

Agenda  
City of New Buffalo  
Downtown Development Authority

**Board of Directors  
Regular Meeting**

July 12, 2018

8:00 AM

1. Call to order
2. Roll call
3. Approval of the Agenda
4. Approval of the previous meeting minutes (June 14, 2018)
5. New Business
  - Public comments and submittals
  - Phase Two project updates
  - DDA Board resignation – Ellie Mullins (two vacant seats)
  - Letter from Whittaker Street Merchants
  - BUILD Grant letter of support for Marquette Greenway
6. Old Business
  - Communication – Pete R., Robert, and Joe
    - Nothing to report
  - Entrepreneurial/Business Development – JV, DeeDee, Doug
    - Shops desire for sidewalk sales - rk
    - Parking enforcement updates
  - Design/Visual impact/guidance – Robert, DeeDee
    - Nothing to report
  - Financial –Robert
    - Treasurer's report
6. Member comments
7. Adjournment

Future Goals and discussion items

Speed Limit on Highway 12/Buffalo St - MDOT assessment

Committee mission statements reminder

The Regular Meeting of the City of New Buffalo Downtown Development Authority for June 14, 2018, was called to order by Chair Kemper at 8:07 am. in the Community Room at New Buffalo City Hall, 224 W. Buffalo St., New Buffalo, MI 49117.

Present: Doug Roch, Joe Lindsay, Ellie Mullins, JV Peacock, Robert Kemper, Mayor O'Donnell, Pete Rahm, Dee Dee Duhn

Absent: None

City Staff Present: City Manager Richards, Deputy Clerk Mary Lynn

Public: Maureen Shanley, Cathi Rogers, Karen Poff

**Motion by Member Lindsay, seconded by Member Roch, to approve the agenda, voice vote unanimous 8-0, motion carried.**

**Motion by Member Mullens, seconded by Member Lindsay to approve the minutes from May 10, 2018, voice vote unanimous 7-0, motion carried, Dee Duhn abstained.**

#### **New Business**

**Public Comment and submittals - none**

#### **Phase Two project updates**

City Manager Richards has spoken to AEP about a malfunction and will be meeting with them.

#### **DDA Board seat status – Karen Gear replacement**

#### **Downtown Opening Ceremony Attendance and Schedule**

#### **Ribbon Signing**

#### **Old Business**

#### **Communication-Pete Rahm, Robert Kemper and Joe Lindsay**

#### **FAQ for approval**

Discussion with Maureen Shanley on Parking Faqs.

**Motion by Member Mullens, seconded by Member Roch to approve FAQs, voice vote unanimous, 7-0, motion carried.**

#### **Economic/Business Development-JV, DeeDee, Doug**

Parking Update – The City staff and Member Roch will be meeting with Passport Parking on June 26, 2018 at 10:30 a.m.

Other – St. Mary of the Lake and Roundhouse future development discussions.

**Design/Visual impact/guidance –Ellie and DeeDee**

Sidewalk seating approval by city council-That was approved at last City Council meeting. There is a possible business adoption program that can be utilized for the outside furniture that can be explored after this year.

City Ordinance regarding sidewalk usage-Discussion on Sidewalk Obstruction Ordinance that is now being enforced.

NBBA Visitor Kiosk updates – Karen Poff

NBBA would like to move the Kiosk back after some improvements are completed.

**Motion by Member Roch, seconded by Member Mullens to recommend City to allow NBBA to put kiosk to be put back on Merchant Street when the awning is complete. Voice vote unanimous 6-0.** Motion carried, Member Duhn was not present.

**Financial Report – Robert**

**Motion by Member Lindsay, seconded by Member Mullens to accept the Financial Report. Voice vote unanimous 6-0,** motion carried.

**Member Comments:** None

**Adjournment**

**Motion by Member Rahm, seconded by Member Lindsay to adjourn the meeting at 8:55 a.m.,** voice vote unanimous 6-0, meeting adjourned.

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Robert Kemper, Chairperson

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Mary Lynn, Deputy Clerk

**City of New Buffalo  
Downtown Development Authority  
Cash Activity Report June 2018**

Prior month cash balance \$ 470.26

**Revenues:**

Interest Earned \$ 0.23

Total Revenues \$ 0.23

**Expenses:**

\$ -  
\$ -

Current cash balance **\$ 470.49**