

**Three Rivers Downtown Development Authority Agenda
Friday May 31, 2013, 8:00 AM**

- 1. Call to order**
- 2. Roll Call**
- 3. Approval of Agenda**
- 4. Approval of May 3, 2013 Minutes and Committee Minutes**
- 5. Accept Financial Report**
- 6. Public Hearing for Budget**
- 7. Citizen Comments**
- 8. Discussion Items**
 - a. Mural Mall Update
 - b. Review DDA Brochure
 - c. Michigan Main Street Program Update
 - d. Board vacancy
 - e. Dumpster Guidelines
 - f. Open Meetings Act & Closed Sessions
 - g. Director's Review
- 9. Action Items –**
 - a. Resolution pledging TIF Capture for Mural Mall Bond
 - b. Approval of Budget
- 10. Board Member Comments**
- 11. Director Comments**
- 12. Next Meeting – June 28th**
- 14. Adjournment**

Meeting Minutes
Three Rivers Downtown Development Authority
May 3, 2013

1. Call to Order

The meeting was called to order by Chair Zimont at 8:00 a.m. in the Commission Chambers of City Hall.

2. Roll Call

The following members were present at roll call:

Joe Bippus

Jeff Zimont

Angel Johnston

Paul Shingledecker

Tricia Meyer

Danielle Moreland

Donna Grubbs

Doug Mitchell

3. Approval of Agenda

It was moved by Shingledecker and seconded by Moreland to amend the agenda and add 7e – Board Member Appointment, 8a – Budget Hearing and Agenda, and 7f - Director’s Review. Motion passed 8-0.

4. Approval of the April 12, 2013 Minutes

5. Approval of the Financial Report

It was moved by Grubbs and seconded by Johnston to accept the April 12th Amended Minutes and Financial Report as presented. Motion passed 8-0.

6. Citizen Comments

Chair Zimont opened the floor to public comment at 8:02 a.m.

Resident Thomas Lowry stated his concerns over the performance of DDA Executive Director Trammell and commented on the Main Street Program.

DDA Attorney O’Connor advised DDA Executive Director Trammel’s right to request a Closed Session according to the OMA.

Lowry also stated Chair Zimont’s lack of involvement in the downtown district.

Zimont closed the floor to public comment at 8:06 a.m.

7. Presentations

There were no presentations scheduled.

8. Discussion Items

- a. Mural Mall Update – Director Trammell provided an update on the project. Discussion included the new lights and updates on Portage Avenue.

Moreland joined the meeting at 8:05 a.m.

- b. Review DDA Brochure – Meyer presented an update on the brochure and presented possible slogans/branding ideas.

- c. Michigan Main Street Program Update – Director Trammell provided an update on training opportunities.
- d. TR Community Pride Day – Director Trammell provided an update on the event planning.
- e. Board Member Appointment – Chair Zimont reviewed the current process used by City Staff to fill board/commission vacancies. Zimont noted that 2 citizen interest forms had been received by the City Clerk and both were interested in serving on the DDA Board. Bippus stated the need for appropriate representation to fill the vacant seat.

DDA O'Connor noted state statute, City Ordinance, and DDA By-Laws regarding board vacancies.

Moreland inquired about committee officer appointment processes.

Chair Zimont stated that the City Clerk was working on Board Member Guidelines.

- f. Director Review Process – Chair Zimont noted employee rights to request a closed session for Director Trammell's annual review. Chair Zimont also noted the FOIA Act.

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

Discussion included a timeline for the Director's review process.

9. Action Items

- a. 2013 DDA Budget Hearing & Millage Rate - It was moved by Shingledecker and seconded by Bippus to set a public hearing for May 31, 2013. Motion passed 7-0.

10. Board Member Comments

Moreland inquired about subcommittee minutes.

Meyer stated need for more Main Street awareness training.

Chair Zimont and Mitchell noted lack of communication among DDA Board members.

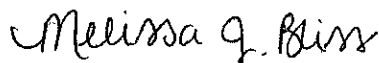
11. Director Comments

Executive Director Trammell noted the annual reports from the HDC as well as the DDA.

12. Adjournment

By Board consent, Chair Zimont adjourned the meeting at 9:15 a.m.

Respectfully submitted,



Melissa Bliss
City Clerk

THREE RIVERS DDA/MAIN STREET

Promotions Committee Minutes

Thursday, May 9, 2013

54 ½ N. Main Street

1. Call to Order:

The meeting was called to order by Chair Meyer at 8:00 a.m.

2. Roll Call:

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

3. Approval of Agenda:

Agenda was approved.

4. Citizen Comment:

There were no citizen comments to report.

5. New Business:

- TR Community Pride Day – Johnston stated that TRAM had already started the clean-up efforts and Home Depot crews would be working 3 full days.

Brandi DeRuiter joined the meeting at 8:08 a.m.

Discussion included t-shirts, sign-in, and volunteer recruitment.

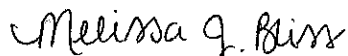
Heather Martell joined the meeting at 8:10 a.m.

- Branding/Slogan – Chair Meyer presented information regarding branding and slogans. Discussion included concepts that would include using all elements of a logo and slogan, separately and together.
- Event's Calendar – Chair Meyer presented an updated calendar of events.
- Farmers' Market – Secretary Bliss provided an update on the Three Rivers Farmer's Market.
- Fundraising Events - Chair Meyer noted the fundraising efforts of the DDA as a whole. Discussion included using the "Discover Downtown Again" as a theme for an upstairs/downstairs tour, charging admission.
- Meet Me At The Mall Event – DDA Director Trammell stated that engineers Fleis and VandenBrink would like to be a part of the event and provide sponsorship. Discussion included event logistics and available funding.
- Arts, Eats, and Beats - Discussion included partnering with the Merchant Group for the Arts, Eats, and Beats event.

6. Next Meeting – June 12, 2013 at 54 ½ N. Main Street

7. Adjournment – Chair Meyer adjourned the meeting at 9:35 a.m.

Respectfully Submitted,



Melissa J. Bliss

Secretary

City of Three Rivers
Downtown Development Authority
Organizational Meeting Minutes – Special Meeting

April 9, 2013

1. Call to Order and Roll Call

Chair Zimont called the meeting to order at 8:00 a.m. Present were Jeff Zimont, Joe Bippus, Christy Trammell, and Lindsay Howes.

Donna Grubbs and Cathy Lawson were absent.

2. Approval of Agenda

The agenda was approved by consent.

3. Citizen Comments

There were no citizen comments.

4. Review Volunteer Applications

By consent, Brandi DeRuiter was appointed to the Promotions Committee.

5. Board Seat Appointment Process

One application was received. The committee discussed the possibility of a candidate from the extended district to meet the goals set in the strategic plan.

6. Brochure Update

Committee discussed having the final draft for print by May because of the upcoming events.

7. Michigan Main Street – Building Support

The Board was continuing to reach out to the community. Three people from Three Rivers were attending the national Main Street conference.

8. Waste Services Changes

Bippus and Trammell would meet with DPS Director Roth and GIS specialist Weeks to determine where dumpsters could be. They would also develop a policy to determine who gets the spots and send a letter to the property owners affected.

9. Maintenance Worker Status

DDA maintenance position could possibly be contracted through Chamber. The position will no longer be shared with the City. Another option may be a lawn care company or temp agency. Bippus would work with Trammell to get a job description / rfp together.

10. Mission Statement

The mission statement would be on the agenda for approval at the next DDA meeting.

11. Banner Use Application

The committee reviewed the banner that DASAS was hanging for "Walk a Mile in Her Shoes."

12. Fundraising Efforts

The board discussed that DDA Director Trammell would learn about the best opportunities during the upcoming national conference.

13. Miscellaneous & Adjournment

By consent, the committee suggested that the June meeting be moved to May 31st because of a schedule conflict for Director Trammell.

Zimont adjourned the meeting at 9:20 a.m.

Respectfully submitted,
Lindsay Howes

Three Rivers DDA Organizational Committee

Minutes of May 15, 2013

1. 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, Donna Grubbs, Joe Bippus, and Lindsay Howes. Bippus left the meeting at 8:50 a.m. for another meeting.
2. It was moved by Grubbs and seconded by Lawson to approve the agenda. Motion passed 5-0.
3. There were no citizen comments.
4. It was noted that Bob Sills was business savvy and intelligent, and he would be an asset on the ERC. He was appointed to the Economic Restructuring Committee by consent.
5. Zimont planned to discuss the open meetings act with DDA attorney O'Connor for clarification.
6. Written procedures for committees would be drawn up. Discussion included that some type of chair was important for consistency and that flexibility was important for the committees.
7. The committee discussed personally surveying businesses regarding the DDA and Michigan Main Street. Also discussed a communication and a Facebook page. The committee also discussed the Mural Mall opening.
8. The committee discussed presenting a waste services policy to the DDA at the end of May.
9. The City had not yet approved the budget, so there was no recommendation regarding the maintenance worker.
10. Fundraising ideas were discussed. Discussion would continue at the next meeting.
11. Zimont adjourned the meeting at 9:40 a.m.

Respectfully submitted,

Lindsay Howes

Fund 214 DOWNTOWN DEVELOPMENT AUTHORITY

GL Number	Description	Current Year Beg. Balance	Balance
*** Assets ***			
214-000-001.00	CASH	55,340.74	95,902.74
214-000-003.00	CASH EQUIVALENT INVESTMENTS	41,693.13	42,545.98
214-000-003.10	UNREALIZED GAIN OR LOSS	532.61	532.61
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		109,549.96	150,964.81
*** Liabilities ***			
214-000-289.00	UNEARNED REVENUES	0.00	400.00
Total Liabilities		0.00	400.00
*** 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			43,231.35
Ending Fund Balance			150,564.81
Total Liabilities And Fund Balance			150,964.81

REVENUE AND EXPENDITURE REPORT FOR CITY OF THREE RIVERS
 PERIOD ENDING 04/30/2013

GL NUMBER	DESCRIPTION	2012-13	2012-13	END BALANCE	ACTIVITY FOR	ENCUMBERED	UNENCUMBERED	% BDGT
		ORIGINAL BUDGET	AMENDED BUDGET					
Fund 214 - DOWNTOWN DEVELOPMENT AUTHORITY								
Dept 000								
214-000-403.00	CURRENT PROPERTY TAXES	12,416.00	12,416.00	9,356.44	92.10	0.00	3,059.56	75.36
214-000-403.01	TAX INCREMENT FINANCING-PLAN	43,129.00	43,129.00	36,806.02	12,118.54	0.00	6,322.98	85.34
214-000-403.02	TAX INCREMENT FINANCING-Plan	15,549.00	15,549.00	10,000.30	4,868.02	0.00	5,548.70	64.31
214-000-403.03	TAX CAPTURE-BENTWATERS ONLY	74,466.00	74,466.00	76,667.16	25,265.22	0.00	(2,201.16)	102.96
214-000-407.00	DELINQUENT PERSONAL PROPERTY	500.00	500.00	121.03	31.40	0.00	378.97	24.21
214-000-437.00	PROPERTY TAX - IFT	145.00	145.00	24.91	24.91	0.00	120.09	17.18
214-000-445.00	PENALTIES - TAXES	31.00	31.00	79.36	28.05	0.00	(48.36)	256.00
214-000-665.00	INTEREST ON INVESTMENTS	20,000.00	20,000.00	1,190.70	0.00	0.00	18,809.30	5.95
214-000-676.16	CONTRIBUTION FROM PRIVATE SOU	0.00	0.00	2,400.00	0.00	0.00	(2,400.00)	100.00
214-000-677.00	REIMBURSEMENTS	13,000.00	13,000.00	7,776.60	320.00	0.00	5,223.40	59.82
214-000-688.07	MISC REV - XMAS AROUND TOWN	3,000.00	3,000.00	3,495.00	0.00	0.00	(495.00)	116.50
214-000-694.00	OTHER REVENUES	4,911.00	4,911.00	6,117.37	327.13	0.00	(1,206.37)	124.56
Net - Dept 000		187,147.00	187,147.00	154,034.89	43,075.37	0.00	33,112.11	82.31
Dept 543-GENERAL ADMINISTRATIVE								
214-543-701.00	SALARIES/WAGES FULLTIME EMPLO	0.00	0.00	1,312.29	0.00	0.00	(1,312.29)	100.00
214-543-702.00	SALARIES/WAGES - PART TIME EM	13,260.00	13,260.00	3,997.05	100.00	0.00	9,262.95	30.14
214-543-715.00	FICA - EMPLOYERS SHARE	1,015.00	1,015.00	406.21	7.65	0.00	608.79	40.02
214-543-720.00	WORKERS COMPENSATION	338.00	338.00	309.00	0.00	0.00	29.00	91.42
214-543-725.00	PHYSICAL EXAMINATIONS	200.00	200.00	343.00	0.00	(93.00)	(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	21.43	0.00	0.00	578.57	3.57
214-543-740.00	GENERAL PLANT SUPPLIES	4,800.00	4,800.00	844.03	0.00	187.06	3,768.91	21.48
214-543-741.00	FUEL - GAS & OIL	1,000.00	1,000.00	1,004.19	43.93	(450.21)	446.02	55.40
214-543-781.00	EQUIP MAINT SUPPLIES/PARTS	600.00	600.00	457.04	0.00	(177.17)	320.13	46.65
214-543-801.00	PROFESSIONAL FEES	5,000.00	5,000.00	961.86	306.11	2,113.14	1,925.00	61.50
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	(114.22)	100.00
214-543-870.00	TRAVEL EXPENSE	0.00	0.00	126.50	0.00	0.00	(126.50)	100.00
214-543-880.00	COMMUNITY PROMOTIONS	3,000.00	4,000.00	3,168.55	0.00	0.00	831.45	79.21
214-543-901.00	ADVERTISING	1,800.00	800.00	325.48	0.00	0.00	474.52	40.69
214-543-921.00	ELECTRIC	700.00	700.00	728.35	21.79	0.00	(28.35)	104.05
214-543-931.00	GENERAL REPAIRS	7,000.00	7,000.00	0.00	0.00	0.00	7,000.00	0.00
214-543-936.00	CONTRACTUAL SERVICES	38,300.00	38,300.00	33,875.13	3,453.60	4,307.70	117.17	99.69
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	7,081.00	7,081.00	5,900.80	590.08	0.00	1,180.20	83.33
214-543-959.00	TRAINING AND TUITION	2,500.00	3,000.00	2,528.53	0.00	0.00	471.47	84.28
214-543-964.00	REFUNDS AND REBATES	10,000.00	9,500.00	6,125.00	0.00	0.00	3,375.00	64.47
214-543-970.00	CAPITAL OUTLAY	41,951.00	41,951.00	390.00	0.00	0.00	41,561.00	0.93
Net - Dept 543-GENERAL ADMINISTRATIVE		(139,795.00)	(139,795.00)	(63,489.96)	(4,523.16)	(5,887.52)	(70,417.52)	49.63
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	16,829.19	8,153.70	0.00	7.81	99.95
214-905-998.00	PAYING AGENT FEES	61.00	61.00	30.29	0.00	0.00	30.71	49.66
Net - Dept 905-DEBT SERVICE		(47,352.00)	(47,352.00)	(47,313.58)	(8,153.70)	0.00	(38.42)	99.92

GL NUMBER	DESCRIPTION	2012-13		AMENDED BUDGET	END BALANCE 04/30/2013	ACTIVITY FOR MONTH 04/30/2013	ENCUMBERED YEAR-TO-DATE	UNENCUMBERED BALANCE	% BDTG USED
		ORIGINAL BUDGET	2012-13						
Fund 214 - DOWNTOWN DEVELOPMENT AUTHORITY									
Fund 214:									
	TOTAL REVENUES	187,147.00	187,147.00	187,147.00	154,034.89	43,075.37	0.00	33,112.11	82.31
	TOTAL EXPENDITURES	187,147.00	187,147.00	187,147.00	110,803.54	12,676.86	5,887.52	70,455.94	62.35
	NET OF REVENUES & EXPENDITURES	0.00	0.00	0.00	43,231.35	30,398.51	(5,887.52)	(37,343.83)	100.00

DDA Dumpster Guidelines

The purpose of establishing guidelines is to allow for dumpster use in the downtown block of the DDA District and yet maintain an aesthetically pleasing area.

We encourage collaborative use of the dumpsters among building owners, however the billing will no longer be allowed to go through the DDA. Representatives from Waste Management are willing to work with building owners to establish collaborative billing and develop a system that works.

East Parking Lot locations – A dumpster may be placed at the entrance to the North End of the East Parking Lot behind 115 Portage Ave. for use by the building owners on the north end and at the far north end of the upper level of the parking deck and on the south end of the lower level of the parking lot as well as one on Water Street.

West Parking lot building owners own the property up to Railroad drive and dumpsters may be placed on private property in a discrete location. We still encourage you to collaborate with your neighbors on the billing as it will save money and parking spaces. We will allow a dumpster to be placed in the City property located across from Belle Epoque as there is not space available immediately in front of that business.

**RESOLUTION PLEDGING TAX INCREMENT REVENUES FOR
CAPITAL IMPROVEMENT BONDS**

City of Three Rivers Downtown Development Authority
County of St. Joseph, State of Michigan

Minutes of a _____ meeting of the Board of the City of Three Rivers Downtown Development Authority, County of St. Joseph, State of Michigan, held on the ____ day of _____, 2013, at _____ .m., Eastern Daylight Time.

PRESENT: Member _____

ABSENT: Member _____

The following preamble and resolution were offered by Member _____ and supported by Member _____:

WHEREAS, pursuant to the provisions of Act 197, Public Acts of Michigan, 1975, as amended ("Act 197"), the City of Three Rivers Downtown Development Authority (the "DDA"), has determined that it is necessary and expedient to acquire and construct certain capital improvements in the Development Area of the DDA consisting generally of acquiring and constructing improvements for the Mural Mall Project, a publicly owned pedestrian park and gathering area, consisting generally of street lighting, street furniture, decorative concrete walkways, and an irrigation system, together with all related site improvements, furnishings, appurtenances and attachments thereto (the "Project"); and

WHEREAS, in order to obtain the lowest financing cost for the Project, it is necessary that the City of Three Rivers, County of St. Joseph, State of Michigan (the "City") issue its limited tax general obligation bonds pursuant to Act 34, Public Acts of Michigan, 2001, as amended, to pay part of the costs of the Project; and

WHEREAS, the DDA will pledge its tax increment revenues to the City in amounts sufficient to pay the debt service on the bonds; and

WHEREAS, the DDA agrees to provide to the City Commission a statement of the anticipated tax increment revenues for the period during which moneys must be set aside for the repayment of the bonds which the City is issuing to finance a portion of the cost of the Project.

NOW, THEREFORE, BE IT RESOLVED THAT:

1. The DDA hereby agrees to pay to the City from the tax increment revenues received by the DDA the amounts necessary to pay the principal and interest on the limited tax general obligation bonds to be issued by the City in an aggregate principal amount not to exceed One Hundred Ninety Thousand Dollars (\$190,000) (the "Bonds") when such principal and

interest come due. To the extent the City determines that it is in the best interest of the City to redeem all or any portion of the Bonds prior to maturity, and that the DDA has sufficient revenues to provide for same, the DDA shall prepay its obligations authorized herein. In the event the funds of the DDA are insufficient at any time to pay the principal of and interest on the Bonds as they come due, and the City pays such sums from its own funds, the DDA agrees to reimburse the City in whole for such payments from funds of the DDA as the same are received. The DDA further agrees to reimburse the City for any costs of the Project not financed from the proceeds of the Bonds, including the costs of issuance of the Bonds, any publication costs, and other costs incurred by the City associated with the design and acquisition of the Project.

2. The DDA hereby acknowledges that the City will issue its Bonds in reliance upon the agreement and promise of the DDA to pay to the City all of its available tax increment revenues up to the amounts necessary to pay the principal of and interest on the Bonds.

3. The DDA hereby certifies to the City that the current estimated tax increment revenues shown on Exhibit A attached hereto are the DDA's best good faith estimate of said revenues.

4. The DDA hereby covenants to take all actions within its control, to the extent permitted by law, necessary to maintain the exclusion of the interest on the Bonds from gross income for federal income tax purposes under the Internal Revenue Code of 1986, as amended, including but not limited to, actions relating to the rebate of arbitrage earnings and the expenditure and investment of proceeds of the Bonds and moneys deemed to be proceeds of the Bonds.

5. The Secretary of the DDA is directed to deliver a certified copy of this resolution to the City Clerk.

6. All resolutions and parts of resolutions insofar as they conflict with the provisions of this resolution be and the same hereby are rescinded.

AYES: Member _____

NAYS: Member _____

RESOLUTION DECLARED ADOPTED.

Secretary
City of Three Rivers
Downtown Development Authority

I hereby certify that the foregoing is a true and complete copy of a resolution adopted by the Board of the City of Three Rivers Downtown Development Authority, County of St. Joseph, State of Michigan, at a regular meeting held on _____, 2013, and that said meeting was conducted and public notice of said meeting was given pursuant to and in full compliance with the Open Meetings Act, being Act 267, Public Acts of Michigan, 1976, and that the minutes of said meeting were kept and will be or have been made available as required by said Open Meetings Act.

Secretary
City of Three Rivers
Downtown Development Authority

EXHIBIT A

[Attach projected tax increment revenues]

MILLER, CANFIELD, PADDOCK AND STONE, P.L.C.

21,119,073.2\089951-00047

**City of Three Rivers
Downtown Development Authority
Estimated Tax Incremental Revenues**

	Actual 2014	Estimated 2015	Estimated 2016	Estimated 2017	Estimated 2018	Estimated 2019	Estimated 2020	Estimated 2021	Estimated 2022	Estimated 2023	Estimated 2024
District 1 - Real Property Capture	13,001	13,261	13,526	13,797	14,073	14,354	14,641	14,934	15,233	15,538	15,849
District 2 - Real Property Capture	73,281	74,747	76,242	77,767	79,322	80,908	82,526	84,177	85,861	87,578	89,330
District 1 - Personal Property Capture	7,430	2,300	2,346	2,393	-	-	-	-	-	-	-
District 2 - Personal Property Capture	8,665	4,200	4,284	4,370	-	-	-	-	-	-	-
Total Tax Incremental Revenues	\$ 102,377	\$ 94,508	\$ 96,398	\$ 98,327	\$ 93,395	\$ 95,262	\$ 97,167	\$ 99,111	\$ 101,094	\$ 103,116	\$ 105,179

**DOWNTOWN DEVELOPMENT AUTHORITY
2013-2014 PROPOSED BUDGET**

5/28/2013

REVENUES		
Tax Collections from 1 mil		\$ 11,878
TIF Captures		100,849
Delinquent Tax Collections		250
Interest Earnings		2,000
Contributions from Private Sources	(Facade Imprv Program)	1,200
	City Support of Mall Opening	750
Reimbursements	(Waste Mgmt - East & West Side Refuse)	-
Fundraising/Sponsorships	Organizational Committee	1,000
	Promotions Committee (City Sponsor Mural Mall event of \$750 max)	3,000
	Design Committee	1,000
Miscellaneous		-
TOTAL PROPOSED REVENUES		\$ 121,927

EXPENDITURES		
General Maintenance Employee	(Budgeted for 1,300 hours annually)	\$ 14,633
General Maintenance Operating Budget	(Supplies \$1,000, Flowers \$2,000, Fuel/Repairs \$1,100)	4,100
	Design Committee Proposals	3,550
Legal Services - O'Connor		1,000
Memberships & Dues	(Main Street National Trust \$350, Michigan Downtown Assoc \$200)	550
Community Promotions	(Christmas Around Town- Carryforward fundraising monies)	526
	Promotions Committee Proposals	5,800
Electric - Downtown Lights	(Christmas Lights)	700
Printing & Advertising	Economic Restructing Committee Proposals	200
Training	(Required Main Street Associate Level Training)	500
	Organizational Committee Proposals	2,900
Contractual Services	(DDA Director (Chambers), \$25,000 and Website \$300)	25,300
Financial Services	(Administrative Fee to City for Core Services)	6,869
Refund & Rebates	(Privately Sponsored Facade Imprv Program \$1,200)	1,200
	Sign Rebates - 3	1,200
Capital Outlay		-
Debt - Payable to City of Three Rivers	(East Parking Lot \$44,928, Mural Mail \$23,460)	68,388
TOTAL EXPENDITURES		\$ 137,416

NET REVENUES (EXPENDITURES)	(15,489.00)
PROJECTED BEGINNING UNRESERVED FUND BALANCE	63,931
PROJECTED ENDING UNRESERVED FUND BALANCE	48,442
Projected Unreserved, Undesignated Fund Balance as a % of Budgeted Revenues	35.25%
Recommend Minimum Fund Balance (GFOA standard 15%)	\$ 18,289
Potential Amount Available	\$ 30,153