

# Memo

**To:** Downtown Development Authority Board  
**From:** Bryan Myrkle, Community Development Director  
**Date:** January 11, 2017  
**Re:** January DDA Meeting

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There are several items on your January DDA agenda:

- Election of Officers – With the resignation of Jeannette Sommer, the DDA Board will have to choose a new Chairperson. We will also need someone to volunteer to lead the meeting tomorrow morning until the new Chair is determined. In looking over our by-laws, it appears the board should name a Vice-Chair, as well. Tomorrow's election should be a simple matter of taking nominations and then casting a vote, assuming there are people willing to serve in these roles.
- Adoption of Meeting Dates – The clerk's office is asking city boards and commissions to formally adopt a schedule of meeting dates for the year, which is included here for your information. The regular time and place of our meetings would not be changing.
- Statement recognizing the contribution of Jeannette Sommer – I have written and would like the DDA Board to adopt a public statement recognizing the contributions of Jeannette Sommer to the DDA.
- I will also be providing the board with a number of updates and reports, including an update on our application to the Michigan Main Street program.