

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

- 1. Call to order**
- 2. Roll Call**
- 3. Approval of Agenda**
- 4. Approval of February 1 & 12, 2013 Minutes and Committee Minutes**
- 5. Accept Financial Report**
- 6. Citizen Comments**
- 7. Presentation – Von Washington from Southwest Michigan First**
- 8. Discussion Items**
 - a. Mural Mall Update
 - b. Review DDA Brochure
 - c. Michigan Main Street Program Update
 - d. Review Proposed Budget
 - e. Mission Statement
 - f. Meeting Rules
- 9. Action Items**
 - a. Adopt Meeting Calendar
 - b. Appoint Chair, Vice Chair, Secretary & Treasurer
- 10. Board Member Comments**
- 11. Director Comments**
- 11. Next Meeting – April 5th**
- 12. Adjournment**

Meeting Minutes
Three Rivers Downtown Development Authority
February 1, 2013

1. Call to Order

The meeting was called to order by Chair Zimont at 8:10 a.m. at City Hall.

2. Roll Call

The following members were present at roll call:

Joe Bippus

Jeff Zimont

Donna Grubbs

Doug Mitchell

Danielle Moreland

Tricia Meyer, Patty Lockwood, Angel Johnston, and Paul Shingledecker were absent.

3. Approval of Agenda

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

The motion passed 5-0.

4. Approval of Minutes – January 4, 2013

5. Accept Financial Report

It was moved by Grubbs and seconded by Bippus to approve the January minutes and the December financial report.

The motion passed 5-0.

6. Citizen Comments

Tom Lowry, business owner at 22 N. Main, commented on Director Trammell's performance.

7. Discussion Items

- a. Mural Mall Update – Construction was on schedule, rebuilding would soon begin. Updates on the progress would be available for the media.
- b. Review DDA Brochure – A draft was presented for review.
- c. Michigan Main Street Program Update – The one page FAQ document was available. Discussion also included strategic planning and the 2014 budget. Emphasis was placed on developing partnerships between the public, private and government sectors.

8. Action Items - None

9. Board Member Comments

Moreland commented on meeting the needs of the public.

10. Director Comments

Director Trammell noted that the meeting for the Skate Park went well and a design concept was available for review.

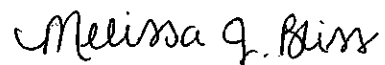
11. Next Meeting

The next meeting was scheduled for February 12, 2013 to discuss strategic planning and the next regularly scheduled meeting is on March 1, 2013.

12. Adjournment

Chair Zimont adjourned the meeting at 9:07 a.m.

Respectfully submitted,

A handwritten signature in cursive script that reads "Melissa G. Bliss".

Melissa Bliss
City Clerk

Meeting Minutes Amended
Three Rivers Downtown Development Authority
Strategic Planning Meeting
February 12, 2013

1. Call to Order

The meeting was called to order by Chair Zimont at 8:04 a.m. at the Chamber of Commerce.

2. Roll Call

The following members were present at roll call:

Joe Bippus	Jeff Zimont
Donna Grubbs	Doug Mitchell
Danielle Moreland	Paul Shingledecker
Angel Johnston	Tricia Meyer
Patty Lockwood	

3. Approval of Agenda

4. Citizen Comments

Anna Smith

~~Anna Sullivan~~ commented on the DDA's involvement in the Michigan Main Street Program again.

5. Financial Overview

City Treasurer Cathy Lawson presented a proposed DDA 2013/14 Budget. Discussion included elimination of PPT, TIF Captures, and alternative revenue sources including fundraising.

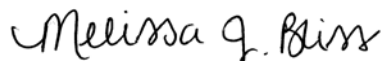
6. Committee Proposals

- a. Organizational Committee – Joe Bippus presented information on Main Street Awareness Initiative and Training Program through community meetings, volunteer training, and speaking engagements. Bippus also presented information on DDA Extension Area Committees.
- b. Design Committee – Patty Lockwood presented proposed purchases for 2013/14.
- c. Promotions Committee – Doug Mitchell presented a list of events and costs associated with hosting the events as well as volunteers needed.
- d. Economic Restructuring Committee – Danielle Mooreland addressed business 131 route through downtown, and destination restaurant recruitment.
- e. Director's Requests- Director Trammel noted Michigan Downtown Association Conferences and trainings and Main Street Select Level planning.

7. Adjournment

Chair Zimont adjourned the meeting at 12:15 p.m.

Respectfully submitted,



Melissa Bliss
City Clerk

THREE RIVERS DDA/MAIN STREET

Promotions Committee Minutes

Wednesday, February 13, 203

Chamber Office

1. Call to Order:
The meeting was called to order by Chairman Doug Mitchell at 8:00a.m.
2. Roll Call:
The following members were present: Christy Trammell, Angel Johnston, Tricia Meyer , Doug Mitchell, Melissa Bliss and Heather Martell. Tom Toole was absent.
3. Approval of Agenda:
Agenda was approved.
4. Citizen Comment:
There were no citizen comments to report.
5. New Business:
 - No new Volunteer Recruitment Forms to date. Doug requested that Committee Members each bring one new volunteer form to next month's meeting.
 - The Strategic Planning Meeting was discussed and all DDA members that were present concurred that it was a very successful productive meeting.
 - Event calendar was discussed and the next event falling under the Promotion Committee is the "Three Rivers Pride Day" on May 11th. Doug asked that Melissa and Angel come to next month's meeting with a Plan of Action detailing projected costs and scope of week. There was positive feedback regarding the high school students getting more involved and there was also discussion about having the flowers purchased through the local elementary schools to help support their fundraising efforts, etc. Fundraising efforts on behalf of the DDA was also discussed as we as well as other Main Street Committees are up against a budget "shortfall" for this year and therefore the Promotion Committee will need to think outside the box in terms of raising money to fund projects, etc.
- 6: Next Meeting:
March 13th 8 a.m. Chamber Office

Fund 214 DOWNTOWN DEVELOPMENT AUTHORITY

GL Number	Description	Current Year Beg. Balance	Balance
*** Assets ***			
214-000-001.00	CASH	55,340.74	70,322.22
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	841.60
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	125,628.01
*** 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			18,294.55
Ending Fund Balance			125,628.01
Total Liabilities And Fund Balance			125,628.01

REVENUE AND EXPENDITURE REPORT FOR CITY OF THREE RIVERS
 PERIOD ENDING 01/31/2013

GL NUMBER	DESCRIPTION	2012-13		ACTIVITY FOR MONTH 01/31/2013	ENCUMBERED YEAR-TO-DATE	UNENCUMBERED BALANCE	% BODGT 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	133.03	0.00	3,287.98	73.52
214-000-403.01	TAX INCREMENT FINANCING-PLAN	43,129.00	43,129.00	0.00	0.00	18,441.52	57.24
214-000-403.02	TAX INCREMENT FINANCING-Plan	15,549.00	15,549.00	0.00	0.00	10,416.72	33.01
214-000-403.03	TAX CAPTURE-BENTWATERS ONLY	74,466.00	74,466.00	0.00	0.00	23,064.06	69.03
214-000-407.00	DELINQUENT PERSONAL PROPERTY	500.00	500.00	0.00	0.00	410.37	17.93
214-000-437.00	PROPERTY TAX - IFT	145.00	145.00	0.00	0.00	145.00	0.00
214-000-445.00	PENALTIES - TAXES	31.00	31.00	5.30	0.00	(13.65)	144.03
214-000-665.00	INTEREST ON INVESTMENTS	20,000.00	20,000.00	0.00	0.00	19,367.76	3.16
214-000-676.16	CONTRIBUTION FROM PRIVATE SOU	0.00	0.00	(400.00)	0.00	(2,400.00)	100.00
214-000-677.00	REIMBURSEMENTS	13,000.00	13,000.00	811.60	0.00	5,848.40	55.01
214-000-688.07	MISC REV - XMAS AROUND TOWN	3,000.00	3,000.00	(250.00)	0.00	(345.00)	111.50
214-000-694.00	OTHER REVENUES	4,911.00	4,911.00	500.00	0.00	3,711.00	24.43
Net - Dept 000		187,147.00	187,147.00	799.93	0.00	81,934.16	56.22
Dept 543-GENERAL ADMINISTRATIVE							
214-543-701.00	SALARIES/WAGES FULLTIME EMPLO	0.00	0.00	80.84	0.00	(1,312.29)	100.00
214-543-702.00	SALARIES/WAGES - PART TIME EM	13,260.00	13,260.00	477.50	0.00	10,445.45	21.23
214-543-715.00	FICA - EMPLOYERS SHARE	1,015.00	1,015.00	42.73	0.00	699.27	31.11
214-543-720.00	WORKERS COMPENSATION	338.00	338.00	309.00	0.00	29.00	91.42
214-543-725.00	PHYSICAL EXAMINATIONS	200.00	200.00	0.00	250.00	(50.00)	125.00
214-543-728.00	POSTAGE	0.00	0.00	0.00	0.00	(1.30)	100.00
214-543-729.00	PRINTING	600.00	600.00	0.00	0.00	578.82	3.53
214-543-740.00	GENERAL PLANT SUPPLIES	4,800.00	4,800.00	0.00	0.00	3,989.52	16.89
214-543-741.00	FUEL - GAS & OIL	1,000.00	1,000.00	29.14	0.00	698.93	30.11
214-543-781.00	EQUIP MAINT SUPPLIES/PARTS	600.00	600.00	0.00	(160.46)	320.13	46.65
214-543-801.00	PROFESSIONAL FEES	5,000.00	5,000.00	0.00	0.00	4,525.00	9.50
214-543-803.00	DUES AND MEMBERSHIPS	550.00	550.00	0.00	0.00	0.00	100.00
214-543-869.00	MEALS	0.00	0.00	0.00	0.00	0.00	0.00
214-543-870.00	TRAVEL EXPENSE	0.00	0.00	0.00	0.00	(114.22)	100.00
214-543-880.00	COMMUNITY PROMOTIONS	3,000.00	4,000.00	0.00	0.00	(126.50)	100.00
214-543-901.00	ADVERTISING	1,800.00	800.00	300.00	0.00	831.45	79.21
214-543-921.00	ELECTRIC	700.00	700.00	0.00	0.00	625.00	21.88
214-543-931.00	GENERAL REPAIRS	7,000.00	7,000.00	24.51	0.00	555.36	20.66
214-543-936.00	CONTRACTUAL SERVICES	38,300.00	38,300.00	0.00	10,570.44	7,000.00	0.00
214-543-941.00	LEASE OF MOTOR VEHICLES	100.00	100.00	5,472.21	0.00	4,225.08	88.97
214-543-954.00	FINANCIAL SERVICES	7,081.00	7,081.00	0.00	0.00	100.00	0.00
214-543-959.00	TRAINING AND TUITION	2,500.00	3,000.00	590.08	0.00	2,950.44	58.33
214-543-964.00	REFUNDS AND REBATES	10,000.00	9,500.00	2,014.28	0.00	471.47	84.28
214-543-970.00	CAPITAL OUTLAY	41,951.00	41,951.00	400.00	0.00	3,375.00	64.47
Net - Dept 543-GENERAL ADMINISTRATIVE		(139,795.00)	(139,795.00)	(9,740.29)	(10,659.98)	(81,376.61)	41.79
Dept 905-DEBT SERVICE							
214-905-991.00	PRINCIPAL PAYMENTS	30,454.00	30,454.00	0.00	0.00	(0.10)	100.00
214-905-995.00	INTEREST EXPENSE	16,837.00	16,837.00	0.00	0.00	8,161.51	51.53
214-905-998.00	PAYING AGENT FEES	61.00	61.00	0.00	0.00	30.71	49.66
Net - Dept 905-DEBT SERVICE		(47,352.00)	(47,352.00)	0.00	0.00	(8,192.12)	82.70

REVENUE AND EXPENDITURE REPORT FOR CITY OF THREE RIVERS
 PERIOD ENDING 01/31/2013

GL NUMBER	DESCRIPTION	2012-13		2012-13		END BALANCE 01/31/2013	ACTIVITY FOR MONTH 01/31/2013	ENCUMBERED YEAR-TO-DATE	UNENCUMBERED BALANCE	% BDGT USED
		ORIGINAL BUDGET	AMENDED BUDGET	AMENDED BUDGET	01/31/2013					

Fund 214 - DOWNTOWN DEVELOPMENT AUTHORITY

Fund 214:

TOTAL REVENUES		187,147.00	187,147.00	187,147.00	105,212.84	799.93	0.00	81,934.16	56.22
TOTAL EXPENDITURES		187,147.00	187,147.00	86,918.29	9,740.29	9,740.29	10,659.98	89,568.73	46.44
NET OF REVENUES & EXPENDITURES		0.00	0.00	18,294.55	(8,940.36)	(8,940.36)	(10,659.98)	(7,634.57)	100.00

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

2/27/2013

REVENUES

Tax Collections from 1 mil		\$ 11,763
TIF Captures		102,134
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)	3,750
	Design Committee	1,000
Miscellaneous		-

TOTAL PROPOSED REVENUES \$ 123,847

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)	176
	Promotions Committee Proposals	5,800
Electric - Downtown Lights	(Christmas Lights)	700
Printing & Advertising	Economic Restructuring Committee Proposals	200
Training	(Required Main Street Associate Level Training)	500
Contractual Services	{DDA Director (Chambers), \$25,0000, Waste Mgmt \$15,000, 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
Training	Organizational Committee Proposals	2,900
Capital Outlay		-
Debt - Payable to City of Three Rivers	(East Parking Lot \$44,928, Mural Mall \$23,460)	68,388

TOTAL EXPENDITURES \$ 137,066

NET REVENUES (EXPENDITURES) (13,219.00)

PROJECTED BEGINNING FUND BALANCE 49,235
PROJECTED ENDING FUND BALANCE 36,016

Projected Unreserved, Undesignated Fund Balance as a % of Budgeted Revenues 29.08%

Strategic Planning Proposals

	Total Expenditures Requested	Total Fundraising/ Sponsorships	Total Expenditures Recommended	Total Fundraising/ Sponsorships
Executive Committee Proposals		1,000.00		1,000.00
Main Street Awareness & Training	600.00	-	500.00	-
DDA Extension Committees & Training	3,000.00	-	2,400.00	-
	<u>\$ 3,600.00</u>	<u>\$ 1,000.00</u>	<u>\$ 2,900.00</u>	<u>\$ 1,000.00</u>
Design Committee Proposals		1,000.00		1,000.00
Holispheres for the tree	300.00	-	300.00	-
Christmas Lights	200.00	-	200.00	-
Garland for Poles & Pergola	950.00	-	500.00	-
Winter Banners	750.00	-	750.00	-
Planters	2,800.00	-	1,800.00	-
12-5ft Snowflake Decorations	4,856.00	-		-
	<u>\$ 9,856.00</u>	<u>\$ 1,000.00</u>	<u>\$ 3,550.00</u>	<u>\$ 1,000.00</u>
Economic Restructuring Committee Proposals				
Destintation Restaurant	200.00	-	200.00	-
Relocating 131	-	-	-	-
	<u>\$ 200.00</u>	<u>\$ -</u>	<u>\$ 200.00</u>	<u>\$ -</u>
Promotions Committee Proposals	-	3,750.00	-	3,750.00 *
Snow Festival	200.00	-	200.00	-
Pride Day	100.00	-	100.00	-
Mall Grand Opening Celebration*	1,500.00	-	1,500.00	-
Christmas Around Town	7,923.00	-	4,000.00	-
	<u>\$ 9,723.00</u>	<u>\$ 3,750.00</u>	<u>\$ 5,800.00</u>	<u>\$ 3,750.00</u>
DDA Directors Proposal	1,400.00	-	-	-
	<u>\$ 1,400.00</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
TOTALS	<u>\$ 24,779.00</u>	<u>\$ 5,750.00</u>	<u>\$ 12,450.00</u>	<u>\$ 5,750.00</u>
Net Expenditures to DDA		<u><u>\$ 19,029.00</u></u>		<u><u>\$ 6,700.00</u></u>

*City will sponsor up to \$750 for the Mall Grand Reopening Event

PROPOSED MISSION STATEMENT FOR DDA

The Three Rivers Downtown Development Authority exists to create an environment within the District to inspire public and private investment; to attract and provide local residents a vibrant space to explore; and to foster and strengthen connections between city government and local citizens to boost commerce in the District. The DDA further seeks to maintain our distinctive sense of community while enhancing our Main Street atmosphere.

MEETING RULES

So as not to be disruptive to the Board and to other members of the public, the following guidelines will apply:

A. Attendance

All public meetings are open to the public and to all those who wish to attend.

B. Comments

- a. Any audience member has a right to speak and address the meeting during the designated citizen's comment segment of the meeting.
- b. The Chairman of the Board has a right to limit time for speaking to three minutes per person or any other time period set by the Board.
- c. No member of the public has a right to interrupt the proceedings or to speak out of turn. The Chairman of the Board has a right to call such a person out of order and require them to be quiet and seated.
- d. The Chairman of the Board has a right to have a member of the audience removed if their actions constitute a breach of the peace.

C. Videotaping

- a. Videotaping by any member of the audience is permitted during a public meeting but the camera equipment must be located at the rear of the meeting room so as not to disrupt the proceedings or cause an obstruction between audience members and the Board.

D. Photographing

- a. Photographs are permitted by any member of the public during a public meeting but shall be taken from the rear of the room so as to not disrupt the proceedings or cause obstruction between other audience members and the Board.

Three Rivers DDA 2013/14 Meeting Schedule

April 5

May 3

June 7

June 28

August 2

September 6

October 4

November 1

December 6

January 3

February 7

DDA Strategic Planning February 11, 8-12pm

March 7