DOWNTOWN DEVELOPMENT AUTHORITY
MINUTES
OCTOBER 14, 2016, 6:00 PM
COUNCIL CHAMBERS, CITY HALL

I. **CALL TO ORDER/TAKING OF ROLL/PLEDGE OF ALLEGIANCE** – The meeting was called to order at 6:04 p.m. Members present: Chairman Bruce MacDowell, Keith Mulder, Terrance Augustine, Dave Jonas, Bob Brown, Lise Mitchell, Chris Fata. Others Present: City Administrator Adam Smith and Assistant City Administrator Amee King. Members Absent: Mayor Kalmin Smith, Michael Fredericks, and Karl Glarner.

II. **APPROVAL OF AGENDA** – Mr. Jonas made a motion to approve the agenda as presented. Mr. Mulder supported the motion. Motion carried 7 to 0.

III. **BOARD OF DIRECTORS MINUTES** –

A. **Approval of the regular minutes for September 14, 2016 regular meeting** – Mr. Brown made a motion to approve the regular meeting minutes of September 14, 2016. Mr. Mulder supported the motion. Motion carried 7 to 0.

IV. **PUBLIC COMMENT** – Karla Chamberlain owner of J&K steamboat addressed the board. Ms. Chamberlain belongs to a group that is trying to increase bus tours in the City. They would like to have a Grand Ledge brochure updated and printed and would like the DDA to pay for the printing. The last update on the brochure was 2011. The brochure is directly mailed to tour companies and given to the welcome centers throughout the State.

V. **COMMITTEE REPORTS** – None

VI. **STAFF REPORTS**

A. **Financial transactions and bills** – Mr. Augustine made a motion to approve the bills in the amount of $1,758.49. Mr. Jonas supported the motion. Motion carried 7 to 0.

B. **Monthly financial statement** – Mr. Smith reviewed the financial statements. Staff will provide the end of year financials to the board shortly.

VII. **OLD BUSINESS** –

A. **E. River Street Reconstruction Update** – Mr. Smith indicated the project is about 2 weeks behind schedule and is slated to be completed mid to late November. The boat launch has the base paved with final course coming soon. There was a significant change order of $32,000 for the boat launch. The board previously approved replacement of the paved entrances to Preston's lot on both West Front Street and West Main Street with trench drains and asphalt. We received a recommendation from Eng. Engineering to pave the West Front Street approaches and add in trench drains along with pavement on the West Main Street approach. Mr. Mulder made a motion to proceed with the Eng.'s recommendation for replacement of the parking entrances into the Preston's parking lot. Mr. Jonas supported the motion. Motion carried 7 to 0.

B. **Library Parking Lot Engineering Services** – Mr. Smith indicated that we have engaged the services of c2ae and had an initial meeting with 2 of their project team members. We will meet with the DDA's Economic Restructuring Committee next Tuesday. The Committee will direct the project and their recommendations will come to the full board for approval. There are several components that will be challenging such as pedestrian traffic, underground utilities, and private ownership/easements. All ideas are welcome throughout the process.

VIII. **NEW BUSINESS** –

IX. **PUBLIC COMMENT** – None

X. **BOARD OF DIRECTORS COMMENTS** – Mr. Fata asked if the Victorian Days group could have banners made and put up for their festival.

Mr. Brown asked how the fountain project was going and also indicated that the joint planning Committee has disbanded, which he was disappointed in. It was a good communication tool for the boards. Mr. Brown further added that the home tour now has 4 homes.

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Mr. Augustine indicated that Flour Child Bakery is now open for business.

Mr. Mulder congratulated the Augustine's in their new business (Flour Child Bakery).

Mr. Jonas indicated that though he did vote to disband the Joint Planning Committee, he thought it was a good forum for cross communication.

XI. **ADJOURNMENT** – Mr. Augustine made a motion to adjourn the meeting at 7:20 p.m. Mr. Fata supported the motion. Motion carried 8 to 0.

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Robert Brown, Secretary Date Minutes Approved

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