

MINUTES OF DDA MEETING HELD ON APRIL 14, 2009

1. CALL TO ORDER

Bill Smith called the meeting to order at 6:00 PM.

Members Present: Matt Balmer, Nancy Ayers, Bill Smith, Jeffrey Blandford, Sam Kendall, Marc Owens, Bill Schumacher

Members Absent: Helen DeGeatano, John Slater

City Clerk Administered the Oath of Office to the DDA Board Members, Bill Smith was re-elected as Chairperson, Bill Schumacher was elected Treasurer, Jeff Blandford was elected Recording Secretary, and John Slater was elected Co-Chairman (Nancy Ayers will become Co-Chairman if John Slater refuses).

2. CHANGES/ADDITION/DELETIONS TO AGENDA

Under New Business, A and B were switched.

3. APPROVAL OF MINUTES

Approved.

4. PUBLIC COMMUNICATION

Mary Glinski came to return the DDA's ornaments that she had been storing in her gallery, and also to say that the DDA website is ready to go. She read a letter that addressed the Thistle Lofts, a project that got could not get passed due to parking issues.

5. UNFINISHED BUSINESS

No report.

6. NEW BUSINESS

- A. Ryan Kilpatrick reviewed the purpose of the Downtown Development Authority Act, creation of the Downtown Development Authority, overview of the Development, and the Douglas Development Plan and Tax Increment Financing Plan. There was no funding for many years, which is why the ornaments were sold. The DDA owes the city money for a previous project, but if the debt is excused, the money the DDA has could be used for economic development projects.
- B. The biggest accomplishments from 2008 were the socials. They made money, and brought people from different areas to Douglas. The advertising committee needs a strong plan in order to move forward. The trolley service didn't get very far last summer because Saugatuck was not

on board, and the interurban didn't get a proposal out. A staff person may need to be hired to help Nancy Ayers with socials, and write grants. The DDA needs to be more organized this year, and get a strong advertising plan to get people interested in Douglas. There is a \$40,000 fund to start the year.

- C. Matt Balmer made a motion to eliminate Events and Holiday lighting from the committees, and Nancy Ayers made an amend to the motion saying that only Holiday Lighting be removed. She seconded the motion, and it was passed. There are three standing committees: Budget/Finance, Events, and Advertising.
- D. Bill Schumacher is the chair of the Budget/Finance committee; Marc Owens and Bill Smith are the other two members. Sam Kendall is the chair of the Advertising committee; Jeff Blandford is the other member. Nancy is the chair of the Events committee; Sam Kendall is the other member.

7. COMMITTEE REPORTS

No report.

8. STAFF/MANAGERS REPORT

No report.

9. BOARD MEMBERS COMMENTS

Jeff Blandford clarified that in his email the 'u' should be an 'o'. Sam Kendall wanted to pursue the parking issue. Ryan Kilpatrick will be getting the word out and getting back public input. Nancy Ayers welcomed the 'new faces', and is excited about working together to accomplish goals.

10. CHAIR REPORT/COMMENTS

Bill Smith said the TIFA plan would be resolved during May. There was also one issue to resolve – the deadline for Shore magazine for the June/July issue has passed, so on Thursday, at 5:30 there will be a follow up meeting.

11. APPROVAL OF BILLS

No report.

12. AJOURNMENT

Matt Balmer made a motion to adjourn the meeting, Sam Kendall seconded the motion, and the meeting was adjourned at 7:39.

**PROPOSED MINUTES
THE CITY OF THE VILLAGE OF DOUGLAS
DOWNTOWN DEVELOPMENT AUTHORITY
SPECIAL MEETING
DOUGLAS CITY HALL
THURSDAY, APRIL 16, 2009**

1. The meeting was **called to order at 5:36 PM** by Chairperson Smith.
2. **Roll Call:** Sam Kendall, Matt Balmer, Marc Owens, Nancy Ayers, Bill Smith; also in attendance: Ryan Kilpatrick, Zoning Administrator.

ABSENT:

Bill Schumacher, John Slater, Helen DeGeatano, Jeff Blandford

3. **Approval of \$1,500 expenditure for advertisement in Shore magazine.**

Roll Call Vote: Owens, Kendall, Smith, Blandford, Balmer and Ayers vote to approve.

Motion carries

4. Board Member Comments

Balmer: Suggestion that Balmer meet with Chair and staff to discuss future involvement of staff during regular Board meetings

Ayers: Informed the Board that John Slater had indicated he would be happy to serve as Co-Chair of the DDA

**Motion by Owens, second by Kendall to adjourn at 5:48 PM
Motion carries**

MINUTES OF DDA MEETING HELD ON MAY 12, 2009

1. CALL TO ORDER

Bill Smith called the meeting to order at 6:02 PM.

Members Present: Nancy Ayers, Bill Smith, Jeffrey Blandford, Sam Kendall, Marc Owens, Bill Schumacher, Helen DeGeatano, John Slater

Members Absent: Matt Balmer

2. CHANGES/ADDITION/DELETIONS TO AGENDA

Ornaments were added under events.

3. APPROVAL OF MINUTES

- A. Not approved.
- B. Approved.

4. PUBLIC COMMUNICATION

- A. **Verbal Communications:** Max Maddison presented the Art Around Town brochure of '07, and explained that last year 'went dead', but this year it has been changed to the Harbor Sculpture Tour or Harbor Sculptures. There will be 22 different sculptures, 9 will be in Douglas. The brochure will include an asterisk by the gallery name where each sculpture is located.
- B. **Written Communications:** (3 handouts)

5. UNFINISHED BUSINESS

No report.

6. NEW BUSINESS

- A. John Slater reviewed the TIFA, and noted that it is an official document and it is why the DDA is here. There are 14 items, and 5 different elements. The Tier A Projects (2006 – 2016), include road improvement, Beery Field restroom improvement, gateway treatment, staff person (Ryan Kilpatrick), Market Plan, and the webpage. Sam Kendall is in charge of advertising/website, and will meet with Julie Able about the new website. If there were additional money, the DDA would continue park development, keep volunteer/student opportunities at the top of the list, and create a vision statement (next meeting). Once the vision statement is decided, it needs to be submitted to city council, and if it is altered, it must be re-submitted.

- B. The city has been approached about having a special event prior to the Relay for Life in August. There would be a rock band on a Saturday afternoon. The Special Events Committee needs to sit down and find a direction so events can be approved or declined.
- C. Advertising Issues
 - 1. The clock in Douglas hasn't been working for about a year, so two merchants had it painted, and turned it over to someone for repairs. They would pay for the repairs if the city would not. It was \$400 for the paint, and \$1,023 for the repair.
 - 2. Outdoor speakers might be put in from Bluestar to Wayde's Bayou, but there was concern about whether or not it would fit into the TIFA.
 - 3. Sam Kendall spoke with Shore, and for two page spreads in each of the four issues during the summer season would be \$6,000.
 - 4. For the double-decker signs it would be \$8,500.
 - 5. Before a decision is made, a nice logo that goes with a slogan should be developed. Jeff Blandford could have some graphic designers come up with some possible designs for the logo.

7. COMMITTEE REPORTS

- A. Bill Schumacher proposed a budget for the '09/'10 year, and will need to be approved at the next meeting. \$250 goes to Helen for the conferences every month, and there is no revenue from the ornaments. A motion for \$3,000 for socials was approved.
- B. Nancy Ayers has been in charge of events in the past, and will continue to be involved. For food license at socials, \$75 is charged for a nonprofit organization, and \$100 is charged for profit organization unless it is cooked inside a certified kitchen area. There are a couple of new sponsors this year that will be posted on the sign in front of the park for two weeks. At the next SABA board meeting, Bill Smith will ask about the E Newsletter.

8. STAFF/MANAGERS REPORT

No report.

9. BOARD MEMBERS COMMENTS

Helen DeGeatano wanted to make sure that the MDA president had the full list of contacts (members), and thinks it would be very good for Douglas to host a conference. John Slater wanted to welcome the new members and thanked Ryan Kilpatrick.

10. CHAIR REPORT/COMMENTS

11. APPROVAL OF BILLS

Approved.

12. AJOURNMENT

Meeting was adjourned at 7:58 PM.

MINUTES OF THE DDA WORKSHOP MEETING HELD ON JUNE 25, 2009

1. CALL TO ORDER

Bill Smith call the meeting to order at 6:04 PM.

Members Present: Nancy Ayers, Bill Smith, Jeffrey Blandford, Sam Kendall, Marc Owens, Bill Schumacher, John Slater

Members Absent: Helen DeGeatano, Matt Balmer

2. WORKSHOP SESSION

Ryan Kilpatrick began the discussion by recapping the recent meetings conducted by the DDA as relates to the Visioning Process. Kilpatrick read draft vision and goals aloud and asked for comments.

Public comments were received pertaining to: local artists vs. national/international artists referenced in the vision statement; recognition that Douglas is not currently a year-round attraction, urges for realism; expansion of existing resort season may be more appropriate or encouragement of winter activities; responsibility of DDA to communicate an objective analysis of the business climate to potential business owners.

Lisa Lungaro offered to provide survey data obtained by SABA to the DDA, suggesting that some demographic information had already been collected.

Public comments pertaining to the need for greater communication between public bodies (i.e. Council, Planning Commission and DDA); need for a sense of collegiality and the need to avoid exclusivity when marketing and promoting Douglas.

DDA Board requested that the general public and Board members provide comments pertaining to draft objective statements to Ryan Kilpatrick prior to the next meeting. Following meeting would focus on the prioritization of objectives.

3. MEETING ADJOURNED

Bill Smith adjourned the meeting at 7:36 PM

MINUTES OF DDA MEETING HELD ON JUNE 9, 2009

1. CALL TO ORDER

Bill Smith called the meeting to order at 6:03 PM.

Members Present: Nancy Ayers, Bill Smith, Jeffrey Blandford, Sam Kendall, Marc Owens, Bill Schumacher, John Slater, Matt Balmer

Members Absent: Helen DeGeatano

2. CHANGES/ADDITION/DELETIONS TO AGENDA

None.

3. APPROVAL OF MINUTES

- A. Approved, with one change of the date.
- B. Approved.
- C. Approved.

4. PUBLIC COMMUNICATION

A. Verbal Communications:

i. SABA: Joint Projects

SABA will sponsor one of the Douglas Socials. Janet Schmitt will help with the poster, fliers, and radio spot for the socials. Ryan Kilpatrick will attend SABA meetings. The best communication between DDA and SABA will be Ryan or Dave.

B. Written Communications:

i. Letter from Renee Waddell regarding Special Events

Bill Smith will answer questions that anyone has about the letter. She has concern about how the events are approved. Matt had asked for a three-person panel to approve events. The DDA can't discriminate against certain groups, but there needs to be a direction. Certain events occur every year like the Easter parade, so the city created a form, but different events could need police protection, etc. Many of the merchants did not agree with the yard sale that was meant to take place in Beery Field because they didn't think it would bring in the kind of customers that would shop in downtown Douglas.

5. UNFINISHED BUSINESS

A. Ryan Kilpatrick created the Draft Vision Statement based on what the DDA members had expressed in previous meetings. On Thursday, June 25th there will be a meeting at 6:00 PM to discuss the new Vision Statement. Bill Smtih thought it was a great first draft, but wasn't sure about how 'immediate' was used. John Slater wanted

to have downtown lodging and living options included. Matt Balmer didn't agree with 'trendsetting dining'. Marc Owens didn't think it was smart to limit it, and then say we want diversity. Matt Balmer thinks the Douglas residents need to be reached – not just the tourists. Nancy Ayers thought that Ryan did a great job, and didn't have any immediate comments. Jeffrey Blandford agreed with John Slater about the living options, and thought 'welcoming' would be a good word to use. Bill Schumacher thought that promoting growth wasn't as strong as he'd like it to be. Tim Glinski said that if the planning commissions weren't in sync with the DDA, it wouldn't work. Max Madison thought it would be appropriate to include that there is opportunity here, and counseling to businesses should be available. Bill Smith agreed with Max – need some kind of business incubator. John Slater said the businesses have to know what the cost of business is. Matt Balmer agreed, saying people from out of the area find a space to lease, but cannot afford rent. Ryan will make the changes and have a more concrete version in two weeks. John Slater made a point that the DDA has been talking about this for three or four years, and now it is finally happening.

6. NEW BUSINESS

A. Two Douglas merchants took it upon themselves to get the clock fixed, and asked the city if they would pay for it. It ended up being about \$14,000 because the metal was corroded, and a new one is being put in. There was a proposal that the DDA would pay for half of it, and the city would pay for the other half. So \$700 would be for the new clock. Matt Balmer made a motion to give up to \$700. John Slater seconded the motion. Sam Kendall: in favor, Marc Owens: in favor, Matt Balmer: in favor, John Slater: in favor, Bill Smith: in favor, Nancy Ayers: in favor, Bill Schumacher: in favor, Jeffrey Blandford: in favor. Motion was approved.

B. Approval of Budget for fiscal year 2009-2010

7. COMMITTEE REPORTS

A. Bill Schumacher was informed on Friday that the budget had to be posted the way it was, but changes could be made. There is \$2,000 under Economic Development Expense, and about \$40,000 under Unrestricted Fund Bill. Matt Balmer suggested that holiday lighting, Christmas decorations, and ornaments no longer be included in the budget. He also wanted to make sure that the conferences that Helen DeGeatano commits to are worth the time, so Ryan Kilpatrick will attend one to see if there is anything the DDA can get out of them. Nancy Ayers said the ornaments should be a city expense not DDA expense. The city manager should be left those decisions. Marc Owens wondered if the DDA owed anything for the website, and Sam Kendall said that as far as he knows it is all paid for. Bill Schumacher wondered if the budget could be posted on the website, and Sam Kendall said that could easily be done. Matt Balmer thinks that

only one person should be able to change dates on the calendar. Marc Owens thinks it would be better if members of the advertising/website committee all had access in case Sam Kendall were out of town. Marc Owens made a motion to approve the budget for the fiscal year 2009 – 2010. Sam Kendall seconded the motion. Nancy Ayers: in favor, Matt Balmer: in favor, Sam Kendall: in favor, Marc Owens: in favor, John Slater: in favor, Jeffrey Blandford: in favor, Bill Schumacher: in favor, Bill Smith: in favor.

- B. Bill Smith says Sam Kendall has great ideas about advertising and the website, and suggests a second meeting in July that Sam chairs to talk about the new visual part of Douglas. Sam wants to brand the city with something and keep it once we have it because right now there is no real visual statement. The DDA needs to go to a graphic designer and give them direction so they can come up with something the DDA wants. What does the DDA want to tell the public about Douglas?
- C. Nancy Ayers says socials are falling into place, but there are currently only two sponsors, so she is going to make some phone calls and contact Janet. Volunteers to serve beer and wine are needed. The bands are all lined up, and the posters are ready as well. Ryan received an application for special events. A local church wanted to have a yard sale on Beery field during the July social, but Nancy said that is not a possibility, but they are welcome to set up a table outside the fence and have the sale at the church. Bill Smith made a motion that no other events can take place at Beery Field during a social. Sam Kendall: in favor, Marc Owens: in favor, Nancy Ayers: in favor, John Slater: in favor, Matt Balmer: in favor, Bill Smith: in favor, Bill Schumacher: in favor, Jeffrey Blandford: in favor. Motion was approved.

8. BOARD MEMBER COMMENTS

Marc Owens wanted to make sure that the \$40,000 stayed within the TIFA plan. Nancy Ayers wondered why there was \$1,000 for holiday supplies in the budget. Matt Balmer will make a proclamation on the steps in front of news stations about Douglas residents shopping in Douglas. The individual (Douglas resident) who spends the most money at Douglas shops from July 1st – 7th will receive a gift basket with gift cards.

9. CHAIR REPORT/COMMENTS

There was a letter from Max Madison about the Art Around Town – they are \$100 short, and hope that the DDA will help.

10. APPROVAL OF BILLS

A. Art Around Town: Bill Schumacher made a motion to give \$100 to Max Madison for the Art Around Town printing, and John Slater seconded the motion. Marc

Owens: in favor, Sam Kendall: in favor, John Slater: in favor, Bill Smith: in favor, Matt Balmer: in favor, Nancy Ayers: in favor, Jeffrey Blandford: in favor, Bill Schumacher: in favor. Motion was approved.

11. AJOURNMENT

Meeting was adjourned at 7:45 PM.

MINUTES OF DDA MEETING HELD ON JULY 14, 2009

1. CALL TO ORDER

Bill Smith called the meeting to order at 6:02 PM.

Members Present: Nancy Ayers, Bill Smith, Jeffrey Blandford, Sam Kendall, Marc Owens, Bill Schumacher, John Slater, Helen DeGeatano

Members Absent: Matt Balmer

2. CHANGES/ADDITION/DELETIONS TO AGENDA

None.

3. APPROVAL OF MINUTES

- A. June 9, 2009 minutes approved, with correction to dollar amount.
Addition of extra zero in the clock repair cost.
- B. June 25, 2009 minutes approved.

4. PUBLIC COMMUNICATION

A. **Verbal Communications:**

- i. Solvia Dapley had concern about Douglas Socials with food license and the DDA covering the fee. As a member of a non-profit organization she wanted to be able to earn exposure and raise money for scholarships. Max Matteson represents the United Church of Christ, and is willing to pay the fee in the future for the Douglas Socials. Mary Glinski asked for DDA support at the August 12th meeting about the Thistle Lofts project. Tim Glinski just wanted to express that the parking for Thistle Lofts has been extremely frustrating.

B. **Written Communications:**

- i. **Letter from Lawrence Gammons, Bentley's Antiques**

5. UNFINISHED BUSINESS

A. Ryan Kilpatrick reviewed the vision statement, and went through changes. The Board established top five priority object statements.

6. NEW BUSINESS

No report.

7. COMMITTEE REPORTS

- A. No report.
- B. No report.
- C. Nancy Ayers said the only advertising for the socials are posters and the flyers from SABA. She is not sure how big the socials could get, since she is confined for space. Bill Smith said to wait and see what happens with the first social, and talk to Bill Schumacher about bills. Another table next to beer/wine could be for selling the Christmas ornaments.

8. BOARD MEMBER COMMENTS

Helen DeGeatano explained the paper handout from the MDA.

9. CHAIR REPORT/COMMENTS

Bill Smith wanted to thank Robin and Lincoln for having the clock fixed, and he also noted that Beery Field looked wonderful.

10. APPROVAL OF BILLS

Sam Kendall made a motion to approve \$3,500 for socials, Helen DeGeatano seconded the motion.

11. COMMUNITY DEVELOPMENT DIRECTOR'S REPORT:

(Update of Planning Commission activities.) Ryan Kilpatrick spoke about the four parking spot waiver, and how it was reduced even though they increased the number of units.

12. AJOURNMENT

Bill Smith made a motion to adjourn at 7:31 PM, John Slater seconded the motion, and Helen DeGeatano was support.

MINUTES OF DDA MEETING HELD ON AUGUST 11, 2009

1. CALL TO ORDER

Bill Smith called the meeting to order at 6:02 PM.

Members Present: Nancy Ayers, Bill Smith, Jeffrey Blandford, Marc Owens, Bill Schumacher, John Slater

Members Absent: Matt Balmer, Sam Kendall, Helen DeGeatano

2. CHANGES/ADDITION/DELETIONS TO AGENDA

None.

3. APPROVAL OF MINUTES

Approved with a change of Sylvia Dapley's name.

4. PUBLIC COMMUNICATION

A. Verbal Communications:

Mary Glinski notified the DDA that Thistle Lofts project is going back to the Planning Commission on Wednesday, August 12, at 7:00 PM for the last time. She also expressed her gratitude to the DDA for the letters that have been written in favor of the project. She would be willing to donate up to \$500 to the DDA, and then the DDA could set up a fund for bike racks. It would also be helpful if store owners, and employees could park in spots outside of Center Street so more spots would be available to customers. Bill Smith said he would sign a letter in time for the meeting, supporting the Thistle Lofts project. Tim Glinski hoped that the \$500 donation would encourage others to do the same.

B. Written Communications:

There was an article in the Kalamazoo Gazette about Douglas.

5. UNFINISHED BUSINESS

Ryan Kilpatrick expanded a bit on some of the issues in the vision statement. Marc Owens wanted to make sure that it was local and national artists, not just local.

6. NEW BUSINESS

A. Bill Smith wants to work on a business incubator because there is money in the fund, and it is pure economic development. Nancy Ayers would love to see that happen, and be able to show definite opportunities. Bill Schumacher thought some merchants might not think it would be fair. Ryan said some kind of analysis would need to be done. Bill Smith made a

point that they could never please everybody, and in the end it would be a positive project because it would bring more people to Douglas. It would also depend on the type of business – ones that wouldn't compete with the existing shops. It would take about a year for the incubator project.

- B. The City Council is taking the Green Challenge, making Douglas a more 'walkable' community, green development, and promoting culture and arts. Jeff Blandford brought up a 5 or 10 year goal of getting a hydroelectric dam that could supply power to the city.

7. COMMITTEE REPORTS

- A. No report.
- B. Sam Kendall and Marc Owens met with SABA and got some very helpful ideas. There is a list of possible magazines that the DDA could get ads from, but it probably is not a possibility at the moment. Marc has been updating the calendar on the website. Jeff Blandford wrote a summary of what the DDA needed to get a logo for Douglas.
- C. Nancy Ayers said the socials are going quite well, and the third one is on Thursday the 13th. The Christmas ornaments are not selling at the socials. Marc Owens thought it would be a good idea to have little forms that people could put their zip codes and information on so the DDA knows where the customers are coming from. Bill Smith thought it would be good to have a wine tasting event in Wild Dog some time.

8. BOARD MEMBER COMMENTS

Bill Schumacher hopes the parking waver will be sorted out. Nancy Ayers also hopes the issue gets solved. Marc Owens said Ryan Kilpatrick directed him to a Rapid Growth article about bike racks that are eco-friendly. Ryan will follow up.

9. CHAIR REPORT/COMMENTS

Bill Smith feels strongly about the business incubator, and wants to dedicate his time to the project after a new chair is named. Ryan Kilpatrick will set up an organizational meeting to name the new chair.

10. APPROVAL OF BILLS

Nancy Ayers made a motion to approve all the bills. John Slater was support. Marc Owens: in favor, John Slater: in favor, Bill Smith: in favor, Nancy Ayers: in favor, Jeffrey Blandford: in favor, Bill Schumacher: in favor. Motion was approved.

11. COMMUNITY DEVELOPMENT DIRECTOR'S REPORT:

Ryan Kilpatrick said there would be some people at the social with clipboards getting the general take on Douglas.

12. AJOURNMENT

John Slater made a motion to adjourn at 7:20 PM, Marc Owens was support.

MINUTES OF DDA MEETING HELD ON APRIL 14, 2009

1. CALL TO ORDER

Bill Smith called the meeting to order at 6:00 PM.

Members Present: Matt Balmer, Nancy Ayers, Bill Smith, Jeffrey Blandford, Sam Kendall, Marc Owens, Bill Schumacher

Members Absent: Helen DeGeatano, John Slater

City Clerk Administered the Oath of Office to the DDA Board Members, Bill Smith was re-elected as Chairperson, Bill Schumacher was elected Treasurer, Jeff Blandford was elected Recording Secretary, and John Slater was elected Co-Chairman (Nancy Ayers will become Co-Chairman if John Slater refuses).

2. CHANGES/ADDITION/DELETIONS TO AGENDA

Under New Business, A and B were switched.

3. APPROVAL OF MINUTES

Approved.

4. PUBLIC COMMUNICATION

Mary Glinski came to return the DDA's ornaments that she had been storing in her gallery, and also to say that the DDA website is ready to go. She read a letter that addressed the Thistle Lofts, a project that got could not get passed due to parking issues.

5. UNFINISHED BUSINESS

No report.

6. NEW BUSINESS

- A. Ryan Kilpatrick reviewed the purpose of the Downtown Development Authority Act, creation of the Downtown Development Authority, overview of the Development, and the Douglas Development Plan and Tax Increment Financing Plan. There was no funding for many years, which is why the ornaments were sold. The DDA owes the city money for a previous project, but if the debt is excused, the money the DDA has could be used for economic development projects.
- B. The biggest accomplishments from 2008 were the socials. They made money, and brought people from different areas to Douglas. The advertising committee needs a strong plan in order to move forward. The trolley service didn't get very far last summer because Saugatuck was not

on board, and the interurban didn't get a proposal out. A staff person may need to be hired to help Nancy Ayers with socials, and write grants. The DDA needs to be more organized this year, and get a strong advertising plan to get people interested in Douglas. There is a \$40,000 fund to start the year.

- C. Matt Balmer made a motion to eliminate Events and Holiday lighting from the committees, and Nancy Ayers made an amend to the motion saying that only Holiday Lighting be removed. She seconded the motion, and it was passed. There are three standing committees: Budget/Finance, Events, and Advertising.
- D. Bill Schumacher is the chair of the Budget/Finance committee; Marc Owens and Bill Smith are the other two members. Sam Kendall is the chair of the Advertising committee; Jeff Blandford is the other member. Nancy is the chair of the Events committee; Sam Kendall is the other member.

7. COMMITTEE REPORTS

No report.

8. STAFF/MANAGERS REPORT

No report.

9. BOARD MEMBERS COMMENTS

Jeff Blandford clarified that in his email the 'u' should be an 'o'. Sam Kendall wanted to pursue the parking issue. Ryan Kilpatrick will be getting the word out and getting back public input. Nancy Ayers welcomed the 'new faces', and is excited about working together to accomplish goals.

10. CHAIR REPORT/COMMENTS

Bill Smith said the TIFA plan would be resolved during May. There was also one issue to resolve – the deadline for Shore magazine for the June/July issue has passed, so on Thursday, at 5:30 there will be a follow up meeting.

11. APPROVAL OF BILLS

No report.

12. AJOURNMENT

Matt Balmer made a motion to adjourn the meeting, Sam Kendall seconded the motion, and the meeting was adjourned at 7:39.

MINUTES OF DDA MEETING HELD ON SEPTEMBER 15, 2009

1. CALL TO ORDER

Bill Smith called the meeting to order at 6:02 PM.

Members Present: Nancy Ayers, Bill Smith, Jeffrey Blandford, Marc Owens, Bill Schumacher,

Members Absent: Sam Kendall, Helen DeGeatano, John Slater

2. CHANGES/ADDITION/DELETIONS TO AGENDA

None.

3. APPROVAL OF MINUTES

Approved without changes.

4. PUBLIC COMMUNICATION

A. Verbal Communications:

Tim Glinski requested that a public comment period be added to the end of the meeting.

B. Written Communications:

None received.

5. UNFINISHED BUSINESS

Motion by Owens to adopt the draft vision statement and goals, dated September 09, 2009, as an official guiding document to inform future revisions to the downtown development plan. Motion passed unanimously.

6. NEW BUSINESS

- A. Kilpatrick provided a brief summary of the staff memo presented pertaining to business incubators. The Board requested that Kilpatrick prepare a short list of possible businesses which could be supported by the incubator which the board will discuss during the October meeting. List should be based upon previous work of the DDA to identify local market gaps.

The board noted that policies related to the incubator should include objectives and implementation strategies. Specific requirements should be reserved for individual agreements with potential businesses upon presentation of findings that objective are being met.

7. COMMITTEE REPORTS

- A. The Advertising committee is working to establish a general game plan but has been having trouble with communication and organization within the committee.
- B. Ayers provides update on the success of 2009 socials.

8. BOARD MEMBER COMMENTS

9. CHAIR REPORT/COMMENTS

10. APPROVAL OF BILLS

Ayers made a motion to approve all the bills. Owens was support. Marc Owens: in favor, Bill Smith: in favor, Nancy Ayers: in favor, Jeffrey Blandford: in favor, Bill Schumacher: in favor. Motion was approved.

11. COMMUNITY DEVELOPMENT DIRECTOR'S REPORT:

12. AJOURNMENT

Motion to adjourn at 7:18 PM