

DOWNTOWN DEVELOPMENT AUTHORITY MEETING
Minutes January 18, 2019

Public Meeting called to order at: 1:08 pm

ROLL CALL: Present: Chairman Brian Saha, Lori Szperski, Jeanette Marks, Josh Klee, Matt Hycki, John Aspinall. Absent: Cliff Holland Quorum: Present

CITY ADMIN REP: City Manager, Dawn Hoder

MINUTES: Minutes 11/20/18 reviewed.

Jeanette M/John A: Motion to approve meeting minutes from 11/20/18. Yeas: All Nays: None. Motion carried.

TREASURER'S REPORT: Not available at this time.

ITEMS FOR DISCUSSION:

Streetscape status: Light pole by Subway hit, later removed. Plans to replace/location were discussed. Further inspection of site/situation is needed.

Community Building/Recreation: Non-Profit Status: Gale Schmidt reported "Friends of the Pinconning Community Center" organization was formed in 2008. Renew with state, change name, then apply for 501c3. A 5-7 person board of community members needs established. After non-profit status is granted, ownership of community building needs determined. Annual Activities: Sweetheart dance cancelled. Chamber of Commerce dinner banquet January 30, 2019. Payments received: \$120 Melissa Shark, use of community building. \$300 Brian Saha, 1 year rental of community building basement. Purchases: 2 utility carts/tables and chair storage. Maintenance: R&R to open up community building, install carpet and trim. Quote \$1172.00. Work beyond quote at rate of \$25/hr plus material. Josh K/Jeanette M: Motion to accept and move forward. Yeas: All Nays: None. Motion carried.

Brian Saha received quote of \$10,375 from Bock Electric for converting lighting to LED. Consumers rebate of \$1069. Total cost \$9306. Board would like to consider this at future time; possible grant opportunity once 501c3 status is granted.

Welcome Sign: Steve Jordan from Barrett Sign Co. presented regarding signs DDA approved. Sign display is full color, 16mm pixel, size 3x10. One sided with full graphics and animation. Sign runs on 110amp, minimal power usage. Program via modem or antenna. Steve recommends antenna due to locations and number of signs. Antenna to antenna reach is 2500 ft. Company will train to program. Life expectancy of LEDs, 100,000 hours. Drivers and modules need replaced periodically. Life expectancy of sign is 20 years. Images digitally printed. 8 weeks to make sign. Barrett takes care of permits and MDOT setbacks (included in price). DDA needs to secure property. 2x10 lot is needed. Contact consumers for meter and hookup asap. Consumers work takes 6-8 weeks. First sign: \$22,000; Second: \$21,000, Third: \$21,000. Total \$64,000. Half due up front, remainder due at completion. 5 year warranty, options for extended warranty. Landscaped flower bed around sign for additional cost starting at \$1,000.

Streetscape Improvement/Christmas Decorations: "Disc Lightbulbs" in Bay City has bulbs for Christmas decorations if /when need to replace. Flags in city need replaced. Discussion of using 3x5 size to avoid traffic hitting 4x6. Lori will look into pricing for each.

Building/Façade Revitalization Program: Brian Saha and Josh Klee signed Grant Completion Form for completion of Craig Barnt's project.

Web status: Sam was present and gave report regarding March -May 2018 analytics. Most web traffic was organic (from a google search). Discussed adding zoning info/forms/state docs to site, along with generic email for council and DDA board. Selling ad space on home page option available. Discussion about all city ordinances being available online.

City of Pinconning Marketing Plan: Marketing plan for city was last updated in the 1990's. Re-evaluate.

New Law Requirements: DDA is required to be transparent both in person and on website. Required to disclose budget, audit, meeting minutes, etc.

NEW BUSINESS

Bills and Accounts: Bills presented as follows for payment. Consumers \$370.83 (gas) & \$62.69 (electric) Total: \$433.52; City of Pinconning Tax Bill \$9.78 (special assessment from Drain Commission); Annual Commercial Insurance Renewal \$3053.00 (1-8-19 to 1-8-20); MDA annual membership \$225; Evolution Digital \$1500 (Jan-March 2019); Bay Heating-Cooling \$204 (check furnaces); Brain Saha \$665.67 (reimbursement for utility carts); Lakeland cleaning \$450 (Nov, Dec, Jan).

Josh K/Matt H: Motion to approve and pay invoices presented. Yeas: All Nays: None. Motion carried.

DDA Goals and Projects: Explore new projects to expend funds annually. Review development plan that was last revised in 2014.

DDA Board Member vacancy: Jeanette M/Josh K: Motion to accept Tricia Foldie as board member filling Josh Wardynski's former seat, to be carried out until 2021. Yeas: All Nays: None. Motion carried.

Board contacts and positions updated. John A/Matt H: Motion to adopt new board member list and to renew terms and positions. Yeas: All. Nays: None. Motion carried.

PUBLIC COMMENT: None.

ADJOURNMENT: Brian S/John A: Motion to adjourn meeting. Yeas: All. Nays: None. Motion carried.

Next meeting Feb 5, 2019

Meeting adjourned 2:34 pm

Brownfield Redevelopment Authority Meeting
Minutes January 18, 2019

Public Meeting called to order at 2:34pm

ROLL CALL: Present: Chairman Brian Saha, Lori Szyperski, Jeanette Marks, Josh Klee, Matt Hycki, John Aspinall. Absent: Cliff Holland

Quorum: present

City Admin Rep: City Manager, Dawn Hoder

MINUTES: Minutes for November 20, 2018 were reviewed.

Josh K/John A: Motion to approve meeting minutes from 11/20/18 as submitted. Yeas: All Nays: None. Motion carried.

TREASURER'S REPORT: Fund balance of \$0.00 as of 12/30/18

Josh K/John A: Motion to approve treasurer's report as submitted. Yeas: All Nays: None. Motion carried.

OLD BUSINESS: None.

NEW BUSINESS: None.

PUBLIC COMMENT: None.

ADJOURNMENT: John A/Josh K: Motion to adjourn meeting. Yeas: All Nays: None. Motion carried.

Meeting adjourned 2:35 pm