

Due to COVID-19 the November 17, 2020 Meeting of the Allendale Charter Township Downtown Development Authority (DDA) will be held via a conference call. The conference call information can be found on the following page.

Those wishing to contact the DDA prior to the meeting may do so by emailing the DDA Vice Chair / Township Supervisor at supervisor@allendale-twp.org.*

There will be opportunity for public comment during the meeting. The process for public comment during the meeting is outlined in the following page.

Additionally, public comments may be submitted electronically prior to the meeting via the email address listed above.

*Please note that electronic comments need to be submitted prior to the meeting, and are not able to be received by the DDA during the meeting.

Allendale Township Downtown Development Authority (DDA) Meeting
Tues, November 17, 2020 7:30 AM (EDT)

You can dial in using your phone.

United States: [+1 \(872\) 240-3311](tel:+18722403311)

Access Code: 524-540-189

For Individuals with disabilities you can use this relay service: 711

Instructions:

1. Dial into the number provided above.
2. You will be asked for an access code.
3. Enter the access code above.
4. Press # to confirm access code.
5. You will be asked for an audio pin. (There is no audio pin for this meeting.)
6. Press # to confirm you don't have an audio pin.

*Once you enter the call you will be muted by the admin.

Public Comment:

Please note that this meeting is open to the public, but is not structured for public discussion to occur throughout the entire meeting. Instead, there is opportunity for members of the public to address the DDA during specific points in the meeting.

Public comment will be held during the meeting as outlined in the attached agenda.

1. The admin for the call will unmute callers one by one.
2. When it is your turn to speak you will be notified that you have been "unmuted"
3. You will have 10 seconds to respond if you would like to speak.
 - o If you confirm that you will like to speak you will be given "the floor" and the opportunity to speak.
 - o If you decline to speak or do not answer, the admin will move to the next caller.
4. At the end of each public comment period, the opportunity for public comment will be closed and the Meeting Chair will move the meeting forward.

Closing the Meeting:

1. Closing of the meeting will proceed by motion of the DDA after completion of the items on the agenda. The agenda can be found in the following pages.
2. Shortly after the meeting is closed the admin will end the meeting for all participants. You should hear a brief chime and then the call will be disconnected.

Downtown Development Authority Meeting
November 17, 2020 – 7:30am

Agenda

1. Opportunity for public comment
2. Approval of the October 20, 2020 meeting minutes
3. Winter Ready Program update
4. Approval of Winter Ready guidelines and application
5. Approval of 2021 meeting schedule
6. Public comment
7. Next meeting: January 19, 2021 at 7:30am
8. Adjourn