

**VILLAGE OF SCHOOLCRAFT  
DOWNTOWN DEVELOPMENT AUTHORITY  
JANUARY 3, 2008**

The Regular Meeting of the Downtown Development Authority was called to order by Chairperson Jim MacPhee at 8:00 a.m.

**ROLL CALL:**

Present: Chairperson Jim MacPhee, Dale Miller, Rob Swarts, Loren Warfield, and Rich Peart.

Absent: Jerri French, Ron Harding, and Darlene Root.

Also Present: Village Manager Cheri Lutz, Faith Akert, Deb Reynolds, Dennis and Toni Swarhout.

**DETERMINATION OF QUORUM:**

A quorum was present.

**APPROVAL OF MINUTES:**

Motion by Loren Warfield, seconded by Rich Peart, to approve the minutes of the Regular Meeting of October 4, 2007, as presented. All aye.

**PUBLIC COMMENT:**

Dennis & Toni Swarhout appeared before the Board to present a slide show of flower designs, for hanging baskets and pots in support of their bid for flowers in the DDA. They chose plants with a lot of color, their baskets include 9 plants, verses the usual 5 plants, the soil includes time released fertilizer, and they will plant the pots on site. They need confirmation of project by the end of February to order plants.

**PUBLIC HEARINGS:**

None.

**OLD BUSINESS:**

- a) The memorandum from Manager Cheri Lutz regarding the summary of the DDA Raffle sponsored by the Schoolcraft Lions Club was discussed. Jim MacPhee thanked Dale Miller for the Lions Club support. He stated future raffles need to have 2-3 months of sales time, suggesting sales April-June with a drawing on July 4th.
- b) In Jerri French's absence, there was no Christmas Walk Update.
- c) Manager Lutz stated there are MDOT restrictions on the Street Sign Design.

**NEW BUSINESS:**

- a) Chairman Jim MacPhee introduced Deb Reynolds, applicant for the DDA Board, stating her contributions to the 4<sup>th</sup> of July Parade and work at the KCSB qualify her for the position.

**VILLAGE OF SCHOOLCRAFT  
DOWNTOWN DEVELOPMENT AUTHORITY  
JANUARY 3, 2007  
PAGE 2--**

Motion by Rich Peart, seconded by Loren Warfield, to recommend to Council the appointment of Deb Reynolds to the DDA Board for a four year term, ending January 1, 2012. All aye.

- b) The memorandum from Manage Cheri Lutz regarding the Re-appointment of Members/Election of Officers was discussed. Chairperson Jim MacPhee stated he will continue the position of Chairperson. He will call Darlene Root verify her interest in a four year re-appointment. He will call Jerri French to determine her desire to serve as Vice Chairperson. He will also contact other community members regarding their interest in serving on the DDA Board.

Motion by Loren Warfield, seconded by Jim MacPhee, to recommend to Council the re-appointment of Darlene Root to the DDA Board for a four year term, ending January 1, 2012, pending her desire to serve. All aye.

- c) The 2008 schedule for DDA meetings was discussed. It was suggested to eliminate the July and December meetings.

Motion by Loren Warfield, seconded by Rich Peart, to approve the 2008 Schedule of DDA meetings, to be held at 8:00 a.m. at the Village hall located at 442 N. Grand Street, Schoolcraft, MI., the first Thursday of every month, except for the months of July and December. All aye.

- d) The 12/31/07 Revenue and Expenditure Report was discussed. As Community Promotion, the DDA Board agreed to support the request for additional money from the 4<sup>th</sup> of July Committee, needed to cover the cost of the fireworks for the 4<sup>th</sup> of July. The Board agreed flower quality is important, therefore the flower bid request should specify the number of plants per container, so bids are comparable. The Budget Committee of Jim MacPhee, Cheri Lutz and Faith Akert will meet to recommend a DDA Budget to Council by January 21, 2007.

**STATEMENTS FROM MEMBERS:**

- a) Cheri Lutz stated the Village Website is online and the site will be updated monthly. She encouraged visiting [www.villageofschoolcraft.com](http://www.villageofschoolcraft.com) and welcomed any comments.

**ADJOURNMENT :**

The meeting was adjourned at 9:07 a.m.

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Faith C. Akert, Recording Secretary

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Jim MacPhee, Chairperson