

City of Algonac
DDA Meeting
May 4th, 2011

**City of Algonac
Minutes – Downtown Development Authority
Regular Meeting
May 4, 2011**

A regular meeting of the Downtown Development Authority was called to order at 7:00 p.m. on Wednesday, May 4th, 2011 by Vice Chairman Irene Bird.

ROLL CALL

PRESENT: Dr. Robert Bates
Irene Bird
Brian Bayly
Charles Bayly
John Bolf
Art Bryson
James Harris
Mike Musto
Pam Rappa
Diane Strevel

ABSENT: Mike Mentz, excused

OTHERS: Joe Nugent, City Council Member

DDAO # 05-01-11 Excuse DDA Member Mentz

Motion by Charles Bayly, supported by Bates to excuse Mike Mentz from the meeting. Motion carried unanimously.

PLEDGE OF ALLEGIANCE

Vice Chairman Bird led the meeting in the Pledge of Allegiance and called for citizens to be heard.

PUBLIC COMMENT

None at this time.

APPROVAL OF MINUTES:

DDAO # 05-02-11 Approval of Minutes

Motion by Charles Bayly, supported by Bates to approve the minutes of the April 13, 2011 regular Downtown Development Authority meeting as presented. Motion carried unanimously.

TREASURER'S REPORT:

DDA O # 05-03-11 Payment of Bills

Motion by Charles Bayly, supported by Strevel to approve and pay the bills in the amount of \$2,168.50. Motion carried unanimously.

COMMUNICATIONS AND NOTICES:

The site plan for the Fifth-Third bank and a report from the Chamber of Commerce was included in the Communications and Notices.

UNFINISHED BUSINESS:

a) By-Laws Discussion (Musto Proposed)

Executive Director Tomion had provided all DDA members with a copy of the most recently proposed By-Laws as given to him by DDA member Musto. He indicated that in looking these over he might want to address a couple of items for the DDA to look at when they approve the By-Laws and were ready to send them to City Council for their approval. One item was regarding having the City Clerk act as the Secretary for the DDA. The City Clerk would have the official records in her office and it would make more sense for the City Clerk to be the official secretary for the DDA. The DDA may also want to look at making sure that the City Manager – or Executive Director of the DDA – be put in charge of certain issues facilitating getting the packets ready and things of this nature for the DDA. He also added that the City Treasurer should be the Treasurer for the DDA. He further explained that if they did not want to make the changes and leave things as they currently were, Dr. Bates – as the current Secretary for the DDA – would be in charge of taking the minutes and the official record keeper. Since the DDA members would most likely not want that responsibility and since the City Clerk would keep these records anyway – it would make sense to make those changes.

DDA Member Musto said he was in favor of the City Administration handling these types of activities for the DDA. He would be supportive of the City Manager being the official Executive Director of the DDA, the City Treasurer being the official Treasurer for the DDA and the City Clerk being the official Secretary for the DDA. He was concerned that the City be reimbursed for their time in taking care of DDA business however. There should be some type of formula to figure this out.

DDA Member Strevel questioned the Mayor holding an officer position on the DDA as well as being the Mayor – and if this was a conflict of interest. She then reviewed the DDA By-Laws that she had prepared and brought in for review for tonight. The City Clerk had put these in front of all DDA members prior to the meeting.

A discussion was had on signing of the checks at this time – who would do this. Currently the City Treasurer, City Manager, Mayor and Mayor Pro-Tem could sign checks. Any of these would be good choices for DDA check signers. If the City Treasurer was officially made as DDA Treasurer this would be even better.

DDA Member Musto then suggested that he would withdraw his recommendations for updated By-Laws and support DDA Member Strevels. The DDA discussed the best way to handle this. It was decided that a committee of DDA Members Musto and Strevel would meet with City Manager Tomion and City Clerk Greenia to discuss the issues and they would come back with a document at the next DDA meeting for review that would address the many concerns as were discussed tonight. The By-Laws would be ready for the June 1, 2011 meeting.

At this point, DDA Member Bird asked how the costs associated with Clerk Greenia and Treasurer Mackie would be paid for their time serving the DDA – where would the money come from. Clerk Greenia reviewed how this would be facilitated when she was taking minutes for the past Clerk. She would submit her hours to the Clerk and he would figure the cost to the City for her services. A bill would be submitted to the DDA for this and after approval was made then payment would take place. City Manager Tomion stated that the DDA would be charged for the Clerk and Treasurer's time but not for his. It

was suggested that the time spent on behalf of the Clerk and Treasurer in working for the DDA be charged quarterly and billed to the DDA. No further discussion was had on this item at this time.

DDAO #05-04-11 Appoint By-Law Committee

Motion by Harris, supported by Bates to appoint DDA Members Musto and Strevel to work with the DDA Secretary (City Clerk) and Executive Director (City Manager) to come up with By-Laws to proposed to the DDA for review and action on at the DDA meeting of June 1, 2011. Motion carried unanimously.

Proposed Budget for FY 2011-2012

Executive Director Tomion stated that at the last meeting he had gone over the proposed budget for the FY 2011-2012 with the DDA.

He then asked if there were any changes and if not, he stated they need to formally approve this budget so that it could get to City Council for their final approval.

DDAO #05-05-11 Approval FY 2011/2012 Budget

Motion by Bryson, supported by Brian Bayly to approve the DDA FY 2011/2012 budget as presented, excluding the cost for the binocular viewers in the amount of \$1,000.00, and forward to Algonac City Council for their final approval. Motion carried unanimously.

Kenmark Discussion - Christmas Decorations - Diane Strevel

DDA Member Strevel stated that she had contacted Kenmark and spoke with them about what the DDA wanted to do and what was available for them.

Executive Director Tomion stated that he had spoken with Paul Jarmolowicz regarding what could possibly be done regarding the Christmas decorations in the DDA area through the City. DPW Director Jarmoliwicz has found a local contractor that would both put up and take down the lights on the Christmas tree for a total of \$400.00 - \$200.00 each way. DDA Member Strevel stated that the total amount from Kenmark was \$1,100.00 to decorate 20 poles and that would be for a three (3) year contract. The total amount budgeted was

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\$1,900.00 for all. The tree would be \$400.00 and the Kenmark pole decorating would be \$1,100.00 for a total of \$1,500.00 per year.

DDAO # 05-06-11 Approve Contract With Kenmark for Christmas Decorations

Motion by Bryson, supported by Charles Bayly to accept and approve the contract with Kenmark to put up and take down Christmas decorations at a cost of \$1,100.00 annually which will cover decorations on 20 poles in the City of Algonac for a contract lasting three (3) years and to authorize the Executive Director to execute the contract and to approve a local contractor to put up and take down lights on the Christmas tree for a total cost of \$400.00 annually. Motion carried unanimously.

NEW BUSINESS

Elections

DDAO #05-07-11 Election of Chairman DDA City of Algonac

Motion by Bates, supported by Brian Bayly to nominate Mike Musto for the office of Chairman of the DDA for the City of Algonac.

No other nominations were heard.

Vote on nomination: All Ayes/Motion Carried

DDAO #05-08-11 Election of Vice-Chairman DDA City of Algonac

Motion by Bird, supported by Charles Bayly to nominate Diane Strelvel for the office of Vice-Chairman of the DDA for the City of Algonac.

No other nominations were heard.

Vote on nomination: All Ayes/Motion Carried

Grass Cutting Bids

Executive Director Tomion indicated that bids for Grass Cutting services were scheduled to be opened on May 11th, 2011. He would be bringing back the results at the June 1, 2011 meeting.

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BOARD MEMBER COMMENTS:

DDA Member Rappa stated that she was very pleased to see so many of the DDA Members present at this meeting. She asked about flying the Canadian Flag and who this would have to be facilitated. She said she would need to sit down with DPW Director Jarmolowicz on this matter.

DDA Member Harris reminded everyone that Poppy Sales were this upcoming weekend.

DDA Member Bryson stated that he heard rumors that the current Fifth-Third bank building might get donated to the Historical Society.

ITEMS FOR NEXT AGENDA

By-Law Review
Grass Cutting Bid Award
Policy review for city administration charges to DDA budget

ADJOURNMENT:

DDAO # 05-09-11 Adjournment

Motion by Charles Bayly, supported by Bates to adjourn the meeting.
Motion carried unanimously.

Meeting adjourned at 8:03 p.m.

Respectfully Submitted:

Signed:

Cynthia L. Greenia, Clerk
City of Algonac

Irene Bird, DDA Vice-Chairman
City of Algonac