

Three Rivers Downtown Development Authority Agenda
Friday January 10, 2014, 8:00 AM

- 1. Call to order**
- 2. Roll Call**
- 3. Approval of Agenda**
- 4. Approval of December 6, 2013 Minutes and Committee Minutes**
- 5. Accept Financial Report**
- 6. Citizen Comments**
- 7. Director's Comments**
- 8. Discussion Items**
 - a. Michigan Main Street
 - b. February presentation
 - c. Chill Out – Winterfest
- 9. Miscellaneous**
- 12. Next Meeting – February 5th in Lansing, regular meeting - February 7th**
- 14. Adjournment**

Meeting Minutes
Three Rivers Downtown Development Authority
December 6, 2013

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:

Doug Mitchell

Paul Shingledecker

Jeff Zimont

Tricia Meyer

Tom Miles

Joe Bippus

Danielle Moreland

Angel Johnston

Donna Grubbs

Nancy Boyce was absent.

3. Approval of Agenda

It was moved by Shingledecker and seconded by Bippus to approve the agenda. Motion passed 9-0.

4. Approval of the November 1, 2013 Minutes & Committee Minutes

5. Financial Report

It was moved by Bippus and seconded by Johnston to approve the minutes and financial report as presented. Motion passed 9-0.

6. Citizen Comments

Chair Zimont opened the floor to public comment at 8:04 a.m.

There were no citizen comments.

Chair Zimont closed the floor to public comment at 8:04 a.m.

7. Director's Comments

Director Trammell stated the Michigan Main Street Application was on its way to Lansing and commented there was a tremendous amount of support from the steering committee and community.

Director Trammell also expressed thanks to the team that assembled the holisperes. Banners were only recently hung up because the company originally sent the wrong size. Banners and snowflakes will stay up through February.

Chair Zimont commented on the professional quality of the holishperes.

8. Discussion Items

a) Christmas Around Town Recap-

Meyer commented there were over 450 photos with Santa and the downtown streets were full of people who came to CAT. Meyer thanked all who participated and a special thanks to those that made Santa's Workshop possible, naming Finance Director Lawson and City Clerk Bliss as key contributors. Meyer commented overall she was pleased with turnout and has heard much positive feedback.

Mitchell also thanked those that contributed to the success of Santa's Workshop and commented the reindeer were a huge success. Mitchell commented that although the merchants had mixed reviews, he felt that overall it was a success, the volunteers were amazing, and next year things can be a little different to make it stronger.

Meyer commented that a full weekend of events allows for more people to attend CAT.

Moreland commented that two merchants had stated it was their highest Saturday ever, sales were up.

Meyer commented in planning for next year that families who only visit Santa can be enticed to stay through an incentive such as Santa Bucks to be spent at a merchant.

Chair Zimont commented on the increase of volunteers and recommended volunteers and hours should be tracked.

b) Fundraising Efforts –

Chair Zimont commented the original fundraising goal was \$5,000.

Finance Director Lawson stated about \$2,100 has been raised.

c) Main Street Application –

Chair Zimont commented that "Herculean" efforts pulled it all together. During the process several outbound calls were made to merchants who provided feedback and efforts to gather feedback should continue.

Finance Director Lawson provided a walk-through of the pledge sheet and commented there were only a few pledges until the steering committee went out and solicited. Total cash of tangibles amounts to \$66,650, Tuesday morning they were less than \$21,000. There is an estimate of \$26,000 worth of volunteer hours valued at \$10 per hour.

Chair Zimont reiterated the latest representation of broad based support.

Mitchell noted the volunteer hours were light.

Director Trammell stated only documented hours could be counted and recognized there were many more.

Moreland stated volunteers should be tracked for CAT while it is still fresh.

Grubbs stated that the Women's Club submits monthly volunteer forms.

Finance Director Lawson noted that years 3, 4, and 5 were a struggle for commitment leading to financial shortfall. Some of the larger financial contributors cannot pledge out for five years but can budget annually meaning the budget funding is fluid. The financial shortfalls should be attainable once a full-time Main St. director is hired to fundraise. The City Manager will recommend debt forgiveness on the east parking lot on an annual sliding scale to help meet the budget. The MMS budget allocates funds for a full-time Main Street Director, a part-time maintenance position, \$12,000 for committees, and \$4,000 for office equipment for Year1.

Chair Zimont commended Finance Director Lawson's ability with numbers and budgets.

Meyer inquired how the budget's complexity will be communicated in the application to the Michigan Main Street Program.

Director Trammell stated the information was entered into the MMS Intelligrants system and for those accustomed to reviewing municipal budgets it should be explanatory but they will call if they have questions.

Meyer congratulated everyone who participated and met goals under a tight deadline noting it was a positive experience.

d) Review Committee List-

Director Trammell provided an updated committee member list.

e) February Presentation-

Meyer commented that the February presentation is the final act that will be held in Lansing in front of a panel of 20. The thinking must know shift from numbers to creativity for a presentation, "Main Street Musical."

Chair Zimont noted February 5, 2014 is the presentation date and everyone should be involved. Selection results will be announced in March. The strategic planning meeting should be postponed until after results are announced.

Finance Director Lawson stated there were budget parameters to take into consideration when postponing the strategic planning meeting.

9. Miscellaneous

Moreland commented that dumpster invoices should be looked into.

Trammell stated that new invoices will be issued.

Moreland expressed thanks to all who attended Monday's get together.

Grubbs commented that the City was beautiful at night all lit up with lights.

Moreland stated this weekend was the Merchant's Festival of Trees.

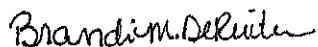
Meyer commented on the stunning wreathes Teresa Cytlak made.

10. Next Meeting – January 10, 2014

11. Adjournment

By Board consent, Chair Zimont adjourned the meeting at 8:55a.m.

Respectfully submitted,



Brandi M. DeRuiter
Deputy City Clerk

THREE RIVERS DDA/MAIN STREET

Promotions Committee Minutes

Wednesday, December 11, 2013

1. Call to Order:

The meeting was called to order by Chair Meyer at 8:08a.m.

2. Roll Call:

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

Angel Johnson was absent.

Also present was Finance Director Cathy Lawson.

3. Approval of Agenda & Minutes:

By consent the agenda and minutes were approved.

4. Citizen Comment:

Director Trammell commented that a date should be selected to film the Michigan Main Street production for street closure and media considerations and that a total of four communities applied to the MMS program.

5. Business:

a. Upcoming Events

- Chill Out – DeRuiter and Herring provided updates on the event. Items discussed were restaurants to be included in the chili contest, entry fees, and advertising. Recommended sources for advertising included WLKM community calendar, WE English, Southern Michigan, and Scidmore Park signs. Mitchell offered to donate a newspaper ad to help promote the event. Chair Meyer offered to solicit volunteer involvement from DECA. Contingency plans in the event of no snow were discussed. Snowman building teams registered for the competition will be encouraged to bring items to build a snowman. Each team captain will be contacted and provided with information if there is no snow expected closer to the event. Minor changes in event fliers were recommended and approved by consent.

b. Recap on Christmas Around Town –MMS-

Chair Meyer suggested a list be put together for writing Thank You cards.

Mitchell left at 8:55am

Finance Director Lawson stated there is about \$1,700 in CAT costs with a few more smaller bills still expected.

Martell commented the reindeer company was very easy to work with and provided tame reindeer, visitors to this area offered positive feedback.

Director Trammell reported the design committee would like to explore other options related to next year's tree lighting ceremony and suggested Mural Mall lighting, live tree lighting, or moving the tree to another location as a few alternatives.

Chair Meyer would like to make a recommendation that DDA members show their commitment and support through event attendance.

Finance Director Lawson stated that while at Santa's Workshop, many grandparents reminisced and overall there were many positive comments shared.

c. Update on Billboard Design

Chair Meyer to contact Mitchell and City Clerk Bliss regarding billboard design.

Martell left at 9:30am.

d. Update on Michigan Main Street- Video Production

Chair Meyer to contact Richard Johnson to videotape.

By consent, Main Street Musical set for Saturday January 11, 2014 with road closure to be requested for 12-2pm.

e. Volunteer Appreciation Event

Director Trammell stated the Organizational Committee suggested inviting volunteers to a food and appreciation gathering immediately following the Community Pride Day event.


f. Other Business

None.

6. Next Meeting – January 8, 2014

7. Adjournment – Chair Meyer adjourned the meeting at 9:45am

Respectfully Submitted,



Brandi M. DeRuiter

Secretary

THREE RIVERS DDA/MAIN STREET

Steering Committee Minutes

Tuesday, December 3, 2013

1. Call to Order:

The meeting was called to order by Chair Meyer at 8:04 a.m.

2. Roll Call:

The following members were present: Christy Trammell, Tricia Meyer, Bob Sills, Melissa Bliss, Pat Green, Cathy Lawson, Lindsay Oswald, and Jeff Zimont.

Brandi DeRuiter and Joe Bippus were absent.

3. Business:

Zimont provided an update on the pledges received and stated that they were not being returned as expected. More follow up calls were needed. Lawson noted the amount of funds received to date.

DeRuiter joined the meeting at 8: 07 a.m.

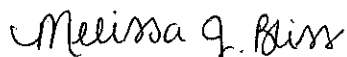
Zimont inquired about gauging the level of "broad-based community support." Zimont also stated that communication continues to be an issue with some of the area merchants downtown including the DDA Board.

By consent, members would divide up the list of businesses and make final calls and efforts to secure pledges. Bliss stated the importance of commitments from volunteers and committee members to show community support.

Chair Meyer and Sills stated that the lack of time appeared to be a factor. Bliss commented on the number of outreach efforts that had been made and opportunities for involvement. Discussion included a verbal "ask" as well as past unsuccessful efforts with the Main Street Program.

4. Adjournment – Chair Meyer adjourned the meeting at 9:36 a.m.

Respectfully Submitted,



Melissa J. Bliss

Secretary

Christy Trammell

From: teresasue86@aol.com
Sent: Saturday, January 04, 2014 1:37 PM
To: christytrammell@trchamber.com
Subject: Design Comittee Minutes

Three Rivers DDA/Main Street
Design Committee Minutes

December 10,2013 11 am

Present: Georgina Shafer, James Sherman, Larry Michael-Hackenberg, Anna Smith, Teresa Cytlak
Christy Trammell

Absent: Nancy Boyce, Mary O'Connor

Business

Murals - Grants & Funds - Waiting for word on if we received the grant, backlog from Government shut down

Christmas Decorations - Positive feedback on all Christmas decorations in the downtown. All light issues have been addressed as of December 10,2013.

A suggestion was made to decorate the pergolas for the 2014 Christmas season. Several people have noted the Christmas tree is not visible unless you are at the stoplight on Portage Avenue. Discussion of Mural Mall will be added on future agenda.

Downtown Trees - Larry Michael-Hackenberg and Georgina Shafer are researching types of trees and locations for planting. Discussion and research stage.

Spring Flower Planting - Downtown hanging baskets and flower pots. A color choice, Confetti Garden Calypso, was made by the committee from the brochure suggestions.

Downtown accomplishments for 2013 -

New- * Light Poles on Main Street

- * Mural Mall
- * Sidewalk updated from the uneven bricks
- * Holispheres with red bows and lights on light poles
- * Street flags for winter season
- * Christmas tree size
- * Holispheres on Christmas tree

Meeting time change - First Wednesday of each month @ 9:00 am
No January meeting

Next Meeting - January 5, 2014, 9:00 am at the Chamber Office

Adjournment

Christy, please feel free to change anything on these notes.
Teresa

Fund 214 DOWNTOWN DEVELOPMENT AUTHORITY

GL Number	Description	Current Year Beg. Balance	Balance
*** Assets ***			
214-000-001.00	CASH	75,788.27	81,402.40
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)
214-000-040.00	ACCOUNTS RECEIVABLE	0.00	0.00
214-000-040.06	ACCOUNTS RECEIVABLE - OTHER	3,287.80	0.00
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
214-000-067.00	DUE FROM OTHER SOURCES	0.00	0.00
214-000-067.01	DUE FROM GENERAL FUND	0.00	0.00
214-000-067.32	DUE FROM TAX SETTLEMENT	0.00	0.00
214-000-123.00	PREPAID EXPENSES	0.00	0.00
214-000-134.00	PROPERTY CONTROL	0.00	0.00
214-000-135.00	DEPRECIATION RESERVE	0.00	0.00
Total Assets		126,135.09	128,659.29
*** Liabilities ***			
214-000-202.00	ACCOUNTS PAYABLE	3,588.86	0.00
214-000-202.10	ENCUMBRANCE PAYABLE	0.00	0.00
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
214-000-214.07	DUE TO LIBRARY OPERATIONS	0.00	0.00
214-000-214.08	DUE TO DOWNTOWN LOT PROJECT	0.00	0.00
214-000-214.10	DUE TO SOLID WASTE	0.00	0.00
214-000-214.34	DUE TO INSURANCE FUND	0.00	0.00
214-000-222.00	DUE TO COUNTY	0.00	0.00
214-000-257.00	WAGES PAYABLE	719.38	0.00
214-000-259.00	ACCRUED EXPENSE	0.00	0.00
214-000-267.00	NOTES PAYABLE	0.00	0.00
214-000-285.00	DEPOSITS - CUSTOMER	0.00	0.00
214-000-288.00	DEFERRED REVENUE	0.00	0.00
214-000-289.00	UNEARNED REVENUES	400.00	400.00
Total Liabilities		35,116.67	30,808.43
*** Fund Balance ***			
214-000-365.00	RESERVE FOR ENCUMBRANCES	0.00	0.00
214-000-389.40	RESERVE-REVOLVING LOAN	43,899.83	43,899.83
214-000-390.00	Fund Balance	63,433.63	63,433.63
Total Fund Balance		107,333.46	107,333.46
Beginning Fund Balance - 12-13			107,333.46
Net of Revenues VS Expenditures - 12-13			(16,315.04)
*12-13 End FB/13-14 Beg FB		91,018.42	
Net of Revenues VS Expenditures - Current Year			6,832.44
Ending Fund Balance			97,850.86
Total Liabilities And Fund Balance			128,659.29

* Year Not Closed

REVENUE AND EXPENDITURE REPORT FOR CITY OF THREE RIVERS

PERIOD ENDING 11/30/2013

GL NUMBER	DESCRIPTION	2013-14 ORIGINAL BUDGET	2013-14 AMENDED BUDGET	YTD BALANCE 11/30/2013	ACTIVITY FOR MONTH 11/30/2013	ENCUMBERED YEAR-TO-DATE	UNENCUMBERED BALANCE	% BDGT USED
Fund 214 - DOWNTOWN DEVELOPMENT AUTHORITY								
Dept 000								
214-000-403.00	CURRENT PROPERTY TAXES	11,732.00	11,732.00	10,600.41	88.73	0.00	1,131.59	90.35
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	115.87	2.63	0.00	84.13	57.94
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	71.89	5.35	0.00	(21.89)	143.78
214-000-665.00	INTEREST ON INVESTMENTS	2,000.00	2,000.00	295.59	0.00	0.00	1,704.41	14.78
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	2,289.00	1,649.00	0.00	(2,289.00)	100.00
214-000-688.05	MISC REVENUE - FUNDRAISING	5,750.00	5,750.00	1,415.00	700.00	0.00	4,335.00	24.61
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	1,399.09	450.00	0.00	(1,399.09)	100.00
Net - Dept 000		121,927.00	121,927.00	82,762.11	2,895.71	0.00	39,164.89	
Dept 543-GENERAL ADMINISTRATIVE								
214-543-701.00	SALARIES/WAGES FULLTIME EMPLO	0.00	0.00	827.74	535.00	0.00	(827.74)	100.00
214-543-702.00	SALARIES/WAGES - PART TIME EM	13,000.00	13,000.00	4,160.29	562.50	0.00	8,839.71	32.00
214-543-715.00	FICA - EMPLOYERS SHARE	995.00	995.00	381.61	83.97	0.00	613.39	38.35
214-543-720.00	WORKERS COMPENSATION	438.00	438.00	374.00	374.00	0.00	64.00	85.39
214-543-725.00	PHYSICAL EXAMINATIONS	200.00	200.00	105.00	105.00	0.00	95.00	52.50
214-543-729.00	PRINTING	0.00	0.00	793.26	0.00	0.00	(793.26)	100.00
214-543-740.00	GENERAL PLANT SUPPLIES	3,000.00	3,000.00	348.88	(10.00)	1,099.75	1,551.37	48.29
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	314.37	0.00	0.00	185.63	62.87
214-543-781.00	EQUIP MAINT SUPPLIES/PARTS	500.00	500.00	69.19	0.00	310.81	120.00	76.00
214-543-801.00	PROFESSIONAL FEES	1,000.00	1,000.00	400.00	0.00	5,336.00	(4,736.00)	573.60
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	1,880.76	1,407.50	0.00	4,445.24	29.73
214-543-901.00	ADVERTISING	200.00	200.00	172.88	0.00	0.00	27.12	86.44
214-543-921.00	ELECTRIC	700.00	700.00	114.25	23.15	0.00	585.75	16.32
214-543-936.00	CONTRACTUAL SERVICES	25,300.00	25,300.00	26,669.86	5,824.79	112.50	(1,482.36)	105.86
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	2,860.00	572.00	0.00	4,009.00	41.64
214-543-959.00	TRAINING AND TUITION	3,400.00	3,400.00	129.36	112.60	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)	(69,028.00)	(40,142.29)	(9,590.51)	(6,859.06)	(22,026.65)	
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	1,497.57	0.00	16,710.91	28.56
214-905-998.00	PAYING AGENT FEES	120.00	120.00	30.29	30.29	0.00	89.71	25.24
Net - Dept 905-DEBT SERVICE		(68,388.00)	(68,388.00)	(35,787.38)	(1,527.86)	0.00	(32,600.62)	

Fund 214:

REVENUE AND EXPENDITURE REPORT FOR CITY OF THREE RIVERS

PERIOD ENDING 11/30/2013

GL NUMBER	DESCRIPTION	2013-14 ORIGINAL BUDGET	2013-14 AMENDED BUDGET	YTD BALANCE 11/30/2013	ACTIVITY FOR MONTH 11/30/2013	ENCUMBERED YEAR-TO-DATE	UNENCUMBERED BALANCE	% BDGT USED
Fund 214 - DOWNTOWN DEVELOPMENT AUTHORITY								
TOTAL REVENUES		121,927.00	121,927.00	82,762.11	2,895.71	0.00	39,164.89	67.88
TOTAL EXPENDITURES		137,416.00	137,416.00	75,929.67	11,118.37	6,859.06	54,627.27	60.25
NET OF REVENUES & EXPENDITURES		(15,489.00)	(15,489.00)	6,832.44	(8,222.66)	(6,859.06)	(15,462.38)	0.17