

City of Pinconning Downtown Development Authority

Meeting Minutes

January 4, 2021

In Person – City Hall

Meeting called to order at 1:37 pm

Members Present: Chairman Brian Saha, Vice Chairman Matt Hycki, Secretary Tricia Foldie, Lorie Szyperski, Mayor Vern Little

Members Absent: Treasurer Josh Klee, Linda Austin, Cliff Holland, John Aspinall, Lynn Snyder

No Quorum Present GENERAL DISCUSSION FOLLOWED WITH THOSE PRESENT WITH NOT ACTION TAKEN.

Approval of Minutes: No Report

Treasurer Report: No Report

Presentations: Update provided on the demolition of the Schmelzer and Ouillette buildings. There are oil barrels that will need to be removed from the ground from the Rabish Building.

Old Business:

- A. **Community Building & Parks:** Storage area being worked on along with the handicap restrooms. They are waiting n quotes for the flooring. They will be installing a fence around the air conditioner and a panic button on the exit doors.
- B. **Gateway Signs:** Options for adding a culvert are still being discussed.
- C. **Streetscape Projects & Improvement/Christmas Decorations:** Lighting for the poles will need to be worked on.
- D. **Web Status/Updates:** No Report
- E. **City of Pinconning Marketing Plan Discussion:** No Report
- F. **2021/2022 DDA Budget Update:** No Report
- G. **Required State of Michigan DDA Reporting:** No Report
- H. **City Management Agreement Status:** No Report
- I. **DDA Bylaws Review Status Kevin Kilbe DDA Attorney**
- J. **150 Year Celebration:** No Report
- K. **Blight Building Update:** See presentation
- L. **City Park Improvement:** No Report
- M. **DDA Board Member Status- New/Old:** No Report

New Business:

- A. **Bills and Accounts to Pay:** No Report
- B. **DDA Bank Accounts: IB vs Huntington:** No Report

Public Comment: No

Meeting adjourned at 1:52 pm

Next Meeting February 8, 2021 at approximately 1:30 at City Hall

Respectfully submitted by Tricia Foldie, DDA Secretary

Minute Approved  Date 2/8/22 Brian Saha, Chairperson

City of Pinconning Downtown Development Authority

Meeting Minutes

February 8, 2022

In Person – City Hall

Meeting called to order at 1:37 pm

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

Members Absent: Cliff Holland, John Aspinall, Mayor Vern Little

Approval of Minutes: Minutes from Decembers meeting reviewed along with No Quorum notes from January 4th, 2022, meeting.

Motion made by Josh Klee to approve minutes from December 7th, 2021.

Seconded by Lorie Szyperski

Discussion: None Motion Carried

Motion made by Lorie Szyperski to approve receiving the non quorum notes from the January meeting.

Seconded by Lynn Snyder

Discussion: None Motion Carried

Treasurer Report: Treasurers Report ending on 2/3/2022 with a balance of \$35,680.50 reviewed.

Unauthorized expense for \$3,800.00 paid to Dore & Associates on 1/13/2022. Work on the Schmelzer Building was already paid.

Motion made by Linda Austin to approve the city to reimburse the DDA for the \$3,800.00 unauthorized expense paid to Dore & Associates.

Seconded by Lorie Szyperski

Discussion: None Motion Carried

Motion made by Matt Hycki to approve the Treasurers report excluding the expense to Dore & Associate for \$3,800.00

Seconded by Tricia Foldie

Discussion: None Motion Carried

Presentations: No Presentation

Old Business:

- A. Community Building & Parks:** Discussion on the increase in the cost of the Consumers Bill. The Facilities Construction Agreement will be reviewed at next meeting.

County Agreement reviewed by the DDA Attorney and final agreement presented. A \$25,000.00 one-time payment will be made by the Bay County Board of Commission, funds to be used towards remodeling the Community Centers kitchen.

Motion made by Josh Klee to approve the agreement between the DDA and the Bay County Government.

Seconded by Lorie Szyperski

Discussion: None Motion Carried

- B. **Gateway Signs:** Lorie Szyperski made a motion to move forward with Johnson Excavating's bid for the Culvert with removing at least one tree at bid cost of \$5952.00. Arbours to pay half the cost along with agreement on the tree removal. Bid cost to install was
Seconded by Lynn Snyder
Discussion: None Motion Carried
- C. **Streetscape Projects & Improvement/Christmas Decorations:** Reviewed cost of banners. Lorie will be getting additional cost to add sponsorships. Josh will be working with Chamber on Sponsorship Flyers.
- D. **Web Status/Updates:** No Report
- E. **City of Pinconning Marketing Plan Discussion:** No Report
- F. **2021/2022 DDA Budget Update:** No Report
- G. **Required State of Michigan DDA Reporting:** No Report
- H. **City Management Agreement Status:** No Report
- I. **DDA Bylaws:** No Report
- J. **150 Year Celebration:** No Report
- K. **Blight Building Update:** No Report
- L. **City Park Improvement:** Josh Klee made a motion to cover the \$7,400.00 matching cost for the ball field upgrades from the grant given by the Bay Area Foundation.
Seconded by Matt Hycki **Discussion:** None Motion Carried
- M. **DDA Board Member Status- New/Old:** No Report

New Business:

- A. **Bills and Accounts to Pay:** The following bills were reviewed. Community Center's Consumers Bill for November \$683.24 and December \$691.92, My member Insurance \$4,846.00, Point and Pay \$550.00 and \$5.00, McGraw Morris \$1,50.00, Water Bill \$181.90, McGraw Morris \$1032.50, Franks Hardware \$19.68 and \$41.93, Consumer Signs for January 137.51 and February \$142.03, S.J Digital \$1,500.00.
Motion made by Josh Klee to pay all bills discussed with the exception of the \$3,800.00 unauthorized expense to Dore & Associate as previously discussed.
Seconded by Tricia Foldie
Discussion: None Motion Carried
- B. **DDA Bank Accounts: IB vs Huntington:** Tricia Foldie presented information on Independent Bank's business accounts. Further discussion needed.

Public Comment: Brian Saha discussed holding public meetings in April and June.

Adjournment:

Motion made by Matt Hycki to adjourn the meeting

Seconded by Linda Austin **Further Discussion:** None Motion Carried

Meeting adjourned at 2:49 pm

Next Meeting March 1, 2021, at approximately 1:30 at City Hall

Respectfully submitted by Tricia Foldie, DDA Secretary

Minute Approved B. Saha Date 3/8/22

Brian Saha, Chairperson

Downtown Development Authority Meeting – Public Forum

Minutes March 8, 2022

Public meeting called to order at 1:20pm.

Members Present: Chairman Brian Saha, Secretary Tricia Foldie, Lynn Snyder, Vern Little

Members Absent: Vice Chairman Matt Hycki, Treasurer Josh Klee, Lorie Szperski, Cliff Holland, John Aspinall, Linda Austin

City Admin Rep: Becky Lakin, Amy Bromberg

Items for Discussion:

- A. **City of Pinconning Downtown Development Authority – Project Summary:** Brian Saha passed out copies of DDA Activity Report. The DDA was formed in 1989 and the total project investment since 1990 is \$2,779,211.39. The average estimated City of Pinconning TIFA collection per year is \$30,000.00. This is a 308.80% return on City TIFA investment. The DDA receives approximately \$57,000.00 per fiscal year to invest back into the DDA district. The DDA fiscal year is July 1st-June 30th. In 2020 the DDA was renewed for another 20 years, this will expire in 2040. The DDA Board follows the development plan to allocate funds. Some of the projects the DDA has contributed this fiscal year are the demolition of the Schmelzer and Ouillette buildings, updating the Pinconning ballfield along with up keeping and maintenance for the Community Building.

Meeting adjourned at 1:34

Respectfully submitted by Tricia Foldie, DDA Secretary

Minute Approved B. Saha Date 4/5/22

Brian Saha, Chairperson

City of Pinconning Downtown Development Authority

Meeting Minutes

March 8, 2022

In Person – City Hall

Meeting called to order at 1:34 pm

Members Present: Chairman Brian Saha, Secretary Tricia Foldie, Linda Austin, Lynn Snyder, Mayor Vern Little

Members Absent: Vice Chairman Matt Hycki, Treasurer Josh Klee, Lorie Szyperski, Cliff Holland, John Aspinall,

No Quorum Present- Unofficial Meeting Report

Approval of Minutes: No Report

Treasurer Report: No Report

Presentations: No Report

Old Business:

- A. **Community Building & Parks:** Dennis provided the following update on the Community Center: The front door is going in and will be receiving quotes on a new handrail. They plan to put a roof over the porch and steps but not over the ramp. The lobby area has been insulated. Drywall has been installed and the electrical work is completed. The front four windows have been ordered. The door frames are installed, and the doors will be painted.
- B. **Gateway Signs:** Contractors have been contacted but a time needs to be set to meet with Arbors to plan the culvert placement.
- C. **Streetscape Projects & Improvement/Christmas Decorations:** No Report
- D. **Web Status/Updates:** No Report
- E. **City of Pinconning Marketing Plan Discussion:** No Report
- F. **2021/2022 DDA Budget Update:** The budget needs to be set at next meeting.
- G. **Required State of Michigan DDA Reporting:** Public meeting held prior to March's board meeting.
- H. **City Management Agreement Status:** No Report
- I. **150 Year Celebration:** No Report
- J. **Blight Building Update:** No Report
- K. **City Park Improvement:** Funds from the Northern Bay Fund Grant have been received, these funds will be going towards the youth league ballfield updates.
- L. **DDA Board Member Status- New/Old:** No Report
- M. **Purchase Policy for DDA:** No Report

New Business:

- A. **Bills and Accounts to Pay:** No Report
- B. **DDA Bank Accounts: IB vs Huntington:** No Report

Public Comment: No

Next Meeting April 5, 2022 at approximately 1:30 at City Hall

Respectfully submitted by Tricia Foldie, DDA Secretary

Minute Approved Brian Saha Date 4/5/22

Brian Saha, Chairperson

City of Pinconning Downtown Development Authority

Meeting Minutes

April 5, 2022

In Person – City Hall

Meeting called to order at 1:34 pm

Members Present: Chairman Brian Saha, Secretary Tricia Foldie, Lorie Szyperski, Linda Austin, Lynn Snyder, Mayor Vern Little

Members Absent: Vice Chairman Matt Hycki, Treasurer Josh Klee, Cliff Holland, John Aspinall,

Quorum Present

Approval of Minutes: Minutes from February 8, 2022, and the no quorum meeting notes from March 8, 2022 were reviewed.

Motion made by Vern Little to approve the 2/8/22 & 3/8/22 no quorum notes.

Second by Linda Austin

Discussion: None **Motion Carried**

Treasurer Report: The treasurers report was reviewed showing an ending balance of \$70,565.47 in the bank. \$25,000.00 came in from Bay County for the Community Center's Kitchen Project. \$5,500.00 came in from the BACF Grant for the Ballfield Lights and another \$7,500.00 from the BACF Grant for the Ball Fields.

Motion to approve the treasury report by Vern Little.

Second by Lynn Snyder

Discussion: None **Motion Carried**

Presentations: Brian gave an update on the Community Center Project, the kitchen remodel is the last renovation that needs to be completed. The goal is to have this renovation completed by June 1st.

Old Business:

- A. **Community Building & Parks:** Rental documents will need to be reviewed. They are currently set with an hourly rental rate but we might want to consider adding a daily rate. This will be reviewed next month.
The Legal ownership of the Community Center still needs to be corrected. MBS title's attorney can draw up the deed for \$65.00.
There are some shingles on the roof that needs to be replaced.
- B. **Gateway Signs:** Brian met with Arbor and Johnsons Excavating. They set up the placement for the culvert and the goal is to have the culvert installed by mid-May.
- C. **Streetscape Projects & Improvement/Christmas Decorations:** Lorie has been working on getting the banners made. We have light poles that are missing brackets, these may have been taken down when the Christmas decorations were removed. Amy Bromberg will be looking into this.
- D. **Web Status/Updates:** Samantha emailed an update on 4/4/2022 requesting approved minutes for this year so she can post them to the website.
- E. **City of Pinconning Marketing Plan Discussion:** There will be an Easter Egg hunt this Saturday.
- F. **2021/2022 DDA Budget Update:** Current budget reviewed and discussed, budget will be reviewed again and possible adjustments may be needed by the end of the fiscal year.
- G. **Required State of Michigan DDA Reporting:** Public meeting held in March.

- H. **City Management Agreement Status:** No Report
- I. **150 Year Celebration:** No Report
- J. **Blight Building Update:** \$3800 reimbursement from the City of Pinconning came in. Amy Bromberg confirmed the demolition cost for the Schmelzer and Ouillette building have been added to their winter tax bill. Brian Saha did not see this on the County assessment site so Amy will be confirming this.
- K. **City Park Improvement:** Andy Bergeron provided an email update, they have volunteers cleaning up the fields on April 10th.
- L. **DDA Bank Accounts: IB vs Huntington:** Motion made by Vern Little to move DDA business accounts from Huntington to Independent Bank with the same signers as on current accounts.
Second by Josh Klee
Further Discussion: None
Roll Call: Brian Saha-Yes, Matt Hycki-Not Present, Josh Klee-Yes, Tricia Foldie – abstain, Lorie Szyperski – Yes, Linda Austin – Yes, Cliff Holland – Not Present, John Aspinall- Not Present, Vern Little-Yes
Motion Carried.
- M. **Purchase Policy for DDA:** This will be reviewed at next month's meeting.

New Business:

- A. **Bills and Accounts to Pay:** The following bills were reviewed. Consumers Energy for \$142.03 and \$142.25 for the Welcome Signs. Cleaning with Colleen, \$200.00. SJ Digital, \$1500.00. Consumers Energy for the Community Building, \$916.39 and \$648.02. Franks Hardware, \$19.68. City of Pinconning Utility Bill for the Community Center, \$165.00.
Motion made by Linda Austin to approve the bills presented.
Second by Josh Klee
Further Discussion: None Motion Approved
- B. **2022/2023 Fiscal Year Budget Review/Discussion/Approval: 2022/2023 proposed budget reviewed and discussed.**
Josh Klee approved budget as presented.
Second by Linda Austin
Discussion: None
Motion Carried


Public Comment: None

Adjournment:

Motion by Vern Little to adjourn the meeting.
Second by Josh Klee
Further Discussion: None
Motion carried
Meeting adjourned at 2:27

Next Meeting May 3, 2022 at approximately 1:30 at City Hall

Respectfully submitted by Tricia Foldie, DDA Secretary

Minute Approved  Date 5/3/22

Brian Saha, Chairperson

City of Pinconning Downtown Development Authority

Meeting Minutes

May 3, 2022

In Person – City Hall

Meeting called to order at 1:52 pm

Members Present: Chairman Brian Saha, Vice Chairman Matt Hycki, Treasurer Josh Klee, Secretary Tricia Foldie, Lorie Szyperski, Lynn Snyder

Members Absent: Cliff Holland, John Aspinall, Linda Austin, Mayor Vern Little

Quorum Present

Approval of Minutes: Minutes from April 5, 2022, were reviewed.

Motion made by Josh Klee to approve the April 5th minutes.

Second by Lynn Snyder

Discussion: None **Motion Carried**

Treasurer Report: The treasurers report was reviewed showing an ending balance of \$69,654.57 in the bank as of 5/2/2022. \$25,000.00 from Bay County for the Community Center's Kitchen Project, \$5,500.00 and \$7,500.00 from the BACF Grant for the Ballfield project will be carried over.

Motion to approve the treasury report by Tricia Foldie.

Second by Lorie Szyperski

Discussion: None **Motion Carried**

Presentations: Brian gave an update on the Community Center Project; the kitchen equipment has been ordered.

Old Business:

A. Community Building & Parks: Rental request for May 28th reviewed.

Rental documents reviewed. Discussion made to update rental charges to \$30.00 per hour up to 4 hours or full day rental (9am – 11pm) for \$250.00 without kitchen use, \$300.00 with kitchen use. Full day rentals will receive \$50.00 reimbursement if they leave the building cleaned up. Josh Klee made a motion to approve the new fee schedule with the changes above.

Second by Matt Hycki

Discussion: None **Motion Carried**

Josh Klee made a motion to adopt the updated Building Rental Application.

Seconded by Lorie Szyperski

Discussion: None **Motion Carried**

B. Gateway Signs: Waiting on contractor to start.

C. Streetscape Projects & Improvement/Christmas Decorations: Discussed option of purchasing flags. Northwoods quoted a rate of less than \$8.00 per flag. Lorie is also interested in starting a garden club in hopes of having volunteers adopt the planters and gardens for this summer. Lorie will be getting us locations for the 27 areas that need to be cleaned up and maintained. Lorie Szyperski made a motion to purchase up to \$500.00 in flags from Northwoods.

Second by Josh Klee

Discussion: None **Motion Carried**

- D. **Web Status/Updates:** No Update
- E. **City of Pinconning Marketing Plan Discussion:** No Update
- F. **2021/2022 DDA Budget Update:** No Update
- G. **Required State of Michigan DDA Reporting:** Next public meeting scheduled at 1:15 June 7, 2022.
- H. **City Management Agreement Status:** No Update
- I. **150 Year Celebration:** No Update
- J. **Blight Building Update:** No Update
- K. **City Park Improvement:** No Update
- L. **Purchase Policy for DDA:** No Update
- M. **2022/2023 Fiscal Year Budget:** No Update

New Business:

- A. **Bills and Accounts to Pay:** The following bills were reviewed. R & R Construction for the shingle repairs to the Community Building, \$375.00. Consumers energy for the gateway signs, \$39.92, \$50.34 and \$47.08. Point & Pay \$50.00 for February and \$50.00 for March.
Motion made by Josh Klee to approve the bills presented.

Second by Matt Hycki

Further Discussion: None **Motion Carried**

Public Comment: None

Adjournment:

Motion by Josh Klee to adjourn the meeting.

Second by Matt Hycki

Further Discussion: None

Motion Carried

Meeting adjourned at 2:40

Next Meeting June 7, 2022 at approximately 1:30 at City Hall

Respectfully submitted by Tricia Foldie, DDA Secretary

Minute Approved  Date 6/7/22

Brian Saha, Chairperson

Downtown Development Authority Meeting – Public Forum

Minutes June 7, 2022

Public meeting called to order at 1:20pm.

Members Present: Chairman Brian Saha, Treasurer Josh Klee, Secretary Tricia Foldie, Lynn Snyder, Lorie Szyperski, Cliff Holland,

Members Absent: Vice Chairman Matt Hycki, John Aspinall, Linda Austin, Vern Little

Items for Discussion:

- A. **City of Pinconning Downtown Development Authority – Project Summary:** The DDA's first public meeting was March 9, 2022. The balance in the bank as of 6/6/2022 was \$69,872.53. The DDA fiscal year is July 1st-June 30th. Brian Saha reviewed a list of projects the DDA. Some of the projects the DDA has contributed to this fiscal year are the demolition of the Schmelzer and Ouillette buildings, City of Pinconning's Point and Pay system, the DDA accepted two grants for the Youth Ballfield which the DDA will be matching, the DDA also accepted a \$25,000 to go towards the warming kitchen at the Community Center. The DDA covered half of the cost of putting in a culvert to access the M-13 gateway sign. The projects approved totaled \$81,747.25. The anticipated revenue for 2022/2023 is \$60,150.00.

Meeting adjourned at 1:29

Respectfully submitted by Tricia Foldie, DDA Secretary

Minute Approved  Date 7/5/22

Brian Saha, Chairperson

City of Pinconning Downtown Development Authority

Meeting Minutes

June 7, 2022

In Person – City Hall

Meeting called to order at 1:29 pm

Members Present: Chairman Brian Saha, Treasurer Josh Klee, Secretary Tricia Foldie, Lorie Szyperski, Lynn Snyder, Cliff Holland

Members Absent: Vice Chairman Matt Hycki, John Aspinall, Linda Austin, Mayor Vern Little

Quorum Present

Approval of Minutes: Minutes from May 3, 2022, were reviewed. Motion made by Josh Klee to approve May 3rd minutes.

Second by Cliff Holland Discussion: None Motion Carried

Treasurer Report: Treasurer's report was reviewed showing a current balance in the bank of \$68,872.53. Motion to approve the treasury report by Tricia Foldie.

Second by Lorie Szyperski Discussion: None Motion Carried

Matt Hycki arrived at 1:38

Presentations:

Amy Bromberg has ordered checks for the DDA's account at Independent Bank.

Lorie made a motion to allow Amy to transition current funds along with new funds from Huntington to Independent Bank.

Second by Cliff Holland Discussion: None Motion Carried

Amy Bromberg used her own personal funds to purchase flowers for the flowerbeds outside of City Hall. Amy requested the board to consider reimbursing her \$207.07.

Josh Klee made a motion to reimburse Amy Bromberg \$207.07 for the flowers she purchased.

Second by Lynn Snyder Discussion: None Motion Carried

Old Business:

- A. **Community Building & Parks:** The warming station has been installed and the first rent payment has been made. The amended rental agreement was reviewed.

Cliff Holland made a motion to add a one-time security deposit to each rental equivalent to the rental fee. A minimum of half of the security deposit will be used for cleaning expenses if the building is left dirty upon vacancy.

Second by Lorie Szyperski Discussion: None Motion Carried

Cliff Holland made a motion to have the Community Building available at no cost to PASD and youth organizations for school activities

Second by Josh Klee Discussion: None Motion Carried

Josh Klee made a motion to approve the amendments made to the rental agreement.

Second by Matt Hycki

Discussion: None Motion Carried

- B. **Gateway Signs:** The Culvert has been installed.

- C. **Streetscape Projects & Improvement/Christmas Decorations:** Lorie has been working with local businesses on the flower beds and would like to place garden signs in each flowerbed to show who adopted each one.

Lori Szyperski made a motion to spend \$7.00 per garden sign up to \$200.00.

Second by Josh Klee Discussion: None Motion Carried

- D. **Web Status/Updates:** No Update
- E. **City of Pinconning Marketing Plan Discussion:** Cheese Festival is the weekend of June 17th.
- F. **2021/2022 DDA Budget Update:** Matt Hycki made a motion to approve the Treasurer to make any amendments to end of fiscal year budget.
Second by Lorie Szyperski Discussion: None Motion Carried
- G. **Required State of Michigan DDA Reporting:** Public meeting was held at 1:15 June 7, 2022.
- H. **City Management Agreement Status:** No Update
- I. **150 Year Celebration:** No Update
- J. **Blight Building Update:** No Update
- K. **City Park Improvement:** No Update
- L. **Purchase Policy for DDA:** No Update
- M. **2022/2023 Fiscal Year Budget:** Brian Saha went over the 2022/2023 fiscal year budget which shows a total revenue balance of \$60,150.00 with \$24,750 in routine expenses and \$35,400.00 towards project activities.

New Business:

- A. **Bills and Accounts to Pay:** The following bills were reviewed. Johnson Excavation for the culvert \$6,202.00, the DDA is covering half of this bill for a total of \$3,101.00. Consumers for the three signs and the community Building \$271.13, \$39.32, \$46.94 and \$50.01. Point and Pay for \$50.00. Reimbursement to Amy Bromberg for \$270.77. Northwoods for flags \$446.75. CPI for the Community Center Kitchen \$19,401.14.
Motion made by Josh Klee to approve the bills presented.
Second by Cliff Holland Further Discussion: None Motion Carried
- B. Josh Klee made a motion to accept Linda Austin's board resignation.
Second by Matt Hycki Discussion: None Motion Carried
Brian Saha introduced Becky Miller. Becky works for Town and Country and John Aspinall would like Becky to take his seat on the board.
Josh Klee made a motion to approve Becky Miller to replace John Aspinall's seat on the DDA board.
Second by Matt Hycki Discussion: None Motion Carried
Vern Little sent an email requesting the board to discuss the option of moving the meetings to 5:00pm.
Josh Klee made a motion to move the meetings to 5:00 along with having July's meeting at the Community Building.
Second by Cliff Holland Discussion: None Motion Carried

Public Comment: None

Adjournment: Motion by Josh Klee to adjourn the meeting.

Second by Matt Hycki Further Discussion: None Motion Carried

Meeting adjourned at 2:32pm

Next Meeting July 5, 2022 at approximately 5:00pm at Community Center

Respectfully submitted by Tricia Foldie, DDA Secretary

Minute Approved B. Saha Date 7/5/22

Brian Saha, Chairperson

City of Pinconning Downtown Development Authority

Meeting Minutes

July 5, 2022

In Person – Community Building

Meeting called to order at 5:03 pm

Members Present: Chairman Brian Saha, Vice Chairman Matt Hycki, Secretary Tricia Foldie, Lorie Szyperski, Lynn Snyder, Cliff Holland, Rebecca Miller, Mayor Vern Little

Members Absent: Treasurer Josh Klee

Quorum Present

Approval of Minutes: Minutes from June 7, 2022, were reviewed.

Motion made by Matt Hycki to approve June 7th minutes.

Second by Cliff Holland Discussion: None **Motion Carried**

Treasurer Report: Treasurer's report was reviewed showing a current balance in the bank of \$59,894.77.

Motion to approve the treasury report by Lorie Szyperski.

Second by Matt Hycki Discussion: None **Motion Carried**

Presentations: No Report

Old Business:

- A. **Community Building & Parks:** Front doors were installed incorrectly and will be corrected. The kitchen Equipment needs to be set up. The updated rental agreement was reviewed. Lorie Szyperski made a motion to accept the updated version of the rental agreement.
Second by Cliff Holland Discussion: None **Motion Carried**
- B. **Gateway Signs:** Lorie will be making calls to get the sign fixed. The city will look into helping clean up the weeds in the ditch in front of the sign on 13.
- C. **Streetscape Projects & Improvement/Christmas Decorations:** No Update
- D. **Web Status/Updates:** Updates needed on Community Building.
- E. **City of Pinconning Marketing Plan Discussion:** Cheese Festival is the weekend of June 17th.
- F. **2021/2022 DDA Budget Update:** No Update
- G. **Required State of Michigan DDA Reporting:** Second public meeting was held June 7, 2022.
- H. **City Management Agreement Status:** No Update
- I. **150 Year Celebration:** No Update
- J. **Blight Building Update:** Demolition costs on auction. Auction is being held August 4, 2022.
- K. **City Park Improvement:** Still raising money to improve the lighting.
- L. **Purchase Policy for DDA:** No Update
- M. **2022/2023 Fiscal Year Budget:** No Update

New Business:

- A. **Bills and Accounts to Pay:** The following bills were reviewed. Consumer Energy for \$40.33, \$56.33, \$52.50. The City Utility Bill for \$181.90.
Motion made by Lorie Szyperski to approve the bills presented.
Second by Rebecca Miller Further Discussion: None **Motion Carried**
- B. **Board Vacancies:** No Update
- C. **Bay Future Investment Information:** This will be tabled until the next meeting.
- D. **Terms and Officers assignment for 2022/2023 fiscal year:** Current officer assignments were discussed. The terms for Josh Klee, Tricia Foldie and the vacant seat were ending.

Lorie Szyperski made a motion to approve the current assignments of officers (Brian Saha, Chairperson, Matt Hycki, Vice Chair., Tricia Foldie, Secretary, Josh Klee, Treasurer) and extend the term to 2025 for Josh Klee, Tricia Foldie, and the vacant seat.

Second by Cliff Holland Discussion: None Motion Carried

- E. **BIP Application:** Osier Ventures, LLC submitted a Business Improvement Program application.

This was reviewed and discussed.

Cliff Holland made a motion to table it due to lack of funds. The request will be re-visited in six months.

Second by Lorie Szyperski Discussion: None Motion Carried

- F. Lynn Snyder asked about posting a sign about renting the Community Center on the building.

We need to talk to Bob and Elan about who will oversee taking applications.

Public Comment: Vern Little provided an update on the Battle of the Blocks Celebration. This will take place July 23rd, 2022, on Kaiser between 2nd St and 4th St. This will be held 12:00pm-5:00pm. There will be a live band, food trucks, face painting and a time capsule at City Hall.

Vern also requested to review the DDA agenda to see if it can be cleaned up. Brian reviewed each line and will plan on making a few adjustments.

Adjournment: Motion by Lorie Szyperski to adjourn the meeting.

Second by Vern Little Further Discussion: None Motion Carried

Meeting adjourned at 6:04pm

Next Meeting August 2, 2022, at approximately 5:00pm at Community Center

Respectfully submitted by Tricia Foldie, DDA Secretary

Minute Approved



Date

8/25/22

Brian Saha, Chairperson

City of Pinconning Downtown Development Authority

Meeting Minutes

August 2, 2022

In Person – Community Building

Meeting called to order at 5:08 pm

Members Present: Chairman Brian Saha, Secretary Tricia Foldie, Lorie Szyperski, Lynn Snyder, Rebecca Miller

Members Absent: Vice Chairman Matt Hycki, Treasurer Josh Klee, Cliff Holland, Mayor Vern Little

Quorum Present

Approval of Minutes: Minutes from July 5, 2022, were reviewed.

Motion made by Lynn Snyder to approve July 5, 2022, minutes.

Second by Lorie Szyperski Discussion: None **Motion Carried**

Treasurer Report: Treasurer's report was reviewed showing a current balance in the bank of \$54,413.19.

Motion to approve the treasury report by Lorie Szyperski.

Second by Lynn Snyder Discussion: None **Motion Carried**

Presentations: Ellen Charlebois emailed the following update on the Community Center's renovation progress:

FRONT PORCH: The front door has been rebuilt, reinstalled, and now opens with the correct swing to accommodate the ramp. Expense was already approved, invoice expected shortly. We have two quotes for porch wall lights, I'll send in a separate email. No update on porch roof or railings currently. RESTROOMS: We are still waiting on one wall trash receptacle for the new ADA restrooms. There will be no further invoices for these accessories. We will need to approve expenditure for installation of the accessories. KITCHEN: All the new kitchen equipment has been received and it is locked in the kitchen. Payment for equipment is from the Bay County grant and has been paid by the DDA. Dennis is working on the Health Dept request for approval before installation of the equipment. The plumbing rough-in work has been completed. Electrical work and plumbing expenditures have been approved. Installation of baseboards will need to be approved, plus any other work required by the Health Dept. Once we are ready to move forward with electrical, plumbing, baseboards, and installation, the equipment will need to be moved into the gym to make workspace and the gym will need to be closed. BUILDING USE: The backdoor combination was changed this week for several reasons 1) the air conditioning thermostat was set to 72 degrees by unknown persons, although the FPCC had set it on 78 degrees, the covers are now locked, 2) for building security as the contractors that had the code no longer needed it, 3) the anticipated move of equipment to the gym. The back door code will need to be changed again once the kitchen equipment is moved to the gym. As far as I know, there is not a cleaning person taking care of the Community Center. It is essential for anyone using it to clean up after themselves. The toilets are not being flushed after use and food crumbs are left on the tables.

Old Business:

A. Community Building & Parks:

The legal ownership of the Community Building was discussed, Brian will be working with the City on getting documents together so that we can have the title work completed.

Facilities Construction Management Agreement with the FPCC was discussed. Discussion on the City of Pinconning DDA Credit Card Policy and purchasing policy was also discussed.

Lorie Szyperski made a motion to approve the City of Pinconning Downtown Development Authority Credit Card Policy and the Purchase Policy drafted on 7/2022.

Second by Rebecca Miller Further Discussion: None Motion Carried

- B. **Gateway Signs:** Brian Saha will be contacting vendor for an update on the repairs needed on the M-13 sign. The county will be cleaning up the ditch in front of the M-13 sign.
- C. **Streetscape Projects & Improvement/Christmas Decorations:** The flags are currently in bad condition, they are wrapping around the poles and getting torn. Lorie will be contacting Becky about having the flags replaced with the flags in storage.
- D. **Web Status/Updates:** Sam has updated the website and Brian will be getting her signed minutes to post.
- E. **City of Pinconning Marketing Plan Discussion:** No update
- F. **Required State of Michigan DDA Reporting:** The first public meeting will be held around October.
- G. **City Management Agreement Status:** The City of Pinconning Downtown Development Authority & Brownfield Redevelopment Authority Service Agreement was reviewed. Tricia Foldie made a motion to approve the service agreement between the City and the DDA as presented.
Second by Lorie Szyperski Discussion: None Motion Carried
- H. **Blight Building Update:** No update
- I. **City Park Improvement:** Still raising money to improve the lighting at the ballfield.
- J. **Purchase Policy for DDA:** No Update
- K. **2022/2023 Fiscal Year Budget:** No Update
- L. **Grant Opportunities:** Discussed looking into different grant opportunities
- M. **Bay Future Investment Information:** Tabled until next month
- N. **Board Vacancies:** One current vacancy.

New Business:

- A. **Bills and Accounts to Pay:** The following bills were reviewed. Consumer Energy for \$49.87, \$53.40, \$39.90. Eastedge Graphis for the garden signs \$112.00. Motion made by Lorie Szyperski to approve the bills presented.
Second by Tricia Foldie Further Discussion: None Motion Carried
- B. **Executive Committee Discussion:** Discussion on appointing an executive committee that consists of the four DDA officers, Brian Saha, Matt Hycki, Josh Klee and Tricia Foldie. Lorie Szyperski made a motion to appoint the four officers discussed as the executive committee.

Second by Lynn Snyder Further Discussion: None Motion Carried

Public Comment: No Comment

Adjournment: Motion by Tricia Foldie to adjourn the meeting.

Second by Lorie Szyperski Further Discussion: None Motion Carried

Meeting adjourned at 6:02pm

Next Meeting September 6, 2022 at approximately 5:00pm at Community Center

Respectfully submitted by Tricia Foldie, DDA Secretary

Minute Approved Brian Saha Date 9/6/22

Brian Saha, Chairperson