

City of Pinconning Downtown Development Authority
Meeting Minutes
January 2, 2025
In Person – City Hall

Meeting called to order at 3:31 pm

Members Present: Chairman Brian Saha, Vice Chairman Matt Hycki, Secretary Tara Marczak, Lynn Snyder, Becky Streich, Sherri Boettcher

Members Absent: Treasurer Josh Klee, Dacy Willard, Cliff Holland

Quorum Present

Approval of Minutes: Minutes from December 5, 2024, were reviewed. **Motion made by** Lynn Snyder to approve December 5, 2024, minutes. **Second by** Becky Streich **Discussion:** None. **Motion Carried**

Treasurer's Report: Reconciled Treasurer's report was reviewed showing a balance of \$79,150.88 as of November 30, 2024. As of December 31, 2024, the Treasurer's report shows \$68,367.64. **Motion made by** Becky Steich **Second by** Matt Hycki **Discussion:** None. **Motion Carried**

Presentations: None.

Old Business:

A. Community Building & Parks:

1. Pinconning Community Center: 2024 usage recap included 369 hours of nonprofit & youth organization rentals; a total of 112 dates reserved/used. Building rentals included 153 hours over 36 total dates. This is an increase over 2023 308 hours/98 dates reserved for nonprofit & youth organizations and 51 hours/20 dates for building rentals. Total recap increased from 118 dates in 2023 to 148 dates in 2024 and 359 hours in 2023 up to 522 hours in 2024.
2. Rental Requests/Lease Documents: No update.
3. Grant Status: No update on EV Charging Station grant. Friends of the Pinconning Community Center is seeking grants for façade update to the building.
4. Community Building Maintenance Items: Roof project is still in progress. The flat roof will be completed in the Springtime.

B. Gateway Signs: All signs are fully operational.

C. Streetscape Projects & Improvement/Christmas Decorations: Brian received an estimate received by Bock Electric for repairs on light posts for \$1,800 - \$2,000 plus any additional parts that become aware of. **Motion by** Tara Marczak. **Seconded by** Matt Hycki. **Discussion:** None. **Motion Carried.** Becky Lakin will start an outreach for banners for high school seniors in the coming weeks. These banners would be displayed in May – June throughout the City. Discussion surrounding any other season banners was had. To be determined the location of the season banners that were previously purchased by the DDA. Becky Lakin is going to look into their location. US Flags are new and ready for display when the time comes.

D. Web Status/Updates: DDA Board members need to be updated on the website. Brian is going to send the website administrator the board member listing to update the site accordingly.

E. City of Pinconning Marketing Plan Discussion: Becky Lakin submitted letter of intent working with Wade Trim for updating the Master Plan for Pinconning. Brian emphasized the importance of the City continuing to look for grant opportunities and utilizing our identified partners.

- F. **Required State of Michigan DDA Reporting:** Next public meeting will be in March 2025.
- G. **Blight Building Update:** Becky Lakin is working with somebody on resolving the building on VanEtten that was damaged by the fire. The business on Mable St is in foreclosure currently.
- H. **City Park Improvement:** No update.
- I. **2024/2025 Fiscal Year Budget:** Budget approved 4/2/24. Amended 9/4/24. Amended 11/7/24. Becky Lakin provided a notice to the DDA board that stated they would like to relinquish all services provided to the DDA effective February 1, 2025. Given the short time frame, it was requested that the City reconsider this date and continue through the end of the DDA fiscal year, which is the end of June 2025, according to contract terms. Brian reviewed the contract between the City and the DDA for clarity on the signed arrangement. The contract outlines the responsibilities of the City for the bookkeeping details for the year. Becky Lakin, City Manager, Sherri Boettcher, Mayor, and Amy Bromberg, Treasurer all agreed to continue their services through end of June 2025 per contract executed for these services in July 2024 for the DDA fiscal year ending 6/30/24.
- J. **Grant Opportunities:** See above (Item E).
- K. **Bay Future:** No update.
- L. **Board Vacancy:** We have one DDA board position available.
- M. **Area Wide Recreation Council Discussion:** Brian encouraged coordination and partnership with our surrounding municipalities as the city starts to look for funding opportunities for the park improvements. Becky Lakin will email Andy K at Pinconning Schools to see if there is interest.
- N. **Business Improvement Program:** Updated documents were prepared and sent to the DDA board by Brian. DDA Board to review documents dated December 2024 and approve and implement the program. The program will be advertised through local media sources. Business applicants would complete the application but also attend a DDA meeting to present to the DDA board for approval. **Motion by Tara Marczak Second by Becky Streich Discussion: None. Motion Carried.**

New Business:

A. Bills and Accounts to Pay:

December Bills:

Consumers Energy Community Building: \$655.45
Consumers Energy Welcome signs: (4471 N Huron Rd) \$43.76, (1930 E Pinconning Rd) \$52.84, and (3650 N Huron Rd) \$43.12
Point and Pay: \$50.00
Chris Kuehne (snow removal 12/20 & 12/24): \$30.00
My Members Insurance Agency (CB Insurance Renewal eff. 2/8/25): \$6,555.00
City of Pinconning (CB Water Bill): \$182.30
Tonya Bayne (CB cleaning services): 12/23 for \$100.00, 12/17 for \$123.98 (includes supply reimbursement)
SJ Digital Marketing: \$1,500.00

Motion made by Sherri Boettcher

Second by Matt Hycki Discussion: None. Motion Carried

Public Comment: None.

Adjournment: Motion by Sherri Boettcher to adjourn the meeting.

Second by Matt Hycki Further Discussion: None **Motion Carried**

Meeting adjourned at 4:26 pm

Next Meeting February 6, 2025, at approximately 3:30 pm at City Hall

Respectfully submitted by Tara Marczak, DDA Secretary

Minutes Approved  Date 2/6/2025

Brian Saha, Chairperson

City of Pinconning Downtown Development Authority

Meeting Minutes

February 6, 2025

In Person – City Hall

Meeting called to order at 3:30 pm

Members Present: Chairman Brian Saha, Secretary Tara Marczak, Lynn Snyder, Becky Streich, Dacy Willard, Sherri Boettcher

Members Absent: Vice Chairman Matt Hycki, Treasurer Josh Klee, Cliff Holland

Quorum Present

Approval of Minutes: Minutes from January 2, 2025, were reviewed. **Motion made by** Dacy Willard to approve January 2, 2025, minutes. **Second by** Becky Streich **Discussion:** None. **Motion Carried**
Sherri Boettcher arrived.

Treasurer's Report: As of January 31, 2025, the Treasurer's report shows \$73,959.39. **Motion made by** Tara Marczak **Second by** Lynn Snyder **Discussion:** None. **Motion Carried**

Presentations: Jim Reaume, Bay Future, provided an update on the EDA industrial study along M-13. He thanked the DDA and the City for the letter of support. The Federal grant is being submitted for this funding. He is hoping that this study could be completed in 2025. Encouraged small business development services to all businesses.

Old Business:

A. Community Building & Parks:

1. Pinconning Community Center: Becky Lakin asked about the possibility of using the Community Center for a warming/cooling center in the future when extreme weather conditions warrant a need in our area. Inquiries about that should be directed to Becky Lakin and Brian.
2. Rental Requests/Lease Documents: No update.
3. Grant Status: No update on EV Charging Station grant. Friends of the Pinconning Community Center are seeking grants for façade update to the building.
4. Community Building Maintenance Items: Roof project is still in progress. The flat roof will be completed in the Springtime.

B. Gateway Signs: All signs are fully operational. Becky Lakin is going to give the phone number for a contact at MDOT to Lorie who is updating the signs so Lorie can ask questions about posting community logos.

C. Streetscape Projects & Improvement/Christmas Decorations: Bach Electric has the light pole repairs on their schedule. The Board asked Lorie to shop around for some more light pole snowflake type decorations. She will investigate those decorations and will submit that information to the DDA. Becky Lakin shared that the Senior banners program has been shared to their Facebook page for any Seniors who are looking to participate. She also stated they are looking for sponsorships for some students who want to participate but may not be able to afford the cost. There was a discussion about using bigger banners for better visibility. Becky Lakin stated that the brackets on the poles are the reason for not having bigger banners. Lorie is going to look into the pricing of those brackets as well.

- D. **Web Status/Updates:** DDA updates have been made. 2024 annual website usage report was provided.
- E. **City of Pinconning Marketing Plan Discussion:** Becky Lakin stated that she found out that the DDA can apply for grants on behalf of the DDA using the City's EIN and the City's approval. No update on the recreational plan from the city.
- F. **Required State of Michigan DDA Reporting:** Next public meeting will be on March 6, 2025, at 3:15 PM at the Pinconning Community Building.
- G. **Grant Opportunities:** Redevelopment Ready Community through MEDC; Jim Reaume spoke to the specifics of this status. A big point is the Master Plan being updated within last 5 years. Another program is the Michigan Mainstreet process. Jim stated that the MEDC will provide an individual to present at meetings if requested. Brian has been in touch with Wade Trim regarding their grant services. Wayne Hoffman, Wade Trim, will be at the next meeting to provide an update on the Master Plan progress.
- H. **Blight Building Update:** No update.
- I. **City Park Improvement:** No update. The Youth League will have a proposal for funding requests next month.
- J. **2024/2025 Fiscal Year Budget:** Budget approved 4/2/24. Amended 9/4/24. Amended 11/7/24. City services will continue through the end of June 2025. The annual audit was sent to the DDA board. To be posted on website.
- K. **Bay Future:** See presentations above.
- L. **Board Vacancy:** We have one DDA board position available.
- M. **Area Wide Recreation Council Discussion:** No update.
- N. **Business Improvement Program:** No update.

New Business:

A. Bills and Accounts to Pay:

January Bills:

Consumers Energy Community Building: \$920.11
Consumers Energy Welcome signs: (4471 N Huron Rd) \$44.14, (1930 E Pinconning Rd) \$53.56, and (3650 N Huron Rd) \$45.47
Point and Pay: \$50.00
Chris Kuehne (snow removal 1/9, 1/10, 1/11, 1/13): \$60.00 and (snow removal 2/6): \$15.00
Tonya Bayne (CB cleaning services): 1/6 for \$100.00, 1/20 for \$100.00, 2/3 for \$120.00 (included cleaning supplies)
Franks Hardware (Christmas tools/supplies): \$47.81
SJ Digital Marketing (January – March) \$750.00
McGraw Morris P.C. (12/5/24 services): \$70.00 (January services): \$351.50

Motion made by Tara Marczak

Second by Dacy Willard Discussion: None. **Motion Carried**

- B. **Taxation Policy:** Discussion about high taxation and how it impacts economic growth and development. Bay Future study will help uncover some more information on this topic.
- C. **Promotion/Event Funding Request:** Pinconning Linwood Area Chamber of Commerce (Lorie) requested the DDA board provide \$5,000 to assist with CheeseTown Fireworks in 2025. This year's festival is June 13th & 14th. **Motion made by Dacy Willard to provide \$5,000 for the**

CheeseTown fireworks to the PLACC. **Seconded by** Lynn Snyder. **Discussion:** None. **Vote:** Lynn: Yea, Dacy: Yea, Brian: Yea. Tara Marczak and Becky Streich abstained. **Motion Passed.**

D. **Landscaping:** Lorie asked about the upkeep of the trees and cages that are along the streets.

E. **Accounting Services Proposals Requests:** Brian is working with some firms to get some costs on services.

Public Comment: Becky Lakin congratulated Tara Marczak on her appointment as President of the Pinconning Linwood Chamber of Commerce.

Chris Kuehne would like to be considered for the vacant DDA position. He shared that he has a mowing business as well as serving on his church board and was a City Council member for 5 years. He shared his thoughts on the taxing within the City of Pinconning and how he could help with the communication between the groups (City of Pinconning, Chamber of Commerce, DDA).

Becky Lakin shared that the Pinconning Township/Northern Bay Ambulance is suing the City of Pinconning and Fraser Township.

Adjournment: Motion by Sherri Boettcher to adjourn the meeting.

Second by Dacy Willard **Further Discussion:** None **Motion Carried**

Meeting adjourned at 4:37 pm

Next Meeting March 6, 2025, at 3:15 pm at Pinconning Community Center

Respectfully submitted by Tara Marczak, DDA Secretary

Minutes Approved Brian Saha Date 3/6/2025

Brian Saha, Chairperson

City of Pinconning Downtown Development Authority

Meeting Minutes

March 6, 2025

In Person – Community Building

Meeting called to order at 3:48 pm

Members Present: Chairman Brian Saha, Treasurer Josh Klee, Vice Chairman Matt Hycki, Lynn Snyder, Dacy Willard, Mayor Sheri Boettcher

Members Absent: Becky Streich, Cliff Holland, Secretary Tara Marczak

Quorum Present

Approval of Minutes: Minutes from February 6, 2025, were reviewed. **Motion made by** Dacy Willard to approve February 6, 2025, minutes. **Second by** Sheri Boettcher **Discussion:** None. **Motion Carried**

Treasurer's Report: As of February 28, 2025, the Treasurer's report shows \$74,768.79 **Motion made by** Matt Hycki **Second by** Dacy Willard **Discussion:** None. **Motion Carried**

Presentations: Letter from Pinconning Youth League Organization. They are seeking grants to upgrade the dugouts at Doc Litchfield Park. They have applied to the Northern Bay County Fund. They will need between \$13,000 - \$20,000. We have supported the PYLO in the past. After some discussion the board decided to table until the next board meeting.

Jim from Bay future spoke on feasibility study on M-13 corridor. They are applying for EDA grants to cover the expense of the study. This study will provide us with good strategies to work on to bring businesses to the corridor. He is hopeful that the study will be done by the fourth quarter of this year. The study will range from Kawkawlin all the way to the norther county line.

Old Business:

- A. **Community Building & Parks:** Flat part of roof to be completed when the weather breaks.
- B. **Gateway Signs:** Lorie could use some more items to put up on the signs.
- C. **Streetscape Projects & Improvement/Christmas Decorations:** Lorie Szyperski asked what we would like to add to the Christmas décor. Suggested stars or banners. The board discussed banners, size, and brackets needed. Motion made to approve 24 new banners up to \$2000 made by Josh Klee, second by Matt Hycki. No further discussion. Motion carried.
- D. **Web Status/Updates:** Nothing new
- E. **City of Pinconning Marketing Plan Discussion:** Wade Trim needs the finalized recreation plan to pursue grants.
- F. **Required State of Michigan DDA Reporting:** Held meeting today March 6, 2025 before regular board meeting.
- G. **Grant Opportunities:** Nothing new.
- H. **Blight Building Update:** No update.
- I. **City Park Improvement:** No update.
- J. **2024/2025 Fiscal Year Budget:** Amended 11/7/24. The city asked for finds to cover our share of the annual audit. Auditor info shows DDA portion to be approximately \$600. Motion made by Josh Klee to approve the \$600 to cover DDA portion of the audit, second by Matt Hycki. No further discussion. Motion Carried.
- K. **Funding Scout:** Presented last month. They applied for a grant to pay for the master plan in the amount of \$40,000.
- L. **Bay Future:** See presentations above.
- M. **Board Vacancy:** Chris Koehne mentioned he is interested at the last meeting. Jeff Phinney, owner of Franks Hardware, would like to join the board. He spoke and said they have owned the hardware for 5

years. He and his wife, Mary, have both served on other boards. Motion made by Josh Klee to approve Jeff Phinney to the DDA Board, second by Matt Hycki. There was a short discussion about Chris Koehne and whether his business was in the DDA district. Motion Carried.

N. **Area Wide Recreation Council Discussion:** No update.

O. **Business Improvement Program:** We have funds available.

P. **PLACC Event funding request:** The legal opinion on the prior approved funds said we would have to provide money to the Chamber as a grant. The Auditor also agreed with the opinion that a grant is an allowable expense. Motion made by Dacy Willard to rescind the prior \$5000 motion and to approve a \$5000 grant to PLACC for Cheesetown Festival 2025, second by Lynn Snyder. No further discussion. Roll call vote: Brian Saha – yes, Lynn Snyder- yes, Dacy Willard- yes, Matt Hycki- yes, Sheri Boettcher- yes, Josh Klee- abstained. Motion carried.

New Business:

A. **Bills and Accounts to Pay:**

January Bills:

Consumers Energy Community Building: \$909.31

Consumers Energy Welcome signs: (4471 N Huron Rd) \$44.67, (1930 E Pinconning Rd) \$53.05, and (3650 N Huron Rd) \$45.16

Point and Pay: \$100.00

Chris Kuehne snow removal at community building \$60.00

Tonya Bayne (CB cleaning services): \$208.04 & \$100.00 (including cleaning supplies)

Community building deposit refunds: Lacy Southworth - \$100.00, Mallory Dzurka - \$100, Sandra Burkhardt - \$100.00

MI food services license: \$237.00

TJG Lawn for snow removal: \$900.00

Motion made by Josh Klee

Second by Dacy Willard Discussion: None. Motion Carried

B. **Taxation Policy:** No update.

C. **Accounting services proposals request:** Bid requests have been sent.

D. **Budget Presentation:** Annual income is estimated at \$109,309 with estimated expenditures of \$109,309. Our estimated carry-over is \$0.00. Brian went over all the line items in the budget and draft 2025/26 Budget will be reviewed for approval at the April meeting.

Public Comment: Lynn Snyder said that MDOT would like to help us remove trees along the M-13 corridor if we would like them removed. We will need to decide what we want to do. There may be some grants available to help with planting of native plants.

Adjournment: Motion by Josh Klee to adjourn the meeting.

Second by Matt Hycki Further Discussion: None Motion Carried

Meeting adjourned at 5:36 pm

Next Meeting April 3, 2025, at 3:30 pm at Pinconning Community Center

Respectfully submitted by Josh Klee, DDA Treasurer

Minutes Approved Brian Saha Date 4/3/2025

Brian Saha, Chairperson

City of Pinconning Downtown Development Authority

Meeting Minutes

April 3, 2025

In Person – City Hall

Meeting called to order at 3:31 pm

Members Present: Chairman Brian Saha, Secretary Tara Marczak, Lynn Snyder, Becky Streich, Sherri Boettcher, Treasurer Josh Klee, Vice Chairman Matt Hycki

Members Absent: Cliff Holland, Dacy Willard

Quorum Present

Approval of Minutes: Minutes from March 6, 2025, were reviewed. **Motion made by** Sherri Boettcher to approve March 6, 2025, minutes. **Second by** Tara Marczak **Discussion:** None. **Motion Carried**

Josh Klee Arrived

Treasurer's Report: As of March 29, 2025, the unreconciled Treasurer's report shows \$72,313.94. Reconciled budget as of February 28, 2025, of \$77,984.40. Amendment of budget to wait until June DDA meeting which is the end of the fiscal year. **Motion made by** Tara Marczak **Second by** Becky Streich **Discussion:** None. **Motion Carried**

Presentations: Pinconning Youth League waiting to ask us for any funding until they hear back from the Northern Bay Fund regarding their grant application.

Matt Hycki Arrived

Old Business:

A. Community Building & Parks:

1. Pinconning Community Center: No update.
2. Rental Requests/Lease Documents: No update.
3. Grant Status: No update on EV Charging Station grant. Friends of the Pinconning Community Center is seeking grants for façade update to the building.
4. Community Building Maintenance Items: Roof project is still in progress. The flat roof will be completed in the Springtime.

B. Gateway Signs: Waiting on MDOT information about potential sponsorships. Request for "Welcome" messages for area events and tournaments. Tara will get that information to Lorie.

C. Streetscape Projects & Improvement/Christmas Decorations: Awaiting an update from Lorie on decorations. PASD High School banners are in and will be displayed within the next week. Becky Lakin stated there were 14 purchased this year.

D. Web Status/Updates: No update.

E. City of Pinconning Marketing Plan Discussion: No update.

F. Required State of Michigan DDA Reporting: Next public meeting will be on June 5, 2025 at 3:15 PM at the Pinconning Community Building.

G. Grant Opportunities: CDBG grant for apartment complex applied for by City. Block Party grant through BACF for \$1,000 applied for; City should know more in May if this grant is awarded.

H. Blight Building Update: No update.

I. City Park Improvement: No update.

J. 2024/2025 Fiscal Year Budget: Budget approved 4/2/24. Amended 9/4/24. Amended 11/7/24.

- K. **Funding Scout/Wade Trim Proposal:** City finalized paperwork with Wade Trim for Master Plan. Wade Trim has requested a copy of the City's Recreation Plan. Becky Lakin stated she is unsure if this plan was finalized but will investigate this.
- L. **Bay Future:** No update.
- M. **Area Wide Recreation Council Discussion:** No update.
- N. **Business Improvement Program:** Becky Lakin stated that the city will have a submission for the program next month.
- O. **2025/2026 Fiscal Year Budget Draft Presentation:** Brian presented the DDA FY 2025/2026 draft budget proposal. TIFA Revenue DDA District and Safety Millage totals \$101,078.66. Total income projected to be \$109,309.00 for FY 25/26. Projected expenditures to be \$109,309.00 for FY 25/26. Specific City Planning Update goals for the DDA to assist with include Target Market Study, Strategic/Master Plan, Area Wide Recreational Plan, Façade/Building Code Plan, and Other Planning needs. **Motion made by:** Josh Klee **Second by:** Matt Hycki **Motion Carried.** This budget will be presented to City Council for approval at their upcoming meeting.
- P. **Accounting Services Proposal Requests:** CPA firms in Saginaw and Pinconning and local Municipalities contacted and awaiting responses.
- Q. **Board Vacancy:** Jeff Phinney was approved to be added to DDA board. City Council did not pass this addition last month. This is being added to the April City Council meeting agenda for a re-vote.

New Business:

A. Bills and Accounts to Pay:

April Bills:

Consumers Energy Community Center: \$830.54
 Consumers Energy Welcome signs: (4471 N Huron Rd) \$47.62, (1930 E Pinconning Rd) \$55.74, and (3650 N Huron Rd) \$46.26
 Point and Pay: \$50.00
 Tonya Bayne (CC cleaning services): 3/17 for \$100.00, 3/31 for \$136.02 (\$36.02 for cleaning supplies)
 City of Pinconning (CC Q1 water bill): \$277.72
 City of Pinconning (Seasonal fees to City FY 24/25): \$8,000.00
 City of Pinconning (Admin fees to City FY 24/25): \$2,500.00
 McGraw Morris P.C. (February services): \$1,572.50
 SJ Digital Marketing & Designs LLC (Website for April – June 2025): \$750.00

Motion made by Josh Klee

Second by Becky Streich **Discussion:** None. **Motion Carried**

- B. **Taxation Policy:** Discussion about high taxation and how it impacts economic growth and development. Bay Future study will help uncover some more information on this topic. Enterprise and Opportunity Zones

Public Comment: Becky Lakin provided an update on the City of Pinconning Water Bills. The Water Rate Study recently conducted resulted in a clerical error on the bills causing an over charging for customers. The City will be putting a post on Facebook, the City website, and the Pinconning Journal. They are fixing this billing error and crediting customers accordingly. The July bills will be billed correctly. Becky encouraged anybody who has further questions to contact her at City Hall.

Chris Kuehne expressed that he would like payment for his snow shoveling payments in a quicker manner in the future.


Adjournment: Motion by Sherri Boettcher to adjourn the meeting.

Second by Josh Klee Further Discussion: None Motion Carried

Meeting adjourned at 4:37 pm

Next Meeting May 1, 2025, at 3:30 pm at Pinconning Community Building

Respectfully submitted by Tara Marczak, DDA Secretary

Minutes Approved  Date 5/1/2025

Brian Saha, Chairperson

City of Pinconning Downtown Development Authority

Meeting Minutes

May 1, 2025

In Person – City Hall

Meeting called to order at 3:33 pm

Members Present: Chairman Brian Saha, Secretary Tara Marczak, Lynn Snyder, Cliff Holland, Dacy Willard, Jeff Phinney, Vice Chairman Matt Hycki

Members Absent: Becky Streich, Sherri Boettcher, Treasurer Josh Klee

Quorum Present

Approval of Minutes: Minutes from April 3, 2025, were reviewed. **Motion made by** Dacy Willard to approve April 3, 2025, minutes. **Second by** Cliff Holland **Discussion:** None. **Motion Carried**

Matt Hycki Arrived

Treasurer's Report: As of April 24, 2025, the unreconciled Treasurer's report shows \$71,248.88. Reconciled budget as of March 31, 2025, of \$72,365.94. **Motion made by** Tara Marczak **Second by** Lynn Snyder **Discussion:** None. **Motion Carried**

Presentations: Pinconning Youth League waiting to ask us for any funding until they hear back from the Northern Bay Fund regarding their grant application.

Friends of the Community Building: Ellen shared a post on Facebook regarding the usage of the building in the month of March & April. The Friends group has plans to paint the back wall of the building and touch up the interior paint using community volunteers. They are participating in Give Local Bay on May 6th which is an online donation process through the Bay Area Community Foundation.

Old Business:

A. Community Building & Parks:

1. Pinconning Community Center: No update.
2. Rental Requests/Lease Documents: No update.
3. Grant Status: Ellen didn't have an update on the EV Charging Station grant. Jim Reaume provided some insight based on his experience from his work on the Bay City DDA board. Friends of the Pinconning Community Center are seeking grants for façade update to the building.
4. Community Building Maintenance Items: Roof project is still in progress. The flat roof will be completed in the Springtime.

B. Gateway Signs: Lynn has not heard back from MDOT on the guidelines for the trees or decorations on the M-13 corridor.

C. Streetscape Projects & Improvement/Christmas Decorations: No update on seasonal decorations being purchased yet. Bock Electric has been contacted to repair the outlets on the lamp posts. This is estimated to be completed by June.

D. Web Status/Updates: No update.

E. City of Pinconning Marketing Plan Discussion: Master Plan needs updating. The DDA has set aside funds in the budget to help the City of Pinconning with funding to make that happen. The City of Pinconning Planning Commission has been established and has had one meeting so far.

F. Required State of Michigan DDA Reporting: Next public meeting will be on June 5, 2025, at 3:15 PM at the Pinconning Community Center.

G. Grant Opportunities: No update.

- H. **Blight Building Update:** No update.
- I. **City Park Improvement:** No update.
- J. **2024/2025 Fiscal Year Budget:** Budget approved 4/2/24. Amended 9/4/24. Amended 11/7/24. Final fiscal year reconciliation will be done in June.
- K. **Funding Scout/Wade Trim Proposal:** No update.
- L. **Bay Future:** Plant Moran contract signed for the economic feasibility study. Commercial & Industrial study will be underway soon along the M-13 corridor. The study should be completed by year end. Jim asked if the City of Pinconning had made progress on the Redevelopment Ready Community certification. Brian indicated that the City of Pinconning staff/administration would be the individuals who would oversee that process. Jim asked to stay informed of that process so he could provide administrative assistance.
- M. **Area Wide Recreation Council Discussion:** No update.
- N. **Business Improvement Program:** Independent Bank is working through their compliance steps to be a financial partner with the DDA.
- O. **Promotion/Event Funding Grant Requests:** No update.
- P. **2025/2026 Fiscal Year Budget Draft Presentation:** City Council did not approve the DDA budget at the April meeting. Feedback was received from the City Council stating that since no DDA Board members were present at their meeting, they voted not to approve it. Brian opened the discussion up to any City Council members who wanted to share their thoughts or questions. Community members who were present shared that they would like to see the City of Pinconning & City Council work collaboratively with the DDA Board. Brian presented the DDA FY 2025/2026 draft budget proposal. TIFA Revenue DDA District and Safety Millage totals \$101,078.66. Total income projected to be \$109,309.00 for FY 25/26. Projected expenditures to be \$109,309.00 for FY 25/26. Specific City Planning Update goals for the DDA to assist with include Target Market Study, Strategic/Master Plan, Area Wide Recreational Plan, Façade/Building Code Plan, and Other Planning needs. Kristin Boetefuer arrived mid-way through the budget presentation and asked for the breakdown of the \$16,000 budget for the Community Building. Brian referenced the specific line items on the budget (highlighted blue) electricity, water/sewer, heat, tools & hardware, custodial services, building maintenances. She also asked for a deeper explanation of why the DDA had a carryover between the fiscal years. Brian cited that there were certain budgeted line items that were not fully expended. The plan is to use those funds to help the City with the future planning of Master Plan development and available grant match opportunities.
- Q. **Accounting Services Proposal Requests:** CPA firms in Saginaw and Pinconning and local Municipalities contacted and awaiting responses. Plans have been submitted by Pinconning Township for \$350/month plus \$75/hour for other auditing functions. The Saginaw CPA firm submitted a similar cost, however logistically this presents an issue. A DDA board vote will be conducted at the June meeting with more details being provided then.
- R. **Board Vacancy:** Jeff Phinney was approved to be added to DDA board at the March DDA meeting. City Council did pass this motion at the April City Council meeting.

New Business:

A. Bills and Accounts to Pay:

May Bills:

Consumers Energy Community Center: \$735.88

Consumers Energy Welcome signs: (4471 N Huron Rd) \$43.58, (1930 E Pinconning Rd) \$51.58, and (3650 N Huron Rd) approximate amount of \$50; exact bill figure not available at meeting.

Point and Pay: \$50.00

Tonya Bayne (CC cleaning services): 4/1: \$100.00

Michigan Dept of Agriculture and Rural Development (Food Service License Renewal): \$407.00

Motion made by Tara Marczak

Second by Jeff Phinney **Discussion:** None. **Motion Carried**

- B. **Taxation Policy:** Discussion about high taxation and how it impacts economic growth and development. Bay Future study will help uncover some more information on this topic. Enterprise and Opportunity Zones

Public Comment:

Adjournment: Motion by Tara Marczak to adjourn the meeting.

Second by Matt Hycki **Further Discussion:** None **Motion Carried**

Meeting adjourned at 5:20 pm

Next Meeting June 5, 2025, at 3:15 pm at Pinconning Community Building

Respectfully submitted by Tara Marczak, DDA Secretary

Minutes Approved *Brian Saha* Date 6/5/2025

Brian Saha, Chairperson

City of Pinconning Downtown Development Authority

Meeting Minutes

June 5, 2025

In Person – Pinconning Community Center

Meeting called to order at 3:43 pm

Members Present: Chairman Brian Saha, Vice Chairman Matt Hycki, Secretary Tara Marczak, Dacy Willard, Jeff Phinney, Lynn Snyder, Becky Streich, Sherri Boettcher

Members Absent: Treasurer Josh Klee, Cliff Holland

Quorum Present

Approval of Minutes: Minutes from May 1, 2025, were reviewed. **Motion made by** Matt Hycki to approve May 1, 2025, minutes with location being updated to reflect Pinconning Community Center.

Second by Dacy Willard **Discussion:** None. **Motion Carried**

Treasurer's Report: As of May 31, 2025, the unreconciled Treasurer's report shows \$67,818.08. **Motion made by** Tara Marczak **Second by** Matt Hycki **Discussion:** None. **Motion Carried**

Presentations:

Friends of the Community Building: Ellen shared photos of the Pinconning Community Center prior to the many renovations the building has undergone. She also shared postcards that they have prepared to distribute at upcoming community events. The Dow Championship is a women's professional golfing event. The Friend's group was selected to receive funding through this partnership. The basic grant will be \$4,500 and then the group is assigned to a women's golf team. Based on their performance, the more funding the Friends group can receive. The tournament is June 26 – 29 in Midland. Rural Readiness grant is being reviewed with a letter of intent being submitted by the Friends group. The Community Center roof is awaiting final steps from the contractor, due to unforeseen issues with their equipment.

The Pinconning Youth League Organization has requested funding for the improvement for the t-ball baseball diamond by upgrading the dugouts to include a cement floor, new bench, metal roof and taller chain link fencing for both home and away dugouts. They submitted a letter requesting \$10,000 from the DDA, which is partial funding for the total cost of \$13,392. The PYLO will be able to cover the difference from their operating budget. **Motion made by** Jeff Phinney for funding of \$10,000 to the PYLO or contractor for their above stated improvements. **Second by** Sherri Boettcher. Roll call vote of board members; all present board members voted YES. **Motion carried.**

Old Business:

A. Community Building & Parks:

1. Pinconning Community Center: No update.
2. Rental Requests/Lease Documents: No update.
3. Grant Status: See above in presentation.
4. Community Building Maintenance Items: See above in presentation.

B. Gateway Signs: Brian contacted the contractor to look at the South welcome sign and the Pinconning Rd sign as both are experiencing issues. Lynn will be meeting with MDOT on Thursday, June 12th to review options for the corridor.

C. Streetscape Projects & Improvement/Christmas Decorations: Military banners on display throughout City as of today.

D. Web Status/Updates: No update.

- E. **City of Pinconning Marketing Plan Discussion:** No update.
- F. **Required State of Michigan DDA Reporting:** Next public meeting I tentatively scheduled for March 2026 at 3:15 PM at the Pinconning Community Center.
- G. **Grant Opportunities:** No update.
- H. **Blight Building Update:** Blight ordinance will be revised at the next City Council meeting, per Becky Lakin.
- I. **City Park Improvement:** No update.
- J. **2024/2025 Fiscal Year Budget:** Budget approved 4/2/24. Amended 9/4/24. Amended 11/7/24. Final fiscal year reconciliation reviewed. Total revenues adjusted to reflect \$136,480.50. Total expenditures adjusted to reflect \$136,480.50. **Motion by** Matt Hycki to approve final fiscal year amendments as presented. **Second by** Jeff Phinney. Roll call vote by board members present. All present board members voted YES. **Motion carried.**
- K. **Funding Scout/Wade Trim Proposal:** Master Plan draft received at the city. Becky Lakin stated that a planning commission meeting will be held on July 23rd at noon. Public Hearing will be held in the Fall.
- L. **Bay Future:** No update.
- M. **Area Wide Recreation Council Discussion:** No update.
- N. **Business Improvement Program:** No update.
- O. **Promotion/Event Funding Grant Requests:** The City of Pinconning has requested a \$1,000 grant for their Summer Block Party on July 19th. They intend to use the funds to support children's activities during the Block Party. They did receive \$1,000 from the Bay Area Community Foundation toward the event. **Motion by** Sherri Boettcher. **Second by** Matt Hycki. Roll call vote by board members present. All present board members voted YES. **Motion Carried.** Tara provided an update on behalf of the Pinconning Linwood Chamber of Commerce's CheeseTown Festival on Friday, June 13th and Saturday, June 14th. Dacy provided an update on behalf of the Bay Area Library System's Summer Reading program kick off on Wednesday, June 11th. Play Moore Music is hosting a professional wrestling event at the PJs Pizzeria East parking lot on June 14th at 5:30 PM.
- P. **2025/2026 Fiscal Year Budget Draft Presentation:** City Council approved the DDA FY 2025/2026 at their meeting on May 19th. Budget was reviewed during public meeting. TIFA Revenue DDA District and Safety Millage totals \$101,078.66. Total income projected to be \$109,309.00 for FY 25/26. Projected expenditures to be \$109,309.00 for FY 25/26. **Motion by** Tara Marczak. **Second by** Matt Hycki. Roll call vote by board members present. All present board members voted YES. **Motion Carried.**
- Q. **Accounting Services Proposal Requests:** The Saginaw CPA firm, Gardner, Thomas, Provenzano, Thomas & Luplow, P.C. submitted a bid. Pinconning Township submitted a bid for these services as well. The cost being \$350/month up to 5 hours/month. An additional \$75/hour for other auditing functions. A letter was provided to the DDA Board by Sherri Boettcher from Smith & Brooker, P.C. about the concern of the DDA using Pinconning Township for their accounting services with the ongoing legal issues with the City of Pinconning and the Township. **Motion by** Jeff Phinney to contract Pinconning Township for the accounting services with a legal contract being prepared and reviewed by legal counsel. **Second by** Tara Marczak. Roll call vote by board members present. Saha-Yes, Boettcher-No, Hycki-Yes, Streich-Yes, Snyder-Yes, Marczak-Yes, Willard-Yes, and Phinney-Yes. Holland and Klee are absent. **Motion Carried.**

Motion by Jeff Phinney to allow Chairman, Brian Saha, and Secretary, Tara Marczak, to sign the above-mentioned agreement with Pinconning Township on behalf of the DDA Board. **Second by** Becky Streich. Saha-Abstain, Boettcher-No, Hycki-Yes, Streich-Yes, Snyder-Yes, Marczak-Abstain, Willard-Yes, and Phinney-Yes. **Motion Carried.**

Motion by Tara Marczak to remove Amy Bromberg from the DDA bank account at Independent Bank including online banking access, effective July 1, 2025. **Second by** Jeff Phinney. Roll call vote of board members; all present board members voted YES. **Motion Carried.**

- R. **Landscaping/Beautification Contract:** Pro-Scape Landscaping \$12,964.99, Turk's Lawn & Landscaping LLC \$23,199.00, and Quality Lawn Care \$15,000.00 were the bids submitted for review. **Motion by** Jeff Phinney to contract Pro-Scape Landscaping for the 2025 June – October seasonal DDA landscaping. **Second by** Becky Streich. Roll call vote by board members present. All present board members voted YES. **Motion Carried.**

Motion by Tara Marczak to allow Chairman, Brian Saha, to sign the above-mentioned agreement with Pro-Scape Landscaping on behalf of the DDA Board. **Second by** Jeff Phinney. Roll call vote by board members present. All present board members voted YES. Saha abstained. **Motion Carried.**

New Business:

A. **Bills and Accounts to Pay:**

June Bills:

Consumers Energy Community Center: \$465.17

Consumers Energy Welcome signs: (4471 N Huron Rd) \$45.10, (1930 E Pinconning Rd) \$53.29, and (3650 N Huron Rd) \$45.11

Point and Pay: \$50.00

Tonya Bayne (CC cleaning services/supplies): 4/28: \$125.00, 5/12: \$100.00, 5/28: \$100.00 for a total of \$325.00

Frank's Hardware (May 31 invoice): \$54.38

Bock Electric: \$1,975.00

McGraw Morris P.C. (6/1 Legal Opinion): \$1,110.00

Bronner's Commercial Display (Banners/Welcome & Snowflake): \$1,127.71

City of Pinconning (Public Safety Millage Return): \$8,712.58

Deb Burzynski (CB refund cancelled return): \$840.00

Michael Weiss (CB deposit return 4/26): \$100.00

Motion made by Matt Hycki

Second by Dacy Willard **Discussion:** None. **Motion Carried**

- B. **Taxation Policy:** No update.
- C. **Legal Opinion:** A legal opinion was provided by McGraw Morris P.C. regarding the budget approval process for the DDA. This was questioned by the City Treasurer. The legal opinion states that the budget approval process may be completed in conjunction with the City of Pinconning's budget approval process and a separate meeting is not necessary.
- D. **PO Box:** Discussion about adding a PO Box for the DDA to receive mail separately from the City's mail. **Motion by** Lynn Snyder for Chairman, Brian Saha, to establish a Post Office Box for the DDA to receive their mail. **Second by** Dacy Willard. **Motion carried.**

Public Comment:

Amy Bromberg, City Treasurer, provided insight that communication breakdown between the DDA and the City is a reason she is choosing not to continue doing the DDA's financials. She cited the auditing standards that she is held to require additional details and documentation. Amy also stated that she wanted to point out that she did not request any legal opinions on behalf of the DDA.

Adjournment: Motion by Sherri Boettcher to adjourn the meeting.

Second by Matt Hycki Further Discussion: None **Motion Carried**

Meeting adjourned at 5:32 pm

Next Meeting July 10, 2025, at 3:30 pm at Pinconning Community Center

Respectfully submitted by Tara Marczak, DDA Secretary

Minutes Approved Brian Saha Date 7/10/2025

Brian Saha, Chairperson

City of Pinconning Downtown Development Authority

Meeting Minutes

July 10, 2025

In Person – Pinconning Community Center

Draft Copy.

Meeting called to order at 3:38 pm

Members Present: Chairman Brian Saha, Secretary Tara Marczak, Cliff Holland, Lynn Snyder, Jeff Phinney, Sherri Boettcher

Members Absent: Vice Chairman Matt Hycki, Treasurer Josh Klee, Becky Streich, Dacy Willard

Quorum Present

Approval of Minutes: Minutes from June 5, 2025, were reviewed. **Motion made by Sherri Boettcher** to approve June 5, 2025, minutes. **Second by Lynn Snyder** **Discussion:** None. **Motion Carried**

Treasurer's Report: As of June 30, 2025, the reconciled Treasurer's report shows \$62,955.18. The bank statement shows \$65,570.28 with 10 checks still outstanding. **Motion made by Tara Marczak** **Second by Jeff Phinney** **Discussion:** None. **Motion Carried**

Presentations: Becky Lakin presented the new banners for the light poles in the city to feature the Pinconning Fraser Fire Department. She provided a quote from Extreme Graphics & Signs for 15 18" x 48" 2 sided banners. They were \$65.00 for a total of \$975.00 for the quote provided. She mentioned that there may be a per banner price break if they were to order a larger quantity. There was discussion with the DDA Board about support for the project, however they would like to see involvement from surrounding municipalities. This would allow the police and ambulance personnel to be featured as well. Becky stated that there are 70 poles currently and all are being used. A discussion of more brackets being purchased to add to the poles so the city can display two banners at a time was had. Becky is going to bring back more information to the August meeting about the pricing of additional banners, brackets, and to see if there can be a partnership with local municipalities for the cost portion.

Old Business:

A. Community Building & Parks:

1. Pinconning Community Center: No update.
2. Rental Requests/Lease Documents: No update.
3. Grant Status: Rural Readiness grant application submitted by Ellen from the Friends of the Pinconning Community Center group.
4. Community Building Maintenance Items: No update.

B. Gateway Signs: Brian contacted the contractor to look at the South welcome sign as it is experiencing issues.

C. Streetscape Projects & Improvement/Christmas Decorations: Lynn met with MDOT on Thursday, June 12th to review options for the corridor for replacing the trees. MDOT needs to know our plans for the next steps whether that be new trees, shrubs, planters, or grass.

D. Web Status/Updates: No update.

New Business:

A. Bills and Accounts to Pay:

July Bills:

Consumers Energy Community Center: \$321.44

- E. **City of Pinconning Marketing Plan Discussion:** No update.
- F. **Required State of Michigan DDA Reporting:** Next public meeting I tentatively scheduled for March 2026 at 3:15 PM at the Pinconning Community Center.
- G. **Grant Opportunities:** No update.
- H. **Blight Building Update:** Blight ordinance will be revised at the next City Council meeting, per Becky Lakin.
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- L. **Bay Future:** No update.
- M. **Area Wide Recreation Council Discussion:** No update.
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Consumers Energy Welcome signs: (4471 N Huron Rd) \$51.50, (1930 E Pinconning Rd) \$61.48, and (3650 N Huron Rd) \$49.71
Point and Pay: \$50.00
Tonya Bayne (CC cleaning services/supplies): 6/9: \$145.83, 6/25: \$125.00
McGraw Morris P.C. (5/12 & 6/10 Legal Opinion): \$314.50
City of Pinconning (Water Bill): \$91.56
ProScape Landscaping (FY '25 agreement): \$12,151.79
Brian Saha (Reimbursement for DDA PO Box rental): \$84.00
Pinconning Township (FY '25 Service Agreement Attorney fees): \$2,610.00
Bay Future (2025 Investment): \$500.00
SJ Digital (July – September): \$750.00

Motion made by Cliff Holland

Second by Sherri Boettcher **Discussion:** None. **Motion Carried**

- B. **FY 25/26 DDA Officers Election:** Proposed officers for the 2025/2026 fiscal year are as follows: Chairman = Brian Saha, Vice Chairman = Matt Hycki, Secretary = Tara Marczak, Treasurer, Josh Klee. **Discussion:** Tara shared that she would continue to Secretary role until the end of her term in December 2025. Due to her various responsibilities, she may not continue serving on the DDA board past December 2025. **Motion made by** Cliff Holland to appoint the officers as stated with Tara serving as Secretary until another board member can fill that role or until December 2025. **Second by** Jeff Phinney. **Roll call vote** by board members present. All present board members voted YES. **Motion carried.**

Sherri Boettcher left at 4:08 pm.

Adjournment: Formal meeting adjourned by Brian Saha at 4:08 pm due to no longer having a quorum.

Next Meeting August 7, 2025 at 3:30 pm at Pinconning Community Center

Respectfully submitted by Tara Marczak, DDA Secretary

Minutes Approved _____ **Date** _____

Brian Saha, Chairperson