

**Draft
Minutes**

City of Walker
Walker/Standale Downtown Development Authority
Tuesday, January 21, 2013
1:00PM – DDA Board Room
Fire Station #2 – 4101 Lake Michigan Drive

1. Call Meeting to Order and Record Attendance – The meeting was called to order by Chairman J. Cornell at 1:00PM. Attendance was recorded as follows:

Present: J. Cornell, C. Vander Meulen, T. Bart, P. Goodale, D. Cramer, J. Veldheer, L. Adams, M. Neal and J. DeGroot

Absent: R. Smith, B. Berg, G. Hicks

Also Present: Scott Connors – City Engineer, Mark Koning – DPW and Carley Paganelli – DDA Promotion and Events Coordinator

2. Approval of Minutes: Following review by DDA members, a motion as made by T. Bart with support by D. Cramer to approve the December, 17, 2013 Downtown Development Authority minutes as presented. Motion carried.

3. Election of New Chairman – J. Cornell volunteered to remain as Chairperson for another term. A motion was made by M. Neal with support by D. Cramer to re-elect J. Cornell as Chair. Motion carried unanimously.

Project Updates:

- DDA 2014 Streetscape Assessment – C. Vander Meulen presented information to members regarding the proposed streetscape plan for 2014. Expenses will include: streetscape maintenance,(via new contract with Everett’s) planting maintenance, flower bed maintenance-annuals and replaced bulbs, irrigation maintenance, parkway lighting, snow removal, utilities and DPW allocation maintenance totaling an estimated \$124,873 compared to 2013 SAD of \$ 110,790. Seventy-nine properties within the district in 2013. The amount of the special assessment has not been raised since 2008. Expenses will be reviewed on a yearly basis to determine future adjustments in the amount levied. Members commented that maintenance of the streetscape is critical to the on-going marketing of the Standale area. Much has improved since the district was established, and continued maintenance on a consistent basis is needed. A motion was made by D. Cramer and supported by M. Neal to recommend approval of the 2014 special assessment roll of \$124,873 to the City Commission. Motion Carried unanimously.

- Laker Bus Rapid Transit - Members briefly discussed the Laker Bus Rapid Transit project. Engineer Connors stated that the project is still in the planning stages. Additional information will be provided as it becomes available.

4. Standale Summer Concert Series – Carley Paganelli discussed sponsorship package opportunities will be mailed out to local business within the DDA district to seek support for the Standale Summer Concert Series. Carley created a Facebook page to promote the concert series along with other DDA events and promotions. Carley presented members with a draft design of DDA logo, suggestions were made. C. Vander Meulen and M .Koning requested to form a committee to meet two times yearly to discuss plans for new banners, Christmas decorations, Christmas tree lighting ceremony and future events and promotions. It was decided to meet at 12 noon with any interested DDA members prior to the next regular DDA meeting.

5. Real Estate Offer – C. Vander Meulen presented information from Smith Diamond to purchase the DDA owned property at 4284 Lake Michigan Drive for \$100,000. City Manager Cathy Vander Meulen spoke to city’s real estate agent regarding the offer. The offer includes a cash payment with closing to take place within 30 days. Members discussed the possibility of a counter offer in the amount of \$120,000. Following discussion a motion was made by D. Cramer with support by M. Neal to make a counter offer of \$120,000 and provide authorization to the City Manager Cathy Vander Meulen to accept \$115,000. Manager Vander Meulen will contact Smith Diamond to make a counter offer for the property.

Any Other Business – None to report.

6. Next Meeting Date and Time – **Tuesday, February 20, 2014 at 1:00PM. (12PM for those interested in discussing streetscape decorations).**

7. Adjournment – A motion was made by T. Bart with support by M. Neal to adjourn the meeting at 1:45 PM. Motion carried.

Respectfully Submitted,

Carley Paganelli, Recording Secretary

If you have any questions or are unable to attend a meeting, please contact Cathy Vander Meulen at (616) 791-6859. Thank you.