

**Downtown Development Authority Board
Scheduled Meeting
Monday, November 2, 2015
City Hall Chambers**

Present: Atkins, Krumholz, LaVanway, McCleod, Miller, Mayor Peck, Teske, Worgess and City Administrator Tom Cannon.

Absent: Cady

Meeting was called to order by President Teske at 5:30 p.m.

Secretary's Report-

Motion by Atkins, second by Miller to approve the October 5, 2015 minutes. All ayes, motion carried.

Treasurer's Report-

Motion by Miller, second by McCleod, to approve treasurer's report. All ayes, motion carried.

Motion by Peck, second by Worgess to approve water bill for September of \$1,174 to city. All ayes, motion carried.

All external DDA debt obligations have been paid off! Only debt left is to repay city money borrowed totaling \$85,448. Cash on hand for DDA as of September 30th was \$125,690.

Discussion was held to put on January agenda to discuss DDA proposed projects so they can be included in the 2016-2017 budget.

City Manager's Report-

Way finding design phase is near completion with a meeting planned in November for design ideas and location will be determined. The design look for gateway/entry signage is near concluded on the images.

Tom Cannon reported he went to the CEC conference in Sturgis. Mainly people who attended were people from the lower part of Michigan.

Mayor's Report-

Mayor Peck reported that he gave his State of the city speech at the last City Council meeting. It is now on the City's website.

Chairman's Report-

Teske attended a meeting with Tom Cannon & Parks & Recreation Director Trina Vanderark to talk about Memorial and Sportsman's Park.

Old Business-

A. New Banners-

The design phase for way finding signs will wrap up in November and then banners can be discussed.

B. Entrepreneurial Communities-

Tom Cannon discussed this in his Administrator's report.

C. Flower box clean up-

Worgess asked the board to think about how to approach the flower box sponsors who are not taking care of their boxes and not cleaning them out. This issue will be dealt with next spring.

New Business-

A. Christmas Lights-

The city is waiting for the leaves on the trees to fall off so the lights can go on the trees on Main Street.

B. Main Street Development-

McCleod said they are proceeding on the Main Street Development. Water line has been put in and road on Main Street will be black topped tomorrow. Next week pilings will be put in. By December foundation should be put in. They are hoping to open next October.

C. Crowd funding project-

McCleod said the committee met and suggests moving the train to Sportsman Park. Dusty Christensen, Community Planner for LIAA will provide conceptual site master planning services to the city. Suggestion to move train between gazebo and highway at Sportsman's Park. Hoping to have LIAA do up basic drawings and landscaping photos that will get rid of restrooms and build a new one parallel to the sidewalk. In Memorial Park, bathrooms will be torn down and new built in current parking lot. A chess and splash pad park is in the master plan for Memorial Park. Moving the train will be in spring next year and landscaping is planned in phase 2.

D. Hotel Property Negotiations Update-

City Attorney has not moved forward with this. Floyd Wright said he would like to see the form signed by December 30th for city to purchase the land. \$10,000 down will still come out of this year's budget.

E. Board Nominations Committee for December meeting

Nominations will be discussed at the December meeting for the January election of Board officers.

F. State of the Community-

Tom Teske will give the DDA presentation at the State of the Community meeting on Tuesday, November 10th held at the Harvest Barn Church. Tom Cannon and Teske will work together so there is no overlap on presentation between the City and DDA.

Meeting adjourned at 6:09 p.m.

Next meeting is scheduled for Monday, December 7, 2015.

Respectfully submitted,

**Dawn LaVanway
Secretary**