DOWNTOWN DEVELOPMENT AUTHORITY
MINUTES
NOVEMBER 9, 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: Vice Chairman Keith Mulder, Terrance Augustine, Mayor Kalmin Smith, Michael Fredericks, Karl Glarner, Bob Brown, Lise Mitchell, and Chris Fata. Others Present: Assistant City Administrator Amee King. Members Absent: Chairman Bruce MacDowell, Dave Jonas, and Vicki Paski

II. **APPROVAL OF AGENDA** – Mr. Augustine made a motion to approve the agenda as presented. Mr. Fredericks supported the motion. Motion carried 6 to 0.

III. **BOARD OF DIRECTORS MINUTES** –

A. **Approval of the regular minutes for October 14, 2016 regular meeting** – Mr. Brown noted that Mr. Jonas would like a correction made to his comments on October 14, 2016. Mr. Jonas did not vote to disband the Joint Planning Commission. Mr. Augustine made a motion to approve the regular meeting minutes of October 14, 2016 as amended. Mr. Fredericks supported the motion. Motion carried 6 to 0.

Mr. Glarner arrived at 6:06 p.m.

IV. **PUBLIC COMMENT** – Karla Chamberlain, no address in the City, however, runs the riverboat in town. Ms. Chamberlain indicated that she came to the meeting last month to discuss printing of the historic Grand Ledge brochure. If there are DDA guidelines for printing she would like a copy. This item will be sent to a Committee for review.

Ms. Mitchell arrived at 7:12 p.m.

V. **COMMITTEE REPORTS** – None

VI. **STAFF REPORTS**

A. **Financial transactions and bills** – Mrs. King reviewed the financial transactions and bills. Ms. Mitchell made a motion to approve the bills in the amount of $291,951.33. Mr. Glarner supported the motion. Motion carried 8 to 0.

B. **Monthly financial statement** – Mrs. King reviewed the financial statements.

VII. **OLD BUSINESS** –

A. **E. River Street Reconstruction Update** – Mrs. King indicated the project is close to being completed. Paving is scheduled for Saturday. Minor restoration work will be completed in the spring. Mr. Brown indicated that he did not understand what happened to the boat launch between the original design and the completed project. The walkway goes through the parking lot and there is no parking. Chairman Mulder added that the boat launch project was way over budget. The City intends to apply for another grant to connect the Riverwalk to the switchback. Mayor Smith added that this was a very difficult project that spanned over multiple fiscal years.

B. **Library Parking Lot Engineering Services** – Mrs. King indicated that we have a time line from c2ae for the project. All title work is complete. Staff is meeting with c2ae tomorrow to review survey/title work.

VIII. **NEW BUSINESS** –

A. **Schedule of Regular Meetings** – Mrs. King reviewed the meeting schedule. Mr. Augustine made a motion to approve the schedule of regular meetings for 2017. Mr. Fredericks supported the motion. Motion carried 8 to 0.

IX. **PUBLIC COMMENT** – None

X. **BOARD OF DIRECTORS COMMENTS** – Mr. Glarner indicated Sanctuary Spirits is having a Chili cook off on Sunday, November 13. Invitations went out to everyone with a VIP coin.

Mr. Brown indicated that the Holiday Traditions event is coming along great. There are 6 houses and 4 businesses.

DRAFT

This will be a one day event on Saturday from 11 a.m. to 6 p.m. The Festival of Trees at the Opera House will be a two day event as usual. The Fire Department is going to have a tree on display this year. It would be nice to have the K-9 officer at the event and have the Police Department participate with a tree as well.

XI. **ADJOURNMENT** – Mr. Fata made a motion to adjourn the meeting at 6:20 p.m. Mayor Smith supported the motion. Motion carried 8 to 0.

_____ _____

Robert Brown, Secretary Date Minutes Approved

DRAFT