

DACC Board Meeting Minutes						
12.19.16				7:30 a.m.		DACC Conference Room
Meeting called by	Chairman, Hugh Hollar					
Type of meeting	Board Meeting					
Facilitator	Chairman, Hugh Hollar					
Note taker	Ashley Haines					
Adjourned	9:23 a.m.					
Board Attendance	Mark Wills	Y	Rick Evans	Y	Phil Gaffney	N
	Hugh Hollar	Y	Jean Garniewicz	Y	Stan Shepherd	Y
	Mike Holliman	Y	Eric McIntyre	N		
Staff/Guests	Robbie Bennett, Ashley Swain, Ashley Haines, Chris Driver, Jason Whinghter (Ivey Homes)					
Meeting Agenda						
>1 Minute(s)	Chairman, Hugh Hollar					
Discussion	Agenda of December 2016 meeting approved. Motion: Jean Garniewicz, Second: Rick Evans. Motion carries unanimously. (6-0)					
Conclusions	None					
Action Items				Person Responsible		Deadline
None				N/A		N/A
Minutes of Previous Meeting						
1 Minute(s)	Chairman, Hugh Hollar					
Discussion	Minutes of November 2016 meeting were approved with no amendments. Motion: Jean Garniewicz, Second: Rick Evans. Motion carries unanimously. (6-0)					
Conclusions	None					
Action Items				Person Responsible		Deadline
None				N/A		N/A
DACC Financial Report						
0 Minute(s)	Rick Evans					
Discussion	There were no financials presented. The information has not been received from the County for November 2016.					
Conclusions	None					
Action Items				Person Responsible		Deadline
None				N/A		N/A

Chairman's Report			
1 Minute(s)	Hugh Hollar		
Discussion	Hugh Hollar yielded his time to Robbie Bennett for the Executive Directors Report.		
Conclusions	None		
Action Items		Person(s) Responsible	Deadline
None		N/A	N/A
DACC Committee Reports			
4 minute(s)			
Discussion	Business Recruitment and Incentives Committee - Jean Garniewicz gave an abbreviated report on the last meeting held December 14, 2016. The committee discussed the Masters housing and Strategic Plan division of duties and committe goals. More information will be discussed during the Economic Development Update.		
Conclusions	None		
Action Items		Person Responsible	Deadline
None		N/A	N/A
Economic Development Update			
4 Minute(s)	Robbie Bennett		
Discussion	Robbie updated the board on the current and upcoming events, projects and announcements. The Strategic Plan is still a priority. Also, Robbie Bennett and Chris Driver met with Meybohm to discuss the Industrial Revenue Bond applicaiton for Phase 2. Robbie Bennett met with a new project for a preliminary meeting. Robbie is scheduled to attend a trip to the Michigan Cyber Range in January. The Hyatt Place opened for business on December 15, 2016.		
Conclusions		None	
Action Items		Person Responsible	Deadline
None		N/A	N/A
Old Business			
41 Minute(s)	Hugh Hollar		
Discussion	Strategic Plan - The Executive Committee discussed the action items and prorities of these items. Each committee has been assigned task items and given priority to these items. The Board was given a matrix of these recommendations including action items for each committee to complete. The items are broken down by short, mid and long range items. There was discussion about where each item was placed on the matrix and the priority for each item. The Board discussed redeveloping the website and social media platforms and agreed to allocate additional monies to starting this process. In addition, the Board discussed allocating money for Master Plans. Three target sites were discussed (Gateway, Appling/Harlem, Race Track.) After discussion, the board agreed to allocate money for master planning of all three sites.		

Conclusions	1. A motion was made to adopt the recommendations provided in the Economic Development Strategic Plan and the priorities established and recommended by the Executive Committee. Motion: Mark Wills; Second: Jean Garniewicz. Motion carries unanimously (6-0).		
	2. A motion was made for the approval of staff to issue an RFP for the redevelopment of the Development Authority website and digital media platforms with an initial budget of \$20,000 to be funded from reserve accounts. Motion: Jean Garniewicz; Second: Mark Wills. Motion carries unanimously (6-0).		
	3. A motion was made to approve allocating up to \$200,000 (\$130,000 SRS CRO; \$70,000 Development Savings) for product development to be used on identified target sites. These funds are for master planning, due diligence, and land options as required. Additionally, we recommend giving the authority to negotiate any options needed to the Executive Committee. Motion: Stan Shepherd; Second: Mark Wills. Motion carries unanimously (6-0).		
Action Items		Person Responsible	Deadline
None		N/A	N/A
New Business			
17 minute(s)	Robbie Bennett		
Discussion	Horizon South signage request - Jason Whinghter with Ivey Homes addressed the Board to request approval for a sign for the new Brighton mixed use development. There are several issues/questions that need to be addressed before approval can be given. The piece of property they are requesting is being leased for a cell tower currently. Also Horizon South will be widened in the future. Access points to the cell tower site after widening is concern. The Board will discuss this property matter in closed session.		
Conclusions	None		
Action Items		Person Responsible	Deadline
Staff will start process for RFP for the website and social media.		Staff	N/A
Calendar of Events			
1 minute(s)	Robbie Bennett		
Discussion	The 2017 calendar of events/meetings was provided for January through March 2017.		
Conclusions	None		
Action Items		Person Responsible	Deadline
None		N/A	N/A
Closed Session			
6 minute(s)			
Discussion	Motion to go into Executive Closed Session. Motion: Jean Garniewicz; Second: Mike Holliman. Motion carries unanimously (6-0). The Board discussed 1 personnel matter and 4 property (real estate) matters. No action was taken on the Real Estate Matters during Executive Closed Session. Motion to come out of Executive Closed Session. Motion: Mark Wills; Second: Rick Evans. Motion carries unanimously (6-0).		

Conclusions	Motion to approve revising the contract for Ashley Haines to adjust her hours from Part Time (30 Hours per week FTE) to Full Time (40 hours per week). Motion: Mike Holliman; Second: Jean Garniewicz. Motion carries unanimously (6-0).	
Action Items	Person Responsible	Deadline
None	N/A	N/A
<b>Public Comments</b>		
0 Minute(s)		
Discussion	None	
Conclusion	None	
Action Items	Person Responsible	Deadline
None	N/A	N/A
<b>Adjournment</b>	9:22 A.M.	
Next meeting: January 25, 2017	DACC Conference Room	All