

For Approval
September 18, 2012

City of Walker
Downtown Development Authority
DRAFT MINUTES
August 21, 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, L. Rios, G. Hicks, B. Berg, J. Cornell, J. DeGroot, J. Veldheer

Members Absent: T. Bart, L. Adams, J. McIsaac

Also Present: Mark Koning - Walker DPW Director, Scott Conners - City Engineer, Frank Wash – City Planning Director, Megan Bartlett – DDA Coordinator

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

3. Introduction of New Member Jim DeGroot – Jim DeGroot was introduced to the DDA Board. Mr. DeGroot is the General Manager of Riverbend Body Shop.

4. Introduction of New DDA Coordinator Megan Bartlett – Ms. Bartlett is the new DDA Facilities and Events Coordinator.

5. Discuss Business Survey - Megan is currently working on a draft business survey that the DDA has had on hold since last fall. The document(s) can be accessed using Survey Monkey. The city currently has an account with Survey Monkey so no additional costs will be incurred by the DDA to utilize this tool. Megan will generate a notice that will be sent to the businesses in the DDA district for their input.

Members suggested that the survey be posted in area businesses in the district to allow businesses and residents to offer their input. Survey data will be sorted and analyzed. A report will be generated and distributed to DDA members.

6. Project Updates:

- Field's Fabrics Update – Planning Director Wash provided a drawing illustrating the project details. Items to be included are: facade improvements, removal of current awning, adding on to the northeast corner of the building to incorporate shipping/receiving docks, upgrading landscaping and possibly adding a storm water pond. The installation of a temporary cell phone tower on the property has been discussed.

- Paver Project at Kinney and Lake Michigan Drive Intersection – Some of the old brick pavers are still in place. Action will need to be taken now due to the safety issues with the brick pavers. The costs involved to remove the brick pavers and complete concrete work is \$6,500.00. Court appointed work crews will be utilized for a portion of the work. The DDA agreed to move forward with the project. Funds from the streetscape budget will be used.
- Christmas Lights Discussion – Hicks provided a sample of new LED lights that will be used on 200 poles throughout the DDA district. The price per string is approximately \$17.00. Members were surprised at the difference in brightness using the LED-type lighting. The lights are anticipated to last for 3 – 5 years. A motion was made by L. Rios with support by B. Berg to approve a cost not to exceed \$5,000.00 for the purchase of new LED Christmas lights. Streetscape assessment funds will be used for this expenditure.
- Rental House at 426 Parkside – The renters currently in the house will be moving out in the fall. C. Vander Meulen asked members what they would like to do with the house. Two options discussed included: selling the house or try to re-rent the house on a month-to-month basis. Current rent is \$600.00 per month plus utilities. Members inquired if the rent amount could be increased. Following discussion, members agreed to rent the house on a month-to-month basis at the current rate of \$600.00. Vander Meulen is aware of a party that may be interested in renting the house. She will be contacting them soon to discuss.
- Streetscape Update – Base plans for the addition of 60 well-selected species of new street trees was discussed. Discussions are on-going with MDOT to receive approval for the trees. Plans are also being discussed regarding bidding out landscaping services. The contract with Everett's Landscaping is ending next year.
- Budget Update – Vander Meulen stated that preparations are underway for the year end audit. Budget information was distributed to members and reviewed. Vander Meulen stated that that target for tax capture was not met due to a shortfall in property values. There was a shortfall of \$26,000 less in revenues and \$3,500 over in expenditures. Next fiscal year is looking good and with year end adjustments, cash flow is expected to be sufficient.

7. Any Other Business – None to report.

8. Next Meeting Date and Time: The next DDA meeting is scheduled for September 18, 2012 at 1:00PM.

9. Adjournment – A motion was made by B. Berg with support by C. Vander Meulen to adjourn the meeting at 1:40PM. Motion Carried.

Respectfully submitted,

Julia Kozminski, Recording Secretary

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.