

**Three Rivers Main Street DDA Agenda**  
**Friday April 2, 2014, 8:00 AM**

- 1. Call to order**
- 2. Roll Call**
- 3. Approval of Agenda**
- 4. Approval of March 7 & 14, 2014 Minutes and Committee Minutes**
- 5. Accept Financial Report**
- 6. Citizen Comments**
- 7. Public Hearing on Budget**
- 8. Director's Comments**
- 9. Discussion Items**
  - a. Michigan Main Street Director Search Update
  - b. Baseline Assessment Update
- 10. Action Item**
  - a. Approve Recommendation of 2014/2015 Budget to City Commission
  - b. Approve Michigan Main Street Program Community Requirements and Expectations Agreement
  - c. Selection of Board Officers – Chairman and Vice Chairman
- 11. Miscellaneous**
- 12. Next Regular Board Meeting – May 2<sup>nd</sup> 8am**
- 13. Adjournment**

Meeting Minutes  
Three Rivers Downtown Development Authority  
March 7, 2014

1. Call to Order

The meeting was called to order by Chair Zimont at 8:02 a.m. in the Commission Chambers of City Hall.

2. Roll Call

The following members were present at roll call:

Doug Mitchell

Danielle Moreland

Tom Miles

Paul Shingledecker

Nancy Boyce

Joe Bippus

Tricia Meyer

Donna Grubbs was absent.

3. Approval of Agenda

It was moved by Shingledecker and seconded by Mitchell to approve the agenda. Motion passed 7-0.

4. Approval of the January 10, 2014 Minutes & Committee Minutes

5. Financial Report

It was moved by Shingledecker and seconded by Mitchell to approve the minutes and financial report as presented. Motion passed 7-0.

6. Citizen Comments

None

7. Director's Comments

Executive Director Trammell stated that the most recent Michigan Main Street Newsletter had been published and would be available for Board members soon.

8. Discussion Items

a) Michigan Main Street Agreement

Zimont stated that a few members of the board were going to discuss the agreement with MMS following the board meeting and a follow up will be given at the next regular meeting.

b) Baseline updates, responsibilities, locations, invitations

Meyer stated that all meetings will take place at the community center except for the Community Gathering which will be hosted by the Riviera; Meyer and Moreland are working on welcome bags for the MMS Staff; Meyer reviewed a work plan for the 3 day assessment including e-vites, printed flyers \$100 for 250 postcards & \$50 for 50 posters from DeGraffix, further discussions also included possible donations for food. Meyer offered to coordinate a distribution plan for the community vision flyers.

Moreland asked for clarification regarding the documents to be sent to the MMS staff.

Zimont noted a process for the selection committee regarding the DDA/MMS Director. Moreland inquired about a timeline for the selection process.

Meyer reminded the Board to keep up on the attendance...Zimont reminded the Board about the importance of their involvement in this process.

c) Director's Job Description/Contract

Zimont noted over the next week a timeline would be established, a draft job description and a job posting followed by a special board meeting to approve the documents in order to publicize the available job posting by March 14th. Further discussion included a preliminary selection process. Mitchell stated that postings would be local and national.

Moreland inquired about a non-board member involved in the hiring/selection process. Zimont stated that the MMS staff suggested no more than 4 DDA Board members but ultimate decision could be made by the Board. By consent the Board was in agreement that Shingledecker, Moreland, Mitchell, and Zimont would make up the selection committee meeting.

It was moved by Moreland and Mitchell seconded by to set a special meeting for Friday at 8 a.m. March 14, 2014 to discuss and approve the Director selection/hiring documents. Motion passed 6-1 with Bippus dissenting.

d) Review of 2014-15 budget

Zimont noted the need to raise some funds or subsidize the shortfall from fund balance. Shingledecker stated that an "ask" could be made at the Community Visioning session.

Zimont stated that the budget included the full time director.

City Manager Bippus noted that fundraising should be ongoing.

Moreland inquired about the shortfall if the City Commission did NOT approve the debt forgiveness. Lawson stated that the position of the city staff was to ask the City Commission to fill the "gap." Lawson noted that \$26,000 would need to be filled through fundraising. Zimont noted that asking the City Commission for their support and partnership was a priority.

Zimont also noted that April 4th the DDA will vote on approving the DDA budget. Following that it will be submitted to the City Commission for approval during their budget hearing process.

City Manager Bippus restated that the goal for the DDA Board is to fundraise 100% of the need and any debt forgiveness approved by the City Commission would be used to fill the gap.

e) Trash service reimbursements

Lawson stated that the records by the Chamber have not been reviewed by the City at this time due to the timing of receiving the information. Lawson also stated that a refund was due for some residents and approximately \$6000 was due from residents.

Trammell and Bippus left the meeting at 8:55 a.m.

9. Action Items

a) Set Public Hearing for Budget – April 4, 2014

b) Set Calendar

It was moved by Moreland and seconded by Boyce to adopt the 2014 Calendar. Motion passed 7-0.

10. Miscellaneous

Moreland inquired about the officer selection time and the current bylaws. Zimont stated that it was suggested by MMS to wait until they came in to assist with training the full Board on the full roles of the officer positions. Meyer inquired about term limits and rotation of officers. Shingledecker inquired about MMS' staff for suggesting term limits to be added to the bylaws. It was noted that MMS will provide assistance with reviewing the bylaws. Moreland asked for clarification regarding the timing of the selection.

Mitchell left the meeting at 9:05 a.m.

Zimont stated that an inquiry could be sought with MMS to determine when they would come in and provide training regarding officer positions.

11. Selection of officers will be added to the agenda and made at the April board meeting.

Moreland noted her concern for the selection of members on the different committees, specifically the organization committee who seats no merchants, or downtown building owners.

O'Connor suggested creating a nominating committee that would assist with the process prior to the April meeting.

Moreland inquired about funds available for the Director to attend the National conference. Lawson stated that funds are available through MMS to sponsor that fee for the directors but there were funds in the current budget to provide for travel expenses.

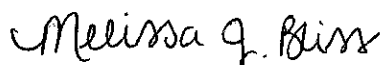
Meyer noted the free training day at the national conference.

12. Next Meeting – April 4<sup>th</sup> at 8:05 a.m.

13. Adjournment

By Board consent, Chair Zimont adjourned the meeting at 9:18 a.m.

Respectfully submitted,



Melissa Bliss  
City Clerk

Meeting Minutes  
Special Board Meeting  
Three Rivers Downtown Development Authority  
March 14, 2014

1. Call to Order

The meeting was called to order by Chair Zimont at 8:03 a.m. in the Commission Chambers of City Hall.

2. Roll Call

The following members were present at roll call:

Nancy Boyce

Paul Shingledecker

Tricia Meyer

Doug Mitchell

Tom Miles

Jeff Zimont, Chair

Donna Grubbs, Danielle Moreland, Christy Trammell and Joe Bippus were absent.

3. Approval of Agenda

It was moved by Mitchell and seconded by Shingledecker to approve the agenda. Motion passed 6-0.

4. Citizen Comments

None

5. Discussion Items

- a) Search Timeline – Chair Zimont discussed extending the job posting out an extra week, census of the Board to leave it like it is.
- b) Executive Director Job Description – It was noted that the employee application that is listed on the Three Rivers web page is city employee specific. Chair Zimont stated that Trammell had stated that the Chamber of Commerce doesn't have an application, and Bliss had stated that she could tweak the city's application. Discussion included where do the applicants send their resume, a separate email account was discussed, it was the consensus of the Board to leave the job title description, the population of Three Rivers, and add National Historic Preservation under the City of Three Rivers in the job posting
- c) Posting Notice- Shingledecker stated that the job posting should be a two week posting. By consensus of the Board, the application will now be due by March 31, 2014 by 5:00p.m.

6. Action Items

It was moved by Boyce and seconded by Mitchell to approve the search timeline, Executive Director Job Description, and posting notice, with the modifications. Motion passed 6-0.

7. Adjournment

By Board consent, Chair Zimont adjourned the meeting at 9:03 a.m.

Respectfully submitted,

Teresa M. Ives  
Deputy City Clerk

Three Rivers DDA Organizational Committee

Minutes of March 11, 2014

1. Call to Order

Zimont called the meeting to order in the Three Rivers City Hall conference room at 8:05 a.m. Present were Jeff Zimont, Cathy Lawson, Christy Trammell, and Lindsay Oswald. Donna Grubbs, Joe Bippus, and Tom Miles were absent.

Zimont adjourned the meeting at 8:05 a.m. for lack of quorum. The present committee members discussed agenda items, and no decisions were made.

2. Approval of Agenda

Not applicable.

3. Citizen Comments

There were no citizen comments.

4. Collection Efforts of Trash Invoices

Lawson would audit the overdue list and letters would be mailed to people that still owed.

5. Baseline Expenses

Funds were approved at the DDA meeting.

6. Baseline invitations

Lists were created, and some of the event invitations were already out.

7. Collecting on Pledges

A thank-you letter would be sent requesting the payments.

8. Miscellaneous

It was important that the public be involved in the Main Street process.

Respectfully submitted,

Lindsay Oswald  
Secretary

CITY OF THREE RIVERS  
2015 PROPOSED BUDGET  
DOWNTOWN DEVELOPMENT AUTHORITY

GL NUMBER	DESCRIPTION	12-13 ACTIVITY	13-14 AMENDED BUDGET	13-14 ACTIVITY THRU 02/28/14	13-14 PROJECTED ACTIVITY	14-15 REQUESTED BUDGET	PCT CHANGE	LINE ITEM DETAILS
<b>Fund 214 - DOWNTOWN DEVELOPMENT AUTHORITY</b>								
<b>ESTIMATED REVENUES</b>								
214-000-403.00	CURRENT PROPERTY TAXES	12,308	11,732	10,857	11,887	11,581		
214-000-403.01	TAX INCREMENT FINANCING-PLAN	36,806	20,140	13,509	20,431	12,341		Estimated TIF Captures
214-000-403.02	TAX INCREMENT FINANCING-Plan	14,001	6,261	52,818	81,511	83,411		Estimated TIF Captures
214-000-403.03	TAX CAPTURE-BENTWATERS ONLY	72,666	74,448	0	0	0		
214-000-403.05	PRIOR YEAR TAX ADJ	0	0	0	0	0		
214-000-407.00	DELINQUENT PERSONAL PROPERTY	247	200	654	654	200		
214-000-437.00	PROPERTY TAX - IFT	25	146	94	146	146		
214-000-440.00	OBSOLETE PROP TAX	0	0	0	0	0		
214-000-445.00	PENALTIES - TAXES	302	50	424	500	500		
214-000-502.00	FEDERAL GRANTS	0	0	0	0	0		
214-000-504.00	OTHER GRANT SOURCES	0	0	0	0	0		
214-000-539.00	STATE GRANTS	0	0	0	0	0		
214-000-539.40	STATE GRANT-MACAA	0	0	0	0	0		
214-000-665.00	INTEREST ON INVESTMENTS	1,588	2,000	698	1,400	1,500		
214-000-665.10	MARKET VALUE ADJ	(1,655)	0	0	0	0		
214-000-676.00	CONTRIBUTIONS FROM OTHER FUND	0	0	0	0	0		
214-000-676.01	CONTRIBUTION FROM GENERAL FUND	0	0	0	0	26,000		
214-000-676.10	CONTRIBUTIONS FROM PUBLIC AGENCIES	0	0	0	0	100		
214-000-676.15	CONTRIBUTION FROM BUSINESSES	0	0	0	0	13,725		
214-000-676.16	CONTRIBUTION FROM PRIVATE SOU	2,400	1,200	0	1,200	675		
214-000-677.00	REIMBURSEMENTS	8,117	0	7,134	7,134	1,200		
214-000-688.00	MISCELLANEOUS REVENUE	0	0	35	35	0		
214-000-688.05	MISC REVENUE - FUNDRAISING	3,495	5,750	3,084	3,084	0		
214-000-688.06	MISC REVENUE - PAINT THE TOWN	0	0	155	155	0		
214-000-694.00	OTHER REVENUES	557	0	2,635	3,000	0		
214-000-698.00	PROCEEDS FROM BOND SALES	0	0	0	0	0		
<b>TOTAL ESTIMATED REVENUES</b>		<b>150,857</b>	<b>121,927</b>	<b>92,097</b>	<b>131,137</b>	<b>151,379</b>	<b>24%</b>	

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CITY OF THREE RIVERS  
2015 PROPOSED BUDGET  
DOWNTOWN DEVELOPMENT AUTHORITY

GL NUMBER	DESCRIPTION	12-13 ACTIVITY	13-14 AMENDED BUDGET	13-14 ACTIVITY THRU 02/28/14	13-14 PROJECTED ACTIVITY	14-15 REQUESTED BUDGET	PCT CHANGE	LINE ITEM DETAILS
<b>Fund 214 - DOWNTOWN DEVELOPMENT AUTHORITY</b>								
<b>APPROPRIATIONS</b>								
Dept 543-GENERAL ADMINISTRATIVE								
214-543-701.00	SALARIES/WAGES FULLTIME EMPLO	2,197	0	1,185	0	0		
214-543-702.00	SALARIES/WAGES - PART TIME EM	5,898	13,000	7,925	13,000	13,000		DDA Maintenance Worker (1,300 annual hours)
214-543-705.00	OVERTIME WAGES	278	0	280	0	0		
214-543-715.00	FICA - EMPLOYERS SHARE	641	995	718	0	995		
214-543-720.00	WORKERS COMPENSATION	309	438	374	374	356		
214-543-725.00	PHYSICAL EXAMINATIONS	452	200	197	200	200		
214-543-727.00	OFFICE SUPPLIES	0	0	0	0	200		
214-543-728.00	POSTAGE	2	0	29	30	200		
214-543-729.00	PRINTING	21	0	794	800	0		
214-543-740.00	GENERAL PLANT SUPPLIES	4,099	3,000	1,319	3,000	1,150		In-Kind Services \$200 donated
214-543-740.40	SUPPLIES - DESIGN COMMITTEE	0	3,550	1,550	3,550	0		Maintenance Supplies
214-543-741.00	FUEL - GAS & OIL	1,234	1,500	1,082	1,500	500		Fuel for Tractor
214-543-750.00	PLANNING GRANT EXP	0	0	0	0	0		
214-543-781.00	EQUIP MAINT SUPPLIES/PARTS	576	500	281	500	1,000		Tractor Repairs
214-543-783.40	DESIGN COMMITTEE	0	0	0	0	3,500		Flower Pots \$2,000, Unallocated \$1,500
214-543-783.50	PROMOTIONS COMMITTEE	0	0	0	0	5,500		Chill Out \$1,000, Pride Day \$500, Heritage Walk \$500, CAT \$2,000, Unallocated \$1,500
214-543-783.60	ECONOMIC RESTRUCTING COMMITTEE	0	0	0	0	1,500		Unallocated
214-543-783.70	ORGANIZATION COMMITTEE	0	0	0	0	1,500		Unallocated
214-543-801.00	PROFESSIONAL FEES	4,662	2,000	1,226	2,000	3,000		Legal Services \$2,500, Web Hosting \$500
214-543-803.00	DUES AND MEMBERSHIPS	550	550	350	550	550		Main St -\$350, MI DOWNTOWN ASSN \$200
214-543-853.00	TELEPHONE/TELEGRAPH	0	0	0	0	0		In-Kind Services \$800 donated
214-543-868.00	LODGING	0	0	0	0	0		In-Kind Services \$800 donated
214-543-869.00	MEALS	114	0	0	0	0		
214-543-870.00	TRAVEL EXPENSE	352	0	0	0	0		See Committee Budgets
214-543-880.00	COMMUNITY PROMOTIONS	3,346	3,500	2,473	3,500	0		In-Kind Services \$400 donated
214-543-901.00	ADVERTISING	440	200	198	200	0		Electric for Christmas Lights
214-543-921.00	ELECTRIC	769	700	196	700	700		
214-543-931.00	GENERAL REPAIRS	0	0	0	0	0		
214-543-936.00	CONTRACTUAL SERVICES	41,057	41,400	34,117	41,400	46,000		FT Main Director Contract with Chamber
214-543-940.00	LEASE OF PROPERTY/BUILDINGS	198	0	0	0	0		In-Kind Services \$7,350 donated
214-543-941.00	LEASE OF MOTOR VEHICLES	0	0	0	0	0		
214-543-954.00	FINANCIAL SERVICES	7,081	6,869	4,576	6,869	4,000		Administrative Fee
214-543-959.00	TRAINING AND TUITION	2,529	3,400	1,129	3,400	3,500		Main Street Trainings for Main St Director
214-543-964.00	REFUNDS AND REBATES	8,533	1,000	191	1,000	1,200		Private Façade Imprv Program
214-543-965.00	CONTRIBUTIONS TO OTHER FUNDS	34,100	0	0	0	0		
214-543-970.00	CAPITAL OUTLAY	390	0	0	0	4,000		Computer & Printer for Main St Director
<b>Totals for dept 543-GENERAL ADMINISTRATIVE</b>		<b>119,828</b>	<b>82,802</b>	<b>60,190</b>	<b>82,573</b>	<b>92,551</b>	<b>12%</b>	
<b>Dept 905-DEBT SERVICE</b>								
214-905-991.00	PRINCIPAL PAYMENTS	30,454	44,876	29,076	46,076	50,922		East Parking Lot (\$42,767) Mural Mall (\$20,927)
214-905-995.00	INTEREST EXPENSE	16,829	16,926	6,681	15,269	12,772		
214-905-998.00	PAYING AGENT FEES	61	120	30	120	0		
<b>Totals for dept 905-DEBT SERVICE</b>		<b>47,344</b>	<b>61,922</b>	<b>35,787</b>	<b>61,465</b>	<b>63,694</b>	<b>3%</b>	
<b>TOTAL APPROPRIATIONS</b>		<b>167,172</b>	<b>144,724</b>	<b>95,977</b>	<b>144,038</b>	<b>156,245</b>	<b>8%</b>	
<b>NET OF REVENUES/APPROPRIATIONS</b>								
		(16,315)	(22,797)	(3,880)	(12,901)	(4,866)		Use FB or Fundraise

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