



## City of Eaton Rapids

200 S Main Street  
Eaton Rapids, MI 48827  
517-663-8118

### Downtown Development Authority Position Description

The Eaton Rapids Downtown Development Authority shall exercise such powers and duties as provided and in accordance with the terms of Act 197 of the Public Acts 1975; including but not limited to the definition of a development area; the origination of a development plan; and, the implementation of a development program as provided in this act. For more information about the DDA, see state **Act 197 of 1975** and **Act 57 of 2018** as well as **Chapter 8 ¼** and **Chapter 19 ½ of the City Code**.

#### Commission Logistics

**Membership.** 9 members, appointed to rotating 4-year terms by the City Council. Not less than a majority of the members shall be persons having an interest in property located in the downtown district or officers, members, trustees, principals, or employees of a legal entity having an interest in property located in the downtown district. Not less than 1 of the members shall be a resident of the downtown district. There shall be no more than three (3) members who do not fit into these categories and shall be considered to be 'At-Large'. DDA shall have four officers, a Chair, a Vice Chair, a secretary, and a treasurer. Other offices can be designated as appropriate. Requires an orientation, regular attendance at meetings, and participation in one additional approved training annually. Commitment is a minimum of 30 hours annually.

**Meetings.** 2<sup>nd</sup> Friday of Every month, at 7:00 am. in City Hall, 200 S. Main St.  
Special Meetings as needed.

#### Commissioner Profile

The City of Eaton Rapids seeks interested persons from the community to serve on this Authority. Appointed Commissioners are required to meet the following criteria:

1. Reside in Eaton Rapids, or own commercial/business property and operate a business within the City.
2. Serve in accordance with the City's Code of Ethics and Values Statements (see application packet)

The City of Eaton Rapids provides all applicants the opportunity to present their skills, talents, and interested in serving for all vacant positions to this Authority. The City has an interest in fostering diverse membership on the DDA. Authority members with the following skills and experiences are desirable:

- Background of community involvement
- Experience with business development
- Interest in neighborhood and community issues
- Interest in historical preservation
- Interest in development of retail, programs, and services in Downtown Eaton Rapids
- Knowledge of real estate acquisition, development and/or law
- Willingness and ability to commit to requirements of position