

**Downtown Development Authority Board
Scheduled Meeting
Monday, March 7, 2016
City Hall Chambers**

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

Absent: Mayor Peck and Carey

Guests: Bethany Whitley, Andy Hayes, and Chris Oliver

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

Secretary's Report-

Motion by Atkins, second by Miller to approve of the February 1, 2016 minutes. All ayes, motion carried.

Treasurer's Report-

No bills over \$100 were to be paid so no approval.

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

City Manager's Report-

Broadband is being worked on with the County for installation plans and costs for the city. EJ may work with City to potentially allow services to be extended to both their plant and office buildings. Shared service with County as well as townships would be implemented. Future phases could include WiFi available to downtown, the Harbor and Tourist Park.

LED lights with three different watts were put in three downtown light poles to test before making a decision. Last meeting it was decided that DDA has not paid for electricity. The money to pay for this will come out of the general fund street budget.

Banner committee will need to meet again. Cannon would like Proimage who is doing the place making signs to do a bid for banners.

Costs for place making entrance signs have been applied for through a grant through the Charlevoix County Community Foundation. Three signs in which two will be on the state highway and one on Ellsworth road. 12 older signs have already been removed and slowly signs will come down and new will go up over a period of time.

Worgess brought up that she will be sending out notices to flower box sponsors after Spring Break. Water will be turned on in late April. Worgess has had suggestions to put

a sign of some kind of who sponsors each box. She will try to find something for a reasonable cost.

Cannon brought up that he will be attending the small town rural development conference on April 11 – 13th at Crystal Mountain. Scholarship money is available for any member who would want to attend.

Mayor's Report-None

Chairman's Report- None

Old Business-

A. Memorial Park and Sportsman Park Improvements

An update was given on the status of moving the train and to what location. Cannon would like another public meeting on this for people to talk about the location it should be moved to.

B. Main Street Development

McCleod said they are proceeding on the Main Street Development project. Outside footings are getting put in. The building should be coming up in a few weeks.

C. Way finding.

The signs were discussed in the City Manager's report.

New Business-

A. City of East Jordan DDA Director Proposal-

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. Bethany Whitley went over the simple 20 hr. contract for services. It included chain of command, payments and contract date. A work plan was also discussed which shows how many hours each project is estimated to take. Job description for the DDA Coordinator position was discussed and it will be advertised by the NLEA. Cannon will be on the committee doing interviews representing East Jordan. **Motion was made by LaVanway to approve a one year contract with NLEA for their services for hiring a Downtown Development Coordinator. Seconded by Worgess. All ayes, motion carried.**

B. Music in the Park 2016-

Music in the park committee (Teske, Cannon and Ellis) is planning for the 2016 schedule. Discussion was held on prospects possibly being booked for the summer. Letters will be sent out for donations after spring break.

Meeting adjourned at 6:24 p.m.

Next meeting is scheduled for Monday, April 4, 2016.

Dawn LaVanway, Secretary