

The Regular Meeting for February 13,2020 of the Downtown Development Authority (DDA) Board was declared a **work session** by Chair, Robert Kemper at 8:35am in the City Council Chambers at New Buffalo City Hall, 224 W. Buffalo Street, New Buffalo, MI 49117.

Roll Call

Present: Chair, Robert Kemper; Boardmembers, Doug Roch, Chad Gradowski, Jodi Sullivan

Absent: Mayor, Lou O'Donnell, Boardmembers; Dee Dee Dunn, Joe Lindsay, J.V. Peacock, Pete Rahm

Meeting did not have a quorum, so meeting proceeded as a work session.

Staff present: City Manager, David Richards; Deputy Clerk, Nancy Griffin

Approval of Agenda

No quorum

Approval of Previous Minutes

No quorum

Public Comment

None

New Business

a. Little Free Library Presentation – Kate Mell

Kate Mell, representing The Friends of the Library, presented the details for the Little Free Library. The purpose of the effort is to encourage reading. The Little Free Library station is a wooden box with a metal roof on a cedar post and will be located on the corner of Whittaker and East Merchant streets. It is free to the public. The Friends of the Library donate the books and have guidelines for weekly stewardship of the Little Free Library. The public is also welcome to donate. Kate was seeking approval for the style, color and location of the Little Free Library. Installation is planned for April or May 2020.

- City Manager Richards offered the Streets Dept. to assist with installing the post.
- Chair Kemper to communicate to the City Council the DDA's support for the Little Free Library.

The DDA advised Kate to present the idea to the City Council on February 18, 2020.

Old Business

- a. **Communication** – Joe Lindsay, Pete Rahm

None

- b. **Community Outreach** – Dee Dee Duhn, Jodi Sullivan

None

- c. **Operations** – Robert Kemper

- Wreaths, when should they be removed?
 - Wreaths will be taken down the week of March 2, 2020 before the St. Patrick's Day parade.
- General maintenance this growing season

Comment made that Allison Coffeen is doing maintenance now.

There is a 5-year agreement with Nature's Way for landscaping, weeding and irrigation.

Discussion on adding landscaping by Subway and mowing needed across from Fifth/Third Bank.

- Treasurer Report

Comment made that more commercial property owners are coming to the area.

- d. **Economic Development** – David Richards, Chad Gradowski, J.V. Peacock

- Any updates on AT&T repeaters at the beach

Discussion on the different types of poles available and electric charging stations including fees.

- Chad to submit a proposal to City Manager Richards.
- Beach Plan Update

Chair Kemper informed the group that Abonmarche will be presenting the beach plan at the City Council meeting on February 18, 2020.

Board Comment

March 12, 2020 will be the next Downtown Development Authority meeting.

Adjournment

Work session adjourned at 9:20am.

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Future Goals and discussion items

Committee mission statements reminder

Speed Limit on Highway 12/Buffalo St - MDOT assessment – being done this week again

Robert Kemper, Chairperson

Nancy Griffin, Deputy Clerk