

Three Rivers Downtown Development Authority Agenda
Friday February 7, 2014, 8:00 AM

- 1. Call to order**
- 2. Roll Call**
- 3. Approval of Agenda**
- 4. Approval of January 10, 2014 Minutes and Committee Minutes**
- 5. Accept Financial Report**
- 6. Citizen Comments**
- 7. Director's Comments**
- 8. Discussion Items**
 - a. Michigan Main Street
 - b. Chill Out – Winterfest update
- 9. Miscellaneous**
- 12. Next Meeting – March 7th**
- 14. Adjournment**

Meeting Minutes
Three Rivers Downtown Development Authority
January 10, 2014

1. Call to Order

The meeting was called to order by Chair Zimont at 8:04 a.m. in the Commission Chambers of City Hall.

2. Roll Call

The following members were present at roll call:

Nancy Boyce

Paul Shingledecker

Donna Grubbs

Jeff Zimont

Tom Miles

Doug Mitchell, Danielle Moreland, Tricia Meyer and Joe Bippus were absent.

3. Approval of Agenda

It was moved by Shingledecker and seconded by Grubbs to approve the agenda. Motion passed 5-0.

4. Approval of the December 6, 2013 Minutes & Committee Minutes

5. Financial Report

Danielle Moreland joined the meeting at 8:07 a.m.

It was moved by Boyce and seconded by Shingledecker to approve the amended minutes and financial report as presented. Motion passed 6-0.

6. Citizen Comments

None

7. Director's Comments

Tricia Meyer joined the meeting at 8:08 a.m.

Executive Director Trammell stated the Michigan Main Street program accepted 10 new communities into their Associate Level.

Trammell also stated the following:

- A video shoot was scheduled downtown on Sunday, January 12th from 3 pm – 4 pm, all were encouraged to attend.
- Snow removal downtown was slow due to the amount of snowfall, blizzard temperatures and equipment failure.

Moreland noted complaints stating that snow removal from the sidewalks had impacted street parking and the snow piles down the center of the street prevented mid-street crossings. Moreland also commented on the inaccessibility through the mural mall because of the snow.

Chair Zimont suggested exploring options for using a snow blower in the mural mall area for snow removal.

8. Discussion Items

- a) Michigan Main Street –Chair Zimont stated that a meeting was scheduled for January 17, 2014 at the Chamber office to meet with the Steering Committee to review the application that was submitted.

Moreland inquired about a budget for the presentation. Trammell stated that the Org. Committee had funds allocated for items involving the MMS application process that would include \$1000 for video production, transportation to Lansing, food, etc.

Further discussion included the video shoot and copyright laws concerning the use of Disney's "All in This Together" tag line and song.

- b) February Presentation – Meyer stated the presentation to the MMS board will take place on February 5, 2014 and would last 45 minutes. The concept for the presentation would be a "Live Audition." Volunteers for the presentation will be chosen from the Community Players Group, TR Drama Club, etc. Trammell will be collecting videos to submit for editing. Tom Meyer has given permission to use the movie, "The Current" for this purpose only.

Further discussion included advertising, school involvement, and donated items to bring to the MMS board as tokens of Three Rivers.

- c) Chill Out – "Winterfest" – Trammell stated that the West Parking Lot would be utilized for the Snowman Making Contest and the City was currently dumping snow from the streets at that location. Discussion included the number of teams needed, participation by all Board members, extending the deadline to register a team, invitation to area youth groups, revised brochures.

Boyce noted her concern for lack of advertising of Three Rivers in larger Michigan publications. Trammell stated that River Country Tourism has researched extensively on the subject and noted the process for getting representation in publications like the Pure Michigan magazine. Trammell stated that this was a suggestion to bring to the MMS Board.

9. Miscellaneous

Chair Zimont noted Johnston's recent resignation at the City Commission meeting and stated that City Manager Bippus recommend not moving forward with amending the DDA Bylaws to include a larger board due to the current events taking place with the MMS application process.

Shingledecker inquired about approving expenditure for a snow blower. Trammell stated that other options were being explored.

Moreland inquired about dumpster invoices.

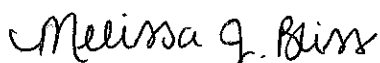
Chair Zimont stated that Meijer was making a check presentation towards the MMS goal and it would take place immediately following the meeting.

10. Next Meeting – February 7th, 2014

11. Adjournment

By Board consent, Chair Zimont adjourned the meeting at 9:04 a.m.

Respectfully submitted,



Melissa Bliss
City Clerk

THREE RIVERS DDA/MAIN STREET

Organization Committee Minutes

Tuesday, December 10, 2013 8am

City Hall

1. Call to Order

The meeting was called to order by Chair Jeff Zimont at 8:08

2. Roll Call

The following members were present: Jeff Zimont, Cathy Lawson, Joe Bippus, Tom Miles and DDA Director Christy Trammell

3. Approval of the Agenda

The agenda was approved by consent.

4. Citizen Comment:

There were no citizen comments

5. Fundraising Efforts

The Committee reviewed the fundraising efforts that had occurred for the Main Street Application and some that came in the application was completed.

6. Volunteer Recognition

The Committee discussed ideas regarding volunteer recognition including letters to the editor and a reception following the Community Pride Day

7. Merchant Communication Strategy

The committee discussed building an excel spreadsheet with email addresses, Cathy volunteered to help.

8. Main Street The Next Steps

The MMS Staff will not be visiting in December as initially communicated, but in January with the presentation still scheduled for February 5th.

The committee did have some discussion regarding the possible need for a budget for the steering committee to help with expenses of the February presentation. There is money in the Org committee budget line item as well as Christy and Jeff already having authority to approve expenses per board policy.

9. Zimont adjourned the meeting at 9:10am

Respectfully submitted,

Christy Trammell, DDA Director

Three Rivers DDA Organizational Committee

Minutes of January 21, 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, Tom Miles, Cathy Lawson, Donna Grubbs, Christy Trammell, and Lindsay Oswald. Joe Bippus joined the meeting at 8:30 a.m.

2. Approval of Agenda

The agenda was approved by consent.

3. Citizen Comments

There were no citizen comments.

4. Michigan Main Street Application

It was moved by Lawson and seconded by Grubbs to approve a budget up to \$1,000 for the presentation. The motion unanimously.

Trammell noted the bus to Lansing would leave the high school parking lot at 7 a.m. on 2/7/14

Trammell would prepare thank you letters to the businesses & individuals that pledged and mail after the notice of the award.

5. Trash Service Status

So companies had paid up front and were owed credits for trash service. Others had not paid, and there were thousands of dollars outstanding to be collected.

6. Mural Mall Snow Removal Plan

The DDA and DPS worked together so that there was no need for the DPS to purchase new equipment. There had been some downtime because of equipment failure, but that issue is resolved. Delays in snow removal have been from the above average amount of snow that crews have dealt with this winter.

7. Volunteer Appreciation Strategy

The committee discussed a movie day or block party. Planning would be for June of 2014. Also discussed using a billboard on 131 for downtown awareness and thank you.

8. Miscellaneous

The February 11th strategic planning meeting would be rescheduled until after the Main Street decision was made.

9. Adjournment

Zimont adjourned the meeting at 9:25 a.m.

Respectfully submitted,

Lindsay Oswald
Secretary

THREE RIVERS DDA/MAIN STREET

Promotions Committee Minutes

Wednesday, January 8, 2014

1. Call to Order:

The meeting was called to order by Chair Meyer at 8:12a.m.

2. Roll Call:

The following members were present: Christy Trammell, Brandi DeRuiter, Tricia Meyer, and Deb Herring. Doug Mitchell and Heather Martell were absent.

3. Approval of Agenda & Minutes:

By consent the agenda and minutes were approved.

4. Citizen Comment:

None.

5. Business:

a. Upcoming Events

- Chill Out – Herring provided updates to the Chili Cook-Off. The cook-off will be withdrawn this year as invitee commitment is low. Time and resources originally planned for this area will be redirected to the outside Snowman Making Competition, increasing the outdoor festivities. DeRuiter to contact librarians about refocusing efforts from indoor children's crafts/activities to the outdoor snowman decorating/fashion show, will inquire about making ribbon prizes and providing bio-degradable decorating supplies.

b. Michigan Main Street Update

Chair Meyer provided updates on the filming and production costs. Topics discussed included the Main Street production and the community taping downtown.

c. Spring Event/Volunteer Appreciation Event

Not discussed.

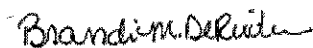
d. Other Business

Trammell stated that Johnston resigned from the Promotions Committee.

6. Next Meeting –February 12, 2014 8:00am

7. Adjournment – Chair Meyer adjourned the meeting at 9:57am

Respectfully Submitted,



Brandi M. DeRuiter

Secretary

Fund 214 DOWNTOWN DEVELOPMENT AUTHORITY

| GL Number | Description | Current Year Beg. Balance | Balance |
|------------------------------------|------------------------------|------------------------------|-------------------|
| *** Assets *** | | | |
| 214-000-001.00 | CASH | 75,788.27 | 82,919.63 |
| 214-000-003.00 | CASH EQUIVALENT INVESTMENTS | 42,590.86 | 42,788.73 |
| 214-000-003.10 | UNREALIZED GAIN OR LOSS | (955.15) | (955.15) |
| 214-000-040.07 | ACCOUNTS RECEIVABLE-REV LOAN | 5,323.78 | 5,323.78 |
| 214-000-056.00 | ACCRUED INTEREST RECEIVABLE | 99.53 | 99.53 |
| Total Assets | | 122,847.29 | 130,176.52 |
| *** Liabilities *** | | | |
| 214-000-214.00 | DUE TO OTHER FUNDS | 30,408.00 | 30,408.00 |
| 214-000-214.01 | DUE TO GENERAL FUND | 0.43 | 0.43 |
| 214-000-289.00 | UNEARNED REVENUES | 400.00 | 400.00 |
| Total Liabilities | | 30,808.43 | 30,808.43 |
| *** Fund Balance *** | | | |
| 214-000-389.40 | RESERVE-REVOLVING LOAN | 43,899.83 | 43,899.83 |
| 214-000-390.00 | Fund Balance | 47,118.59 | 47,118.59 |
| Total Fund Balance | | 91,018.42 | 91,018.42 |
| Beginning Fund Balance | | | 91,018.42 |
| Net of Revenues VS Expenditures | | | 8,349.67 |
| Ending Fund Balance | | | 99,368.09 |
| Total Liabilities And Fund Balance | | | 130,176.52 |

PERIOD ENDING 12/31/2013

| GL NUMBER | DESCRIPTION | 2013-14 | | YTD BALANCE 12/31/2013 | ACTIVITY FOR MONTH 12/31/2013 | ENCUMBERED YEAR-TO-DATE | UNENCUMBERED BALANCE | % BDGT USED |
|--|--------------------------------------|--------------------|-------------------|---------------------------|-------------------------------------|----------------------------|-------------------------|----------------|
| | | ORIGINAL BUDGET | AMENDED BUDGET | | | | | |
| Fund 214 - DOWNTOWN DEVELOPMENT AUTHORITY | | | | | | | | |
| Dept 000 | | | | | | | | |
| 214-000-403.00 | CURRENT PROPERTY TAXES | 11,732.00 | 11,732.00 | 10,761.93 | 161.52 | 0.00 | 970.07 | 91.73 |
| 214-000-403.01 | TAX INCREMENT FINANCING-PLAN | 20,140.00 | 20,140.00 | 13,508.54 | 0.00 | 0.00 | 6,631.46 | 67.07 |
| 214-000-403.02 | TAX INCREMENT FINANCING-Plan | 6,261.00 | 6,261.00 | 47,080.75 | 0.00 | 0.00 | (40,819.75) | 751.97 |
| 214-000-403.03 | TAX CAPTURE-BENTWATERS ONLY | 74,448.00 | 74,448.00 | 5,737.11 | 0.00 | 0.00 | 68,710.89 | 7.71 |
| 214-000-407.00 | DELINQUENT PERSONAL PROPERTY | 200.00 | 200.00 | 654.13 | 538.26 | 0.00 | (454.13) | 327.07 |
| 214-000-437.00 | PROPERTY TAX - IFT | 146.00 | 146.00 | 93.86 | 0.00 | 0.00 | 52.14 | 64.29 |
| 214-000-445.00 | PENALTIES - TAXES | 50.00 | 50.00 | 419.66 | 347.77 | 0.00 | (369.66) | 839.32 |
| 214-000-665.00 | INTEREST ON INVESTMENTS | 2,000.00 | 2,000.00 | 436.76 | 141.17 | 0.00 | 1,563.24 | 21.84 |
| 214-000-676.16 | CONTRIBUTION FROM PRIVATE SOU | 1,200.00 | 1,200.00 | 0.00 | 0.00 | 0.00 | 1,200.00 | 0.00 |
| 214-000-677.00 | REIMBURSEMENTS | 0.00 | 0.00 | 4,914.00 | 2,625.00 | 0.00 | (4,914.00) | 100.00 |
| 214-000-688.05 | MISC REVENUE - FUNDRAISING | 5,750.00 | 5,750.00 | 2,490.00 | 1,075.00 | 0.00 | 3,260.00 | 43.30 |
| 214-000-688.06 | MISCELLANEOUS REVENUE - PAINT THE TO | 0.00 | 0.00 | 155.00 | 0.00 | 0.00 | (155.00) | 100.00 |
| 214-000-694.00 | OTHER REVENUES | 0.00 | 0.00 | 2,568.99 | 1,169.90 | 0.00 | (2,568.99) | 100.00 |
| Net - Dept 000 | | 121,927.00 | 121,927.00 | 88,820.73 | 6,058.62 | 0.00 | 33,106.27 | |

| | | | | | | | | |
|--|-------------------------------|--------------------|--------------------|--------------------|-------------------|-------------------|--------------------|--------|
| Dept 543-GENERAL ADMINISTRATIVE | | | | | | | | |
| 214-543-701.00 | SALARIES/WAGES FULLTIME EMPLO | 0.00 | 0.00 | 827.74 | 0.00 | 0.00 | (827.74) | 100.00 |
| 214-543-702.00 | SALARIES/WAGES - PART TIME EM | 13,000.00 | 13,000.00 | 5,390.29 | 1,230.00 | 0.00 | 7,609.71 | 41.46 |
| 214-543-715.00 | FICA - EMPLOYERS SHARE | 995.00 | 995.00 | 475.71 | 94.10 | 0.00 | 519.29 | 47.81 |
| 214-543-720.00 | WORKERS COMPENSATION | 438.00 | 438.00 | 374.00 | 0.00 | 0.00 | 64.00 | 85.39 |
| 214-543-725.00 | PHYSICAL EXAMINATIONS | 200.00 | 200.00 | 105.00 | 0.00 | 0.00 | 95.00 | 52.50 |
| 214-543-728.00 | POSTAGE | 0.00 | 0.00 | 28.60 | 28.60 | 0.00 | (28.60) | 100.00 |
| 214-543-729.00 | PRINTING | 0.00 | 0.00 | 793.33 | 0.07 | 0.00 | (793.33) | 100.00 |
| 214-543-740.00 | GENERAL PLANT SUPPLIES | 3,000.00 | 3,000.00 | 1,983.87 | 1,634.99 | 368.35 | 647.78 | 78.41 |
| 214-543-740.40 | SUPPLIES - DESIGN COMMITTEE | 3,550.00 | 3,550.00 | 0.00 | 0.00 | 0.00 | 3,550.00 | 0.00 |
| 214-543-741.00 | FUEL - GAS & OIL | 500.00 | 500.00 | 399.51 | 85.14 | 0.00 | 100.49 | 79.90 |
| 214-543-781.00 | EQUIP MAINT SUPPLIES/PARTS | 500.00 | 500.00 | 249.19 | 180.00 | 130.81 | 120.00 | 76.00 |
| 214-543-801.00 | PROFESSIONAL FEES | 1,000.00 | 1,000.00 | 590.00 | 190.00 | 5,336.00 | (4,926.00) | 592.60 |
| 214-543-803.00 | DUES AND MEMBERSHIPS | 550.00 | 550.00 | 350.00 | 0.00 | 0.00 | 200.00 | 63.64 |
| 214-543-880.00 | COMMUNITY PROMOTIONS | 6,326.00 | 6,326.00 | 2,358.10 | 477.34 | 0.00 | 3,967.90 | 37.28 |
| 214-543-901.00 | ADVERTISING | 200.00 | 200.00 | 197.88 | 25.00 | 0.00 | 2.12 | 98.94 |
| 214-543-921.00 | ELECTRIC | 700.00 | 700.00 | 138.40 | 24.15 | 0.00 | 561.60 | 19.77 |
| 214-543-936.00 | CONTRACTUAL SERVICES | 25,300.00 | 32,608.00 | 26,669.86 | 0.00 | 112.50 | 5,825.64 | 82.13 |
| 214-543-941.00 | LEASE OF MOTOR VEHICLES | 100.00 | 100.00 | 0.00 | 0.00 | 0.00 | 100.00 | 0.00 |
| 214-543-954.00 | FINANCIAL SERVICES | 6,869.00 | 6,869.00 | 3,432.00 | 572.00 | 0.00 | 3,437.00 | 49.96 |
| 214-543-959.00 | TRAINING AND TUITION | 3,400.00 | 3,400.00 | 129.36 | 0.00 | 0.00 | 3,270.64 | 3.80 |
| 214-543-964.00 | REFUNDS AND REBATES | 2,400.00 | 2,400.00 | 190.84 | 0.00 | 0.00 | 2,209.16 | 7.95 |
| Net - Dept 543-GENERAL ADMINISTRATIVE | | (69,028.00) | (76,336.00) | (44,683.68) | (4,541.39) | (5,947.66) | (25,704.66) | |

| | | | | | | | | |
|------------------------------------|--------------------|--------------------|--------------------|--------------------|-------------|-------------|--------------------|-------|
| Dept 905-DEBT SERVICE | | | | | | | | |
| 214-905-991.00 | PRINCIPAL PAYMENTS | 44,876.00 | 44,876.00 | 29,076.00 | 0.00 | 0.00 | 15,800.00 | 64.79 |
| 214-905-995.00 | INTEREST EXPENSE | 23,392.00 | 23,392.00 | 6,681.09 | 0.00 | 0.00 | 16,710.91 | 28.56 |
| 214-905-998.00 | PAYING AGENT FEES | 120.00 | 120.00 | 30.29 | 0.00 | 0.00 | 89.71 | 25.24 |
| Net - Dept 905-DEBT SERVICE | | (68,388.00) | (68,388.00) | (35,787.38) | 0.00 | 0.00 | (32,600.62) | |

| GL NUMBER | DESCRIPTION | 2013-14 | | YTD BALANCE 12/31/2013 | ACTIVITY FOR MONTH 12/31/2013 | ENCUMBERED YEAR-TO-DATE | UNENCUMBERED BALANCE | % BDGT USED |
|--|-------------|--------------------|-------------------|---------------------------|-------------------------------------|----------------------------|-------------------------|----------------|
| | | ORIGINAL BUDGET | AMENDED BUDGET | | | | | |
| Fund 214 - DOWNTOWN DEVELOPMENT AUTHORITY | | | | | | | | |
| TOTAL REVENUES | | 121,927.00 | 121,927.00 | 88,820.73 | 6,058.62 | 0.00 | 33,106.27 | 72.85 |
| TOTAL EXPENDITURES | | 137,416.00 | 144,724.00 | 80,471.06 | 4,541.39 | 5,947.66 | 58,305.28 | 59.71 |
| NET OF REVENUES & EXPENDITURES | | (15,489.00) | (22,797.00) | 8,349.67 | 1,517.23 | (5,947.66) | (25,199.01) | 10.54 |