

TUSCARORA TOWNSHIP DOWNTOWN DEVELOPMENT AUTHORITY

Meeting Minutes: January 21, 2019

Call to Order. 7 p.m.

Membership Roll Call:

Present: Dawn Bodnar, Chairwoman; Dan Nivelt, Vice Chairman; Diana Mallory, Treasurer Secretary; Mike Saker; Mike Ridley; Dave Driskill; Kris Olsen;

Absent: Diane Friedreichsen, Dave Yaczik

Approval of Current Meeting Agenda:

- a) Motion to approve agenda as presented by Dan Nivelt, Support, Diana

Approval of December Meeting Minutes:

- a) Motion by Mike R to accept December minutes as written, Support by Dan

I. Financial Report – Diana Mallory, Treasurer

- a) Bills to pay:

DDA Audit Proration \$242.00 Motion Dan, Support Diana

IR Community Calendar \$3.60 Motion Mike R. Support Mike S

OHM Advisor/Beckett & Raeder \$5246.09 Motion Diana Support Dan

- b) Bank Balances

Checking \$22,880.52 (no activity in December)

Savings \$379,544.93 (includes \$32.33 in interest)

- c) Dispense, Amend or Approve

Monthly Financial Report

Motion to accept Financial report Dan Support Mike S.

II. New Business

- a) Grant Update: Mike reports conversation with Amy Matisoff (MDOT/TAP Coordinator) that we are competitive and will have an answer and possibly conditional commitment by the February DDA meeting. Brent commented that 2019 was probably not going to be doable because of the work stoppage with road construction workers. There is very little bidding going on for road projects at this time. If we do receive commitment for the grant our construction schedule will more than likely be spring or fall of 2020. That also allows time to discuss with Consumers if there are better options than we currently have agreed on (DDA, not Consumers)

- b) Informational Meeting: We are required to host two informational meeting per year so if we do receive the grant we should schedule a March meeting and contact as many business owners to attend and get input.
- c) P.A. 57: Dawn and Mike attended a DDA seminar in Petoskey on the Public Act 57 which requires more reporting and transparency. (Handout part of the minutes).
- d) Office Administration: P.A. 57 is going to require more office time and Mike suggests that we create a budget item to pay for DDA office administration (compliance, website maintenance and bookkeeping) Mike proposed \$1200/year but consensus is that it should be more. Mike will discuss with Twp, Clerk Sue Fisher regarding estimated time per month. Will report back at February meeting.
- e) Burt Lake State Park Entrance (Boulder & Plaque): Met with Keith Cheli (MDNR) and inquired regarding timetable for new entryway and footpath into Burt lake State Park. He advised that it was a few years off so we should proceed asap with placing boulder and plaque. Motion by Mike S and support from Dan to get updated quote and move forward with a not to exceed price of \$700. Motion passed
- f) Benches Along Pathway: Motion to get new quote from Victor Stanley Co. for two new benches along pathway by Mike S, support Dan, not to exceed \$5000.
- g) Requests (communications): Requests from IR Junior Golf and IR Snowmobile Grooming Club for donations. Mike will write, with regret, DDA cannot donate money
- h) Contract Amendment: OHM Advisors ready to move forward with design and Construction phase of downtown rehabilitation, streetscape, pedestrian safety project. (Contract part of the minutes) Amended contract is \$244,000. Motion to accept contract amendment made by Mike Saker and support from Dan Nivelt.
- i)

III. Unfinished Business

- a) Streetscape Progress/Moving Forward
- b) Community Participation w/ Rhythm on the River: Discussion regarding participation with IR Chamber Summer Music program (Rhythm on the River) Mike checked with DDA consultant and Legal that it is okay to make a program like this part of the marketing of the DDA (unlike an outright donation). Mike will report back at the February meeting with firm figures and locations for the concerts.

IV. Public Comment: Brett from newspaper brought up idea of tailoring programs (such as IR Junior Golf and Snowmobile Grooming) to be part of the marketing plan of the DDA.

V. DDA Board Comment: None

VI. Motion to adjourn: Dan Nivelt, support Dave Driskill

Respectfully Submitted,

Mike Ridley, Acting Secretary

Next Meeting February 18, 2019