

**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 Hyci, 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 \_\_\_\_\_

Brian Saha, Chairperson