



Downtown Development Authority

REGULAR MEETING AGENDA
WEDNESDAY, MAY 11, 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
- III. AUDIENCE PARTICIPATION
- IV. APPROVAL OF REGULAR AGENDA
 - A. **Motion** – To approve the Wednesday, May 11, 2022, regular meeting agenda.
- V. APPROVAL OF MINUTES
 - A. **Motion** – To approve the Wednesday, April 13, 2022, regular meeting minutes.
- VI. COMMITTEE REPORTS
- VII. STAFF REPORTS
 - A. Financial transaction and bills
 - B. Monthly financial statement
- VIII. UNFINISHED BUSINESS
 - A. Bridge Street Plaza Development – [Action Item]
 - B. Jaycee Park Public Gathering Space – [Action Item]
- IX. NEW BUSINESS
 - A. Request from Grand Ledge Chamber of Commerce – [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. 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:

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

**MINUTES – REGULAR MEETING
WEDNESDAY, APRIL 13, 2022 - 6:00 P.M.**

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

II. PLEDGE OF ALLEGIANCE –

III. AUDIENCE PARTICIPATION – None

IV. APPROVAL OF REGULAR AGENDA

- A. Motion** – To approve the Wednesday, April 13, 2022, regular DDA agenda.

AUTHORITY MEMBER MITCHELL MOVED, AUTHORITY MEMBER FREDERICKS SECONDED, TO APPROVE THE APRIL 13, 2022, AGENDA AS PRESENTED. MOTION CARRIED UNANIMOUSLY.

V. APPROVAL OF MINUTES

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

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

VI. COMMITTEE REPORTS – None

VII. STAFF REPORTS

- A. Financial Transactions and Bills** – Mr. Smith reviewed the financial transactions and bills.

AUTHORITY MEMBER AUGUSTINE MOVED, AUTHORITY MEMBER PASKI SECONDED, TO ACKNOWLEDGE THE PAYMENT OF THE FINANCIAL TRANSACTIONS AND BILLS IN THE AMOUNT OF \$8,342.84. MOTION CARRIED UNANIMOUSLY.

- B. Monthly financial statement** – Mr. Smith reviewed the monthly financial statements.

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

- C. Grand Ledge Area District Library Letter** – Mr. Smith shared the correspondence from the Grand Ledge Area District Library letter explaining their ten year millage expired on December 31, 2021. The library is seeking a new millage on the August ballot. This new library millage will be exempted from the DDA tax capture. Authority member Mulder indicated he wanted to thank the library for the millage that was received in the last ten years. Chairman MacDowell also indicated he appreciates all the library does for the community. Authority member Mitchell indicated that the library looks forward to more collaboration between the library and the DDA.

- D. Update on Parking lot items** – Mrs. King indicated that the DDA entered into a public/private partnership with the First United Methodist Church and we will mill and fill the parking lot. The bid came in at \$45,000 and is expected to be done on or around May 16, 2022. The agreement calls for signage to be provided to the church for them to use during their events such as weddings

or funerals. Crack filling has been bid out and the DDA's portion is expected to be between \$1,500 and \$2,000. This is an ongoing maintenance item that is included in the current and future budgets.

Mr. Augustine left at 6:25 pm

VIII. UNFINISHED BUSINESS –

IX. NEW BUSINESS –

- A. Downtown Streetscape – RAP Grant submission – Mr. Smith indicated that the Michigan Economic Development Corporation Revitalization and Placemaking (RAP) Program application deadline is June 3rd. There are match requirements associated with the grant. This project is in line with many of the DDA priorities and staff recommends we apply for the grant.

AUTHORITY MEMBER MULDER MOVED, AUTHORITY MEMBER FREDERICKS SECONDED, TO MOVE FORWARD WITH SUBMITTING A GRANT APPLICATION TO THE MEDC AND ALLOCATE \$10,000 FOR CONTRACTED PRELIMINARY DESIGN SERVICES. MOTION CARRIED UNANIMOUSLY.

- B. FY 23 Budget Recommendation to City Council –

AUTHORITY MEMBER MITCHELL MOVED, AUTHORITY MEMBER PASKI SECONDED, TO RECOMMEND APPROVAL OF THE FISCAL YEAR 2023 BUDGET TO CITY COUNCIL. MOTION CARRIED UNANIMOUSLY.

X. AUDIENCE PARTICIPATION – NONE

XI. COMMUNICATIONS FROM MEMBERS –

Authority Member Hoyes indicated that the Grand Ledge Chamber Annual Dinner is in two weeks. There are 120 guests at this point. At the dinner they recap events of the past year and provide awards to individuals in multiple categories. The Grand Ledge High School band will perform at the event. In May and June the Market on the Grand and Music in the Park will begin.

Authority Member Mitchell indicated that the Grand Ledge Area District Library will host a champion morel mushroom hunter at the library at 6pm..

Authority Member Fredericks indicated the band Global Village will celebrate its 30th anniversary on July 9th at the Loft in Lansing. Tickets are on sale at the Global Village website. This will be a once in a lifetime event. The original band from 1992 will reunite for this event.

XII. ADJOURNMENT

AUTHORITY MEMBER FREDERICKS MOVED, AUTHORITY MEMBER PASKI SECONDED TO ADJOURN THE MEETING AT 6:57 PM. MOTION CARRIED UNANIMOUSLY.

Vicki Paski, Secretary

Bruce MacDowell, Chairman

User: DPAWLEY

DB: Grand Ledge

Balances as of 4/30/2022

Fund 248 - DDA FUND, Fund 394 DDA Debt Service, 494 DDA Capital Projects

ACTIVITY FOR
MONTH ENDED
4/30/2022

Account

Expenditures

Department 170.173: ECONOMIC DEVELOPMENT

4/8/2022 SUMMARY PR	Cell Phone Stipend	8.80
4/22/2022 SUMMARY PR	Cell Phone Stipend	8.80
4/12/2022 Thrun Law Firm	Bridge St. Due Diligence	123.20
4/12/2022 ENG.	Jaycee Park Public Gathering	680.00
4/12/2022 Precision Lawn and Snow	Mow 1 of 7	2,396.00
4/12/2022 Newkirk Electrical	Street Light Repair	87.41
4/12/2022 Newkirk Electrical	Street Light Repair	6,922.75
4/30/2022 Consumers	Lighting	956.58
4/12/2022 Granger	Trash	34.73

11,218.27

Fund 248 DDA FUND

GL Number	Description	Balance
*** Assets ***		
248-000.000-001.000	CASH	448,736.39
Total Assets		448,736.39
*** 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		32,495.59
Ending Fund Balance		448,736.39
Total Liabilities And Fund Balance		448,736.39

Fund 394 DDA DEBT FUND

GL Number	Description	Balance
*** Assets ***		
394-000.000-001.000	CASH	19,062.49
Total Assets		19,062.49
*** 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		383.22
Ending Fund Balance		19,062.49
Total Liabilities And Fund Balance		19,062.49

Fund 494 DDA CAPITAL PROJECTS FUND

GL Number	Description	Balance
*** Assets ***		
494-000.000-001.000	CASH	23,852.92
Total Assets		23,852.92
*** 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		(131,477.60)
Ending Fund Balance		23,852.92
Total Liabilities And Fund Balance		23,852.92

GL NUMBER	DESCRIPTION	2021-22		YTD BALANCE		ACTIVITY FOR		AVAILABLE				
		AMENDED BUDGET	04/30/2022	NORMAL	(ABNORMAL)	MONTH 04/30/2022	INCREASE (DECREASE)	NORMAL	(ABNORMAL)	BALANCE	% BGT	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				0.00		(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	393.92				115.06		(393.92)			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	1,221,528.86				115.06		(273,626.86)			128.87
TOTAL REVENUES												
		947,902.00	1,221,528.86				115.06		(273,626.86)			128.87
Expenditures												
Dept 170.173 - ECONOMIC DEVELOPMENT												
248-170.173-703.000	SALARIES/WAGES	50,000.00	35,433.10				2,275.95		14,566.90			70.87
248-170.173-703.100	OVERTIME	0.00	767.58				0.00		(767.58)			100.00
248-170.173-719.000	FRINGE BENEFITS	27,900.00	25,441.69				282.43		2,458.31			91.19
248-170.173-731.004	PROMOTIONS & MARKETING	15,000.00	11,110.00				0.00		3,890.00			74.07
248-170.173-741.000	OPERATING SUPPLIES	500.00	181.66				17.60		318.34			36.33
248-170.173-801.004	ADMINISTRATIVE	1,000.00	206.04				82.99		793.96			20.60
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	65,895.00	45,205.50				563.20		20,689.50			68.60
248-170.173-817.000	PROFESSIONAL SERVICES	1,000.00	1,327.50				680.00		(327.50)			132.75
248-170.173-830.002	SNOW REMOVAL	45,000.00	43,817.43				724.09		1,182.57			97.37
248-170.173-830.003	LANDSCAPE MAINTENANCE	25,000.00	11,586.00				2,396.00		13,414.00			46.34
248-170.173-830.004	ELECTRIC LIGHTS / POLES	30,000.00	22,079.83				7,966.74		7,920.17			73.60
248-170.173-830.005	TRASH PICKUP	7,000.00	5,059.92				183.87		1,940.08			72.28
248-170.173-830.006	DECORATIONS	15,000.00	18,637.60				169.92		(3,637.60)			124.25
248-170.173-830.007	PARKING LOT MAINTENANCE	90,000.00	30,475.73				1,742.06		59,524.27			33.86
248-170.173-830.008	OPERATIONAL EXPENSE	5,000.00	1,739.81				0.00		3,260.19			34.80
248-170.173-840.000	INSURANCE	1,774.00	1,845.75				20.39		(71.75)			104.04
248-170.173-977.000	EQUIPMENT	25,000.00	376.13				0.00		24,623.87			1.50
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		483,905.00	332,127.27				17,105.24		151,777.73			68.63
Dept 905.906 - DEBT SERVICE												
248-905.906-999.101	TRANSFER TO GENERAL FUND	68,000.00	68,000.00				18,000.00		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		781,906.00	781,906.00				18,000.00		0.00			100.00
Dept 966.001 - TRANSFERS OUT												
248-966.001-999.494	TRANSFER TO DDA CAP PROJ	75,000.00	75,000.00				75,000.00		0.00			100.00
Total Dept 966.001 - TRANSFERS OUT		75,000.00	75,000.00				75,000.00		0.00			100.00
TOTAL EXPENDITURES												
		1,340,811.00	1,189,033.27				110,105.24		151,777.73			88.68

GL NUMBER	DESCRIPTION	2021-22 AMENDED BUDGET	YTD BALANCE 04/30/2022 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 04/30/2022 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT USED
Fund 248 - DDA FUND						
Fund 248 - DDA FUND:						
TOTAL REVENUES		947,902.00	1,221,528.86	115.06	(273,626.86)	128.87
TOTAL EXPENDITURES		1,340,811.00	1,189,033.27	110,405.24	151,777.73	88.68
NET OF REVENUES & EXPENDITURES		(392,909.00)	32,495.59	(109,990.18)	(425,404.59)	8.27
Fund 394 - DDA DEBT FUND						
Revenues						
Dept 905.906 - DEBT SERVICE		200.00	131.98	42.59	68.02	65.99
394-905.906-665.001 INTEREST		353,906.00	353,906.00	0.00	0.00	100.00
394-905.906-699.248 TRANSFER FROM DDA						
Total Dept 905.906 - DEBT SERVICE		354,106.00	354,037.98	42.59	68.02	99.98
TOTAL REVENUES		354,106.00	354,037.98	42.59	68.02	99.98
Expenditures						
Dept 905.906 - DEBT SERVICE						
394-905.906-991.000 DEBT-PRINCIPAL		155,000.00	155,000.00	155,000.00	0.00	100.00
394-905.906-995.000 DEBT-INTEREST		25,690.00	25,688.76	12,844.38	1.24	100.00
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	180,938.76	167,844.38	251.24	99.86
TOTAL REVENUES		172,716.00	172,716.00	0.00	0.00	100.00
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	353,654.76	167,844.38	251.24	99.93
Fund 394 - DDA DEBT FUND:						
TOTAL REVENUES		354,106.00	354,037.98	42.59	68.02	99.98
TOTAL EXPENDITURES		353,906.00	353,654.76	167,844.38	251.24	99.93
NET OF REVENUES & EXPENDITURES		200.00	383.22	(167,801.79)	(183.22)	191.61
Fund 494 - DDA CAPITAL PROJECTS FUND						
Revenues						
Dept 900.901 - CAPITAL OUTLAY - PUBLIC IMPROV						
494-900.901-665.001 INTEREST		500.00	114.24	20.63	385.76	22.85
494-900.901-699.248 TRANSFER FROM DDA		435,000.00	435,000.00	75,000.00	0.00	100.00
Total Dept 900.901 - CAPITAL OUTLAY - PUBLIC IMPROV		435,500.00	435,114.24	75,020.63	385.76	99.91
TOTAL REVENUES		435,500.00	435,114.24	75,020.63	385.76	99.91
Expenditures						
Dept 900.910 - DDA SIDEWALK CONNECTIVITY						
494-900.910-974.006 CONSTRUCTION		160,000.00	158,222.84	0.00	1,777.16	98.89

PERIOD ENDING 04/30/2022

GL NUMBER	DESCRIPTION	2021-22 AMENDED BUDGET	YTD BALANCE 04/30/2022 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 04/30/2022 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDT USED
Fund 494 - DDA CAPITAL PROJECTS FUND						
Expenditures						
Total Dept 900.910	- DDA SIDEWALK CONNECTIVITY	160,000.00	158,222.84	0.00	1,777.16	98.89
Dept 966.001	- TRANSFERS OUT	408,369.00	408,369.00	208,369.00	0.00	100.00
494-966.001-999.204	TRF TO MUNICIPAL STREETS FUND					
Total Dept 966.001	- TRANSFERS OUT	408,369.00	408,369.00	208,369.00	0.00	100.00
TOTAL EXPENDITURES						
		568,369.00	566,591.84	208,369.00	1,777.16	99.69
Fund 494 - DDA CAPITAL PROJECTS FUND:						
TOTAL REVENUES						
		435,500.00	435,114.24	75,020.63	385.76	99.91
TOTAL EXPENDITURES						
		568,369.00	566,591.84	208,369.00	1,777.16	99.69
NET OF REVENUES & EXPENDITURES						
		(132,869.00)	(131,477.60)	(133,348.37)	(1,391.40)	98.95
TOTAL REVENUES - ALL FUNDS						
		1,737,508.00	2,010,681.08	75,178.28	(273,173.08)	115.72
TOTAL EXPENDITURES - ALL FUNDS						
		2,263,086.00	2,109,279.87	486,318.62	153,806.13	93.20
NET OF REVENUES & EXPENDITURES						
		(525,578.00)	(98,598.79)	(411,140.34)	(426,979.21)	18.76

TO: Downtown Development Authority Board Members

FROM: Amee King, Assistant City Manager

DATE: May 6, 2022

RE: Bridge Street Plaza Development

Background: Staff was notified by Mr. Tim Booth that he will no longer pursue infill development of Bridge Street Plaza.

Issues and Questions Specified: Staff has worked to ensure the site is redevelopment ready for potential developers which includes, title work, survey work, Phase I & II environmental due diligence, legal services, engineering services, and public utilities evaluation. Shall we solicit proposals from developers in the Mid-Michigan Region?

Financial Impact: Limited to a few hours of staff time.

Recommendation: Staff recommends that we solicit proposals from developers in the mid-Michigan region with a response date of July 15, 2022.

TO: Downtown Development Authority Board Members

FROM: Amee King, Assistant City Manager

DATE: May 6, 2022

RE: Jaycee Park Public Gathering Space

Background: On August 5, 2021, ENG provided an engineer's opinion of probable cost for the Jaycee Park Public Gathering Space in the amount of \$156,975.00. The project was advertised for bids on January 19, 2022, for three weeks and no bids were received. The engineer reached out to a couple of contractors to discuss the project. It was re-advertised for bids on February 25, 2022, for a one-week period. One bid was received in the amount of \$447,690.40. The Authority declined the bid at the March 9, 2022, meeting. Staff was asked at that time, to evaluate alternative incremental improvements.

Issues and Questions Specified: Staff reached out to a local contractor who has provided excellent work in the past, to provide us a bid for steps leading down to the performance shelter along the tiered seating area on the southeast side.

Financial Impact: \$18,000.00 proposal.

Recommendation: Staff recommends authorization of funding in an amount not to exceed \$20,000.00 for concrete steps at the performance shelter.

Attachments: Quote from M. French Concrete



4586 S. Bradley, Charlotte, MI 48813
 517-749-9161
 mrtyfrench@gmail.com

TO
 Grand Ledge DPW

DATE	JOB	PAYMENT TERMS	DUE DATE
4.24.22	Jaycee Steps	In full	Upon completion

	DESCRIPTION	LINE TOTAL
	Jaycee Park	
	New concrete steps leading down to covered pavilion approximately 75 ft x 6 ft downhill, with landings as needed.	
	All concrete will be colored to match existing concrete.	
	As discussed with Kurt, we will have availability to the vac truck and excavator as needed to complete the project.	
	Price includes- labor, material, and a pump truck as needed.	
	TOTAL	18,000.00

THANK YOU FOR YOUR BUSINESS!



May 2, 2022

Dear Downtown Development Authority Board,

I am writing to request that two of the four picnic tables be temporarily moved from Bridge Street Plaza to Jaycee Park for the summer months.

The reason for this request is to support the Market on the Grand event each Saturday morning. The picnic tables would provide some seating for vendor customers.

If possible, I would love for the picnic tables to be placed at the top of the hill in the flat grassy area between the bathrooms and the blue railing that overlooks the Performance Pavilion.

Market on the Grand starts Saturday May 14th and ends on September 24th.

I appreciate your consideration.

Sincerely,

A handwritten signature in black ink, appearing to read "Amy Hoyes". The signature is fluid and cursive, with a large initial "A" and "H".

Amy Hoyes

Executive Director