

**Downtown Development Authority  
Minutes of the Regular Meeting  
September 6, 2019**

Meeting called to order at 7:30 AM by Chairman Jim Delemeester.

Members present: Bob Burns, Pam Ginderske, Kathy Westervelt, Jim Delemeester, Julie Birchmeier, Sue Bare and Joe Kline.

Members Absent: Karen Wood and John Gerber.

Others Present: Dennis Collison, Richard Hoerner and Dan McGee Jr.

There were adjustments made to the agenda adding banners under new business as well as the Department of Treasury reporting requirements and park walkway downtown.

Motion by Bare, support by Birchmeier to approve claims and accounts. Motion carried.

Motion by Westervelt, supported by Kline to approve the DDA minutes of the August 2, 2019 regular meeting. Motion carried.

Interim Village Manager Dennis Collison reminded the members of the DDA of the upcoming Christmas Parade meeting at Kimberley Oaks at 6 PM on Tuesday, September 10, 2019.

Dan McGee Jr. was there to speak with the members of the DDA about the quote from Sign Image for the M-52 banner. The members of the DDA did decide to table this until the poles to hold the banner were dealt with.

Collison updated the members of the DDA on the status of the magnetic door locks at the Goodrich Building. They were disarmed and the tenants are now back to using the lock and key and it is going well with no complaints.

Collison and the members of the DDA also discussed the parking lot at the Goodrich Building including the landscaping, lightening, dumpster location, placement of a picnic table and mulch. The status of the doors, flooring and leaking that were discussed at the previous meeting were also discussed.

Motion by Bare, support by Ginderske to approve the proposal from The Hydaker-Wheatlake Co. for the installation of poles along M-52 in the amount of \$14,000. This will be paid for as a budget amendment adding it as a line item and taking the funds out of the money allotted for the downtown streetscape design. Motion carried.

Collison shared with the members of the DDA the Department of Treasury's reporting requirements for the DDA and what the office has been working on to complete this. Collison did advise that the next two meetings of the DDA do need to be information meetings open to the public.

Collison also shared a sample of what a park walkway downtown could look like. The members of the DDA felt this was a good idea to start looking into.

Motion by Westervelt, support by Bare to adjourn. Motion carried.

Respectfully submitted,

Dennis Collison, Interim Village Manager