



# Portland Downtown Development Authority Meeting Agenda

Monday, **SEPTEMBER 22, 2025 7:00 P.M.**  
Council Chambers, Portland City Hall, 259 Kent St.  
Call to Order – Chairperson: April Vogl



7:00pm	<b>I. Attendance</b>		
	<b>II. Approval of Agenda</b>	<b>Motion</b>	<b>2:</b>
	<b>III. Summer Digest – Bi-Annual public presentation &amp; information session</b> ED, Tina ConnerWellman		
7:15pm	<b>IV. Public Comment</b>		
7:20pm	<b>V. Approval of Minutes</b>	<b>Motion</b>	<b>2:</b>
	<b>VI. Approval Treasurer Report</b>	<b>Motion</b>	<b>2:</b>
7:25pm	<b>VII. TEAMwork</b>		
	A. Discussion: Survey Sample Questions – to help outline programs / projects through June 30, 2027		
	B. Discussion: Intent of PA57 = Separation with Collaboration of DDA & City as organizations prescribe the powers and duties of certain boards (DDA, TIFA, Local Development finance, Corridor Improvement, Water Resource Improvement, Neighborhood Improvement)		
	C. Discussion: Findings of QA to MDA regarding # seats on DDA board held by City officials with voting rights.		
7:40pm	<b>IX. OLD BUSINESS</b>		
	A. Plaza Updates		
7:45pm	<b>X. NEW BUSINESS</b>		
	A. Plaza Grand Opening Celebration Select Date / Time (week of Oct. 13) Ribbon Cutting, Live Music, Refreshments, Activity, Survey?, Saturday 3-5pm per 1/		
	<b>B. Budget amendments current fiscal year 2025-2026</b>	<b>Motion</b>	<b>2:</b>
	C. Christmas Garland – All, Some, None	Motion	2:
	D. Divine Hwy Bridge 2026		
	E. Sample By-Laws; Communities under 9,000		
7:55pm	<b>XI. Director Report</b>		
	Community Investment Summary		
	Stakeholder Outreach		
	Operations & Projects		
	Communications & Other Info / Events		
8:00pm	<b>XII. Board Member Comments / Announcements</b>		
	A. Thank you to Dr. Jason Williamson		
8:08pm	<b>Motion to Adjourn</b>	<b>Motion</b>	<b>2:</b>

Next regular DDA Board Meeting: 7pm Monday October 27, 2025

**Minutes of the Downtown Development Authority  
City of Portland**

Held on Monday, August 25, 2025  
In the Council Chambers at City Hall

Members Present: Vogl, Mayor Barnes, City Manager Dymczyk, Schneider, Briggs, Ward

Members Absent: None

Staff: Director ConnerWellman, City Clerk Miller

Guests: Roy Vogl

Vice Chair Vogl called the meeting to order at 7:02 P.M.

There was discussion about whether DDA Director ConnerWellman should be a part of the By-Law Review Committee.

DDA Director ConnerWellman stated she is not aware of directors who serve on boards that are not part of the review of bylaws.

Mayor Barnes stated DDA Director ConnerWellman can do whatever before, after, and so forth but given the nature of the bylaws and the possible changes the actual review should be for the board.

Motion by Barnes, supported by Ward, to approve the agenda stating the bylaws review group should include Members Vogl, Schneider, Ward, and City Manager Dymczyk.  
All in favor. Adopted.

There was no Public Comment.

Motion by Barnes, supported by Schneider, to approve the minutes of the July 28, 2025, regular meeting as amended for grammatical corrections.  
All in favor. Adopted.

Under the Treasurer's Report, Mayor Barnes noted that sensitive credit card information was included in the report posted on the website.

City Manager Dymczyk explained the steps taken to address the issue, including stopping the credit card and further evaluation of fraud prevention measures. He suggested going forward the Treasurer's Report for DDA be handled similarly to how it is for City Council.

There was discussion regarding what the DDA packet should include in the future.

Mayor Barnes stated his preference to continue with the current detail in the DDA Treasurer's Report but ensuring that no sensitive financial information is included in the documentation.

Motion by Schneider, supported by Briggs, to approve the Treasurer's Report as presented. All in favor. Adopted.

There was no Team Report as there was not a Team meeting in July.

Under Old Business, Director ConnerWellman presented a detailed synopsis of the revenue and expenses for the Brews & Pours event, noting a significant shortfall in ticket sales. She further noted she has learned there has been a decline in attendance at beer festivals as a whole. She shared some ideas from a festival she recently attended in Grand Rapids.

There was discussion.

Director ConnerWellman noted the Bi-Annual DDA-TIF Public Meeting will be held at 7:00 P.M. on Monday, Sep 22, 2025.

City Manager Dymczyk stated the subcommittees met today for review of both the DDA Director Job Description and By-Laws and presented information on some of their findings to date. There is no recommendation from either subcommittee at this time. He further noted there have been changes to Public Act 57 since the DDA By-Laws were last updated in 2017. The current review of By-Laws should be updated accordingly to reflect any changes in the law.

There was discussion.

Director ConnerWellman stated the current By-Laws were compliant when reviewed by she and the former City Manager in 2019. She outlined how the By-Laws are compliant with Public Act 57 in the composition of the board, advisory committees, and that the DDA Director serves at the pleasure of the board.

There was discussion.

Director ConnerWellman asked for clarification on the motion from the July 28, 2025, meeting that sponsorships should be approved by the DDA Board prior to an event.

There was discussion.

The Board concurred that sponsorships can be approved at the beginning of each year, which would qualify as being approved prior to an event.

Member Schneider asked for clarification as to what part Director ConnerWellman should play in the review of the DDA Job Description and By-Laws as she has knowledge in these areas.

Mayor Barnes stated that since Director ConnerWellman has a vested interest in the outcome of the subcommittee meetings it is not uncommon that she would be excluded.

City Manager Dymczyk asked what expectations the Board has for the subcommittee.

There was discussion.

Director ConnerWellman offered to inquire on the Michigan Downtown Association list serve as to who the DDA Director reports to in communities with a population less than 10,000. She noted the intent of Public Act 57 is that the DDA and the municipality are separate entities.

Member Schneider stated he would welcome this information. He noted his opinion that Director ConnerWellman should be involved in the review of the By-Laws and not in the job description and reporting structure committee.

Under New Business, Director ConnerWellman suggested the planning session for the upcoming 18 months of priorities be delayed until after the community survey that has been discussed is complete.

City Manager Dymczyk suggested getting sample questions from other DDA's that have conducted surveys.

Director ConnerWellman provided information/site plans for using some of the unused contingency funds for the 103 E. Grand River Ave. Plaza project to add some finishing touches. Options included the addition of trees, shade sails, or a combination of both.

There was discussion.

Motion by Dymczyk, supported by Briggs, to proceed with a combination to include October Glory Red Maple trees and shade sails.

All in favor. Adopted.

There was further discussion as to whether there should be plantings or a flat surface around the trees.

Motion by Dymczyk, supported by Ward, to use the plexi-pave tree rings for Option No. 3.

All in favor. Adopted.

Member Schneider asked that the trees be purchased from Fox Tree Farm as they have been great supporters of the community.

DDA Director ConnerWellman presented the Director Report.

Under Board Member Comments, Member Ward suggested that next summer Sounds of Summer should be held at the Red Mill Pavilion due to the planned reconstruction of the Divine Hwy. Bridge Project and potential parking issues that might be associated.

There was discussion.

City Manager Dymczyk stated the next phase on the 103 E. Grand River Ave. Plaza Project is pouring concrete. The plaza is expected to open mid-September.

He further stated the preliminary design for the Divine Hwy. Bridge Project is being submitted to MDOT for approval.

Motion by Schneider, supported by Briggs, to adjourn the meeting at 8:45 P.M.  
All in favor. Adopted

Respectfully submitted,

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Margery Briggs, Secretary

DRAFT



Date: September 22, 2025

**REPORT OF FUNDS IN DDA AS OF: July 31, 2025**

**PRINCIPAL & INTEREST ACCOUNT**

		<b><u>AMOUNTS</u></b>
PREVIOUS BALANCE:	<u>7/31/2025</u>	\$ 501.78
NEW BALANCE:	<u>8/31/2025</u>	<u>\$ 501.78</u>

**PRIME ACCOUNT**

PREVIOUS BALANCE:	<u>7/31/2025</u>	\$ 24,432.69
Net Activity:		\$ (470.00)
NEW BALANCE:	<u>8/31/2025</u>	<u>\$ 23,962.69</u>

**REGULAR ACCOUNT**

PREVIOUS BALANCE:	<u>7/31/2025</u>	\$ 543,097.88
INTEREST EARNED:		\$ 118.16
DEPOSITS:		
Brews & Pours		\$ 20,419.00

**CHECKS WRITTEN:**

Ck No.	Payee:	<b><u>AMOUNTS</u></b>
	Admin charge	\$ 2,000.00
	Bank fee - Fraud Protection	\$ 30.00
 <b><u>In-Between Checks:</u></b>		
2681	Void (Portland Public Schools)	\$ (250.00)
2706	VOID - Tina Conner-Wellman	\$ (109.30)
2707	Goodrich Masonry, labor & supplies for 103 Grand River Plaza Work	\$ 8,980.64
2708	Tina Conner-wellman, Replacement check for #2706	\$ 109.30
	City of Portland, Credit Card Reimbursment, Postage	\$ 3,546.35
	Fleis & Vandenbrink, Engineering services for 103 E Grand River Ave Plaza	\$ 1,100.00
	Tina Conner-Wellman, phone & mileage & fall decore reimbursement	\$ 693.80
		\$ (16,100.79)
TRANSFER FOR DDA PAYROLL AND FRINGE BENEFITS FROM 8/1/2025 - 08/31/2025		<u>\$ (7,620.57)</u>
TOTAL EXPENSES:		<u>\$ (23,721.36)</u>
NEW BALANCE:	<u>8/31/2025</u>	<u>\$ 539,913.68</u>

“The City of Portland is an equal opportunity provider and employer.”

## Survey ?? Suggestions

best questions for a Downtown Development District to ask in a survey of property owners, business owners, and residents who live within a DDA district

Sprinkling in a few open-ended questions lets people bring up things you might not anticipate, while rating-scale or multiple-choice items make it easy to quantify priorities. Balancing quantifiable data with creative input.

### **Downtown Development District Survey – Draft**

#### **1. About You**

- How would you describe your connection to downtown?
  - I own property
  - I own/operate a business
  - I live here
  - I work here

#### **2. Overall Experience**

- Overall, how satisfied are you with downtown today?  
(1 = Very dissatisfied ... 5 = Very satisfied)
- How safe and welcoming does downtown feel to you...
  - During the day? (1–5)
  - In the evening? (1–5)
- How often do you shop, dine, or attend events downtown?
  - Daily
  - Weekly
  - Monthly
  - Rarely

#### **3. Strengths & Challenges**

- What do you see as downtown's biggest strength right now?  
(Open-ended)
- What is the biggest challenge or frustration you experience downtown?  
(Open-ended)

- The DDA partners with the City to identify code enforcement issues within downtown (ranging from timely sidewalk snow removal to blight or unsafe inhabitation of a property). Do you have any code enforcement concerns you'd like to share? (Open-ended)

#### 4. Opportunities & Improvements

- Which improvements would have the most positive impact? (Check up to 3)
  - More diverse businesses
  - Building/property improvements
  - Better sidewalks/lighting/landscaping
  - Public art & beautification
  - Other: \_\_\_\_\_
- What types of businesses, services, or amenities would you most like to see downtown? (Open-ended)
- If funding were available, do you foresee pursuing a façade project in the:
  - Next year
  - Next two years
  - Next three years
- Does your downtown property currently include, or have the potential for, residential space?
  - Yes
  - No

#### 5. Events & Activities

- How would a Social District impact your business? (open-ended)
- What afternoon/evening of the week would you prefer to participate/ attend Holiday Fest
  - Saturday
  - Friday
  - Wednesday
- Do you have ideas for new events that you would take the **lead** on and build a team of volunteers for; planning, organizing, managing volunteers, and day-of; oversee setup, activities, and wrap-up.  
**With DDA Support:** Marketing & promotion, budget & resources, permits & logistics (open-ended)

## 6. Future Vision

- If you could change one thing about downtown in the next five years, what would it be?  
(Open-ended)
- Let's make Portland iconic! Traverse City has its cherries. Coopersville has its themed train experiences. What iconic signature could Portland create that sets us apart from other communities in the area? (Get creative!)  
(Open-ended)

## 7. Communication & Involvement

- Please indicate how well you feel the DDA has communicated and provided opportunities to be involved with their initiatives.  
(1 = Poor ... 5 = Excellent)
- If you rated the above as 3 or below, what would help improve communication?  
(Open-ended)
- How do you prefer to hear about downtown news, events, or opportunities?
  - Social media
  - Email/newsletter
  - Local newspaper
  - Word of mouth
  - Other: \_\_\_\_\_
- Would you be interested in participating in a new monthly downtown group (made up of property owners, businesses, residents, schools, and organizations) that would:
  - Share positive ideas and updates
  - Celebrate local good news
  - Feature special guest speakersMeetings could be attended in person or via Zoom.
  - Yes, I'd love to participate
  - Maybe—tell me more
  - Not at this time

This order creates a **journey** for the respondent:

1. Who am I?
2. How do I feel about downtown now?
3. What's working / not working?
4. What could improve?
5. How do I feel about events?
6. What's the future look like?
7. How can I stay connected or get involved?

**shrink this down to a “short form” version** (about 8–10 questions) that captures the essentials for higher completion rates?

#### **Downtown Development District – Short Survey**

**1. How would you describe your connection to downtown?**

- I own property
- I own/operate a business
- I live here
- I work here

**2. Overall, how satisfied are you with downtown today?**

(1 = Very dissatisfied ... 5 = Very satisfied)

**3. How safe and welcoming does downtown feel?**

- During the day (1–5)
- In the evening (1–5)

**4. What do you see as downtown's biggest strength?**

(Open-ended)

**5. What is the biggest challenge or frustration you experience downtown?**

(Open-ended)

**6. Which improvements would have the most positive impact? (Check up to 3)**

- More diverse businesses
- Better sidewalks/lighting/landscaping
- Public art & beautification
- Building/property improvements
- Other: \_\_\_\_\_

**5. Events & Activities**

- How would a Social District impact your business?  
(open-ended)
- What afternoon/evening of the week would you prefer to participate/ attend Holiday Fest
  - Saturday
  - Friday
  - Wednesday
- Do you have ideas for new events that you would take the **lead** on and build a team of volunteers for; planning, organizing, managing volunteers, and day-of; oversee setup, activities, and wrap-up.  
**With DDA Support:** Marketing & promotion, budget & resources, permits & logistics  
(open-ended)

**8. If you could change one thing about downtown in the next five years, what would it be?**

(Open-ended)

**9. Would you be interested in participating in a new monthly downtown group (property owners, businesses, residents, schools, organizations) that shares updates, celebrates good news, and features guest speakers—meeting in person or on Zoom?**

- Yes, I'd love to participate
- Maybe—tell me more
- Not at this time

How would you rate the DDA's efforts in the following areas? (1 = Poor, 5 = Excellent)

- Business recruitment & retention
- Property improvement & redevelopment support
- Downtown marketing & promotion
- Special events coordination
- Infrastructure/streetscape improvements
- Public safety/cleanliness initiatives
- Communication & information sharing

Which DDA services have been most valuable to your business/property? (*open-ended*)

Are there services or programs you feel are missing or need improvement? (*open-ended*)

What is the most important priority the DDA should focus on in the next 3–5 years? (*open-ended*)

Would you like to be more involved in DDA initiatives (committees, focus groups, events)?

Yes / No / Maybe – please contact me

Do you support having music played in the downtown district?

- Strongly support
- Support
- Neutral
- Oppose
- Strongly oppose

How often would you like music to be featured downtown?

- Daily
- Weekends only
- Special events only
- Other (please specify)

What types of music do you think fit best with the downtown atmosphere? (*Select all that apply*)

- Jazz/Blues
- Classical/Instrumental
- Rock/Pop
- Country/Folk
- Cultural/World music
- Acoustic singer-songwriter
- Other (please specify)

Do you think downtown music would positively impact:

- Visitor experience
- Customer traffic for businesses
- Community pride/identity
- Property values/attractiveness

*(Rate each: Very positive / Somewhat positive / Neutral / Somewhat negative / Very negative)*

Do you have concerns about music downtown? *(Check all that apply)*

- Volume/noise levels
- Music genres not appealing
- Interferes with business operations
- Costs of supporting music
- Other (please specify)

## Importance of DDA separation and collaboration in Michigan (MI PA 57):

It is important to have the DDA as a separate entity from the municipality, while also having a strong collaboration. This approach is rooted in the structure and purpose of Downtown Development Authorities (DDAs) in Michigan, primarily governed by Act 57 of 2018 (the Recodified Tax Increment Financing Act).

Here's why both separation and collaboration are crucial for a successful DDA:

- **1. Separate entity** for dedicated focus and specialized expertise:
  - **Sole Focus:** DDAs are specifically established to prevent and correct deterioration, increase property values, promote economic growth, and address other issues related to the revitalization and economic development of the downtown district. This singular focus allows the DDA to concentrate its efforts and resources without being diverted by the broader range of issues faced by the municipal government.
  - **Specialized Board:** DDA boards are often comprised of local business owners, residents, and the municipality's chief executive, bringing a mix of perspectives and expertise directly relevant to the downtown's economic development.
  - **Funding Mechanisms:** DDAs have dedicated funding options, like tax increment financing (TIF) and millage, allowing for targeted investments in downtown improvements. This financial independence provides the DDA with the flexibility to pursue projects specifically designed for downtown revitalization.
- **2. Collaboration with the municipality** for overall success:
  - **Alignment with City Goals:** While operating independently, DDAs must collaborate closely with the municipality to ensure their development plans align with the city's broader master plan and overall goals for the community. This prevents conflicting efforts and promotes a unified vision for the city's development.
  - **Municipal Approval:** DDA development plans and TIF plans, including the projected public improvements and funding mechanisms, require approval from the local municipality. This oversight ensures accountability and proper resource allocation.
  - **Leveraging Resources:** DDAs can leverage the resources and support of the municipal government in various ways, such as obtaining necessary permits, utilizing city staff expertise, and benefiting from city-led initiatives. This collaboration maximizes the impact of both the DDA and the municipality's efforts.
  - **Shared Vision and Partnerships:** Collaboration allows the DDA to work alongside the city and other stakeholders, including local businesses, citizens, and county government, to build a shared vision for a vibrant and thriving downtown.

**In summary:**

**The separation of a DDA from the municipality grants it the necessary focus and specialized tools to drive downtown revitalization. However, it's the strong collaborative relationship with the municipal government that ensures the DDA's efforts are integrated with the city's broader goals and leverage available resources for maximum impact, ultimately contributing to a more vibrant and economically prosperous downtown district for the entire community.**

Name of your community and its population	Does your City Manager / Village President OVERSEE your daily work? Simple YES / NO, comment further if you'd like	Do you REPORT DIRECTLY to your City Manager / Village President? Simple YES / NO, comment further if you'd like	Are 1 and 2 written into your By-laws? Currently our By-laws reflect the direction / spirit of PA57 and the DDA Director reports to and is overseen by the Board Chair.	Has your Board made a review of / updates or changes to, your By-laws since PA57 in 2018? Simple YES / NO, comment further if you'd like
Coopersville, 5000	Yes, city manager titled himself as director of dda but I do all of the work, the board must talk to me and I decide if I get him involved which he usually opts not to deal with board members	Yes,	No	Yes, but not following the pa57, 2018
Blissfield , Mi 3200	No. I am Directed by the Board of Directors. The Village President sits on the Board of 11 members. The Village Administrator does not sit on the Board. The DDA/ Mainstreet Board reports to Village Council	No	Yes	Yes
Harbor Springs 3,000	NO	NO	YES	YES
City of South Haven and its population is approximately 4,000	No, however is aware of the DDA's priorities and works closely with the DDA Director on anything that may fall within the municipal plan.	No, The DDA Director reports to the DDA Board and is appointed by the City Manager. Neither the City Manager or Finance Director (Treasurer) has a voting rights. The DDA is not allowed to be dissolved while it carries any debt.	Yes	No
Fife Lake Village. About 450	No	No	No	Yes but not regarding pa57 of 2018
Charlotte - approximately 9300	NO. We have a Community Development Director. The current mayor is a voting member of the Board but only 1 of 9. The City Manager does not sit on the Board	No but we do have to get Council approval for expenditures over a certain amount - \$20K	The CDD reports and is accountable to the Board	Yes. Our current By-laws were just updated, reviewed by the City Attorney, and approved by our Council at the beginning of September
Romeo - 3,700	no - I create my work around the direction of the Board and from time to time work with the Chair, appointed by the Village President. I report on my work at each Board Meeting, and at least 9 Village meetings a year.	No	Yes	our by laws need to be reviewed for PA-57

Name of your community and its population

Does your City Manager / Village President OVERSEE your daily work? Simple YES / NO, comment further if you'd like

Do you REPORT DIRECTLY to your City Manager / Village President? Simple YES / NO, comment further if you'd like

Are 1 and 2 written into your By-laws? Currently our By-laws reflect the direction / spirit of PA57 and the DDA Director reports to and is overseen by the Board Chair.

Has your Board made a review of / updates or changes to, your By-laws since PA57 in 2018? Simple YES / NO, comment further if you'd like

Simple YES /

Swartz Creek 5800	No	No	No	No
Gladstone, MI 5,200	No, I serve at the pleasure of our DDA Board per PA-57	No, but we work closely together on Planning, Zoning, Ordinances and physical projects	Yes, I report to our Chairperson	Yes, in 2023
Manistee - 6200	No. We do overlap on many projects and planning and work together regularly on those.	No - I work with our Chair and bring concerns to the Chair, and then to the City Manager.	Not specifically	We re did our Governing Rules ( By-Laws ) just this past June.
Northville, MI 6,100	No	No	No	Last prepared in 2023

PlaceName	County	Population_2020	DDA	TIFA
Greenville	Montcalm	8481	Yes	Yes
Lapeer	Lapeer	8841	Yes	Yes
Hudsonville	Ottawa	7116	Yes	Yes
Frankenmuth	Saginaw	4493	Yes	Yes
Imlay City	Lapeer	3597	Yes	Yes
Durand	Shiawassee	3446	Yes	Yes
Eaton Rapids	Ingham	3302	Yes	Yes

## **MDA Message Board Q & A**

Quick question!! Quick Answer, Yes or No

Does your DDA Board include both Mayor and City Manager

If Yes, are both of them voting members, or is one advisory only.

**Jodi Lanciani wrote:**

The Marquette DDA Board includes our City Manager and they are a voting member. It does not include the mayor.

**Kelley Graves wrote:**

In Ann Arbor, the Mayor is the designated representative on the DDA board. This function was delegated by the Mayor to the City Administrator position years ago. The City Administrator is a voting member on our DDA board.

**Laura Cloutier wrote:**

In Wixom our DDA has the mayor on the board as voting member. The City manager is an advisory role.

**Jessica Meingasner wrote:**

In Milan the Mayor serves as a voting member of our board, our City Manager is not on the board.  
Jessica Meingasner, Milan DDA

**Kimberly Smith wrote:**

Hello- In Oxford we have the Village Manager as an ex-officio member- no voting rights. We do have the Village Council President or their designee on the board with voting rights.

**Cassie Rice wrote:**

Our City Manager (Ionia) is a voting member, our Mayor is not on the DDA Board. We also do not have a TIF or other funding mechanism from the state, so we're not required to follow PA57.

[https://pqscr.read-news.net/?v2&k=8d518c85-35f0-4683-8978-8b8dd677ee42&tag=9966\\_2025-06-19](https://pqscr.read-news.net/?v2&k=8d518c85-35f0-4683-8978-8b8dd677ee42&tag=9966_2025-06-19)

**Melissa Dashevich wrote:**

Highland Township has a Township Supervisor and he is a voting member.

**East Lansing DDA**

In East Lansing, the Mayor is a member of the DDA Board as well as the City Manager. Our bylaws name the City Manager as the Executive Secretary of the DDA. The Mayor is a voting member.

**Harry Burkholder wrote:**

No, neither are a member of our DDA Board, the Mayor designated a Council Member to serve as the municipality representative.

**Jessica Meingasner wrote:**

In Milan the Mayor serves as a voting member of our board, our City Manager is not on the board.

**Linda Forwerck wrote:**

Fife Lake does not have a village manager. The village president sits on the DDA board and votes.

**In Ferndale**, the Mayor is a voting board member as Chief Exec Officer of the City. They also appoint an alternate/delegate to serve in their absence. This is designated as another Council Member and is consistent with other board/commission appointments. So it's either the Mayor OR that specific Council Member (if the Mayor is unable to attend) who have a singular vote. The rest of our DDA board consists of downtown/community stakeholders, both TIF and non-TIF, including a TIF-resident and broader resident of Ferndale (although this is not a requirement or entitlement). We currently have one vacancy.

We have an interlocal agreement with the City for office space and administrative support, namely Finance/Accounting and HR. As the Executive Director, I attend meetings with other departmental leadership and have regular check-ins with the City Manager. We work closely and well with our City partners, but the DDA is different/separate. I describe us as the fun cousins who live in the basement.

**Heather Hanover wrote:**

Just the city manager (as delegated by the Mayor) and he is a voting member except when there may be a conflict of interest (funds going towards city projects or programs that don't have much to do with the DDA)

**Sam Plymale wrote:**

In Plymouth, the Mayor (The City's CEO) serves on the DDA Board of Directors. According to PA 57 or 2018, the CEO or his or her designee must serve on the DDA Board.

We do have an intergovernmental agreement with our City to assist with some DDA operations, but the City Manager does not sit on the board and only attends DDA meetings when there's something on the agenda that he may need to speak on.

**Kelly Ewalt wrote:**

In the city of St. Joseph, our Mayor is a voting member of the DDA Board. The city manager is not on the board.

**Elizabeth Morse wrote:**

Highest ranking official (the president in the village of Sparta) is a voting member; our manager is not a voting member. thanks!

**Steven VanTol wrote:**

Our Mayor is a voting member of the board. As DDA director I work closely with him and the city administrator. Auburn (not Auburn Hills)

# DT DAY

Timestamp	Business Name	Participate	I think this would draw people from my target audience to the event and to shop, dine, or explore personal services. (please select all that apply) MiPortland can look at adding one or two of these if enough businesses throughout town are participating. Please select all that apply	I would offer this PROMOTION at/from MY BUSINESS to attract more people in to my establishment and to the overall event.	Comments on MI Downtown Day
9/8/2025 17:23	Courageous Coffee	I'll be participating and make sure my staff is well informed	Downtown SCAVENGER HUNT (inside of participating businesses), I would be willing to help with or contribute to a Scavenger Hunt Prize Basket, I want a DOWNTOWN DAY SIGN to display at my location	I have my own idea and will promote it	
9/8/2025 18:33	Scrappy Divas	I'll be participating and make sure my staff is well informed	Downtown SCAVENGER HUNT (inside of participating businesses), I want a DOWNTOWN DAY SIGN to display at my location	I have my own idea and will promote it	
9/9/2025 8:40	riversedge grill	I'll be participating and make sure my staff is well informed, I'm willing to extend my hours before or after to support the entire event and my fellow businesses	OUTDOOR MUSIC - different times and locations, I would be willing to contribute to Music if they can play near my location, Downtown SCAVENGER HUNT (inside of participating businesses), I would be willing to help with or contribute to a Scavenger Hunt Prize Basket, I want a DOWNTOWN DAY SIGN to display at my location	I'll host a musician, artist, mascot, magician, psychic reader, caricaturist, or other entertainment at my business and arrange for that on my own	Get the obstructions off the sidewalks
9/11/2025 11:14	Hot Shots Tavern	We'll be open at noon.	None of these - please see my idea listed in 'Other' below		No ideas
9/18/2025 9:47	Kats and Kittens 2nd hand	I'm willing to extend my hours before or after to support the entire event and my fellow businesses	OUTDOOR MUSIC - different times and locations, Downtown SCAVENGER HUNT (inside of participating businesses)	I have my own idea and will promote it	I am all for this idea it will do well for our business and local restaurants what would make it a little better is if it was a social district so the bars would benefit from this more as well.

9/18/2025 10:11 City Manager

I'll be participating and make sure my staff is well informed

None of this applies to me

9/8/2025 19:58	OM's Garden Inc	My Business is located outside of the Traditional Downtown and I would like to be promoted as a participant, I don't want to participate, I'm torn on this one. We will be in St John's this Saturday but could easily run online promotions for the event.	I would be willing to help with or contribute to a Scavenger Hunt Prize Basket, I am willing to help distribute Downtown Day Signs, I will be able to help prior to the event day	I have my own Idea and will promote it	We didn't seem to have a lot interested in it last year but the new businesses like scrappy Divas and the thrift store may be interested and I'd love to do whatever I can to help them with that prior to the event day.
9/18/2025 9:38	Portland District Library	Are there specific hours? I'm happy to participate, but we close at 2:00.	Downtown SCAVENGER HUNT (inside of participating businesses), I want a DOWNTOWN DAY SIGN to display at my location	None of this applies to me	If it happens and we can participate, I will try to come up with something clever for us to do.
9/18/2025 9:15	Mark Lewanski Glass Studio	Dont know if we'll be home			
9/8/2025 17:12	Pizza Shoppe	N	None of these - please see my idea listed in 'Other' below		
9/8/2025 23:13	Sandborn Real Estate	N			
9/11/2025 8:49	Portland Area Service Group	N	None of these - please see my idea listed in 'Other' below	None of this applies to me	This really doesn't pertain to us, and it's very hard to get volunteers
9/18/2025 9:12	glass masters	N	Downtown SCAVENGER HUNT (inside of participating businesses), I would be willing to help with or contribute to a Scavenger Hunt Prize Basket, will contribute to scavenger hunt basket	None of this applies to me	
9/18/2025 9:21	The Port	Unable to participate as I would have had to know months ago that this was a thought for this fall. Even two weeks ago is too late of notice for our business model.			
9/18/2025 9:22	Julie Martin Photography	N	OUTDOOR MUSIC - different times and locations		Unfortunately I am not available to participate that day, I have a wedding to shoot.

# PLAZA GO

Timestamp	Business Name	Have	Day	Time	I would like to see the City and/or the DDA do the following to make this an event that draws people to attend and spend time.	I will ensure my business is OPEN to welcome guests (even if it occurs during a downtime)	Comments on Plaza Opening Celebration
9/8/2025 17:12	Pizza Shoppe	Y	W	5p - 7:30p	Offer Refreshments, maybe live music	Attend the Ribbon Cutting, pass out coupons	
9/8/2025 19:58	OM's Garden Inc	Y	Saturday	5p - 7:30p		I would promote it on social media and can email our customers about it.	I think it could be a fun event. It's been a big project and deserves to be celebrated.
9/9/2025 8:40	riversedge grill	Y	Monday	5p - 7:30p	Make the downtown a social district for the day	yes	Anything is good that draws people to downtown, we have a beautiful downtown with much more to offer with the Grand River as a major drawing point to downtown.
9/18/2025 9:22	Julie Martin Photography	Y	W	5p - 7:30p		yes	
9/18/2025 9:38	Portland District Library	Y	Saturday	2p - 6p	Promote the heck out of it!		Again, I would have to think of something I could do that would tie into the plaza reopening
9/18/2025 9:47	Kats and Kittens 2nd hand	Y	Friday	5p - 7:30p	Promote all business that downtown has		
9/8/2025 23:13	Sandborn Real Estate	Y	Saturday	9a - 12p			
9/9/2025 7:59	Courageous Coffee	Y	Saturday	11a - 1p			
9/18/2025 9:12	glass masters	Y	Saturday	2p - 6p	maybe do some food trucks or something for the kids, face painting or a snow cone	n/a	
9/18/2025 9:15	Mark Lewanski Glass Studio	Y	Saturday	2p - 6p			
9/18/2025 10:11	City Manager	Y	Thursday	2p - 6p			
9/19/2025 8:13	Portland Family Chiropractic	Y	Saturday	11a - 1p			The public will love it

9/8/2025 17:23	Courageous Coffee	M					
9/8/2025 18:33	Scrappy Divas	M	Saturday	2p - 6p	I have sent our thoughts to the city manager and mayor. Please promote ALL local businesses regularly. We've lost 2 this year and that is unacceptable.	Yes	
9/11/2025 8:49	Portland Area Service Group	N					
9/11/2025 11:14	Hot Shots Tavern	N					
9/18/2025 9:21	The Port	N					I'm not interested in participating in this, and/or my business isn't located in the Plaza area

# SM Biz SAT

Timestamp	Business Name	My Business would like to participate in SmBizSat	Comments on Small Biz Saturday(s)
9/8/2025 17:23	Courageous Coffee	BOTH	I'm ok with whatever the majority decide
9/8/2025 18:33	Scrappy Divas	BOTH	
9/8/2025 19:58	OM's Garden Inc	BOTH	I'm up to do whatever everyone else wants to do and will have online promotions.
9/11/2025 11:14	Hot Shots Tavern	BOTH	
9/18/2025 9:21	The Port	BOTH	There should be a welcome station set at one of the participating businesses each of the Saturdays. There should be signs around town. Promotional post and or videos of each location participating should be pushed by the end of Oct right up to the events. A passing the phone video perhaps.
9/18/2025 9:47	Kats and Kittens 2nd hand	BOTH	Great idea for us small businesses
9/18/2025 9:22	Julie Martin Photography	ONLY: (Thanksgiving Weekend)	Due to my business being by appointment only, I don't get anyone stopping in on these events. But I am willing to be at the studio just in case.
9/9/2025 8:40	riversedge grill	ONLY: (Thanksgiving Weekend)	It's never really produce much for traffic under past promotions.
9/8/2025 23:13	Sandborn Real Estate	NO	
9/11/2025 8:49	Portland Area Service Group	NO	
9/18/2025 9:12	glass masters	NO	
9/18/2025 9:15	Mark Lewanski Glass Studio	NO	
9/18/2025 9:38	Portland District Library	NO	
9/18/2025 10:11	City Manager	NO	
9/19/2025 8:13	Portland Family CHiropractic	NO	



**Show Me the Money**  
**Budget Amendment Request**  
**Fiscal Year 2025 / 2026**



	<u>BUDGET</u>	<u>AMMEND</u>	<u>DIFFERENCE</u>
Plaza REVENUES	120,000	200,000	+ 80,000
Reimb Applied for 24-25 still not received			
Plaza EXPENSE	240,000	445,000	- 205,000
Project slowed – expenditures didn't land in 24-25			
<b>TOTAL</b>			<b>- 125,000</b>

Other Considerations                      May not have BREW.POUR or Sound Summer Revenue,  
 Then would not have expense in those line items

	<u>BUDGET</u>	<u>ACTUAL</u>	<u>DIFFERENCE</u>
NET FY 24-25	- 350,000	- 23,000	+ 327,000



# JBM LawnCare LLC

1595 Horizon Drive | Ionia, Michigan 48846  
2698383369 | jbmLawncarellc@gmail.com | www.jbmLawncarellc.com

**RECIPIENT:**

**DDA**

259 Kent Street  
Portland, Michigan 48875

**Quote #248**

Sent on Sep 03, 2025

**Total \$3,394.50**

Product/Service	Description	Qty.	Unit Price	Total
Garland per foot	City hall fence, Wrought iron bridge, s. side Grand River fence, N side Grand River fence, n side Grand River bridge, s. side Grand River bridge.  We will professionally install garland on your home or business in a nonintrusive manner for the holiday season, beginning in November or after Thanksgiving, based on your preference. Following the holiday season, we will ensure the timely removal and proper disposal of the garland after the start of the new year.	930	\$3.65	\$3,394.50
Wreaths multiple sizes see description	20" \$30 24" \$38 28" \$53 36" \$80 48" \$107  We are pleased to present our professional wreath hanging services for your chosen sizes and quantities, available at your business or residence. This service will enhance your decor for the holiday season. Please be assured that the wreaths will be removed promptly after the holidays and disposed of in an environmentally responsible manner.	0	\$0.00	\$0.00

**Total \$3,394.50**

This quote is valid for the next 30 days, after which values may be subject to change.



## New Client Information Sheet

<b>Name:</b>	_____
<b>Address:</b>	_____
<b>Phone:</b>	_____
<b>Email:</b>	_____
<b>Preferred Contact Method:</b>	<input type="checkbox"/> Phone <input type="checkbox"/> Email <input type="checkbox"/> Text
<b>Services You're Interested In:</b>	<i>2024</i> <i># 1550.00</i>
	<input type="checkbox"/> Garland & Wreath Installation
	<input type="checkbox"/> Lawn Care & Maintenance
	<input type="checkbox"/> Fertilizer & Weed Control
	<input type="checkbox"/> Landscaping & Design
	<input type="checkbox"/> Tree Trimming / Pruning
	<input type="checkbox"/> Seasonal Cleanups
	<input type="checkbox"/> Snow Removal & Ice Management
	<input type="checkbox"/> Other: _____ <i># 3394.50</i>
<b>Special Instructions / Notes:</b>	_____
	_____
	_____

*More Than Doubled*

Thank you for choosing JBM Lawncare – Your Year-Round Property Partner

**DOWNTOWN DEVELOPMENT AUTHORITY  
OF THE CITY OF PORTLAND**

**BY-LAWS**

**Article I. Name and Purpose.**

Section 1. The name of this organization shall be the Downtown Development Authority of the City of Portland (the "Authority").

Section 2. The purpose of the Authority is to implement Act 197 of the Public Acts of Michigan of 1975, as amended, MCL 125.1651 *et seq.* (the "Act").

Section 3. The Downtown Development Authority of the City of Portland shall be established and operate as a nonprofit entity.

**Article II. Registered Office.**

Section 1. The registered office and the principal place of business of the Authority shall be the City Hall in the City of Portland ("Portland") or such other location as may from time to time be designated by the Board of Directors of the Authority.

**Article III. Board of Directors.**

Section 1. The Authority shall be under the supervision and control of a Board of Directors (the "Board") and the Board members shall be appointed pursuant to Section 4(1) of the Act, as amended. The membership composition of the Board shall comply with the requirements of the Act. The Board shall have the powers and responsibilities provided in Section 7 of the Act, as amended. The Board shall consist of the Mayor of Portland (during his/her term in office) and eight (8) to ten (10) members.

Section 2. A member of the Board shall serve a four (4) year term. A member of the Board shall hold office until his/her successor is appointed. Resignations of members of the Board shall be effective upon delivery of the resignation in writing to the Mayor. Vacancies occurring on the Board shall be filled by appointment of the Mayor for the unexpired term.

Section 3. Members of the Board shall serve without compensation, but shall be reimbursed for actual and necessary expenses.

Section 4. Pursuant to notice and an opportunity to be heard before the City Council, a member of the Board may be removed from office for neglect of duty, including non-attendance at three (3) or more meetings per calendar year, misconduct, malfeasance, or any other good cause by a majority vote of the City Council.

Section 5. A member of the Board who has a direct personal or financial interest in any matter before the Authority shall disclose the interest prior to the Authority taking any action with respect to the matter, which disclosure shall become a part of the record of the Authority's official proceedings. Further, any member making such disclosure may then be required by a majority vote of the Board to abstain from participating in the Board's decision-making process relative to such matter.

Section 6. Six (6) members of the Board shall constitute a quorum for the transaction of business at meetings of the Board unless otherwise specified by state law. The chairperson of the Board may postpone or reschedule a meeting in the event a quorum will not be present upon proper notification in accordance with the Open Meetings Act, Act 267 of 1976, as amended, MCL 15.261 *et seq.* (the "OMA").

Section 7. The Board may establish advisory committees as necessary to assist in the fulfillment of its responsibilities and goals. Committee members shall be appointed by the chairperson of the Board, with concurrence from the Board. The purpose, functions, and term of each committee shall be defined and established by the Board. Each committee shall be comprised of less than a quorum of the Board and shall be solely advisory in nature without the authority to vote or make decisions that bind the Board or the Authority. Any committee member may be removed by a majority vote of the Board whenever in its judgment the best interest of the Authority would be served. A vacancy on any committee shall be filled for its unexpired term by a majority vote of the members of the Board.

#### **Article IV. Officers.**

Section 1. The Board shall elect from its membership a chairperson, vice-chairperson, secretary, and a treasurer. In addition, the Board may appoint any of the following assistant secretary, assistant treasurer, assistant human resource manager, who need not be a member of the Board, to be charged with such duties as the Board deems appropriate. The election of any officer requires a majority vote of the members of the Board. Officers of the Authority shall be elected annually at the first regular meeting in July of the Board. If the election of officers shall not be held or made at such meeting, such election shall be held or made as soon thereafter as is convenient

Section 2. All officers shall hold office for one year or until a successor is elected and qualified. Officers shall be eligible for re-election.

Section 3. An officer may be removed by a majority vote of the Board whenever in its judgment the best interest of the Authority would be served. A vacancy in any office shall be filled for its unexpired term by a majority vote of the members of the Board

Section 4. The chairperson shall be responsible for providing orientation to newly appointed members of the Board.

Section 5. In accordance with the Act, the Board may authorize any officer, agent, employee or member to enter into any contract or execute and deliver any instrument in the name of an on behalf of the Authority, and such authority may be general or confined to specific instances. Unless so authorized, no officer, agent, employee or member shall have any power or authority to bind the Authority by any contract or engagement or to pledge its credit or to render it liable pecuniary for any purpose or in any amount.

Section 6. The chairperson shall preside at all meetings of the Board and shall discharge the duties of the presiding officer. In the absence of the chairperson or in the event of his/her inability or refusal to act, the vice-chairperson shall perform the duties of the chairperson and when so acting shall have all the powers and be subject to all restrictions of the chairperson.

Section 7. The Treasurer shall keep the financial records of the Authority and shall approve all vouchers for the expenditure of funds of the Authority. The Treasurer shall perform such other duties as may be delegated by the Board and shall furnish bond in an amount as prescribed by the Board.

Section 8. The Secretary, shall maintain custody of the official seal and of records, books, documents, or other papers not required to be maintained by the Treasurer. The Secretary shall attend meetings of the Board and keep a record of its proceedings in accordance with the OMA, and shall perform such other duties delegated by the Board.

**Article V. Employees and Personnel.**

Section 1. The Board may employ such personnel as it deems necessary to fulfil its responsibilities and goals. Personnel may include, but shall not be limited to, a director and legal counsel. The director is accountable to the Board as a whole, with the chairperson leading communications. The terms of any employment shall be determined by the Board.

**Article VI. Submission of Budget.**

Section 1. On or before the first of March of each year, the Authority shall prepare a budget and submit it to the City Manager for transmittal to the City Council.

**Article VII. Meetings.**

Section 1. In accordance with the OMA, each year the Board shall adopt a schedule of regular meetings for that year.

Section 2. Robert's Rules of Order will govern the conduct of all meetings of the Board.

Section 3. Special meetings of the Board maybe called by the Chairperson or by any three members of the Board on notice to each member of the Board. Members of the Board may waive receipt of such notice. All meetings shall be held in compliance with the OMA.

Section 4. Each member present at the meeting of the Board shall be entitled to be a single vote.

**Article VIII. Voting.**

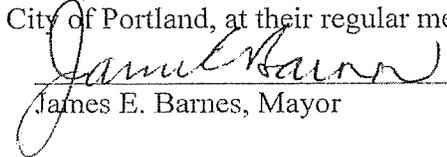
Section 1. An affirmative vote by a majority of Six (6) members of the Board shall constitute a quorum for the transaction of business at meetings and shall be required for the approval of any request action or motion made by the Board. Voting shall ordinarily be by voice vote; provided however, that a roll call vote shall be required if requested by any Board Member or directed by the Chairperson. All members of the Board including the Chairperson shall vote on all matters, but the chairperson shall vote last. A member of the Board who has a direct personal or financial interest in any matter may be required to abstain as specified above.

**Article X. Amendments.**

Section 1. These by-laws are subject to the approval of the Portland City Council.

Section 2. These by-laws may be altered, amended, or repealed only by the affirmative vote of the majority of the members of the Board, subject to notice and quorum requirements as set forth in these by-laws, provided; however, that any such alteration, amendment or repeal shall require the approval of the City Council and shall be consistent with the provisions and requirements of the Act.

The by-laws and rules of procedure represented here were approved by the City Council of the City of Portland, at their regular meeting held on September 5, 2017

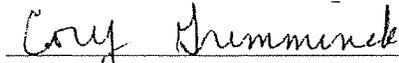
  
James E. Barnes, Mayor 09-22-2017, 2017

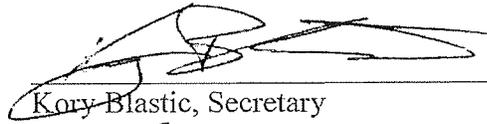
**CERTIFICATION**

The by-laws were adopted by the Board of Directors of the Downtown Development Authority at their regular meeting held Thursday, November 14, 1991.

The by-laws were adopted by the Board of Directors of the Downtown Development Authority at their regular meeting held Wednesday, June 23, 2010

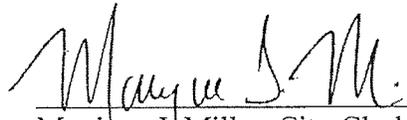
We certify that this is a true and complete copy of the By-laws adopted at a regular meeting of the Board of Directors of the Downtown Development Authority of the City of Portland, held on September 21, 2017.

  
Cory Gimmick, Chair  
9/22, 2017

  
Kory Blastic, Secretary  
9-22, 2017

As the Clerk of the City of Portland, Michigan, I certify this is a true and complete copy of the By-laws of the Downtown Development Authority of the City of Portland approved at a meeting of the City Council held on September 5, 2017.

Date: Sept. 22, 2017

  
Monique I. Miller, City Clerk

RULES GOVERNING

Pop 5,880

THE DOWNTOWN DEVELOPMENT AUTHORITY

OF THE CITY OF SWARTZ CREEK

ARTICLE I

PURPOSES

Section 1, Statement of purposes. The purpose or purposes for which the Authority is organized are as follows: To act as a downtown development authority in accordance with Act 197 'of the Public Acts- of 1975, as amended; including but not limited to; to correct and prevent deterioration in downtown district; to encourage historical preservation; to create and implement development plans, to promote the economic growth; to encourage the expansion of commercial enterprises. In furtherance of these purposes, the Authority shall have all of the powers which now are or hereafter may be, conferred by law on authorities organized under Act 227, Public Acts of 1972, Act 149, Public Acts of 1911; Act 202, Public Acts of 1943; Act 94, Public Acts of 1933; Act 344, Public Acts of 1945, as amended; and particularly the powers granted by Act 197, Public Acts of 1975, and especially Section 7 thereof, to wit:

- (a) Prepare an analysis of economic changes taking place in the downtown district.
- (b) Study and analyze the impact of metropolitan growth upon the downtown district.
- (c) Plan and propose the construction, the renovation, repair, remodeling, rehabilitation, restoration, preservation, or reconstruction of a public facility, an existing building, or a multiple-family dwelling unit which may be necessary or appropriate to the execution of a plan which, in the opinion of the Board, aids in the economic growth of the downtown district.
- (d) Develop long-range, plans, in cooperation with the agency which is chiefly responsible for planning in the municipality, designed to halt the deterioration of property values in the downtown district and to promote the economic growth of the downtown district, and take such steps as may be necessary to persuade property owners to implement the plans to the fullest extent possible.
- (e) Implement any plan of development in the downtown district necessary to achieve the purposes of Act 197, in accordance with the powers of the Authority as granted by Act '197.

- (f) Make and enter into contracts necessary or incidental to the exercise of its powers and the performance of its duties.
- (g) Acquire by purchase or otherwise, on terms and conditions and in a manner the Authority deems proper or own, convey, or otherwise dispose of, or lease as lessor or lessee, land and other property, real or personal, or rights or interests therein, which the Authority determines is reasonably necessary to achieve the purposes of this, and to grant or acquire licenses, easements, and options with respect thereto.
- (h) Improve land and construct, reconstruct, rehabilitate, restore and preserve, equip, improve, maintain, repair, and operate any building, including multiple-family dwellings, and any necessary or desirable appurtenances thereto, within the downtown district for the use, in whole or in part, of any public or private person or corporation, or a combination thereof.
- (i) Fix, charge, and collect fees, rents, and charges for the use of any building or property under its control or any part thereof, or facility therein, and pledge the fees, rents, and charges for the payment of revenue bonds issued by the Authority.
- (j) Lease any building or property under its control, or any part thereof.
- (k) Accept grants and donations of property, labor, or other things of value from a public or private source.
- (h) Acquire and construct public facilities.

subject to any amendments to said statute either increasing or diminishing the powers of Downtown Development Authorities formed thereunder.

## ARTICLE II

### OFFICES

Section 1. Offices. The Authority may have such offices as the Board may determine, or the affairs of the Authority may require from time to time.

## ARTICLE III

### BOARD

Section 1. General Powers. The affairs of the Authority shall be managed by its Board.

Section 2. Number, Tenure and Qualifications. The Board of the Authority shall consist of nine (9.) persons, the Chief Executive Officer of the City of Swartz Creek and, eight (8) members. The members shall be appointed for a term of four (4) years, except that of the members first appointed, two shall be appointed for one (1) year, two for two (2) years, two for three (3) years, and two for four (4) years. At least five of the members shall be persons having an interest in property located in the downtown district. At least one of the members shall be a resident of the downtown district, if the district has 100 or more persons residing within it.

Section 3. Selection of Board Members. The Chief Executive Officer of the City of Swartz Creek with the advice and consent of the City Council, shall appoint the members of the Board. Subsequent Board members shall be appointed in the same manner as the original appointments at the expiration of each member's term of office.

Section 4. Expiration of Term; Continuation in Office; Reappointment; Filling Vacancies. Members whose term of office has expired shall continue to hold office until his/her successor has been appointed with the advice and consent of the City Council to serve additional terms. If a vacancy is created by the death, resignation, or removal of a member, a successor shall be appointed with the advice and consent of the City Council within thirty (30) days to hold office for the remainder of the term so vacated.

Section 5. Removal. Pursuant to notice and an opportunity to be heard, a member may be removed from office for inefficiency, neglect of duty, misconduct, malfeasance, or any other good cause by a majority vote of the City Council.

Section 6. Disclosure of Interests. A board member who has a direct interest in any matter before the Authority shall disclose his/her interest prior to the Authority taking any action with respect to the matter, which disclosure shall become a part of the record of the Authority's official proceedings. Further, any member making such disclosure, shall then refrain from participating in the Authority's decision making processes relative to such matter.

Section 7. Annual Meeting. An annual meeting of the Board shall be held on the second Thursday in the month of June in each year beginning with the year 2009 at the hour of six, o'clock p.m. for the purpose of electing officers and for the transaction of such other business as may come before the meeting. If the election of officers shall not be held on the day designated herein for any annual meeting or any adjournment thereof, the Board shall cause the election to be held at a regular or special meeting of the Board within 90 days of the annual meeting.

Section 8. Regular Meetings. Regular meetings of the Board shall be held at such time and place as the Board shall from time to time determine.

Section 9. Special Meetings. Special meetings of the Board may be called by or at the written request of the chairman or any two members. The person or persons authorized to call special meetings of the Board may fix any place as the place for holding any special meetings of the Board called by them.

Section 10. Notice of Meetings. Except as otherwise provided by law, all meetings shall be preceded by public notice in accordance with Public Act 267 of the Public Acts of 1976, as amended.

Section 11. Quorum and Voting. A majority of the members of the Board then in office shall constitute a quorum for the transaction of business. In the event that effective membership is reduced because of Disclosure of Interest (Article III, Section 6), a majority of the remaining members of the Board then in office shall constitute a quorum for the transaction of business.

Except in those cases where a larger majority is required by law, no motion, resolution or action shall be adopted or passed, nor shall any appointment be made, nor any person removed from office as permitted by these Rules, except by the affirmative vote of at least five (5) members of the Board.

Section 12. Public Meetings. The meetings of the Board' shall be public.'

Section 13. Compensation of Members. Members of the Board shall serve without compensation, but shall be reimbursed for actual and necessary expenses subject to authorization by a vote of two-thirds of the majority of the Board members then qualified to vote.

## ARTICLE IV

### OFFICERS

Section 1. Officers. The officers of the Authority shall be a chairman and vice-chairman.

Section 2. Election and Terms of Office. Officers of the Authority shall be elected annually by the Board at the regular annual meeting of the Board. If the election of officers shall not be held at such meeting, such election shall be held within 90 days of such meeting. Each officer shall hold office until his/her successor shall have been duly elected and shall have qualified.

Section.3. Removal. Any officer elected or appointed by the Board may be removed by the Board whenever in its judgment the best interests of the Authority would be served thereby.

Section 4. Vacancies. A vacancy in office because of death, resignation,

removal, disqualification or otherwise, may be filled by the Board for the unexpired portion of the term.

Section 5. Chairman. The chairman shall preside at all meetings of the Board and shall discharge the duties of the presiding officer.

Section 6. Vice-Chairman. In the absence of the chairman or in event of his/her inability or refusal to act, the vice-chairman shall perform the duties of the chairman, and when so acting, shall have all the powers of and be subject to all the restrictions upon the chairman. Any vice-chairman, shall perform such other duties as from time to time may be assigned to him/her by the chairman or by the Board.

Section 7. Employment of Personnel. The Board may employ personnel as deemed necessary by the Board. Such personnel may include, but not be limited to, a director, treasurer, secretary and legal counsel.

Section 7.1. Director. The Board may employ and fix the compensation of a director, subject to approval by the City Council. The director shall serve at the pleasure of the Board. A member of the Board shall not hold the position of director while serving on the Board. The Board may require the director to post a bond payable to the Authority for the use and benefit of the Authority. The premium for such bond is to be paid by the Authority. Subject to the approval of the Board, the director shall supervise, and be responsible for the preparation of plans and the performance of the functions of the Authority. The director shall attend the meetings of the Board, and shall render to the Board and to the City Council a regular report covering the activities and financial condition of the authority. The director shall furnish the Board with information or reports governing the operation of the Authority as the Board requires. If the director is absent or disabled, the Board may delegate his/her functions and responsibilities to any person otherwise qualified under this section. Such other person shall be designated as the acting director.

Section 7.2. Treasurer. The Board may employ and fix the compensation of a treasurer, who shall keep the financial records of the Authority and who, together with the director, shall approval all vouchers for the expenditure of funds of the Authority. If required by the Board, the treasurer shall give a bond for the faithful discharge of his/her duties in such sum and with such surety or sureties as the Board shall determine. He shall have charge and custody of, and be responsible for, all funds and securities of the Authority; receive and give receipts for moneys due and payable to the Authority from any source whatsoever, and deposit all such moneys in the name of the Authority in such banks, trust companies or other depositories as shall be selected in accordance with the provisions of Article VI of these rules; and in general perform all the duties incident to the office of treasurer and such other duties as shall be assigned from time to time by the Board.

Section 7.3. Secretary. The Board may employ and fix the compensation of a secretary, who shall maintain custody of the official seal and of records, books,

documents, or other papers not required to be maintained by the treasurer. The secretary shall attend meetings of the Board and keep a record of its proceedings. The secretary shall see that all notices are duly given in accordance with the provisions of these rules or as required by law and shall keep a register of the post office address of each Board member as furnished by such member. The secretary shall also perform all duties incident to the office of secretary and such other duties as from time to time may be assigned by the Board.

Section 7.4. Legal Counsel. The Board may retain legal counsel to advise the Board in the proper performance of its duties and to represent the Authority in actions brought by or against the Authority.

## ARTICLE V

### COMMITTEES

Section 1. Committees of Members. The Board, by resolution adopted by a majority of the Board, may designate and appoint one or more committees, each of which shall consist of two or more members, which committees shall have and exercise such authority as shall be granted to them by such resolution; provided, however, such committee shall not have the power or authority to adopt an agreement of merger or consolidation or an agreement for the sale, lease or exchange of all, or substantially all of the Authority's property and assets, dissolve the Authority or amend the rules of the Authority. Except as otherwise provided in such resolution, the members of such committee shall be members of the Authority and the Chairman shall appoint the members thereof. Any member may be removed by the person or persons authorized to appoint such member whenever in their judgment the best interests of the Authority shall be served by such removal.

Section 2. Term of Office. Each member of a committee shall continue as such until the next annual meeting of the members of the Authority and until his/her successor is appointed, unless the committee shall be sooner terminated, or unless such member be removed from such committee, or unless such member shall cease to qualify as a member thereof.

Section 3. Chairman. One member of each committee shall be appointed chairman by the person or persons authorized to appoint the members thereof.

Section 4. Quorum. Unless otherwise provided in the resolution of the Board designating a committee, a majority of the whole committee shall constitute a quorum and the act of a majority of the members present at a meeting at which a quorum is present shall be the act of the committee.

## ARTICLE VI

### CONTRACTS, CHECKS, DEPOSITS AND FUNDS

Section 1. Contracts. The Board may authorize the chairman, agent or agents of the Authority, to enter into any contract or execute and deliver any instrument in the name of and on behalf of the Authority, and such authorization may be general or confined to specific instances.

Section 2. Checks, Drafts, etc. All checks, drafts or orders for the payment of money, notes or other evidences of indebtedness issued in the name of the Authority, shall be signed by two persons as designated by the Board.

Section 3. Deposits. All funds of the Authority shall be immediately deposited to the credit of the Authority in such banks, trust, companies or other depositories as the Board may select.

Section 4. Gifts. The Board may accept on behalf of the Authority any contribution, gift, bequest or devise for the general purposes or for any special purposes of the Authority.

## ARTICLE VII

### BOOKS AND RECORDS

The Authority shall keep correct and complete books and records of account and shall also keep minutes of the proceedings of its members, Board and committees having any of the powers of the Board, and shall keep at the principal office a record giving the names and addresses of the members entitled to vote. All books and records of the Authority shall be open to the public at all times. An annual audit shall be conducted by an independent Certified Public Accountant and published, and shall be in compliance with Public Act No. 2 of 1968 and Public Act 621 of 1978.

## ARTICLE VIII

### FISCAL YEAR

The fiscal year of the corporation shall begin on the first day of July and end on the last day of June in each year.

## ARTICLE IX

### AMENDMENTS TO RULES

These rules may be altered, amended or repealed and new rules may be adopted by a majority of the members present at any regular meeting if written notice is given of intention to alter, amend or repeal or to adopt new rules at such meeting. The full nature of the rule change shall be included in the notice. Adoption of rule changes shall require affirmative votes by the majority of the members appointed. Changes in these rules are subject to approval by the City Council.

These Rules were adopted by the City of Swartz Creek Downtown Development Authority on the 8<sup>th</sup> day of January, 2009; and shall take effect immediately.

\_\_\_\_\_  
Chairperson

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
Effective Date

Pop 5,250

# By-Laws & Rules of Procedure

## Downtown Development Authority

ADOPTED: 10/08/2023  
AMENDMENT: 11/09/2020  
AMENDMENT: 07/10/2023



**GLADSTONE**  
— MICHIGAN —

**By-Laws & Rules of Procedure**  
Gladstone Downtown Development Authority

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**By-Laws & Rules of Procedure**  
Gladstone Downtown Development Authority

I. AUTHORITY

The Downtown Development Authority, hereinafter called, "The DDA" is a public authority of the City of Gladstone created by City Ordinance 471. These By-laws and Rules of Procedure are adopted by the City of Gladstone DDA pursuant to Public Act 197 of 1975, recodified as Public Act 57 of 2018, and shall have the powers and responsibilities as granted by the act.

II. MEMBERSHIP

- A. The DDA shall consist of the mayor or his or her designee and eight members selected by the mayor, who shall be appointed by the mayor, subject to the approval by a majority vote of the members elect of the City Commission. If the mayor chooses a designee, the designee shall be from the City Commission and shall serve for a period of at least one year.
- B. The majority of the members shall be persons having an interest in property in the downtown district. A minimum of one member shall be a resident of the downtown district and one member shall be a representative of Gladstone Area Schools.
- C. The term of each DDA member shall be four years. All members shall hold office until their successors are appointed. Members may be removed from office by the City Commission for misfeasance, malfeasance or nonfeasance upon written charges and after a public hearing.
- D. Vacancies occurring in office other than through the expiration of term shall be filled through appointment by the mayor for the un-expired term.
- E. Members of the DDA shall serve without compensation for their services, unless otherwise provided by the City Commission.
- F. Members of the DDA and staff shall be entitled to receive reimbursement for expenses incurred for travel in the performance of activities authorized by the City Commission, including but not limited to, attendance at conferences, workshops, educational and training programs and meetings. Such reimbursement for expenses shall be at the rates provided by the city for travel by City Staff. However, the following types of travel shall not be eligible for reimbursement:
  - a. Travel to and from DDA meetings.
  - b. Local travel for the purpose of viewing sites, which will be the subject of DDA action.
  - c. Attendance at conferences, workshops, education and training programs and meetings, which are held within a radius of ten (10) miles from Gladstone City Hall.
  - d. Travel for which there is no funds available in the DDA budget.
  - e. Travel which the chairperson of the DDA, in his or her sole discretion, determines to be not eligible for reimbursement under these provisions.

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III. OFFICERS

A. Selection

- a. The officers of the DDA shall consist of Chairperson and Vice-Chairperson/Secretary selected from the general membership of the DDA.
- b. The election of all officers shall occur at the DDA's first regular meeting after May 10th each year.
- c. Nominations of members for an office shall be by a current member of the DDA during the meeting when elections are held.
- d. All nominations shall be seconded by another member of the DDA to be considered a valid nomination.
- e. All elections shall be conducted by a roll call vote. If there is only one nominee for an office, that nominee shall be assumed to be unanimously elected.
- f. To be elected to an office, a nominee must receive a majority of the votes of the full DDA.
- g. All terms of office shall be for two years with eligibility for reelection.

B. Resignation of the Officers

- a. An officer may resign his/her office by submitting a letter to the DDA Chairperson.
- b. The resignation from office will not be effective until acted upon and accepted by the DDA at its next regularly scheduled meeting.

C. Duties of the Officers

- a. The Chairperson shall:
  - i. Preside at all meetings and shall conduct all meetings in accordance with the Open Meetings Act, (Public Act 57 of 2018 , as amended), and the rules provided herein.
  - ii. As appropriate, act as liaison between the DDA and the City staff, consultants and all other pertinent agencies or agents of the City of Gladstone.
  - iii. Appoint such committees and subcommittees as the Chairperson deems desirable.
  - iv. In cooperation with the City Manager, prepare the agendas for all meetings.
  - v. Be responsible for enforcing these Rules of Procedures and for enforcing orderly conduct at meetings.
  - vi. Have the powers and duties set forth in Roberts Rules of Order to the extent that they do not conflict with these Rules of Procedure.
  - vii. Have the authority to cancel a scheduled meeting in advance of the meeting date where the Chairperson has determined that quorum will not be available and shall reschedule the meeting as may be required.
  - viii. Appoint the recording secretary to record the official record of the meeting.
  - ix. The Chairperson shall have the duty to vote in the same manner as members of the DDA.
- b. The Vice-Chairperson/Secretary shall:
  - i. Assume the duties of the Chairperson in the absence of the Chairperson, or when specifically authorized to do so.

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- ii. Succeed to the office of Chairperson in the event of a vacancy in that office, in which case the DDA shall select a successor to the office of Vice-Chairperson/Secretary at the earliest practical time.
- iii. Perform such other duties as the Chairperson may assign.
- iv. As Secretary of the DDA shall:
  - 1. Delegate the execution of documents in the name of the DDA to the recording secretary.
  - 2. Delegate the receipt and review of all communications addressed to the Secretary to the recording secretary.
  - 3. Delegate to the recording secretary the keeping of attendance records, providing of all required notices, and preparation of a meeting agenda.
  - 4. Perform such other duties as may be ordered by the Chairperson or DDA
- c. The recording secretary shall take notes for minutes and prepare a first draft of minutes for review, perform the duties delegated to the recording secretary by the Secretary, and perform other duties as may be ordered by the Chairperson or DDA.

#### IV. MEETINGS

##### A. Meeting Notices

- a. All meeting notices shall be posted at the City Hall in accordance with the Open Meetings Act.
- b. The notice shall include the date, time, and place of the meeting.
- c. Notice of any change in the date or time of a meeting shall be posted in the manner required by the Open Meetings Act.

##### B. Regular Meetings and Special Meetings

- a. The DDA shall hold a regular meeting each month for which there is business to be conducted but shall hold at least four regular meetings each year. It shall keep a record of its transactions, findings and determinations, and such record shall be a public record.
- b. At the first meeting of the DDA in each calendar year a schedule of the meeting dates, times and places shall be set and within ten days after a Public Notice of the dates, time and place shall be posted in compliance with the Open Meetings Act.

If there is a change in the schedule of the regular meetings of the DDA there shall be posted within three days after the meeting at which the change is made, a Public Notice stating the dates, times, and place.

- c. Special meetings of the DDA shall be held at the call of the Chairperson or upon written request to the secretary by at least three DDA members and shall be scheduled in compliance with the Open Meetings Act. Each member of the DDA shall receive notice (written, email or voicemail) of a special meeting at least 24 hours prior to the meeting. Special meeting notices shall state the purpose of the meeting. No official action shall be transacted at any special meeting of the DDA unless the item has been stated in the notice of such meeting.
- d. Closed sessions may be scheduled in accordance with the Open Meetings Act.

##### C. Quorum

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- a. The presence of a majority of membership of the DDA shall constitute a quorum of the DDA.
- b. If a quorum is not present, the members of the DDA may discuss matters of interest but can take no action until the next regular or special meeting.

D. Motions

- a. All motions shall be restated or summarized by the Chairperson before a vote is taken.
- b. The name of the maker and supporters of the motions shall be recorded.

E. Voting

- a. All DDA members shall have the duty to vote on matters before the DDA and shall not abstain on any matter except where there is a conflict of interest.
- b. The affirmative vote of five members of the DDA is required to make any determination upon any matter, except as otherwise provided in these Rules of Procedure or ordinance or City Code or state law.
- c. A simple majority of a quorum is required for procedural motions or resolutions, such as:
  - i. Motion to approve or amend the minutes.
  - ii. Motion to table.
  - iii. Motion to postpone.
  - iv. Motion to recess.
  - v. Motion to adjourn.
  - vi. Motion to recognize achievement or contribution.
  - vii. Motion to add matters to the agenda.
  - viii. Motion to approve consent agenda.
  - ix. Motion to Set Public Hearings.
- d. Voting on procedural motions or resolutions described in "C" above may be voice vote. In all matters other than procedural, the presiding officer shall call for a voice vote, and if no member states opposition to the motion, it shall be deemed to have passed unanimously and shall be so recorded. In the event any member votes "no", a roll call shall be conducted and recorded.
- e. Before participating in a decision or hearing or casting a vote on a matter on which a member may reasonably be considered to have a conflict of interest, the member SHALL disclose the potential conflict of interest to the DDA. The member is disqualified from participating in the discussion or hearing and from voting on the matter as provided here in or as may be provided by a majority vote of the remaining members of the DDA. Failure of a member to disclose a potential conflict of interest as required in these bylaws constitutes malfeasance in office.
  - i. A conflict of interest for a member of the DDA shall include, but not necessarily be limited to, a matter pending before the DDA which:
    - 1. Concerns the member himself or herself
    - 2. Concerns work on land owned by the member, or which is adjacent to land owned by the member.
    - 3. Involves a corporation, company, partnership, or other entity in which the member is a part owner, or any other relationship where the member may stand to have a financial gain or loss.

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4. Concerns the member's spouse, children, stepchildren, grandchildren, parents, brothers, sisters, grandparents, parent in-law, or members of the member's household.
  5. The member's employee or employer is:
    - a. An applicant or agent for an applicant, or
    - b. Has a direct interest in the outcome.
  6. The member has a close business or family relationship with an applicant, the applicant's attorney or other representative, or any expert witness.
- ii. A conflict of interest shall not include an interest the member may have in common with the general public interest.
  - iii. If such a conflict of interest is identified, the member shall disqualify himself or herself at the outset of the hearing or discussion and shall not participate in the discussion or decision, and if so, requested by the chairperson shall leave the meeting room until the issue is concluded.
  - iv. In the event a member is unsure whether he or she is in a conflict of interest position, the remaining members of the DDA by a majority vote shall decide whether or not a conflict of interest exists, and such decision shall be binding and final.
- f. On all other issues each member shall have an obligation to vote, unless excused for good cause by the unanimous vote of the remaining members present.
- F. Order of Business
- a. A written agenda for all members shall be prepared and followed. No matters for consideration shall be accepted after the agenda packets have been delivered unless the DDA, by separate action, accepts the matter for discussion/action. The general order of business shall be the following:
    - i. CALL TO ORDER
      1. ROLL CALL
    - ii. PUBLIC COMMENT
    - iii. APPROVAL OF MINUTES
    - iv. FINANCIALS
    - v. CONFLICTS OF INTEREST
    - vi. ADDITIONS TO THE AGENDA
    - vii. UNFINISHED BUSINESS
    - viii. NEW BUSINESS
    - ix. CITY COMMENTS & REPORTS
    - x. BOARD COMMENTS & REPORTS
    - xi. ADJOURNMENT
  - b. A written agenda for special meetings shall be prepared and followed, however the form enumerated above shall not be necessary.
- G. Public Comment
- a. During this portion of the agenda, a member of the audience may address the DDA on any issue, including items that were not scheduled on the agenda.

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- b. A member of the audience speaking during this portion of the agenda shall limit his/her remarks to three minutes unless such time limit is extended by the Chairperson.

H. Rules of Order

- a. DDA meetings shall be informal. However, if required to keep order, meetings shall be governed by "Roberts Rules of Order", latest published edition, for issues not specifically covered by these Bylaws. Where these Bylaws conflict or are different than "Roberts Rules of Order", then these Bylaws control.

I. Beginning and Ending Time

- a. All DDA meetings shall begin promptly at the time set in the meeting schedule.
- b. Every effort should be made to complete the agenda items.
- c. At the discretion of the Chairperson a motion to adjourn may be entertained even though all business on the agenda has not been completed.

V. MINUTES

- A. The DDA minutes shall be prepared by the recording secretary.

B. The minutes shall contain the following:

- a. A synopsis of the discussion of the DDA and comments by the public.
- b. A complete restatement of all motions, and a record of all transactions, findings, and determinations.
- c. A record of the outcome of DDA voice votes and a recording of roll call votes.
- d. A summary of the conditions or recommendations made on any action, and
- e. A record of member's attendance.

- C. The minutes of the DDA including all attached communications, actions and resolutions shall be deposited with the City Clerk to be accepted by the City Commission. Minutes shall be available for public inspection after the meeting to which the minutes refer. Corrections in the minutes shall be made not later than the next meeting after the meeting to which they refer and shall be made available not later than the next meeting after correction.

VI. OPEN MEETINGS AND FREEDOM OF INFORMATION PROVISIONS

- A. All meetings of the DDA shall be open to the public and held in a place available to the general public, except for closed sessions authorized under the Open Meetings Act.
- B. All deliberations and decisions of the DDA shall be made at a meeting open to the public, except decisions made at a closed session as noted in section "VI; A".
- C. A person shall not be excluded from a meeting of the DDA except for breach of the peace committed at the meeting or a closed session as provided in the Open Meetings Act.
- D. All records, files, publication, correspondences, and other materials are available to the public for reading, copying and other purposes as governed by the Freedom of Information Act, except for the records of closed sessions.

VII. AMENDMENTS

- A. These By-laws and Rules of Procedure may be amended by the DDA by a concurring vote of five members during any regular meeting or special meeting, provided that all members have received an advanced copy of the proposed amendments prior to the meeting at which such

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amendments are to be considered. Amendments will then be submitted to the City Commission for final approval.

**THESE BY-LAWS AND RULES OF PROCEDURE WERE ADOPTED ON 10/8/2013.**

  
\_\_\_\_\_  
Downtown Development Authority Chairperson

8-15-23  
Date

  
\_\_\_\_\_  
Vice-Chairperson/Secretary

8-17-23  
Date

Pop 6,200

**RULES GOVERNING THE MANISTEE, MICHIGAN  
DOWNTOWN DEVELOPMENT AUTHORITY**

**ARTICLE I. PURPOSES AND POWERS**

The purpose or purposes for which the Authority is organized are as follows: To act as a Downtown Development Authority in accordance with Act 197 of the Public Acts of 1975, as amended (the "Act"), including, but not limited to: to correct and prevent deterioration in the Downtown Development District, to encourage historic preservation, to create and implement development plans, and to promote economic growth. In furtherance of these purposes, the Authority shall have all of the powers which now or hereafter may be conferred by law on Authorities organized under Act 197, Public Acts of 1975 as amended; and Public Law 9- 1- 646, being the Federal Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970. The power or authority given under Public Acts 197 is as follows:

- a. Prepare an analysis of economic changes taking place in the downtown district.
- b. Study and analyze the impact of metropolitan growth upon the downtown district.
- c. Plan and propose the construction, the renovation, repair, remodeling, rehabilitation, restoration, preservation, or reconstruction of a public facility, an existing building, or a multiple-family dwelling unit which may be necessary or appropriate to the execution of a plan which, in the opinion of the board, aids in the economic growth of the downtown district.
- d. Plan, propose, and implement an improvement to a public facility within the development area to comply with the barrier free design requirements of the state construction code promulgated under the Stille-DeRossett- Hal single state construction code act, 1972 PA 230, MCL 125. 1501 to 125. 1531.
- e. Develop long-range plans, in cooperation with the agency which is chiefly responsibility for planning in the municipality, designed to halt the deterioration of property values in the downtown district and to promote the economic growth of the downtown district, and take such steps as may be necessary to persuade property owners to implement the plans to the fullest extent possible.
- f. Implement any plan of development in the downtown district necessary to achieve the purposes of this act, in accordance with the powers of the Authority as granted by this act.
- g. Make and enter into contracts necessary or incidental to the exercise of its powers and the performance of its duties.

- h. Acquire by purchase or otherwise on terms and conditions and in a manner the Authority deems proper or own, convey, or otherwise dispose of, or lease as lessor or lessee, land and other property, real or personal, or rights of interests therein, which the Authority determines is reasonably necessary to achieve the purposes of this act, and to grant or acquire licenses, easements, and options with respect thereto
- i. Improve land and construction, reconstruct, rehabilitate, restore and preserve, equip, improve, maintain, repair, and operate any building including multiple family dwellings, and any necessary or desirable appurtenances thereto, within the downtown district for use, in whole or in part, of any public or private person or corporation, or a combination thereof
- j. Fix, charge, and collect fees, rents, and charges for the use of any building or property under its control or any part thereof, or facility therein, and pledge the fees, rents, and charges for the payment of revenue bonds issued by the Authority.
- k. Lease any building or property under its control, or any part thereof of a building or property.
- l. Accept grants and donations of property, labor, or other things of value from a public or private source.
- m. Acquire and construct public facilities.
- n. Create, operate, and fund marketing initiatives that benefit only retail and general marketing of the downtown district.
- o. Contract for broadband service and wireless technology service in the downtown district.
- p. Operate and perform all duties and exercise all responsibilities described in this section in a qualified township if the qualified township has entered into an agreement with the municipality under section 3(7).
- q. Create, operate, and fund a loan program to fund improvements for existing buildings located in a downtown district to make them marketable for sale or lease. The board may make loans with interest at a market rate or may make loans with interest at a below market rate, as determined by the board.
- r. Create, operate, and fund retail business incubators in the downtown district.

## ARTICLE II. BOARD OF DIRECTORS

### Section 1. General Powers

The Authority shall be under the supervision and control of a board of directors.

### Section 2. Number, Tenure, and Qualifications

The Board of Directors shall consist of nine persons, the Chief Executive Officer of the City of Manistee and eight appointed members. The members shall be appointed for four year terms. At least five of the members shall be persons having an interest in property located in the downtown district or an officer, member, trustee, principal or employee of a legal entity having an interest in property located in the downtown district. At least one of the members shall be a resident of the downtown district if it has one hundred or more persons residing within it. The term of office shall begin on the First day of July.

### Section 3. Selection of Board Members

The Chief Executive Officer of the City of Manistee with the advice and consent of the City Council shall appoint the members of the board. Subsequent board members shall be appointed in the same manner as the original appointments at the expiration of each member's term of office. Before assuming the duties of office, a member shall qualify by taking and subscribing to the constitutional oath of office.

### Section 4. Compensation of Members

Members of the board shall serve without compensation, but shall be reimbursed for actual and necessary expenses.

### Section 5. Expiration of Term, Continuation in Office, Reappointment, and Filling Vacancies

If a vacancy is created by the death, resignation, or removal of a member, a successor shall be appointed by the Chief Executive Officer of the City of Manistee to fill the unexpired term.

### Section 6. Removal

Pursuant to proper notice and an opportunity to be heard, a member may be removed from office for cause by the City Council.

### Section 7. Board Absences

In order to maintain the maximum participation of all appointed Downtown Development Authority Board members at all scheduled meetings, the following is the attendance guide and Board member replacement policy for "excused" and "unexcused" absences:

1. When appointed, each Board member should state his/her willingness and intention to attend each scheduled meeting of the Downtown Development Authority.
2. In the event of unplanned personal matters, business trips, family vacation trips, changed job requirements, sickness, or other physical disabilities that prohibit the Board member from attending the scheduled meeting, the Board Chair or staff liaison to the Downtown Development Authority should be notified as soon as possible prior to the time of the scheduled meeting of their inability to attend. The Board member upon this notification will receive an "excused absence" for the involved scheduled meeting.
3. If any Board member is absent from two (2) consecutive scheduled meetings without an "excused absence" for any of the two (2) meetings, the Board member shall be reported in writing to the City Manager. The City Manager will contact the Board member in writing and question his/her continued ability or interest in being on the board, giving the member a chance to rectify the attendance issue or submit a resignation.
4. There will be no limit on the number of consecutive "excused absences" for any Board member. However, if the Board member is repeatedly absent for at least 33% of the yearly scheduled meetings, that member will also be reported in writing to the City Manager. The City Manager will contact the Board member in writing and question the member's continued ability or interest to be on the Board. The Board member will be considered for an appointment nullification when the absences total four in the calendar year.
5. The appointment nullification action would be initiated by the City Manager and forwarded on to the City Council for official action.

### Section 8. Disclosure of Interest

A board member who has a direct interest in any matter before the Authority shall disclose his interest prior to the Authority taking any action with respect to the matter which disclosure shall become a part of the record of the Authority's official proceedings. Further, any member making such disclosure shall then refrain from participating in the Authority's decision-making process relative to such matter.

## ARTICLE III. OFFICERS

### Section 1. Officers

The officers of the Authority Board of Directors shall be a Chairman, Vice-Chairman, Secretary, and Treasurer. The Chairman shall be the Chief Executive Officer of the City, or as elected by the board.

### Section 2 Filling of Vacancies

A vacancy in any of the officer positions may be filled by the board for the unexpired portion of the term.

### Section 3. Chairman

The Chairman shall preside at all meetings of the board and shall discharge the duties of a presiding officer.

### Section 4. Vice-Chairman

In the absence of the Chairman or in the event of his inability or refusal to act, the Vice Chairman shall perform the duties of the Chairman and when so acting shall have all the powers and be subject to all restrictions of the Chairman.

## ARTICLE IV. MEETINGS

### Section 1. Annual Meeting

The Annual Meeting shall be held in conjunction with the first regular monthly meeting after the beginning of the new fiscal year. The election of officers shall occur at the annual meeting. If the election of officers should not occur at the annual meeting, or any adjournment thereof, the board shall cause the election to be held at a regular or special meeting of the board within ninety days of the annual meeting

### Section 2. Regular Meetings

Regular meetings of the board shall be held at 8:30 a.m. on the second Wednesday of each month at a location agreed to by the board. In the event the meeting day shall fall on a holiday, the meeting will occur on the following day.

### Section 3. Special Meetings

Special meetings of the board may be called by the Chairman, by the Vice-Chairman in the absence of the Chairman, by the Executive Director, by any three members, or by the City Council by giving twenty-four hour notice to the Board of Directors of the meeting

### Section 4. Notice of Meetings

Notice of all meetings shall be posted at the Downtown Development Authority Office and in accordance with the Michigan Open Meetings Act (MCL 15.261 et seq.). Notice to the board of directors and to the public shall be the responsibility of the Executive Director.

### Section 5. Agenda

The Chairman may direct the Secretary or Executive Director to prepare the agendas for all meetings and send them to the board members at least twenty-four hours prior to a meeting. Any member of the Authority may request an item to be placed on the Agenda. Approval of the agenda, including items added or deleted, shall be one of the first items of business at each meeting.

### Section 6. Quorum and Voting

A majority of the members of the board in office shall constitute a quorum for the transaction of business. In the event that effective membership is reduced because of disclosure of interest (Article II, Section 8), a majority of the remaining members eligible to vote shall constitute the action of the board.

### Section 7. Rules of Order

Robert's Rules of Order is adopted as the Board Guideline of parliamentary procedure. The purpose of Robert's Rules of Order is to provide an organized and orderly procedure for addressing business before the Board of Directors, without elevating form over substance in the conduct of Board meetings.

### Section 8. Public Comment During Meetings

The Manistee Downtown Development Authority wishes to provide for orderly public comment during its meetings and wishes to express its procedure for allowing public comment at its meetings in compliance with Open Meetings Act, Public 267 of the Public Acts of 1976.

1. At any meeting, any interested person may address the Board of Directors of the Manistee Downtown Development Authority on any agenda item prior to the vote on

that agenda item if recognized by the Chairman or upon request of any two Board members present.

2. Any interested person may address the Board of Directors on any matter relevant to the purposes and powers of the Authority during the agenda item designated for public comment.
3. The Chairman shall have the authority to limit and terminate any public comment that becomes disruptive, repetitive, or impedes the orderly progress of the meeting. The Chairman shall control the order and duration of any public comment, subject to appeal.
4. Any public comment may be limited in time to not more than five (5) minutes.
5. Prior to engaging in public comment, each person shall identify themselves and the group that is being represented.

## ARTICLE V. EMPLOYMENT OF PERSONNEL

### Section 1. Executive Director

The board may employ and fix the compensation of an executive director, subject to the approval of the City Council. The executive director shall serve at the pleasure of the board. A member of the board is not eligible to hold the position of executive director. The executive director shall be the chief executive officer of the Authority. Subject to the approval of the board, the executive director shall supervise, and be responsible for, the preparation of plans and the performance of the functions of the Authority in the manner authorized by Act 197 of the Public Acts of 1975 as amended. The executive director shall attend the meetings of the board, and shall render to the board and to the City Council a regular report covering the activities and financial condition of the Authority. If the executive director is absent or disabled, the board may designate a qualified person as acting executive director to perform the duties of the office. The executive director shall furnish the board with information or reports governing the operating of the Authority as the board requires. The executive director shall not be a full-time City employee.

### Section 2. Treasurer

The board may employ and fix the compensation of a Treasurer if he or she is not a board member, who shall keep the financial records of the Authority and who, together with the executive director, shall approve all vouchers for the expenditure of funds of the Authority. The Treasurer shall perform such other duties as may be delegated by the board and shall furnish bond in an amount as prescribed by the board.

### Section 3. Secretary

The board may appoint a secretary, who shall maintain custody of the official seal and of records, books, documents, or other papers not required to be maintained by the executive director. The secretary shall attend meetings of the board and keep a record of its proceedings, and shall perform such duties delegated by the board.

### Section 4. Legal Counsel

The board may retain legal counsel to advise the board in the proper performance of its duties. The legal counsel shall represent the Authority in actions brought by or against the Authority.

### Section 5. Other Personnel

The Board may employ other personnel deemed necessary by the board.

## ARTICLE VI. COMMITTEES AND ADVISORY BOARDS

### Section 1. Committees

The board by resolution may designate and appoint one or more committees to advise the board. The Chairman of the Board shall appoint the members and select the chairman. The committees may be terminated by a vote of the Board. At the annual meeting, the committees will be evaluated and reappointed or dissolved.

### Section 2. Advisory Boards

The board may by resolution authorize the establishment of advisory boards. The Chairman shall select, with the advice and consent of the Board members, the members of each advisory board. The advisory board shall elect their own officers and establish rules governing their actions.

## ARTICLE VII. CONTRACTS AND FUNDS

### Section 1. Contracts

The board may authorize the Executive Director or an agent or agents of the Authority to enter into any contract or execute and deliver any instrument on behalf of the Authority within the limits authorized by Public Act 197. The authorization may be general or confined to specific instances.

## Section 2. Funds

All checks, drafts, or orders for the payment of money, notes, or other evidence of indebtedness issued in the name of the Authority shall be signed by the Treasurer and countersigned by the Executive Director or Administrator of the Authority. Other member of the board may be authorized to execute documents in the absence of the Treasurer or Executive Director. Account transactions require two signatures. All funds of the Authority shall be placed in such banks, trust companies, or other depositories as selected by the board and consistent with the legal requirements for the deposit of said funds.

## Section 3. Contributions or Gifts

The board may accept on behalf of the Authority any contribution, gift, bequest, or devise for the general purposes or for any special purpose of the Authority.

## ARTICLE VIII. BOOKS AND RECORDS

### Section 1. Books and Records

The Authority shall keep correct and complete records of books and accounts and minutes of the meetings. The records shall be kept at the principal office of the Authority which will have a record of the names and addresses of the members of the Authority. All books and records of the Authority shall be open to the public. An annual audit by an independent certified public account will be conducted.

### Section 2. Fiscal Year

The fiscal year of the Authority shall at all times conform to the fiscal year of the City of Manistee.

## ARTICLE IX—RAISING OF FUNDS

The Authority shall have the ability to raise funds pursuant to the Act, including, but not limited to, through Ad Valorem Tax, borrowing money pursuant to the Revised Municipal Finance Act, 2001 PA 34, issuance of revenue bonds pursuant to 1933 PA 94 and Tax Increment Financing.

## ARTICLE X. DISTRICT BOUNDARIES

The Authority shall exercise its powers within the downtown district of the City of Manistee so determined by ordinance of the City Council.

ARTICLE XI. AMENDMENT TO RULES

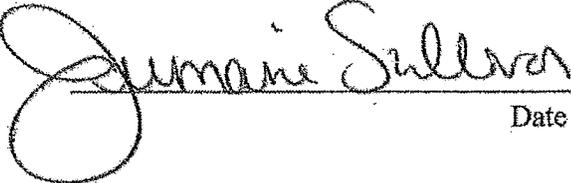
These rules should be reviewed annually by the Board of Directors and they may be altered, amended, or repealed, and new rules adopted, by a majority of the members present at any regular meeting, to be effective upon approval of the Manistee City Council.

Approved by DDA Board of Directors

  
\_\_\_\_\_ Date

6/11/2025

Approved by City Council

  
\_\_\_\_\_ Date

6/3/2025