

For Approval  
March 19, 2013

City of Walker  
Downtown Development Authority  
DRAFT MINUTES  
February 19, 2013  
1:00PM – DDA Meeting Room  
Fire Station #2 – 4101 Lake Michigan Drive NW

1. Call to Order: The meeting was called to order at 1:00PM by J. Cornell.

Members Present: J. Cornell, P. Goodale, L. Rios, B. Berg, J. DeGroot, T. Bart, L. Adams,  
J. Veldheer

Members Absent: J. McIsaac, M. Neal, G. Hicks, C. Vander Meulen

Also Present: Mark Koning - Walker DPW Director, Darrel Schmalzel – Assistant City Manager,  
Megan Bartlett – DDA Facilities and Events Coordinator

2. Approval of Minutes: Following review, a motion was made by J. Veldheer with support by T. Bart to approve the DDA meeting minutes of September 18, 2012. Motion carried unanimously.
3. Resolution to approve 2013 special assessment roll for streetscape maintenance: Darrel Schmalzel, Assistant City Manager, stated that the resolution was approved by City Commission in January. As the DDA did not meet in January, the City Commission approved the resolution without any DDA recommendation. The 2013 assessments are the same amounts that were levied in 2012.
4. Survey Results and Concert Series (Megan Bartlett, DDA Facilities Coordinator): Survey results were compiled into a report. Consensus was that most of the responses align with what the DDA is currently working on or plans to be working on in the future. The survey is available to the public on the DDA website.

Planning for the summer concert series is under way. It was decided to call it the “Standale Summer Concert Series” and that they will be held at 7PM on the second Thursday in the months of June, July, August, and September. Dates are as follows: June 13, July 11, August 8, and September 12. A variety of genres will be used for the series, but we will stay away from hard rock and hip hop because they may create too much noise for the nearby residents. A stage will be rented this year from Baker Party Rental. They can deliver and set up an 8x16 foot stage and take it down for \$245 per concert. A budget will be created and be presented at the next meeting. Additionally, DDA members said they would be available to help at the concerts. 3-4 members will be needed at each concert to help with directions, announce the band, and thank any sponsors. Board attendance for each concert will be figured out at the meeting in May.

5. M-45 Tree Replacement Plan (Mark Koning, Director of Public Works): The Engineering department and Department of Public Works have been working with Everett's Landscaping on the design and layout of the plantings of maple and pear trees and annual flower beds. There will be a total of 63 trees within the district. Moore and Bruggink have been assisting with the wording of the bid which is expected to go out sometime in May. The bid proposal will include the installation of the trees as well as annual maintenance. The installation is expected to be about \$120,000 and will be completed in the fall.
  - Discussion took place about the new holiday lights used this year. P. Goodale noticed the LED lights had a blue tint and wonders if we can replace the lamppost light with something similar so the decorated post looked more attractive. Koning said that he would look into alternatives for the posts but that it could be pricey because there are over 200 posts that would need to be replaced. It was also mentioned that there were leftover lights this year so more posts could be covered with Christmas lights next year. Koning suggested the DDA look into purchasing new decorative banners for the holidays as well as it was a topic brought up by survey respondents. New banners will last 5-8 years and will need to be included in the updated budget.
6. Elect Chair & Vice Chair: J. Cornell was nominated by J. DeGroot and supported by T. Bart for Chair. Motion carried unanimously. B. Berg was nominated by P. Goodale and supported by T. Bart. Motion carried unanimously.
7. Any Other Business: DDA information was decided to be sent by either email or mail. All members will receive all correspondence via email with the exception of J. Veldheer who requested hard copies. Members were asked to respond via email to confirm receipt of their packets.
8. Next Meeting Date and Time: The next DDA meeting is scheduled for March 19, 2013 at 1:00PM.
9. Adjournment: A motion was made by L. Rios with support by T. Bart to adjourn the meeting at 1:55PM. Motion carried.

Please remember: If you are not going to be able to attend scheduled DDA meetings, please make sure you **call in advance**. It is very important to know ahead of time if a quorum can be met.

Respectfully submitted,

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