

DOWNTOWN DEVELOPMENT AUTHORITY  
MINUTES OF THE BOARD MEETING  
held on December 11, 2007.

A Regular Meeting of the Downtown Development Authority, held in the Hunter Community Center, 509 Fisher Court, was called to order at 3:00 p.m.

**#2 – ROLL CALL**

**PRESENT:** Mary Liz Curtin, Joan Horton, Bill Kelly, Mike Lang, Penny Luebs, David London, Richard Rosenberger and Brian Sutherland.

**ABSENT:** Mike Allan (arrived 3:15 pm), Marshall Choinski (arrived 3:30 pm), Tyler Dobson (arrived 3:50 pm), Lisa Dwyer, Mike Elliott

**ALSO PRESENT:** Jim Albus, Michael Alpers, Richard Haberman, Kurt Hack, Samuel & Maureen Moore, Thomas Palmer and Deborah Schutt.

\*\* Added to agenda – discussion on Ex-Officio \*\*

Discussion on conflicts between Article 2 Section 2 Ex-Officio Members and Article 3 Section 5 of Roberts Rules of Order regarding voting rights and serving as officers.

1. Ex-Officio's are desired
2. Board consensus is Ex-Officio has no vote on board
3. Cannot hold office
4. Limit number of Ex-Officio's to four (4)
5. Stakeholder includes skill sets or occupation that compliments the goals of the Board. Such could include technology, finance, real estate, engineering or economic development, etc.

**MOTION BY:** Mary Liz Curtin

**SUPPORT BY:** Bill Kelly

**RESOLVED**, that the guidelines to define Article 2 Section 2 on Ex-Officio members be followed by the Downtown Development Authority Board.

**MOTION CARRIED UNANIMOUSLY**

**#3 – CONSENT AGENDA ITEMS**

a. **November 15, 2007 Minutes**

b. **November, Financial Report**

**MOTION BY:** Billy Kelly

**SUPPORT BY:** Richard Rosenberger

**RESOLVED**, that the November, 2007 Minutes and November Financial Report be approved with noted amendments. Mayor Penny Luebs be listed as present and public discussion deletion of "gauge their support for the DDA" and ad "for hiring" from the paragraph.

**MOTION CARRIED UNANIMOUSLY**

**#4 – CORRESPONDENCE**

No correspondence.

**#5 – BUILDING DEPARTMENT REPORT**

Report from the building department included in packet.

**#6 – CITY MANAGER REPORT**

**a. Reflective poles**

Weather is hampering both striping and reflective poles – cold and wet.

**b. Other items**

Master Plan – send email copy to the DDA members

**#7 – NEW BUSINESS.**

**a. Election of Chairperson, Secretary**

**MOTION BY:** Penny Luebs  
**SUPPORT BY:** Joan Horton

**RESOLVED**, that the Mary Liz Curtin be appointed Chairperson for the Downtown Development Authority Board.

**MOTION CARRIED UNANIMOUSLY**

---

**MOTION BY:** Brian Sutherland  
**SUPPORT BY:** Tyler Dobson

**RESOLVED**, that the Joan Horton be appointed Secretary for the Downtown Development Authority Board.

**MOTION CARRIED UNANIMOUSLY**

**b. Materials and Process for staffing replacement**

- Discussion of position description and materials.
- Discussion regarding salary, salary terms, employee vs. contractor.
- Discussion on DDA Board goals & objectives
- Invite Oakland County/Planning & Economic Development staff person
- Unanimous vote to table this item

**#8 – OLD BUSINESS**

**a. Marketing/Branding – Website report**

- Focused discussion on who we are / what we are (Clawson)
- Downtown Clawson rebranding effort – identity and message
- Power Point presentation – discussion of presentation
- Acceptance of logo and direction
- Committee encouraged to continue in direction they have set

- b. **Development of Supporting Statements**
  - Defining vision of DDA – tabled until January
- c. **Bike Rack Follow-up**
  - No follow-up to report

**#9 – EXECUTIVE DIRECTOR REPORT**

- a. **Contact with Nobel Fish**

Asked if the DDA can assist them to move to larger space – more interested in expanding at current location East
- b. **Files**

Files on CD to Linda / copy in the file cabinet
- c. **Project Status/Tasks**

Included in packet

**#10 – DRC REPORT**

No report.

**#11 – PUBLIC DISCUSSION – NON AGENDA ITEMS**

There was a Presentation of a Certificate of Appreciation to Deborah Schutt from Mayor Penny Luebs.

**#12 – BOARD MEMBER COMMENTS**

Change the meeting date of the January meeting from January 17<sup>th</sup> to January 15<sup>th</sup>, 2008.

**#13 – ADJOURNMENT**

**MOTIONED BY:** Mike Allan  
**SUPPORT BY:** Bill Kelly

**MOTION CARRIED UNANIMOUSLY**

The meeting was adjourned @ 5:15 p.m.

**Next regularly scheduled meeting is Thursday, January 17, 2008 @ 3:00 p.m. has been rescheduled for Tuesday, January 15, 2008.**