

Three Rivers Downtown Development Authority Agenda
Friday June 26, 2013, 8:00 AM

- 1. Call to order**
- 2. Roll Call**
- 3. Approval of Agenda**
- 4. Approval of May 31, 2013 Minutes and Committee Minutes**
- 5. Accept Financial Report**
- 6. Citizen Comments**
- 7. Action Items**
 - a. Approval of Budget
- 8. Discussion Items**
 - a. Mural Mall Update
 - b. Review DDA Brochure
 - c. Michigan Main Street Program Update
 - d. Dumpsters
 - e. Director's Review
- 9. Board Member Comments**
- 10. Director Comments**
- 12. Next Meeting – August 2, 2013**
- 14. Adjournment**

Meeting Minutes
Three Rivers Downtown Development Authority
May 31, 2013

1. Call to Order

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

Danielle Moreland

Doug Mitchell

Donna Grubbs

Tricia Meyer was absent.

3. Approval of Agenda

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

4. Approval of the May 3, 2013 Minutes

5. Approval of the Financial Report

It was moved by Grubbs and seconded by Johnston to accept the Minutes and Financial Report as presented. Motion passed 7-0.

6. Public Hearing on Budget

Chair Zimont opened the floor to public comment at 8:05 a.m. Hearing no comments, he closed the floor at 8:06 a.m.

7. Citizen Comments

There were no citizen comments.

8. Discussion Items

- a. Mural Mall Update – Steve Bishop with Fleis & Vandenbrink presented an update on the mural mall including a June 7th date for anticipated completion, current lights being at the lowest, warmest rating possible for an LED, damage to banner poles, curbs to be repaired and replaced, gaps in concrete. Discussion also included the type of trees planted in the mural mall area as well as free Wi-Fi provided by Frontier.
- b. Review DDA Brochure – Mitchell stated that the brochure was still a work in progress.
- c. Michigan Main Street Program Update – Director Trammell stated that training in Niles would take place on June 20, 2013. Trammell also stated that the Main Street Program is no providing assistance with the application process, if desired to move forward.
- d. Board Vacancy – Chair Zimont stated that the Organizational Committee was in the process for establishing a procedure for handling citizen interest forms. Zimont stated that the City Manager continues to make recommendations to the City Commission for appointments.

Moreland inquired about applicants' history and background relevant to serving on the DDA Board.

Shingledecker noted the need for diverse representation from the entire DDA district.

Moreland inquired about reaching via email.

Director Trammell stated that she would distribute the citizen interest form via email to those within the DDA district.

- e. Dumpster Guidelines – Chair Zimont stated that on July 1, 2013, a new billing process would be implemented and City enforced. Zimont noted that the new guidelines would be sent encouraging collaborative use by residents and business owners.

Business owner Tom Meyer inquired about the timing of the new guidelines.

- f. Open Meetings Act & Closed Sessions – DDA Attorney O'Connor reviewed the definition of a public body and the purpose and intent of a closed session. O'Connor noted topics, requirements and procedures for requesting a closed session according to the Open Meetings Act. Regarding employee performance, O'Connor also stated that the DDA Board needed to adopt meeting policies and guidelines to address procedures for handling citizen complaints vs. constructive criticism.

- g. Director Review – removed from the agenda for lack of time.

9. Action Items

a. Budget Resolutions

It was moved by Shingledecker and seconded by Bippus to adopt the resolution to submit the FY2014 budget to the City Commission.

By a roll call vote the motion passed 7-0. Resolution 2-2013 was adopted.

It was moved by Bippus and seconded by Grubbs to approve the resolution setting a millage rate of one mil.

By a roll call vote the motion passed 7-0. Resolution 3-2013 was adopted.

10. Board Member Comments

Chair Zimont noted board members attendance and leaving meetings before adjournment.

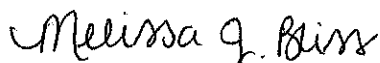
11. Director Comments

None

12. Adjournment

By Board consent, Chair Zimont adjourned the meeting at 9:35 a.m.

Respectfully submitted,



Melissa Bliss
City Clerk

THREE RIVERS DDA/MAIN STREET

Organization Committee Minutes

Tuesday, June 11, 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 and DDA Director Christy Trammell
Absent: Donna Grubbs & Lindsay Howes
3. Approval of the Agenda
The agenda was approved
4. Citizen Comment:
There were no citizen comments
5. Review Volunteer Applications (Tom Meyer) Tom was appointed to the Economic Restructuring Committee
6. Next Board Meeting – it was confirmed that our regularly scheduled meeting would be moved to Wednesday, June 26th at 8am
7. Michigan Main Street – Building Support – waiting for dates from Main Street staff for holding a Community Meeting.
8. Waste Service Changes – still waiting for information from WM, changing implementation date to August 1st.
9. Fundraising Efforts – draft letter reaching out to community for fundraising for entire year listing events and purchase items.
10. Next Meeting – July 9th 8am at City Hall
11. Adjournment

DDA Design Committee Meeting
Tuesday June 11, 2013
Chamber Office

These are minutes from the DDA Design Committee Meeting. Listed are the discussions from this meeting. No decisions have been made.

1. Call to order

2. Attendance- Nancy Boyce, Anna Smith, Georgina Shafer, Teresa Cytlak, Christy Trammell

3. Approval of Agenda

4. Citizen comments- none

5. Business

a. Murals

. Grant, Lindsey Howes looking in to a 50/50 Grant for \$10,000
Facade Improvement investors would possibly put in \$5,000
Tom Meyer has committed to \$2,500
with the Design Committee raising \$2,500
to meet the \$10,000 match portion of the 50/50 grant "if" we would get the grant. There are a lot
of applicants for this grant.

New paints they now use for murals last 20 years.

b. Skateboarders in Mural Mall:

Ordering signage about no Skateboarding to be placed in the Mural Mall.
In order for the Police to remove skateboarders, we must have signage.

c. Plaque for rock including tribute to Patty Lockwood. Discussed verbiage for plaque, to include
history of Mural Mall too

d. Banners for Main Street: Winter and Spring Banners. Discussed the need for additional
banners with the new light poles having brackets

e. Pergolas will be put up The week of June 17th.

d. Cameras installed in Mural Mall and working very well. People don't realize they are
on
camera, can be interesting!

6. Next Meeting- July 9th, 11:00 @ Chamber Office

7. Adjournment

Submitted by Teresa Cytlak

THREE RIVERS DDA/MAIN STREET

Promotions Committee Minutes

Thursday, June 12, 2013

54 ½ N. Main Street

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, Brandi DeRuiter, Tricia Meyer, Melissa Bliss, and Doug Mitchell.

Angel Johnston, Heather Martell and Deb Herring were absent.

3. Approval of Agenda & Minutes:

By consent the agenda and minutes were approved.

4. Citizen Comment:

There were no citizen comments to report.

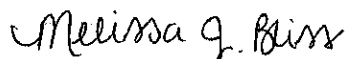
5. New Business:

- TR Community Pride Day – DDA Director Trammell sent follow up emails to all volunteers that indicated that they were interested in being a part of a committee, thank you letters were also sent to different organizations for their participation in the event. Trammell also stated that approximately 26 t-shirts have been sold.
 - Farmers' Market – Secretary Bliss noted the day/time of the Farmer's Market and elaborated on the partnership with the Paw Pack programs, increasing foot traffic to approximately 200. An updated vendor list would be distributed to the Chamber and Merchants Group.
 - Brochure/Billboard – Chair Meyer provided an update on the brochure including new colors, design and photos.
 - Upcoming Events – Sass in the City will be July 12th and more information will be provided by Mitchell.
 - Fundraising Events - Chair Meyer noted the fundraising efforts of the DDA as a whole. Discussion included using "Discover Downtown Again" as a theme for an upstairs/downstairs tour, charging admission.
 - Meet Me At The Mall Event – DDA Director Trammell will handle all invites and media, Fleis and VandenBrink Engineering will provide sponsorship to provide food and a tent from 5 p.m. – 7 p.m. Discussion also included a guest list, format for the evening, committee participation, and event time.
 - Arts, Eats, and Beats – Mitchell stated that Unibrow will be hosting their own event titled Arts, Eats, and Beats. Mitchell will follow up with the business to gather details.
- Mitchell left the meeting at 9:15 a.m.
- Heritage Walk/Tour – Discussion included a September event, working with the H.D.C, possibly including the Silliman House, City Hall, the post office, Commercial News, and Amber Myst.

6. Next Meeting – July 10, 2013

7. Adjournment – Chair Meyer adjourned the meeting at 9:39 a.m.

Respectfully Submitted,



Melissa J. Bliss

Secretary

THREE RIVERS DDA/MAIN STREET
Economic Restructuring Committee Minutes
Thursday, June 20, 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, Bob Sills, Tom Meyer and DDA Director Christy Trammell

Dave Allen was absent

3. Approval of the Agenda

The agenda was approved

4. Citizen Comment:

None

5. New Business:

a. Appoint Vice-Chair and Secretary

No appointments were made

b. Review Volunteer Recruitment Forms

None at this time

C. Destination Restaurant Recruitment: Discussed possible locations, making connections with realtors and incentives available to offer potential investors

6. Next Meeting – July 18th 8am at the Chamber Office

7. Adjournment

REVENUE AND EXPENDITURE REPORT FOR CITY OF THREE RIVERS
 PERIOD ENDING 05/31/2013

GL NUMBER	DESCRIPTION	2012-13		YTD BALANCE 05/31/2013	ACTIVITY FOR MONTH 05/31/2013	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	12,416.00	12,416.00	9,356.44	0.00	0.00	3,059.56	75.36
214-000-403.01	TAX INCREMENT FINANCING-PLAN	43,129.00	43,129.00	36,806.02	0.00	0.00	6,322.98	85.34
214-000-403.02	TAX INCREMENT FINANCING-Plan	15,549.00	15,549.00	10,000.30	0.00	0.00	5,548.70	64.31
214-000-403.03	TAX CAPTURE-BENTWATERS ONLY	74,466.00	74,466.00	76,667.16	0.00	0.00	(2,201.16)	102.96
214-000-407.00	DELINQUENT PERSONAL PROPERTY	500.00	500.00	126.24	5.21	0.00	373.76	25.25
214-000-437.00	PROPERTY TAX - IFT	145.00	145.00	24.91	0.00	0.00	120.09	17.18
214-000-445.00	PENALTIES - TAXES	31.00	31.00	86.61	7.25	0.00	(55.61)	279.39
214-000-665.00	INTEREST ON INVESTMENTS	20,000.00	20,000.00	1,304.96	0.00	0.00	18,695.04	6.52
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	0.00	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	6,914.26	796.89	0.00	(2,003.26)	140.79
Net - Dept 000		187,147.00	187,147.00	154,958.50	809.35	0.00	32,188.50	82.80

Dept 543-GENERAL ADMINISTRATIVE	DESCRIPTION	2012-13		YTD BALANCE 05/31/2013	ACTIVITY FOR MONTH 05/31/2013	ENCUMBERED YEAR-TO-DATE	UNENCUMBERED BALANCE	% BDGT USED
		ORIGINAL BUDGET	AMENDED BUDGET					
214-543-701.00	SALARIES/WAGES FULLTIME EMPLO	0.00	0.00	1,371.78	59.49	0.00	(1,371.78)	100.00
214-543-702.00	SALARIES/WAGES - PART TIME EM	13,260.00	13,260.00	4,639.55	642.50	0.00	8,620.45	34.99
214-543-715.00	FICA - EMPLOYERS SHARE	1,015.00	1,015.00	459.92	53.71	0.00	555.08	45.31
214-543-720.00	WORKERS COMPENSATION	338.00	309.00	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	1,044.50	200.47	0.00	2,378.06	71.30
214-543-741.00	FUEL - GAS & OIL	1,000.00	1,000.00	1,004.19	0.00	(450.21)	446.02	55.40
214-543-781.00	EQUIP MAINT SUPPLIES/PARTS	600.00	600.00	559.31	102.27	(291.88)	332.57	44.57
214-543-801.00	PROFESSIONAL FEES	5,000.00	5,000.00	1,531.86	570.00	2,543.14	925.00	81.50
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	351.80	225.30	0.00	(351.80)	100.00
214-543-880.00	COMMUNITY PROMOTIONS	3,000.00	4,000.00	3,346.30	177.75	0.00	653.70	83.66
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	749.01	20.66	0.00	(49.01)	107.00
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	35,295.67	1,420.54	0.00	(8,764.27)	122.88
214-543-940.00	LEASE OF PROPERTY/BUILDINGS	0.00	0.00	0.00	0.00	0.00	11,768.60	0.00
214-543-941.00	LEASE OF MOTOR VEHICLES	100.00	100.00	0.00	0.00	198.46	(198.46)	0.00
214-543-954.00	FINANCIAL SERVICES	7,081.00	7,081.00	6,490.88	590.08	0.00	100.00	0.00
214-543-959.00	TRAINING AND TUITION	2,500.00	3,000.00	2,528.53	0.00	0.00	590.12	91.67
214-543-964.00	REFUNDS AND REBATES	10,000.00	9,500.00	6,125.00	0.00	0.00	4,711.47	84.28
214-543-970.00	CAPITAL OUTLAY	41,951.00	41,951.00	390.00	0.00	0.00	3,375.00	64.47
Net - Dept 543-GENERAL ADMINISTRATIVE		(139,795.00)	(139,795.00)	(67,552.73)	(4,062.77)	(16,053.17)	(56,189.10)	59.81

Dept 905-DEBT SERVICE	DESCRIPTION	2012-13		YTD BALANCE 05/31/2013	ACTIVITY FOR MONTH 05/31/2013	ENCUMBERED YEAR-TO-DATE	UNENCUMBERED BALANCE	% BDGT USED
		ORIGINAL BUDGET	AMENDED BUDGET					
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	0.00	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)	0.00	0.00	(38.42)	99.92

REVENUE AND EXPENDITURE REPORT FOR CITY OF THREE RIVERS
 PERIOD ENDING 05/31/2013

GL NUMBER	DESCRIPTION	2012-13 ORIGINAL BUDGET	2012-13 AMENDED BUDGET	YTD BALANCE 05/31/2013	ACTIVITY FOR MONTH 05/31/2013	ENCUMBERED YEAR-TO-DATE	UNENCUMBERED BALANCE	% BUDGET USED
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Fund 214 - DOWNTOWN DEVELOPMENT AUTHORITY

Fund 214:								
TOTAL REVENUES		187,147.00	187,147.00	154,958.50	809.35	0.00	32,188.50	82.80
TOTAL EXPENDITURES		187,147.00	187,147.00	114,866.31	4,062.77	16,053.17	56,227.52	69.96
NET OF REVENUES & EXPENDITURES		0.00	0.00	40,092.19	(3,253.42)	(16,053.17)	(24,039.02)	100.00

Fund 214 DOWNTOWN DEVELOPMENT AUTHORITY

GL Number	Description	Current Year Beg. Balance	Balance
*** Assets ***			
214-000-001.00	CASH		
214-000-003.00	CASH EQUIVALENT INVESTMENTS	55,340.74	92,722.92
214-000-003.10	UNREALIZED GAIN OR LOSS	41,693.13	42,605.64
214-000-040.07	ACCOUNTS RECEIVABLE-REV LOAN	532.61	532.61
214-000-056.00	ACCRUED INTEREST RECEIVABLE	11,927.69	11,927.69
		55.79	55.79
Total Assets		109,549.96	147,844.65
*** Liabilities ***			
214-000-202.00	ACCOUNTS PAYABLE	2,871.84	19.00
214-000-289.00	UNEARNED REVENUES	0.00	400.00
Total Liabilities		2,871.84	419.00
*** 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			40,092.19
Ending Fund Balance			147,425.65
Total Liabilities And Fund Balance			147,844.65