



CITY OF LESLIE

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DOWNTOWN DEVELOPMENT AUTHORITY REGULAR MEETING

MONDAY, JULY 13, 2020 9:00 A.M.
LESLIE CITY HALL, 602 W. BELLEVUE STREET

Meeting to be held as a Virtual Meeting due to the COVID-19 pandemic, under the authority of
Executive Order No. 2020-127 of the Office of the Governor of the State of Michigan.

AGENDA

1. Meeting Called to Order
Roll Call
Pledge of Allegiance
2. Approval of the Agenda.
3. Approval of the May 11, 2020 DDA minutes.
4. Approval of June 2020 Financials.
5. Public Comment.
6. Items of Business.
 - A. Report of MEDC's Match-On-Main Grant Program.
 - B. Michigan Small Business Restart Program Grant Opportunity.
 - C. Downtown Flowerbeds.
7. Motion to adjourn the meeting.

DOWNTOWN DISTRICT AUTHORITY (DDA) Minutes of the LDFA meeting held Monday,
May 11, 2020 9:00 AM

1. Meeting called to order 9:00 AM; Roll Call.
PRESENT: Pitmon, Beegle, Sinicropi, Baker & Winslow
EXCUSED: Hooker, Teague, Floyd & VanAndel.
2. Approval of the Agenda.
Motion Sinicropi, second Beegle to approve the agenda.
All ayes. Motion carried
3. Approval of the March 9, 2020 DDA Minutes
Motion Sinicropi, second Pitmon to approve the minutes as presented.
All ayes. Motion carried
4. DDA Financials. April 2020 DDA Financials were reviewed.
Motion Sinicropi, second Beegle to accept the DDA financials.
All ayes. Motion carried.
5. Public Comment.
-None-
6. Items of Business
 - A. Local Business Grant
Sub-committee to review business needs will be Sue Montenegro, Chelsea Cox and Barb Winslow
 - B. 2020-2021 Fiscal Budget for DDA
Budget was reviewed by authority.
7. Items of Discussion
-none-
8. Motion to Adjourn
Motion Pitmon, second Baker to adjourn the meeting.
All ayes. Motion carried.
Meeting adjourned at 9:56 a.m.

Respectfully Submitted
Chelsea Cox
Leslie City Clerk

Fund 248 DDA Fund

GL Number	Description	Balance
*** Assets ***		
248-000-001.000	CASH ACCOUNT	222,252.56
248-000-017.000	MBIA-CLASS INVESTMENTS	1,462.94
248-000-060.101	NOTE RECEIVABLE FROM GEN FUND	150,000.00
Total Assets		373,715.50
*** Liabilities ***		
Total Liabilities		0.00
*** Fund Balance ***		
248-000-390.000	FUND BALANCE	239,682.19
Total Fund Balance		239,682.19
Beginning Fund Balance		239,682.19
Net of Revenues VS Expenditures		134,033.31
Ending Fund Balance		373,715.50
Total Liabilities And Fund Balance		373,715.50

GL NUMBER	DESCRIPTION	2019-20	2019-20	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT
		ORIGINAL BUDGET	AMENDED BUDGET	06/30/2020 NORM (ABNORM)	MONTH 06/30/20 INCR (DECR)	BALANCE NORM (ABNORM)	
Fund 248 - DDA Fund							
Revenues							
Dept 000							
248-000-400.101	NOTE PAYMENT FOR 602 W BELLEVU	0.00	0.00	56,153.51	0.00	(56,153.51)	100.00
248-000-405.000	TIF CAPTURE	94,760.00	115,456.00	115,456.00	0.00	0.00	100.00
248-000-441.000	LOCAL COMM STAB SHARE TAX	25,750.00	0.00	0.00	0.00	0.00	0.00
248-000-664.000	INTEREST EARNED	1,030.00	4,103.00	4,104.70	0.74	(1.70)	100.04
248-000-696.000	MERCHANT BANNER SALES	1,133.00	1,133.00	400.00	0.00	733.00	35.30
Total Dept 000		122,673.00	120,692.00	176,114.21	0.74	(55,422.21)	145.92
TOTAL REVENUES		122,673.00	120,692.00	176,114.21	0.74	(55,422.21)	145.92
Expenditures							
Dept 000							
248-000-714.000	FICA EXPENSE DDA	0.00	0.00	41.74	0.00	(41.74)	100.00
Total Dept 000		0.00	0.00	41.74	0.00	(41.74)	100.00
Dept 898 - DDA ACTIVITY							
248-898-714.000	FICA EXPENSE	0.00	0.00	920.46	49.93	(920.46)	100.00
248-898-944.000	PUBLIC RELATIONS	13,390.00	13,390.00	200.00	0.00	13,190.00	1.49
248-898-946.000	CHRISTMAS DECORATIONS	3,000.00	3,000.00	187.81	0.00	2,812.19	6.26
248-898-947.000	DOWNTOWN MAINTENANCE	3,000.00	3,000.00	904.80	0.00	2,095.20	30.16
248-898-949.000	FACADE GRANTS	3,657.00	3,657.00	0.00	0.00	3,657.00	0.00
248-898-959.010	SPECIAL PROJECTS CONTINGENCY	23,175.00	23,175.00	6,710.46	0.00	16,464.54	28.96
248-898-959.030	BANNER EXPENSE	2,000.00	2,000.00	39.00	0.00	1,961.00	1.95
248-898-965.010	ADMIN SUPPORT	34,625.00	34,625.00	33,076.63	652.51	1,548.37	95.53
Total Dept 898 - DDA ACTIVITY		82,847.00	82,847.00	42,039.16	702.44	40,807.84	50.74
TOTAL EXPENDITURES		82,847.00	82,847.00	42,080.90	702.44	40,766.10	50.79
Fund 248 - DDA Fund:							
TOTAL REVENUES		122,673.00	120,692.00	176,114.21	0.74	(55,422.21)	145.92
TOTAL EXPENDITURES		82,847.00	82,847.00	42,080.90	702.44	40,766.10	50.79
NET OF REVENUES & EXPENDITURES		39,826.00	37,845.00	134,033.31	(701.70)	(96,188.31)	354.16



FOR IMMEDIATE RELEASE

CONTACT

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LEAP to Receive \$5.5 Million in Federal Funds from State for Small-Business Restart Grants to Lansing Region

LEAP Partnering with Local Organizations to Equitably Distribute Grants Across Clinton, Eaton and Ingham Counties

LANSING, Mich. (July 7, 2020) – Following months of economic disruption caused by the COVID-19 crisis, more small-business support funds are once again on the way to the Lansing region by order of the federal government, Michigan legislature and Governor Gretchen Whitmer. The Michigan Strategic Fund (MSF) has created a small-business restart program with \$100 million received from the Federal Coronavirus Relief Fund.

The Lansing Economic Area Partnership (LEAP) will receive \$5.5 million from this fund to provide working capital grants to small businesses and nonprofit entities across Clinton, Eaton and Ingham counties. Qualified applicants will include local, small businesses and nonprofits with 50 or fewer employees which continue to experience financial hardship as a result of COVID-19 and have not previously received a grant through the Michigan Economic Development Corporation's (MEDC) Michigan Small Business Relief Program (MSBRP), administered in the tri-county region by LEAP.

According to the legislation, a minimum of 30 percent of all funds will be awarded to small-business owners from eligible underserved populations as defined by the state including women-, minority- and veteran-owned businesses.

Intentional and equitable disbursement of these new funds is especially important to LEAP and our three county community, given the disproportionate distribution of federal COVID-19 small-business emergency funds across the country, revealed in an April 2020 report from the [Center for Responsible Lending](#). The [Brookings Institute](#) warns this inequitable distribution is expected to significantly erode recent growth in small-business ownership, particularly among women and racial minorities. With this important reality in mind, LEAP will be partnering with a broad group of local organizations that specifically represent the diverse populations of our region to design an accessible, equitable application review process to best identify, assist and award grants to small businesses across Clinton, Eaton and Ingham counties. Local economic developers and organizations will also be engaged as part of this critical regional team of experts.

“We are now heading into the fourth month of a uniquely stressful time for all small businesses as we continue to stabilize and grow our local three county economy,” said Bob Trezise, president and CEO of LEAP. “We are also in the midst of a great awakening—a moment in time where we must act deliberately and differently within the scope of economic development. One step in the right direction is to make sure these funds are distributed equitably and support underserved



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business owners in the Lansing region. I'm hopeful the partnerships established through this effort will also result in new and important voices where economic development conversations occur and decisions are made.”

In addition to working with local economic developers and other critical local organizations, LEAP will begin working immediately with the following organizations to determine the best way to allocate grant funds efficiently and equitably:

- NAACP of Greater Lansing
- Dr. Laws-Barker (Melanin in Medicine-Black Business Alliance)
- Cristo Rey
- Vietnam Veterans of America - Michigan State Council
- Disability Network Capital Area
- Lansing Hispanic/Latino Chamber of Commerce / Cafecito Caliente
- Islamic Center of Greater Lansing
- Michigan Women Forward
- Best Practices Consulting Services
- Refugee Development Center

At the beginning of the COVID-19 crisis, LEAP received \$1.2 million in state funds for grants and loans, allocated by Michigan Governor Gretchen Whitmer through the MSBRP, and worked quickly to develop a regional application, portal and application review process. With this limited funding, LEAP was able to select [60 grant recipients](#) and [12 loan recipients](#) from across the region. Approximately 50 percent of MSBRP grant and loan recipients in the Lansing region were to underrepresented populations.

“We are most thankful to the federal government, to our federally elected officials representing Michigan, Governor Whitmer and the MEDC for this substantial investment in our region. We will be able to do a lot of good as a result,” added Trezise.

The MEDC will identify an application timeline and develop an electronic grant application for eligible businesses and nonprofits to apply, which is expected to open July 15, 2020. Additionally, LEAP and its team of partners will add further criteria to the local application. The MEDC-established grant program details and eligibility requirements will be made available by the MEDC at michiganbusiness.org/about-medc/covid19/restart/. LEAP will provide additional information pertaining to the Lansing region grants from its website pending further details from the MEDC.

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About LEAP

The [Lansing Economic Area Partnership \(LEAP\)](#) is a coalition of area leaders partnering to build a stronger community for all--working every day to grow, retain and attract business to the Lansing, Michigan, region.



Michigan Small Business Restart Program

Local Partners - Program Discussion

Discussion Points

Timeline

Sept. 20	Money out the door
August 28	Final selections made
August 20	Final reviews
August 10	Initial reviews
August 5	Sub-Contractor/Local Partner work ends with applicants
August 5	Application deadline
July 31	Train the reviewers (training video)
July 15	Sub-Contractor/Local Partner work begins with applicants
July 15	Application opens
July 14	More generalized train the trainer (local partners) on application/process
July 14	Train the trainer (sub-contractors) on the application/process (training video)
July 13	EDO completed system/application due to MEDC
July 10	Restart Team's assignments (criteria, scoring, categories) completed
July 10	Contracts with sub-contractors completed
July 9	LEAP supplies data lists to sub-contractors and local partners
July 7	Restart Team leadership begins
July 7	MSF Board approval of MEDC process

Areas of Focus

Contracts (MEDC and subs)

Measurables

Tri-county partnership management

Application/questions (strategic sustainability), for nonprofits & businesses

Categories of grants/amounts/goals, for nonprofits & businesses

Scoring/weighting of criteria, for nonprofits & businesses

Marketing/communications

Selection process

Train the trainers, how to apply / how to score / training video

Accounting

Grants - Categories, Amounts, & Goals

Objective: To create a system of categories and associated amounts that creates equitable representation of businesses who were most affected by the COVID-19 pandemic.

Suggested Categories:

- **Microbusinesses:** defined as a business with 9 or fewer employees, encompassing sole proprietorships and home-based businesses
- **Nonprofit:** 501(c)3 designation
- **Traditional:** standard definition of small business, 10-50 employees

Suggested Ratios:

- Microbusinesses (40%)
- Nonprofit (10%)
- Traditional (50%)

Suggested Scenario:

Total Amount of Funds to be Awarded	\$5,268,182
Max Number of Grants w/ \$10k and \$20k Split	396
<i>Suggested Categories and Breakdowns</i>	
Microbusiness Allocation (40%)	\$2,107,272
Max Microbusiness Grants w/ \$10k award	211
Nonprofit Allocation (10%)	\$526,818
Max Nonprofit Grants w/ \$10k award	53
Traditional Business Allocation (50%)	\$2,634,091
Max Business Grants w/ \$20k award	132

The state law is requiring a **minimum of 30% of funds (\$1,541,000)** to go to underrepresented groups (Minority, Women, Veterans).

Our **goal** is to have minimum of **50% of funds (\$2,634,000)** to go to underrepresented groups (Minority, Women, Veterans, **Disabled**).

Geographic Reference Data:

Lansing Region Small Business Representation	
Clinton (%)	11
Eaton (%)	24
Ingham (%)	65

**CITY OF LESLIE NOTICE OF ELECTRONIC MEETING
LESLIE DOWNTOWN DEVELOPMENT AUTHORITY MEETING
MONDAY, JULY 13, 2020 AT 9:00 AM**

Purpose of Meeting

Leslie Downtown Development Authority (DDA) will hold its regularly scheduled meeting.

Reason for Electronic Meeting

Governor Whitmer signed Executive Order 2020-127 extending "Temporary authorization of remote participation in public meetings and hearings and temporary relief from monthly meeting requirements for school boards". The City of Leslie must continue to conduct public business during this state of emergency, including actions to respond to COVID-19, and the general public must be able to continue to participate in government decision making without unduly compromising public health, safety and welfare. To protect the public health, safety, and welfare and comply with Center for Disease Control and Prevention recommendations, local governing bodies may meet remotely and electronically.

Public Participation Instructions

Members of the public may view the meeting live at:

<https://cityofleslie.webex.com/cityofleslie/onstage/g.php?MTID=ea0f0b2893aec5d46263780016dd52de3>

Or Dial In: +1-408-418-9388 and press # when prompted for an access code.

Members of the public may submit comments to be read aloud by the City Manager during public comment by e-mailing comments (Include your full name and address) in advance of the meeting to manager@cityofleslie.org or during the public comment portion of the meeting by submitting your full name, address, and comment on the live stream of the meeting. Comments should be limited to no more than three minutes. A broadcast of the meeting will also be available within eight business days on the City of Leslie website at www.cityofleslie.org.

Public Input and Questions on Business before the DDA Meeting

Members of the public may contact the City Manager to provide input or ask questions regarding the DDA meeting by e-mail at manager@cityofleslie.org.

Persons with Disabilities Participation Instructions

The City of Leslie will provide reasonable accommodations to individuals with disabilities who want to electronically attend the meeting with twenty-four (24) hours notice to the City of Leslie.