

**Downtown Development Authority Meeting – Public Forum**

Minutes November 19, 2019

Pinconning City Hall

Pinconning, MI

Meeting called to order at 1:41pm.

**Members Present:** Chairman Brian Saha, Lori Szyperski , Josh Klee, Tricia Foldie, Matt Hycki, Jeanette Marks

**Members Absent:** John Apsinall, Cliff Holland

Quorum present.

**City Administrative Rep:** Dawn Hoder, City Manager

**Old Business:**

- A. City of Pinconning Downtown Development Authority – History and Project Summary:** Brian Saha explained this meeting is for taxpayers to understand what the DDA is, what it does, and it's funding. Copies of the 20 year DDA Development Plan and TIF Plan were shared, as well as Exhibit C City of Pinconning DDA TIF Plan Estimate of Captured Taxable Value & Revenue, copies of 5 Year History Projects/Accomplishment Statement. He also explained the TIFA Tax Capture Analysis for 2019-2020, historic projects funded by the DDA (new post office, new library, sidewalks along the highway, Fifth St. paving, new LED Gateway Signs).

**Public Comments:**

- A.** Michael J. Duranczyk, Bay County Board of Commissioners Chair, shared that the County would like DDAs to lower long-term project plans from 20 years to 10 years.
- B.** DDA attorney Kevin Kilby informed the DDA that Bay Metro would be added to TIFA Capture and removed from the taxpayer rolls. Bay Metro will be added to Exhibit C TIF Plan. He instructed the DDA on how to publicize their 20-year plan, including a notice in next week's Pinconning Journal.

**Adjournment:**

Motion to adjourn made by Josh K.

Seconded by Matt H.

Discussion: None

Motion Carried

Meeting adjourned 2:24pm

Respectfully submitted by Jeanette Marks, DDA Secretary

Minutes approved: Brian Saha 12/10/19  
Brian Saha, DDA Chairperson

**City of Pinconning Downtown Development Authority**  
Meeting Minutes  
December 10, 2019

Public Meeting called to order at 2:13pm by Chair Brian Saha.

**Members Present:** Chair Brian Saha, Lorie Szyperski, Matt Hycki, Cliff Holland, Jeanette Marks.

**Members Absent:** Josh Klee, John Aspinall, Tricia Foldie.

Quorum present.

**City Admin Rep:** City Manager Dawn Hoder present.

**Approval of Minutes:** Minutes 11/19/2019 reviewed.

Motion by Cliff H. to approve Meeting minutes from 11/19/19.

Seconded Lorie S. Further Discussion: None.

Motion Carried.

**Presentations:**

- A. Kevin Kilby with McGraw Morris updated status of DDA renewal extension planning. Public notices sent via mail and to The Pinconning Journal. Move the public hearing to January 21, 2020 and the city council vote to the February 17 meeting.
- B. Bob Moffatt asked why the DDA Development Plan was a 20-year projection and not 15 years, which he is familiar. He also asked if the DDA district is being changed. It is not.

**Treasurer Report:** Fund balance of \$60,443.06 as of 12/10/2019.

Motion by Clif H. to accept the treasurer's report.

Seconded by Matt H. Further Discussion: None.

Motion Carried.

**Old Business:**

- A. **Community Building:** No report.
- B. **Gateway Signs:** All three are up and running. The Chamber contracted with Craig Barnt at The Pinconning Journal to maintain content.
- C. **Streetscape Projects & Improvement/Christmas Decorations:** Kaiser St. looks beautiful with the lighted pole garland. After the first of the year, Lorie will look into buying more flags, Christmas decorations, and LED replacement bulbs.
- D. **Building/Façade Revitalization:** No report.
- E. **Web Status/Updates:**
  - a. Per Kevin Kilby the notice of hearing and the DDA Development Plan draft may be posted on the website. Kevin will email Sam at Evolution Digital.
  - b. Lorie asked if it would be possible to post housing rentals on the webpage. Jeanette will contact Sam.
- F. **City of Pinconning Marketing Plan Discussion:** No report.
- G. **2019/2020 DDA Budget Update:** Discussed.
- H. **Required State of Michigan DDA Reporting:** Discussed.
- I. **DDA Renewal Extension Planning:** Discussed.
- J. **City Management Agreement Status:** Discussed.

Motion by Lorie S. that Exhibit A be determined and negotiated at a later date.

Seconded by ??

Tabled until next meeting.

K. **Presentation Equipment Discussion:** Tabled due to staffing changeover.

**New Business:**

A. **Bills and Accounts to Pay:** Bills present as follows for payment:

a. McGraw & Morris	\$5,460.00
b. Lorie Szyperski, lightbulbs from Menards	\$23.09
c. SJ Digital, quarterly bill	\$1,500.00
d. Consumers	\$44.50
e. Mail Room Service (1 <sup>st</sup> postal mailing)	\$417.53
f. Lakeland Cleaning	\$150.00

Motion by Cliff H. to approve and pay all invoices.

Seconded by Matt H.

Further Discussion: None.

Motion Carried.

B. **TIFA & Development Plan Extension:** Discussed.

C. **Goal Project for 2019/2020:** Discussed.

**Public Comment:** None. Brian encouraged DDA members to attend the next two city council meetings when the DDA Development Plan is discussed and voted on. Those dates are January 21 and February 17 at 6:00pm.

**Adjournment:**

Motion made by Clif H. to adjourn the meeting.

Seconded by Matt H.

Discussion: None.

Motion Carried.

Meeting adjourned 2:54pm

Respectfully submitted by Jeanette Marks, DDA Secretary

Minutes Approved  Date 1/14/20  
Brian Saha, Chairperson

**City of Pinconning Downtown Development Authority**

**Meeting Minutes**

**January 14**

**Pinconning City Hall - Pinconning, MI**

Public Meeting called to order at 2:06pm by Chair Brian Saha.

**Members Present:** Matt Hycki, Tricia Foldie, Josh Klee, Lorie Szyperski, Brian Saha, Jeanette Marks.

**Members Absent:** Clif Holland, John Aspinall. Quorum present.

**City Admin Rep:** Bob Moffit, incoming City Manager.

**Approval of Minutes:** Minutes 12/10/2019 reviewed.

Motion by Matt H. to approve meeting minutes from 12/10/19.

Seconded by Jeanette M. Further Discussion: None.

Motion Carried.

**Presentations:** None.

**Treasurer Report:** Fund balance of \$40,317.06 as of 12/31/2019.

Motion by Josh K. to accept the treasurer's report.

Seconded by Lorie S. Further Discussion: None.

Motion Carried.

**Old Business:**

- A. **Community Building:** A fundraiser for the Community Building will be held 2/29/2020, Mystery Theater. There will be Valentine's dance next month. Leasing documents are being finalized. Josh Klee is working on them.
- B. **Gateway Signs:** All are up and operational.
- C. **Streetscape Projects & Improvement/Christmas Decorations:** Lorie S. would like to order more lighted roping and will present a cost at the next meeting.
- D. **Building/Façade Revitalization:** No report.
- E. **Web Status/Updates:** Sam from Evolution Digital provided social media analytics and presented on her meeting with Michigan Blue, a tourism magazine. Initial cost for an ad would be \$4,000+ and reach 73,000 subscribers. Brian Saha discussed changing the social media administrator. Bob Moffit, incoming City Manager, asked for a 90-day moratorium on changes so he can become familiar with his new position.
- F. **City of Pinconning Marketing Plan Discussion:** No report.
- G. **2019/2020 DDA Budget Update:** No report.
- H. **Required State of Michigan DDA Reporting:** No report.
- I. **DDA Renewal Extension Planning:** Formal presentation will be on 1/21/2020 at the City Council meeting.
- J. **City Management Agreement Status:** No report.
- K. **Presentation Equipment Discussion:** Tabled.

**New Business:**

- A. **Bills and Accounts to Pay:** Bills present as follows for payment:
  - a. Bock Electric \$1,885.00
  - b. Bock Electric \$1,750.00

c. Lakeland Cleaning	\$200.00
d. Consumers	\$42.57
e. The Pinconning Journal	\$180.00
f. McGraw Morris	\$2,422.36
g. City of Pinconning	\$165.85
h. Frank's True Value	\$65.97

Motion by Josh K. to approve and pay all invoices.

Seconded by Lorie S.

Further Discussion: None.

Motion Carried.

- B. **Proposed Change to DDA Meeting Date and Time:** Tricia F. will not be able to make eight of the 2020 scheduled DDA meetings due to work conflicts.

Motion by Tricia F. to change the meeting to the first Tuesday of the month at 1:30pm beginning in March.

Seconded by Lorie S.

Further Discussion: None.

Motion Carried.

- C. **TIFA & Development Plan Extension:** Will be presented at the 1/21/2020 City Council meeting.  
D. **Goal Project for 2019/2020:** No report.

**Public Comment:**

- A. Bob Moffit listed goals and ideas he is excited to begin working on.  
B. Mark Rabish reported he attended the Dangerous Buildings meeting held earlier this month. He encouraged the DDA to use Brownfield Redevelopment funding to demolish the Schmelzer building and Bubby's place both on Third St. Mr. Rabish served on Pinconning's first DDA committee and is experienced with Brownfield Redevelopment.  
C. Mayor Gerald Gibson praised Mr. Moffit for coming out of retirement to help the City of Pinconning.

**Adjournment:**

Motion made by Josh K. to adjourn the meeting.

Seconded by Matt H.


Discussion: None.

Motion Carried.

Meeting adjourned at 3:20pm.

Next meeting: Tuesday, February 11, 2020, at 2:00pm.

Respectfully submitted by Jeanette Marks, DDA Secretary

Minutes Approved  Date 2/11/20  
Brian Saha, Chairperson

**City of Pinconning Downtown Development Authority**

Meeting Minutes

February 11, 2020

Pinconning City Hall - Pinconning, MI

Public Meeting called to order at 1:37pm by Chair Brian Saha.

**Members Present:** Matt Hycki, Josh Klee, Lorie Szyperski, Brian Saha, Jeanette Marks.

**Members Absent:** Trish Foldie, Clif Holland, John Aspinall. Quorum present.

**City Admin Rep:** Bob Moffit, City Manager.

**Approval of Minutes:** Minutes 1/14/2020 reviewed.

Motion by Lorie S. to approve meeting minutes from 1/14/2020.

Seconded by Josh k. Further Discussion: None.

Motion Carried.

**Presentations:** None.

**Treasurer Report:** Fund balance of \$42,035.61 as of 1/23/2020.

Motion by Josh K. to accept the treasurer's report.

Seconded by Matt H. Further Discussion: None.

Motion Carried.

**Old Business:**

- A. **Community Building:** Lorie S. commented on a heavy odor in the building. Bob Moffit offered possible solutions that can be poured down the trap drains that won't evaporate like water. Josh K. reports leasing documents are nearly complete.
- B. **Gateway Signs:** Josh K. reports an invoice was created for payment.
- C. **Streetscape Projects & Improvement/Christmas Decorations:** Lorie S. received a quote from Bronner's but the math did appear accurate. She will report at next meeting. Bob Moffit suggested using Carrot Top Industries.
- D. **Building/Façade Revitalization:** No report.
- E. **Web Status/Updates:** No report.
- F. **City of Pinconning Marketing Plan Discussion:** No report. Bob Moffit will be talking with MDOT officials about cost of highways signs on M13 and I75.
- G. **2019/2020 DDA Budget Update:** No report.
- H. **Required State of Michigan DDA Reporting:** No report
- I. **DDA Renewal Extension Planning:** City Council will vote on the extension at the February 18 meeting at 5:15pm. Please note new starting time and plan on attending.
- J. **City Management Agreement Status:** No report.
- K. **Presentation Equipment Discussion:** No report.

**New Business:**

- A. **Bills and Accounts to Pay:** Bills present as follows for payment:
  - a. MI Member Insurance Agency, renewal \$3,345.00
  - b. Bob Charlebois, Community Bldg maintenance \$46.86
  - c. Frank's Hardware, Community Bldg. \$50.16
  - d. Consumers Power, Gateway Sign \$40.20

e. McGraw Morris \$1,522.50  
Motion by Josh K. to approve and pay all invoices.  
Seconded by Matt H.  
Further Discussion: None.  
Motion Carried.

- B. **Proposed Change to DDA Meeting Date and Time:** Reminder, new meeting date/time is the 1<sup>st</sup> Tuesday of the month at 1:30pm.
- C. **TIFA & Development Plan Extension:** Will be voted on at the 2/18/2020 City Council meeting.
- D. **Goal Project for 2019/2020:** No report.

**Public Comment:**

- A. Bob Moffit would like to talk to anyone who expresses a negative comment about the DDA.
- B. It was noted the address on the Consumers Power utility bill for the gateway signs needs to be changed to the Chamber of Commerce address. Josh K. will contact Consumers Power.
- C. Mayor Gerald Gibson announced the Wesleyan church will be holding a County Music Hall of Fame event in May.

**Adjournment:**

Motion made by Josh K. to adjourn the meeting.  
Seconded by Matt H.  
Discussion: None.  
Motion Carried.  
Meeting adjourned at 2:13pm.

Next meeting: Tuesday, March 3, at 1:30pm.

Respectfully submitted by Jeanette Marks, DDA Secretary

Minutes Approved Brian Saha Date 3/3/20  
Brian Saha, Chairperson

**City of Pinconning Downtown Development Authority**

Meeting Minutes

March 3, 2020

Pinconning City Hall - Pinconning, MI

Public Meeting called to order at 1:33pm by Chair Brian Saha.

**Members Present:** Chairman Brian Saha, Lorie Szyperski, Tricia Foldie, Josh Klee, Matt Hycki, Jeanette Marks.

**Members Absent:** John Aspinall, CJ Holland, Janette Marks

Quorum present.

City Admin. Rep: City Manager Bob Moffit, Mayor Gibson, Councilperson LaPorte

**Approval of Minutes:** Minutes 2/11/2020 reviewed.

Motion by Josh K. to approve meeting minutes from 2/11/2020.

Seconded by Matt H. Further Discussion: None.

Motion Carried.

**Presentations:** Wendy & Randy Brawn from Hometown Decoration & Display Co. presented ideas and proposal for annual Christmas decoration lease program for the 123 poles throughout the city.

Discussion followed and formal proposal will be forwarded to our board for review at next DDA meeting.

**Treasurer Report:** Fund balance of \$33,996.72 as of 2/29/2020.

Motion by Lorie S. to accept the treasurer's report.

Seconded by Matt H. Further Discussion: None.

Motion Carried.

**Old Business:**

- A. **Community Building:** Updated leasing documents presented for approval and use.  
Motion by Josh K. to approve & adopt the leasing forms to use at the CB.  
Seconded by Matt H. Further Discussion: None.  
Motion Carried.
- B. **Gateway Signs:** Consumers Energy power switch from the city to the Chamber is in progress to operate the signs.
- C. **Streetscape Projects & Improvement/Christmas Decorations:** Lorie S. received a quote from Bronner's, but the math did appear accurate. She will report at next meeting. Bob Moffit suggested using Carrot Top Industries.
- D. **Building/Façade Revitalization:** No report.
- E. **Web Status/Updates:** No report.
- F. **City of Pinconning Marketing Plan Discussion:** No report. Bob Moffit will be talking with MDOT officials about cost of highways signs on M13 and I75.
- G. **2019/2020 DDA Budget Update:** No report.
- H. **Required State of Michigan DDA Reporting:** No report
- I. **DDA Renewal Extension Planning:** City Council approved the 20-year extension of the DDA at the February 18, 2020 council meeting.
- J. **City Management Agreement Status:** No report.



K. **Presentation Equipment Discussion:** No report.

**New Business:**

- A. **Bills and Accounts to Pay:** Bills present as follows for payment:  
a. Consumers Power, authorized to pay any outstanding inv.

Motion by Josh K. to approve and pay all invoices.

Seconded by Matt H.

Further Discussion: None.

Motion Carried.

- B. **Proposed Change to DDA Meeting Date and Time:** Reminder, new meeting date/time is the 1<sup>st</sup> Tuesday of the month at 1:30pm.
- C. Motion by Josh Klee to accept the resignation of Jeanette Marks from the Board and recommend the appointment of Linda Austin to complete Jeanette's term for this board and refer this recommendation to city council for approval. Seconded by Tricia F. Further Discussion: None. Motion Carried
- D. **Goal Project for 2019/2020:** No report.

**Public Comment:**

- A. None

**Adjournment:**

Motion made by Josh K. to adjourn the meeting.

Seconded by Tricia F.

Discussion: None.

Motion Carried.

Meeting adjourned at 2:41pm.

Next meeting: Tuesday, April 7, at 1:30pm.

Respectfully submitted by Brian Saha, DDA Recording Secretary

Minutes Approved B. Saha Date 7/7/20  
Brian Saha, Chairperson

**City of Pinconning Downtown Development Authority**

**Meeting Minutes**

July 7, 2020

Pinconning Community Center - Pinconning, MI

Public Meeting called to order at 1:36 pm by Chair Brian Saha.

**Members Present:** Chairman Brian Saha, Lorie Szyperski, Tricia Foldie, Matt Hycki, Linda Austin.

**Members Absent:** John Aspinall, Cliff Holland, Josh Klee

Quorum present.

City Admin. Rep: None attended

**Approval of Minutes:** Minutes 3/3/2020 reviewed.

Motion by Lori S. to approve meeting minutes from 3/3/2020.

Seconded by Matt H. Further Discussion: None.

Motion Carried.

**Treasurer Report:** Fund balance of \$26,122.69 as of 6/30/2020.

Motion by Matt H. to accept the treasurer's report.

Seconded by Linda A. Further Discussion: None.

Motion Carried.

**Presentations:** Dennis Curtis, President of Friends of the Pinconning Community Center was in attendance to provide an update on the organizations work in assisting the PCC facility maintenance/operations and funding goals to improve the facility and expand program use of the community center. Grant application updates were provided, and Dennis presented a funding request for \$10,000.00 to assist in upgrades for the building and to leverage grant applications for such improvements prioritized for the facility and program uses. Discussion followed and request was tables for next DDA meeting.

**Old Business:**

- A. **Community Building & Parks:** Discussion covered in presentation section and city request for \$10,000 for parks and beautification projects discussed.  
Motion by Lori S. to approve \$10,000.00 request by City Administration for \$2500.00 for administration costs reimbursements, and \$7,500.00 for beautification projects/maintenance at the city parks business corridor sidewalks and weeding maintenance along those corridors.  
Seconded by Matt H. Further Discussion: None.  
Motion Carried.
- B. **Gateway Signs:** No report.
- C. **Streetscape Projects & Improvement/Christmas Decorations:** Hometown Decorations proposal was discussed for contracting to lease Christmas decoration for this Thanksgiving & Christmas season 2020.  
Motion by Lori S. to approve proposal #2, 3 yr. contract for decoration plans, in amount of \$6695.00 annually for decoration in M-13, Third and Fifth St. corridors to include 103 pole decorations, installation and removal of decorations by Hometown Decorations annually. Decorations for Kaiser St. will use city owned, newly purchased decorations, and installed by city crews.  
Seconded by Linda A. Further Discussion: None.  
Motion Carried.
- D. **Building/Façade Revitalization:** No report.
- E. **Web Status/Updates:** No report.
- F. **City of Pinconning Marketing Plan Discussion:** No report. Bob Moffit will be talking with MDOT officials about cost of highways signs on M-13 and I-75.
- G. **2019/2020 DDA Budget Update:** Discussion on amending 2019/20 budget as recommended by City Administration was presented per lined items in total amount of \$55,871.86.

Motion by Lori S. to accept 2019/20 budget amendments as presented.

Seconded by Matt H. Further Discussion: None.

Motion Carried.

- H. **Required State of Michigan DDA Reporting:** No report
- I. **City Management Agreement Status:** No report.
- J. **Presentation Equipment Discussion:** No report.

**New Business:**

- A. **Bills and Accounts to Pay:** Bills present as follows for payment: Invoice for Turks Landscaping was approved for \$1800.00 for flower bed annual maintenance around the city. No invoices were present to pay, but authorization by the Board to pay any reoccurring invoices such Consumers Energy by city office staff per their due date.

Motion by Lori S. to approve and pay all invoices.

Seconded by Matt H.

Further Discussion: None.

Motion Carried.

- B. **Approval of fiscal year 2020/21 DDA Budget:** 2020/21 DDA Budget was presented and discussed in the amount of \$50,050.00 in revenue and expenses, a balanced budget for this fiscal year.

Motion by Lori S. to approve fiscal year 20/21 budget for the DDA as presented in the amount of \$50,050.00 in revenue and expenses, a balanced budget.

Seconded by Tricia F.

Further Discussion: None.

Motion Carried.

- C. **Goal Project for 2020/2021:** Discussed projects for 20/21.

- D. **DDA Bylaw Review:** No report.

- E. **DDA Board of Director Assignment and term renewal review for fiscal year 20/21.**

Motion by Lori S. to adopt 20/21 DDA Board Officers as follows: Brian Saha, Chairperson; Matt Hycki Vice Chairperson; Josh Klee, Treasurer; Tricia Foldie, Secretary and to renew the terms of Lori Szyperski and Cliff Holland from 2020 to 2024.

Seconded by Matt H.

Further Discussion: None.

Motion Carried.

**Public Comment:**

- A. None

**Adjournment:**

Motion made by Matt H. to adjourn the meeting.

Seconded by Linda A.

Discussion: None.

Motion Carried.

Meeting adjourned at 2:43 pm.

Next meeting: Tuesday, August 4, at 1:30pm at the Pinconning Community Center.

Respectfully submitted by Brian Saha, DDA Recording Secretary

Minutes Approved Brian Saha Date 8/4/20  
Brian Saha, Chairperson

**City of Pinconning Downtown Development Authority**

**Meeting Minutes**

**August 4, 2020**

**Pinconning Community Center, Pinconning MI**

Meeting called to order at 1:40pm

**Members Present:** Chairman Brian Saha, Vice Chairman Matt Hycki, Treasurer Josh Klee, Secretary Tricia Foldie, Lorie Szyperski, Linda Austin

**Members Absent:** Cliff Holland, John Aspinall

**Approval of Minutes:** Minutes for 7/7/2020 reviewed.

Motion by Josh Klee to approve meeting minutes from 7/7/2020 as submitted.

Second by Lorie Szyperski

Discussion: None

Motion Carried

**Treasurer Report:** No report provided. Bob Moffit, City Manager, provided a verbal of approximately \$30,000.00 in the bank as of 7/31/2020.

Motion to approve the treasury report by Tricia Foldie.

Second by Lorie Szyperski

Discussion: None

Motion Carried

**Presentations:** None

**Old Business:**

- A. **Community Building & Parks:** Lori Szyperski put in a motion to approve \$10,000.00 to support the Friend of Pinconning Community Center project for improvements to the building.  
Seconded by Josh Klee  
Further Discussion: None  
Motion Carried
- B. **Gateway Signs:** Discussion covered cleanup of shrubs around the gateway signs. Lori Szyperski will get prices for low maintenance landscaping options.
- C. **Streetscape Projects & Improvement/Christmas Decorations:** Unable to confirm lease agreement with Hometown Decorations for the 2019/2020 Thanksgiving & Christmas season.
- D. **Building/Facade Revitalization:** No Report
- E. **Web Status/Updates:** Sam Adcock discussed the website needing a new theme.
- F. **City of Pinconning Marketing Plan Discussion:** No Report
- G. **2019/2020 DDA Budget Update:** No Report
- H. **Required State of Michigan DDA Reporting:** No Report
- I. **City Management Agreement Status:** No Report
- J. **Presentation Equipment Discussion:** No Report

**New Business:**

- A. **Bills and Accounts to Pay:** Motion by Lorie Szyperski to pay all outstanding bills.  
Seconded by Linda Austin  
Further Discussion: None  
Motion Carried
- B. **Project Idea of fiscal year 2020/2021:** Discussion on cleanup of landscaping in front of businesses on M-13 along.
- C. **DDA Bylaws:** No Report

**Public Comment:** None

**Adjournment:**

Motion made by Josh Klee to adjourn the meeting  
Seconded by Linda Austin  
Further Discussion: None  
Motion Carried  
Meeting adjourned at 2:37

Next Meeting September 1 at 1:30 at the Pinconning Community Center

Respectfully submitted by Tricia Foldie, DDA Secretary

Minute Approved Brian Saha Date 9/1/20

Brian Saha, Chairperson

*Draft Copy*

**City of Pinconning Downtown Development Authority**

Meeting Minutes

September 1, 2020

Pinconning Community Center, Pinconning MI

Meeting called to order at 1:40pm

**Members Present:** Chairman Brian Saha, Treasurer Josh Klee, Secretary Tricia Foldie, Lorie Szyperski, Linda Austin

**Members Absent:** Vice Chairman Matt Hycki, Cliff Holland, John Aspinall

**Approval of Minutes:** Minutes for 8/4/2020 reviewed.

Motion by Josh Klee to approve meeting minutes from 8/4/2020 as submitted.

Second by Linda Austin

Discussion: None

Motion Carried

**Treasurer Report:** Treasurer Report for 7/1/2020 to 7/31/2020 reviewed showing an ending balance of \$34,011.08.

Motion to approve the treasury report by Lorie Szperski.

Second by Linda Austin

Discussion: None

Motion Carried

**Presentations:** None

**Old Business:**

- A. **Community Building & Parks:** Discussion on Friend of Pinconning Community Center's grant submission, no update. Discussion on the possibility of renting tables and chairs, no decision at this time.
- B. **Gateway Signs:** Reviewed quotes from Turk's Lawn & Landscaping AND Walt's Trucking & Excavating to Landscape around the Gateway Sign on Pinconning Rd.

Lorie Szperski put in a motion to approve spending up to \$5,400.00 towards Landscaping around the Gateway Sign on Pinconning Rd.

Second by Tricia Foldie

Discussion: None

Motion Carried

- C. **Streetscape Projects & Improvement/Christmas Decorations:** Lorie Szperski will be getting prices on replacement light for our current Christmas Decorations. More discussion needed on cost for City Employee to hang Christmas Decorations.
- D. **Building/Facade Revitalization:** No Report
- E. **Web Status/Updates:** Discussion on having residence submit picture for the Website.
- F. **City of Pinconning Marketing Plan Discussion:** No Report

- G. **2019/2020 DDA Budget Update:** Approximately \$35,000.00 available to delegate to projects. Priorities for projects discussed. Demolition of blighted commercial buildings within the city of high priority.
- H. **Required State of Michigan DDA Reporting:** Discussion on having required public meeting in October.
- I. **City Management Agreement Status:** No Report
- J. **Presentation Equipment Discussion:** No Report

**New Business:**

- A. **Bills and Accounts to Pay:** Motion by Lorie Szyperski to pay all outstanding bills.  
Seconded by Josh Klee  
Further Discussion: None  
Motion Carried
- B. **Project Idea of fiscal year 2020/2021:** No new discussion
- C. **DDA Bylaws:** No Report

**Public Comment:** None

**Adjournment:**

Motion made by Josh Klee to adjourn the meeting  
Seconded by Linda Austin  
Further Discussion: None  
Motion Carried  
Meeting adjourned at 2:28

Next Meeting October 6, 2020 at 1:30 at the Pinconning Community Center

Respectfully submitted by Tricia Foldie, DDA Secretary

**Minute Approved** \_\_\_\_\_ **Date** \_\_\_\_\_

**Brian Saha, Chairperson**