

**Downtown Development Authority Board  
Scheduled Meeting  
Monday, February 1, 2016  
City Hall Chambers**

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

**Absent: Cady**

**Guests: Mark Penzien, Trina VanderAark, and Chris Oliver**

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

**Secretary's Report-**

Motion by Atkins, second by Peck to approve of the December 7, 2015 minutes. All ayes, motion carried.

Motion by Worgess, second by McCloud to approve of the January 4, 2016 minutes. All ayes, motion carried.

**Treasurer's Report-**

Motion by Worgess, second by Krumholz to pay the bills to LIAA (\$600), City trash removal (\$500) and City equipment rental (\$209). All ayes, motion carried.

Motion by Miller, second by LaVanway to approve of the 2016 – 2017 draft DDA budget. All ayes, motion carried.

Motion by Miller, second by Peck to accept the treasurer's report. All ayes, motion carried.

**City Manager's Report-**

Snowblast date with activities was mentioned.

A Way finding sign meeting will take place in afternoon tomorrow with foundation and a presentation will be given at City Council meeting.

LED proposal for street lights in downtown area was discussed for budget. DDA currently doesn't pay for electricity in the DDA area.

**Mayor's Report-**

Mayor Peck reported that City Council with staff had a goal setting session. He said one goal was to have a joint meeting with DDA, City Council and Planning Commission together to discuss issues.

**Chairman's Report-**

Chairman Teske brought up notes he took from the meeting with NLEA and Elk Rapids DDA discussing a DDA Director.

**Old Business-**

**A. Memorial Park and Sportsman Park Improvements**

Discussion was held on moving the train from Memorial Park. Discussed was when it should be moved and to where. The train could be moved in one day. A park and recreational plan has to be done by April 2017 in which if moved to Sportsman's Park this would be affected.

**B. Main Street Development**

McCleod said they are proceeding on the Main Street Development project. They are getting ready for elevator pit. Next few weeks will put floor down and then the building will be built.

**C. Way finding.**

The way finding signs cost estimate is \$130,000 for everything. It will take approximately 3 years to complete the phased in process of the signs.

**New Business-**

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

A discussion was held on how this joint effort will be a trial process that will allow a Director to focus on goals to achieve for the DDA area.

**B. East Jordan DDA Strategic Plan-**

A discussion was held on forming a committee to discuss what goals for the future of DDA would be. It was recommended to take a look at Elk Rapids newly developed strategic plan on their website and to come to next meeting with ideas.

**B. New DDA Member**

Jason Cady's position on DDA no longer fits the criteria to be on DDA as he now lives in Atwood and no longer owner of Murray's. Discussion was held on appointing a new person to DDA. Motion by Peck, second by Worgess to remove Jason Cady due to lack of attendance and he has moved. All ayes, motion carried.

Miller who will be Chair of Charter Review Commission announced he would like recommendations for a 20 year review of the charter. There will be a meeting on February 22<sup>nd</sup> at 4:30 p.m. in City Hall if public wants to attend.

Meeting adjourned at 7 p.m.

**Next meeting is scheduled for Monday, March 7, 2016.**

**Dawn LaVanway, Secretary**