

**Downtown Development Authority Agenda
Three Rivers, MI
Friday February 1, 2013
8:00 AM**

- 1. Call to order**
- 2. Roll Call**
- 3. Approval of Agenda**
- 4. Approval of January 4, 2013 Minutes and Committee Minutes**
- 5. Accept Financial Report**
- 6. Citizen Comments**
- 7. Discussion Items**
 - a. Mural Mall Update
 - b. Review DDA Brochure
 - c. Michigan Main Street Program Update
- 8. Action Items - none**
- 9. Board Member Comments**
- 10. Director Comments**
- 11. Next Meeting – February 12, 2013 – Strategic Planning, March 1, 2013 reg.**
- 12. Adjournment**

Meeting Minutes
Three Rivers Downtown Development Authority
January 4, 2013

1. Call to Order

The meeting was called to order by Chair Zimont at 8:00 a.m. at City Hall.

2. Roll Call

The following members were present at roll call:

Joe Bippus

Angel Johnston

Paul Shingledecker

Danielle Moreland

Jeff Zimont

Tricia Meyer and Patty Lockwood joined the meeting at 8:05 a.m. Donna Grubbs and Doug Mitchell were absent.

3. Approval of Agenda

It was moved by Bippus and seconded by Shingledecker to approve the agenda.

The motion passed 5-0.

4. Approval of Minutes – December 7, 2012

5. Accept Financial Report

It was moved by Shingledecker and seconded by Grubbs to approve the December minutes and November financial report.

The motion passed 5-0.

6. Citizen Comments

There were no citizen comments.

7. Discussion Items

- a. Mural Mall Update – Construction began. Substantial completion due May 23, 2013. Discussed posting a rendering near the project area and weekly updates for the board.
- b. Review DDA Brochure – A draft was available.
- c. Michigan Main Street Program Update – The one page FAQ document would be finalized at the next Organizational Committee meeting. Discussion included the benefits to people not on the downtown block and getting people on Michigan Avenue involved.
- d. General Maintenance – Discussed pride in ownership to keep up property. The general maintenance worker had limited hours in fall and winter, and he mowed, picked up trash, weeded, and watered flowers in spring and summer.

8. Action Items

a. Set Strategic Planning Session February 12, 2013

By consent, the strategic planning meeting was set for February 12, 2013 at 8:00 a.m. Additional meetings would be scheduled if necessary.

9. Board Member Comments

Johnston and Shingledecker commented on moving MDOT out of the downtown to accomplish changes that were necessary. Discussion included that people felt strongly both ways about the business route through the downtown and that once MDOT was out, the street could be restructured to a pedestrian mall type environment.

Moreland commented on the need for a dog park and the possibility of one east of the east parking lot.

Director Trammell commented on the lack of snow for the Snowman Contest.

10. Director Comments

Chair Zimont noted the upcoming snowman making contest on January 26, 2013.

Director Trammell noted that Relay for Life would provide the refreshments.

11. Next Meeting

The next meeting was scheduled for February 1, 2013.

12. Adjournment

Chair Zimont adjourned the meeting at 9:15 a.m.

Respectfully submitted,

Lindsay Howes
City Clerk

Meeting Minutes
Three Rivers Downtown Development Authority
Organization Committee
January 8, 2013

The meeting was called to order by Chair Zimont at 8:00 a.m. at City Hall.

The following members were present at roll call:

Joe Bippus

Cathy Lawson

Lindsay Howes

Christy Trammell

Jeff Zimont

Grubbs joined the meeting at 8:04 a.m.

1. Approval of Agenda

The agenda was approved by consent.

2. Citizen Comment

There were no comments.

3. Review Volunteer Applications

There were no current applications.

4. Brochure Update

The final draft was not ready yet, and no costs had been provided.

5. Michigan Main Street

The FAQ sheet was reviewed. The committee strategy of meeting with various service organizations and City boards. The DDA now had access to the application and could begin filling in the forms. The committee recommended that Director Trammell attend the National Main Street Conference. Since Tricia Meyer had volunteer to pay for a portion of her way, it was recommended that she attend after covering her own transportation.

6. Strategic Planning Meeting

The committee discussed starting with the base budget including debt service, staff, and the cost of doing business. The unallocated portion could be distributed based on proposals from the committees. Discussion also included the benefit of seeing some of the past agendas. The goal would be to focus on the bigger picture and support projects that enhanced that vision. The Organizational Committee would need a proposal for flyers, volunteer ads, training, and communications.

7. Adjournment

Chair Zimont adjourned the meeting at 9:50 a.m.

Respectfully submitted,

Lindsay Howes
City Clerk

Tuesday, January 8, 2013
11 am @ Chamber Office

Design Committee Meeting

** These are only notations on subjects discussed during the meeting. No course of action was taken on any of the subjects discussed during this meeting.

In Attendance: Lindsey McDonald, Anna Smith, Nancy Boyce, Patty Lockwood, Teresa Cytlak, Christy Trammel

Absent: James Sherman, Georgina Shafer

Agenda approved.

Strategic Planning meeting will be held February 12, 2013 in place of some regular meetings. Anyone on the committee is welcomed to attend the whole meeting or part of the meeting. The Design Committee will need to present a 2013 budget to the DDA Board for the Strategic Meeting.

Design Committee discussed items for the committees budget 2013. They are as follows:

Rebates: continue with the rebates we have in line now.

Christmas Decorations:

1. Continue purchasing and adding to the lighted Snowflakes on Michigan Avenue and South Main Street.
2. Add silver garland to the guy wires holding the three snowflake decorations across downtown Main Street. Will add visual accents during the daylight.
3. Artificial green garland for light poles in the Downtown area.
4. Decorate the Pergola in the Mural Mall with green artificial garland and lights.
5. "Winter" flags for street poles. Carry through with the snowflake theme, colors choices of true reds, silver, whites. Priority would be first year: Downtown Main Street, second year Michigan Ave., third year South Main Street.
6. Continue with decorating the downtown trees with Christmas lights into the trees since we have wrapped the tree trunks. Positive feedback from the Community.

Concrete decorative containers for summer plantings and winter accents.

It was voted on to hold another meeting on Tuesday January 29th at 11am, at the Chamber at which time we will firm up our plans to present at the Strategic Planning meeting on Feb 12, 2013.

Researching on prices was taken on by individuals on the committee with a deadline of Tuesday, January 29, 2013. Volunteering for researching prices are as follows:

Nancy Boyce-concrete containers, Christy Trammel-snowflakes to continue adding them to street poles, Lindsey McDonald- street banners, Teresa Cytlak- artificial pine garland.

Long term plans:

Fall flags for street poles, more trash cans

Dog Park: Consensus of Design Committee a Dog Park should be the City of Three Rivers responsibility.

Mural Mall: Create a plan to redo the Murals.

1. Fundraising?
2. Two artists mentioned at this time: Conrad Kauffman, Linda Valentino Walker

Mural Mall: things are progressing on the Mural Mall at this time. Nancy Boyce shared with the Design Committee some of the day to day items she has been involved with since the digging is outside her building wall.

Benches removed from the Mural Mall. One will be placed where the Circle Line stops, possibility of placing others in Lafayette Park, the Statue Park at the corner of Hoffman and Main Street.

Mural Mall deadline is May 23,2013

Next meeting Tuesday, January 29th at 11am at the Chamber Office.

Teresa Cytlak made a motion to adjourned, Anna Smith Second.

Three Rivers DDA/Main Street
Promotions Committee Minutes

Wednesday, January 9, 2013 8am
Chamber Office

1. Call to Order

Meeting was called to order by Angel Johnston filling in for Doug Mitchell – 8:00 a.m.

2. Roll Call

The following members were present: Angel Johnston, Tricia Meyer, Deb Herring, Melissa Bliss, Heather Martell, and Christy Trammell. Tom Toole and Doug Mitchell were absent.

3. Approval of Agenda and Minutes

Agenda was approved. December minutes were approved.

4. Citizen Comment

No Citizen Comments were made.

5. New Business

a. Review Volunteer Recruitment Forms – Status / feedback.

No new volunteer forms were received.

b. Snowman making contest event.

It was discussed that it was too early to determine whether the event would take place or not due to the weather. Christy has been in touch with other communities and will make the call a couple of weeks prior.

c. Solidify Calendar of Events for 2013 & work on Strategic Planning Proposals

The 2013 calendar was discussed in great detail as it is important that we solidify dates in order to be prepared for the Strategic Planning Meeting in February. We discussed the current events and also looked at the list of proposed new ideas and incorporated what we felt we could realistically do and do well for this year. Calendar was set and also there was discussion as to which events would fall under the Promotion Committee/DDA budget and which events were covered by other groups. SEE ATTACHED PROPOSED FINAL CALENDAR FOR 2013. The events that fall under the Promotion/DDA Committee were divided up amongst the Committee members to prepare for the Strategic Planning Meeting.

6. Next Meeting – Wednesday, January 23rd @ 8am* - Chamber Office.

7. Adjournment

Meeting was adjourned at 9:15 a.m.

THREE RIVERS DDA MAIN STREET

Promotions Committee Calendar of Events 2013

JANUARY:

Jan. 29 - SNOWMEN MAKING CONTEST (PG)

FEBRUARY:

Feb. 9 - CHOCOLATE AFFAIR AT WORLD
FARE (OG)

MARCH:

March 30 - RIVERS OF JUSTICE FILM FESTIVAL
(OG)

APRIL:

NO EVENTS SCHEDULED

MAY:

MAY 4 - THREE RIVERS PRIDE DAY (PG) To
include Washdown and Upstairs Downstairs Tour

MAY 18 - PEDAL/PADDLE BIKE EVENT (RCT)

JUNE:

JUNE 12 - ANNUAL WATER FESTIVAL (CH)

JULY:

TBD - SASS IN THE CITY (MG)

TBD - 60's REUNION (OG)

AUGUST:

TBD - MURAL MALL EVENT (PG) To include street fair with food vendors, entertainment, movie in park, etc.

SEPTEMBER:

SEPT 1 - HARMONY FEST (OG)

September - BRIDGE WALK (OG)

OCTOBER:

OCT. 13 - FALL COLOR TOUR (CH)

NOVEMBER:

NOV. - CHRISTMAS AROUND TOWN (PG)

DECEMBER:

DEC. - FIVE GOLDEN WEEKENDS (MG)

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PC - PROMOTION COMMITTEE/DDA EVENT

MG - MERCHANT GROUPEVENT

CH - CHAMBEREVENT

OG - OTHERGROUP RCT - RIVER COUNTRY
TOURISM

THREE RIVERS DDA/MAIN STREET
Economic Restructuring Committee Minutes
Thursday, January 17, 2013 8am
Chamber office

1. Call to Order

The meeting was called to order by Chair Danielle Moreland at 8:05

2. Roll Call

The following members were present: Danielle Moreland, Paul Shingledecker and DDA Director Christy Trammell
Dave Allen and Randy Miller were absent

3. Approval of the Agenda

The agenda was approved

4. Citizen Comment:

Citizen Bob Sills was observing as he may be interested in joining the Committee
Mayor Tom Lowry was in attendance to speak about the topic of re-routing the Business Route

5. New Business:

a. Appoint Vice-Chair and Secretary

No appointments were made

b. Review Volunteer Recruitment Forms

None at this time

c. Discussion items for DDA Strategic Planning Meeting

i. Data Collection and Market Research: complete business/building spreadsheet –
Updating is in process then merging lists

ii. Identify Market Position: assessor's questionnaire results – request from Assessor

iii. Assistance & Incentives for Businesses & Property Development: Improve existing support: face time to discuss needs, social marketing assistance, cross promotions, cash mobs, other options, regular business hour requirements – Danielle recommended the committee divide up the district and assign people to visit with the business owners

iv. Business Retention & Recruitment

Welcome binder – Danielle would like to view existing materials with Christy

Destination Restaurant Recruitment: Signature Building Grant – grant offers 75% of purchase price for interested parties. Current potential buildings need a significant interior investment to be restaurant ready.

v. Business Route 131 Relocation: create an action plan – much discussion occurred regarding the logistics and pros and cons of re-routing the business route. More details are needed from MDOT.

vi. Economic Programs for a Successful ERC – discussed visiting Niles & Marshall

vii. Economic Needs for a Successful ERC – it was determined that at this time only funds needed would be to produce marketing materials needed to recruit businesses.

6. Next Meeting – February 21st 8am at the Chamber Office

7. Adjournment

REVENUE AND EXPENDITURE REPORT FOR CITY OF THREE RIVERS

PERIOD ENDING 12/31/2012

GL NUMBER	DESCRIPTION	2012-13		END BALANCE	ACTIVITY FOR		ENCUMBERED	UNENCUMBERED	% BODG
		ORIGINAL BUDGET	AMENDED BUDGET		MONTH	YEAR-TO-DATE			
Fund 214 - DOWNTOWN DEVELOPMENT AUTHORITY									
Dept 000									
214-000-403.00	CURRENT PROPERTY TAXES	12,416.00	12,416.00	8,994.99	22.71	0.00	3,421.01	72.45	
214-000-403.01	TAX INCREMENT FINANCING-PLAN	43,129.00	43,129.00	24,687.48	0.00	0.00	18,441.52	57.24	
214-000-403.02	TAX INCREMENT FINANCING-Plan	15,549.00	15,549.00	5,132.28	0.00	0.00	10,416.72	33.01	
214-000-403.03	TAX CAPTURE-BENTWATERS ONLY	74,466.00	74,466.00	51,401.94	0.00	0.00	23,064.06	69.03	
214-000-407.00	DELINQUENT PERSONAL PROPERTY	500.00	500.00	89.63	0.00	0.00	410.37	17.93	
214-000-437.00	PROPERTY TAX - IPT	145.00	145.00	0.00	0.00	0.00	145.00	0.00	
214-000-445.00	PENALTIES - TAXES	31.00	31.00	39.35	0.23	0.00	(8.35)	126.94	
214-000-665.00	INTEREST ON INVESTMENTS	20,000.00	20,000.00	632.24	0.00	0.00	19,367.76	3.16	
214-000-676.16	CONTRIBUTION FROM PRIVATE SOU	0.00	0.00	2,800.00	0.00	0.00	(2,800.00)	100.00	
214-000-677.00	REIMBURSEMENTS	13,000.00	13,000.00	6,340.00	50.00	0.00	6,660.00	48.77	
214-000-688.07	MISC REV - XMAS AROUND TOWN	3,000.00	3,000.00	3,595.00	345.00	0.00	(595.00)	119.83	
214-000-694.00	OTHER REVENUES	4,911.00	4,911.00	700.00	200.00	0.00	4,211.00	14.25	
Net - Dept 000		187,147.00	187,147.00	104,412.91	3,417.94	0.00	82,734.09	55.79	

Dept 543-GENERAL ADMINISTRATIVE									
214-543-701.00	SALARIES/WAGES FULLTIME EMPLO	0.00	0.00	1,231.45	187.05	0.00	(1,231.45)	100.00	
214-543-702.00	SALARIES/WAGES - PART TIME EM	13,260.00	13,260.00	2,337.05	55.00	0.00	10,922.95	17.62	
214-543-715.00	FICA - EMPLOYERS SHARE	1,015.00	1,015.00	273.00	18.53	0.00	742.00	26.90	
214-543-720.00	WORKERS COMPENSATION	338.00	338.00	0.00	0.00	0.00	338.00	0.00	
214-543-725.00	PHYSICAL EXAMINATIONS	200.00	200.00	0.00	0.00	0.00	(50.00)	125.00	
214-543-728.00	POSTAGE	0.00	0.00	1.30	0.00	0.00	(1.30)	100.00	
214-543-729.00	PRINTING	600.00	600.00	21.18	0.00	0.00	578.82	3.53	
214-543-740.00	GENERAL PLANT SUPPLIES	4,800.00	4,800.00	810.48	711.04	0.00	3,989.52	16.89	
214-543-741.00	FUEL - GAS & OIL	1,000.00	1,000.00	271.93	0.00	0.00	728.07	27.19	
214-543-781.00	EQUIP MAINT SUPPLIES/PARTS	600.00	600.00	440.33	160.46	0.00	320.13	46.65	
214-543-801.00	PROFESSIONAL FEES	5,000.00	5,000.00	475.00	475.00	(160.46)	4,525.00	9.50	
214-543-803.00	DUES AND MEMBERSHIPS	550.00	550.00	550.00	0.00	0.00	0.00	100.00	
214-543-869.00	MEALS	0.00	0.00	114.22	0.00	0.00	0.00	100.00	
214-543-870.00	TRAVEL EXPENSE	0.00	0.00	126.50	0.00	0.00	(114.22)	100.00	
214-543-880.00	COMMUNITY PROMOTIONS	3,000.00	3,000.00	2,868.55	0.00	0.00	(126.50)	100.00	
214-543-901.00	ADVERTISING	1,800.00	1,800.00	175.00	1,629.55	0.00	131.45	95.62	
214-543-921.00	ELECTRIC	700.00	700.00	120.13	20.66	0.00	1,625.00	9.72	
214-543-931.00	GENERAL REPAIRS	7,000.00	7,000.00	0.00	0.00	0.00	579.87	17.16	
214-543-936.00	CONTRACTUAL SERVICES	38,300.00	38,300.00	18,032.27	1,983.96	0.00	7,000.00	0.00	
214-543-941.00	LEASE OF MOTOR VEHICLES	100.00	100.00	0.00	0.00	0.00	5,505.63	85.62	
214-543-954.00	FINANCIAL SERVICES	7,081.00	7,081.00	3,540.48	590.08	0.00	100.00	0.00	
214-543-959.00	TRAINING AND TUITION	2,500.00	2,500.00	514.25	0.00	0.00	3,540.52	50.00	
214-543-964.00	REFUNDS AND REBATES	10,000.00	10,000.00	5,325.00	3,150.00	0.00	1,985.75	20.57	
214-543-970.00	CAPITAL OUTLAY	41,951.00	41,951.00	390.00	0.00	0.00	4,675.00	53.25	
							41,561.00	0.93	
Net - Dept 543-GENERAL ADMINISTRATIVE		(139,795.00)	(139,795.00)	(37,618.12)	(9,006.33)	(14,851.64)	(87,325.24)	37.53	

Dept 905-DEBT SERVICE									
214-905-991.00	PRINCIPAL PAYMENTS	30,454.00	30,454.00	30,454.10	0.00	0.00	(0.10)	100.00	
214-905-995.00	INTEREST EXPENSE	16,837.00	16,837.00	8,675.49	0.00	0.00	8,161.51	51.53	
214-905-998.00	PAYING AGENT FEES	61.00	61.00	30.29	30.29	0.00	30.71	49.66	
Net - Dept 905-DEBT SERVICE		(47,352.00)	(47,352.00)	(39,159.88)	(30.29)	0.00	(8,192.12)	82.70	

REVENUE AND EXPENDITURE REPORT FOR CITY OF THREE RIVERS

PERIOD ENDING 12/31/2012

GL NUMBER	DESCRIPTION	2012-13		END BALANCE 12/31/2012	ACTIVITY FOR MONTH 12/31/2012	ENCUMBERED YEAR-TO-DATE	UNENCUMBERED BALANCE	% BDT USED
		ORIGINAL BUDGET	AMENDED BUDGET					
Fund 214 - DOWNTOWN DEVELOPMENT AUTHORITY								
Fund 214:								
TOTAL REVENUES		187,147.00	187,147.00	104,412.91	3,417.94	0.00	82,734.09	55.79
TOTAL EXPENDITURES		187,147.00	187,147.00	76,778.00	9,036.62	14,851.64	95,517.36	41.03
NET OF REVENUES & EXPENDITURES		0.00	0.00	27,634.91	(5,618.68)	(14,851.64)	(12,783.27)	100.00

Fund 214 DOWNTOWN DEVELOPMENT AUTHORITY

GL Number	Description	Current Year Beg. Balance	Balance
*** Assets ***			
214-000-001.00	CASH	55,340.74	78,504.18
214-000-003.00	CASH EQUIVALENT INVESTMENTS	41,693.13	41,948.10
214-000-003.10	UNREALIZED GAIN OR LOSS	532.61	532.61
214-000-040.00	ACCOUNTS RECEIVABLE	1,203.71	2,000.00
214-000-040.07	ACCOUNTS RECEIVABLE-REV LOAN	11,927.69	11,927.69
214-000-056.00	ACCRUED INTEREST RECEIVABLE	55.79	55.79
Total Assets		110,753.67	134,968.37
*** Fund Balance ***			
214-000-389.40	RESERVE-REVOLVING LOAN	43,372.83	43,372.83
214-000-390.00	Fund Balance	63,960.63	63,960.63
Total Fund Balance		107,333.46	107,333.46
Beginning Fund Balance			107,333.46
Net of Revenues VS Expenditures			27,634.91
Ending Fund Balance			134,968.37
Total Liabilities And Fund Balance			134,968.37