

**Downtown Development Authority Board
Scheduled Meeting
Monday, January 4, 2016
City Hall Chambers**

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

Absent: Cady

Guests: Bethany Whitley, Andy Hayes and Mark Penzien

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

Secretary's Report-

In absence of Secretary LaVanway, minutes of the December 7, 2015 meeting taken by acting secretary Worgess were not available. They will be approved at the February meeting.

Treasurer's Report-

A 2017 budget draft was discussed for next year. April 1st is the deadline for approval. The budgeted revenues with fund balance are \$293,243. The expected expenses are \$108,606.

City Manager's Report-

Cannon had nothing of importance to report due to the holidays.

Mayor's Report-

Nothing.

Chairman's Report-

Nothing.

Old Business-

A. Hotel Property Agreement Discussion

Floyd Wright can't find a load bearing report that DDA previously asked for. It was agreed to table this hotel property issue.

B. Memorial Park and Sportsman Park Improvements

LIAA person, Dusty Christensen will be holding a public hearing at City hall on Wednesday, January 13th at 5:30 p.m. to discuss Memorial Park and Sportsman Park improvements.

C. Main Street Development

McCleod said they are proceeding on the Main Street Development. 92 pilings were put in for the corner building. Originally thought they would be 30' but went to 61'.

New Business

A. City of East Jordan DDA Director Proposal-NLEA attached

Bethany Whitley and Andy Hayes from the Northern Lakes Economic Alliance attended the meeting and presented a proposal to share a DDA Director between East Jordan DDA and Elk Rapids DDA. The DDA Director will be a full time employee of the NLEA with benefits. The employee would work 20 hours a week per community mostly on location. The NLEA would provide oversight on strategic efforts and daily employee management. Each DDA would execute a goal and project driven work plans for the employee. Motion by Peck, second by Atkins to approve up to \$30,000 on an annualized basis for a shared DDA Director. All ayes, motion carried.

A committee of East Jordan representatives of LaVanway with Cannon was formed to meet with NLEA representatives and Elk Rapids representatives to develop a job description and set goals for this position.

LED lights were discussed for the light poles on Main Street.

Meeting adjourned at 6:54 p.m.

Next meeting is scheduled for Monday, February 1, 2016.

Respectfully submitted,

**Dawn LaVanway
Secretary**