

**DOWNTOWN DEVELOPMENT AUTHORITY
LAWRENCE VILLAGE HALL
February 28, 2018**

Present: Dave Quick, Kim Thompson, Steve Petersen, Dale Gribler, Don Hanson, Mary Webster
Absent: Roy Cogar, Gary Barton (one open position)
Also: Dan Faulkner, Jan Petersen, Many others

Motion by Webster, Support by Quick to approve the Minutes from January 24, 2018 as presented. All aye. Motion carried.

Richard Schramm presented the revised architectural proposal for the new park band stand. People in attendance were excited the band stand is being rebuilt after almost 20 years. Comments/concerns raised:

1. Too narrow. Recommend increase of size from 12' x 24' to 16' x 24'
2. ADA ramp is very long with no railing. Recommend changing from 1x5 pitch to 1x12 and add railings.
3. Current plan shows the ramp entrance to the west. Recommend changing to the east side.
4. Stage side includes a post in the center of the stage. Recommend changing to 2 posts closer to the corners and keep the center stage open with no railing.

Treasurer's report: Thompson presented the Income/Expense report as of 1/31/18. Thompson presented the bank balances as follows:

	Bank Balance
DDA	\$22,167.29
Farmer's Market	<u>\$ 566.34</u>
Total	\$22,733.63

Thompson and Jan Petersen met and reviewed the Farmer's Market expenses. Jan will contact the TSYS company and review the Food Assistance Program providers income. Motion by Quick, Support by Webster to accept the treasurer's reports. All aye. Motion carried.

Thompson provided the proposed budget. Final version will be provided after the 2/28/18 year end and bank balance reconciliation. (see Attachment 1)

Thompson presented the follow expenses for approval:
none

The following consent items were paid since last meeting:

Village of Lawrence	\$ 34.36	water/sewer
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Streetscape/Lighting Report:

- Gribler talked to the VBCO Treasurer, Karen McKay. Karen has turned the building cleanup to the VB Building and Grounds Department to get a quote for demolition of the east side of the building.

Farmer's Market Report:

- Jan reported that the Food Guide ad for the Farmer's Market has been submitted.
- Jan requested reimbursement for the following:
 - \$105.00 VB Conservation Food Guide
 - \$ 75.00 Discover Michigan Guide
 - \$180.00

Motion by Hanson, supported by Webster to reimburse Jan Petersen \$180.00 for expenses. Steve Petersen abstained. All others aye. Motion carried.

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Old Business:

- Beginning with the May meeting, start time will be 6:30pm.
- The RFP was revised to include updates to dates and other items. Dan F will check to see if it is published to the website. If so, we will publish in the paper for the building sale.
- We still have one open position to fill. There is one prospect that Gribler will approach.
- The Veteran's Gold Star banners need to be selected. Thompson and Webster will select a design.

New Business:

- A&B Packing is buying the old bank building from the Township of Lawrence and will use for offices and training facility.
- The Village has a new business prospect who is looking to lease space for 20 employees.
- The Beauty Cove is moving from the Crystal Flash office building to a downtown location.

Motion by Webster, 2nd by Quick to adjourn at 8:10 p.m. All aye. Motion Carried.

Respectfully submitted,

Kim J Thompson, Secretary

Attachment 1:

Account Number	REVENUE	2017-2018 Recommended Budget	2017-2018 Approved Budget	2018-2019 Recommended Budget	2018-2019 Approved Budget
	Property Tax Capture			\$ 11,000	
	MI PPT Reimbursement			\$ 1,300	
	Sign Income			\$ 2,500	
	Farmer's Market			\$ 1,200	
	TOTALS		\$ -	\$ 16,000	
	EXPENSES				
	Ox Roast			\$ 500	
	Community Development			\$ 300	
	Signage			\$ 100	
	Business Retention			\$ 500	
	Banners			\$ 200	
	Incubator Program/Bus Recruit			\$ 6,000	
	Streetscape			\$ 500	
	Lights for Poles			\$ 13,300	
	Façade Grants			\$ 1,500	
	Sidewalks			\$ 800	
	Band Stand			\$ 8,000	
	Farmer's Market			\$ 900	
	TOTALS			\$ 32,600	
	BEGINNING SURPLUS/FUND BALANCE			\$ 19,211	
	Plus Revenue			\$ 16,000	
	AVAILABLE			\$ 35,211	
	Less Expenses			\$ (32,600)	
	ENDING FUND BALANCE		\$ 19,211	\$ 2,611	