



CITY OF LESLIE

602 W. Bellevue • P.O. Box 496 • Leslie, MI 49251-0496
Phone: 517-589-8236 • Fax: 517-878-6868 • Web Site: www.cityofleslie.org

DOWNTOWN DEVELOPMENT AUTHORITY REGULAR MEETING

TUESDAY, AUGUST 11, 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. 2020-154 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 July 13, 2020 DDA minutes.
4. Approval of July 2020 Financials.
5. Public Comment.
6. Items of Business.
 - A. Reliable Auto Sales request for funding in the amount of \$2,155 to install parking lot lighting at 206 Mill Street.
7. Motion to adjourn the meeting.

LESLIE DOWNTOWN DEVELOPMENT AUTHORITY
Minutes of the July 13th, 2020 meeting, held virtually
Leslie City Hall, 602 W Bellevue Street, Leslie, Michigan 49251

Meeting to be held as a Virtual Meeting due to the COVID-19 pandemic, under the authority of Executive Order No. 2020-129 of the Office of the Governor of the State of Michigan.

1. Meeting called to order at 9:03 AM. Roll call. Pledge of Allegiance.

ROLL CALL:

PRESENT: Chair Winslow, Baker, Teague, Sinicropi, & Beegle.

EXCUSED: Hooker, Pitmon, Floyd & VanAndel.

ALSO PRESENT: City Manager Susan Montenegro, Dillon Rush from LEAP.

Chair Winslow led those present in the Pledge of Allegiance

2. Approval of amended Agenda adding to Items of Business d. Leslie DDA Grant & Scoring for Local Businesses.

Motion Sinicropi, second Beegle to approve the agenda as amended.

All ayes. Motion carried.

3. Approval of the May 11, 2020 DDA Minutes

Motion Teague, second Sinicropi to approve the minutes.

All ayes. Motion Carried.

4. Approval of June 2020 Financials.

Motion Teague, second Beegle to approve the June 2020 Financials.

All ayes. Motion Carried.

5. Public Comment

None.

6. Items of Business

A. Report on MEDC Match on Main Grant.

CM Montenegro reported approximately 22 Leslie businesses applied for this grant, however, none were approved. Chair Winslow stated she would like to see the finalized award list. CM Montenegro stated she would inquire about it and forward a copy to the DDA Board when she receives it.

B. Michigan Small Business Restart Program Grant Opportunity.

Dillon Rush from LEAP shared about this grant opportunity. Grant will open July 15th and close on August 5th. Applicants are encouraged to apply through the LEAP website. LEAP will also have additional documents, scoring process, FAQ section available. More information will be sent to CM Montenegro to be placed on City website and Facebook page.

C. Downtown Flowerbeds.

A HUGE thank you was given to Tobey Teague for cleaning up flowerbeds in the downtown. Beegle will contact Mr. Selby regarding maintenance, replanting, caring for of flowerbeds for fall and going forward.

D. Leslie DDA Grant Application & Scoring for Local Businesses.

CM Montenegro shared a grant application and scoring process that the East Lansing DDA used to help local businesses that are struggling due to COVID-19. Chair Winslow stated that she would meet with CM Montenegro and Clerk Cox to finalize the grant application and scoring process. Dillon Rush stated the City is already contracted with LEAP so they could also help at no additional cost. This grant will not negatively affect businesses that wish to apply for the Michigan Small Business Restart Program grant through the MEDC.

7. Adjournment

Moved by Sinicropi seconded by Teague to adjourn.

All ayes, Motion carried.

Meeting adjourned at 9:43 a.m.

Respectfully Submitted,

Susan Montenegro,
City Manager
Acting Secretary

Fund 248 DDA Fund

GL Number	Description	Balance
*** Assets ***		
248-000-001.000	CASH ACCOUNT	221,198.93
248-000-017.000	MBIA-CLASS INVESTMENTS	1,463.50
248-000-060.101	NOTE RECEIVABLE FROM GEN FUND	150,000.00
Total Assets		372,662.43
*** 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 - 19-20		239,682.19
Net of Revenues VS Expenditures - 19-20		134,033.31
*19-20 End FB/20-21 Beg FB		373,715.50
Net of Revenues VS Expenditures - Current Year		(1,053.07)
Ending Fund Balance		372,662.43
Total Liabilities And Fund Balance		372,662.43

* Year Not Closed

REVENUE AND EXPENDITURE REPORT FOR CITY OF LESLIE
 PERIOD ENDING 07/31/2020
 % Fiscal Year Completed: 8.49

GL NUMBER	DESCRIPTION	2020-21 ORIGINAL BUDGET	2020-21 AMENDED BUDGET	YTD BALANCE 07/31/2020 NORM (ABNORM)	ACTIVITY FOR MONTH 07/31/20 INCR (DECR)	AVAILABLE BALANCE NORM (ABNORM)	% BDTG USED
Fund 248 - DDA Fund							
Revenues							
Dept 000							
248-000-405.000	TIF CAPTURE	5,586.00	5,586.00	0.00	0.00	5,586.00	0.00
248-000-664.000	INTEREST EARNED	2,000.00	2,000.00	0.56	0.56	1,999.44	0.03
248-000-696.000	MERCHANT BANNER SALES	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00
Total Dept 000		8,586.00	8,586.00	0.56	0.56	8,585.44	0.01
TOTAL REVENUES							
		8,586.00	8,586.00	0.56	0.56	8,585.44	0.01
Expenditures							
Dept 898 - DDA ACTIVITY							
248-898-714.000	FICA EXPENSE	0.00	0.00	74.88	74.88	(74.88)	100.00
248-898-944.000	PUBLIC RELATIONS	10,000.00	10,000.00	0.00	0.00	10,000.00	0.00
248-898-946.000	CHRISTMAS DECORATIONS	3,000.00	3,000.00	0.00	0.00	3,000.00	0.00
248-898-947.000	DOWNTOWN MAINTENANCE	3,000.00	3,000.00	0.00	0.00	3,000.00	0.00
248-898-949.000	FACADE GRANTS	4,000.00	4,000.00	0.00	0.00	4,000.00	0.00
248-898-959.010	SPECIAL PROJECTS CONTINGENCY	23,175.00	23,175.00	0.00	0.00	23,175.00	0.00
248-898-959.030	BANNER EXPENSE	500.00	500.00	0.00	0.00	500.00	0.00
248-898-965.010	ADMIN SUPPORT	13,250.00	13,250.00	978.75	978.75	12,271.25	7.39
Total Dept 898 - DDA ACTIVITY		56,925.00	56,925.00	1,053.63	1,053.63	55,871.37	1.85
TOTAL EXPENDITURES							
		56,925.00	56,925.00	1,053.63	1,053.63	55,871.37	1.85
Fund 248 - DDA Fund:							
TOTAL REVENUES							
		8,586.00	8,586.00	0.56	0.56	8,585.44	0.01
TOTAL EXPENDITURES							
		56,925.00	56,925.00	1,053.63	1,053.63	55,871.37	1.85
NET OF REVENUES & EXPENDITURES							
		(48,339.00)	(48,339.00)	(1,053.07)	(1,053.07)	(47,285.93)	2.18

CITY OF LESLIE DOWNTOWN DEVELOPMENT AUTHORITY

107 E. Bellevue Street, P.O. Box 496 - Leslie, Michigan 49251-0496 - (517)589-8236

FACADE IMPROVEMENT PROGRAM
APPLICATION

- 1. Name of Applicant: Brian Baker
- 2. Mailing Address: PO Box 316
Leslie MI 49251
- 3. Telephone Number: 517-282-0212
- 4. Project Address: 206 Mill Street
- 5. Building Owner: Brian Baker
- 6. Owner Address: 1850 W. Fitchburg Rd Leslie 49251
- 7. Provide Costs breakdowns by major categories such as architectural fees, engineering fees, signs, awning, painting, repair, carpentry, electrical, plumbing, etc. as an attachment to this application.
- 8. Proposed project start date: Sept. 2020
- 9. Proposed project completion date: Sept. 2020
- 10. The project will involve the building's:
 Facade (Front) Exterior Side Exterior rear
- 11. Please attach one (1) copy of the project design. *see submitted estimate for description*
- 12. Please attach one (1) photograph of the existing facade(s).
- 13. Estimated total dollar amount of improvement project: \$4310.00
- 14. Estimated grant amount being requested: \$2155.00

The undersigned applicant(s) affirms that:

- A. The information submitted herein is true and accurate to the best of my (our) knowledge.
- B. I (we) have read and understand the conditions of the DDA Facade Improvement Program and agree to abide by its conditions and guidelines.

<u><i>B. Baker</i></u> <u>8-5-20</u> Signature Date	 Signature Date
Print Name	Print Name



Electrical Contractors
RESIDENTIAL COMMERCIAL INDUSTRIAL
www.ballardelectric.net

3746 W Kipp Rd. Mason, MI. 48854 Ph. 517-676-6156 Fx. 517-676-4937

Date: 7-27-20

Quote No. 2-18-20-3

Re: Parking Lot Light Pole Leslie, MI

To: Reliable Auto Sales Service
211 Adams St
Leslie, MI 49251

Ph:

Email: planetauto49251@gmail.com

Attn: Brian Baker

Dear Mr. Baker:

Thank you for the opportunity to quote you on the above referenced project. We include material, equipment, and labor on a straight time basis during normal work hours, and normal workdays to install parking lot light pole. Our scope of work is based upon our interpretation of the site visit and information obtained there during that meeting, and is defined as outlined below. Our quotation and pricing is based upon this interpretation written below. Please review and be certain that our scope herein is consistent with your intentions of your expectations as we only include the scope below in our pricing.

- Provide and install 30' wood pole w/5' of it in the ground.
- Provide and install 3-200watt LED lighting fixtures.
- Provide and install underground circuit.
- Provide trench.
- Provide permit extension.

Total Costs \$4,310.00

Signature of acceptance: _____ Date: _____

Printed name and title _____
Terms of payment are 50% due at signing of contract, 40% at rough-in completion (Fixtures installed), and 10% net due upon completion with 1 1/2 % service charge per month added to the unpaid balance.

Respectfully Submitted,
Ballard Electric, Inc.

Todd Ballard
Vice President, Ballard Electric, Inc.
tballardelectric@gmail.com
517-204-2516



Ingham County Parcels 8/7/2020 1:58:15 PM



206 Mill Street



**CITY OF LESLIE NOTICE OF ELECTRONIC MEETING
LESLIE DOWNTOWN DEVELOPMENT AUTHORITY MEETING
TUESDAY, AUGUST 11, 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 2020-154 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=e5fa21e465f15c8dcbf8cbba46f3241e6>

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.