



DOWNTOWN DEVELOPMENT AUTHORITY BOARD

January 15, 2019

1. Call to Order - 7:00 P.M. - City Hall Community Room
2. Minutes - Approval of minutes of the annual meeting of January 16, 2018
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 15, 2019 **DATE PREPARED:** January 11, 2019

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 16, 2018.

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Enclosure



DOWNTOWN DEVELOPMENT AUTHORITY BOARD

January 16, 2018

The annual meeting of the City of Petoskey Downtown Development Authority Board was held in the City Hall Community Room, Petoskey, Michigan, on Tuesday, January 16, 2018. Order was called at 7:00 P.M., and the following were:

Present: S. Reginald Smith, Chairperson
Robin Bennett
Doug Buck, Vice Chairperson
Dan Harris
Ed Karmann
Noah Marshall-Rashid
John Murphy, Mayor
Ben Slocum
Jessica Stubbs

Absent: None

Also in attendance were Downtown Director Becky Goodman, City Manager Robert Straebel and City Planner Amy Tweeten.

Approve Consent Agenda

As the first matter for consideration, upon motion made by Ms. Bennett and supported by Ms. Stubbs, minutes of the Downtown Development Authority Board's annual meeting of January 17, 2017, were unanimously approved as submitted.

Conduct Annual Organizational Session

Mr. Smith next reported that to meet bylaw provisions, the Downtown Development Authority Board was required to conduct an annual meeting and asked Downtown Development 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 2018.

Ms. Bennett then nominated, Mr. Smith as Chairperson and Mr. Buck as Vice Chairperson, seconded by Mr. Karmann for the Downtown Development Authority Board for 2018. Nominations then were closed and Mr. Smith was elected Chairperson and Mr. Buck was elected Vice Chairperson of the Downtown Development Authority Board on a voice vote all in favor.

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 15, 2019 **DATE PREPARED:** January 11, 2019

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 2019 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 15 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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