

For Approval
May 15, 2012

DRAFT

City of Walker
Downtown Development Authority
MINUTES
April 17, 2012
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 Vice-Chair Cornell.

Attendance was recorded as follows:

Members Present: C. Vander Meulen, P. Goodale, T. Bart, M. Neal, L. Rios, J. Cornell, L. Adams

Members Absent: J. McIsaac, G. Hicks, B. Berg, J. Veldheer, Jennifer Bystry

Also Present: Frank Wash – Walker Planning Director, Mark Koning - Walker DPW Director, Travis Mabry - Walker City Engineering Department, Sue Wyngaarden, VRSH.

2. Approval of Minutes - Following review, a motion was made by C. Vander Meulen with support by M. Neal to approve the DDA meeting minutes of January 17, 2012. Motion carried unanimously.

3. Approve Schedule of Meetings for 2012 – Members reviewed the schedule of meetings for 2012. A motion was made by T. Bart, with support by L. Rios to approve the schedule as presented. Motion Carried.

4. Amendment to Installment Purchase Agreement for 426 Parkside – C. Vander Meulen described the details regarding the history of this property. Attorney Wyngaarden stated that the original agreement was signed in December of 2005 at an interest rate of 6.98% and a balloon payment that is due in December of 2012 in the amount of \$83,481.63. The DDA Board determined that it is in the best interest of the DDA to amend the agreement to extend the payment schedule. Effective May 1, 2012, interest on the unpaid principal balance shall be 3.25% to be paid for by December 2017. A roll call vote of members was taken with the following results:

P. Goodale – Yea	L. Rios - Yea
T. Bart – Yea	M. Neal - Yea
C. Vander Meulen – Yea	L. Adams - Yea
J. Cornell – Yea	

The motion to approve the amendment to the Installment Purchase Agreement for 426 Parkside Carried Unanimously.

5. Updates:

- Standale Trail/Final Billing Results – C. Vander Meulen discussed the DDA trail project commitment which was set at \$160,000, consistent with the tax increment financing plan. The entire amount of \$160,000 was not fully expended, leaving approximately \$75,000 left in the original allocation. C. Vander Meulen is suggesting that \$10,000 be retained in the account just in case there are late billings, and that \$65,000 be re-allocated as part of the DDA budget to other qualifying projects. J. Cornell had asked if any funds needed to be applied toward the maintenance of the trail. Vander Meulen responded that the trail group is supposed to be responsible for that. License agreements with Consumers Energy are paid on an annual basis.
- Kinney/Lake Michigan Mast Arm Project – Members agreed unanimously that the new mast arm/signal look great! Mark Koning stated that there are still some brick pavers that will need to be removed and repaving will take place. Koning will be getting prices for the paver removal work as well as for sidewalk inspections.
- Streetscape Project – C. Vander Meulen stated that progress is being made on the project. Engineer Connors and DPW Director Koning continue to work with MDOT regarding the trees in the DDA and discussions are ongoing with Everett's Landscaping. Additional information will be provided to DDA members as it becomes available.
- M. Koning is working on irrigation systems in the district and repairing/replacing various valves. Everett's landscaping will be providing a preliminary design for the landscaping in the district. The annual flowers have been planted.
- Patriotic banners will be installed in May. WZZM asked if Walker would share the cost for 50th anniversary banners. (WZZM is also celebrating their 50th Anniversary). As a joint effort between WZZM and Walker, 10 lamppost banners will be installed. WZZM will be paying for half of the banners.
- Planning Director Wash stated that Pizza Hut and Panera Bread are operating in the former Walgreen's location. There has been interest in the former Perkin's location on Alpine by a restaurant named Cinco Di Mayo. Ace hardware will not be purchasing the available Walker property.

6. FY 2013 Budget Discussion – Members reviewed the DDA fund information. It is projected that there will be \$91,000 available in the DDA fund at the end of the next fiscal year.

7. Discuss Employing Part-Time Facilities/Event Coordinator – C. Vander Meulen discussed with members the possibility of employing a part-time facilities, marketing and events coordinator. This person would work approximately 15-20 hours per week under the supervision of City Manager Vander Meulen. They would have various responsibilities and work with many departments such as DPW, Engineering and Planning) and attend DDA meetings. (Complete job description available upon request) The pay scale would range from \$15.00 to \$18.00 per hour. This individual would be considered a city employee and would be paid for using DDA funds. Vander Meulen would like two members of the DDA to be part of the interview process. Further information will be discussed at the meeting in May.

8. Any Other Business – M. Koning discussed building repairs at Fire Station #2. Koning worked with the original contractor to resolve the issues. He also met with the City Attorney to review the original construction agreement and a third party building audit was suggested. Progressive

AE was hired to perform the audit and to draft report of findings and provide recommendations for any repairs needed. Koning stated that some of the issues in the building included flashing missing around the windows, insulation missing, and white film on some of the bricks. The Walker DPW has made some of the repairs and have done a great job. An update will be provided at the DDA meeting in May.

9. Next Meeting Date and Time – The next DDA meeting is scheduled for May 15, 2012 at 1:00PM.

10. Adjournment – A motion was made by T. Bart with support by L. Adams 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,

Julia Kozminski, Recording Secretary