

DOWNTOWN DEVELOPMENT AUTHORITY MEETING

Minutes March 5, 2019

Public Meeting called to order at 1:07 pm

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

CITY ADMIN REP: City Manager, Dawn Hoder

MINUTES: Minutes 2/5/19 reviewed. Josh K/Matt H: Motion to approve meeting minutes from 2/5/19. Yeas: All Nays: None, Motion carried.

TREASURER'S REPORT: Fund Balance 149,083.53 as of 2/28/19. Current DDA budget 45,000 yearly, City auditor recommendation to increase to 50,000. Josh K/Matt H: Motion to accept Treasurer's report. Yeas: All Nays: None. Motion carried

ITEM FOR DISCUSSION

Streetscape Status: Discussion of flag purchases. Lori S. purchased Christmas decorations for 2019.

Community Building Report: Friends of Community Center meeting held February 20, 2019. Several in attendance. All willing to help on committee. Board will have 5 members and 2 delegates, DDA has approved all volunteers thus far, will assign offices next meeting. Once 501c3 status is granted, the Community Building will become own entity. DDA will assume organization costs, which Brian S. estimates to be \$500. Next meeting scheduled March 20, 2019. Lori S/Josh K: Motion to support, organize, and approve funds for Friends of the Community Center board. Yeas: All Nays: None. Motion carried. Maintenance: Gym doors & light need fixed. Lori S. suggested carpet in entryway. Brian S. will present to F of CC board.

Welcome Sign: Property is currently not secured for signs, All 3 locations available for land lease. No agreements have been drafted to date. Brian S. reports that school is willing to lease at cost of \$1 per year. Dean Arbour has not presented lease cost. Centurytel lease at cost of \$1000 month. DDA agrees that it will not pay Centurytel amount. Brian S. will contact again and ask for lower price. Unknown where sign will go if least cost is not lowered. Steve Bartlett (Bartlett Sign Co.) says signs can USUALLY be moved from one location to another for approx. \$2,000. Cancellation of signs has to happen within 2 weeks of order. Steve Bartlett noted that MDOT setbacks around Centurytel and Medical Mall may be an issue with land outlay, Consumers pole needs installed at Centurytel location. MDOT and Consumers need contacted about hookup,

setbacks, cost, etc. Steve Bartlett recommends that if Centurytel is chosen as land, shrubs should be eliminated. A task list has been emailed to each DDA board member. Josh K, and Brian S. have agreed to work on task list. Zoning permit costs within the city will be waived. Township will charge approximately \$300.00 for zoning permit if sign is placed within township. Steve Bartlett will take care of all other permits. Steve recommends that sign by High School be brought up on berm. Signs will have own phone number. Can be programmed using cell phone. Verizon has electronic contract with state to provide programming service to signs of this nature for free. As of meeting date, sign completion is 3-5 weeks. A month from today's meeting will be 6-8 weeks. Interjection was made by Jennifer Lanczak, resident of the city, regarding concerns of signs. Her concern is DDA purchasing signs with no secured land. She is also concerned signs will not be placed appropriately to be draw to the city. She believes non-digital signs will be just as effective. Before the DDA continued to vote on signs, there was discussion on postponing until leases have been secured, Jeanette M. proposed special meeting. Tentative meeting 2 weeks from today's date. Will need to be posted 18 hours in advance. Question made by board member, Tricia Foldie, as to how many ads could run on sign. Steve Bartlett responded that the average was 10 sec per ad, allowing approx. 10 rotating ads. Tricia F. commented that as an example of revenue that could be made off advertisements on signs, Independent Bank marketing would pay on average \$500 for an ad in this type of community. Discussion about balancing advertising for competing businesses followed. Brian S. commented that the advertising would be community based, so the businesses purpose would be to sponsor those community based ads. Steve Bartlett added that the bid of October 16, 2018 is still valid.

Streetscape Improvement: Discussion about cost of getting wreaths for downtown. 24 ft garland, bows, and LED light bulbs were purchased for streetscape projects.

Web Status: Sam will send email on cost of advertising on web page. Site still needs updated in regards to ordinances, new DDA laws, contact info, etc.

Marketing Plan: City plans, charters, etc, need updated, City still classified as economically distressed. Further discussion is needed.

DDA Budget/Goal Setting: New law requirement to expend all funds by June of 2019.

Budget to be approved at March DDA meeting, Contact auditor regarding ways to transfer money from DDA to city.

Michigan DDA Reporting Update: New laws take effect April 1, 2019

NEW BUSINESS:

Bill and Accounts: Bills to pay: \$1500 SJ Digital (web), 694.49 Consumers, \$8830.62 Bronners (Christmas decorations for streetscape). Josh K/Lori S: Motion to pay. Yeas: All Nays: None. Motion carried.

DDA Goals and Projects: Replace flags in city. Pinconning Youth League has requested help in raising \$17,000 to improve and expand batting cages, along with adjacent building,

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

PUBLIC COMMENT: Jennifer Lanczak, resident in the city of Pinconning, addressed the board hoping to get help bringing residents to the city via a path from the Pinconning Park to the city. She is aware that there are many entities involved. She is hopeful that the DDA can assist in making this happen. She is also aware that it is township property, but because it involves bringing people to the city, she is hoping the township and city can work together. Brian referred her to Mike Duranczk, along with Bay County Parks and Rec., who he believes could help her further develop a project of this caliber.

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

Meeting Adjourned 2:30 pm

Interim meeting to be determined, tentatively in 2 weeks, Next scheduled meeting April 2, 2019

Amy Bromberg, Minutes Secretary
Briary Saha, DDA Chairman

BROWNFIELD REDEVELOPMENT AUTHORITY MEETING
Minutes March 5, 2019

Public Meeting called to order at 2:31 pm

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

City Admin Rep: City Manager, Dawn Hoder

MINUTES: Minutes from February 5, 2019 were reviewed. Matt H/Josh K: Motion to approve meeting minutes from 02/05/19 as submitted. Yeas: All Nays: None. Motion carried.

TREASURER'S REPORT: Fund balance of \$0.00 as of 02/28/19 Matt H/Josh K; 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 Sahá, DDA Chairman