

**Three Rivers Downtown Development Authority Agenda**  
**Friday September 6, 2013, 8:00 AM**

- 1. Call to order**
- 2. Roll Call**
- 3. Approval of Agenda**
- 4. Approval of August 2, 2013 Minutes and Committee Minutes**
- 5. Accept Financial Report**
- 6. Citizen Comments**
- 7. Director's Comments**
- 8. Discussion Items**
  - a. Michigan Main Street
  - b. Brochure Delivery
  - c. Board Position
- 9. Action Items**
  - a. Main Street Letter of Intent
  - b. Main Street Lights
- 10. Miscellaneous**
- 12. Next Meeting – October 4, 2013**
- 14. Adjournment**

Meeting Minutes  
Three Rivers Downtown Development Authority  
August 2, 2013

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:

Joe Bippus

Jeff Zimont

Danielle Moreland

Tricia Meyer

Angel Johnston

Doug Mitchell

Donna Grubbs and Paul Shingledecker were absent.

3. Approval of Agenda

4. Approval of the May 31, 2013 Minutes

It was moved by Bippus and seconded by Johnston to approve the agenda and minutes. Motion passed 6-0.

5. Financial Report

None

6. Citizen Comments

There were no citizen comments.

7. Director's Comments

a. Mural Mall Paintings

Director Trammell stated that 2 grant applications had been submitted and private donations were being received for the "Paint the Town" campaign. Trammell also stated that she met with the artist Conrad Kaufman and a community gathering will be hosted to obtain community input.

Discussion included: procedures for applying for grants, fundraising campaigns, and project priorities. Chair Zimont noted the need for Board direction.

City Manager Bippus stated that an agreement between the City and the building owners would be made prior to any painting.

b. Dumpster Program

Director Trammell stated that Waste Management will direct bill building owners and contracts will be distributed by Trammell to each building owner; looking for a smooth transition. Prior notice about the program change will be given before contracts are distributed.

c. Michigan Main Street

Training will take place next week in Wayland and is required to stay at the associate level.

d. Fundraising/Solicitation Letter

Director Trammell will email a copy of the draft letter to all DDA Board members for review. Trammell will also include a copy of the new brochure with the letter when distributing them to area businesses.

8. Discussion Items

- a. Board Vision & DDA Vacancy – Chair Zimont asked the DDA Board what their perception of the DDA Board was by the community. Zimont noted that public records and recent media attention reflected negative comments being made at public meetings, among City board members, and in the community. Zimont also commented on the composition of the DDA Board and noting the separation between property owners vs. non-property owners. Zimont also stated that diversity among the DDA board was strength. Discussion included focusing on the positive; new brochure, new community events, full time director.
- b. Contract with Chamber – After a recent conversation with the Chamber, they would like to separate their Executive Director from the DDA. Discussion included funding for a full time DDA Director as a City employee, timing and implementation.

9. Miscellaneous

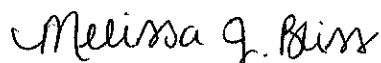
- a. Lighting – Chair Zimont stated that the design engineers provided a modification option for the current lights but a cost estimate was not included. Discussion included review a cost estimate prior to making any changes. It was also noted that citizen complaints were not coming before the full DDA Board by the individuals making the complaint.

Mitchell left the meeting at 9:16 a.m.

10. Adjournment

By Board consent, Chair Zimont adjourned the meeting at 9:18 a.m.

Respectfully submitted,



Melissa Bliss  
City Clerk

Three Rivers DDA Organizational Committee

Minutes of August 13, 2013

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, Cathy Lawson, Christy Trammell, Joe Bippus, and Lindsay Oswald. Donna Grubbs was absent.

2. Approval of Agenda

The agenda was approved by consent.

3. Citizen Comments

There were no citizen comments.

4. Sub-committee for Greater Footprint

The committee discussed the purpose of communication, opinion gathering, and outreach. It was noted that the Citizen Council could serve the purpose.

5. Michigan Main Street – Wayland Training

The committee discussed resources available once the group moved forward in the Main Street program. The general consensus was that it was time to move forward with a timeline to be presented at the next DDA meeting.

6. Fundraising Efforts

The Committee reviewed the letter. Trammell would email it out to the DDA board.

7. Zimont adjourned the meeting at 9:29 a.m.

Respectfully submitted,

Lindsay Oswald  
Secretary

## THREE RIVERS DDA/MAIN STREET

### Promotions Committee Minutes

Wednesday, August 14, 2013

1. Call to Order:

The meeting was called to order by Chair Meyer at 8:06 a.m.

2. Roll Call:

The following members were present: Christy Trammell, Brandi DeRuiter, Tricia Meyer, Melissa Bliss, and Deb Herring.

Heather Martell, Doug Mitchell, and Angel Johnston 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.

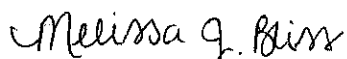
5. New Business:

- Brochure/Billboard – Chair Meyer distributed copies of the final brochure. DDA Board Members will be given the brochures to assist with local distribution.
- Image Development/Relationship Growth
  - a. DDA Footprint – Meet and Greet – Discussion included the need to gather all business within the District to reintroduce board members, committee members and benefits of being in the district.
  - b. Image materials for businesses – To be coordinated with the rescheduled Main Street Presentation.
- Review of Fundraising per Strategic Planning Proposals - Discussion included proposed budgets for each planned event for committee review and approval.
- Upcoming Events
  - a. Heritage Walking Tour – Discussion included moving the date to September 22<sup>nd</sup>, printing brochures, \$10 admission for adults, possible scavenger hunt incorporated into the event.
  - b. Christmas Around Town – Discussion included the need for community partnerships, budget for the one day event.
  - c. Chill Out – Discussion included amount available for spending.
  - d. Community Pride Day – Bliss and Trammell will chair TR Community Pride Day 2014.
- Arts, Eats, and Beats – Nothing to report.
- Farmers' Market – DeRuiter reported positive feedback and stated that weekly numbers were being tracked for a final evaluation at the end of the season.

6. Next Meeting – September 11, 2013

7. Adjournment – Chair Meyer adjourned the meeting at 9:48 a.m.

Respectfully Submitted,



Melissa J. Bliss

Secretary

Fund 214 DOWNTOWN DEVELOPMENT AUTHORITY

GL Number	Description	Current Year Beg. Balance	Balance
*** Assets ***			
214-000-001.00	CASH	75,788.27	72,432.91
214-000-003.00	CASH EQUIVALENT INVESTMENTS	42,710.21	42,710.21
214-000-003.10	UNREALIZED GAIN OR LOSS	532.61	532.61
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	11,927.69	11,927.69
214-000-056.00	ACCRUED INTEREST RECEIVABLE	55.79	55.79
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
<b>Total Assets</b>		<b>134,302.37</b>	<b>127,659.21</b>
*** Liabilities ***			
214-000-202.00	ACCOUNTS PAYABLE	3,617.94	241.97
214-000-202.10	ENCUMBRANCE PAYABLE	0.00	0.00
214-000-214.01	DUE TO GENERAL FUND	0.00	0.00
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
<b>Total Liabilities</b>		<b>4,737.32</b>	<b>641.97</b>
*** Fund Balance ***			
214-000-365.00	RESERVE FOR ENCUMBRANCES	0.00	0.00
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
<b>Total Fund Balance</b>		<b>107,333.46</b>	<b>107,333.46</b>
<b>Beginning Fund Balance - 12-13</b>			<b>107,333.46</b>
<b>Net of Revenues VS Expenditures - 12-13</b>			<b>22,231.59</b>
<b>*12-13 End FB/13-14 Beg FB</b>		<b>129,565.05</b>	
<b>Net of Revenues VS Expenditures - Current Year</b>			<b>(2,547.81)</b>
<b>Ending Fund Balance</b>			<b>127,017.24</b>
<b>Total Liabilities And Fund Balance</b>			<b>127,659.21</b>

\* Year Not Closed

REVENUE AND EXPENDITURE REPORT FOR CITY OF THREE RIVERS

GL NUMBER	DESCRIPTION	PERIOD ENDING 07/31/2013		YTD BALANCE 07/31/2013	ACTIVITY FOR MONTH 07/31/2013	ENCUMBERED YEAR-TO-DATE	UNENCUMBERED BALANCE	% BUDGET USED
		2013-14 ORIGINAL BUDGET	2013-14 AMENDED BUDGET					

<b>Fund 214 - DOWNTOWN DEVELOPMENT AUTHORITY</b>								
<b>Dept 000</b>								
214-000-403.00	CURRENT PROPERTY TAXES	11,732.00	11,732.00	0.00	0.00	0.00	11,732.00	0.00
214-000-403.01	TAX INCREMENT FINANCING-PLAN	20,140.00	20,140.00	0.00	0.00	0.00	20,140.00	0.00
214-000-403.02	TAX INCREMENT FINANCING-Plan	6,261.00	6,261.00	0.00	0.00	0.00	6,261.00	0.00
214-000-403.03	TAX CAPTURE-BENTWATERS ONLY	74,448.00	74,448.00	0.00	0.00	0.00	74,448.00	0.00
214-000-407.00	DELINQUENT PERSONAL PROPERTY	200.00	200.00	2.02	2.02	0.00	197.98	1.01
214-000-437.00	PROPERTY TAX - IFT	146.00	146.00	0.00	0.00	0.00	146.00	0.00
214-000-445.00	PENALTIES - TAXES	50.00	50.00	2.64	2.64	0.00	47.36	5.28
214-000-665.00	INTEREST ON INVESTMENTS	2,000.00	2,000.00	0.00	0.00	0.00	2,000.00	0.00
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	120.00	120.00	0.00	(120.00)	100.00
214-000-688.05	MISC REVENUE - FUNDRAISING	5,750.00	5,750.00	0.00	0.00	0.00	5,750.00	0.00
214-000-688.06	MISCELLANEOUS REVENUE - PAINT THE TO	0.00	0.00	135.00	135.00	0.00	(135.00)	100.00
214-000-694.00	OTHER REVENUES	0.00	0.00	211.29	211.29	0.00	(211.29)	100.00
<b>Net - Dept 000</b>		<b>121,927.00</b>	<b>121,927.00</b>	<b>470.95</b>	<b>470.95</b>	<b>0.00</b>	<b>121,456.05</b>	<b>0.39</b>

<b>Dept 543-GENERAL ADMINISTRATIVE</b>								
214-543-702.00	SALARIES/WAGES - PART TIME EM	13,000.00	13,000.00	816.75	816.75	0.00	12,183.25	6.28
214-543-715.00	FICA - EMPLOYERS SHARE	995.00	995.00	62.49	62.49	0.00	932.51	6.28
214-543-720.00	WORKERS COMPENSATION	438.00	438.00	0.00	0.00	0.00	438.00	0.00
214-543-725.00	PHYSICAL EXAMINATIONS	200.00	200.00	0.00	0.00	(91.00)	291.00	(45.50)
214-543-740.00	GENERAL PLANT SUPPLIES	3,000.00	3,000.00	(40.00)	(40.00)	0.00	2,935.80	2.14
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	0.00	0.00	0.00	500.00	0.00
214-543-781.00	EQUIP MAINT SUPPLIES/PARTS	500.00	500.00	0.00	0.00	0.00	500.00	0.00
214-543-801.00	PROFESSIONAL FEES	1,000.00	1,000.00	0.00	0.00	5,000.00	(4,000.00)	500.00
214-543-803.00	DUES AND MEMBERSHIPS	550.00	550.00	0.00	0.00	0.00	550.00	0.00
214-543-880.00	COMMUNITY PROMOTIONS	6,326.00	6,326.00	0.00	0.00	0.00	6,326.00	0.00
214-543-901.00	ADVERTISING	200.00	200.00	0.00	0.00	0.00	200.00	0.00
214-543-921.00	ELECTRIC	700.00	700.00	20.00	20.00	0.00	680.00	2.86
214-543-936.00	CONTRACTUAL SERVICES	25,300.00	25,300.00	1,587.52	1,587.52	0.00	16,149.48	36.17
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	572.00	572.00	0.00	6,297.00	8.33
214-543-959.00	TRAINING AND TUITION	3,400.00	3,400.00	0.00	0.00	0.00	3,400.00	0.00
214-543-964.00	REFUNDS AND REBATES	2,400.00	2,400.00	0.00	0.00	0.00	2,400.00	0.00
<b>Net - Dept 543-GENERAL ADMINISTRATIVE</b>		<b>(69,028.00)</b>	<b>(69,028.00)</b>	<b>(3,018.76)</b>	<b>(3,018.76)</b>	<b>(12,576.20)</b>	<b>(53,433.04)</b>	<b>22.59</b>

<b>Dept 905-DEBT SERVICE</b>								
214-905-991.00	PRINCIPAL PAYMENTS	44,876.00	44,876.00	0.00	0.00	0.00	44,876.00	0.00
214-905-995.00	INTEREST EXPENSE	23,392.00	23,392.00	0.00	0.00	0.00	23,392.00	0.00
214-905-998.00	PAYING AGENT FEES	120.00	120.00	0.00	0.00	0.00	120.00	0.00
<b>Net - Dept 905-DEBT SERVICE</b>		<b>(68,388.00)</b>	<b>(68,388.00)</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>(68,388.00)</b>	<b>0.00</b>

<b>Fund 214:</b>								
<b>TOTAL REVENUES</b>		<b>121,927.00</b>	<b>121,927.00</b>	<b>470.95</b>	<b>470.95</b>	<b>0.00</b>	<b>121,456.05</b>	<b>0.39</b>

REVENUE AND EXPENDITURE REPORT FOR CITY OF THREE RIVERS

PERIOD ENDING 07/31/2013

GL NUMBER	DESCRIPTION	2013-14 ORIGINAL BUDGET	2013-14 AMENDED BUDGET	YTD BALANCE 07/31/2013	ACTIVITY FOR MONTH 07/31/2013	ENCUMBERED YEAR-TO-DATE	UNENCUMBERED BALANCE	% BDGT USED
<b>Fund 214 - DOWNTOWN DEVELOPMENT AUTHORITY</b>								
<b>TOTAL EXPENDITURES</b>		137,416.00	137,416.00	3,018.76	3,018.76	12,576.20	121,821.04	11.35
<b>NET OF REVENUES &amp; EXPENDITURES</b>		(15,489.00)	(15,489.00)	(2,547.81)	(2,547.81)	(12,576.20)	(364.99)	97.64



**DOWNTOWN DEVELOPMENT AUTHORITY  
2015 PROJECTED BUDGET**

<b>REVENUES (Estimated on FY2014 Budgeted Figures)</b>			
Tax Collections from 1 mil		\$ 11,878	\$ 11,878
TIF Captures		\$ 102,377	\$ 102,377
Interest Earnings		\$ 2,000	\$ 2,000
Fundraising/Sponsorships		\$ -	\$ -
Miscellaneous		\$ -	\$ -
<b>TOTAL PROPOSED REVENUES</b>		<b>\$ 116,255</b>	<b>\$ 116,255</b>
<b>EXPENDITURES</b>			
DDA Director	City Employee	\$ 59,200	Chamber Employee \$ 42,250
Salary	35,000.00		35,000
Fica	2,450.00		2,450
Health	13,000.00		3,000
Retirement	8,000.00		1,050.00
Worker's Comp	750.00		750.00
General Maintenance Employee (as a City Employee)		\$ 14,345	\$ 14,345
Salary (1,300 annual hours)	13,000.00		
Fica	995.00		
Worker's Comp	350.00		
General Maintenance Operating Budget		\$ 5,000	\$ 5,000
Supplies	1,000.00		
Fuel/Repairs	2,000.00		
Flowers	2,000.00		
Legal Services - O'Connor		\$ 1,000	\$ 1,000
Memberships & Dues	(Main Street National Trust \$350, Michigan Downtown Assoc \$200)	\$ 550	\$ 550
Electric	(Christmas Lights)	\$ 700	\$ 700
Training	(Required Main Street Associate Level Training)	\$ 500	\$ 500
Contractual Services	(Website \$300)	\$ 300	\$ 300
Financial Services	(Administrative Fee to City for Core Services)	\$ 6,869	\$ 6,869
Refund & Rebates		\$ -	\$ -
Capital Outlay		\$ -	\$ -
Debt Service	(East Parking Lot \$42,767*, Mural Mall \$20,927)	\$ 63,694	\$ 63,694
Payable to city			
	<b>Organizational Committee Proposals</b>	\$ -	\$ -
	<b>Design Committee Proposals</b>	\$ -	\$ -
	<b>Promotions Committee Proposals</b>	\$ -	\$ -
	-Christmas Around Town		
	<b>Economic Restructing Committee Proposals</b>	\$ -	\$ -
<b>TOTAL EXPENDITURES</b>		<b>\$ 152,158</b>	<b>\$ 135,208</b>
<b>NET REVENUES (EXPENDITURES)</b>		<b>\$ (35,903)</b>	<b>\$ (18,953)</b>
<b>PROJECTED BEGINNING FUND BALANCE</b>		<b>\$ 33,980</b>	<b>\$ 33,980</b>
<b>PROJECTED ENDING FUND BALANCE</b>		<b>\$ (1,923)</b>	<b>\$ 15,027</b>
<b>Projected Unreserved, Undesignated Fund Balance</b>			
<b>as a % of Budgeted Revenues</b>		<b>\$ (0)</b>	<b>\$ 0</b>
Recommend Minimum Fund Balance (GFOA standard 15% of budgeted revenues)		\$ 17,438	\$ 17,438