



DOWNTOWN DEVELOPMENT AUTHORITY BOARD

January 17, 2017

1. Call to Order - 7:00 P.M. - City Hall Community Room
2. Minutes - Approval of minutes of the annual meeting of January 19, 2016
3. Organization of Board - Elections of a Chairperson and a Vice Chairperson and adoption of a schedule of regular meetings, as needed
4. Miscellaneous
5. Adjournment



BOARD: Downtown Development Authority Board

MEETING DATE: January 17, 2017 **DATE PREPARED:** January 13, 2017

AGENDA SUBJECT: Meeting Minutes

RECOMMENDATION: That the Downtown Development Authority Board approve these meeting minutes

Because the Downtown Development Authority Board historically has met only when matters were pending for its agenda, the Board has not met since its annual meeting last January. Enclosed are draft minutes of the Board's meeting of January 19, 2016.

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Enclosure



DOWNTOWN DEVELOPMENT AUTHORITY BOARD

January 19, 2016

The annual meeting of the City of Petoskey Downtown Development Authority Board was held in the City Hall Kilborn Room, Petoskey, Michigan, on Tuesday, January 19, 2016. Order was called at 7:00 P.M., and the following were:

Present: Lawrence Rochon, Chairperson
Robin Bennett
David Carlson
William J. Fraser, Mayor
Jason Keiswetter
Jennifer Shorter
S. Reginald Smith, Vice Chairperson

Absent: Doug Buck and James M. Reid, Jr.

Also in attendance were Downtown Director Becky Goodman, City Manager Robert Straebel and Downtown Promotions Coordinator Kate Manthei.

Approve Consent Agenda

of January 20, 2015, were approved as submitted.

As the first matter for consideration, upon motion made and supported, minutes of the Downtown Development Authority Board's annual meeting

Conduct Annual
Organizational Session

ment Authority Board members to elect from its members, for one-year terms, a Chairperson and a Vice Chairperson and to set its meeting schedule for 2016.

Chairperson Rochon next reported that to meet bylaw provisions, the Downtown Development Authority Board was required to conduct an annual meeting and asked Downtown Develop-

Ms. Shorter then nominated, Mr. Rochon as Chairperson, seconded by Mr. Smith and Ms. Shorter nominated Mr. Smith as Vice Chairperson, seconded by Mr. Keiswetter for the Downtown Development Authority Board for 2016. Nominations then were closed and Mr. Rochon was elected Chairperson and Mr. Smith was elected Vice Chairperson of the Downtown Development Authority Board on a voice vote all in favor.

Upon motion made and seconded, the Downtown Development Authority Board's regular meeting schedule for 2016 is to be set jointly with the Downtown Management Board's schedule, that is, at 7:00 P.M., on the third Tuesday of each month, at City Hall, but only on an as-needed basis. Said motion was unanimously adopted.

There being no further business to come before the Board, the meeting was adjourned at 7:05 P.M.



BOARD: Downtown Development Authority Board

MEETING DATE: January 17, 2017 **DATE PREPARED:** January 13, 2017

AGENDA SUBJECT: Organization of Board

RECOMMENDATION: That the Downtown Development Authority Board elect officers and adopt a schedule of regular meetings

Background. Prior to appointing the City's Downtown Management Board in 1994, the City Council had established the Downtown Development Authority program in 1993 and had appointed nine members, including the Mayor, to the Development Authority's Board. Although the Downtown Development Authority Board has remained inactive except for December, 2004, when a tax-increment financing program was recommended by the Downtown Development Authority Board and subsequently implemented by the City Council, the Downtown Development Authority Board has only met annually as required by its bylaws.

Requirements. As required by its bylaws, the Downtown Development Authority Board will be asked to select from its members a Chairperson and a Vice Chairperson and to set a 2017 meeting schedule. Because the same persons are required to serve as officers for both the Downtown Development Authority Board and the Downtown Management Board, the Downtown Management Board will be asked to take the same action at its January 17 meeting. Last year, Downtown Development Authority Board regular meetings had been set for 7:00 P.M., on the third Tuesday of each month, immediately preceding the Downtown Management Board meetings, but called only if agenda business was pending.

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