved by voters after January 1, 2017 from tax capture. As this affects the DDA's budget, we want to make sure that plans were adjusted accordingly.

Please contact me if you have any questions.

Sincerely,

Lise Mitchell

Lise Mitchell, Library Director
director@gladl.org
517-622-3550



TO: Downtown Development Authority Members
FROM: Amee King, Assistant City Manager
DATE: April 7, 2022
RE: Michigan Economic Development Corporation Revitalization and Placemaking (RAP) Program Application

Background: The RAP program is an incentive program that will deploy \$100 million in American Rescue Plan funding to address the COVID-19 impacts in Michigan communities by providing access to real estate and place-based infrastructure development gap financing in the form of grants. Grants of up to \$1 million per project for public space place-based infrastructure, are available. The City does not qualify for construction of new facilities nor does the City meet the qualified census tract considerations.

Grand Ledge's Traditional Downtown Eligibility and Important Dates: Based on eligibility requirements, the City can apply for a \$1 million grant to support public space place-based infrastructure associated with traditional downtowns, social zones, outdoor dining, and place-based public spaces. The completed grant application is due Friday, June 3, 2022.

Summary of the RAP Eligibility Requirements:

- Ability to obligate all funds by December 31, 2024, and expend all funds by December 31, 2026.
- Ability to include support and matching funds. (i.e. \$2 million match for \$1 million grant)
- Ability for this project to address COVID-19 impacts to aid the tourism, travel, and hospitality (restaurants, event venues, retail, for example) oriented businesses within the traditional downtown.
- Capacity and experience to successfully implement a federal grant.
- Ability for the project to provide a long-term impact on the community.
- Long-term financial viability to maintain the project.
- Ability to show how the project supports the vision and goals within the City's Master Plan, DDA Priorities, and Parks & Recreation Master Plan.

Project Components: To capitalize on the \$1 million of potential grant funding available and meet the requirements of providing permanent infrastructure that will promote population and tax growth, create an environment to attract and retain talent, enable business creation and attraction, and enhance downtown vitality, the following project elements may include, but not limited to:

- **Partial streetscape reconstruction** in the traditional downtown area on Bridge Street from Scott Street to Main Street

- Replacing the bricked areas closest to the curbs with stamped and colored concrete and curb replacement as needed
- Refurbishing the lampposts to incorporate dark sky friendly lighting to decrease light pollution, rewiring and replacing the electrical conduit for longer life, and refinishing the poles
- Enhancing crosswalks to ensure universal accessibility (ADA compliance as well as compliance for everyone)
- Midblock crossing island on N. Bridge Street between Front and Main Streets
- Enhance urban tree canopy
- Recycling containers and refuse containers
- Intentional “open” space to allow entrepreneurial entertainment (buskers, etc.)
- Wayfinding signage to encourage further exploration of the downtown (QR code)
- **Electric vehicle charging stations** installed in the library parking lot
- **Improvements at Island Park Parking Lot Area and along W. River Street**
 - Kayak launch near the footbridge with access stairs
 - Temporary “kayak parking” rack
 - Connect the Riverwalk Trail/Island Park to the downtown sidewalk
 - Enhancement of the hill on W. River
- **Riverfront Park Enhancements**
 - Expansion of decking to accommodate social gathering area
 - A gas fireplace
 - Drinking fountain with water bottle filling station and pet bowl
 - Raised planter beds for a public garden
 - Public bathroom
 - Seating and eating furnishings
 - Additional bike rack
 - Solar charging stations for personal phones/tablets/electronic devices

Recommendation: In accordance with the DDA priorities, City staff are in support of moving ahead with this application. We would recommend a motion to move forward with submitting a grant application and allocate \$10,000 for contracted preliminary design services

Tier 1 priority – Downtown Streetscape

Tier 1 priority – Walkability/Pedestrian Safety

Tier 2 priority – Public Bathrooms Within the District

Alternatives: No grant submittal

