

REGULAR MEETING OF THE DOWNTOWN DEVELOPMENT AUTHORITY WAS HELD IN THE COUNCIL CHAMBERS OF CITY HALL, 121 N. FOURTH ST., TUESDAY, APRIL 26, 2016

- I. Chairman Showalter called the meeting to order at 12:05 p.m.
- II. **Present:** Rusty Showalter, Autumn Hunter, Sandy Rabidue, Joanne Bennett, Joseph Clark

**Absent:** Mark Wait, Teresa Henry and Samantha Fabbri

**Others Present:** City Manager, Heather Grace, Mayor, Bill Ehinger, Ogemaw EDC Director, Mandi Chasey

- III. **Additions to agenda** – Manager Grace added that she would like the DDA to create a Budget Sub-Committee to help create annual DDA Budget that could be presented to the City Council prior to the adoption of the city budget. Discussion led to the recommendation that Chairman Showalter, Treasurer Wait be part of this committee. Member Rabidue stated that she would be willing to participate in this as well if her scheduled allowed. Manager Grace stated that she would like to see a meeting held within the next two weeks.

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- IV. **MOTION BY SHOWALTER, SECOND BY RABIDUE, TO ACCEPT THE MINUTES FROM THE REGULAR SCHEDULED DDA METTING HELD FEBRUARY 23, 2016**

**Yes – Showalter, Hunter, Rabidue, Bennett, Clark**

**No – None**

**Absent – Wait, Henry, Fabbri**

**Motion carried**

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- V. **MOTION BY HUNTER, SECOND BY RABIDUE, TO PAY THE BILLS IN THE AMOUNT OF \$71.01**

Pizza - \$46.01 (March & April) KMB Membership - \$25.00

**Yes – Showalter, Hunter, Rabidue, Bennett, Clark**

**No – None**

**Absent – Wait, Henry, Fabbri**

**Motion Carried**

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**VI. Bids** – Prices were submitted by Chairman Showalter & Member Rabidue for replacement flags in the downtown. Prices obtained from each member were comparable and were presented as follows:

Display Sales – 43 Flags, 5 poles & misc. hardware = \$1382 (less shipping)  
Eder Flags – 43 Flags, 5 poles & misc. hardware = \$970.70 (less shipping)

**MOTION BY CLARK, SECOND BY BENNETT, TO PURCHASE REPLACEMENT AMERICAN FLAGS THROUGH EDER FLAGS AT A COST OF \$970.70. BENNETT INCLUDED THAT MOTION SHOULD INCLUDE ANY SHIPPING COSTS THAT WOULD BE ADDED.**

**Yes – Showalter, Hunter, Rabidue, Bennett, Clark**

**No – None**

**Absent – Wait, Henry, Fabbri**

**VII. Reports and/or comments**

**A. Chairman Report**

Chairman Showalter addressed the board in regards to possibly considering paying someone for administration services for the DDA. Showalter expressed his concerns about getting everything done that needs to be done as he has accepted a promotion at work which is taking much more of his time and requires him to work out of town multiple days per week.

**B. Member Reports – None**

**C. City Manager Report – None**

**VIII. New Business**

**A. Pocket Park Repairs** – Chairman Showalter presented needed repairs for the fountain at the downtown pocket park. He explained that since it was a contractor workmanship error, and the fact that the warranties have expired, that the DDA consider paying for the needed repairs. All members agreed that we should take some responsibility for this and requested that bids be obtained to make the repairs and re-present to the DDA board.

**IX. Old Business**

**A. Façade Grant RFP for Engineering** was presented by Chairman Showalter for approval to go out to bid.

**MOTION BY HUNTER, SECOND BY RABIDUE, TO ACCEPT THE WORDING OF THE FAÇADE GRANT ENGINREERING RFP TO GO OUT TO BID.**

**Yes – Showalter, Hunter, Rabidue, Bennett, Clark**

**No – None**

**Absent – Wait, Henry, Fabbri**

**B.** Discussion was held in regards to honoring the yearly contribution made to the Retail Merchants for promoting economic development in the downtown district. It was the conclusion of the board that we continue to honor this agreement and renew annually since the DDA is no longer in a deficit situation.

**MOTION BY RABIDUE, SECOND BY CLARK, TO MAKE SECOND PAYMENT OF THE CURRENT FISCAL YEAR TO RETAIL MERCHANTS IN THE AMOUNT OF \$3750. MOTION INCLUDES AUTOMATIC RENEWAL OF FUNDS FOR UPCOMING FISCAL PERIODS AS LONG AS THE DDA HAS THE FUNDS TO CONTINUE TO DO SO.**

**Yes – Showalter, Hunter, Rabidue, Bennett, Clark**

**No – None**

**Absent – Wait, Henry, Fabbri**

**Motion Carried**

**X. Public Comment - None**

**XI. Adjournment**

Chairman Showalter adjourned the meeting at 1:10 p.m.

May meeting to be held on Tuesday, May 17, 2016

Rusty Showalter  
(submitting minutes on behalf of Secretary Fabbri due to absence)

