

DOWNTOWN DEVELOPMENT AUTHORITY MEETING
Minutes May 7, 2019

Public Meeting called to order at 1:15 pm

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

CITY ADMIN REP: Dawn Hoder, City Manager

MINUTES: Minutes 4/2/19 and special meeting 4/12/19 reviewed. Josh K/Jeanette M: Motion to approve meeting minutes from 4/2/19 and 4/12/19. Yeas: All Nays: None. Motion carried.

TREASURER'S REPORT: Fund Balance 127,418.71 as of 4/30/19. Josh K/Matt H: Motion to accept treasurer's report. Yeas: All Nays: None. Motion carried. Expect delinquent tax revenue end of June per Dawn Hoder, City Treasurer. DDA required to expend all funds by end of June. DDA obligations cannot be carried over to new fiscal year per auditor. JoshK/Matt H: Motion to allow city treasurer to cleanup and make adjustments to report at fiscal year end. Yeas: All Nays: None. Motion carried.

ITEM FOR DISCUSSION

Street Scaping: Gary Bartow and Ken Miller of Fleis & Vandenbrink in audience. Spoke of grants available through MEDC and ICE program to help with city street scaping. Ken & Gary offer grant writing services.

MDOT Streetscape Project: Brian S. discussed MDOT's scheduled construction for summer 2019 on M-13 through town. He suggested MDOT, business owners, and residents meet to discuss how construction will impact the community. Dawn H. stated MDOT will be present for May council meeting to update council and attendees. She suggests Chamber of Commerce as candidates to host meeting between MDOT & business owners.

Community Building Report: Friends of Pinconning Community Center (FoPCC): Meeting 4/17/19 to establish board and adopt bylaws. Copy of bylaws forwarded via email to DDA board. Ellen Charlebois, FoPCC secretary, reached out to DDA to cover expenses of PO Box as official address for FoPCC. Josh K/Tricia F: Motion for DDA to cover expenses of PO Box for Friends of Pinconning Community Center. Yeas: All Nays: None Motion carried. Brian S. spoke of need to sell community building to qualify for 501c3 status and become independent of city. **Rentals:** Payment of \$60 brought to City Hall (via Bret Saha) for rental of community building on 4/20/19 by Shanna Wilson. Insurance agent covering community building recommends redesigning rental forms to reduce liability. Josh K. recommends renters be responsible for covering insurance for events, using homeowners, renters, or special event insurance. Jeanette M/Matt H: Motion to review renter forms to include interested parties be responsible to obtain proof of insurance coverage when renting. Yeas: All Nays: None. Motion carried. **Maintenance:** R&R Construction replaced shingles on roof \$250. Cleaning of awning over door estimate \$250.

Welcome Sign: Status update: Barrett Sign Co. currently obtaining permits required for work. Property north of town is presently not secured. Purchase of sign for north property put on hold.

Streetscape Improvement: Lorie S., not present, working on purchase of flags.

Web Status: No updates as of current meeting.

Marketing Plan: Dawn H. spoke of need for strong marketing plan. Gary Bartow and Ken Miller of Fleis & Vandenbrink offered services to help with marketing/ strategic planning of city & acquiring grants for infrastructure of city.

DDA Budget/Goal Setting: DDA funds need expended by end of fiscal year. Board made many suggestions to expend funds on community building. Brian S. explained community building is in process of becoming 501c3, which would open up grant opportunities to do updates. DDA will continue to talk of where to expend funds.

Michigan DDA Reporting Update: New laws took effect April 1, 2019. Dawn H. and Brian S. currently signed up to attend seminar on new reporting requirements/laws.

NEW BUSINESS:

Bill and Accounts: Bills to pay: \$250 R&R Construction, repair of shingles on community building; \$1677 Turk's Lawn and Landscaping; \$150.00 Lakeland; \$412.37 Consumers; \$183.20 City of Pinconning water bill. Josh K/Jeanette M: Motion to pay all bills. Yeas: All Nays: None. Motion carried. Dawn H. sought board approval to pay Lakeland invoices prior to DDA meeting ,(due date on bill is before meeting date). Josh K/Cliff H: Motion to pay Lakeland prior to board approval. Yeas: All Nays: None. Motion carried.

DDA Goals and Projects: Pinconning Youth League requested help raising \$48,000 to improve/expand batting cages & build storage shed. Power point was emailed to Brian S., DDA waiting for presentation to move forward. City of Pinconning asked DDA to fund replacement of flag pole and flags (U.S. and State) in front of city hall. Barrett Sign most cost effective quote. Pole will take 3 weeks to get, approximately one day to install. Josh K/Cliff H: Motion to approve purchase and installation of flag pole and flags from Barrett Sign at cost of \$1751.40. Yeas: All Nays: None. Motion carried.

DDA Board Member Vacancy: The DDA board currently has one seat to fill.

DDA Renewal Plan: DDA is due for renewal in 2020. Brian S. states renewal is 6 month process that he has started work on. Brian S. inquired to law firm Smith & Brooker to help-they declined due to conflict of interest with representing city. He inquired with Frankenmuth DDA, and received Kevin Kilby's name. He will move forward contacting Kevin. Tricia F. will also contact law firm she is familiar with.

PUBLIC COMMENT: None

ADJOURNMENT: Jeanette M/Matt H: Motion to adjourn meeting. Yeas: All Nays: None. Motion carried.

Meeting Adjourned 2:13 pm

Next scheduled meeting June 4, 2019

Amy Bromberg, Minutes Secretary

Brian Saha, DDA Chairman

BROWNFIELD REDEVELOPMENT AUTHORITY MEETING

Minutes May 7, 2019

Public Meeting called to order at 2:15pm

ROLL CALL: Present: Chairman, Brian Saha, Matt Hycki, Cliff Holland, Tricia Foldie, Jeanette Marks, Josh Klee Absent: John Aspinall, Lorie Szyperski Quorum: Present

CITY ADMIN REP: Dawn Hoder, City Manager

MINUTES: Minutes from April 2, 2019 were reviewed.

Cliff H/Josh K: Motion to approve meeting minutes from 04/02/19 as submitted. Yeas: All Nays: None. Motion carried.

TREASURER'S REPORT: Fund balance of \$0.00 as of 04/30/19

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

OLD BUSINESS: None.

NEW BUSINESS: None.

PUBLIC COMMENT: None.

ADJOURNMENT: Josh K/Matt H: Motion to adjourn meeting. Yeas: All Nays: None. Motion carried.

Meeting adjourned 2:16pm

Amy Bromberg, Minutes Secretary

Brian Saha, DDA Chairman