

**CITY OF WHITE CLOUD DOWNTOWN DEVELOPMENT AUTHORITY**

12 N. Charles Street White Cloud, MI

**Meeting Minutes**

August 11, 2016

**1. Call Meeting to Order & Roll Call**

The Regular Meeting of the White Cloud Downtown Development Authority was held on the above date at the White Cloud City Offices. Chairperson Bob Scarlavai, called the meeting to order at 7:00 P.M.

**Present:** Vice-Chairperson Gary Anderson, Daniel Abid, Norm Ochs, and Ron Sanders

**Absent:** Don Barnhard, Bill Hamilton, Jerri Hitts and Ryan Maike

**Also Present:** Lora Kalkofen

**Public Present:** None

**2. Set/Amend Agenda**

**Moved** by Abid and **Seconded** by Anderson to approve the agenda of August 11, 2016 as presented.

**Ayes:** All      **Nays:** None      **Motion Carried**

**3. Invocation**

**4. Pledge of Allegiance**

**5. Public Comment – None Presented**

**6. Approval of Minutes**

**Moved** by Anderson and **Seconded** by Abid to approve the meeting minutes of June 9, 2016 as presented.

**Ayes:** All      **Nays:** None      **Motion Carried**

**7. Financials**

Kalkofen presented the Downtown Development Authority with the expenditures of the DDA. The DDA paid out \$3,500 for the Trail Town Celebration and \$196 to Consumer's Energy for the electronic sign.

**a. Airport Insurance**

Kalkofen has renewed the airport insurance through LL Johns. She also bumped the insurance to \$3 Million from the \$2 Million that it was insured. This was to make the insurance the same throughout the City. This increases the cost of the insurance by \$183.

**Moved** by Ochs and **Seconded** by Abid to receive the financials as presented.

**Roll Call Vote:**  
**Ayes:** Scarlavai, Anderson, Abid, Ochs, Sanders  
**Nays:** None  
**Absent:** Barnhard, Hitts, Maike, Hamilton  
**Abstained:** None

**Motion Carried**

**8. Unfinished Business**

**a. Trail Town Bag Gift**

At a previous meeting the DDA approved a spending limit of \$450 for the City's contribution to the Trail Town Gift Bags. After some research the City decided on a handheld LED flashlight with an engraving of "City of White Cloud Trail Town Celebration".

**9. New Business**

**a. Public Act 86 of 2014 - Revenues**

Kalkofen presented to the DDA the Personal Property Tax Loss worksheet that the City's Assessor has filed. This worksheet shows that the DDA will be reimbursed about \$11,573.50 from Personal Property Tax Loss.

**b. Flagpole for Airport**

The DDA was presented with a quote from Flagpoles Etc. Inc. for a new flagpole for the White Cloud Airport. The quote is for \$503.50.

**Moved** by Ochs and **Seconded** by Sanders to purchase the flagpole as presented and for lighting not exceed to \$700.

**Roll Call Vote:**  
**Ayes:** Scarlavai, Anderson, Abid, Ochs, Sanders  
**Nays:** None  
**Absent:** Barnhard, Hitts, Maike, Hamilton  
**Abstained:** None

**Motion Carried**

**c. Resolution 2016-2 Amending the City of White Cloud DDA 2015/16 Budget**

The DDA was presented with Resolution 2016-2 amending the City of White Cloud DDA 2015/16 Budget. The DDA went over their Community Promotions budget by \$250 in the last fiscal year. The \$250 was transferred from the Unappropriated fund.

**Moved** by Abid and **Seconded** by Ochs to approve Resolution 2016-2 Amending the City of White Cloud DDA 2015/16 Budget.

**Roll Call Vote:**  
**Ayes:** Scarlavai, Anderson, Abid, Ochs, Sanders  
**Nays:** None  
**Absent:** Barnhard, Hitts, Maike, Hamilton  
**Abstained:** None

**Motion Carried**

**10. Sidewalks & Streets**

The City has been speaking with the County on ways that they might be able to help each other on projects to save money and man power on both sides.

**11. Airport**

**a. Mead Hunt Contract**

The DDA was presented with a contract from Mead & Hunt, the engineers for the airport, for the preparation of Five Year Airport Capital Improvement Program for the years 2017- 2021 and attendance at the MAP meeting in the MDOT office.

**Moved** by Sanders and **Seconded** by Ochs to approve the contract with Mead & Hunt.

**Roll Call Vote:**  
**Ayes:** Scarlavai, Anderson, Abid, Ochs, Sanders  
**Nays:** None  
**Absent:** Barnhard, Hitts, Maike, Hamilton  
**Abstained:** None

**Motion Carried**

**b. 5 Year Plan Review**

Every 5 years MDOT AERO requests a schedule of projects for the airport. Kalkofen has already begun work on this schedule. For 2016 there is no work scheduled. In 2017 there will be a rehab of the runway. 2018's project is the replacement of the lighting system. 2019's project is to construct a taxiing way to the hangars.

**12. Public Comment – None**

**13. Correspondence – None**

**14. Adjournment**

There being no further business to come before the DDA, the Chairperson adjourned the meeting at 8:14 PM.

  
Lora Kalkofen, Secretary

Approved: October 13, 2016