

Downtown Development Authority

Regular Meeting Minutes

Wednesday, March 13, 2013
Noon, City Hall



City of South Haven

MISSION STATEMENT: The Downtown Development Authority (DDA) is to be a leader in helping to fulfill the City of South Haven Municipal Plan; through planning, funding, and development of projects within the DDA District which promote, encourage and contribute to the overall economic growth and development of the community.

1. Call to Order by Olson at 12:10 p.m.

2. Roll Call

Present: Burr, Marcoux, Maxwell, Whiteford, Olson

Absent: Braun, Zuckerman

Also present: Brian Dissette, City Manager

3. Approval of Agenda

Motion by Burr, second by Whiteford to approve the Wednesday, March 13, 2013 regular meeting agenda as presented.

All in favor. Motion carried.

4. Approval of Minutes

September 5, 2012 Regular Meeting

October 3, 2012 Workshop

December 3, 2012 Special Meeting with City Council

January 30, 2013 Special Meeting

February 6, 2013 Workshop

Motion by Marcoux, second by Burr to approve the minutes of the September 5, 2012 Regular Meeting, October 3, 2012 Workshop, December 3, 2012 Special Meeting with City Council, January 30, 2013 Special Meeting and February 6, 2013 Workshop.

All in favor. Motion carried.

Davidson pointed out that the reason the Board was being presented with minutes from five different meetings is due to having special meetings and workshops, at which minutes approvals are not allowed.

5. DDA will be asked to consider approving a Resolution to amend the “DDA Development & Tax Increment Financing Plan”.

Davidson explained the purpose of the Resolution, stating this was discussed by the Board at the Feb. 6, 2013 workshop, at which time mention was also made regarding the condition of Kentucky Avenue. At the same meeting, Davidson reminded the Board, she and City Manager Dissette were asked to review current DDA (Downtown Development Authority) plans and determine whether there should be additions or changes to the plan.

Marcoux asked, regarding the summary of plan amendments, about the addition of the ice rink grid system. Dissette stated that regarding Item #5, the ice rink, the City has been working with an outside firm to determine both a short term and a long term fix for the grid system. Dissette explained that the grid system needs to be replaced due to being worn. A long term solution, Dissette explained, would be to pour the grids into concrete and create a nearly level surface. While this is an expensive upgrade, it makes sense because currently annual set-up fees are quite high. It is recommended that this item be included in the Plan Amendment in the case that the DDA wants to pursue this project in the future.

Whiteford questioned the amendment regarding marketing efforts. Dissette noted that marketing was already built into the DDA plan; however, currently DDA money has not been used for marketing purposes, which sunsets in December 2014. The city would like to be able to tap those funds to assist with short term parking maps and other materials, such as brochures, that would communicate details of capital projects. It could be advantageous for future capital improvement projects for the DDA to have this money available if needed.

Davidson pointed out that the DDA has nothing in the current plan to support sustainability so that has been addressed in this Plan Amendment as well.

Motion by Marcoux, second by Whiteford to approve the Downtown Development Authority Resolution No. 2013-01, recommending the Year 2013 Amendment to the Development Plan and Tax Increment Financing Plan to the City Council of the City of South Haven.

Burr asked Marcoux if he had included the requested boundary change in the amendment. Marcoux amended his motion to include keeping the current DDA boundaries as part of the amendment. Second by Burr.

All in favor. Motion carried.

6. Adjourn

Motion by Whiteford, second by Maxwell to adjourn at 12:26 p.m.
All in favor. Motion carried.

RESPECTFULLY SUBMITTED,

Marsha Ransom
Recording Secretary