

## **DOWNTOWN DEVELOPMENT AUTHORITY MEETING**

**Minutes June 4, 2019**

Public Meeting called to order at 1:11 pm

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

**CITY ADMIN REP:** Dawn Hoder, City Manager

**MINUTES:** Minutes 5/7/19 reviewed. Josh K/John A: Motion to approve meeting minutes from 5/7/19.

Yeas: All Nays: None. Motion carried.

**TREASURER'S REPORT:** Fund Balance 125,829.11 as of 5/31/19. Josh K/John A; Motion to accept treasurer's report. Yeas: All Nays: None. Motion carried.

### **PRESENTATIONS:**

Gary Bartow & Ken Miller from Fleis & VandenBrink. Presentation asking DDA for consideration in contributing funds to the city for sewer repairs/improvements within DDA district. City's cost of sewer repairs/improvements totals \$54,955.00 On the city's behalf, Gary Bartow requested consideration from the DDA to contribute half of total cost. Lorie S/John A: Motion to improve and replace pumps as noted in presentation. Yeas: All Nays: None. Motion carried.

Kevin O'laughlin presented on behalf of the Pinconning Youth Organization. Request to build new batting cages, storage shed, and possible other updates to be utilized by the Youth Organization, Kevin presented several different estimates depending on the different scenerios of construction. He will present a more detailed plan and request at the next DDA meeting. The Youth Organization has \$20,000 in savings. They would like to use as little of that as possible towards this, making sure to leave funds to run the organization. The organization has applied for numerous grants, sent out letters for contributions, and will be doing fundraisers to help in paying for this project. The project is also set to be completed in different phases, due to financial availability. Phase 1: Pavilion & cement for batting cages, Phase 2: Storage shed, Phase 3: Possible electric for shed and batting cages. Kevin had mentioned that they are recruiting volunteer builders to reduce cost. Josh K made a note that he, along with the rest of the board would like there to be a licensed builder on site at all times that construction is happening. This avoids city liability. The DDA needs to be listed as contributor of funds, Dawn Hoder also noted that the city retains ownership of anything in Doc Lietchfield Park. Once Kevin presents more detailed projected costs, the DDA can move forward on this decision. Brian S. suggested that DDA distributes money to city, and city makes

dispursements to youth league as needed.

Kevin Kilby from McGraw & Morris law firm presented to the DDA in regards of retaining him as the DDA attorney. McGraw & Morris law firm specializes in municipality law, Kevin Kilby specializes in DDA law. Kevin also gave a few bits of information in regards to new DDA laws and regulations. If we do not comply with new laws we are open to lose building capture if we do not comply. There is more to come with these new laws. More phases are expected to become part of this law. Our DDA was established in 1990. Kevin spoke that if DDA's are renewing, supporting entities that are opted in to funds have to stay opted in. If the DDA's are expanding or newly created, these funding entities are able to opt out. Josh K. asked what Kevin's rate as a lawyer would be if he were to represent the DDA. Kevin spoke that his \$175/hr . There is no retainer and no contract. We are open to drop at any time if not satisfied with representation. Josh K/John A: Motion to approve Kevin Kilby of McGraw & Morris Law Firm as new DDA attorney. Yeas; All. Nays: None. Motion carried.

Kevin noted that billing is usually done by email, though it can be set up otherwise. Bill will be sent to city of Pinconning

Sam from SJ Digital Evolution was in audience. She presented our web statistics. Upcoming for posting approval: sportys anniversary, tues in park, cheesetown, Requesting presentation given to Dawn on DDA guidelines. Dawn will send Sam new trash schedule. Issue of advertising came up. Brian spoke with Craig at Pinconning Journal about bundleing advertising on our site and our signs, Brian addressed Sam to contact Craig Barndt to update calendar on website.

Kres Keeny, resident of the city, presented to the DDA about the pipe sticking up along the road by valleys and that he believes it to be a hazard. Commented that flea market in parking lot of Town & Country is good for the city. Also commented that presentation on batting cages was a very good idea for our city.

### **OLD BUSINESS:**

**Community Building Report: Friends of Pinconning Community Center (FoPCC):** FOPCC have submitted bill to be reimbursed for purchase of PO Box Rentals: Brian S. presented payment of \$80, received from Melissa Shark for one month rental of community building.

**Welcome Sign:** No status update from Barrett Sign Co. as of current meeting.

**Web Status:** Sam in audience. Presentation notes see above.

**Goal Setting:** Ideas for goal planning attached in packet to look over for discussion at

next meeting.

**Michigan DDA Reporting Update:** Dawn H, and Brian S. attended meeting on new laws that took affect April 1, 2019.

**DDA Renewal Extension Plan:** DDA and Kevin Kilby will begin moving forward with this process.

**NEW BUSINESS:**

**Bill and Accounts:** Consumers \$234.07, SJ Digital \$1500; Reimbursement to Robert Charlebois for purchase of FoPCC P.O, Box \$126. Josh K/Lorie S: Motion to pay all bills. Yeas: All. Nays: None. Motion carried.

**DDA Goals and Projects:** Lorie S. gave update on streetscape. Flags are in, they are and ready to be hung. DPW will be hanging them before cheesetown. Approximate cost \$16.83 per flag. Waiting on invoice from John Aspinall in order to submit payment.

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

**PUBLIC COMMENT:** None

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

Meeting Adjourned 2:32 pm

Next scheduled meeting to be determined, pending board availability in July,

Amy Bromberg, Minutes Secretary  
Brian Saha, DDA Chairman

**BROWNFIELD REDEVELOPMENT AUTHORITY MEETING**  
**Minutes June 4, 2019**

Public Meeting called to order at 2:33pm

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

**CITY ADMIN REP:** Dawn Hoder, City Manager

**MINUTES:** Minutes from May 7, 2019 were reviewed. Josh K/Matt H: Motion to approve meeting minutes from 5/7/19 as submitted. Yeas: All Nays: None. Motion carried.

**TREASURER'S REPORT:** Fund balance of \$0.00 as of 5/31/19 Josh K/Matt 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 2:34pm

Amy Bromberg, Minutes Secretary

Brian Saha, DDA Chairman